

# EXHIBITORS MANUAL

**PROJECT  
CARGO  
SUMMIT**

**11, 12 SEPT.  
2019**

**ONDERZEEBOOT-  
LOODS  
ROTTERDAM**

[www.projectcargosummit.com](http://www.projectcargosummit.com)

## Exhibitors Manual Project Cargo Summit 2019

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Dear exhibitor,

Welcome to Project Cargo Summit 2019 on the 11th and 12th of September in the 'Onderzeebootloods' in Rotterdam. The exhibitors manual contains all the information needed to ensure your optimal participation in the event as well as successful common collaboration. If you have any questions that were not addressed in this manual, please contact us:

### Exhibition Organisation

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Date	11 & 12 September 2019
Venue	Onderzeebootloods RDM-straat 1 3089 JB Rotterdam
Construction own booth	10 September, 08:00 - 18:00 11 September, 07:00 - 08:00
Furnishing standard booth	10 September, 13:00 - 18:00 11 September, 07:00 - 08:00
Dismantle standard booth	12 September, 16:00 - 18:00 <u>Your booth space need to be empty except for the rented furniture on Thursday, September 12th at 18:00 at the latest.</u>
Dismantle own booth	12 September, 16:00 - 23:00 <u>You have to ensure that the booth is fully dismantled at Thursday, September 12th, 23:00 o'clock at the latest.</u>
Opening hours visitors	11 September, 10:00 - 18:00 12 September, 10:00 - 16:00

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## 1. Own booth construction

### 1.1 MINIMUM REQUIREMENTS

For setting up your own booth you must first submit a design plan to the exhibition organisers (no later than August 2nd, 2019). Each exhibitor is required to place separation walls. The number of the separation walls depend on the type of the location provided:

- For an aisle location there are 3 separation walls required (one rear wall and two side walls).
- For a corner location there are 2 separation walls required (one rear and one side)
- One separation wall for a stand located at the end of a row.
- Island type booths have no wall placement requirements.

Walls must have a minimum height of 2.50 meters. You can not use the back and / or side wall(s) of your neighboring stand(s).

### 1.2 HEIGHT

The height of walls and objects in your booth is 2.50 meters. Building higher than 2.50 meters is solely permitted after written approval of the exhibition organisation. When designing your stand, take the maximum height of the hall of the rented stand location into consideration. Walls higher than 2.50 meters must be neatly finished on both sides. It is not allowed to place your logo on the back of your wall(s) unless you have written permission from the exhibition organisation. When placing an object in your booth that is higher than 2.50 meters, keep in mind that the object needs to be placed at least one meter away from the walls of your neighboring stand(s). Placement within one meter from the walls with the neighboring stand(s) is only possible after written approval of the exhibition organisation.

It is possible to deviate from the above mentioned aspects if the neighbouring stands are contacted and you have informed the organisation.

### 1.3 WALLS

Take into account that exhibitors with an island booth or a corner booth sometimes lack wall space. It is not allowed to create additional wall space by placing a wall along the aisles. Other exhibitors and visitors are then faced with the view on a blank wall. If you are short of wall space, you can add extra walls within your booth space at 1 meter inward from your stand. To maintain your booth position open.

NB. Each aisle side can have constructions build in with a max of 50%, with a max of 5 meters. Below the height of 1,5 meters you do not need permission.

### 1.4 ELECTRICITY

An electrical connection is not included when you build your own booth. To order electricity please contact the organisation.

## 2. Standard booth

Standard booths can be set up from **Tuesday September 10, at 13:00 hours**. Rear panels, carpet, an electrical connection and lighting are included in the booth. Please find more information about the features and specifications of the standard booth construction below.

### 2.1 BOOTH

The side and rear walls of the stand and the pantry consist of white panels. The rear wall will feature your company logo. The panels are not suitable to write, to drill or nail into. An alternative is to use steel suspension wires. Damaged panels must be reimbursed by the exhibitor.

### 2.2 CARPET

All of the standard booths will be provided with carpet. [Here you can find our wide range of colors.](#)



### 2.3 ELECTRICITY

Each standard booth includes a power supply of 230V with a power of 3 kWh. For ordering additional electrical connections, please contact the exhibition organisation.

### 2.4 LIGHTNING

Each standard booth is equipped with pendulum spots. The number of spots depends on the stand size.

### 2.5 FURNITURE

**In the standard booth, there is no furniture included.** Furniture can be rented in for you via the organisation, [please see the furniture brochure.](#)

### 3. General booth information

#### 3.1 ELECTRICITY

An electrical connection can be ordered through the exhibition organisation. No changes and/or adjustments can be implemented in the existing cabling/wiring. A standard power supply of 230V with a power of 3 kWh includes a 2-socket. To order a standard or more heavy electrical connections, contact the exhibition organisation.

