

TNC15 EXHIBITORS' KIT

CONFERENCE AND EXHIBITION VENUE

The venue of the TNC15 conference and exhibition will be Alfândega Congress Centre in Porto.
The venue address is:

Rua Nova da Alfândega – Edifício da Alfândega
PT4050-430, Porto
Portugal
www.ccalfandegaporto.com

The conference will take place over three floors in the Alfandega Congress Centre, and the exhibition area is located on the ground floor, in the same area where lunches/coffee breaks will take place.

EXHIBITOR TIME SCHEDULES

Set-up: Sunday, 14 June 10:00hrs – 18:00 hrs

Dismantling : Thursday, 18 June 15:00hrs – 18:00 hrs

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

Monday, 15 June	08:30 hrs - 17:45 hrs
Tuesday, 16 June	08:30 hrs - 17:45 hrs
Wednesday, 17 June	08:30 hrs - 17:45 hrs
Thursday, 18 June	08:30 hrs - 17:45 hrs

EXHIBITION BOOTHS

Each standard exhibition package consists of the following:

- Standard booth with melamine white boards joined by octagonal aluminum frames of 3,0m (front) x 2,00m (depth) x 2,50m (height)
- Grey carpeting fixed to floor with double face scotch and protected by transparent plastic during set up.
- 2 spotlights with wall bracket
1 electricity (2 pin) sockets – 9AMP. Power consumption of the stand is expected to remain below 1.0 kW Portuguese standard two pin plug and socket



- 1 x table and 2 x chairs
- Identification lettering produced in self-adhesive sticker applied on front of stand top. Standardized letter font and type, letter size adequate to exhibitor name and space available on stand front. Identification includes exhibitor name and stand number. All facias are produced in a single font, one colour
- Internet connectivity is available via wireless LAN. Fixed IP addresses can be made available on request via the TNC Secretariat



Floor covering - The floor covering of the exhibition area consists of tiles. Any costs associated with cleaning or repairing the tiles will be invoiced at their replacement value.

If you wish to bring your own stand, please contact the organiser before making any arrangements. The preferred stand construction is a partition system. If an exhibitor wishes to use a different system (for example wood) they must ensure the necessary steps are taken to prevent damage to the existing venue floor and surroundings. Costs incurred for any damage to the flooring will be the responsibility of the exhibitor.

Additional services - Additional services such as alternative and/or extra furniture, extra power, display units, printing, graphics etc for your exhibition stand can be arranged directly with the appointed exhibition contractor. Please complete the order form

<https://tnc15.terena.org/includes/tnc15/documents/aditionalservicesorderform.pdf>

and return to:

TNC15 – Local Conference Secretariat

Leading Congress

Claudia Pacifico/ Célia Araujo

Phone: + 351 21 771 26 35

Email: tnc15@leading.pt

The order forms should be filled in and returned before Friday, 5 June. Orders received after this date will incur a 25% surcharge. Please note that payment for services ordered is required before Friday 12 June in order to guarantee provision of the same.

EXHIBITION BOOTH LOCATION

Exhibition booths will be allocated to exhibitors in accordance with the level of sponsorship provided. However, due to the layout and size of the venue, all booths will be exposed to the participants. Please find the floorplan at: <https://tnc2015.terena.org/web/venue/map>

Staff will be available to direct you to your booth or your space and to provide you with any additional assistance you may require during the indicated set up and dismantling times. Please note that no facilities to move large / heavy items will be available on site without prior arrangement.

FREIGHT FORWARDING / ON-SITE HANDLING AGENT

The TNC15 organisers have appointed **Speedy Cargo** as the official freight forwarder and on site handling agent.

Please note deliveries to Alfândega Congress Centre are restricted to the build-up times as above with the exception of smaller items as outlined below. Any consignments arriving prior to this date will NOT be accepted. We therefore strongly recommend you to use the services of the appointed freight forwarder. The shipping manual is available at:

<https://tnc15.terena.org/includes/tnc15/documents/shippingmanual.pdf> Service includes:

- International Freight forwarding
- Customs Clearance
- Advance warehousing
- Empty Storage
- Vehicle loading & unloading
- On-site labour
- Return shipping

CONTACT:

Speedy Cargo

Sr. Emídio Moutinho – Transport & International coordinator

Tel: +351 919 591 617

E: emidio.moutinho@speedycargo.pt

W: <http://www.speedycargo.com/index.php/pt/onde-estamos/escritorio-porto.html>

DELIVERIES TO ALFÂNDEGA CONGRESS CENTRE

Alfândega Congress Centre are not able to accept deliveries before the event dates. Please make sure to send all packages through **Speedy Cargo** (contact info above). **On Saturday, 13 June and Sunday, 14 June deliveries will be accepted at the conference registration desk.** **GÉANT Association** and **Alfândega Congress Centre** cannot accept any responsibility for any goods delivered to the **Alfândega Congress Centre** before Saturday, 13 June.

