



Participants Technical Guide

May 10th – 11th, 2023

G2A Arena
Jasionka 953
36-002 Jasionka
POLAND

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General Organization :

advanced business events

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Tetyana BRYZHACHENKO



Logistics

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EVENT SCHEDULE & AGENDA

Wednesday, May 10th (G2A Arena)

8.30am: Welcome and Official Opening
9.30am – 12.00am: Opening Conference
12.30pm – 2.00pm: Lunch break
2.00pm – 6.35pm: B2B Meetings
6.35pm – 9.00pm: Cocktail Reception

Thursday, May 11th (G2A Arena)

8.00am: Welcoming of the participants
8.30am – 12.30am: B2B Meetings
12.30pm – 2.00pm: Lunch break
2.00pm – 5.00pm: B2B Meetings
5.00pm – 8.00pm: Closing (booths move out)

	Tuesday, May 9 th	Wednesday, May 10 th	Thursday, May 11 th
Access to Exhibition Hall	3.00pm / 7.00pm	8.00am / 9.00pm	8.00am / 8.00pm
Cocktail Reception		6.35pm	
Move-out			5.00pm / 8.00pm

RECEPTION DESK

Prior to arriving at venue, please print your pass (badge) with QR code and bring it with you to the event for fast-track entry.

Please note that we cannot scan bar codes from mobile device screens or tablets.

Where to find your badge (pass):

- Please login to your account B2B matchmaking platform with your credentials [HERE](#)
- Open and **print your badge** from your home page by clicking on the pdf icon 'BADGE' next to your name.

[Home](#)
[My profile](#)
[My selection](#)
[My schedule](#)

[Language](#)
[Currency](#) EURO
 [ABE / BCI AEROSPACE](#)

Welcome to your online profile

Manage your information and get access to all important details

Steps

1. Your profile
 - Company description
 - Delegates
 - Select package and Edit Purchase order (PO)

Summary

Company name ABE / BCI AEROSPACE 35-37 rue des abondances BOULOGNE BILLANCOURT CEDEX - FR Edit	Delegates Mariana MIU - BADGE Dang BUI - BADGE Edit	Administrator Dang BUI Edit
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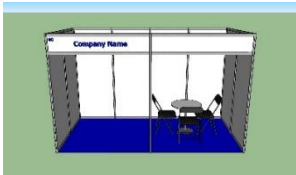

BOOTH SET-UP

Set up time will be running from **3:00 PM to 7:00 PM on Tuesday, May 9th**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Centre at **7:30 AM on Wednesday, May 10th** to complete the set up and personalization of their booths.

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.

** Pictures are non-contractual*

Basic Package 4m² (2m x 2m)		<ul style="list-style-type: none"> ✓ Carpet flooring ✓ 1 table ✓ 3 chairs ✓ Lighting / electrical outlet ✓ 1 single-sided sign
Deluxe Package 8 m² (4m x 2m)		<ul style="list-style-type: none"> ✓ Carpet flooring ✓ 2 table ✓ 6 chairs ✓ Lighting / electrical outlet ✓ 1 single-sided sign
Personalized Premium Package 24m² (6m x 4m)		<ul style="list-style-type: none"> ✓ Carpet flooring ✓ 2 table ✓ 6 chairs high stools ✓ Lighting / electrical outlet ✓ Company sign + personalized graphics <i>(please check annexes for the graphic's guidelines)</i>

We strongly recommend you to bring graphics to customize your space.

 <p>You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth)</p>	 <p>You can order custom-printed wall and fascia panels for a more professional appearance</p>
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Noisy machines or sound systems are not allowed.

Please ensure that all equipment and graphics you'll bring can actually fit in your booth.

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.

• Graphics:

If you want to order the graphics for your booth with our official supplier, please see appropriate dimensions in annexes at the end of this document.

• 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 24th, 2023



Contact :

Mrs. Marta Sowa-Kurasz, marta.sowa@expocode.pl, tel. +48 530 538 420

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

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	Mrs. Aneta Hajdo, aneta.hajdo@cwkoperator.pl , tel. +48 790 707 384

EATING AREAS

LUNCH

A business lunch will be catered on **May 10th & 11th** from 12:30pm to 2:00pm **for those who have pre-paid** for the lunch option during the original registration process.

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **May 10th & 11th**.

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 with: 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. Marianne Bohssein at mbohssein@advbe.com or + 33 1 41 86 41 98.

