



10<sup>th</sup> EUROPEAN  
ZEBRAFISH  
MEETING

3-7 July 2017, Budapest, Hungary  
Budapest Congress Center



# EXHIBITION MANUAL

10<sup>th</sup> European Zebrafish Meeting  
Budapest, Hungary  
3-7 July 2017



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## Section 1 – General information

**1.1 Legend of the conference**

**1.2 Contacts**

**1.3 Accommodation**

**1.4 Preliminary exhibition schedule**

**1.5 Rules of participation**

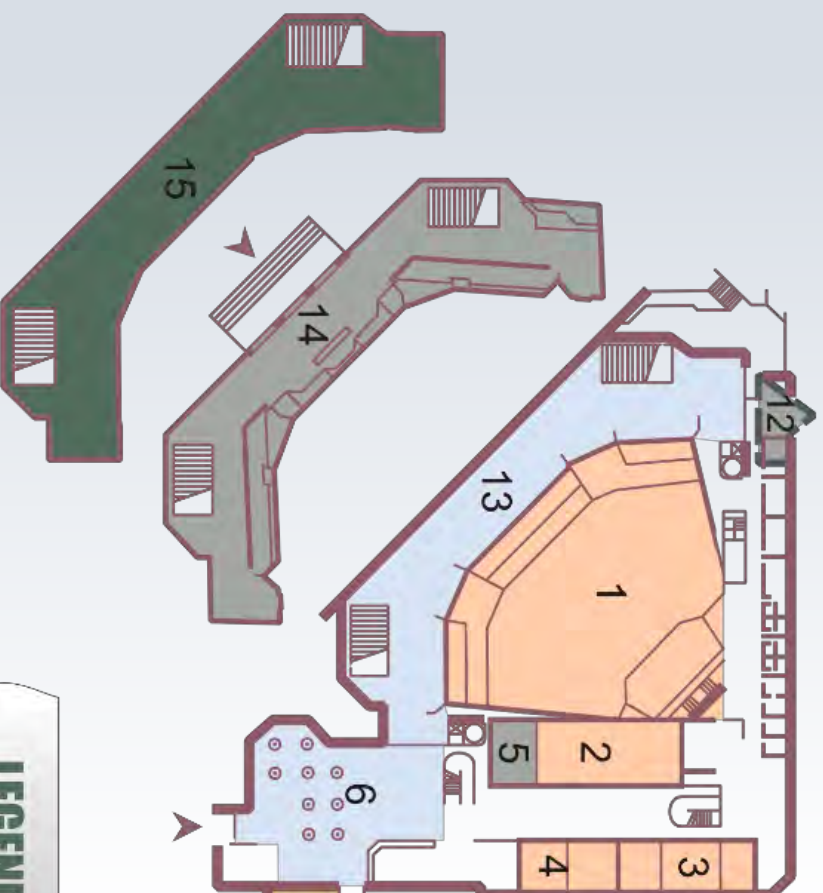
**1.6 Fire prevention and safety rules**

**1.7 General conditions**

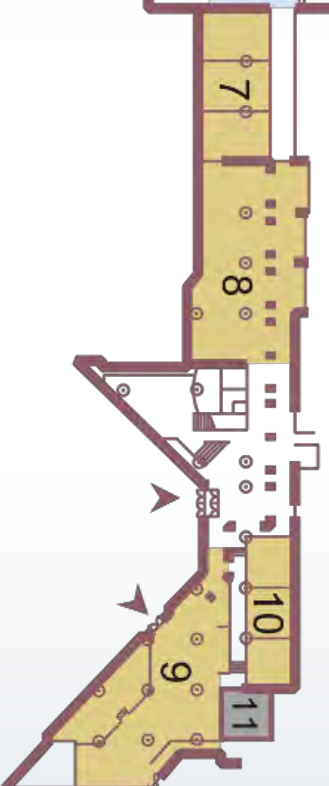




1. **Pátria Hall:** Plenary and parallel sessions
2. **Bartók II. Hall:** Parallel sessions
3. **Lehár Hall:** Parallel sessions
4. **Brahms Hall:** Parallel sessions
5. **Bartók I. Hall:** File upload room



