



EuCAP 2012 – Prague
March 26- 30, 2012

EXHIBITION & SPONSORSHIP MANUAL

EuCAP 2012 – General Information

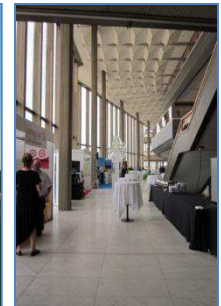
THE CONGRESS CENTRE

This Congress Centre is one of the dominant landmarks of the capital with a wonderful panoramic view of Prague.

Prague Congress Centre is a leading European congress centre. Its capacity means that it can hold congresses for up to 9300 participants in more than 50 halls, reception rooms and conference rooms of various sizes. The useable exhibition area, primarily in the foyer of Prague Congress Centre, is 13 000 sq. m.

The high technical standard and the various ways in which the indoor areas can be arranged mean that not only congresses and conferences, but also exhibitions, social events, receptions, and cultural performances can be hosted here.

The largest hall in the building is the Congress Hall with a maximum capacity of 2764 persons. Thanks to the excellent acoustics it is ranked among the thirteen best concert halls in the world. The hall extends from the first to the fourth floors. A group of Czech and foreign specialists in acoustics helped with its design and the dimensions of the mobile concert shell enable concerts to be performed by orchestras with up to 100 members.



THE CONGRESS CENTRE

Address:

Prague Congress Centre

5. května 65

140 21 Prague 4

Czech Republic

Phone: +420 261 171 111

Fax: +420 261 172 062

<http://www.kcp.cz/>

More information on “How to get there”: <http://www.kcp.cz/an/visitor-direction>

For access to EuCAP 2012, please use **entrance no. 4**

Please note that it is an entrance for visitors/ participants only. The loading lift is located differently.

CONFERENCE PROGRAM

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 – 10:40	Conference Opening / Plenary Session	Technical Sessions	Technical Sessions	Technical Sessions	Technical Sessions
10:40 – 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11:00 – 12:40	Plenary Sessions	Technical Sessions	Technical Sessions	Technical Sessions	Technical Sessions
12:40 – 14:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
14:00 – 15:00	Technical Sessions	Poster Session	Poster Session	Poster Session	
15:00 – 16:20	Technical Sessions	Invited lectures	Invited lectures	Invited lectures	
16:20 – 16:40	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
16:40 – 18:20	Technical Sessions	Technical Sessions	Technical Sessions	Technical Sessions	
	Welcome Reception			Conference Dinner	

Draft version – subject to change

SOCIAL EVENTS

One of the best features of the EuCAP Conference is the chance to reconnect with old friends, share ideas and meet new members of the Antennas, Propagation and Measurements Community. The following social events are the perfect opportunities for networking and socializing.

- **Welcome Reception:**
 - Prague Congress Centre, Exhibition Area - March 26, 2012
- **Conference Dinner:**
 - Czech Dinner at the Klasterni Restaurant at Strahov Monastery - March 29, 2012

