



AEROSPACE & DEFENSE MEETINGS

CENTRAL EUROPE
RZESZOW

Participants Technical Guide

May 21st – 23rd, 2019

G2A Arena
Jasionka 953
36-002 Jasionka
POLAND

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CONTACTS

General Organization :

advanced business events
 35-37, rue des Abondances
 92513 Boulogne-Billancourt cedex - France
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 e-mail : adm_poland@advbe.com

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EVENT SCHEDULE & AGENDA

Tuesday, May 21th (G2A Arena)

01.00pm – 02.00pm: Registration
 02.00pm – 06.30pm: Plenary conference
 07.00pm: VIP dinner + concert

Wednesday, May 22nd (G2A Arena)

07.30am – 08.30am: Welcoming of the participants
 08.30am – 12.30pm: B2B Meetings & Workshops
 12.30pm – 02.00pm: Networking Lunch
 02.00pm – 06.35pm: B2B Meetings
 07.00pm: Gala Reception (City Center)

Thursday, May 23rd (G2A Arena)

07.30am – 08.30am: Welcoming of the participants
 08.30am – 12.30pm: B2B Meetings
 12.30pm – 02.00pm: Networking Lunch
 02.00pm – 05.00pm: B2B Meetings + Industrial Tour

	Tuesday, May 21 st	Wednesday, May 22 nd	Thursday, May 23 rd
Access to Exhibition Hall	10.00am / 01.00pm	07.30am / 08.30pm	07.30am / 05.00pm
Dinner / Cocktail Reception	07.00pm	07.00pm	
Move-out			05.30pm / 08.00pm

RECEPTION DESK

Upon arrival at the Exhibition Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items

- Your Schedule of Meetings
- Your Name Badges
- Your Floor Plan & More

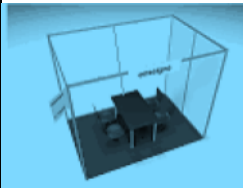


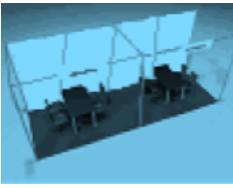
BOOTH SET-UP

Set up time will be running from **10.00 AM to 01.00 PM on Tuesday, May 21st**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Center at **07.30 AM on Wednesday, May 22nd** to complete the set up and personalization of their booths.

ADM Central Europe - Rzeszow offers hard walled booths. **We strongly recommend you to bring graphics to customize your space**, or order custom-printed wall and fascia panels for a more professional appearance. Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (8.2ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

4sqm Booth Package 4sqm (2x2)	8sqm Booth Package 8sqm (4x2)
 	 
<ul style="list-style-type: none"> ✓ Spot lights ✓ 1 Round table ✓ 3 Chairs ✓ Fascia board ✓ Grey carpet ✓ Power outlet (220V) ✓ Trash bin 	<ul style="list-style-type: none"> ✓ Spot lights ✓ 2 Round tables ✓ 6 Chairs ✓ Fascia board ✓ Grey carpet ✓ Power outlet (220V) ✓ Trash bin

* Pictures are non-contractual

In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices.

ADDITIONAL FURNITURE & PRINTING

• Default furniture:

Our official supplier offers an entire range of furniture, equipment & printed materials. You may trade your default furniture or order additional equipment at your own cost.

• How to place an order?

Simply complete the appropriate booking form provided in annexes at the end of this document.

ALL ORDERS MUST BE SUBMITTED BEFORE May 6th.

⇒ Contact :

Polish language – M. Krzysztof Sitek, +48 517 473 818, krzysztof@tarqirzeszowskie.pl
 Polish and english – Mrs Natalia Konopka, +48 731 760 160, natalia.konopka@expocode.pl

TECHNICAL SERVICES (i.e. power, water, handling)

For all technical orders, not included in your package, you must complete the appropriate form provided in the annexes.

Services	Contacts
<ul style="list-style-type: none"> * any requirement related to power supply * water supply * phone supply and IT * rental of forklifts, nacelles or similar equipment * slings 	<p>M. Marek Kielbasa, tel. +48 792 435 220</p>

EATING AREAS

LUNCH

A business lunch will be catered on **May 22nd & 23rd**, included in your package.

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **May 22nd & 23rd.**

INTERNET

There will be a free Wi-Fi connection inside the exhibition hall.

CONFERENCES & WORKSHOPS

If you are leading a workshop the conference room will be fully equipped: projector, screen, microphone...

If you are not planning to bring your own laptop and have other queries, please let us know.