#### 3.2 WATER CONNECTION

Water connections and any additional materials can be ordered from the exhibition organisation. For rates and availability please contact the exhibition organisation.

#### 3.3 RIGGING

Rigging points are available on request. Please contact the exhibition organisation.

#### 3.4 FURNITURE

You can hire all of the furniture needed via the exhibition organisation. [Download the furniture brochure.](#)



### 3.5 FULL COLOR WALLS

In order to stand out, you can use full-color prints for your walls. To achieve the best result, we use full-color prints on canvas/cloth, which will be put in a frame. The cloth (excluding frame) will become your property and it can be reused after the fair. Costs are €95.- per m<sup>2</sup> excluding design. For more information, please contact the exhibition organisation.

### 3.6 CONDITIONS PRIOR TO THE PRESENTATIONS

Sides of the booths should not be build close to the aisle. At least 50% of the aisle side of the stand must be open. All presentations should be kept within their own booth space and the aisles must be kept free. It is not allowed for products and / or advertising messages to be exhibited outside the fixed stand, if not explicitly agreed otherwise with the exhibition organisers.

It is not allowed for exhibitors outside their own booth and in and around de Onderzeebootloods to hand out promotional materials, or other advertising efforts for the company to attract business, provided that these promotional efforts are otherwise agreed with the exhibition organisers.

The existing fire reels should always be freely accessible and visible. Emergency exits should remain at all times free, both on the inside and outside.

### 3.7 CATERING IN YOUR BOOTH

It is possible for your organisation to bring / hire a refrigerator and / or a coffee machine. So you can offer refreshments to your customers within your own booth. You can discuss these possibilities with the exhibition organisation. You can also order booth catering via our external caterer. If a refrigerator is hired via the organisation, it will be placed on your booth empty. You have to arrange the beverages etc on your own or via a caterer.

### 3.8 REGISTRATION EMPLOYEES / VISITORS

Please register booth personnel via [the exhibitors registration](#). The separate link for the personal invitation for visitors you will receive after the opening of registration.

### 3.9 FLOOR PLAN AND BOOTH NUMBER

When laying out the floor plan, we take individual needs into consideration. The exact locations and dimensions of the stands are marked on the floor. [The floor plan is downloadable here.](#)

### 3.10 SOUND AND VOLUME

When using audio-visual presentations keep in mind it does not cause any noise disturbance to the surrounding booths.

### **3.11 BOOTH CLEANING**

One-time cleaning before the day of the event can be requested through the exhibition organisation.

### **3.12 INSURANCE**

Booth materials, booth construction and packaging materials in the building are for the cost and risk of the exhibitor. Exhibitors are required to insure their booth, booth design and packaging against liability and against damage and theft for the exhibition, setup and dismantling days. The registration for renting square meters in one of the Onderzeebootloods areas doesn't exempt the exhibitors from insurance obligations. Onderzeebootloods and the exhibition can not be held liable for any damages or other misappropriation, whatsoever. We advise exhibitors to order specific exhibition insurance for their stand.



## 4. Logistics

### 4.1 CONSTRUCTION AND DISMANTLING

During the build up and dismantling of the exhibition you can load and unload your materials via the transportation doors. After loading/unloading please park your car at the available parking spaces so you are not blocking the access to the halls. Loading and unloading during the opening hours of the event is not allowed.

### 4.2 MATERIALS

When you want to deliver materials to the Onderzeebootloods, always first contact the exhibition organisation to discuss the possibilities.

### 4.3 WASTE

Waste needs to be removed by yourself. If you want to make use of the waste disposal service you can contact the exhibitors organisation.

### 4.4 PLACING VEHICLES

When you exhibit vehicles in the exhibition hall, you need to take into consideration the maximum floor load of 2.000 kg/m<sup>2</sup>. The vehicles can not contain more than 5l fuel in the tank.

### 4.5 ROUTE AND PARKING

[See here for directions to the Onderzeebootloods](#). At the venue there are enough free parkingspaces available.

## 5. Publicity

### 5.1 PROJECTCARGOSUMMIT.COM

On [www.projectcargosummit.com](http://www.projectcargosummit.com) we publish all the exhibition related news, comments, videos and a photo report. The event website will be promoted on the event website of 'Nieuwsblad Transport' through a widget on the homepage, a banner and newsletters. All articles, videos and so forth will remain permanently available on [www.projectcargosummit.com](http://www.projectcargosummit.com). Participating exhibitors get a license to distribute the media productions through their own media channels.