CONFERENCE FEES

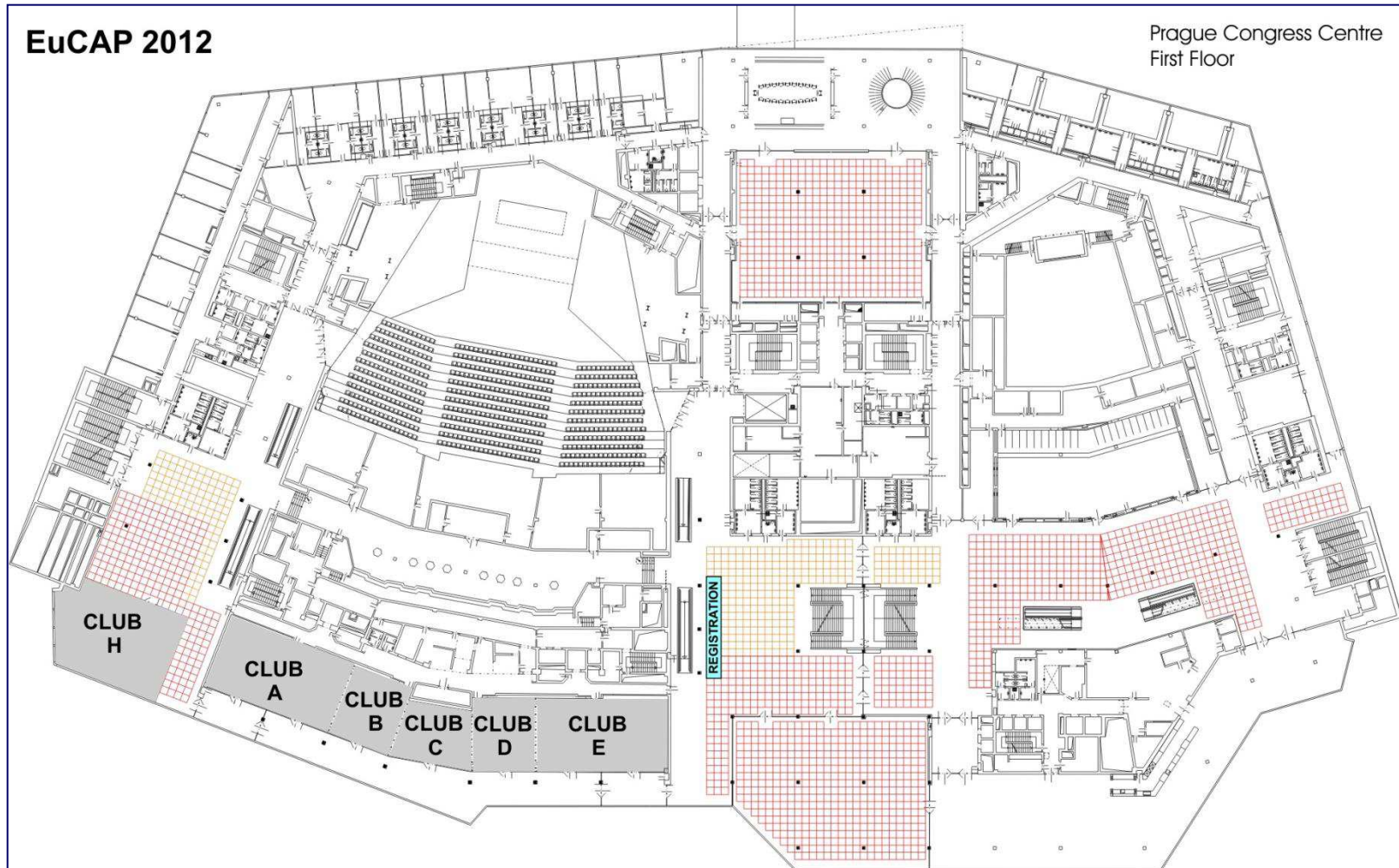
- Exhibitors and Sponsors can register at the conference website:
<http://www.eucap2012.org/conference/registration>

Kindly select Delegate passes for your Conference Delegates and Exhibition passes for your Booth Staff. Discount codes are provided to Exhibitors and Sponsors in order to access the free or discounted registrations, included in their Exhibition or Sponsor Packages.

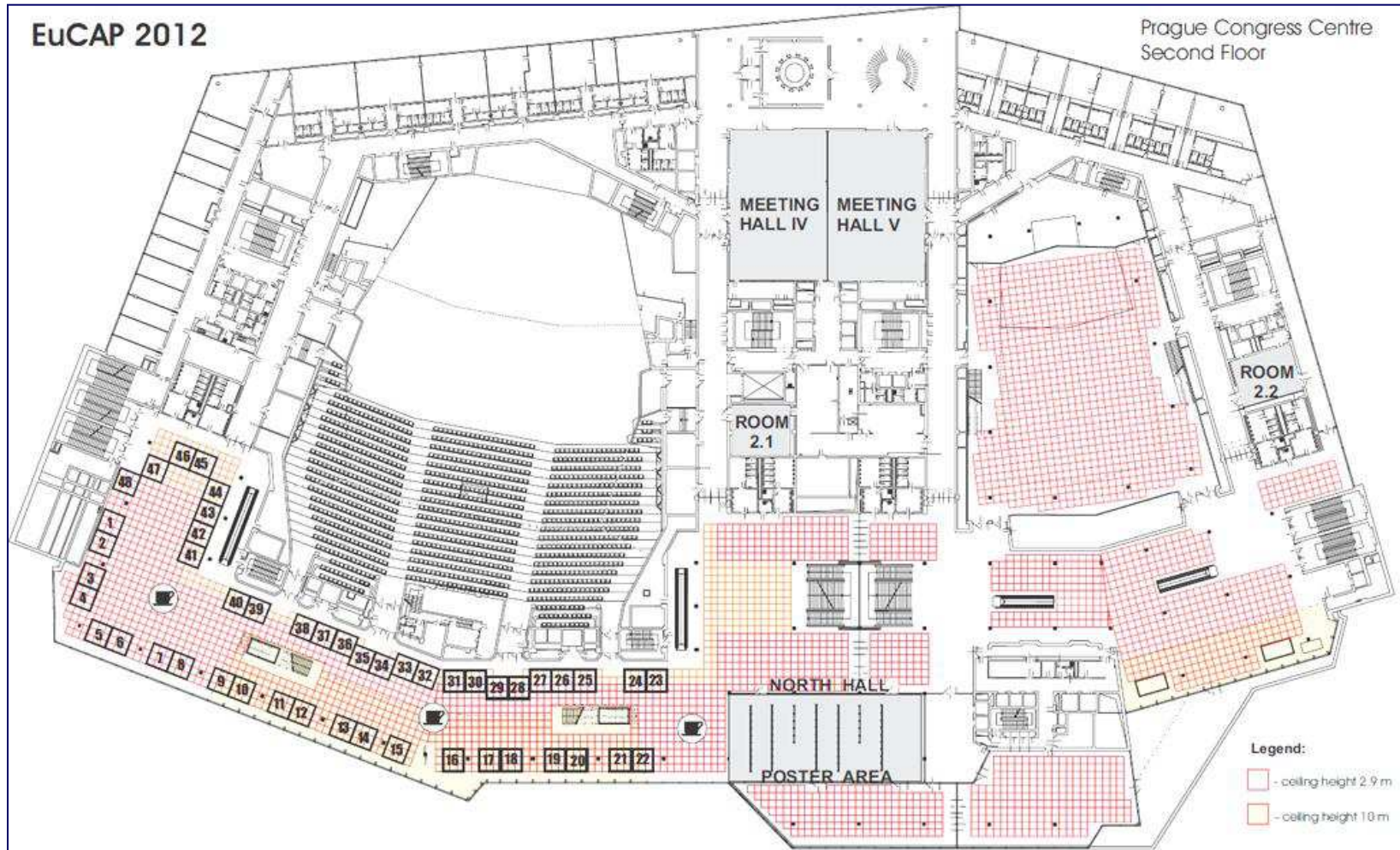
	Early Bird Rates	Standard Rates
Associated Society Members	590,00 €	690,00 €
Non Member	690,00 €	780,00 €
Student/Retired	340,00 €	410,00 €
Exhibition Visitor	80,00 €	100,00 €

* Early Bird Registration is available on or before Monday, February 27, 2012, h 18.00 Central European Time. For early registrations, we must receive the payment before March 10, 2012. Payments received after this date will be considered late and extra fees will apply. More detailed information and the online registration can be found [here](#).

SESSION ROOMS – FLOOR PLAN – 1ST FLOOR

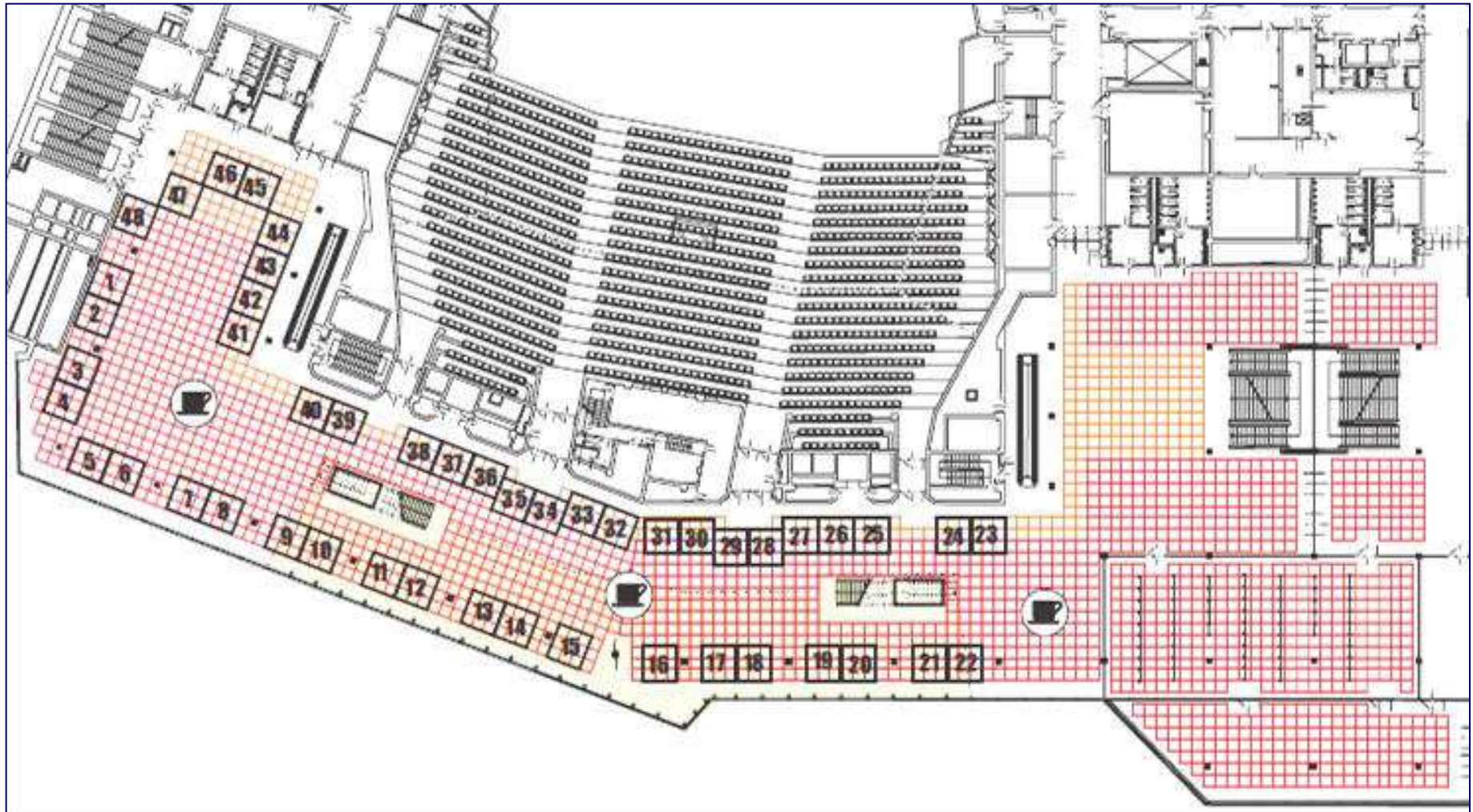


SESSION ROOMS – FLOOR PLAN – 2ND FLOOR



Exhibition – Detailed Information

EXHIBITION AREA – FLOOR PLAN



SHELL SCHEME BOOTH



STANDARD EXHIBITION PACKAGE INCLUDES

Shell Schemes, 3x3m

- Rear and side white walls
- Ceiling grid with 3 spotlights
- Carpet
- One table 80x80 cm and two chairs
- Fascia board with company name in standard letters - font black helvetica
- Electrical connection 1,5kW, socket
- Wireless internet connection

The package does not include daily cleaning.

Free built spaces, 3x3m

- Grey carpet 9m²
- Electricity connection 1,5kW
- One table 80x80 cm and two chairs
- Wireless internet connection

The package does not include daily cleaning.

BOOKING OF ADDITIONAL FURNITURE/SERVICES

- Our partner for booth building is TRIUMF EXHIBITIONS, s.r.o.
 - Contact person at TRIUMF EXHIBITIONS, s.r.o. is

Mrs. Zdena Fialová

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065

Fax: +420/274 772 406

E-mail: zdena.fialova@triumf-expo.cz

- For ordering additional equipment or services, please take a look at the documents, which can be found at the end of this manual.
Please send all additional orders directly to TRIUMF EXHIBITIONS.
- If you booked a shell scheme booth, **please fill in your company name as it should be shown on the fascia board of your booth** in the document “Schematic Plan” and send it to the booth builder!

IMPORTANT DEADLINES

- Early Bird Rates on Conference Registration Fees
 - Monday, February 27, 2012, h 18.00 CET
- Booking of Sponsorship & Exhibition Packages
 - The deadlines are depending on availability and production times
 - Please do not hesitate to contact us to receive detailed information on your request
- Payments for Sponsorship & Exhibition Packages
 - Friday, March 23, 2012
- Booking of additional furniture
 - Monday, March 5, 2012
- Content for Conference Book (Company descriptions, company logos, advertisements)
 - Monday, February 13, 2012

EXHIBITION TIMES

Exhibition Dates and Schedules

- Monday, March 26 12:40 to 18:20
- Tuesday, March 27 09:00 to 18:20
- Wednesday, March 28 09:00 to 18:20
- Thursday, March 29 09:00 to 16:40

Set-up

- Sunday, March 25 12:00 – 20:00 (for exhibitors with a free build booth)
- Sunday, March 25 18:00 – 20:00 (for exhibitors with a shell scheme booth)
- Monday, March 26 08:00 – 11:00

Exhibitors with a free build booth must set up their booth on Sunday.

All stands must be set up by 11:00 am on Monday, March 26, 2012.

Dismantling

- Small and light equipment can be dismantled after the afternoon coffee break (16:40 h), heavy equipment and free build booths are allowed to be dismantled only after the sessions (18:20 h).
- All stands must be fully dismantled by midnight on Thursday, March 29, 2012.

EXHIBITOR REGISTRATION

The registration is subdivided into 4 steps.

- Step 1: Please fill in your **personal profile**.
- Step 2: Please make your registration selection and choose a **conference/exhibitor pass**.
Please enter at the box on the bottom of the valid discount code!
- Step 3: You can make **further pass selections**, e.g. for social events.
- Step 4: Please **conclude and confirm** your bookings.

According to your booked package, you will receive:

- **"Delegate discount code"**: Please select "Exhibitor delegate" pass and indicate the code in the box below.
- **"Stand personnel pass code"**: Booth staff can register at a cost of 80.00 Euros per day. This code is valid several times.
- **"Stand personnel pass 50%"**: (described in your package as: Lunch, coffee and refreshments included for 1 person): With this code ONLY ONE booth staff member can register at a cost of 40.00 Euros (50% reduced). Please select the "Exhibitor Stand Personnel" pass and indicate the code in the box below.

DELIVERIES & STORAGE

We can recommend the company BECKSPEDITION, who knows the Prague Congress Centre (PCC) very well.

Phone: Monika Veselá +420 724328380

Pavel Beck +420 602 311950

E-mail: monika.vesela@seznam.cz

beck.pavel@volny.cz

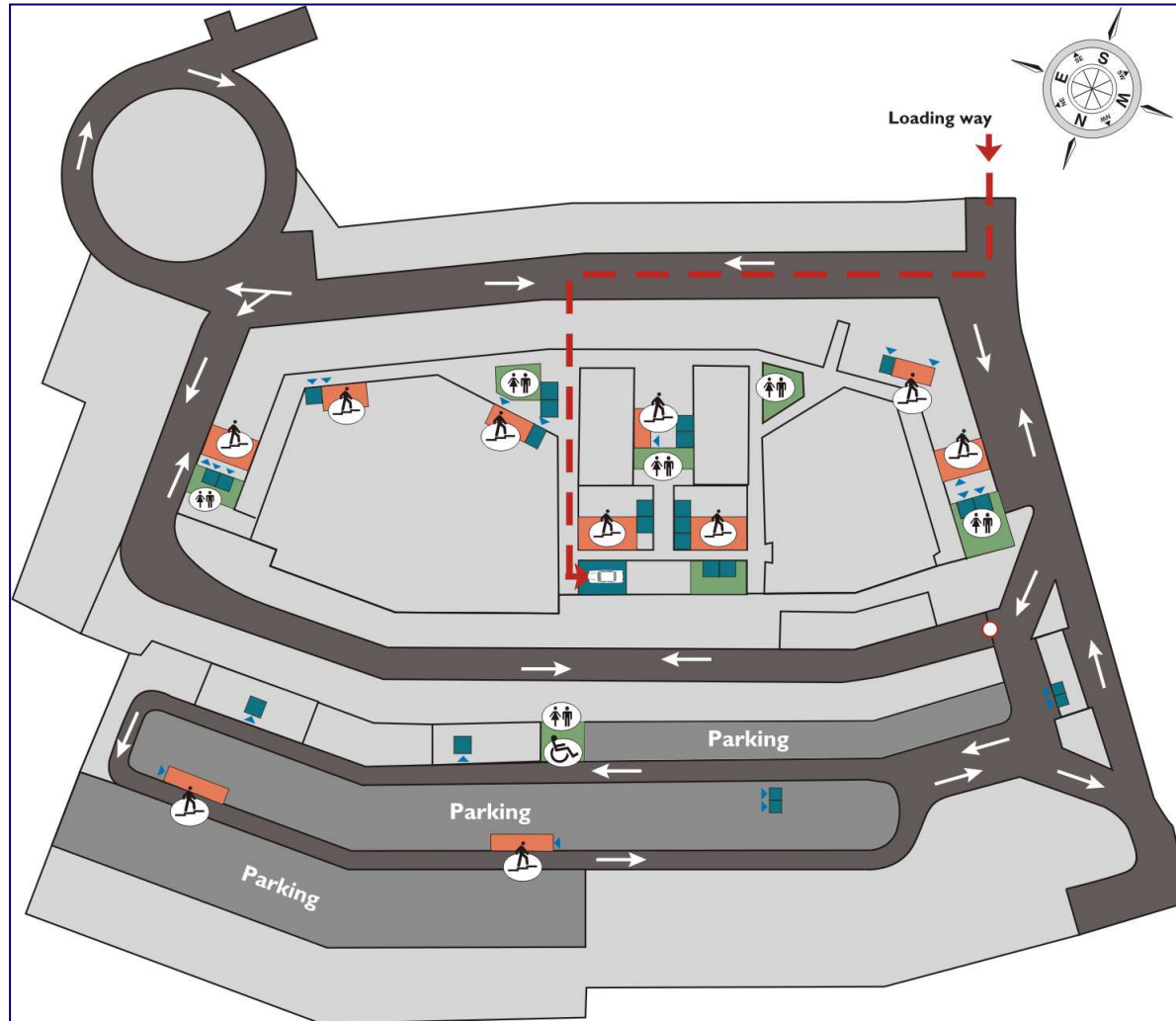
As the Prague Congress Centre is a big and complex building, it is not recommended to work with any standard delivery company (DHL, FedEx, etc.) to send deliveries directly to the congress centre. Experience shows that these companies have problems to find the right place or person at the PCC to deliver and difficulties occur afterwards to find the deliveries.

Instructions for shipment and prices have been attached and can be requested from the exhibition organizers.

Phone: (0049) (0)89-660799-420,

E-mail: EuCAP2012@realize-events.de

ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)



ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)

Limits of freight – trucks

The truck which can drive in to the basement through the porters-lodge No. 3 to the passage can have maximal dimensions as follows:

- Height (of the truck) max 3,4 m
- Width max 3,5 m
- Length max 10 m
- Total weight of the truck (together with the cargo) is max. 10 ton

The truck, which can drive in front of the Prague Congress Centre, has the below mentioned limits:

- Max weight to one axle 6 ton
- Max length of the truck is 15 m

If the driver will use the reinforced route round the building, he must not turn aside to the normal pavement, which could burst. The driver cannot drive round the building, he must make back way.

ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)

Limits of freight – trucks

Other trucks, which do not correspond to the mentioned limits have to be loaded/unloaded on the traffic-circle in front of Prague Congress Centre and the material must be delivered (about 400 meter) to the lift K by smaller vehicles.

LIFTS:	Capacity	Width	Height	Depth
Lift K	5.000 kg	240 cm	250 cm	500 cm

PARKING

Parking of the trucks

- Prague Exhibition Area, Beranových 667, Prague 9 – Letňany
- Price: EUR 60/truck/day

Motel parking-place, direction highway Brno (about 20 km), Průhonice (petrol station), Motel-parking-place.

These possibilities are not obligatory. They are our recommendation only.

Parking of personal cars

- Prague Congress Centre, 5. května 65, 140 21 Prague 4
- Price: EUR 21/car/day

Follow the link to read more about the parking facilities: <http://www.kcp.cz/an/parking>

MORE USEFUL INFORMATION...

Heavy Equipment

- If you have heavy equipment, please make sure that it will be in the exhibition area on Sunday.
- It is not possible to put heavy equipment in the exhibition room on Monday morning.

Internet

- Wireless internet connection is available in the exhibition area
 - To guarantee a stable and fast internet connection, it is recommended to order extra internet cable-connection for your booth.
- Cable-connection for your booth can be ordered separately for an extra charge (please see order forms attached)

Catering

- The catering area is placed exclusively in the exhibition area to increase the frequency of visitors in this area

Accommodation

- A number of hotels of various categories at reduced rates will be available for participants of EuCAP 2012. Please find more information on the web: <http://www.eucap2012.org/travel/accomodation>

MORE USEFUL INFORMATION...

Pin Board for posting Messages and Job offers

- A pin board will be placed in the exhibition area. It is allowed to post messages of informal character about your company or job offers.

Security

- Security is at your own risk.
- Please make sure that you do not leave valuables (Laptop, etc) in the exhibition area, after the exhibition is closed. If valuables need to be left in the booth during night, it is recommended to order extra security staff or an extra insurance. For further details, please contact us.
- The exhibition area will be locked during the night and there will be a basic security for the building.
- Do not leave your booth unattended during the day.

Cleaning

- There will be a daily cleaning of the public area of the conference center, but there will be no cleaning of booth. Daily booth cleaning can be ordered separately. Please see the order forms attached.

CONTACT DETAILS - EXHIBITION

If you have any questions concerning the EuCAP 2012 exhibition and sponsorship packages, please do not hesitate to contact Jennifer Kohnert or Marion Annabrunner

- at (0049) (0)89-660799-420,
- by fax (0049) (0)89-660799-777, or
- by e-mail at EuCAP2012@realize-events.de

During the EuCAP 2012, please contact us on our mobile phones:

Jennifer Kohnert

0049 177 63 93 673

Marion Annabrunner

0049 151 50 61 88 29



ORDER FORMS



HOW TO ORDER SERVICES

Our recommendation

- fill out the Forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we received your completed orders, do not fax the Forms but send them by e-mail or by mail:

TRIUMF EXHIBITIONS, s.r.o. – Official Exhibition Management

Mrs. Zdena Fialová

Jaromírova 54

128 00 Praha 2

Czech Republic

e-mail: zdena.fialova@triumf-expo.cz

LATE ORDERS, ON-SITE ORDERS

Late Orders

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

+10% if orders are received after March 5, 2012

+50% if orders are received after March 20, 2012 and on-site

The date of the surcharge is the date the order is received by the Triumf Exhibitions.

As stated in the General Conditions, if the exhibitor fails to cover all the fees related to participation at the congress as well as all other outstanding payments to Triumf Exhibitions, no work will be done. No exceptions from these rules will be made.

On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

Payment Conditions

After receiving orders Triumf Exhibitions will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card,

Triumf Exhibitions accepts only Visa, Eurocard-Mastercard and Diner Club. Cheques are not accepted.



Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

LIST OF DEADLINES

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.

Please adhere the deadlines indicated below.

REQUIRED SERVICES	DEADLINE	SENT ON
Stand Equipment	March 5,2012	
Text and graphics	March 5,2012	
Cleaning	March 5,2012	
Audio/Video/Internet/PC	March 5,2012	
Schematic Plan	March 5,2012	

STAND EQUIPMENT RENTAL

Exhibitor:	Stand.No:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Spotlight 100W				22	
Halogen spotlight 500W				59	
3-prong plug 220V				15	
Refrigerator	80x80x100	09		103	
Octanorm coat rack set	length 100			12	
High illuminated showcase, 4x halogen 50W	100x100x250	02		138	
High illuminated showcase, 2x halogen 50W	100x50x250	02		114	
Octanorm glass counter	100x100x100	01		67	
Octanorm glass counter	100x50x100	01		52	
Octanorm counter	100x100x100	08		43	
Octanorm counter with shelf, wooden top	100x100x100	04		54	
Octanorm counter	50x50x100	06		29	
Octanorm counter with shelf, wooden top	50x50x100	06		40	
Octanorm counter	100x50x100	08		40	
Octanorm counter with shelf, wooden top	100x50x100	04		52	
Octanorm bar counter	100x100x110	08		47	
Octanorm bar counter with shelf, wooden top	100x100x110	04		58	
Octanorm bar counter	100x50x110	08		45	
Octanorm bar counter with shelf, wooden top	100x50x110	04		55	
Octanorm bar counter	50x50x110	06		34	
Octanorm bar counter with shelf, wooden top	50x50x110	06		44	
Octanorm semicircular counter	100x50x100	05		75	
Octanorm semicircular counter, wooden top	100x50x100	05		79	
Octanorm shelf stand	100x50x250	03		45	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Book shelf panel	100x30			21	
Chair		14		17	
Leather bar chair		15		26	
White bar chairs*		18		29	
Chair Zara*		16		22	
Chair with wheels white or blue		17		19	
Table	80x80	13		21	
Table with blue skirting	150x60	20		39	
Round table black or white*	80	10/11		23	
Buffet table	60	12		39	
Lockable cabinet	100x50x80	07		39	
Coat hanger stand				15	
Waste basket				9	
Stand for brochures				39	
Black armchair*		22		66	
Small table black or white*	50x50x45	23		20	
Low table wooden top *	120x60x45	24		32	
Sofa white or black*	180x88x64/55	25		160	
Tabouret white*	54x54x38	26		29	
Ratan three-piece suite with a table*		21		102	

* a limited number of items

The prices do not include 20% VAT.

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Stamp & Authorised Signature

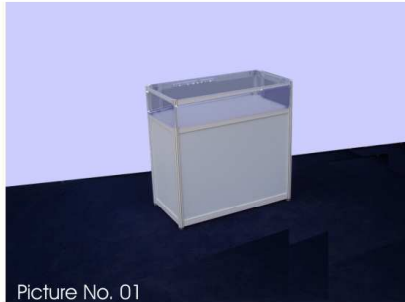
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Date & Place

Please return this form to:

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

OCTANORM FURNITURE



Picture No. 01

Octanorm glass counter (glass top) 100x50x100 cm
Other option: 100x100x100 cm



Picture No. 02

High illuminated showcase
100x50x250 cm (2x halogen 50W)
Other option: 100x100x250 cm



Picture No. 03

Shelf stand 100x50x250 cm



Picture No. 04

Octanorm counter 100x50x100 cm
Other option: 100x100x100 cm
Also as a bar counter 100x50x110 cm
Other option: 100x100x110 cm



Picture No. 05

Octanorm semicircular counter
100x50x100 cm



Picture No. 06

Octanorm counter 50x50x100 cm
Also a bar counter 50x50x110 cm



Picture No. 07

Lockable cabinet 100x50x80 cm



Picture No. 08

Octanorm counter 100x100x100 cm
Other option: 100x50x100 cm
Also a bar counter 100x100x110 cm
Other option: 100x50x110 cm



Picture No. 09

Refrigerator 80x80x100cm

OCTANORM FURNITURE



Picture No. 10

Round table white 80x75 cm



Picture No. 11

Round table black 80x75 cm



Picture No. 12

Buffet table 60x110 cm



Picture No. 13

Table 80x80x80 cm



Picture No. 14

Chair



Picture No. 15

Leather bar chair



Picture No. 16

Chair Zara



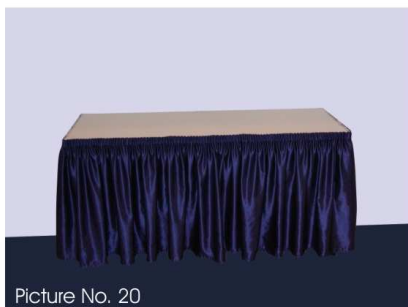
Picture No. 17

White chair with wheels



Picture No. 18

White bar chair



Picture No. 20

Table with a blue skirting



Picture No. 21

Rattan three-piece suite with a table



Picture No. 22

Black armchair



Picture No. 23

Black low table



Picture No. 24

Low table, wooden top



Picture No. 25

Sofa



Picture No. 26

Tabouret

TEXT & GRAPHICS

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Name	price Euro	pc.	total price
Logo on a counter 80 cm wide	110		
Logo on a fascia 25 cm high	95		
Poster full colour 90x100 cm on system wall	115		
Poster full colour W95 x H225,5 cm on system wall	250		

The prices do not include 20% VAT.

Please, send us your logo or poster by e-mail in pdf or cdr format.

In case you wish to have other signage, please write below your requirements including the dimensions, material etc. On the basis of this specification we will work out price quotation and present it for approval.

.....
Stamp & Authorized Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

CLEANING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Cleaning Includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Listed prices are for the entire exhibition time.

REQUIREMENTS:

Specification	space m ²	price per m ²	total price
Stand cleaning		Euro 5	

The prices do not include 20% VAT.

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

AUDIO/VIDEO/PC/INTERNET

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

PRICE LIST:

Specification	Price per item	Required number	Price total
DVD player	Euro 60		
LCD 19"	Euro 140		
LCD 21"	Euro 210		
LCD 24"	Euro 250		
LCD 32"	Euro 320		
LCD 42" with floor-stand	Euro 450		
LCD 50" with floor-stand	Euro 870		
Laptop	Euro 290		
Internet - 64kb/s (cable connection)	Euro 180		
Internet - 128kb/s (cable connection)	Euro 230		
Internet - 256kb/s (cable connection)	Euro 295		
Internet - 512kb/s (cable connection)	Euro 360		
Internet – 1Mb/s (cable connection)	Euro 495		
Internet – 2Mb/s (cable connection)	Euro 620		

The prices do not include 20% VAT

If you require any other equipment please contact directly: zdena.fialova@triumf-expo.cz

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from expositions.

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

SCHEMATIC PLAN

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

1. Sketch the location of your utilities, such as furniture, power outlets, spotlights and water, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify where there is a passage and where a neighboring stand is).

2. If the schematic plan is not returned, then the ordered items will be placed at the discretion of Triumf Exhibitions and any relocation will be at the Exhibitor's expense.

PLEASE INDICATE DIMENSIONS OF YOUR BOOTH

GRID FOR SCHEMATIC PLAN:

⌚ electric supply

S spotlight

Your company name will be executed in standard lettering in the HELVETICA font. The total length of the name is restricted to 20 letters.

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.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz