



AEROSPACE & DEFENSE MEETINGS

CENTRAL EUROPE
RZESZOW

Participants Technical Guide

May 9th – 11th, 2017

G2A Arena
Jasionka 953
36-002 Jasionka
POLAND

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CONTACTS

General Organization :

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 92513 Boulogne cedex - France
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EVENT SCHEDULE & AGENDA

Tuesday, May 9th (G2A Arena)

1.00pm – 2.30pm: Registration
 2.30pm – 3.30pm: Guest Welcoming (Marshal of the Podkaparkie Region, Ministry of National Defence, Ministry of Economic Development, BCI)
 3.30pm – 4.30pm: Opening of the Conference dedicated for the European Aviation Regions
 4.30pm – 4.45pm: Signing of the Letter of Intent – NEREUS accession
 4.45pm – 5.10pm: Press conference on NEREUS accession
 5.10pm – 6.00pm: A&DM Central Europe – Rzeszow 2017 Opening – VIP rally around the fair
 6.15pm – 6.50pm: Flying Display
 7.00pm: VIP dinner + concert

Wednesday, May 10th (G2A Arena)

07.30am – 08.30am: Welcome coffee
 08.30am – 12.30pm: B2B Meetings & Workshops
 12.30pm – 2.00pm: Networking Lunch
 2.00pm – 6.35pm: B2B Meetings
 7.00pm: Cocktail Reception

Thursday, May 11th (G2A Arena)

07.30am – 08.30am: Welcome coffee
 08.30am – 12.30pm: B2B Meetings & Workshops
 12.30pm – 2.00pm: Networking Lunch
 2.00pm – 5.00pm: B2B Meetings & Workshops, Study Tour – selected Aviation Valley Company

	Tuesday, May 9 th	Wednesday, May 10 th	Thursday, May 11 th
Access to Exhibition Hall	10.00am / 1.00pm	7.30am / 08.30pm	7.30am / 5.00pm
Dinner / Cocktail Reception	7.00pm	7.00pm	
Move-out			5.30pm / 8.00pm

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

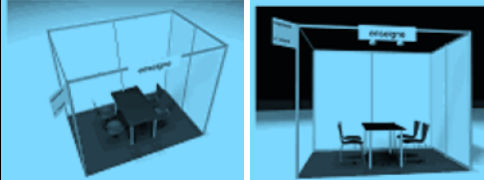
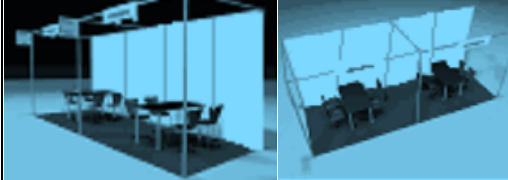
BOOTH SET-UP

Set up time will be running from **10:00 AM to 1.00 PM on Tuesday, May 9th 2017**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Center at **7.30 AM on Wednesday, May 10th** 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

• 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 APRIL 21, 2017.

⇒ Contact :

Stéphanie FOYART – sfoyard@advbe.com – +33 (0)1 41 86 41 60

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>Stéphanie FOYART sfoyard@advbe.com +33 (0)1 41 86 41 60</p>

EATING AREAS

LUNCH

A seated business lunch will be catered on **May, 10th & 11th**, included in your package.

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **May 10th & 11th**, from 07.30am to 10.00am and 02.00pm to 04.00pm.

DINNE / COCKTAIL RECEPTIONS

A VIP Dinner, offered to all the participants, will be held on **May, 9th**.

A gala cocktail, offered to all the participants, will be held on **May, 10th**.