Media-partnerships with other media outlets is possible. These media outlets can contact us for a potential partnership.

### 5.2 VIDEO INTERVIEW

The editorial team of Project Cargo Summit will be present at the exhibition for a report of the event. It is possible to book an interview. Please send in your request for a video interview to the exhibition organisation.

### 5.3 COMPANY PROFILE PROJECTCARGOSUMMIT.COM

Your logo, website and your company profile will be placed on [www.projectcargosummit.com](http://www.projectcargosummit.com) for promotion of your participation. The company information and high resolution logo you can submit digitally via email: [manouk.rietbroek@promedia.nl](mailto:manouk.rietbroek@promedia.nl).

#### 5.4 EXHIBITION CATALOGUE

Each exhibitor gets an attribution in the exhibition catalogue with company details and logo, which should be provided by the exhibitor. Please send the company details and your high resolution logo in eps format to [manouk.rietbroek@promedia.nl](mailto:manouk.rietbroek@promedia.nl)

It is possible to purchase additional advertising space in the exhibition catalogue by contacting the exhibition organisers.

Providing business information and advertising material for the exhibition catalogue can be done until **August 2nd, 2019**.

!! PLEASE NOTE: If the material is not in before the deadline, only your logo, company name and website will be mentioned in the exhibition catalogue.

All images must be in EPS or PDF formats and must be supplied with a minimum resolution of 300 dpi.

#### 5.5 ARTICLE ON PROJECTCARGOSUMMIT.COM

Project Cargo Summit offers exhibitors the opportunity to publish one news article prior to the event at [www.projectcargosummit.com](http://www.projectcargosummit.com). [Please see the conditions and specifications of the articles.](#)

#### 5.6 PROMOTION VIA PERSONAL INVITATION LINK

We would like to give you the opportunity to invite all of your contacts via your personal invitation link. Via this link your contacts will be send to a personal registration page with your company logo on it. We are able to see which of your contacts have registered using your personal registration page.

Also we will provide you with a custom banner, including your company logo and booth number, which you can use as a footer in your email, on your website etc. Link the banner to your personal invitation link.

You will receive the link and banner via e-mail as soon as the registration opens.

## 6. General information

### 6.1 WORKSHOPS

It is possible to provide a workshop during the Project Cargo Summit 2019. Time is scheduled in between two workshop sessions for the next speaker to prepare their presentation and gather the audience. Make sure your workshop doesn't have any delays, so that the next speaker has enough time to prepare before the next workshop starts. Laptop, projector and a screen are available. Sound is also available in the large workshop spaces. In order to conduct a workshop or take special requests, please contact the exhibition organisation.

### 6.2 NETWORK DINNER

As an exhibitor you are welcome to take part in the networking dinner. You are able to book entrance to the dinner during the online exhibitors registration and includes:

- Entrance to the dinner
- Networking drinks
- Dinner
- Entertainment

There is a possibility to bring your clients. For more information, please contact the organisation.

### 6.3 ADDITIONAL PROMOTIONAL ITEMS:

- Furniture: practical desks or eye-catching sofas - please see the furniture brochure,
  - Full-color walls: stickers or printed on reusable frame: from € 95.- / sqm,
  - Advertisement in exhibition catalogue: on request,
  - TV, LCD of Plasma-display on a baseplate: from € 349.-,
  - Electricity: on request.
  - Promotion licence for promotion and sampling outside your stand: on request
  - Item placed on outside area: on request
  - Workshop 45 min.: on request, -
  - Sponsorship: on request
  - Lead generating via a Scan App (information and conditions on request)
- 
- Let your clients and employees know that you are taking part in the Project Cargo Summit 2019 and use the Project Cargo banner in your e-mail communication and on your website ([the media kit can be found here](#)).
  - Follow the latest news through social media: #PCS2019.
  - Attract more customers by using brochures, business cards and an eye-catching company presentation,
  - Invite your contacts through your unique registration link.
  - Send in your article for [www.projectcargosummit.com](http://www.projectcargosummit.com).

For more information and ordering additional items please contact:

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## DEADLINES

Submit company information and logo (**as soon as possible**)

Send a copy of your booth plan for approval to the exhibition organisation, if applicable (**no later than August 2nd, 2019**)

Submit advertisement, if applicable (**no later than August 9th, 2019**)

Submit furniture and carpet (**no later than August 9th, 2019**)

Sign-up booth employees (**no later than August 16th, 2019**)