

**Exhibitor manual**  
**46<sup>th</sup> EAA Annual Congress**  
**15 May – 17 May 2024 – Bucharest, Romania**

The exhibition dates are 15-17 May 2024. Sponsors and exhibitors will be allocated to one of the two congress hotels, as the congress will take place at both venues with similar numbers of delegates. The hotels are [InterContinental Athenee Palace Bucharest](#) (1-3 Episcopiei Street, 010292) and [Radisson Blu Bucharest](#) (63-81 Calea Victoriei, 010065).

Please bear in mind that:

- We offer:
  - exhibition space available in the area where delegates meet for the registration or for the coffee breaks. The space foreseen is 3m x 2m;
  - 1 covered table and two chairs;
  - an electrical outlet;
- It is not possible to hang items from the ceiling or on walls; only stand-alone materials are permitted (e.g., roll-ups).
- All shipments must be clearly marked 'EAA 2024 Congress exhibition space – 15-17 May 2024' and the name of the exhibitor.
- Please note that the congress staff will not pick up any deliveries from any post office or delivery center. The exhibitors are responsible for sending their material back to their offices (for example, for and by ordering delivery and preparing documents for shipment).
- Any materials must arrive at the respective hotels between 7-14 May 2024. See the contact information below.
- Exhibitors are expected to dismantle their own exhibition stand and arrange for the return shipment of any remaining exhibition material, if necessary, at the end of the exhibition. The pickup address for any shipments is the same as the delivery address, please see below.
- The local organizers will inform all exhibitors in which location they are expected to exhibit.
- Local organizers will not print or produce any advertising materials for the exhibitors, nor will they move around the materials between the congress locations.

**Exhibitors at the InterContinental Athenee Palace Bucharest**

- May set up their stands either on May 14 after 21.30, or on Wednesday May 15, in the morning;
- Will display their stands on the ground floor of the hotel, according to the distribution made by the Local Organizing Committee, in cooperation with the hotels;
- May dismantle their stands on Friday May 17, right after lunch or in the early afternoon;
- Any shipments should arrive directly to the hotel and must be made to:  
Simona Khamissi  
InterContinental Athenee Palace Bucharest  
Strada Episcopiei 1-3  
Sector 1, Bucuresti, 010292  
Romania  
Phone number: +40.731.305.778  
Email address: [simona.khamissi@ihg.com](mailto:simona.khamissi@ihg.com)

**Exhibitors at the Radisson Blu Bucharest**

- May set up their stands either on May 14 after 21.30, or on Wednesday May 15, in the morning;
- Will display their stands on the mezzanine floor of the hotel, according to the distribution made by the Local Organizing Committee, in cooperation with the hotels;
- May dismantle their stands on Friday May 17, right after lunch or in the early afternoon;
- Any shipments should arrive directly to the hotel and must be made to:  
Robert Florea  
Radisson Blu Bucharest  
Calea Victoriei 63-81  
Sector 1, Bucuresti, 010065  
Romania  
Phone number: +40.758.088.571  
Email address: [robert.florea@radissonblu.com](mailto:robert.florea@radissonblu.com)

**Additional contact information:** [aaa2024bucharest@gmail.com](mailto:aaa2024bucharest@gmail.com)