

# Exhibition

## Space Only Rental

(Minimum of 12 sqm - for smaller booths, please book shell scheme.)

- Exhibitors' badges
- 100-word company / product profile in the Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

\*Please note: Space only / shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

## ADDITIONAL BENEFITS

When you exhibit your company will receive the following additional benefits:

- Acknowledgement as an Exhibitor with company logo on Conference website & app
- Listing as an Exhibitor in the final program book
- Acknowledgement on onsite signage as an Exhibitor

## Shell Scheme Rental

- Exhibitors' badges
- 100-word company / product profile in the Program
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitor
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering

\*Please note: Space only / shell scheme rental does not include any furniture (other than listed above), electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

## **ADDITIONAL BENEFITS**

When you exhibit your company will receive the following additional benefits:

- Acknowledgement as an Exhibitor with company logo on Conference website & app
- Listing as an Exhibitor in the final program book
- Acknowledgement on onsite signage as an Exhibitor

## **Floorplan**

The ATTD 2024 preliminary floor plan is now available. [Exhibition Floorplan](#)

Please contact me for details, pricing and booking form:

Judit Gondor

Industry Liaison & Business Excellence Manager

Email: [jgondor@kenes.com](mailto:jgondor@kenes.com)

Tel: +41 22 908 0488 Ext. 531

## **Venue**

[Firenze Fiera – Exhibitions, Congresses and Conventions in Florence](#)

Piazza Adua, 1, 50123 Firenze FI, Italy

Take a virtual tour of the congress center by clicking [here](#).

## **Exhibitors Badges Rules & regulations**

## **ALLOCATION OF EXHIBITION SPACE**

Space Allocation will be made on a “first come, first served”

basis. A completed Exhibition Booking Form and Contract must be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed, and an invoice will be sent. Please note that three alternative booth choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

## **EXHIBITOR REGISTRATION**

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9sqm booked and one additional for each 9sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60sqm – 15 exhibitor registrations
- Booths larger than 60sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor's Manual.

## **EXHIBITORS' TECHNICAL MANUAL**

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Conference. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

## **INSERT AND DISPLAY MATERIALS**

- Please note that all materials entering the venue incur

a handling charge. This includes materials for inserts and display.

- In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-advice” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

## **SITE INSPECTIONS**

Exhibitors and Supporters are welcome to visit the Conference venue at their convenience. Please contact the venue directly to arrange this.

## **EXHIBITOR LOGO & PROFILE**

You can submit your logo and company’s profile, read important exhibitor information and complete orders for your stand on the Kenes Exhibitors’ Portal. The Exhibition Manager will contact you with the link to the Exhibitors’ Portal, including your personal login details.

## **EXHIBITION TERMS & CONDITIONS**

The Terms and Conditions of exhibiting are included in the Online Prospectus and can be found here ([TERMS AND CONDITIONS.pdf](#)). Please note that signing of the BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound. An exclusive handling agent will be designated to the ATTD 2024. The exclusivity of an agent for the handling needs of congresses refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Conference. This organizational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Conference.

## PROMOTIONAL ACTIVITIES

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

□Further details will be included in the Exhibitors' Technical Manual.□

- [Prospectus](#)
- [Payment & Cancellation](#)
- [Contact Us](#)