

# EXHIBITION & SPONSORSHIP INFO

EAZA Annual Conference 2014



September 24-27, 2014

Hilton Budapest Hotel  
H-1014 Budapest, Hess András tér 1-3., HUNGARY

---

## CONTENT

---

Organizers	3
Sponsorship	4
Exhibition space rental	5
Schedules and access stands	6
Shipment	7
Loading Bay Access	8
Floorplan	9
Exhibition regulations	11

---

## ORGANISERS

---

### **Host**

#### **Budapest Zoo**

Contact: Marta Szabon

H-1371 Budapest 5, P.O. Box 469

Phone: +36 1 273 4963

Email: [szabon@zoobudapest.com](mailto:szabon@zoobudapest.com)

Website: [www.zoobudapest.com](http://www.zoobudapest.com)

### **Scientific organiser**

#### **EAZA Executive Office**

Contact: Sofieke Bouwman

*Executive Coordinator - Communications and Membership*

c/o Artis Zoo – Amsterdam, 1000 HD Amsterdam, the Netherlands

PO Box 20164

Phone: +31 20 520 07 50

Fax: +31 20 520 07 52

Email: [sofieke.bouwman@eaza.net](mailto:sofieke.bouwman@eaza.net)

Website: [www.eaza.net](http://www.eaza.net)

### **Conference Office – Technical organiser**

#### **CongressLine Ltd.**

Contact: Zoltán Révhegyi

H-1065 Budapest, Révay köz 2.

Phone: +36 1 429 0146

Fax: +36 1 429 0147

Email: [revhegyi@congressline.hu](mailto:revhegyi@congressline.hu)

Website: [www.congressline.hu](http://www.congressline.hu)

---

## SPONSORSHIP

---

### **“POLE TO POLE PACK”**

**Price: 15.000 EUR**

**Pack includes:**

- company name/logo printed on all conference print material
- full page advertisement in Conference Program Book
- company logo and link on the official conference website
- 3 complimentary registrations to the conference
- 1 insert to conference bag
- *EUR 5000 of your EAZA2014 sponsorship fee will go directly to support the running of EAZA's POLE TO POLE campaign.*

**Besides this there is a possibility to support the EAZA Annual Conference with conference bags.**

**Any of the official social programs and conference meals can be supported:**

- coffee breaks or lunches
- ice breaker
- farewell party

**For calculations and further details, discussion please contact Zoltán Révhegyi at CongressLine: [revhegyi@congressline.hu](mailto:revhegyi@congressline.hu)**

---

## EXHIBITION SPACE RENTAL

---

### Exhibition rental fee

EAZA Corporate Members: 2000 EUR + 27% VAT

Non-EAZA Members: 2500 EUR + 27% VAT

Rental fee includes:

- 6 m<sup>2</sup> exhibition space
- 1 table, 2 chairs
- Electricity connection
- Basic cleaning
- Security service
- Free registration for 1 exhibitor
- Free insert in delegate bag
- Company logo and link on official conference website

### Additional registrations

Additional registrations for other staff members can be provided for the following fees:

Registration fee for exhibitors: 495 EUR (Early Bird Fees until 20 June)  
600 EUR (Regular Fees from 21 June)

### Contract for Space

A signed Exhibition Booking Form and formal notice of assignment by CongressLine Ltd and the full payment of rental charges constitute a contract for the right to use the exhibition space.

All bookings should be faxed to +36 1 429 0147 or emailed to [revhegyi@congressline.hu](mailto:revhegyi@congressline.hu).

**Please note, we will need your EU VAT number when invoicing.**

## SCHEDULES AND ACCESS STANDS

### Setting up

From Tuesday, 23 September from **8.00** to **17.00** at **Corvina Rooms** (max. height: 2.5 m)

### Exhibition

**8:00**, Wednesday, 24 September – **16.30**, Saturday, 27 September

Daily opening times will be synchronized with the conference program.

### Dismantling

Saturday, 27 September from **16.30** to **20.00**

### Shell scheme units, extra furniture

6m<sup>2</sup> shell scheme units (incl. headboard, lights, carpet and shelf) are available for your exhibition space at an additional cost. If you'd like to order a shell scheme for your exhibition space or extra equipment or furniture for your stand, please contact the Conference Office. Please note that space is limited and the deadline for this order is 31 August.

