

EXHIBITION & SPONSOR GUIDE

IMOG  2017

28TH INTERNATIONAL MEETING
ON ORGANIC GEOCHEMISTRY

.....
FLORENCE • ITALY
.....

17 - 22 SEPTEMBER 2017

**Exhibition
manual**



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Index

Index.....	2
1 Welcome	3
2 General information	4
2.1 Exhibition.....	4
2.2 Venue.....	4
2.3 Programme	4
2.4 Transportation	5
3 Rules and regulations.....	7
3.1 Build up and break down schedule	7
3.2 Health, Safety and Environment	7
3.3 Security	7
3.4 Insurance	7
3.5 Noise level	8
3.6 Non-smoking.....	8
3.7 Booth management.....	8
Booth package	8
Included in the booth package rental is:	8
3.8 Construction and/or dismantling during exhibition period	9
3.9 Technical information	9
3.9.1 Electricity.....	9
3.9.2 Construction height.....	9
3.10 Freight and Deliveries	9
4 Services and facilities.....	10
4.1 Accommodation	10
4.2 Cleaning	10
4.3 Fascia.....	10
4.5 Furniture.....	10
4.6 Parking	10
4.7 Waste collection.....	10
4.8 Opening hours registration	11
4.9 Registration.....	11

1 Welcome

Dear exhibitor,

Welcome to the IMOG 2017 exhibition manual.

The goal of this online manual is to facilitate your planning and answer any questions you have regarding the exhibition.

We trust that this manual will be of help in your preparations. However, should you have any further questions, please do not hesitate to contact House of Geoscience.

Exhibition Schedule Near Surface Geoscience 2017

Build up	Sunday 17 September 2017	13.00 - 16.00 hrs
Open	Monday 18 September 2017	08.00 – 17.30 hrs
	Tuesday 19 September 2017	08.00 – 17.50 hrs
	Wednesday 20 September 2017	08.00 – 16.50 hrs
	Thursday 21 September 2017	09.00 – 18.00 hrs
	Friday 22 September 2017	08.30 – 13.00 hrs
Break down	Friday 22 September 2017	13.00 – 19.00 hrs

We are looking forward to seeing you in Florence!

Kind regards,

The HoG Team

Tel +31 889955055 | imog2017@houseofgeoscience.org | www.houseofgeoscience.org

2 General information

2.1 Exhibition

The IMOG exhibition will be held from Monday 18 September through Friday 22 September 2017 parallel to 28th International Meeting on Organic Geochemistry. The exhibition will be the meeting place where companies from all disciplines display their products and services.

Event facts

Event dates	17-22 September 2017
Exhibition dates	18-22 September 2017
Venue	Palazzo dei Congressi, Villa Vittoria
Location	Florence, Italy
Expected attendance	500-550pax
Exhibition space	Approx. 75 m ²

Please have a look at the exhibitors list and the latest floor plan.

2.2 Venue

Palazzo dei Congressi, Villa Vittoria
Piazza Adua, 1
Firenze FI, Italy

2.3 Programme

	Sunday 17 September	Monday 18 September	Tuesday 19 September	Wednesday 20 September	Thursday 21 September	Friday 22 September
Build up Booth Package	13:00-16:00					
Opening hours' registration area	12:00-17:00	07:45-17:30	08:00-17:50	08:00-16:50	09:00-17:30	08:30-13:00
Icebreaker reception *	17:00-23:00					
Exhibition and conference open	18:00-20:00*	08:30-17:30	08:30-17:50	08:30-16:50	09:30-17:30	08:45-13:00
Break down						13:00-19:00

Removal of exhibits prior to 13.00 hrs on Friday 22 September 2017 is strictly prohibited.

*** Depending on the weather, the icebreaker might take place outside. In that case the exhibition area will be close on the Sunday 17 of September.**

2.4 Transportation

How To Get To Florence?

By plane

The Florence airport (FLR) is called Amerigo Vespucci and is situated on the north-west outskirts of Florence, just 4 km from the city center. The airport can be reached from the center of Florence, driving the whole length of Viale Guidoni up to the road leading to the "Firenze Nord/Firenze Mare" superhighway (A1 and A11).

The center can be reached in about 15 minutes by taxi, and in about 20 minutes with the Bus italia SITA Nord "Vola in Bus" bus shuttle operating between the airport and the central railway station of Santa Maria Novella.

The Florence Airport is connected to some of Europe's major airports such as Amsterdam, Barcelona, Brussels, Bucharest, Frankfurt, Geneva, London Gatwick, Madrid, Munich, Paris Charles de Gaulle and Vienna. There are also flights to and from the following Italian cities: Bologna, Cagliari, Catania, Milan Malpensa, Olbia, Palermo, Rome Fiumicino, Turin and Verona.