6. **Aula:** exhibition, coffee break, lunch
7. **Liszt Hall:** lunch
8. **Arcade:** lunch
9. **Côte Jardin Restaurant:** lunch
10. **Mozart Hall:** lunch
11. **Strauss Hall:** Committee meeting room
12. **Fortuna Hall:** Committee meeting room
13. **Mirror Corridor of Pátria Hall**  
(Congress level): exhibition, coffee break
14. **Entrance Corridor** (Entrance level):  
poster session, registration
15. **Gallery Corridor** (Gallery level):  
poster session



**LEGEND OF THE CONGRESS VENUE**

## 1.2 Contacts

### ***DIAMOND CONGRESS LTD. – Congress Organizer & Exhibition Management***

Contact person: Mrs. Nóra ÉLES-ETELE

Tel: +36 1 225 0209

Mobile: +36 70 943 8543

E-mail: [elesetele@diamond-congress.com](mailto:elesetele@diamond-congress.com)

Website: <http://zebrafish2017.org/>

### ***MASPED EXPO LTD. – Official Spedition***

Contact person: Mr. Tibor DANKÓ

Tel: +36 1 278 0951

Mobile: +36 30 999 0136

E-mail: [danko.tibor@masped.hu](mailto:danko.tibor@masped.hu)

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

### ***BUDAPEST CONGRESS CENTER – Congress Venue***

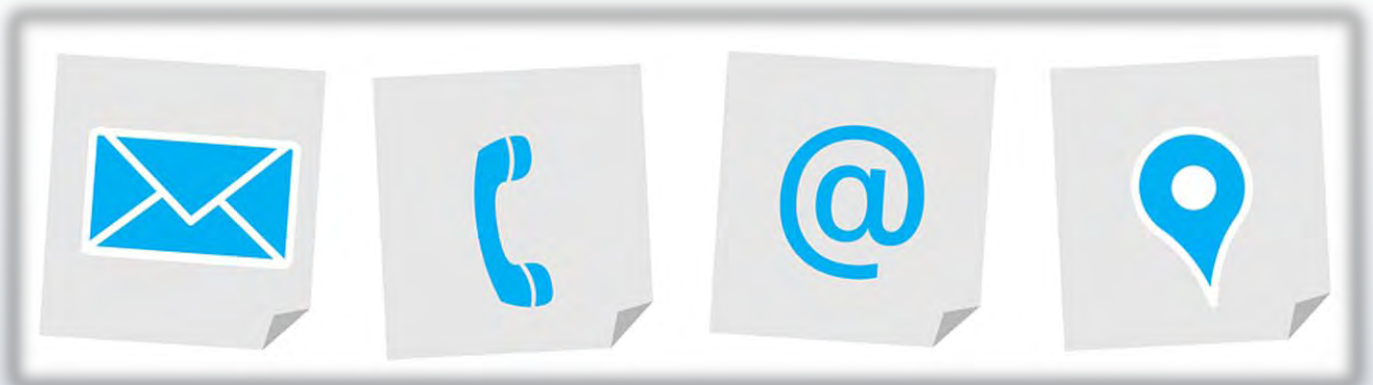
Address: 1123 Budapest, Jagelló u. 1–3.

Contact person: Ms. Zsuzsanna SALLAI

Tel.: +36 1 372 5425

E-mail: [h0511-rd1@accor.com](mailto:h0511-rd1@accor.com)

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



### **1.3 Accommodation**

All exhibitors are advised to book their hotel accommodation well in advance. Suggested hotel booking date is 15 May, 2017. Bookings can be made with special rates through the reservation links of the recommended hotels. Further details and rates of recommended hotels can be found at the conference website at <http://zebrafish2017.org/accomodation/>.