For all your queries and concerns please contact Mrs Stéphanie FOYART at:

sfoyard@advbe.com or +33 1 41 86 41 60

SHIPPING

Be sure to have your materials delivered from **07.00 AM on May 21st**. Any earlier deliveries will not be handled. Send them to the address below and **add the name of the event as well as your company name** on the label:

"AEROSPACE & DEFENSE MEETINGS CENTRAL EUROPE - RZESZOW"
G2A Arena – Mrs Aneta Hajdo
 Jasionka 953
 36-002 Jasionka
 POLAND
 tel.+48 790 707 384

Materials Delivery date: from **May 21st**
Materials Pick-up: from **May 23rd**

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by 05.30 PM on **Thursday, May 23rd**. **Your materials and equipment must be picked up by your outbound carrier by 05.30 PM on May 23rd** from the Exhibition Center.

NOTE: you are recommended to attend all your belongings at all times. BCI Aerospace shall not be responsible for any damage caused to your equipment or theft. Any materials or equipment left or unattended by **Friday, May 24th at 09.00 AM**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

FLIGHTS – TRAINS - TAXIS

→ FLIGHTS

Rzeszów-Jasionka Airport:

Rzeszow International Airport is located at 10km north from the city center.
 The city center can be reached by:

- Car
- Taxi

(More information on the sections below)

Rzeszów-Jasionka Information :

Tel: +48 17 852 00 81/ +48 17 717 86 11

Email: rzeszowairport@rzeszowairport.pl

Website: www.rzeszowairport.pl



→ CAR RENTAL

Car rental desks are located in the public area of the **Rzeszow Airport 0 Level of the Passengers Terminal**

COMPANY	PHONE N°	WEBSITE
	Airport +48 603 175 913 Central Station +48 603 175 913	www.avis.pl
	Airport +48 605 924 400	www.budget.pl
	Airport +48 17 858 61 94	www.europcar.com.pl

COMPANY	PHONE N°	WEBSITE
	Airport +48 665 800 000	www.ipanek.pl
	Airport +48 17 859 7411 +48 603 374 671	www.hertz.pl
	Airport +48 691 600 253 +48 600 221 805	www.sixt.pl

ACCESS TO THE VENUE



G2A Arena
Jasionka 953
36-002, Jasionka
POLAND
www.g2aarena.pl

The venue is only reachable by car.
It is located in front of the airport.

The parking lot is free of charge.



ACCOMMODATION



Our partner *Revolugo* has negotiated the best rates for your accommodation. We strongly recommend you make all your bookings through our partners as this is the best way for you to save a great amount of money.












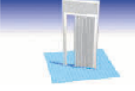








[Book here your hotel at Rzeszow](#)

Alternatively, you can contact the travel planner for additional information or to manage your group booking:

@: benjamin@revolugo.com or +33 781 15 5354.

ANNEXES

ORDER FOR SERVICE AND ADDITIONAL EQUIPMENT FOR A STAND

No.	ELEMENT (height x width x depth)	SYMBOL	VISUALISATION	PRICE (PLN, net ²)	QUANTITY	TOTAL PRICE
1	COUNTER (100 x 90 x 50 cm)			50,00		
2	GLASS-TOP COUNTER (100 x 90 x 50 cm)			100,00		
3	SHOWCASE WITH 3 SHELVES (250 x 100 x 50 cm)			70,00		
4	GLASS SHOWCASE WITH 3 SHELVES (250 x 100 x 50 cm)			120,00		
5	ARCHED COUNTER (100 x 90 x 50 cm)			70,00		
6	FOLDED DOOR (250 x 100 x 5 cm)			70,00		
7	GLASS-TOP TABLE (80 x 80 x 60 cm)			20,00		
8	FOLDED CHAIR			10,00		
9	ADDITIONAL SPOTLIGHT			10,00		
10	ADDITIONAL POWER SUPPLY/SOCKET		230 V (1KW)	INSIDE THE HALL	50,00	
				OUTSIDE AREAS	100,00	
			400 V (3 fazy)	INSIDE THE HALL	200,00	
				OUTSIDE AREAS	300,00	
11	CARPET, COLOR			GRAPHITE	10,00/sqm	
				OTHER COLOR	20,00/sqm	
12	LOGO ON FASCIA BOARD			50,00		
13	GRAPHIC ON WALLS			212,50 /1 panel		
TOTAL PRICE:						

company stamp

signature of an authorised person

*** Prices are given in PLN net value - can be increased by 23% VAT tax if applied.**

All orders for service and additional equipment should be sent no later than 6th of May 2019, to the following e-mail address: krzysztof@targirzeszowskie.pl. Payment should be settled based on VAT invoice, issued by MTR International Rzeszów Fair Robert Bielówka, which is authorized to issue a VAT invoice without signature of the recipient.