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 Stéphanie FOYART at:

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

SHIPPING

Be sure to have your materials delivered from 7:00 AM on May 9th, 2017. 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 – Ewa SZCZEPANSKA

Jasionka 953
36-002 Jasionka
POLAND

Materials Delivery date: from **May 9th, 2017**

Materials Pick-up : from **May 11th, 2017**

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by 5:30 PM on **Wednesday, May 11th, 2017.** **Your materials and equipment must be picked up by your outbound carrier by 5:30 PM on May 11th** 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 12th 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: rzyszowairport@rzyszowairport.pl

Website: www.rzyszowairport.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



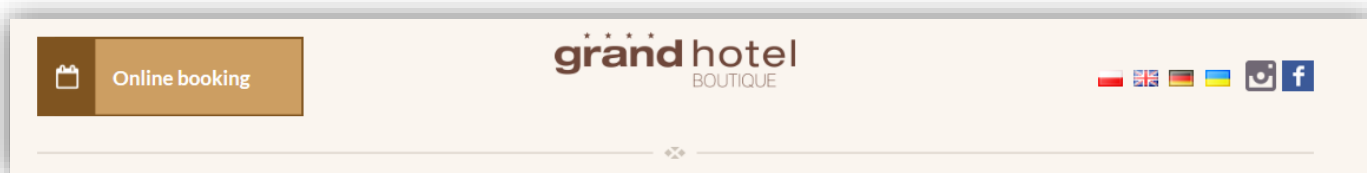
G2A Arena
Jasionka 953
36-002, Jasionka
POLAND
www.g2aarena.pl

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

The parking lot is free of charge.



ACCOMMODATION



Please find hereafter special rates for a booking at the Rzeszow Grand Hotel (more information about this hotel, click [here](#))

 [Booking in Polish](#)

 [Booking in English](#)

 [Booking in German](#)

ANNEXES

The Aerospace & Defence Meetings, Central Europe, 9-11.05.2017
PURCHASE FORM FOR EXHIBITORS

Please fill out information listed below:

Company Name :	Chosen standard:
Address :	
Contact person :	
VAT Number / NIP :	
Inscription on the fascia board:	
Additional equipment (accordingly to the items listed in attachment no. 1):	
Date:	Stamp and signature:

Available booth standards:

4 sqm

- White walls (250 cm height)
- Electricity (2 lamps, 220 V power outlet)
- Grey carpet
- Thrash bin
- Glass round table with 3 chairs
- Fascia board with company's name on it

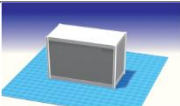

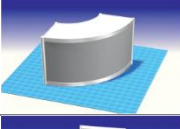
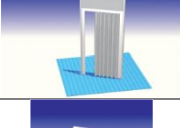
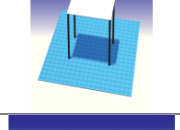

8 sqm

- White walls (250 cm height)
 - Electricity (2 lamps, 220 V power outlet)
 - Grey carpet
 - Thrash bin
 - 2 Glass round tables with 6 chairs
 - Fascia board with company's name on it
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PURCHASE FORM FOR EXHIBITORS

Attachment no. 1 – available additional equipment DEADLINE TO ORDER April 21st

Send your order to sfoyard@advbe.com

	Equipment	Visualisation	Price (€ net)
1	Counter		20€
2	Shelf with 3 shelves		20€
3	Arched counter		25€
4	Folding door		25€
5	Table		15€
6	Chair		9€
Customized graphics (deadline to send the file : April 21st)			
1	Wall panel		50€
2	Counter (front)		25€
3	Arched counter (front)		35€
4	Customized fascia board		35€
GRAND TOTAL DUE		 €

PAYMENT TERMS:

***Additional Information on tax**

- a) Your company is registered in France, French tax (VAT) is due
- b) Your company is registered in a European Union country, excluding France, French tax is not applicable (you must report it to your fiscal administration). Please indicate the tax registration number of the billed company.
- c) Your company is based in a non-European country, no taxes are applicable.
- d) Your company is registered in Italy, Italian tax (VAT) is due. Our Rome office will bill you and include the VAT amount.

Your account must be balanced prior to the event or the delivery won't be guarantee.

<p>Payment can be made by:</p> <ul style="list-style-type: none"> - credit card (visa, master card or American express only) from an online facility - wire transfer to our bank account (send us a copy of the receipt by email) 	<p>Our bank account details:</p> <p>IBAN: FR76 3000 4008 0400 0107 2835 736</p> <p>BIC Code: BNPAFRPPPE</p> <p>Bank: BNP PARIBAS CHAMPS ELYSEES</p> <p>Bank address: 37 Av des Champs Elysées / 75008 Paris, France</p>
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