### **1.4 Preliminary exhibition schedule**

#### ***Exhibition hours***

14:00 – 21:00 Monday, 3 July 2017

09:00 – 20:00 Tuesday, 4 July, and Wednesday, 5 July 2017

09:00 – 17:30 Thursday, 6 July 2017

#### ***Occupation and decoration of stands***

09:00 – 14:00 Monday, 3 July, 2017

***Please be so kind as to contact the organizers in case your stand will be constructed individually.***

#### ***Stand dismantling***

16:00 – 20:00 Thursday, 6 July 2017

#### ***Registration desk & on-site exhibition management***

Opening hours of the registration desk:

09:00 – 19:00 Monday, 3 July, 2017

09:00 – 19:00 Tuesday, 4 July and Wednesday, 5 July 2017

09:00 – 17:30 Thursday, 6 July 2017

### **1.5 Rules of participation**

In accordance with the organizer's contract with the Budapest Congress Center, each exhibitor is, and will be obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Budapest Congress Center, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

### **1.6 Fire prevention and safety rules**

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible. Flammable materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in

the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Smoking is strictly forbidden in the building of Novotel Budapest City and BCC.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither exhibitors are allowed to set fire to flammable materials without written permission of the Exhibition Management in advance. Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation. Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used. Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc. The exhibits and material composition of the stands must be approved by the Fire Department, the Budapest Congress Center Management and by the Exhibition Management. In case of any doubt, please contact the Congress Organizers. All stands will be inspected by representatives of all three authorities. No packing material or any other kind of material may be stored either between or behind the exhibits.

## **1.7 General conditions**

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations). Exhibitors are not allowed to fix anything, or cause any damage to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by the Congress Organizers. Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Budapest Congress Center equipment is also forbidden. Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Congress Organizers. All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand. Written approval from the Congress Organizers is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects

not approved by the regulations of the congress. Advertising of goods and services which are not included in the exhibition program or of companies and organizations, who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Congress Organizers in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities. Any other potential issues or problems, not defined by these rules, will be resolved by the Congress Organizers.

### ***INSURANCE***

The BCC has a General Liability Insurance for the building, which does not cover any loss or damage in the exhibition material installed, or bought into the building. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party. Beside that each exhibitor is responsible for his/her own subcontractors and any damage caused by them.

### ***SECURITY***

During the opening time of the upload, exhibition and dismantling security guard is provided by the venue at the entrances (Aula, Main Entrance, BCC Staff Entrance). These security guards have fix positions and their task is to check the entrance in general, give out the entry permits, help the people in case of emergency, but they are not responsible for guard the installation or goods of the exhibitors.

In case it is needed, extra security guards can be hired from the venue or - conciliated with the chief of security of the venue – this service can be managed by outside supplier.

Please note that for the night the venue is locked, and CCTV system is in use.

### ***INTERNET***

Internet access is available free of charge through the separated congress wifi network.

### ***CLEANING***

The cleaning staff of BCC is responsible only for the cleaning of the meeting rooms, common areas, restrooms. Stand cleaning is not included in the exhibition fee, however bins will be emptied daily.

***Please ease the work of the staff by putting the bin in front of the stand when leaving for the night.***



## Section 2 – Orders

2.1 Application and  
General Payment Conditions

2.2 Cancellation Policy



## 2.1 Application and General Payment Conditions

All sponsors, exhibitors and advertisers are required to register by submitting the application form to Diamond Congress Ltd. with an authorized signature. Applications are handled at first-come first-served basis, but priorities are given to main sponsors, in terms of advertisements, exhibition space, and selection of sponsorship opportunities. Space will not be reserved without a written application. Each exhibitor receives a confirmation of the application by e-mail from the Conference Organizers.

Exhibition space cannot be occupied unless the full amount is paid before the dates shown below. The organizers of the exhibition retain the right to rearrange the stands in case the overall concept or organizational matters force them to do so. Advertisement will not be printed if the full amount of the advert is not paid before the deadline indicated. Signing and submitting the application form is a binding agreement, provided the exhibition space is available, and considered to be a written commitment that all conditions stated therein are understood and accepted by the applicant.