6 m<sup>2</sup> shell scheme unit cost: 300 EUR + 27% VAT

Extra equipment/furniture cost: calculated on request.

*If you want to bring your own shell scheme, please contact the Conference Office for details.*

### Internet

The exhibition area is a free WiFi zone, but if you need a wired internet access to be sure to have strong connection for your videos or presentations, we can set up that for you for a little extra.

Wired internet daily cost: 100 EUR + 27% VAT

### Catering services

For extra catering services to be served at your booth, please contact the Conference Office by e-mail: [revhegyi@congressline.hu](mailto:revhegyi@congressline.hu). Stand service and any other catering on stand can be provided by Hilton Budapest Hotel exclusively.

### Power Supply

All of the stands include basic electrical connection up to 3.5 kW / 16 A.

Power supply bigger than 3.5 kWh, should be requested in advance at Conference Office.

### Security

Security service for the exhibition area is included in the rental fee during the exhibition period (please note this is general security, not security for your individual stand).

### Cleaning

General cleaning before the opening of the event, daily vacuuming, waste disposal. Cleaning will be done mainly at night, when the exhibition halls are closed.

### Parking

Paid parking space is available in front of the Hilton Budapest Hotel or in the Hilton garage.

Daily fee at Hilton garage: 9900 HUF/car

## SHIPMENT

### SHIPMENT

Deliveries can be made from Monday, 15 September, between 9:00 and 17:00.

Collections can be made from Sunday, 28 September, 9:00.

**Delivery address: Hilton Budapest Hotel, H-1014 Budapest, Hess András tér 1-3.**

Phone: +36-1-889-6600

Contact person: Mr. István Sket

*Please do not indicate the Hilton Budapest Hotel as consignee on the invoice of the shipments only as a delivery address.*

The Hilton Budapest Hotel is not liable for any damage caused by late shipments or uncleared items from customs. All with these questions please contact the appointed forwarding agent.

### FORWARDING AGENCY

MASPED LOGISZTIKA LTD. – Official Handling Agent

Contact person: Mr. Tibor Danko

Tel: +36 1 263 7891, Fax: +36 1 263 7892

Mobile: +36 30 999 0136

E-mail: danko.tibor@masped.hu

Concerning all shipping, transport and customs clearance questions please contact Mr. Tibor Dankó latest till 30 August 2014 in order to avoid problems with customs clearance, and timely stand delivery! All shipments made by the exhibitors or by their shipping companies or through the exhibition organizers must be cleared by customs.

### CUSTOMS CLEARANCE

Please note, that all exhibition items delivered to Hilton Budapest Hotel should be cleared by customs. Order for customs clearance as per the above mentioned agency requests.

For temporary import:

- ATA Carnet, with power of attorney issued to Masped Logisztikai Ltd, or
- PROFORMA INVOICE in English/ German , including the following data:
  - exact description of each item, /serial numbers etc.../
  - harmonized customs tariff numbers, origin & weight
  - quantity, unit & total price of each item
  - declaration of the terms of delivery, as DDU Budapest
  - „Goods for temporary import only”

For final import:

- PROFORMA INVOICE (separately!) also in English/German, including the following data:
  - exact description of each item
  - harmonized customs tariff numbers, origin & weight
  - quantity, unit & total price of each item
  - declaration of the terms of delivery, as DDU Budapest
  - „Goods for final import, for distribution free of charge”

Please be advised that if you do not use the services of our forwarding agents, and your shipment is not covered by Carnet ATA, you are requested to arrange a customs guarantee prior to customs clearance of your goods on arrival. The deposit is the 50% of the total value of your shipment, and should be paid in advance by bank transfer to MASPED LOGISZTIKAI LTD account!

