



TECHNICAL WORKSHOP & EXHIBITION FOR FOUNDRY ENGINEERS

**INSPECTION CAPABILITIES
FOR
TOMORROW'S FOUNDRY**

May 10 - 12, 2017

Orea Hotel VORONĚŽ - Congress Hall.
Brno, Czech Republic

Hosted by SPL/CICA [ALUCAST, PBS VELKA VITES & LANIK]



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The Brno Technical Museum



11 May 2017

Exhibitors Manual
Issue 2

PREFACE

This manual provides Exhibitors with information and details about the services and accessories available for the exhibition to be carried out at the Hall B + C located at Congress Centre Orea Hotel Voronez 1 in Brno

Included are a time-table for the setting of TABLE TOPS and dismantling (page 3). Pages 4-5 contains a full list of the names and addresses of people whom exhibitors may wish or need to contact. Pages 6-7 give general information on accessories and services.

The Manual also includes three forms.

- **Form 1:** Asks for information for your company's Name Board.

Please return this form to Julie Boyce at the latest by 24th April 2017 to ensure that your name is correctly displayed on the board.

- **Form 2:** Asks for the designation of Delegates & Exhibitors Only associated to the table

Please return this form to Julie Boyce at the latest by 24th April 2017 to ensure that your name and designation is correctly displayed on the Badges, this should be returned by all exhibitors.

- **Form 3:** Asks for payment details

FORMS SHOULD BE RETURNED TO JULIE BOYCE BY 24th April 2017 AT THE LATEST.

IF THERE ARE ANY POINTS NOT COVERED IN THIS MANUAL, OR FOR GENERAL ENQUIRIES, PLEASE CONTACT <mailto:colabe@eicf.org>

Company Name: -
.....

Table Top No: -

TIMETABLE

EXHIBITION GENERAL TIMEFRAME

Table Top Exhibition
Thursday May 11
8:00 - 10:00 = Exhibitor's Set-Up
10:00 = Exhibition Opens 10:00 = Morning Coffee Break 15:45 = Afternoon Coffee Break 17:00 = Exhibition Closes
17:00 - 18:30 = Exhibitors Wrap-Up

➤ **EXHIBITION EXHIBITORS SET UP**

Exhibitors must set up their table top decoration during early morning Thursday May 11 between 08:00 to 10:00 h.

➤ **EXHIBITION OPENING**

Exhibitors must have table top ready for Exhibition opening at 10:00 h on Thursday May 11.

➤ **EXHIBITION DISMANTLING**

Exhibitors must have table top dismantled by Thursday May 11 at 18:30 h.

EXHIBITORS MANUAL

STORAGE OF EXHIBITS

There is no storage area in the Congress Centre of OREA HOTEL VORONEZ , as a consequence, no delivery will be accepted before the set up time frame and must be taken directly to the table top.

In case you need assistance for storage, handling or transportation, Orea Hotel Voronez might assist you by contacting

Monika Kozová

Banquet Coordinator

Orea Hotel Voroněž,

T: +420 543 141 274 | M: +420 602 189 368 |

E: monika.kozova@orea.cz | www.oreahotelvoronez.cz

Křížkovského 458/47 | CZ - 603 73 Brno

OREA HOTEL VORONEZ CONGRES CENTRE ACCESS

Please refer to Annexes I & II for details regarding access to OREA HOTEL VORONEZ CONGRESS CENTRE

CONTACT DETAILS

EICF SECRETARIAT

Holly Cottage

Gorcott Hill,

Beoley,

Redditch,

B98 9EW

UK

Tel: +44 (0) 1564 743077

Fax: +44 (0) 1564 742080

Email: julieboyce@icf.org

ENQUIRES

Exhibitors who have any enquiries regarding the Exhibition should contact EICF as below:

Enquires & Table Payments: Julie Boyce
Tel: +44 (0) 1564 743077
Fax: +44 (0) 1564 742080
Email: julieboyce@icf.org

Exhibitors who have any enquiries concerning tables, electrics, lighting, furniture etc. should contact:

Monika Kozová
Banquet Coordinator
Orea Hotel Voroněž,
T: +420 543 141 274 | M: +420 602 189 368 |
E: monika.kozova@orea.cz | www.oreahotelvoronez.cz
Křížkovského 458/47 | CZ - 603 73 Brno

Exhibitors who have any enquiries regarding Congress Centre access or facilities should contact:

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Banquet Coordinator
Orea Hotel Voroněž,
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GENERAL INFORMATION

TABLE TOP DESCRIPTION

TABLES are 180 cm x 45 cm, with two chairs



POSTER ATTACHMENT

The preferred method of fixing display material to the panels is with double sided adhesive tape.

(Nails, screws or blu-tack must not be used. Any damage caused to the shell scheme will be the responsibility of the Exhibitor and will be charged accordingly.)