Exhibitors are offered to order additional equipments for their booths. Detailed list and order form can be found at point number 4.

All prices exclude VAT which is 27% for Hungarian seated companies. (For international companies reversed charge VAT applies, in case of providing the VAT number). Payment should be arranged upon receipt of our pro forma invoice, according to the following terms.

*Payment of sponsorship, exhibition and advertisements fee: 30 April 2017*

*Payment of additional equipments: 15 June 2017*

## 2.2 Cancellation Policy

Cancellation and changes to your orders must be made in writing to the Conference Secretariat. Refundable amounts and penalties depend on the date of cancellation and are as follows:

***Sponsorship, exhibition and advertisements fee:***

*Before 30 April 2017: 50% refunded, 50% retained*

*After 30 April 2017: no refund*

***Additional equipments:***

*Before 15 June 2017: 50% refunded, 50% retained*

*After 15 June 2017: no refund*

## Section 3 – Badges

3.1 Complimentary registration

3.2 Exhibitor's badges

3.3 Exhibition visitor's badges



### 3.1 Complimentary registration

Exhibiting companies are entitled to receive one complimentary full registration, which contains the following elements:

- Access to all scientific sessions
- Admission to the exhibition area
- Printed program of the conference and USB stick
- Conference bag
- Welcome reception (3 July)
- Coffee breaks (4-7 July)
- Lunches (4-7 July)
- Cultural program

### 3.2 Exhibitor's badges

To serve the convenience of exhibitor staff, we would like to offer special reduced registration fee for those who are NOT congress participants, but would like to have admission to the exhibition area and join the official meals and social events of EZM 2017. The special registration fee is 250 Euro/person, which, however, does not include participation in the technical sessions of the congress and the congress materials. These participants should register in the online database of the conference and inform the organizers, in order to assign the reduced fee for them at least 2 weeks before the congress.

#### ***Exhibitor's registration fee includes:***

- Admission to the Opening and Closing Ceremony
- Admission to the exhibition
- Welcome reception (3 July)
- Coffee breaks (3-6 July)
- Lunches (3-6 July)

***\* This is not an officially available fee for any participants, ONLY for our exhibitors!***

### 3.3 Exhibition visitor's badges

Exhibitors may invite guests who do not wish to attend the symposium lectures. The one-day visitor pass include admission to the exhibition area, the coffee breaks and lunch for the selected day. This badge entitles the visitor to be at the stand and/or visit the exhibition only. It is prohibited for visitors to distribute any hand-outs at the venue. The one-day visitor pass charge is 50 Euro/person, including VAT.

Companies are requested to give the name, company name and country to the organizers not later than 15 June 2017.

***None of the registration categories contain the River cruise & banquet ticket /6 July 2017/, this should be ordered individually in advance or on spot by the exhibitors.***

## Section 4 – Stand construction

4.1 Exhibition package

4.2 Stand numbers, location

4.3 Additional equipments list

4.4 Additional equipments order form





## 4.1 Exhibition package

The exhibition package fee includes:

- net stand area
- shell scheme built stand
- 1 table /80x80 cm/
- 2 chairs
- lockable info counter (100x50x100 cm)
- 1 waste paper bin
- 1 spot lamps/3 sqm,
- white syma walls
- 1 fascia board with monochrome type set company name
- electrical connection 3,5 kw/16A
- 1 complimentary full registration
- logo display at the conference webpage

***Please note, that the maximum height of the booth is 230 cm.***

Those exhibitors who have not done so yet, send their company name – which will be written on the fascia board of the stand – to the organizers.

In case of graded sponsorship, the conditions and services included in the various sponsorship packages are applicable.

## 4.2 Stand numbers, location

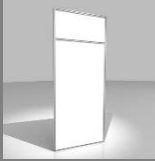

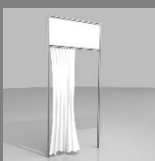



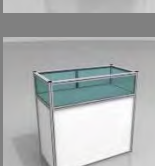


Each exhibitor can find their stand number and location on the floor plan of the exhibition. Organizers discuss the location of the booths with the exhibitors after receiving their orders. Applications are handled at first-come first-served basis, but priorities are given to main sponsors in terms of exhibition space.

