

EuCAP 2023



EuCAP 2023

Technical Guidelines

Florence, Italy

26 - 31 March 2023

17th European Conference on Antennas and Propagation



Organized by
EurAAP

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AMTA

EuMA
EUROPEAN MICROWAVE ASSOCIATION
www.europa.org

APIS IEEE Antennas and Propagation Society
IET The Institution of
Engineering and Technology

ISAP
2023

U.R.S.I.

**UNIVERSITÀ
DEGLI STUDI
FIRENZE**

**UNIVERSITÀ
di SIENA**
1019



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Welcome to EuCAP 2023!

Dear Sponsors and Exhibitors,

We are pleased to present you with the EuCAP 2023 Technical Guideline containing technical information for exhibiting at Fortezza da Basso during EuCAP 2023, 26 – 31 March.

This Technical Guideline includes all relevant information about the EuCAP 2023 conference exhibition and is designed to assist you in the preparation of your participation at the EuCAP 2023 conference.

Please forward this manual to all the persons involved in the EuCAP 2023 conference exhibition, including your stand builder contractor.

We look forward to meeting you in Florence and wish you a successful EuCAP 2023 conference.

Best regards,

EuCAP 2023
Conference and Exhibition organizer



Technical Secretariat

E-mail: Exhibition-Sponsors@eucap2023.org

Website: www.eucap2023.org





EuCAP 2023 Conference and Exhibition Organizer contact

Contact information

ITLink S.r.l

info@eucap2023.org

Website: www.eucap2023.org

Exhibition & Sponsor Coordinator

Silvia Casali

Mail: Exhibition-Sponsors@eucap2023.org

Registration Coordinator

Silvia Casali

Mail: registration@eucap2023.org

Exhibition dates and hours

Build up time

Build up	Date	Stand constructor and Exhibitor access.
Sunday	26 March 2023	08.00 – 09.30 (Cleaning) 10.00 – 19.00 (Decoration and final settings)

Exhibition	Date	Exhibitors access hrs.	Exhibition opening hrs.
Monday	27 March 2023	(09.00 – 12.40 Final setting)	12.40 – 20.00
Tuesday	28 March 2023	09.00	10.00 – 17.30
Wednesday	29 March 2023	09.00	10.00 – 17.30
Thursday	30 March 2023	09.00	10.00 – 16.30**

Dismantling time

Dismantling	Date	Exhibitors access hrs.
Thursday	30 March 2023	16.30 – 19.00

Please note:

**To ensure a good participant experience and access to/from session rooms through the exhibition area, dismantling of stand before the official dismantling hours is not permitted.



Conference venue

Fortezza da Basso - Firenze

Contact information

Silvia Casali
ITLink S.r.l
EuCAP2023 PCO

E-mail: Exhibition-Sponsors@eucap2023.org
Web: www.eucap2023.org



Plan your exhibition

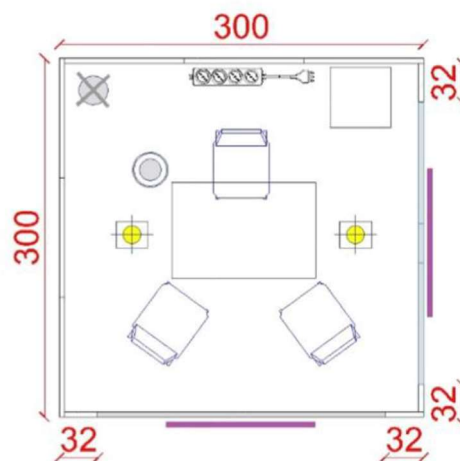
To plan your exhibition, EuCAP2023 PCO will provide you with all necessary equipment and suppliers.

Stand- designer and constructor contact

For personal stand design and booth constructor requests, and to receive all information and prices please directly contact:

Mail: Exhibition-Sponsors@eucap2023.org

Exhibition stand – 9 sqm (3m x 3m): Shell Scheme



The 3X3 shell scheme package **including:**



N.1 Rectangular White
Laminate Table (120x80x75h.)



N.3 polycarbonate
"Crystal" Chairs



N.1 Chest on Wheels
Col. White (50x50x60h)



N. 1 Wastebin



N. 1 Coat Stand
Col. Black/Grey



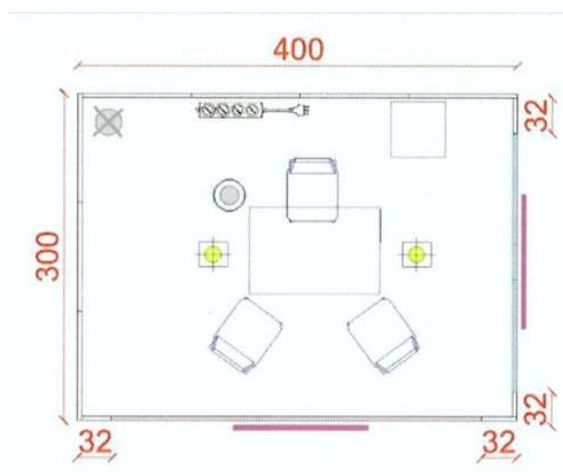
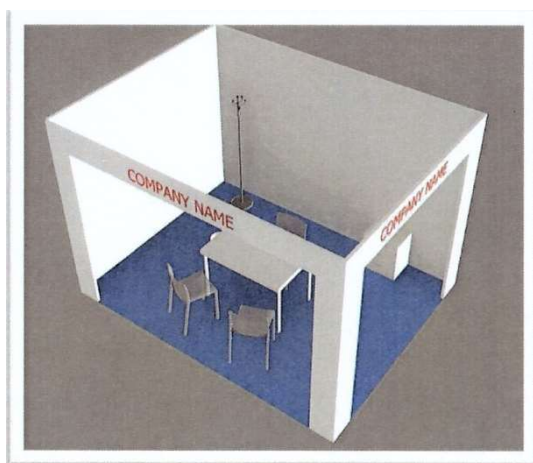
N. 1 Multi Socket Plug
1000 watt (4 sockets)