## LOADING BAY ACCESS

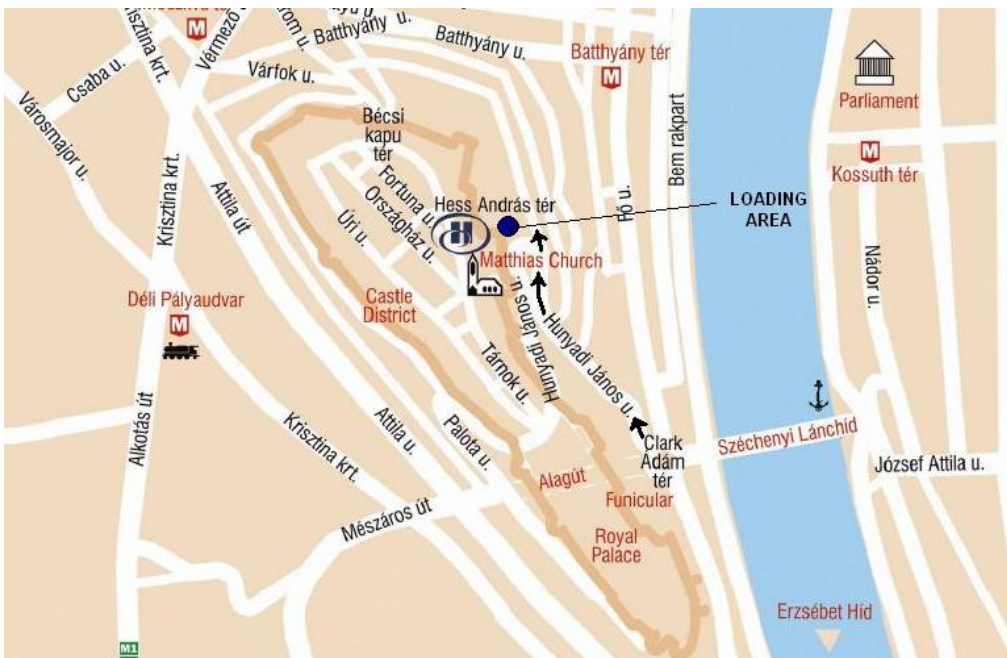
From Clark Ádám tér (Clark Ádám Square) follow Hunyadi János utca (Hunyadi János Street). At the U-turn exit, turn right and follow the “Hilton Gazdasági Bejárat”-sign. At the end of the street you will reach the loading area of the hotel.

Opening hours of the loading bay: Monday to Friday - 06:00-14:00

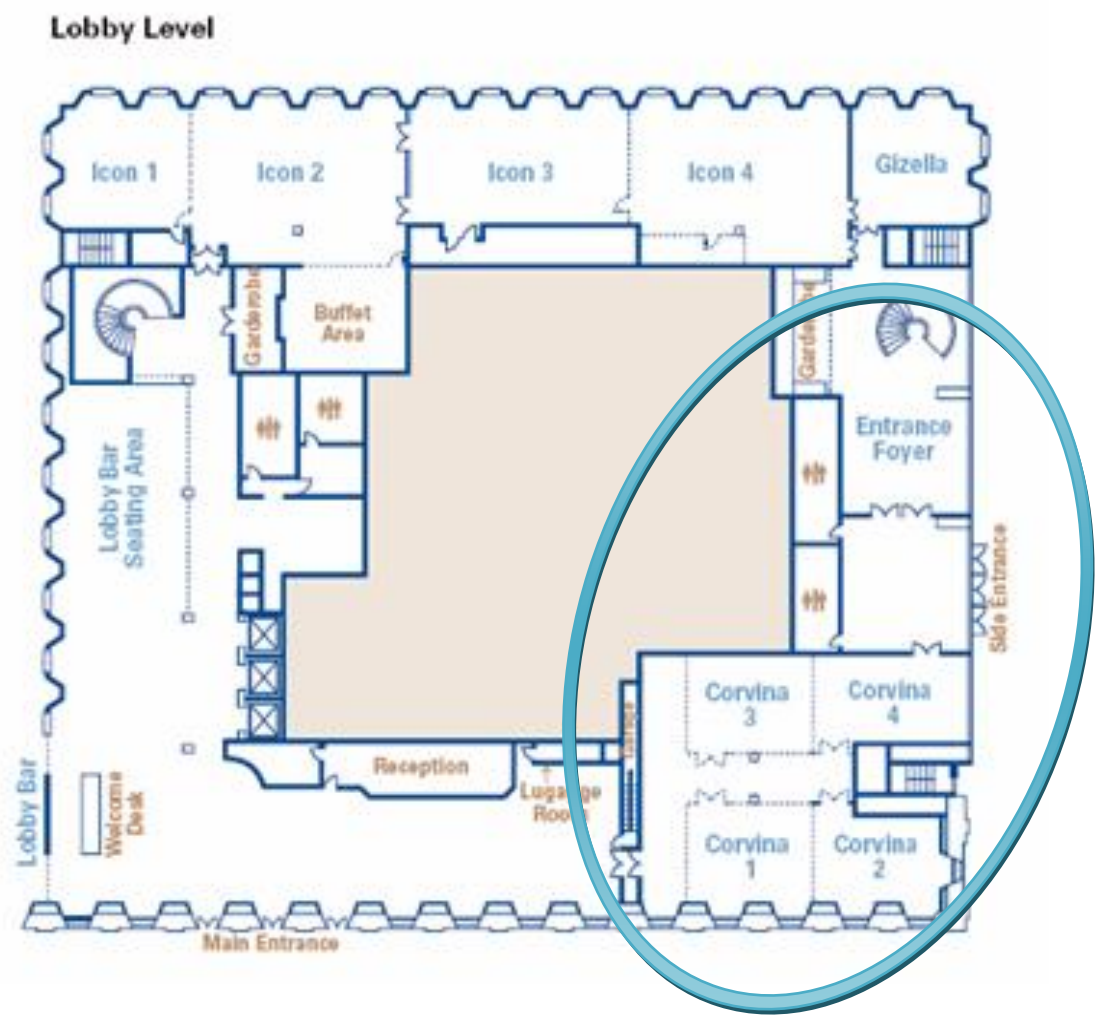
*Outside the opening hours you are kindly requested to ring the bell at the door and security will open the entrance of the loading bay.*