***Please note, that there can be changes in stand numbers, due to the separation of larger stands, but the locations of the booths remain the same as discussed with the Organizers. Updated floor plan is available on the website of the conference: <http://zebrafish2017.org/sponsors-exhibitors/>***



*the picture is for illustration purpose only*

### 4.3 Additional equipments list

INSTALLATION AND FURNITURE	UNIT	UNIT PRICE	PICTURE
PARTITION WALL (100 X 250 CM)	M	10 EUR	
SLIDING DOOR	PC	20 EUR	
CURTAIN WALL	PC	18 EUR	
OPEN INFORMATION COUNTER (100 X 50 X 100 CM)	PC	20 EUR	
LOCKABLE INFORMATION COUNTER (100 X 50 X 100 CM)	PC	22 EUR	
ARCHED INFORMATION COUNTER	PC	28 EUR	
TABLE SHOWCASE (100 X 50 X 100 CM)	PC	32 EUR	
GLASS DISPLAY CABINET WITH 2 SHELVES (100 X 50 X 250 CM)	PC	42 EUR	
GLASS DISPLAY CABINET WITH 3 SHELVES (100 X 50 X 250 CM)	PC	50 EUR	

PODEST (HEIGHT: 28, 53, 78 CM)

M<sup>2</sup>

20 EUR



WOODEN STORING STAND

PC

15 EUR



TABLE (80 X 80CM OR 120 X 80 CM)

PC

10 EUR



ROUND TABLE (D: 70 CM)

PC

10 EUR



ROUND GLASS TABLE (D:80 CM)

PC

18 EUR



BAR TABLE

PC

28 EUR



CHAIR

PC

8 EUR



WHITE SHELLLED CHAIR

PC

14 EUR



WHITE ARMCHAIR

PC

25 EUR



BLACK ARMCHAIR

PC

25 EUR



Z BAR STOOL

PC

12 EUR



CONE BAR STOOL

PC

15 EUR



BISTRO BAR STOOL

PC

16 EUR



TABLE TOP BROCHURE HOLDER

PC

11 EUR



FREE STANDING LITERATURE RACK

PC

30 EUR



FRIDGE

PC

47 EUR



LOCKABLE CABINET (90 X 45 X 74 CM)

PC

20 EUR



ELECTRIC DEVICES	UNIT	UNIT PRICE
SPOTLIGHT	PC	10 EUR
SPOTLIGHT WITH ARM	PC	12 EUR
MINI FLOODLIGHT	PC	13 EUR
MINI FLOODLIGHT WITH ARM	PC	15 EUR
3 –WAY ELETRIC SOCKET	PC	10 EUR
ELECTRIC SWITCHBOARD	PC	34 EUR

GRAPHICS	UNIT	UNIT PRICE
COMPANY NAME (MAX 32 CHARACTERS)	PC	11 EUR
LOGO (VECTOR VERSION NEEDED!)	PC	20 EUR
DIGITAL PRINT	M <sup>2</sup>	24 EUR
COLORED FOIL COVER	M <sup>2</sup>	7 EUR



CARPETING WITH NEW CARPET /COLOR PALETTE WILL BE PROVIDED/ M<sup>2</sup> 10 EUR

**THE PRICES ABOVE ARE NET PRICES, DO NOT INCLUDE 27% VAT!**

ALL OTHER SPECIAL REQUESTS SHOULD BE DISCUSSED WITH THE ORGANIZERS.





