

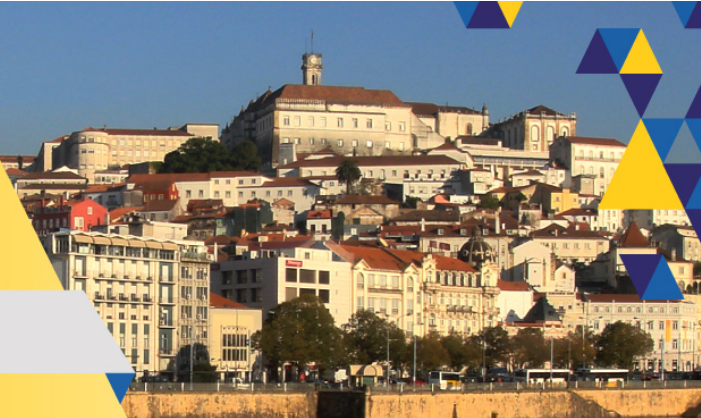
**SAVE  
THE  
DATE**

## AAL FORUM 2017

2-4 OCT COIMBRA, PORTUGAL



Bridging the gaps between technology and active ageing.  
What can YOU do?



# EXHIBITORS' MANUAL

**AAL Forum – 2 - 4 October 2017**

**Convento São Francisco – Coimbra**

EXHIBITION SCHEDULE		
October 2017		
OCTOBER 2 – MONDAY	OCTOBER 3 – TUESDAY	OCTOBER 4 – WEDNESDAY
<b>BUILDING</b> 09:00 – 15:00	<b>EXHIBITION HOURS</b> 09:00 – 17:30	<b>EXHIBITION HOURS</b> 09:00 – 19:00  <b>DISMANTLING</b> 19:00 – 21:00
<b>OFFICIAL OPENING SPEECH</b> 18:00 – 19:00  <b>COCKTAIL AND FADO MUSIC</b> 19:45 – 21:30	<b>COFFEE BREAKS</b> 10:30 – 11:00 and 15:30 – 16:00  <b>LUNCH BREAK</b> 12:30 – 14:00	<b>COFFEE BREAKS</b> 10:30 – 11:00 and 15:30 – 16:00  <b>LUNCH BREAK</b> 12:30 – 14:00  <b>BREAK, APÉRO</b> 17:30 – 19:00  <b>SOCIAL DINNER AND PARTY</b> 20:00 - 00:00

**Important note:** the schedule for the lunches and the coffee breaks has been made according to the timetable of the scientific program and therefore can be adapted to modifications during the congress.

### COMPLETE THESE EASY STEPS...

- **Check the DEADLINES**
- **Send EXHIBIT ORDER FORM**
- **Order EXHIBIT SERVICES**
- **Read the EXHIBITION SCHEDULE for each day**

## IMPORTANT CONTACTS

### CONGRESS ORGANISER

António Lindo da Cunha / Programme  
 Diana Guardado / Marketing / Communication  
 Cristiana Costa / Operational Project Manager  
 Email: aalforum@ipn.pt  
 T.: +351 239 700 932

### MANAGEMENT

**Mundiconvenius**  
 C/o Sofia Silva  
 Email: AALForum2017@mundiconvenius.pt  
 T.: +351 213 155 135

### CONGRESS VENUE

**Convento São Francisco**  
 C/o Paulo Silva

## EXHIBITION AREA - IMPORTANT DETAILS

### CONDITIONS:

All stand packages include a stand, two free participation passes to attend the conference including catering (coffee-breaks, lunch, opening ceremony on Monday and social dinner on Wednesday) and Matchmaking\*\* (see page 3).