By car

Italy has a good system of highways; you can find more information on the official website of the company that manages the system, Autostrade. A visit to this site is a must if you're planning to travel by car throughout Italy as it has real time information on road/traffic conditions and driving directions.

Roads are generally good throughout Tuscany and the system is comprised of regional, provincial and state roads and motorways. Regional, provincial and state roads have blue signs bearing white lettering, the motorways green signs bearing white lettering and numbers.

The main north-south link through Tuscany is the Autostrada del Sole which extends from Milan to Reggio Calabria (it is called the A1 from Milan to Naples, the A3 from Naples to Reggio Calabria). The A1 skirts Florence and links to Bologna to the north on a busy, winding stretch with lots of tunnels (goes through the Apennine mountains) and to the south to Arezzo and Rome. The closest exits to downtown Florence are "Firenze-Certosa" and "Firenze-Signa".

A fast expressway leaves the A1 south of Florence at "Firenze-Certosa" to connect to Siena called the Firenze-Siena. The A11 expressway begins just outside of the northwestern part of Florence, past the airport and near the "Firenze-Nord" A1 exit and connects Florence to Prato, Pistoia, Lucca and, eventually, to the A12 expressway along the coast.

By public transport

The city's main railway station is Firenze Santa Maria Novella (abbreviated as Firenze SMN). Situated in the city center, it is conveniently close to the major tourist attractions as well as to the main exhibition and trade centers. The station area is also the principal node for buses serving the city and the surrounding area.

The second most important station is Firenze Campo di Marte which is being used increasingly for national and international train services. The Campo di Marte train station is just outside the main road ring (boulevard) that surrounds the historical city center (the viali circonvallazione).

Getting To The Meeting Venue

- The Palazzo dei Congressi lies in the centre of Florence, next to train station Firenze Santa Maria Novella.
- From the International Airport Amerigo Vespucci, you can reach the location by taxi or via public transport:
 - Take the train to “Firenze Santa Maria Novella”.
 - Take the express airport bus service (Aerobus) and get off at the Firenze Santa Maria Novella (approximately 20 minutes)

3 Rules and regulations

3.1 Build up and break down schedule

Please find below the build up and break down schedule.

Build up	Sunday 17 September 2017	13.00–17.00hrs
Break down	Friday 22 September 2017	13.00–19.00hrs

Removal of exhibits prior to 13.00hrs on Friday 22 September 2017 is strictly prohibited.

3.2 Health, Safety and Environment

In case of emergency please inform the nearest security guard. They will contact the organisers. Use the (emergency) exits to leave the building.

- Always put your own safety first
- Always follow the instructions given by emergency services
- Stay calm and prevent panic

3.3 Security

The exhibition area is a secured area and only accessible with valid accreditation. HOG/EAOG expressly declines responsibility for any loss or damage that may befall the person or property of any exhibitor from any cause whatsoever.

3.4 Insurance

Each exhibitor exhibits at his own risk.

HOG, EAOG Palazzo dei Congressi do not accept any responsibility for damage to, or loss of, any properties caused by Exhibitors or Contractors. Exhibitors are especially warned that all exhibits are the sole responsibility of the Company/Individual to whom they belong. Exhibitors must effect their own insurance against all risks. The strongest possible precautions against opportunity theft should be taken at all times.

HOG/ EAOG is not responsible for any loss sustained by exhibitors from fire, theft, damage or any other cause, or for personal injury or loss to or by any person employed by the exhibitor or any third party.

Exhibitors shall have no claim whatsoever against:
HOG/EAOG, Palazzo dei Congressi

HOG/EAOG will not be liable for any financial loss incurred by the exhibitors resulting from cancellation or curtailment of the exhibition for any reason whatsoever.

Every exhibitor should fill out and sign the insurance form which is attached to this exhibitor guide.

3.5 Noise level

Exhibitors must not obstruct or disturb neighbouring stands when showing slides, films or videos, playing music, running machinery or giving demonstrations. Laser shows are prohibited. It is not allowed to hand out any brochures, leaflets, commercial information, gifts or any other material in the aisles, or any other part of the premises, except for the exhibitors' own stand.

3.6 Non-smoking

Smoking inside the Palazzo dei Congressi is prohibited.

3.7 Booth management

- Stands must remain open, with exhibits on display and booth personnel on duty during opening hours.
- Canvassing in the aisles and public areas of the building and its environment is expressly prohibited.
- Emergency exits, signs indicating exits and access to rooms housing technical facilities must not be blocked or obstructed in any way by the exhibition booths or exhibits.
- Fire alarm equipment, hydrants, fire extinguishers and signs indicating such equipment should not be removed or obstructed in any way.
- No part of any booth exhibit may overhang any aisle or exceed the boundaries of the booth space rented. All sides of shell scheme booths bordering on aisles are open. At those sides of the booths no walling is allowed.