Deliveries to Alfândega Congress Centre should be addressed to:

TNC15

Alfândega Congress Centre
Rua Nova da Alfândega – Edifício da Alfândega
PT4050-430, Porto
Portugal

Individual Deliveries

Should you choose to work with your own transport provider for the delivery of your consignment items can only be delivered during the set up times as indicated above. You must be on site to accept your own delivery and you must ensure you have arrangements made as required for storage, set-up and movement of materials within the exhibition area.

Please ensure items are clearly marked:

Name: < Name of exhibitor >
 C/O TNC15 – Exhibition
 Alfândega Congress Centre
 Porto, Portugal

Stand No: <xx>
Number of packages: <xx of xx>
Dimensions:
Gross / net weight:

Notification

Please send us an e-mail with all dates of the transport (i.e.: AWB, B/L, Consignment) in advance before shipping <exhibitor@terena.org>.

INSURANCE

All exhibits and materials should be properly insured for transportation and for the conference. Please note that **GÉANT Association** and Alfândega Congress Centre will not take responsibility for the transported material.

EXHIBITOR REGISTRATION

EVERYONE needs to register for the TNC15. Please see below the available options:

Normal registration

Normal / early / desk registration fees (650 EUR + VAT/ 550 EUR + VAT/ 750 EUR + VAT) apply to all exhibitors who will be participating in the scheduled conference or workshop programme and social events.

Fee waivers (included in the sponsorship package)

A TNC15 sponsor is entitled to one or more free delegate pass(es) as part of the sponsorship package.

Please send the following details of the person who will make use of this facility to exhibitor@terena.org:

first name:
last name:
country of residence:
e-mail address:

Exhibitor passes (up to 3 per exhibitor)

There is a special conference registration fee for a maximum of three exhibitors or demonstrators who do NOT intend to go to the conference sessions. This special fee gives the right to access the exhibition area and receive conference meals, at a special registration fee of 300 (+23% VAT) EUR. Please note, that our social events are NOT included and you may buy an extra social events ticket at 123 EUR (+23% VAT) - includes Open Reception on Monday and Gala dinner on Wednesday. You can also buy separate tickets for only Gala Dinner or only the Opening Reception.

For security reasons, prior registration is required for ALL personnel at the stands. We will 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.

Please send the following details of the person who will make use of this facility to exhibitor@terena.org:

first name:
last name:
country of residence:
e-mail address:

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

HOTEL ACCOMMODATION

Porto is a very popular tourist destination and June is considered high season when hotels reach a high occupancy rate. We do recommend that you make the hotel booking well in advance to guarantee rooms in the centre.

Find list of discounted hotels and to book accommodation, please click here:
<https://tnc15.terena.org/web/venue/hotels>

Any queries with regards to hotel reservations or block bookings should be directed to:

TNC15 – Local Conference Secretariat

Leading Congress

Claudia Pacifico/ Célia Araujo

Rua Diogo do Couto, 1 B

2799-537 Linda-a-Velha | Portugal

Phone: + 351 21 771 26 35

Email: tnc15@leading.pt

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

[<horvath@terena.org>](mailto:horvath@terena.org)

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TNC15 - EXHIBITOR AND DEMONSTRATOR INFORMATION FORM

(Please fill in and return to [<exhibitor@terena.org>](mailto:exhibitor@terena.org) BEFORE 11 MAY)

Name of organisation:

Address:

Name of main contact person for the exhibition / demonstration:

Direct telephone number:

Direct e-mail address:

Direct fax number:

ATTENDING Sponsors / Exhibitors:

FEE WAIVERS:

first name:

last name:

country of residence:

e-mail address:

first name:

last name:

country of residence:
e-mail address:

EXHIBITOR TICKETS:

first name:
last name:
country of residence:
e-mail address:

first name:
last name:
country of residence:
e-mail address:

Please tick as appropriate:

Please provide us with a standard conference booth (included in the sponsorship package)

We will bring our own booth. Please attach the layout of your custom made booth as the layout (technical details) are subject to approval by the Alfândega Congress Centre.