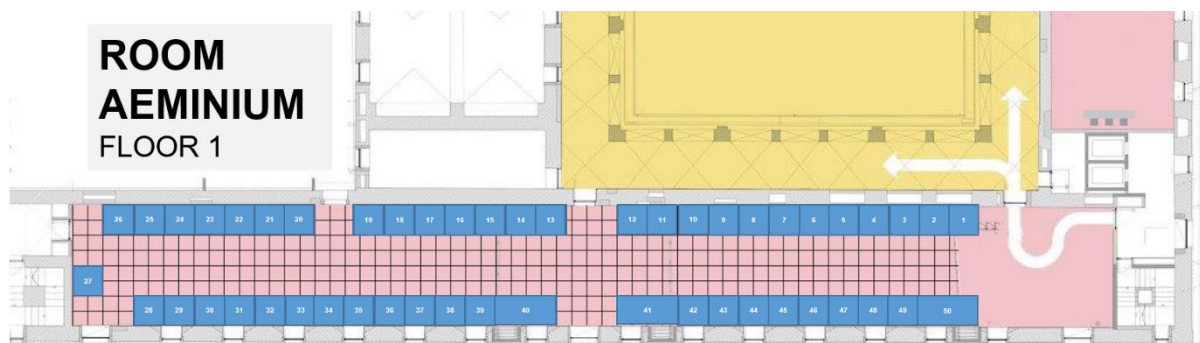
EARLY PRICE until July 15	FULL PRICE until September 15	AAL PROJECT PRICE* until September 15
<b>1.050,00€</b>	<b>1.250,00€</b>	<b>840,00€</b>

Prices are exclusive of VAT (23%)

\*AAL project price is only applicable for an Active and Assistive Living (AAL) project. Please identify the project on the Order form I

### AEMINIUM ROOM – FLOOR 1

- Total area for exhibition: 242 m2
- Maximum height: 3,50 meters



## STAND ALLOCATION

The Organizers reserve the right to change the location and layout of the spaces previously confirmed to the exhibitor, if necessary. Confirmed spaces may be reallocated to any other company, without prior notification if the exhibitor fails to settle any invoice in due time.

## EXHIBITOR BADGES

The access to the exhibition area will be restricted to holders of exhibitor/participation badges. Exhibitors are therefore requested to register their booth staff.

All stand packages include two free participation passes with access to attend the conference including catering (coffee-breaks, lunch, opening ceremony on Monday and social dinner on Wednesday) and Matchmaking\*\*.

For the **two free participation passes**, Mundiconvenius will send a link by email to register. **(After the stand package payment is settled and confirmed)**

**For additional badges**, exhibitor must use the registration form available at the AAL forum website.

**\*\*MATCHMAKING** - Facilitate business development, accelerate innovation and initiate research projects by meeting potential cooperation partners in face-to-face meetings. Attend these pre-arranged meetings to have an easy access to scientists, enterprises and end-user organisations active. You will be able to schedule these meetings in the AAL Forum 2017 App (available for download during the Forum).

## STAND SPACE AND CONSTRUCTION

Stand 2 x 2m includes:

- Fitted grey carpet covering the entire floor space and 2 spotlights on the back wall.
- Walls with a workable area of 2 x 2,50m (height) and sides 1 x 1,25m (height).
- Exhibitor identification in digital printing (1,50 x 0,30m in pvc 3mm) with up to 20 characters.

## ELECTRICITY

One electrical connection (plug) per stand is included. (220V)

If you need special requirements for electrical connection, please contact **Mundiconvenius**.

## CLEANING

Stand cleaning (once a day) and waste disposal is included in the exhibition fee.

## INTERNET

Free WIFI will be available at the Convento São Francisco, details onsite. If you need cable internet, please contact **Mundiconvenius**.

## SECURITY

Neither the organizers nor the Convento São Francisco will accept responsibility for the security of the stands and its contents. Exhibitors are fully responsible for the security of their own stands and equipment.

### Security alert to the exhibitors

- Keep your stand manned permanently by at least one person during the exhibit and breakdowns
- Always keep your personal property locked away
- Make sure to carefully clear your stand and lock away any valuable goods and papers, at the end of each exhibition day

### INSURANCE POLICY

Exhibitors are reminded that it is mandatory to have an insurance policy covering the following items:

- Transport and movement of machinery and equipment to and from the stand
- Machinery, equipment and company personnel during the exhibition including during the assembling and dismantling periods.

### LIABILITY

Each exhibitor is responsible for any damage, theft or lost of equipment in its care and for any damage to the areas rented. Neither the organizing committee nor the Convento São Francisco, will be held responsible for any injury to persons, losses or damages of products, exhibits, equipment or decoration due to fire, accident, theft or any other cause while on the exhibition premises.

At the end of the event, the organizers will visit each stand in the presence of the exhibitor (or his/her representative) to check for any damage. The exhibitor agrees to be present during this inspection and be responsible for any damage caused to its exhibition space and any claim from the organizers which may result there from.

The exhibitor agrees to indemnify and keep indemnified the organizers for any damage in the area rented by the exhibitor, including the cost of repair, cleaning or repainting. Both the organizers and the contractor shall not, in any way, be liable for any damage occurring in the areas allocated to exhibitors.

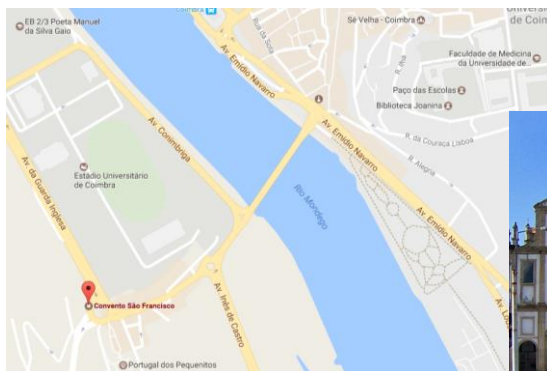
## LOGISTICS

### HOW TO GET TO THE CONVENTO SÃO FRANCISCO

**Address:** Avenida da Guarda Inglesa, n.º1ª, 3040-193 Santa Clara, Coimbra | T.: (351) 239 857 500

**GPS Coordinates:** Latitude 40° 12' 11" N | Longitude 08° 26' 09" W

**More information at AAL Forum website:** <http://www.aalforum.eu/venue/>



### Registration and Logistics | Mundiconvenius

Avenida 5 de Outubro, 53-2, 1050 - 048 Lisbon - Portugal  
T.: (+351) 21 315 51 35

Email: [AALForum2017@mundiconvenius.pt](mailto:AALForum2017@mundiconvenius.pt)

### ACCESS FOR LIGHT-DUTY OR PASSENGER VEHICLES

Light-duty or passenger vehicles used to transport materials may park in the garage of the Convento São Francisco and use the elevator for access to floor 1 – Aeminium room.

If you choose this access (and not the exclusive access for heavy vehicles and / or heavy loads), please inform **Mundiconvenius until September 15.**

### ACCESS TO THE AEMINIUM ROOM

Aeminium room is located in the Floor 1.

Dimensions:

Door – 1,30m (l) x 2,30m (h)

Elevator: cabin – 2,10m © x 1,10m (l) / doors – 0,90m (l) x 2,00m (h)

### SHIPPING INSTRUCTIONS/ FREIGHT FORWARDING/ ONSITE HANDLING

“**Schenker**” is the official freight forwarder agent and onsite handling agent.

All the deliveries to the Convento São Francisco are restricted to build-up day – October 2. Earlier deliveries will be refused. We therefore recommend exhibitors to use **Schenker** services.

The range of services provided by Schenker includes:

- International freight forwarding
- Temporary and permanent customs clearance
- Onsite support
- Labelling, removal and storage of empty boxes and crates returned to stand upon closure of the exhibition
- Vehicle loading and unloading
- Return shipping

### CONTACT

Schenker Transitarios S.A.

Fairs & Exhibitions Department

Rua de Beche

4485-105 Fajozes – Vila do Conde, Portugal

T.: +351 252 16 17 17

M.: +351 91 369 40 82

Email: [FairsEventsandExhibitions@dbschenker.com](mailto:FairsEventsandExhibitions@dbschenker.com)

### STORAGE

There will be storage rooms available for small boxes in the venue. Request of storage and authorization is necessary in advance. Please contact **Mundiconvenius.**

### RETURN OF MATERIAL

Material and equipment must be collected on Wednesday, October 4 after dismantling of the stands. There is no possibility for storage at the venue after the congress.

## SERVICES AVAILABLE

### FURNITURE

Furniture can be ordered by using the order form II.

### AUDIOVISUAL EQUIPMENT

Any AV equipment to be rented for use in the exhibition area must be requested using the order form II.

### PLACING ORDERS

- Completed order forms should reach **Mundiconvenius** before deadline dates.
- Order forms received after September 15 or onsite requests may cause considerable delay in procedures and will be subject to an extra charge of 30%.
- Services and supplies are subject to availability.
- All prices are expressed in Euro (€) and are exclusive of VAT. Tax liable persons, non-resident in Portugal, may be subject to the conditions of Art. 6 of the Portuguese Tax Code (reverse charge).
- All legal relationships between the organizer and the company shall be exclusively governed by and construed in accordance with Portuguese Law. In case of disputes arising hereunder, sponsors and exhibitors accept the exclusive place of jurisdiction to be the court of law where **Mundiconvenius** has its headquarters.

### PAYMENT DETAILS

Full payment must be made exclusively by credit card through PayPal (PayPal account is not required). **Mundiconvenius** will send a link by email to settle the payment.

Invoice will be sent when payment is received and confirmed at the bank account.

Any transaction charges are to be borne by the ordering customer. Failure to pay in full within the deadline will lead to the cancellation of the right to use the stand or other services without reimbursement.

In case of cancellation due to circumstances or events beyond **Mundiconvenius'** control, the amounts paid by the company will be refunded less 15% for administrative purposes.

Rewriting invoices based on incomplete or wrong information provided by the company are subject to a handling fee of 100,00€ net.


### CANCELLATION CONDITIONS

All cancellations are to be sent to **Mundiconvenius** by e-mail. For cancellations received by the end of July 15 deposits will be refunded less 10% for administrative purposes. After this date, no refund will be possible.



## ORDER FORM I – Stand space

**Deadline:** completed order form should reach **Mundiconvenius** at [AALForum2017@mundiconvenius.pt](mailto:AALForum2017@mundiconvenius.pt) together with logo (jpg format) max. size 5MB.

Event Name	AAL Forum 2017		
Exhibitor			
AAL Project* (if applicable)			
Stand number			
Contact person and e-mail			
<b>INVOICE DETAILS</b> (confirm the PO number otherwise it will not be included in the invoice)			
Company name			
VAT number (mandatory)			
Company address			
Postcode / town		Country	
Tel / mobile		E-mail	
Purchase order			
Text Maximum 60 words (Typing)			
<b>STAND Specifications</b>			
 <i>"image for illustrative purposes"</i>	4sqm stand (2x2m) with grey carpet and 2 spotlights		
	Workable area 2 x 2,50m (height) and sides 1 x 1,25m (height)		
	Exhibitor identification in digital printing (1,50x0,30m in pvc 3mm)		
	Electrical connection (plug) – 220V		
<b>Name to be indicated on the stand back lettering – up to 20 characters (mandatory)</b>			
EARLY PRICE until July 15	FULL PRICE until September 15		AAL PROJECT PRICE* until September 15
<b>1.050,00€</b>	<b>1.250,00€</b>		<b>840,00€</b>

\* AAL project price is only applicable for an Active and Assistive Living (AAL) project. Please identify the project.

- a) These costs include set-up and dismantling of the equipment
- b) Requests received after the stipulated deadline will be charged with an addition of 30%
- c) Loss or damage to equipment will be charged to the applicant
- d) All prices are expressed in Euro (€) and are exclusive of VAT

<b>Subtotal</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

**PAYPAL PAYMENT**

Full payment must be made exclusively by credit card through PayPal (*PayPal account is not required*). Mundiconvenius will send a link by email to settle the payment.

Invoice will be sent when payment is received and confirmed at the bank account.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_

<p>Please send to Mundiconvenius  <a href="mailto:AALForum2017@mundiconvenius.pt">AALForum2017@mundiconvenius.pt</a></p>	<p><b>To be filled by Mundiconvenius</b></p> <p>Received on ___ / ___ / ___    Invoiced on ___ / ___ / ___          Signature _____    Signature _____</p>
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## ORDER FORM II – Furniture & AV Equipment

**Deadline:** completed order form should reach **Mundiconvenius** at [AALForum2017@mundiconvenius.pt](mailto:AALForum2017@mundiconvenius.pt)

Event Name	AAL Forum 2017		
Exhibitor			
Stand number			
Contact person and e-mail			
INVOICE DETAILS (confirm the PO number otherwise it will not be included in the invoice)			
Company name			
VAT number (mandatory)			
Company address			
Postcode / town		Country	
Tel / mobile		E-mail	
Purchase order			

Nova Deli



Batik



Mira



Madrid



Lisboa



Z



W



Coca



Malibu



Bangkok 1



Bangkok 2



Manhattan 1



Manhattan 2



**Registration and Logistics | Mundiconvenius**

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Email: [AALForum2017@mundiconvenius.pt](mailto:AALForum2017@mundiconvenius.pt)

Chopstick



Edimburgo



Bernier

Austin



Texas



Arizona



Tennessee



Cristal



Kansas



formas diferentes

Magazine holder



Leaflet holder



Cloakroom



Waste paper



Mini Bar (50L)



Furniture & AV equipment	Reference	Colour	Quantity	Unit price per event	Subtotal
Chairs	Nova Deli	Black		5,00 €	
	Batik	Black		7,00 €	
		White		7,00 €	
	Mira	Black		7,50 €	
	Madrid	White		15,00 €	
Lisboa	Black		20,00 €		
High Chairs	Chair Z	Black		12,00 €	
		White		12,00 €	
	Chair W	White		16,50 €	
	Coca	Metal		17,50 €	
Sofas	Malibu (1 pax)	White		40,00 €	
		Blue		40,00 €	
		Grey		40,00 €	
	Bangkok (1 pax)	White		55,00 €	
		Red		55,00 €	
	Bangkok (2 pax)	White		90,00 €	
		Red		90,00 €	
	Manhattan (1 pax)	Black		55,00 €	
		White		55,00 €	
		Red		55,00 €	
	Manhattan (2 pax)	Black		90,00 €	
		White		90,00 €	
Red			90,00 €		
Tables	Chopstick	Wood		42,50 €	
		White		42,50 €	
		Black		42,50 €	
		Glass		42,50 €	
High tables	Edinburgo	Wood		42,50 €	
		White		42,50 €	
		Black		42,50 €	
	Bernier	Glass		45,00 €	
Cupboards / showcases	Austin	Black		55,00 €	
		White		55,00 €	
	Texas	Black		35,00 €	
		White		35,00 €	
	Arizona	White		70,00 €	
	Tennessee	Black		70,00 €	
		White		70,00 €	
	Cristal	Glass		95,00 €	
Kansas	Black		95,00 €		
	White		95,00 €		

Furniture & AV equipment	Reference	Colour	Quantity	Unit price per event	Subtotal
Others	Magazine holders	Black		35,00 €	
	Leaflet holder	Black		29,00 €	
		Grey		29,00 €	
	Cloakroom			25,00 €	
	Waste paper			6,00 €	
	Mini Bar (50L)			85,00 €	
AV equipment	42"LCD monitor with USB port and floor stand			278,00 €	

- a) These costs include set-up and dismantling of the equipment
- b) Requests received after the stipulated deadline will be charged with an addition of 30%
- c) Loss or damage to equipment will be charged to the applicant
- d) All prices are expressed in Euro (€) and are exclusive of VAT

<b>Subtotal</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

**PAYPAL PAYMENT**

Full payment must be made exclusively by credit card through PayPal (*PayPal account is not required*). Mundiconvenius will send a link by email to settle the payment.

Invoice will be sent when payment is received and confirmed at the bank account.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_

<p>Please send to Mundiconvenius <a href="mailto:AALForum2017@mundiconvenius.pt">AALForum2017@mundiconvenius.pt</a></p>	<p><b>To be filled by Mundiconvenius</b> Received on ___ / ___ / ___ Invoiced on ___ / ___ / ___ Signature _____ Signature _____</p>
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