Booth package

Included in the booth package rental is:

- White walled panels
- 2 spotlights
- One power socket
- Normal electricity consumption
- A fascia with name board in a standard style
- 1 table, 3 chairs, 1 coat hanger, 1 waste bin
- Booth cleaning, incl. emptying of rubbish bins

Please complete your booth additional and booth company before **15 July 2017**

It is prohibited to drive screws, nails etc into the shell scheme panels.

Your shell scheme stand will be ready for decorating on **Sunday 17 September 2017**.

If aisles are blocked or neighbouring exhibitors complain, HOG reserves the right to interrupt or impose time restrictions on demonstrations etc.

3.8 Construction and/or dismantling during exhibition period

No constructive and/or dismantling work on stands or interiors will be permitted during the exhibition period from Monday 18 September 2016 07:45hrs to Friday 22 September 2017 13.00hrs.

Exhibitors may dismantle their stand between 13.00 - 19.00hrs on Friday 22 September 2017. At the end of the dismantling period, the stand space should be left clean and free of adhesive tape.

3.9 Technical information

3.9.1 Electricity

The installation of electrical work by any person other Palazzo dei Congressi or their supplier is expressly prohibited. No person other than a member of the contractor's staff may alter, or otherwise interfere with electrical installations. All wiring must comply with regulations as defined by Palazzo dei Congressi, de Florence.

Participants are not permitted to switch a neighbouring stand's power on and/or off.

Electricity is **NOT** provided 24 hours a day. Electricity will be switched on in advance of the start of the show and shut down after the show.

3.9.2 Construction height

General construction height of shell scheme stands is 2.50 meters. No other feature or exhibit elsewhere on the stands may exceed this height.

3.10 Freight & Delivery of goods

3.10.1 General Information

The organisers have appointed an official contractor to control the freight and deliveries. Please note that the organisers are not agents for the contractor and therefore cannot accept liability for their negligence or default of any persons, their agents or servants.

Official contractor:

Freight & Deliveries services

Merkur Expo Logistics GmbH

Contact: : Alberto Rubiño / Tel. +39-366-372-1090 / +49 (0) 15110313721

Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn

+49 6173 966 95 0

+49 6173 966 95 29

info@merkur-expo.com

www.merkur-expo.com

The range of services provided by Merkur Expo Logistics include:

- Transport, national or international
- Temporary or permanent customs clearances

- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

Please find all the details regarding freight and deliveries in the shipping manual attached to this document.

For more information on shipping and handling, please contact Merkur Expo Logistics directly.

4 Services and facilities

4.1 Accommodation

For hotel bookings, please refer to our website for recommended hotels.

4.2 Cleaning

A basic booth cleaning service before the opening of the exhibition is included in the price of participation and will be provided automatically.

4.3 Fascia

Please complete your fascia text by **15 July 2017**. No logo allowed.

A fascia text on every open side of the booth is included in the booth package price. Additional costs for changes onsite will be charged to the exhibitor.

4.4 Furniture

Furniture is not included in the booth package, you can order this and any other extra items with HOG, Victoria-Lou Devèze, imog2017@houseofgeoscience.org
Orders should be received by **15 July 2017**.

4.5 Parking

Visitors of the event can park their car at the parking in front of the Palazzo dei Congressi. Parking tickets can be purchased onsite.

Stazione Santa Maria Novella

P.zza della Stazione

50123 Firenze

Telefono 055.50302209 / Fax: 055.50302219

4.6 Waste collection

Exhibitors are responsible for arranging the disposal of their waste during build up, break down and during the opening hours of the exhibition. This includes plastic that needs cutting away after build up.

Any refuse left after build up will be charged to the exhibitor.

4.7 Opening hours registration

Opening hours IMOG desk	
Sunday 17 September	12.00 - 19.00hrs
Monday 18 September	08.00 - 17.00hrs
Tuesday 19 September	08.30 - 17.00hrs
Wednesday 20 September	08.30 - 17.00hrs
Thursday 21 September	08.30 - 17.00hrs
Friday 22 September	08.30 - 12.00hrs

We strongly advise you to register at your earliest convenience through the online registration system on www.IMOG2017.org.

4.8 Registrations

All exhibitors **MUST** register.

As exhibitor your package includes complementary full registration valid for the entire event including the social and cultural events.

In order to create this complementary full registration, please provide us the following information about the person who will receive it:

- FIRST NAME / LAST NAME
- POSITION
- COMPANY
- COUNTRY and PHONE NUMBER
- EMAIL ADDRESS

Please send those information to imog2017@houseofgeoscience.org prior to the **10 of August 2017**.