

IMPORTANT INFORMATION FOR EXHIBITORS

EVENT DATE **11– 14 September 2019**

VENUE

Sofia University "St. Kliment Ohridski"
bul. "Tsar Osvoboditel" 15
1504 Sofia
Bulgaria

EXHIBITION DATES AND TIMETABLE

Exhibition set-up

Wednesday 11 September 2019 09:00 – 13:30

Exhibition opening hours:

Wednesday 11 September 2019 13:30 – 18:15

Thursday 12 September 2019 08:30 – 18:30

Friday 13 September 2019 08:30 – 18:30

Saturday 14 September 2019 08:30 – 16:00

Dismantling:

Saturday 14 September 2019 16:00 – 18:00

CONTACT PERSON

Jana Dvořáková – jana.dvorakova@c-in.eu, tel. +420 777 791 252

Should you need any further assistance on site, please do not hesitate to contact on site manager or anyone from our staff will be happy to assist you.

EXHIBITORS REGISTRATIONS

All exhibitors can pick up their badges **at the registration desk** as of **Wednesday 11 September from 10:00 am**. If they will need some extra registration they can register on site at the registration desk.

SHIPPING AND STORAGE

There is no storage capacity in the venue of the Sofia University. Please kindly send your exhibition materials **to be delivered between 9:00 – 16:00 from Monday 9 September till Wednesday 11 September** to the following address:

The shipment must include following information:

EISA PEC 2019 Exhibition (Name of the exhibitor)

Contact persons: Boris Kostov - + 359 - 899 - 438 - 177
Boris Angelov - + 359 - 878 - 438 - 440

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The exhibitor will be responsible for the unpacking and storing of his goods and for their removal after the exhibition.

PARKING

To secure a parking place for you please send us the car registration number and date and time of arrival and departure in advance.

SECURITY

The Organiser shall take out overall fire and third-party insurance for the exhibition. It is the responsibility of each exhibitor to take out their own additional insurance that they judge necessary.

Neither the organiser nor the venue can be held responsible for any thefts or damage to the personal belongings of the exhibitors during visiting hours or during the installation and dismantling of the stands.

We recommend that the stand is not left without surveillance during the assembly and dismantling of the installations. Any items of value should be locked away.

SERVICES

For ordering the **electricity connection** and any extra furniture or other exhibition services please contact the Exhibition Manager: jana.dvorakova@c-in.eu

For any extra **catering orders** please contact: silvia@reddevilcatering.com