ACCESSORIES

Other accessories, power points and electrical accessories, furniture or audio visual equipment can be ordered from Orea Hotel Voronez (not included in exhibitors fee).

Please contact :

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Banquet Coordinator

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EXHIBITORS MANUAL

EXHIBITORS BADGES

Exhibitors' badges will be available from the organisers at the WORKSHOP registration desk. Please indicate FULL names of table top personnel on Form 2, discriminating from delegates and exhibitors only

PARKING / UNLOADING

Please see enclosed ANNEXES I & II

DELIVERY

Incoming goods must be delivered as per the indicated time table. : Exhibitors Set Up

INSURANCE

You are strongly advised to take out insurance to cover any loss or damage to the table top you are hiring and to cover public liability. EICF will not be responsible for any damage or injury howsoever caused.

SECURITY

The Orea Hotel Vorobez has its own security associated to the event.

ORDER FORM 2 : ID BADGES

For stand personnel please identify those attending the WORKSHOP as delegates, and those attending the exhibition as “exhibitors only”. Workshop refreshments and lunches are available. Please fill in the names of your table top personnel and return to EICF to enable badges to be produced. See FORM 3 for payment details.

PLEASE INDICATE ANY SPECIAL DIETARY REQUIREMENTS.....

STAND PERSONNEL

Name:.....

Name:.....

Name:.....

Name:.....

NB: Details about the excursions, reception and workshop dinner are given in the workshop brochure.

PLEASE RETURN YOUR COMPLETED ORDER FORM 2 AND FORM 3
PAYMENT to:-

Mrs. Julie Boyce, EICF, Holly Cottage, Gorcott Hill, Beoley, Redditch, B98 9EW. UK

Fax: +44 (0) 1564 742080 Email: julieboyce@eicf.org

FORM 3: PAYMENT

Payments from outside the UK can only be accepted if made by DIRECT BANK TRANSFER or by CREDIT CARD. (Card payments are taken in sterling).

Card Number (Please fill in below) State AMEX / VISA / MASTERCARD

Card Expiry Date:/...../.....

Security No:

Signature:

.....

Name as it appears on the card:

.....

Stand

Number:

.....

Company:

.....

Address:

.....

.....

.....

