



Technical Guide Exhibition SETAC Europe Annual Meeting 2014 Basel

**All technical documents can be found on the meeting website
(basel.setac.eu/exhibition)**

Delivery of goods

Deliveries of small packages, should arrive at the Congress Center not before Thursday 8 May 2014. If you would like to send some packages beforehand, please confirm the time of delivery and send a list of the items that will be delivered to Mr. Sven Brogli (sven.brogli@congress.ch). The delivery address is as followed:

Congress Center Basel
MCH Messe Schweiz (Basel) AG
C/o SETAC 2014 / Halle 4.1
Company Name/ Booth No. (please add your booth number)
Messeplatz 21
CH- 4058 Basel
Switzerland

Please note that the transport of the material both to the Congress Center and back to your company will be performed at your own risk. The Congress Center Basel (nor SETAC Europe) will NOT be responsible or accountable for equipment or material which has been lost or damaged during the transport.

Insurance

Full insurance coverage against fire and third party liability is mandatory. On the meeting website you can find a proposal as well as an extract of the insurance conditions. If you wish to make use of this offer, the completed form has to be returned directly to the given address listed in the application form.

Set-up / dismantling

Set-up:

Sunday 11 May 2014 from 13.00 – 18.00 hrs

Dismantling:

No exhibitor is allowed to dismantle their stand, or remove any exhibition material, before closing hours on the last two exhibition days.

Moving out times: Thursday 15 May 2014 from 14.00 – 18.00 hrs

(please note that there are still conferences going on at these times on Thursday)

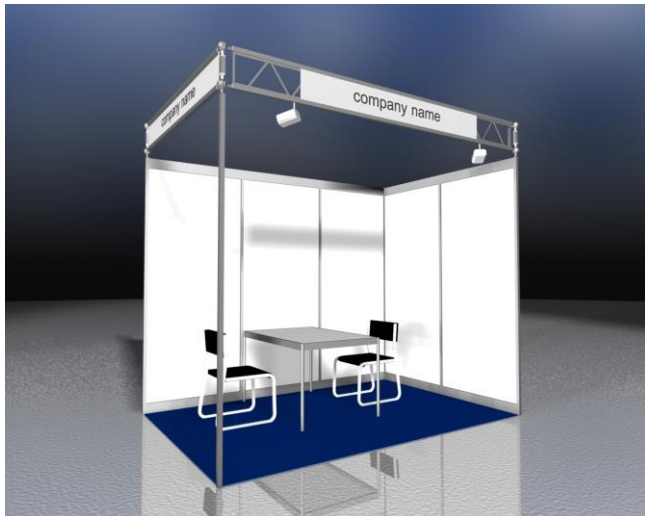
If dismantling times are not kept, dismantling and removal will be performed on the exhibitor's expense and risk.

Opening hours

Opening hours for visitors to the exhibition:

Sunday 11 May:	20.00 – 22.00 hrs
Monday 12 May:	08.30 – 18.30 hrs
Tuesday 13 May:	08.30 – 18.30 hrs
Wednesday 14 May:	08.30 – 18.30 hrs
Thursday 15 May:	08.30 – 14.00 hrs

Lay out booths / ordering additional furniture



booth space: 2 × 3 m

including: 1 side and 1 back panel;

spotlights;

1 table and 2 chairs;

power supply outlet;

a booth identification sign (black and white, no logo)

If you want to order additional furniture, please send an e-mail to:

cornelia.spearman@syma.ch

The brochure with additional furniture can be found at the meeting website.