

## TNC17 Exhibitor’s Kit

### Conference Venue and Exhibition Schedule

The venue of the TNC17 will be the Design Center in Linz. The Exhibition Area will be on the ground floor, no stairs must be taken in order to get there.

Address of the Conference Venue:

**Design Center Linz**

Europaplatz 1

4020 Linz

A – Austria

Exhibitors are requested to set-up and disassemble their stands during following times:

Set-up: Monday, 29<sup>th</sup> of May 2017, between 09:00 – 17:00

Tuesday, 30<sup>th</sup> of May 2017, between 8:00 – 10:30

Tear-down: Friday, 2<sup>nd</sup> of June 2017, between 09:00 – 17:00

The exhibition area will be opened throughout the conference at the following times:

Tuesday, 30<sup>th</sup> of May 2017: 9:00 - 17:30

Wednesday, 31<sup>st</sup> of May 2017: 9:00 - 17:30

Thursday, 1<sup>st</sup> of June 2017: 9:00 - 17:30

## Exhibition Booths

The Basic Booth:

The Basic Booth is included in the sponsor package and will be 3x2 meters with a backwall (2,5m high) branded or unbranded, including a carpet. A basic table with two chairs is included in the price. The color of the carpet for all booths will be grey.

Size:	6m <sup>2</sup>
Backsite:	3m
Depth:	2m
Height:	2,5m
Additional costs:	none



Additional booth space of 9 or 15 m<sup>2</sup> (for the basic booth or individual design) is available for an additional charge per square meter.

If you are interested in booking a bigger exhibition booth please fill out the comments box on the booking form accordingly.

Optional tables and chairs:



-Cocktail Table-   -Round Standing Table branded-   -Round Standing Table unbranded-   -Bar Stool-

Version	Table/Chairs	Price (in EUR excl. 20% VAT)
Table A	Basic Table from Design Center	Included in sponser package
Table B	Cocktail Table	60,00
Table C	Round Standing Table branded (80cm Ø)	300,00
Table D	Round Standing Table unbranded (80cm Ø)	265,00
Chair 1	Basic Chair from Design Center	Included in sponser package
Chair 2	Bar Stool	35,00

The options above may be individually mixed and combined.

All prices are given in EUR excl. 20% VAT. We will provide lighting for each booth. Please mark on the form below in case you do not need it. There will be one power outlet of the standard continental European type. Power consumption of the stand is expected to remain below 0,5kW.

If a higher power consumption is expected, please let us know in the attached form. It can be provided at additional costs. A pdf template for branding of the booth will be provided by Mondial where your graphic designers can insert their choice of branding. In order to receive this template the **exact booth size, tables and chairs must be booked until 17<sup>th</sup> of March 2017 (Deadline!)**.

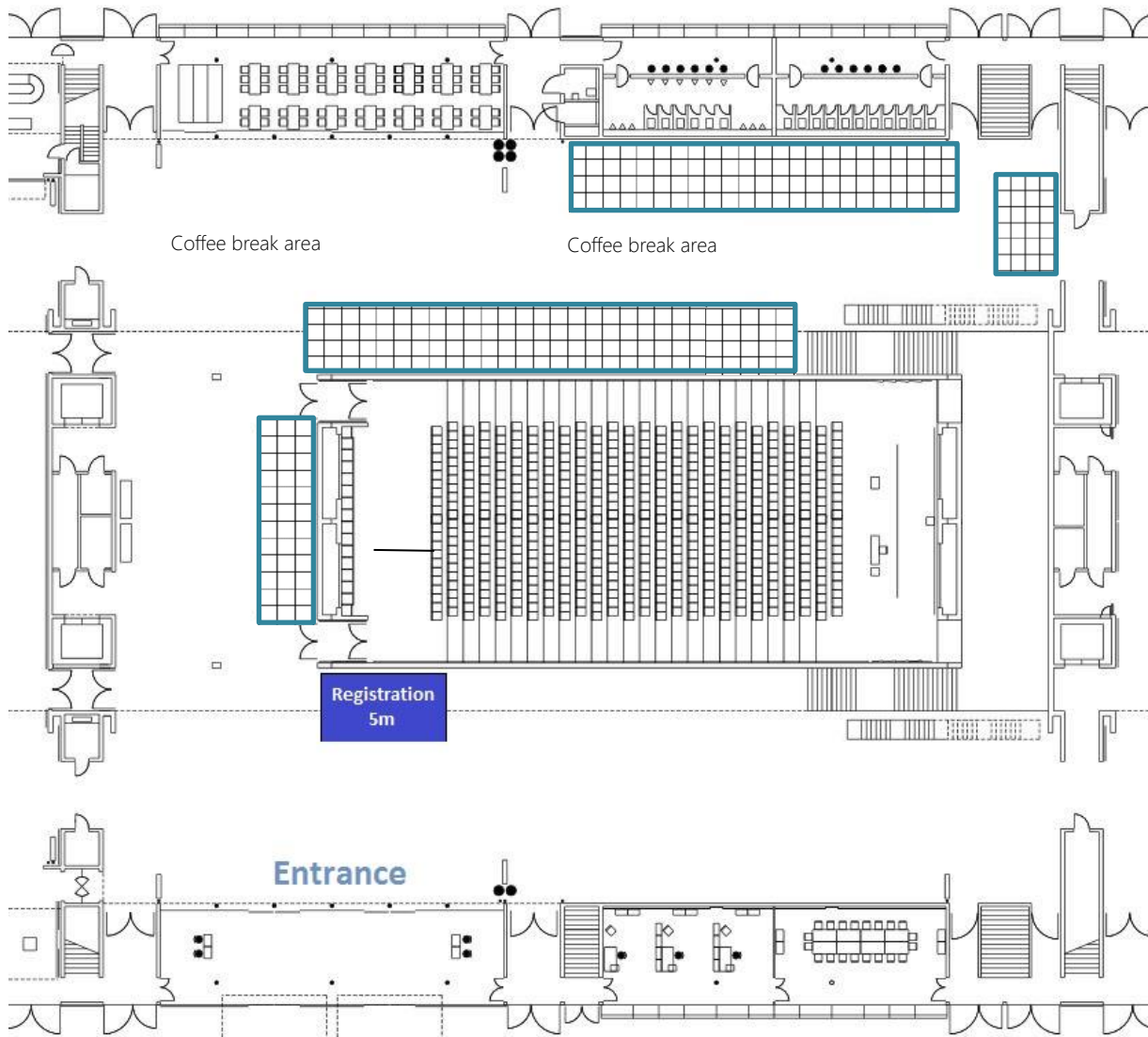
Branding must be sent to [tnc17@mondial.at](mailto:tnc17@mondial.at) until the 31<sup>st</sup> of March 2017.