SHIPPING

Be sure to have your materials delivered from 3.00 PM on May 9th. 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 – [Company's name]
Jasionka 953
36-002 Jasionka
POLAND
tel.+48 790 707 384

Materials Delivery date: no earlier than Tuesday, May 9th, 2023

Materials Pick-up: Thursday, May 11th, 2023 (end of the day)

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **8.00 PM on Thursday, May 11th**. **Your materials and equipment must be picked up by your outbound carrier by 8.00 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 12st at 9.00 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

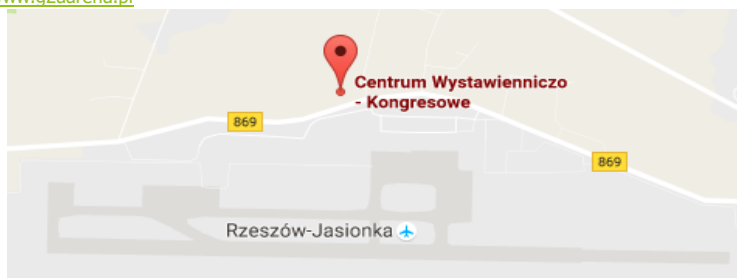
ACCESS TO THE VENUE



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:

@: romain@revolugo.com or **+33 (0)1-80-06-62-88**

ANNEXES

ORDER FORM FURNITURE

Appendix No. 1

ORDER FOR SERVICE AND ADDITIONAL EQUIPMENT FOR A STAND

No.	Name of element (height x width x depth)	Symbol used in stand design	Photo	Price (EUR)	Quantity	Value
1	Display counter (90 x 100 x 50 cm)			22,-		
2	Glazed display counter (90 x 100 x 50 cm)			44,-		
3	Display showcase with 3 shelves (250 x 100 x 50 cm)			30,-		
4	Full display tower showcase with 3 shelves (250 x 100 x 50 cm)			52,-		
5	Counter - 1/4-circle (90 x 100 x 100 cm)			15,-		
6	Concertina doors (250 x 100 x 5 cm)			30,-		
7	Glass-top table (80 x 80 x 60 cm)			10,-		
8	White round table			22,-		
9	High table with a white round top (height: 118 cm)			22,-		
10	Folding chair			10		
11	Scandinavian white chair			22,-		
12	Wooden white chair			10,-		
13	White hocker			22,-		
14	Additional spotlight			5,-		
15	Electricity connection point or additional socket		230 V (1 KW)	inside the hall	22,-	
				outside areas	44,-	
			400 V (3 phases)	inside the hall	86,-	
				outside areas	130,-	
16	Wall-to-wall carpeting (color: _____)	-	graphite	11 / m ²		
		-	different color	15 / m ²		
17	Fascia board with logo (extensions: CDR, TIF, EPS, PDF - outlined text, minimum 300 DPI, CMYK color mode)	-	-	26,-		
18	Graphic on walls (1 panel: 250 cm high x 100 cm wide)	-	-	150,-		
19	TV Screen with base stand / DVD player / USB key	-	-	180,-		
20	Hanging shelf	-	-	15		
21	Graphics on the banner	-	-	50,- / m ²		
22	Graphics on PVC	-	-	105,- / m ²		
23	Graphics on the counter	-	-	55,-		
24	Leaflet stand	-	-	40,-		

Total:

COMPANY STAMP

SIGNATURE OF AN AUTHORISED PERSON

PREPARATION OF GRAPHICS ON STAND WALLS

Please remember to prepare the graphics according to the following specifications:

Trim lines

Sent projects should include trim lines.

Inner margin / safe area (5 cm)

Important texts and graphics should be 5 cm away from the trim lines.

Dimensions without bleed (98 x 242 cm)

Final project dimensions.

Dimensions with bleed (100 x 244 cm)

Size increased by bleed. Bleed should be 1 cm.

Scale:1:1.

Resolution300DPI.

Color rangeCMYK.

File extensionTIFF (LZW compression) or PDF
(text outlined, images embedded)

YOUR DESIGN



Aerospace & Defense Meetings

Stand guidelines

www.expocode.pl



Front view

Name: **Front B**
Dimensions: **140 x 160 cm**

Name: **Front A**
Dimensions: **140 x 40 cm**

Name: **Counter**
Dimensions: **100 x 30 cm**



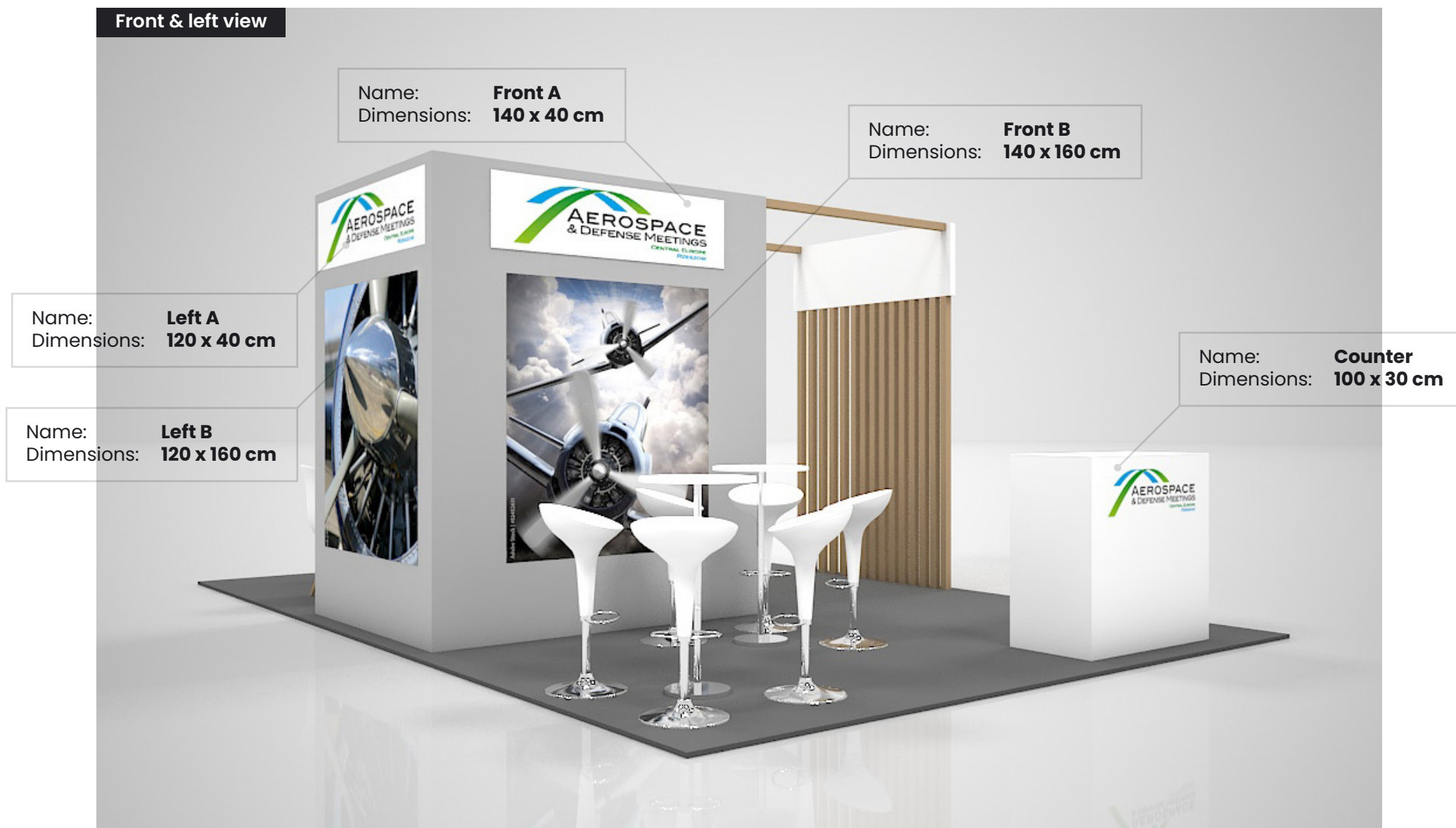
Right & back view

Name: **Right**
Dimensions: **150 x 50 cm**

Name: **Back A**
Dimensions: **140 x 40 cm**

Name: **Back B**
Dimensions: **140 x 160 cm**





Guidelines for graphics

Please remember:

1. Convert all fonts to outlines.
2. The dimensions of files should be the same as on the tags. Please don't include bleed, trim lines etc.
3. Files should be around 150 DPI (min. 100, max. 300 DPI).
4. Save files in PDF or TIF extensions.
5. Please name files according to names in the tags (e.g. *Companyname - front B.pdf*).

Thank you and see you at the event.

List of files:

1. Front A . . 140 x 40 cm
2. Front B . . 140 x 160 cm
3. Right . . 150 x 50 cm
4. Back A . . 140 x 40 cm
5. Back B . . 140 x 160 cm
6. Left A. . . 120 x 40 cm
7. Left B . . 120 x 160 cm
8. Counter . 100 x 30 cm



Expo Code Sp. z o.o.

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KRS: 0000524017

REGON: 181154553

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www.expocode.pl