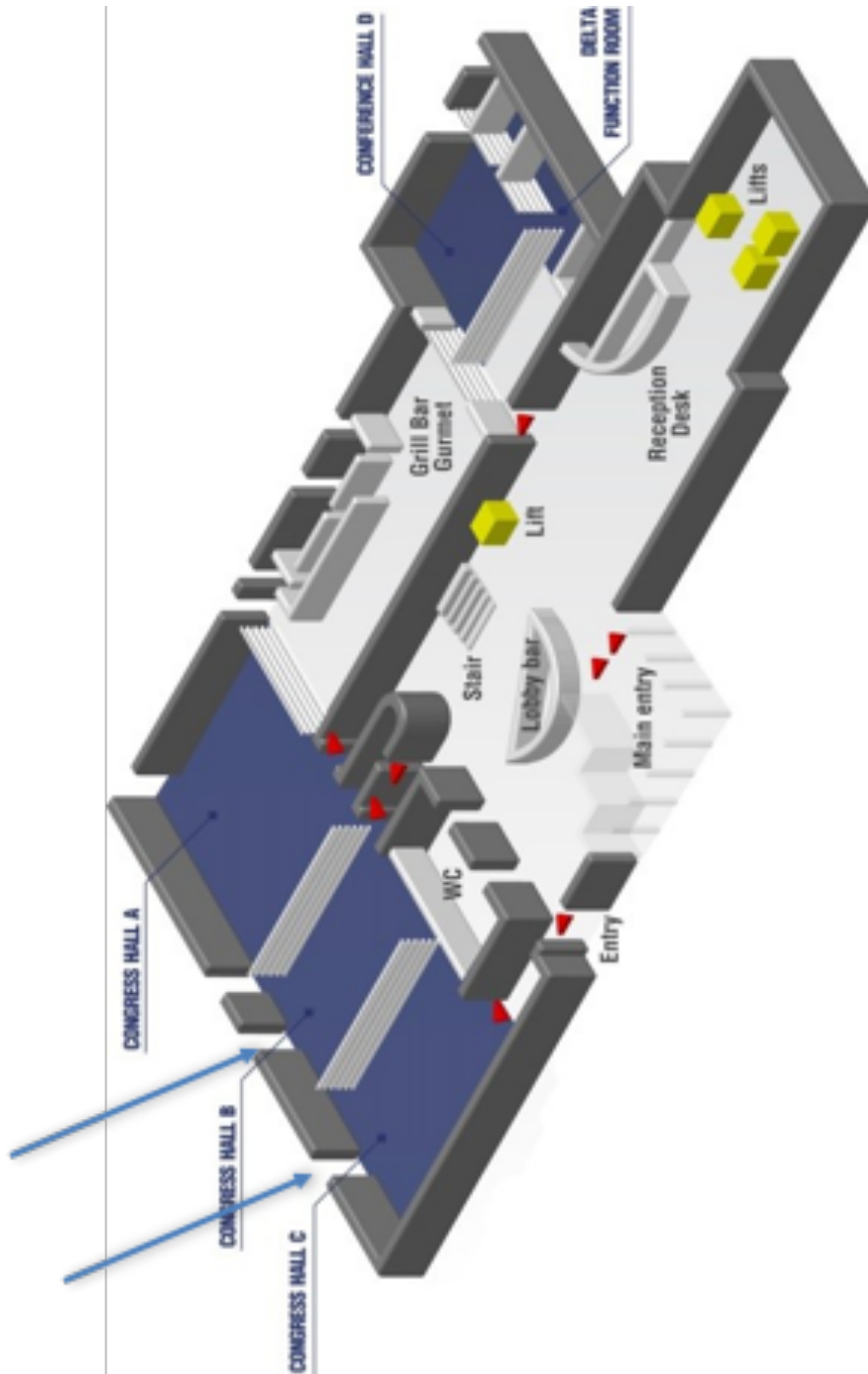
Payment by bank transfer

Mrs. Julie Boyce, EICF, Holly Cottage, Gorcott Hill, Beoley, Redditch B98 9EW.
UK

Fax: +44 (0) 1564 742080 Email: julieboyce@eicf.org

ANNEX I

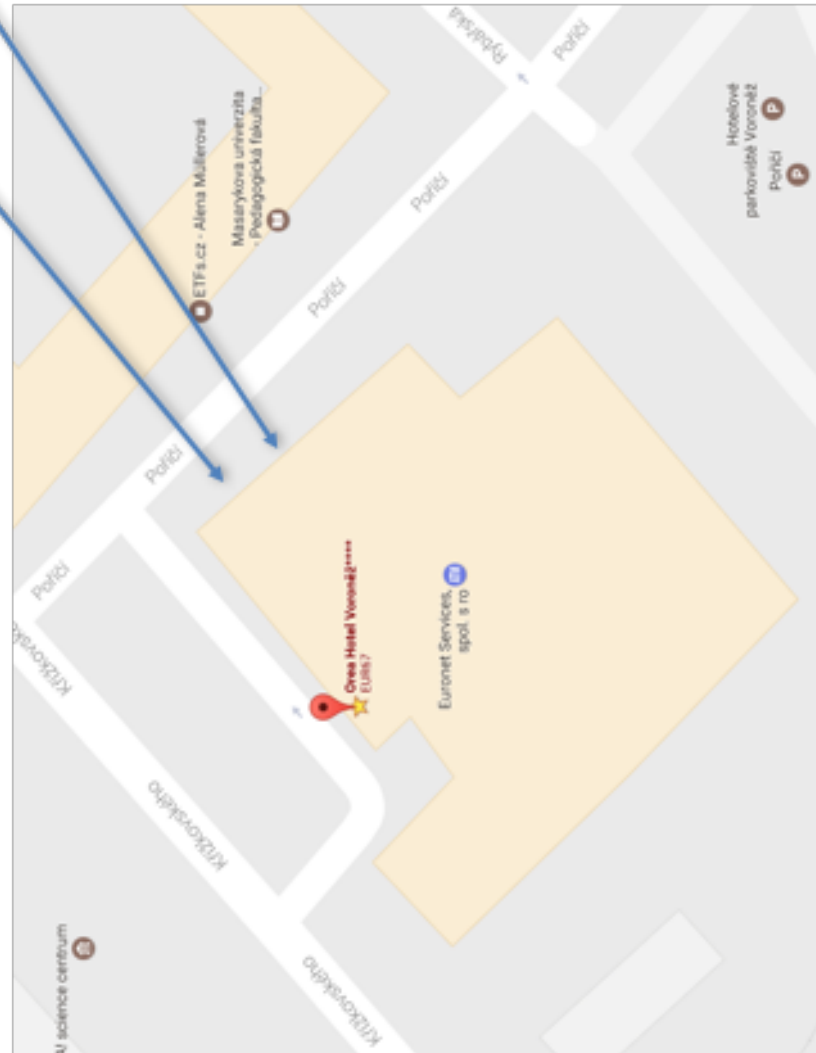
ACCESS FOR EXHIBITORS GOODS



EXHIBITORS MANUAL

ANNEX II

ACCESS FOR EXHIBITORS GOODS



EXHIBITORS MANUAL

ANNEX II

ACCESS FOR EXHIBITORS GOODS

