

EXHIBITOR'S MANUAL – FIG CONGRESS 2022

FIG CONGRESS 2022, WARSAW, POLAND



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1. KEY INFORMATION AND TIMINGS

Congress Venue	DoubleTree by Hilton Hotel and Conference Centre Warsaw Skalnicowa 21, 04-797 Warsaw, Poland Tel. +48 22 278 00 00 e-mail: doubtreewarsaw.events@hilton.com Website: https://www.hilton.com/en/hotels/wawccdi-doubletree-hotel-and-conference-centre-warsaw/
Exhibition area	The exhibition will take place in foyer and main hall on level 0. The registration will be located on the level 0.

Important dates	
15.08.2022	Deadline for exhibition shell scheme
15.08.2022	Deadline for artwork & graphics
20.08.2022	Deadline for electricity orders
20.08.2022	Deadline for Onsite Exhibition equipment
01.09.2022	Deadline for name of representative during set- up & dismantling
06.09.2022	Deadline for set up & dismantling badges

Exhibition set-up	
Sunday, 11th Sept. 2022	08:00 – 16:00
Exhibition opening hours	
Monday, 12th Sept. 2022	11:00-18:00
Tuesday, 13th Sept. 2022	11:00-18:00
Wednesday, 14th Sept. 2022	11:00-18:00
Exhibition dismantling	
Wednesday, 14th Sept. 2022	18:00-24:00

All times are subject to change

2. CONTACTS

Local Organising Committee	Mr. Tomasz Malinowski ul. Czackiego 3/5, p.416, 00-043 Warszawa, Poland Tel: +48 602 113 481 e-mail: tmalinowski@tpi.com.pl
Onsite Exhibition	Symposium Cracoviense 31-123 Kraków, Krupnicza 3 Contact: Kamila Wilczyńska Tel: +48 602 497 063 e-mail: kamila.wilczynska@symposium.pl
Official Freight Forwarder	EXOSPED 01-222 Warszawa, Prądzyńskiego 12/14 Contact: Katarzyna Andrzejczak Ph. +48 504130293 e-mail: katarzyna.andrzejczak@exosped.com.pl http://exosped.com.pl/en/

3. HOW TO GET TO THE WARSAW

<p>By car</p>	<p>Poland's capital is well connected by roads with the rest of the country. There are 3 international roads leading to Warsaw: E30, E67 and E77. The Double Tree by Hilton hotel itself is best reached via the E30 (A2/S2). The E30 route goes from Western Europe from the Irish port of Cork to Eastern Europe to Omsk, Russia. From the S2 road exit to the hotel is only 5.5 km.</p>
<p>By air</p>	<p>The easiest way to get to the capital of Poland from any place around the globe is, of course, by plane. The city has 2 international airports and it is connected with over 180 direct flights. Except of domestic airline PLL LOT, planes from many international airlines land in Warsaw. There are direct flights to the Polish capital from most European destinations, as well as major US cities and other long-distance destinations like Dubai, where Emirates Airlines fly once a day.</p> <p>Warsaw Chopin Airport Warsaw Chopin Airport is located around 10 kilometres from the city centre. It is served by five bus lines, two of which reach the city centre directly – 175 and night bus N32. A railway connection with Chopin Airport is also available. If you decide to take a taxi, it is advised to use the licensed taxi services offered at Chopin Airport: Ele Taxi, Sawa Taxi or Super Taxi. A fare to the centre should be around PLN 35-40 (EUR 10).</p> <p>Warsaw Modlin Airport Warsaw Modlin Airport is a smaller airport servicing only budget airlines is situated in Modlin, 35 km from Warsaw, where the easiest way to get to the centre is to take a bus – <u>ModlinBus</u>, which operates 24 hours a day. The trip takes around 50 minutes and costs around PLN 35 (EUR 9). Another way to get to the city is by train. Journey takes around 1 hour 15 minutes and the ticket at the amount of PLN 19 (EUR 4) can be purchased in the Airport terminal. It is also possible to get to the city by taxi. Two recommended companies are Sawa Taxi and Modlin Taxi and the prices may vary between PLN 100-200 (EUR 25-50).</p>
<p>By train</p>	<p>Warsaw is also well connected by rail to other European cities. There are three train stations in Warsaw that provide international and domestic train services:</p> <ul style="list-style-type: none"> • Warszawa Centralna (Central Warsaw) – situated in the city centre and well connected to public transportation network. • Warszawa Zachodnia (West Warsaw) which is set next to the international bus terminal. • Warszawa Wschodnia (East Warsaw) located on the east bank of the Vistula River (Praga).

