

## EXHIBITOR INFORMATIONS

### 1. EXHIBITION AREA

The Exhibition Area will be open to visitors as follows:

- **Thursday 26<sup>th</sup>, Friday 27<sup>th</sup> and Saturday 28<sup>th</sup> from 10 am until 7 pm;**
- **Sunday 29<sup>th</sup> from 10 am until 01 pm.**

During the time schedule above the Exhibitor has to grant his staff presence at the stand for the whole period of the event and must keep the stand in good conditions (cleaning service is included in the Registration Fee).

Exhibitor must take possession of his stand 1 hour before the event begins.

### 2. PREPARATION OF THE STAND

The empty stands will be available for the Exhibitors on Monday, October 23<sup>th</sup> from 8 am.

Stands with furniture will be available to the Exhibitors on Wednesday, October 25<sup>th</sup>.

Exhibitor has to complete the fitting end equipment of his stand **by 8 pm of Wednesday, October 25<sup>th</sup>**.

The basic equipment is reported on the "Stand Booking Form".

The ceiling of the Exhibition Hall is 4,00 m high and it is not possible to hang objects to it.

### 3. DISMANTLING OF THE STAND

The dismantling of the stand is allowed on Sunday, October 29<sup>th</sup> from 2 pm until Monday, October 30<sup>st</sup> at 8 pm. Beyond that deadline, the Organisation will charge the Exhibitor the costs of dismantling of the stand without responsibilities for the Organisation. Furthermore, Exhibitor is not allowed to dismantle his stand or remove any goods and/or exhibition material before that time.

Failure to comply with the above will result in the Exhibitor being invoiced of a penalty.

Responsibility for the supervision and surveillance of materials and goods is of the respective Exhibitor during the whole period that the exhibition is open and during moving-in and moving-out days.

### 4. DELIVERY PROMOTIONAL AND ADVERTISING MATERIALS

It is strongly recommended to deliver exhibition, promotional and advertising materials by own self.

Those materials should be sent to:

Borsa Mediterranea del Turismo Archeologico c/o Tendostruttura - Via Magna Grecia, 189 di fronte Ristorante "Oasi" – 84063 Paestum (Salerno - Italia) (ph. +39 089 253170) to arrive **only on Monday, October 23<sup>th</sup> and on Tuesday, October 24<sup>th</sup>**. Packages should be clearly labelled "Promotional Material for the Mediterranean Exchange of Archaeological Tourism".

Please, notice that any material you intend to send back must be collected by your courier **only on Monday, October 30<sup>th</sup>**.

## **5. TOURISM WORKSHOP WITH INTERNATIONAL BUYERS (in collaboration with the Italian Tourism Board – ENIT)**

The Workshop with international buyers selected by ENIT will be held on **Saturday, October 28<sup>th</sup>. First session: 10 am – 2 pm; second session: 3 pm – 6 pm.**

The payment of the Registration Fee allows the access to the Workshop.

Exhibitor who has still pending invoices with the Organisation is strongly recommended to pay the Participation Fee at the Exhibitors Desk on Thursday, October 26<sup>th</sup> and/or on Friday, October 27<sup>th</sup> or at the Workshop Registration Desk on Saturday, October 28<sup>th</sup>.

## **6. ADDITIONAL EQUIPMENTS OF STAND**

For additional equipments at Your stand (with or without fittings) such as panels with digital graphics, please contact: **Tremil s.r.l.** phone: +39 089 466546 e-mail [info@tremil.it](mailto:info@tremil.it)

## **7. TECHNICAL EQUIPMENTS**

For technical equipments (monitor, laptop, videorecorder, etc.) please contact:

**Tecnomedit s.r.l.** phone +39 081 8041412; e-mail [info@tecnomedit.it](mailto:info@tecnomedit.it)

## **8. GREEN DECORATIONS**

For green decorations of the stand please contact:

**Verde Vivo Vivai**, phone +39 089.384503;

email [info@verdevivovivai.com](mailto:info@verdevivovivai.com)

## **9. TASTING OF FOOD AND BEVERAGE AT THE STAND**

Exhibitors who intend to serve food and/or drink in their stand (if free of charge) are required to send a formal request to the Tourism Office of the Municipality of Capaccio Paestum (ph.: +39 0828 725649).

The Organisation will not be responsible of any failure of the Exhibitor in due authorisations in case of inspection.

## **10. HOSTESS SERVICE**

Exhibitor can hire one or more hostess during the exhibition time, each day of the event:

- 1 Italian-speaking hostess: Euro 150,00 + VAT at 22% per day;
- 1 English and Italian speaking hostess: Euro 200,00 + VAT at 22% per day.

To request one or more Hostess at the stand please contact:

**Leader srl**, ph. +39 089 253170; fax +39 089 253238; e-mail: [eventi@leaderonline.it](mailto:eventi@leaderonline.it)

The service must be paid along with the order or upon Your arrival at the Exhibitors Desk.

## **11. HOTEL ACCOMMODATION**

A selection of hotels in Paestum provides special rates dedicated to BMTA Exhibitors and Operators:

5\* and 4\*S Hotel: single room Euros 70/100; double Room Euros 80/120;

4\* Hotel: single room Euros 50/80; double Room Euros 60/100

3\* Hotel: single room Euros 40/70; double Room Euros 50/80

Prices are intended per room, per night with bed&breakfast treatment. Taxes and service are included.

**For further information and booking, please contact:** Cilento Incoming, phone: +39 0828 1991330; fax +39 0828 1991331; e-mail: [info@cilentoincoming.eu](mailto:info@cilentoincoming.eu)

**For informations about special fares for airplane and train tickets,** visit the page “Info” on [www.bmta.it](http://www.bmta.it)

### **12. COMPULSORY INSURANCE**

The Organisation requires that all goods, stand dressing materials and equipment that the Exhibitors bring into the Exhibition Area are covered by:

- **all-risks insurance** with waiver of recourse against third parties;
- **third-party civil liability insurance** for damages occurred unintentionally to third parties. This insurance cover is intended for a minimum capital of € 500.000,00 and the relative amount is included in the Euro 500,00 charged on the Registration invoice.

### **13. FORCE MAJEURE**

If, for reasons of force majeure or other cause beyond the control of the Organisation, it is not possible to hold the exhibition, all commitments undertaken involving third parties and all organisational costs will be shared among the registered Exhibitors for an amount up to and not exceeding the advance payments made. Any remaining funds will then be returned to the Exhibitors on a proportional basis in terms of the advance payment made. The Organisation must be refunded of the total expenses for special equipments and preparation made on behalf of the Exhibitors.

### **14. COMPLAINTS AND COMPETENT BODIES**

Any complaints must be made in writing to the Organiser. In any dispute with regard to current applications, the competent jurisdiction is the Court of Salerno.

For any further information you may need related to your participation, please do not hesitate to contact us (phone +39 089 253170; fax +39 089 253238; e-mail: [eventi@leaderonline.it](mailto:eventi@leaderonline.it)).