### Service elevator dimensions:

- Doors: 210 cm height / 114 cm width (total)
- Trim: 223 cm height / 202 cm width / 141 cm depth



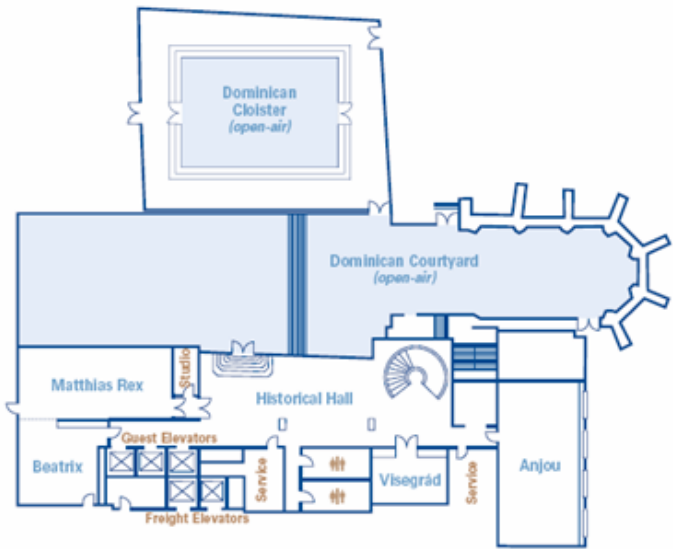
FLOORPLAN



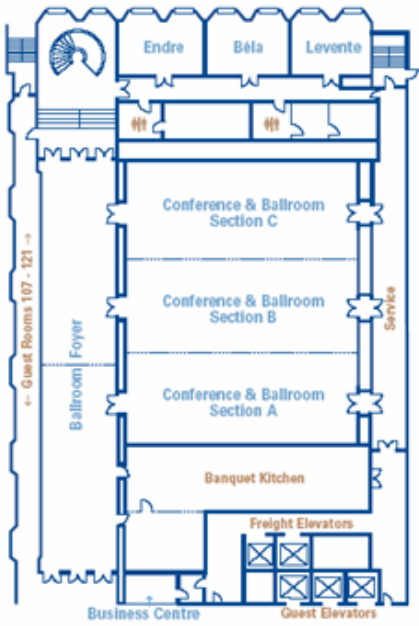
Exhibition area: Corvina rooms (1-4) + Entrance Foyer