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Getting around Warsaw	<p>Warsaw boasts a quick, safe and efficient public transport system of metro, trams, buses, night buses and the system of urban bikes.</p> <p>The second line of Warsaw's metro system opened in 2015 and connects the two banks of the Vistula River. Metro runs until midnight on weekdays and to 3.00 am at weekends. Night buses are marked with the letter "N", which run from 11.15 pm to 04.45 pm.</p> <p>All public transportation tickets can be purchased at ZTM points, in some newspaper kiosks and at ticket machines located in the metro stations, bus stops, as well as on some buses and trams. You can pay either with cash or by card. Tickets can be used for all means of transport. You can select from 20-, 75- and 90-minute tickets. Longer-term options include one-day and weekend tickets. If you use public transportation without a valid ticket, you risk a fine. People over 70 and children up to 7th year of age are entitled to free travel.</p>
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4. VENUE

Floorplan	<div style="text-align: center;"> <p>FLOOR PLAN</p>  </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
Parking at the venue	Free outdoor parking for 450 cars and an underground garage for 150 cars.
Access to the exhibition space	Transport of elements and exhibition materials is possible only through the main hotel entrance. Transport is only permitted on rubber wheeled carts and weight must not exceed 200 KG.

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Responsibility	<p>The Exhibitor is liable to the Hotel for any damage or loss resulting from improper transport of items and use of the allocated space.</p> <p>The Exhibitor may not carry out any carpentry, welding, electrical or painting works related to the preparation of the assembly without the consent of the Organizer.</p> <p>The elements of the stand equipment cannot exceed the allotted exhibition area, cannot block in any way the passages, emergency exits and passageways, access to fire hydrants and fire-fighting equipment and the approved development height of 2.5 meters.</p> <p>It is strictly forbidden to hang or affix stand elements, banners, advertisements and decorations to the construction of halls (ceilings, walls, railings, balustrades, glass, etc.)</p>
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5. TECHNICAL GUIDELINES

General information	<p>Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the Exhibition to be organised in the framework of the meeting, or any agent or representative acting on behalf of the Exhibitor. The Exhibitors agree to observe all regulations and requirements stipulated in this document.</p>
Onsite Exhibition set- up & dismantling	<p>In order for the build-up period to run effectively, the following must be in place:</p> <ul style="list-style-type: none"> • You must have a representative on-site to manage the event set- up & dismantling, available to check and sign for any deliveries related to your event. Please inform Kamila Wilczyńska Agnieszka Bryk (kamila.wilczynska@symposium.pl) of the representative until 01.09.2022. • No access or deliveries will be accepted prior to the set-up time. • You and all your contractors must be clearly badged. • During every assembly/disassembly, the floor must be protected with cardboard, plastic film, covering etc. against any damage or scratches. Hard, scratching and metal elements should be placed on pads. • If non-standard services need to be provided, such as higher power supplies, or special shows subject to fire service approval and others, please contact us no later than 28.08.2022. Late requests for such services may mean that they cannot be provided. • The maximum load for the foyer floor is 200 kg/m². • During assembly/disassembly, only transport trolleys with rubber wheels that do not mark the foyer floor can be used. • It is prohibited to bring in and use any flammable materials or cartridges with combustible gases, and to use any flammable liquids as cleaning agents. • Any use of naked flame within the facility is strictly forbidden. • It is prohibited to make, on one's own, any connections with the systems in floor boxes. Any works in service ducts as well as any connections going out of the service ducts to the spot indicated in the shell scheme plan may be carried out only by Organiser or Hotel technicians. • The Hotel has no storage facilities. We recommend you contract the service of EXOSPED and use their storage / delivery / collection facilities.

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<p>General conditions for all stands</p>	<ul style="list-style-type: none"> • All activities i.e. distribution of material, discussion and animation etc. must take place within the boundaries of the stand. • Advertising of goods and services which are not included in the exhibition program or of companies that have not ordered any exhibition area or their participation has been rejected, is strictly forbidden. • Please plan with enough space for visitors on the stand and keep the aisles free for traffic. • Exhibitors will not be allowed to project images on to the gangways, ceilings, walls or space which are not part of their stand. • Special care must be taken to avoid lights and/or spotlights as well as all sorts of sound that are annoying to visitors or neighbouring stands
<p>Fire prevention and safety rules</p>	<ul style="list-style-type: none"> • Exits, passages, corridors, emergency exits, staircases within the exhibition area must not be blocked under any circumstances • Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. • Exhibitors are liable for all damage caused to floor, walls and pillars during installation, exhibition and dismantling. • No posters, stickers and fixtures of any kind are allowed on floors, walls and pillars. • Smoking is not permitted at the venue
<p>Set up & dismantling badges</p>	<p>The set up & dismantling badges are issued for every person working at the stand during set up & dismantling times (see p. 1)</p> <p>With the set up pass you have only access to the exhibition area</p> <p>Badges must be picked up on-site at the Registration Desk close to the main entrance, where each exhibitor will receive set up & dismantling badges. Badges must be worn at all times.</p>
<p>Items included in the shell scheme package</p>	<p>If you have ordered the shell scheme package your stand is set up like this below.</p> <p>Equipment of the shell scheme</p> <ul style="list-style-type: none"> • aluminium frame • white dividing partitions • 1 table (180 x 45 cm) • 2 chairs • waste basket • 100W spotlight/4sqm • 230V socket • sided text sign • standard daily cleaning <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Shell schemes can be customized by the additional orders through.</p>
<p>More information</p>	<p>Contact Symposium Cracoviense to get more information about: exhibition set-up, additional furniture, audio visual equipment, electricity, hostesses and cleaning services</p> <p>Contact: Kamila Wilczyńska Tel. +48 602 497 063 e-mail: kamila.wilczynska@symposium.pl</p>
<p>Cleaning Services</p>	<p>The Organiser provides a general cleaning service removing basic waste e.g. carpet pieces or plastics. It is the responsibility of the Exhibitor to ensure that all big debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the Exhibition area prior to the opening of the Exhibition and at the end of the event.</p>