Martin Galik (from T3works) will be the contact person for any questions regarding design and branding:

**Martin Galik**  
 +42 1 904 402 667  
[galik@madad.sk](mailto:galik@madad.sk)

Internet connectivity is available via wireless LAN. IP addresses will be assigned through a DHCP server. Fixed IP addresses can be made available on request via the TNC17 technical team <tnc17@list.geant.org>

Booths will be allocated to exhibitors roughly in relation to the amount of sponsorship provided. However, due to the shape and size of the venue, participants will be exposed to all the stands. The Exhibition Area is spacious, it can be seen on the plan below.



-  : Exhibition space
-  : 1 square meter

## TNC17 – Exhibitors' Kit



Additional items that you may require can be provided through our local exhibition management: Mondial.

Please send an email with your request to [tnc17@mondial.at](mailto:tnc17@mondial.at) and they will do their best to deliver to the site. You are recommended to contact Mondial at your earliest convenience, especially if you have specific requests such as graphics, prints, etc.

List of additional services:

- Stand Equipment
- Carpet (in a different color)
- Text and graphics
- Audio, Video, PC
- Flower decoration
- Hostesses
- Schematic Plan

A catalogue with all additional equipment for TNC17 exhibitors will be available shortly.

The deadline for orders of additional services is **31<sup>st</sup> of March 2017**.

**Mondial – PCO**

+43 1 588 04 165

[tnc17@mondial.at](mailto:tnc17@mondial.at)

## Shipping

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

If you are shipping materials to Austria from outside of the EU or if you want to ship materials sent to Austria afterwards to a country outside of the EU, you should definitely enlist the help of a local customs brokerage service and contact them before any shipment is made. If you intend to import material and furniture it is highly recommended to contact the recommended local custom broker:

### **SCHENKER & CO AG**

Fairs & Exhibitions  
Flughafenstraße 20  
4063 Hörsching  
A - Austria

Tel: +43 5 7686 271525  
Fax: +43 5 7686 271529  
Mobil: +43 664 88 600 339  
Email: manuel.victor@dbschenker.com

Note that materials can be sent directly to the Conference Venue, but should **NOT arrive there before 24<sup>th</sup> of May 2017.**

### **Design Center Linz**

**Subject: TNC17 – Exhibitor [COMPANY NAME]**

Europaplatz 1  
4020 Linz  
A – Austria

Please mark “TNC17 – Exhibitor [COMPANY NAME]” clearly on all boxes and number them consecutively, like this: box 1 of 3, box 2 of 3, box 3 of 3, and your company’s name.

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

## Registration

Being a sponsor, you are entitled to (a) free delegate pass(es) as part of your sponsorship package. Please send the first name, last name, country of residence and e-mail address of the person who will make use of this facility to < tnc17@list.geant.org >

There is a special conference registration fee for a maximum of three exhibitors or demonstrators who do NOT go to the conference sessions, of 300 euro (excluding 20% VAT).

This special fee does not include the social events. Tickets for social events can be added to your registration for an additional fee. For security reasons, prior registration is required for ALL personnel at the stands.

It is necessary to send the first name, last name, country of residence and e-mail address of the person(s) who will make use of this facility. We will then issue these persons with a special pre-registration code. By entering this registration code on the on-line registration pages, it will be possible to register at the discounted price.

Normal registration fees apply to all exhibitors who will be participating in the scheduled conference or workshop programme and social events.

## Hotel Accommodation

Hotel accommodation can be booked via our local conference organizer: Mondial

Linz is a congress city with just a few hotels, so we recommend that you make an early hotel booking. For your convenience, a direct link to the local conference organiser's hotel booking website is available from the link below. All listed hotels have attractive rates which were negotiated for the TNC17 participants.

Find list of hotels at: <https://mondial.eventsair.com/tnc-2017/hotel-booking>

If you require additional information, please feel free to contact me directly.  
I look forward to working with you to provide a successful display at the event.

Yours faithfully,

Gyöngyi Horváth  
Conference Organiser  
<gyongyi.horvath@geant.org>

Jessie Brockhoff  
Assistant Conference Organiser  
<jessie.brockhoff@geant.org>