



SPONSORS/EXHIBITORS MANUAL

Venue Address

Aliathon Resort
 Theas Aphrodites Avenue Geroskipou 8201, Pafos – Cyprus
 Tel: +357 26964400
 Email: info@aliathonresort.com

Local logistics organiser

Easy Conferences
 10, Michael Giorgalla street, Nicosia 1095
 Tel: +357 22591900
 Fax: +357 22591700
 Email: info@easyconferences.eu

All shipments for Aliathon should go to the attention of Mr. Stelios Filippides.
 Shipments for Easy Conferences should go to the attention of Mrs. Melita Strati
 In both cases the EAA Congress should be mentioned together with your organization's name in visible big print on the outside of the box.

Official Shipping Agent, Customs Clearance and Freight Handling

Mettas Bonded Stores Ltd
 5 Vouliagmenis Street Strovolos Industrial Area 2033, Nicosia,
 Cyprus
 P.O.Box: 24619, 1301 Nicosia, Cyprus
 Tel: +357 22 517350 Fax: +357 22 517360
mettasbonded@cytanet.com.cy

All sponsors will make their set-up according to the package they have (Platinum, Gold, Silver)

All exhibitors will be given a table about 1,80m X 0.70m with two chairs and an electricity point. The space behind each table can be used for promotional banners. Posters can be placed on the wall; there is space for roll up banners if exhibitors prefer to bring those. The whole area that each exhibitor should occupy will be 3m long (where 1,80m will be occupied by the table) and 2m wide.

Set up and Breakdown Information

Set Up

Tuesday 28 May 2019 (09:00 –16:00) & Wednesday 29 May (09:00 – 12:00)

All tables must be prepared with material and banner/paper poster on the wall behind the tables.

Breakdown/Collection

Friday, 31 May 2019 (16:00 – 19:00)

All stands' materials should be removed from the Exhibition Hall. Neither the organisers, nor the venue will take responsibility for any items left in the Exhibition Hall after this time. Any items that need to be collected by courier should be labelled with the appropriate delivery address and left to the freight forwarding agents. All items are left at owners' own risk.

Delegate Bag Inserts

Sponsors that receive free inserts (brochure or others) in the delegate bags, should send a quantity of 1200 items by 15/05/2019 to Easy conferences in Nicosia (address above). Please ensure that your packages are clearly labelled "insert for bags".

Logo Inserts

In case your sponsorship includes a logo presentation on any conference item, please make sure that this reaches Easy Conferences **by 25/4/2019**, at info@easyconferences.org. Make sure that you have a confirmation that we received it.

Sponsor/Exhibitor Badge

Complimentary representative badges will be allocated to each exhibitor at registration, according to size and sponsorship categories. Please see sponsorship pack.

Exhibitor badge includes: access to the exhibition area and daily coffee breaks, lunches and welcome reception

Sponsor badge includes: All the above, plus entry to early bird reception and gala dinner.

Please send the names and email address of every person who will receive the complimentary badge, not later than **10/5/2019**.

Parking and Access

Please note that free parking will be available for the exhibitors and all other participants in the hotel grounds.

Electrical Supply

All exhibitors will receive electricity supply and an extension lead as part of their scheme package. Should you need to rent any additional items, please contact Easy Conferences.

Storage

Please note that there are no storage facilities available in the Exhibition Area. Make sure that all boxes and packing materials are removed from the Exhibition area once your stand set up is completed.

Accommodation

A number of hotels of various categories at negotiated rates are available to participants of EAA 2019. Please contact info@easyconferences.eu for more information on availability. A list of the hotels and rates can be found at <http://www.eaacongress.org/r/accommodation>

Banks

There are ATM machines at walking distance to the venue.

Internet Connectivity/Telecoms

WiFi is available free of charge throughout the venue. However, due to the size of the event the connection may be unsuitable for downloading large files. The WiFi code will be given to you on arrival.

Smoking

The exhibition area is a non-smoking area. If exhibitors or contractors wish to smoke, they may do so outside the venue in designated smoking areas

Exhibition Stands – General Information

Exhibitors are not permitted to:

- Place posters on columns, walls, partitions or stands which are inside the building or outside their rented area without previous permission
- Distribute promotional materials anywhere else other than on their stand
- Advertise goods and services, which are not included in the exhibition programme
- Advertise goods and services on behalf of companies or organisations who have not ordered any exhibition area
- Use sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress
- Fix equipment or furnishings to the floor or to walls.
- Impede with the free flow of delegates

Security

Neither the venue nor the Organizers can accept responsibility for the security of stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.