



Exhibitor Instructions Tuesday December 12, 2023

Location and route

Congrescentrum 1931

Oude Engelseweg 1

5222 AA 's-Hertogenbosch

<https://www.1931.nl/bereikbaarheid/>

Times

- 07.00 am Build-up
- 08.45 am Construction ready
- 09.00 am Welcome visitors
- 09.30 am Start seminar/workshop program
- 11.00 am Morning break
- 12.30 pm Exhibitor lunch
- 13.00 pm Visitor lunch
- 03.30 pm Drinks
- 04.30 pm Dismantling. Out of respect for visitors present, we expressly ask you not earlier to start phasing out (unless the organization gives permission earlier).

Table top stand

- The exhibition space is located in the Foyer.
- The stand space is 3 x 2 m², equipped with a table (1.60 x 0.80 metres; 2 chairs and 1 electricity connection (230 volts).
- Exhibitors can place their company back wall or screen behind the table (**max. 3 meters wide**).
- If you do not wish to use the table and/or chair(s) or if you have different wishes, please inform us by e-mail by Monday November 27 at the latest.
- Exhibitors can use for free wireless internet (WiFi) in the exhibition space.
- You can request a wired internet connection by e-mail, this is a paid option.
- Exhibitors must bring their own:
 - reel/extension cord for electricity in the stand;
 - suspension material;
 - back wall, poster board, quick screens; (**max. 3 meters wide**)
 - Exhibition material (It is not allowed to exhibit outside the table-top).

Loading and unloading

- The exhibitors can load/unload at the rear of Dexter 11 to 19 or at the main entrance.
- It is not possible to build up earlier than Tuesday, December 12, 7:00 am. Earlier delivery of goods/materials to the location is only possible in consultation.

General

- The lectures take place in Limousin 3 (plenair + parallel) and the Dexter rooms (parallel).
- Parking in the parking lot of the locations is free.
- Coffee and tea are available free of charge throughout the day. You can enjoy a free lunch.

Contact FHI:

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