# 10<sup>th</sup> EUROPEAN ZEBRAFISH MEETING

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## Additional equipment order form

Company name: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact person: \_\_\_\_\_ VAT number: \_\_\_\_\_

INSTALLATION AND FURNITURE	UNIT	UNIT PRICE	ORDERED QUANTITY	TOTAL COST
PARTITION WALL (100 X 250 CM)	M	10 EUR		
SLIDING DOOR	PC	20 EUR		
CURTAIN WALL	PC	18 EUR		
OPEN INFORMATION COUNTER (100 X 50 X 100 CM)	PC	20 EUR		
LOCKABLE INFORMATION COUNTER (100 X 50 X 100 CM)	PC	22 EUR		
ARCHED INFORMATION COUNTER	PC	28 EUR		
TABLE SHOWCASE (100 X 50 X 100 CM)	PC	32 EUR		
GLASS DISPLAY CABINET WITH 2 SHELVES (100 X 50 X 250 CM)	PC	42 EUR		
GLASS DISPLAY CABINET WITH 3 SHELVES (100 X 50 X 250 CM)	PC	50 EUR		
PODEST (HEIGHT: 28, 53, 78 CM)	M <sup>2</sup>	20 EUR		
WOODEN STORING STAND	PC	15 EUR		
TABLE (80 X 80CM OR 120 X 80 CM)	PC	10 EUR		
ROUND TABLE (D: 70 CM)	PC	10 EUR		
ROUND GLASS TABLE (D:80 CM)	PC	18 EUR		
BAR TABLE	PC	28 EUR		
CHAIR	PC	8 EUR		
WHITE SHELLED CHAIR	PC	14 EUR		
WHITE ARMCHAIR	PC	25 EUR		
BLACK ARMCHAIR	PC	25 EUR		
Z BAR STOOL	PC	12 EUR		
CONE BAR STOOL	PC	15 EUR		
BISTRO BAR STOOL	PC	16 EUR		
TABLE TOP BROCHURE HOLDER	PC	11 EUR		
FREE STANDING LITERATURE RACK	PC	30 EUR		
FRIDGE	PC	47 EUR		
LOCKABLE CABINET (90 X 45 X 74 CM)	PC	20 EUR		
<b>ELECTRIC DEVICES</b>	<b>UNIT</b>	<b>UNIT PRICE</b>		
SPOTLIGHT	PC	10 EUR		
SPOTLIGHT WITH ARM	PC	12 EUR		
MINI FLOODLIGHT	PC	13 EUR		
MINI FLOODLIGHT WITH ARM	PC	15 EUR		
3 –WAY ELETRIC SOCKET	PC	10 EUR		
ELECTRIC SWITCHBOARD	PC	34 EUR		
<b>GRAPHICS</b>	<b>UNIT</b>	<b>UNIT PRICE</b>		
COMPANY NAME (MAX 32 CHARACTERS)	PC	11 EUR		
LOGO (VECTOR VERSION NEEDED!)	PC	20 EUR		
DIGITAL PRINT	M <sup>2</sup>	24 EUR		
COLORED FOIL COVER	M <sup>2</sup>	7 EUR		
CARPETING WITH NEW CARPET	M <sup>2</sup>	10 EUR		

**TOTAL COST OF THE ORDERED ITEMS:**

THE PRICES ABOVE ARE NET PRICES, DO NOT INCLUDE 27% VAT!

I, the undersigned declare that I am fully aware of the conditions of the order. My order is valid with the confirmation of the organizers.

Date: \_\_\_\_\_ Signature and stamp \_\_\_\_\_

Address for correspondence: Diamond Congress Ltd., 1255 Budapest, PO Box 48; E-mail: [elesetele@diamond-congress.com](mailto:elesetele@diamond-congress.com)

## Section 5 – Spedition information

5.1 Forwarding instructions

5.2 Access routes

5.3 Parking of the trucks and cars  
for uploading and dismantling



## 5.1 Forwarding instructions

We kindly inform you, that the Budapest Congress Center is not allowed to arrange any loading, warehousing services and customs clearance operations, and cannot accept any shipments directly from the exhibitors and is not liable for any damage caused by late shipments or uncleared items from customs. Please note, that we cannot accept any goods delivered directly to the venue! Under no circumstances is bale the organizing company to accept any shipment to be sent to its office address.