N. 2 LED
Spotlights
50 watt

WHITE LACQUERED PARTITION WALLS – PANELS HEIGHT: 2,50 m.
WHITE LACQUERED PORTAL FRAME ON OPEN SIDE/S - GRAPHICS (name no logo)

Exhibition stand – 12 sqm (4m x 3m): Shell Scheme



The 4X3 shell scheme package **including:**



N. 1 Rectangular White Laminate Table (120x80x75h.)



N. 3 polycarbonate "Crystal" Chairs



N. 1 Chest on Wheels Col. White (50x50x60h)



N. 1 Wastebin



N. 1 Coat Stand Col. Black/Grey



N. 1 Multi Socket Plug 1000 watt (4 sockets)



N. 2 LED Spotlights 50 watt

WHITE LACQUERED PARTITION WALLS – PANELS HEIGHT: 2,50 m.
WHITE LACQUERED PORTAL FRAME ON OPEN SIDE/S - GRAPHICS (name no logo)

Fireproof carpet (blue colour) is included inside the booth

Company name will be the name given to Exhibition Manager. If the name should be another, please inform the Exhibition Manager send an email to Exhibition-Sponsors@eucap2023.org.



Free Space



If you have a free space 3X3, you will receive:

- Floorspace only.

Further supplies must be ordered directly from the furniture catalog downloadable from the EuCAP2023 website at the link:

<https://www.eucap2023.org/exhibition-technical-info>

Branding possibilities

We provide a selection of branding opportunities both indoor and outdoor the venue and exhibition hall. The branding possibilities are only provided to companies exhibiting at EuCAP 2023.

For booking and receiving the **Branding Catalogue**, please contact :

Silvia Casali

Exhibition-Sponsors@eucap2023.org

Internet connection

Fortezza da Basso provides a general WIFI of the congress which allows up to 1,200 connections at the same time



General exhibition information

Request & Order confirmation

The furniture catalog for EuCAP2023 is available for viewing and download here:

<https://www.eucap2023.org/exhibition-technical-info>

The price is for the rental of materials and also includes transport, assembly/disassembly and disposal of the carpet

Deadline

All orders must reach us by **20 February 2023** as the deadline, except for any additions of rental furniture from the catalogue, until maximum **2 March 2023** after checking availability with our supplier

Please download and fill in the EUCAP2023 furniture form and send it to :

Exhibition-Sponsors@eucap2023.org with *"EuCAP 2023 Booth furniture"* in the subject line.

Invoicing

Upon receipt of the completed form, a Pro-forma invoice will be sent for payment.

Please note that payment must be made before the start of the event.

As an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier

Building height

Please note that the stand building **maximum height is 2.5 m.**

Changes or cancellation

Changes or cancellation of orders are possible until **February 23, 2023**. In case an order is cancelled after that date, EuCAP reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.

Goods deliveries

Shipments must be managed by Merkur Expo Logistics the only official forwarder at Firenze Fiera.

Further information for shipping and delivery of goods from the Merkur solution on **pages 13**.



Empty goods

Packaging, pallets and other surplus materials may not be stored in the halls during the event, but must be removed for storage by Merkur against a fee charged to exhibitor.



Information for Stand Constructors and Exhibitors

Deliveries ordered at Fortezza da Basso

Deliveries which have been ordered prior to the deadline through the EUCAP2023 furniture form, will be delivered and ready on stand build-up day.

A main contact person will be on site at exhibitor service to help you with any enquiries or questions.

Stand build-up

- When working with stand build-up and signage, the working **maximum height is 2.5 m.**
- As per the Technical Regulations, it is forbidden to drill, colour, smear the panels and use glues or adhesives on them. Any damage caused to the panels and to all rental materials will be charged to you. Normally double-sided tape is used to affix posters or other.

Stand Customization

- Exhibitors building their own design booth must send their project to the EuCAP2023 Exhibition Manager (Exhibition-Sponsors@eucap2023.org) by **1st March 2023**, indicating measures, weights, technical installation, electrical consumption, etc. and a render design in 3D, so that it may be validated by the venue. If the project is not previously validated by the venue, it won't be allowed to start the setup

Find all the information on the customization possibilities and costs as well as the guidelines for preparing the print files at this link:

<https://www.eucap2023.org/exhibition-technical-info>

Power and electrical installations

24-hour power will be connected from the first stand build-up day and up to and including the day end of the exhibition.



Food and beverages

Gerist S.r.l has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not provide food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email EuCAP2023 Exhibition Manager beforehand to make an agreement:

Exhibition-Sponsors@eucap2023.org





Merkur S.r.l - Shipping and Delivery

Merkur is the official appointed company to ship and deliver all packages and shipments for EuCAP 2023

MERKUR EXPO LOGISTICS ITALIA SRL
Piazza Adua, 1
50123 Firenze
P.IVA 06853170485

Email: firenze@merkur-expo.com

CONTACTS :

cleris.benato@merkur-expo.com
(+39 351 0182386)
markus.meyer@merkur-expo.com
(+39 333 3659454)



Goods dispatch

If you need to have packages and goods sent to Fortezza da Basso, you have to ship with Merkur, as they are the official appointed shipping and delivery company for Fortezza Da Basso.

For information about additional transport services, logistics services, delivery address and prices, please see <https://www.eucap2023.org/shipmentanddeliveries>

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