



AEROSPACE & DEFENSE MEETINGS

CENTRAL EUROPE
RZESZOW

EXHIBITOR HANDBOOK

May 14th – 15th, 2025

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CONTACT & VENUE

Event Organizer:

Advanced business events

10 Rue de la Rochefoucauld
CS 50300 92513 Boulogne Billancourt – France
Tel : 01 41 86 41 60 - Fax : 01 46 03 86 26
Website: poland.bciaerospace.com
E-mail : adm_poland@advbe.com

Venue:

G2A Arena
Jasionka 953
36-002 Jasionka
POLAND

EVENT SCHEDULE & AGENDA

Wednesday, May 14th (G2A Arena)

8:30 am: Participant check-in
9:30 am – 12:00 am: Opening Conference
12:30 pm – 2:00 pm: Networking Lunch
2:00 pm – 6:35 pm: B2B Meetings
6:35 pm – 9:00 pm: Cocktail Reception

Thursday, May 15th (G2A Arena)

8:00 am: Welcoming of the participants
8:30 am – 12:30 am: B2B Meetings
12:30 pm – 2:00 pm: Networking Lunch
2:00 pm – 5:00 pm: B2B Meetings
5:00 pm – 8:00 pm: Closing (move-out)

	Tuesday, May 13 th	Wednesday, May 14 th	Thursday, May 15 th
Access to exhibition hall for booth set-up	3:00 pm – 7:00 pm	8:00 am – 9:00 pm	8:00 am – 8:00 pm
Cocktail Reception		6:35 pm	
Move-out			5:00 pm – 8:00 pm

PREPARE YOUR ARRIVAL

Prior to arriving at the venue, all participants must present their **PRE-PRINTED BADGES** at the entrance. They will be available to download and print from your online profile beginning **May 8, 2025**.

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 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 if fit within the dimensions of the selected booth and do not stick out into the passageways.

Your booth is equipped with 1 electrical outlet. You must **bring a power strip** if you're planning to use several devices.

* Pictures are not contractually binding

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 tables ✓ 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 tables ✓ 6 chairs high stools ✓ Lighting / electrical outlet ✓ Company sign + personalized graphics <i>(please check annexes for the graphic's guidelines)</i>

To customize your space, we strongly recommend you bring graphics.

 <p style="text-align: center;">You must provide all necessary materials to hang your graphics (chains, adhesives, etc). <u>It is strictly forbidden to drill into the panels.</u></p>	 <p style="text-align: center;">You can order custom prints for your booth walls and fascia panels for a more professional appearance.</p>
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BOOTH SET-UP

Set up time is from **3:00 pm to 7:00 pm on Tuesday, May 13th**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Centre at **7:30 am on Wednesday, May 14th** to complete the set up and personalization of their booths.

BOOTH CATERING

To order catering services for your booth from our official supplier, please contact our designated representative below:

• **How to place an order?**

• **Contact:**

Patrycja Brud - Email: patrycja@restauracjaradosc.pl Phone: +48 601 940 856

ALL ORDERS MUST BE SUBMITTED BEFORE **APRIL 30th, 2025**

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:

To order graphics for your booth from our official supplier, please refer to the dimensions provided in the 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 25th, 2025](#)

• Contact:

Taylor LASSALLE - Email: tlassalle@advbe.com Phone: +33 5 32 09 20 06

MULTIMEDIA PACKAGE RENTAL

• Available equipment:

Rent a 49" plasma TV (hung on the wall with a USB port included).

A TV stand is available upon request for an additional cost (see order form in the annexes for pricing).

Rate: 400€ excl. VAT

• How to place an order?:

You must place the order online while registering for ADM Poland. **If you have already sent your order form and want to add a video rental, please send an email to your [abe/BCI Aerospace contact](#) and copy Taylor LASSALLE (tlassalle@advbe.com).**

ALL ORDERS MUST BE SUBMITTED BY [APRIL 28th, 2025](#)

• Contact:

Taylor LASSALLE - Email: tlassalle@advbe.com Phone: +33 5 32 09 20 06

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

Services	Contact
<ul style="list-style-type: none">* Power supply (for specific requirements)* Water supply* Phone and IT support* Forklifts, nacelles or similar equipment rentals* Lifting slings	Mrs. Aneta Hajdo, aneta.hajdo@cwkoperator.pl , tel. +48 790 707 384 ALL ORDERS MUST BE SUBMITTED BY APRIL 25th, 2025

CATERED NETWORKING SPACES

LUNCH

A business lunch will be catered on **May 14th & 15th** from 12:30 pm-2:00 pm **for those who have pre-paid** for the lunch option during their registration.

COFFEE BREAK

Complementary hot and cold beverages will be offered to all the participants on **May 14th & 15th**.

INTERNET

Wi-Fi will be provided inside the exhibition hall for all participants throughout the duration of the event.

The network name and WIFI password information will be provided on your badge.

CONFERENCES & WORKSHOPS

If you are leading a workshop, the conference room will be fully equipped with a projector, screen, and 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 Ms. Niamh McGillan at nmcgillan@advbe.com or + 44 (0)7467 544896.

SHIPPING

Be sure to have your materials delivered no earlier than 3:00 pm on May 13th. 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 13th, 2025

Materials Pick-up: Thursday, May 15th, 2025 (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 15th**. **Your materials and equipment must be picked up by your outbound carrier by 8:00 pm on May 15th** from the Exhibition Center.

NOTE: Please keep your belongings under supervision at all times, as BCI Aerospace is not liable for any damage or theft of your equipment. Any materials or equipment left unattended after **9:00 am on Friday, May 16th**, may be relocated to a storage area deemed appropriate by the organizer, at the participant's own cost and risk.

FLIGHTS – TRAINS - TAXIS

→ FLIGHTS

Rzeszów-Jasionka Airport:

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

- Car
- Taxi

(More information in the sections below)

Contact 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 conveniently located on the **ground floor (Level 0) of the Passengers Terminal** in the public area of Rzeszow Airport.

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 **accessible exclusively by car** and is conveniently located directly across from the airport. Complimentary parking is available on-site.



ACCOMMODATION



Revolugo is our official travel agency partner. They offer a wide choice of accommodation at specially negotiated rates! With our partner, you'll be guaranteed that your hotel reservation, data and personal information will be protected and secure.

If you would like to take advantage of the best offers, we invite you to book as soon as possible [HERE!](#)







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

Email: reservations@revolugo.com / Phone: +33 1 80 06 62 88 (toll-free - 9am to 7pm).

ANNEXES

FURNITURE & ADDITIONAL GRAPHICS ORDER FORM

Appendix No. 1

No.	Name of element (height x width x depth)	Symbol used in stand design	Photo	Price	Quantity
1	Display counter (90 x 100 x 50 cm)			25€	
2	Glazed display counter (90 x 100 x 50 cm)			40€	
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)			50€	
5	Counter - 1/4-circle (90 x 100 x 100 cm)			30€	
6	Concertina doors (250 x 100 x 5 cm)			30€	
7	Glass-top table (80 x 80 x 60 cm)			15€	
8	White round table			25€	
9	High table with a white round top (height: 118 cm)			25€	
10	Folding chair			10€	
11	Scandinavian white chair			25€	
12	Wooden white chair			15€	
13	White hocker			25€	
14	Additional spotlight			10€	
15	TV stand	-	-	100€	
16	Hanging shelf	-	-	20€	
17	Leaflet stand	-	-	40€	
18	Wall-to-wall carpeting (Color :)	-	different color	25€/m2	
19	Add your logo on the fascia board (extensions: CDR, TIF, EPS, PDF - outlined text, minimum 300 DPI, CMYK color mode)	-	-	50€	
20	Fully customized fascia board	-	-	100€	
21	Graphics on the counter	-	-	70€	

COMPANY STAMP

SIGNATURE OF AN AUTHORISED PERSON

PREPARATION OF GRAPHICS ON BOOTH 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 with bleed (100 x 244 cm)

Size increased by bleed. Bleed should be 1 cm.

Scale: 1:1.

Resolution: 300DPI.

Color range: CKMYK.

File extension: TIFF (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**

Front & left view

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

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

Name: **Left A**
Dimensions: **120 x 40 cm**

Name: **Left B**
Dimensions: **120 x 160 cm**

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