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	<p>Failure to comply with this procedure shall render the Exhibitor liable for the cost of clearance by the Organiser or its contractor. Constructors who already know that they will have big amounts of waste can order extra waste removal.</p> <p>All common areas e.g. the foyers and aisles will be cleaned on a daily basis during the event days. If you want your booth area to be cleaned too, you can order this service additionally.</p>
Internet	<p>Basic Wi-Fi services are included into your renting price.</p> <p>Wi-Fi works in all parts of the building and it allows multiple users to log in at the same time.</p>

PRICELIST FOR ADDITIONAL SERVICES

Additional services for exhibitors	Price
Hostess (price per 1 hour,min. 3 hours required)	13,50 €
Security staff (price per 1 hour, min.3 hours required)	16,50 €
Booth equipment	Price
ISO chair, grey	18,75 €
Plastic chair	6,25 €
Bar stool, white	12,50 €
Folder s rack	18,75 €
Fridge	31,25 €
Shelf unit	25,00 €
Swivel armchair, white	31,25 €
Table square 70x70cm, brown	10,00 €
Coctail table, round, white	25,00 €
Partition wall: width 100cm, height 250cm	18,75 €
Partition wall: width 50cm, height 250cm	15,00 €
Folding door, lockable	25,00 €
Storage1x1m with folding, lockable door	75,00 €
Small waste bin	6,25 €
System showcase 50x100cm, h=100cm	43,75 €
System showcase 50x50cm, h=100cm	37,50 €
Info desk 50x100cm, h=100cm	18,75 €
Info desk curve	25,00 €
System podium 50x50cm, h=50/70/100cm	15,00 €
System podium 100x50cm, h=50/70/100cm	18,75 €
System showcase 50x100cm, h=250cm	75,00 €
System showcase 50x50cm, h=250cm	62,50 €
Carpet – RispExpo – any colour	6,25 €
Extension cord – 4 sockets	6,25 €
Halogen 300W	18,75 €
Spot light 80W	15,00 €
Wall panel - W:97cm, H:242 cm	56,25 €
Logo on fascia board, H: 22 cm	18,75 €
Info desk front - W:97cm, H: 242cm	25,00 €
Curve info desk – W:153,50cm, H:92,50m	37,50 €
Print per sq.m	22,50 €
Electric outlet 230 VAC, 2 kW	112,50 €
Electric outlet 400VAC,3-phaze, 16A, up to 6kW	212,50 €
Electric outlet 400VAC,3-phaze, 16A, 6,1kW -10kW	262,50 €
Electric outlet 400 VAC, 3-phase, 32A, 6,1kw - 10 kW	312,50 €
Electric outlet 400 VAC, 3-phase, 32A, 10,1kw -20 kW	412,50 €
Electric outlet 400VAC,3-phaze, 63A, 20,1kW- 40kW	687,50 €
Electric outlet 400VAC, 3-phase, 32A, 6,1kW - 10kW+B31:L31	1 000,00 €

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Catering	Price
All day barista coffee bar at the booth	1 125,00 €
All day smoothie bowl station at the booth	1 112,50 €
All day prosecco bar	1 125,00 €
All day popcorn station	725,00 €
All day cotton candy	725,00 €
All day polish slow food corner	1 875,00 €
All day salad bar corner	2 250,00 €
Multimedia	Price
Videowall 2x2 monitors 46" (1st day)	675,00 €
Videowall 2x2 monitors 46 " (next days)	337,50 €
Frame for videowall 2x2	700,00 €
Videowall 3x3 monitors 46 " (1st day)	1 312,50 €
Videowall 3x3 monitors 46" (next days)	656,25 €
Frame for videowall 3x3	1 162,50 €
Videowall 4x4 monitors (1st day)	2 212,50 €
Videowall 4x4 monitors (next days)	1 106,25 €
Frame for videowall 4x4	1 600,00 €
LED screen HD2 P 2.5 (1st day)	235,50 €
LED screen HD2 P 2.5 (next days)	118,75 €
Frame for LED screen HD2 P 2.5	72,00 €
LED screen HD3 P 3.5 (1st day)	137,50 €
LED screen HD3 P 3.5 (next days)	68,75 €
Frame for LED screen HD3 P 3.5	72,50 €
Screen 42" full HD/per day	37,50 €
Screen 55" full HD/per day	43,75 €
Stand for screen 42", 55"/per day	25,00 €
Interactive monitor 60", full HD, sensitive touch screen/per day	137,50 €
Stand for 60" monitor/per day	50,00 €
Flowers	Price
Potted flower	12,00 €
Single flower	4,20 €
Bouquet of flowers	175,00 €

*All prices are net, don't include VAT 23 %.