We suggest you to contact **Masped Logisztika Ltd** as the recommended forwarding agent concerning all the local handling services.

Masped Logisztika Ltd offer the following services for EU and NON EU shipments as well:

- Transport of goods from all over the world to Budapest using their worldwide partner network
- Warehousing of goods prior to the events
- Temporary import customs clearance for non EU goods, promotional materials for permanent import
- Delivery of goods to the stands at indicated time
- Handling of the empties
- Pick-up the goods after the event, warehousing
- Export customs clearance
- Return transport
- Week end + evening local handling services, special requests

In order to ensure for you a smooth handling of your goods destined to the event, you are kindly requested to contact Mr. Tibor Dankó at the latest the 1<sup>st</sup> of June, and he will inform you about the local handling services, prices, and shipping instructions.

### **Contact:**

Masped Logisztika Ltd - Appointed Handling Agent

Attn: Tibor Dankó

Email: [danko.tibor@masped.hu](mailto:danko.tibor@masped.hu)

Tel: + 36 1 2780951

Mobile: +36 30 9990136

[www.maspedlogisztika.hu](http://www.maspedlogisztika.hu)

## **5.2 Access routes**

### ***MAXIMUM HEIGHT***

- in the Aula - 290 cm

- on the Mirror Corridor – 270 cm on the mirror side, 240 on the Patria hall side

### ***MAXIMUM LOADING CAPACITY***

On the corridors it is 500 kg/sqm.

### ***LOADING***

Main loading is available through the Aula entrance. Entrance size is 270 cm x 280 cm.

On special occasions the BCC Main Entrance can also be used as a loading area, however, please note that there are stairs in front of it. Through Aula there are no level differences or stairs to Aula and Mirror Corridor area. Fork lifts, trolleys, cherry pickers and other means of transportation or personnel are not available on site. Inside the building only electric forklift is allowed to use and only with the permission of the venue and can be operated by staff with proper permission.

For carrying items with hand trolleys only that kind of rolleys can be used which do not harm the floor. Due to the lack of space at the same time only one car/truck can stop directly at the loading door. Therefore the uploading/dismantling has to be done in the possible shortest time then the loading possibility has to be made free for other exhibitors as well.

### ***ON-SITE CONTROL***

During loading in and out there is no special control by the Novotel BCC security guard, however it is advisable to wear badges during the events. Controlling and registering the exhibitors is made by the event organizers.

### ***STORAGE***

There is no proper storing possibility in BCC. Only smaller boxes and items can be sored, however they are limited in quantity and size (door size 200 cm x 80 cm). Usage and allocation of chambers as storage is under the control of the Organizers.

## **5.3 Parking of the trucks and cars for uploading and dismantling**

Please note that any trucks or cars are allowed to park right at the loading entrance or right in front of the BCC only for the duration of move-in/move-out of the shipment at uploading and dismantling but not for the whole time of the build-up and tear-down.

During this time the entry permit of the Budapest Congress Center has to be placed onto the vehicle to a visible place. The entry permit has to be required right after arrival to the loading entrance (Aula or Main Entrance) from the security guard of BCC.

After the move-in/move-out of the shipment is finished the loading area has to be left and the entry permit has to be returned to the security guard.

To enter the 12th district – where the venue is located - by heavy trucks (over 12 tons) needs special permission from the district authorities. Please see the following site: <http://tobi.bkk.hu/?lang=en> where you can register and manage the permission on-line. The User's Manuel of BKK can be of your help: [http://tobi.bkk.hu/downloads/felhasznaloi\\_kezikonyv\\_en.pdf](http://tobi.bkk.hu/downloads/felhasznaloi_kezikonyv_en.pdf)

Please note that parking area in front of the Budapest Congress Center does not belong to the BCC. It is not covered, not guarded. Parking fee is applied.



*more, than*



**Diamond Congress Ltd.**  
*years of excellence*

**Should you need  
any further information,  
please do not hesitate to contact us.**

**DIAMOND CONGRESS LTD. – Congress Organizer & Exhibition Management**

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