

ECAI 2014 CONFERENCE PRAGUE

August 18 -22, 2014

www.ecai2014.org

Exhibition Guide

Exhibition

Congress Venue

Clarion Congress Hotel Prague

Freyova 33, Prague 9 – Vysočany

Contact person: Ms. Broňa Králová, e-mail: kralova@cchp.cz, phone: +420 211 131 154

Congress Organiser

GUARANT International spol. s r.o.

Na Pankráci 17, 140 21 Prague 4

Contact person: Ms. Zuzana Šeps, e-mail: seps@guarant.cz, phone: +420 725 778 126

Exhibition Opening Hours

- **Wednesday, 20 August** **09:00 – 17:00**
- **Thursday, 21 August** **09:00 – 17:00**
- **Friday, 22 August** **09:00 – 17:00**

We kindly ask you to follow the exhibition opening times and to make sure that your booth is staffed at all times.

Set-Up & Dismantling

The exhibition area will be available for set up from 07:00 on Wednesday, 20 August. All materials should be removed from the exhibition floor on **Friday, 22 August between 17:00 and 20:00.** The organiser will not be responsible for any item or material that has not been removed once the event is finished.

How to get to the Clarion Congress Centre:

By car - coming from Brno and Vienna via D1 motorway

Follow the D1 highway towards the city centre, turn right to Karlín, Vysočany and continue for approximately 5 km. Then turn right on to Českomoravská street going towards the O2 arena. Follow the street for 1km, then turn left to Freyova street. After approximately 600m the Clarion Congress Hotel Prague **** will be on your left hand side.

By car - coming from the North (E55)

Continue along the E55 when entering Prague, turn right at the cross roads with Kolbenova street and head towards the city centre. After approximately 1km you can see Clarion Congress Hotel in front of you.

GPS position data

50°6'35.075"N, 14°30'4.176"E

The loading area is located on right side between the main entrance and underground car park.

Exhibition Space Information

The exhibition space fee includes:

- 1 table and 2 chairs (if required)
- wi-fi internet access
- exhibitor badge(s) – as per contract/rules

*for appliances like fridges, coffeemakers or similar it is necessary to order more powerful 400 V connection for the fee of 80 EUR per the entire event (if required please contact us by August 10th)

Exhibitors are responsible for costs related to set up of the space as well as transportation and storage of materials.

Equipment

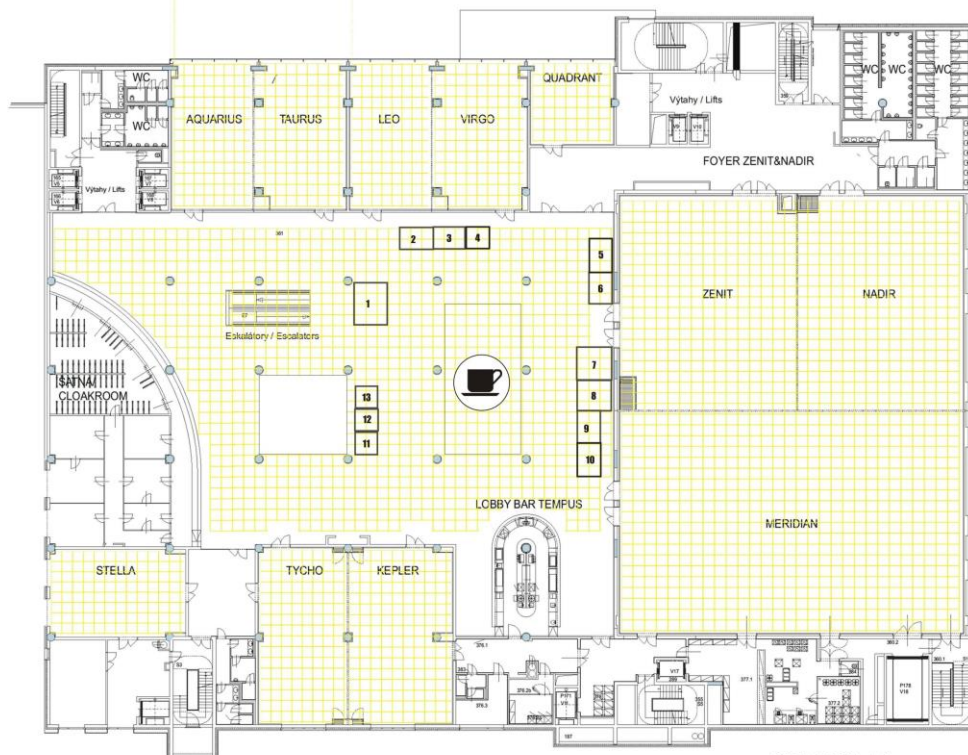
Please advise by August 10th, if you wish us to arrange tables (skirted if required) and chairs.

Exhibitor Badges

The exhibitor badges shows the individual and company name or company name only and provide access to the exhibit hall only and coffee breaks while the exhibition is open. **The extra exhibitor badge costs 70 €.**

Exhibition Plan

The congress organizers have planned the exhibition floor plan in order to maximise the exhibitor's exposure to the delegates. To support this, coffee-breaks will be served mainly in the exhibition area.



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Catering

Exhibitors can order drinks and small refreshments to be served at their stands. For orders please contact directly Clarion Congress Hotel:

Ms. Broňa Králová, e-mail: kralova@cchp.cz, phone: +420 211 131 154

It is not allowed to serve external catering on the stand.

Shipping

If you are shipping materials to Prague from inside the EU area and if those materials will be re-exported as well to an area inside the EU, no special formalities are needed.

If you are shipping materials to the Czech Republic from outside of the EU or if you want to ship materials sent to the Czech Republic afterwards to a country outside of the EU, you should definitely enlist the help of a local customs brokerage services and to contact them before any shipment is made.

If you intend to import material and furniture (such as your own stand for instance) it is highly recommended to contact a recommended local custom broker (its services must be ordered in advance and are charged separately):

BESKSPEDITION

Fairs & Exhibition

Contact person: Mr. Pavel Beck

Chrastavská 113/4, 190 00 Prague 9, Czech Republic

Phone: +420 286 881 730 or +420 602 311 950

Email: beck.pavel@volny.cz and please copy in malinska@guarant.cz

Notify: **ECAI 2014 exhibition**

Clarion Congress Hotel Prague (Freyova 33, CZ 190 00 Prague 9)

Exhibition venue / dates

Exhibitor

Stand No.

c/o BECKSPEDITION PRAGUE

ARRIVAL deadline: **13 August, 2014**

SHIPPING TO THE CONFERENCE VENUE (for smaller shipments only)

It is highly recommended to discuss this in advance with the responsible person (see below).

Shipping address:

Clarion Congress Hotel Prague (Conference Venue)

Freyova 945/33

190 00 Prague 9, Czech Republic

Please be sure to address the materials to:

Ms. Broňa Kráová, kralova@cchp.cz, phone: +420 211 131 154

NOTE that materials can be sent directly to the Congress Venue, but should **NOT** arrive there **before 10 August**.

Please be sure to mark the boxes clearly:

- Name of the event '**For ECAI 2014 exhibition**'
- Name of your organisation
- Booth number
- Contact telephone number / email

All exhibits and materials should be properly insured for transportation and for the conference. Please note that ECAI 2014 is not taking responsibility for the transported materials.

In case of any questions please contact Conference Organiser - Ms. Zuzana Šeps, e-mail: seps@guarant.cz