# FLOORPLAN ALL MEETING ROOMS

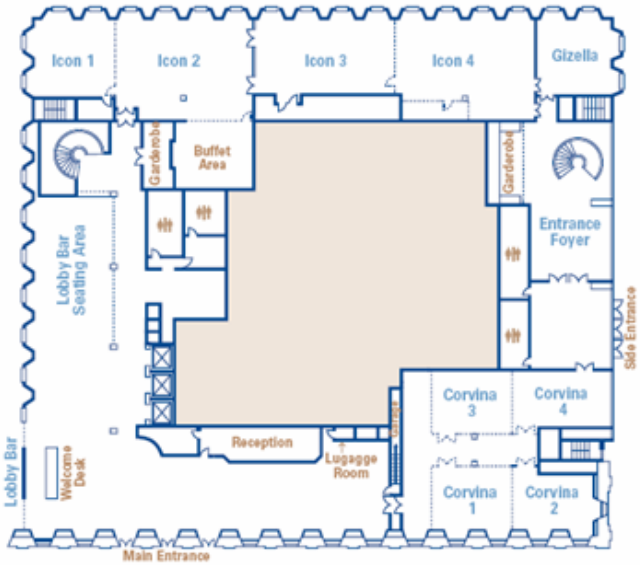
Historical Level



Ballroom Level



Lobby Level



5<sup>th</sup> Floor



6<sup>th</sup> Floor



## EXHIBITOR REGULATIONS

In order to ensure for you a smooth handling of your exhibition goods you are kindly requested to follow up the instructions below:

### ADVANCE NOTICE & ARRIVAL DEADLINE

A shipping advice requested about the arrival of your shipment by e-mail to [revhegyi@congressline.hu](mailto:revhegyi@congressline.hu) or by fax: +36 1 429 0147 at the latest two weeks prior to the arrival, including the instruction for handling of your cargo, and packing list of your goods: (marks, weights & dimensions). The deadline for the arrival of the shipments to Budapest, is 3-4 workdays before the day of the opening.

### CASE MARKINGS

All packages, cases, cartons are to be clearly marked at least on 2 sides, incl. The exact name and place of the exhibition, the name of the exhibitor, stand number, weight and dimensions.

### HANDLING OF EMPTIES

The storage of empty boxes, cartons and cases – you cannot keep at your stand – please order with us in due course. We cannot take the responsibility for items left in the empty cases.

### IMPORTANT!

When shipping foodstuffs, animal and public health certificate and/or phytosanitary certificate are also needed in accordance with international regulations. Some animal products, like meat products, are subject to an animal health import permit from the Ministry of Agriculture and Regional Development /FVM/. The animal and public health certificate must be issued in Hungarian language, the phytosanitary certificate in English or German. It takes 4 weeks to obtain such permits!

We must have in our hands copies of all certificates at the latest 24 hours before the arrival of your shipment, to make the necessary arrangements for the entrance of the cargo.

There are a lot of other commodities like: medical tools and products or dangerous goods, which are subject to different permits or licenses from different Authorities in Hungary. When intending to ship exhibition goods of this kind, pls. contact us right away, because to obtain such permits, licenses can take in certain cases more than 1 month!

### INSURANCE

It is the exclusive responsibility of the Exhibitor, to carry an all-risk insurance policy for their goods for the round trip including the transport to the event and back, as well as for the period of the open days and storage.

## RE-EXPORT

After closing the exhibition, we need your written instruction concerning your goods for re-export. During the last 2 days of the event, we will visit you at your stand in order to discuss the details of reexport and to complete the papers for return shipment.

We call your kind attention that taking over from you the written instruction for return shipment, does not mean taking over the responsibility for safety of the goods, remaining on your stand!

## CARE OF THE BUILDING

Painting, nailing or drilling of floor is not permitted. Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor. prior to laying the floor covering. If two-sided tape is used, it must be completely removed by the exhibitor during move-out. Exhibitors must not use masking tape, clear packaging tape or duct tape to adhere the covering to the show floor. The recommended tape is a high-adhesion double-sided cloth tape commonly used at trade shows; it leaves almost no residue upon removal.

Building Management strictly prohibits the following:

- The fastening of material to concrete floors by means of ramset fasteners or masonry nails.
- The fastening of nailing strips to any of the building walls, by any means.
- The painting of floors or walls in any part of the building.

NOTE: Upon removal of each booth, Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor.