

CENTRAL EUROPE RZESZOW

EXHIBITOR HANDBOOK

May $14^{th} - 15^{th}$, 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

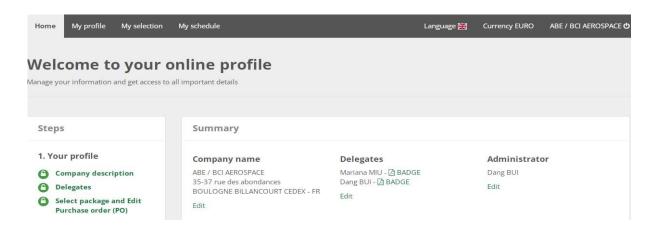
PREPARE YOUR ARRIVAL

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.



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 serval devices.

* Pictures are not contractually binding

Basic Package 4m² (2m x 2m)



- ✓ Carpet flooring
- ✓ 1 table
- √ 3 chairs
- ✓ Lighting / electrical outlet
- ✓ 1 single-sided sign

Deluxe Package 8 m² (4m x 2m)



- ✓ Carpet flooring
- ✓ 2 tables
- √ 6 chairs
- ✓ Lighting / electrical outlet
- 1 single-sided sign

Personalized Premium Package 24m² (6m x 4m)



- ✓ Carpet flooring
- ✓ 2 tables
- √ 6 chairs high stools
- ✓ Lighting / electrical outlet
- ✓ Company sign + personalized graphics (please check annexes for the graphic's guidelines)

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



You must provide all necessary materials to hang your graphics (chains, adhesives, etc).

It is strictly forbidden to drill into the panels.



You can order custom prints for your booth walls and fascia panels for a more professional appearance.

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:

Taylore 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 Taylore LASSALLE (tlassalle@advbe.com).

ALL ORDERS MUST BE SUBMITTED BY APRIL 28th, 2025

Contact:

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

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

Services	Contact
 * Power supply (for specific requirements) * Water supply * Phone and IT support * Forklifts, nacelles or similar equipment rentals * Lifting slings 	Mrs. Aneta Hajdo, <u>aneta.hajdo@cwkoperator.pl</u> , tel. +48 790 707 384 ALL ORDERS MUST BE SUBMITTED BY <u>APRIL 25th</u>, 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 addressbelow and add the <u>name of the event</u> as well as your <u>company name</u> 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: <u>no earlier than</u> 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



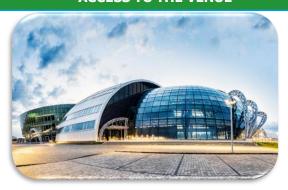
→ CAR RENTAL

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
AVIS	Airport +48 603 175 913 Central Station +48 603 175 913	www.avis.pl
Budget	Airport +48 605 924 400	www.budget.pl
Europcar	Airport +48 17 858 61 94	www.europcar.com.pl

COMPANY	PHONE N°	WEBSITE
Panek RENT A CAR	Airport +48 665 800 000	www.ipanek.pl
Hertz.	Airport +48 17 859 7411 +48 603 374 671	www.hertz.pl
STAT	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)	L		25€	
2	Glazed display counter (90 x 100 x 50 cm)	Lo		40€	
3	Display showcase with 3 shelves (250 \times 100 \times 50 cm)	R		30€	
4	Full display tower showcase with 3 shelves (250 x 100 x 50 cm)	W		50€	
5	Counter - 1/4-circle (90 x 100 x 100 cm)	E		30€	
6	Concertina doors (250 x 100 x 5 cm)	^	Ī	30€	
7	Glass-top table (80 x 80 x 60 cm)	S	Ţ	15€	
8	White round table	ws	Ţ	25€	
9	High table with a white round top (height: 118 cm)	HWS	Ī	25€	
10	Folding chair		局	10€	
11	Scandinavian white chair		水	25€	
12	Wooden white chair		ñ	15€	
13	White hocker	H	Ī	25€	
14	Additional spotlight	\otimes	J.	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

GRAPHIC GUIDELINES

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 cmaway 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





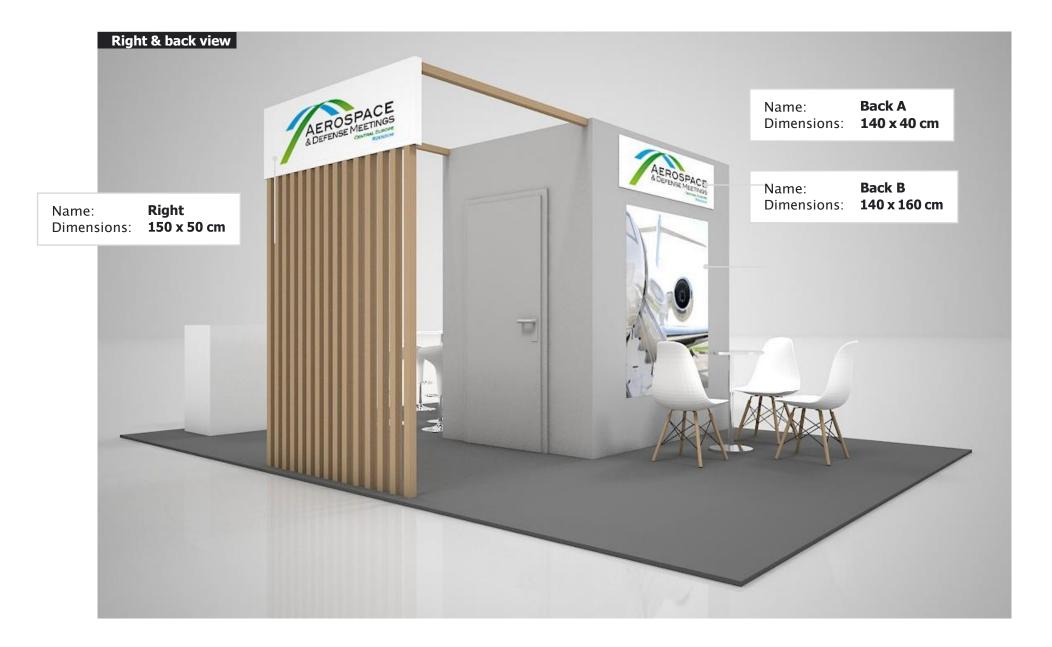


















Guidelines for graphics

Please remember:

- 1. Convert all fonts to outlines.
- 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



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