

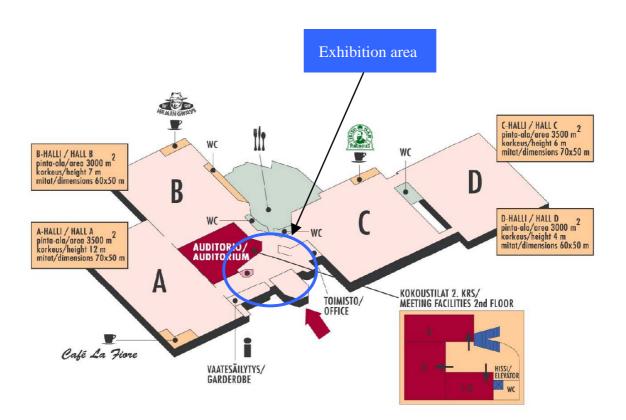
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## **D**ATE AND **V**ENUE OF THE **E**XHIBITION

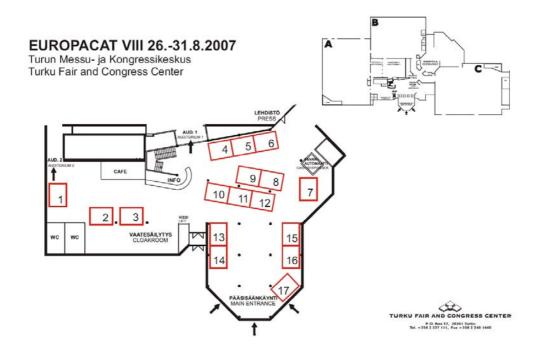
The exhibition of the EUROPACAT VIII congress will take place on 27 to 31 August 2007 at the Turku Fair and Congress Center. The exhibition will be open during the congress hours (Monday to Friday). The address of the Congress Center is:

Turku Fair and Congress Center Messukentänkatu 9-13 P.O. Box 57 FI-20210 TURKU, FINLAND Phone: +358 2 337 111 Fax: +358 2 240 1440 info@turunmessukeskus.fi www.turunmessukeskus.fi

The location of the Exhibition is situated in the Main Aula of the Congress Center as shown in the floor plan:



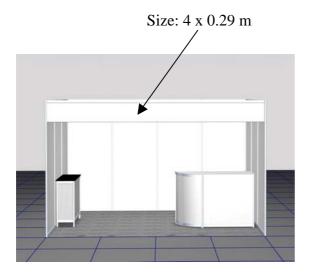
The preliminary setups of the stands are scheduled as shown in the schematic drawing below. Additional stands will be mounted if needed. The reservation of the stands will be based on the "first come, first served" principle, i.e. according to the date of receipt of the signed exhibition contract.

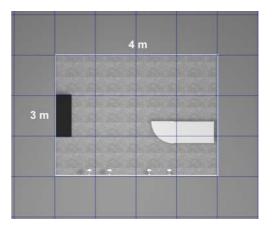


## **S**TANDS

The size of a standard exhibition stand is  $12 \text{ m}^2$  (3 x 4 m, height 2.5 m). The basic setup includes:

- 1 Information desk (height 105 cm, top board size 150 x 50 cm)
- 1 Cabinet (height 90 cm, top board size 95 x 45 cm)
- 1 Light element (4 halogen spotlights)
- 1 Electrical wall socket (3 outlets, 230 V)
- 1 Carpet (3 x 4 m)





Basic setup of the stand

#### Prices

The price for the basic setup is 850  $\in$  (22 % VAT included). For additional furniture, the prices are as follows (22 % VAT included):

Bar chair:	41 €
Chair:	6€
Cabinet (height 90 cm, top board size 95 x 45 cm, max. load 100 kg):	56€
Table (board size 70 x 70 cm, max. load 100 kg):	30€
Table (board size 120 x 70 cm, max. load 100 kg):	31 €
Brochure stand:	42€



Bar chair

Chair

Cabinet

Table 70x70 cm Table 120x70 cm

Brochure stand

If you have other requirements we can fulfil them to an additional cost. For more information and to get an offer for your requirements, please contact:

Fair Service, Ms. Seija Partanen Turku Fair and Congress Center Messukentänkatu 9-13, P.O. Box 57 FI-20210 TURKU, FINLAND Phone: +358 2 337 1310, Fax: +358 2 240 1440 E-mail: Seija.Partanen@turunmessukeskus.fi

### **BUILD-UP AND DISMANTLING OF STANDS**

#### **Build–up:**

The stands (walls etc.) will be built by the staff at Turku Fair and Congress Center and will be ready by 24 August 2007. You can set up your things, instruments etc. during:

Sunday 26 August 2007 (10.00 - 17.00)

**Dismantling:** 

Friday 31 August 2007 (13.00 - 18.00)

## **Restaurant and Café Facilities**

One can arrange stand-related catering through Restel Ravintolat Oy, which takes care of restaurant-based functions within the indoor facilities. In addition, hospitality lounges are available on special order. Unfortunately the Finnish alcohol law prohibits exhibitors to serve their own alcohol in the stand. If you want to serve alcohol, please contact the restaurant manager.

For additional information or to get an offer please contact:

Restaurant Manager Ms. Maarit Salovaara, Phone + 358 400 882 887 E-mail: Maarit.Salovaara@restel.fi

### **D**ELIVERY OF GOODS

Each exhibitor delivers his products and goods to the Congress Center at his own expense and liability. The Congress organizer shall not bear responsibility for the reception, dismantling, storage or on-ward dispatch of goods. Ascertain beforehand when the goods are to be conveyed that the recipient is on the premises at that time. The staff of Turku Fair and Congress Center is unable to sign for goods received on your behalf. Goods should be delivered to the following address:

Turku Fair and Congress Center (EUROPACAT VIII, Name of Exhibitor, Stand no.) Messukentänkatu 9 – 13 FI-20210 Turku, FINLAND

Local forwarding and customs clearance are handled by DHL Fairs & Events (Finland) Oy.

For additional information on this issue please contact:

Mr. Matti Turkia, phone +358 20 533 2255, E-mail: Matti.Turkia@dhl.com

or

Ms. May Heikkinen, phone + 358 20 533 2247, E-mail: May.Heikkinen@dhl.com

#### **INSURANCE**

The exhibitor must insure the contents of their exhibit against damage, fire and theft. The organizer remits the costs of fair area fire protection, locks the indoor facilities for the night and looks after the general surveillance of the Congress Center, while not being held responsible for potential loss and damage of goods. Fair-related liability insurance offers third-party coverage on damage caused to the organizer's equipment and structures. The organizer's liability insurance does not indemnify harm incurred to the exhibitor's own equipment and structures; therefore, the exhibitor must arrange for such insurance as required himself (risk, fire, theft, etc.).

### **EXHIBITOR REGISTRATION**

All stand personnel are **required to register and to pay registration fees**. The on-line registering starts 2007.

<b>REGISTRATION</b> Please select registration pack		
Flease select registration package 1 of 2.		Participation fee
		lunches (Monda
PACKAGE 1 (WITHOUT LUNCHES)		PACKAGE 2
Ordinary participant		Ordinary particip
until June 1, 2007	450 €	until June 1, 200
after June 1, 2007	550 €	after June 1, 200
PhD student		PhD student
until June 1, 2007	350 €	until June 1, 200
after June 1, 2007	400 €	after June 1, 200

Participation fees also covering			
lunches (Monday-Friday) are:			
PACKAGE 2			
Ordinary participant			
until June 1, 2007	510 €		
after June 1, 2007	610 €		
PhD student			
until June 1, 2007	410 €		
after June 1, 2007	460 €		
On-site lunch tickets will be available.			

The registration fee covers the attendance, the proceedings, welcome reception, concert in the Cathedral and coffee breaks.

## **EXHIBITION CONTRACT**

A separate "Exhibition contract" has to be signed by both the Exhibitor and the Congress organisers. The "Exhibition Contract" form can be downloaded from:

#### http://www.europacat.org

Please fill in, sign and send the contract in two identical copies to:

EUROPACAT VIII/Dr. Kari Eränen Åbo Akademi Process Chemistry Centre Biskopsgatan 8 FI-20500 Turku, Finland E-mail: Kari.Eranen@abo.fi Fax: +358 2 215 4479

## PAYMENT

The Congress organiser will send you an invoice after the exhibition contract has been signed or as agreed separately.

# VAT

Foreign businesses which are not liable to pay tax on sales in Finland and which do not have a permanent establishment in Finland may apply for a refund of the VAT included in the price of goods and services purchased in Finland. This concerns also fairs and exhibitions. For more information on this issue please read the instructions from the Finnish tax administration: http://www.vero.fi/nc/doc/download.asp?id=2846;239749. Links to the instructions as well as to the form "Application for refund of the value added tax" are found on the Congress web site:

http://www.europacat.org

## CANCELLATION

Cancellations must be made in writing to:

EUROPACAT VIII/Dr. Kari Eränen Åbo Akademi Process Chemistry Centre Biskopsgatan 8 FI-20500 Turku, Finland Fax: +358 2 215 4479

Cancellations made before May 31 2007 will be refunded to 80 % of the paid amount (excluding bank transfer fees). After May 31 2007 no refunding is possible.

## WELCOME TO TURKU!

