

## EXHIBITOR INFORMATION

### **1. EXHIBITION AREA**

The Exhibition Hall will take place at **Next former Cafasso Tobacco Factory in Località Cafasso in Capaccio Paestum (Salerno)**.

The Exhibition Area will be open to visitors as follows:

- **Thursday, October 29, Friday, October 30 and Saturday, October 31 from 10 am until 7 pm;**
- **Sunday, November 1 from 10 am until 1 pm.**

During the time schedule above the Exhibitor must grant the staff presence at the stand for the whole period of the event and must keep the stand in good conditions (cleaning service is included in the Registration Fee).

The exhibitor must take possession of the stand 1 hour before the event begins.

### **2. PREPARATION OF THE STAND AND COLLECTION OF EXHIBITORS' BADGES**

The bare stands will be available for the Exhibitors on Tuesday, October 27, from 8 am.

Stands with furniture will be available to the Exhibitors on Wednesday, October 28 from 2 pm.

**Exhibitors must complete the fitting of the stand by 8 pm on Wednesday, October 28.**

The basic equipment is reported on the "Stand Booking Form".

**Exhibitors who, having booked an area without equipment, have their own set-up project can't consider walls higher than 3 meters.**

The ceiling of the Exhibition Hall is more than 5 mt high and it is not possible to hang objects to it.

**The exhibitors' badges for the personnel at the stands must be collected at the Exhibitors' Desk upon the arrival, after the mandatory online registration to be carried out in advance in the manners indicated.**

### **3. DISMANTLING OF THE STAND**

The dismantling of the stand is allowed on **Sunday, November 1 from 2 pm to 8 pm.**

Beyond that deadline, the Organisation will charge the Exhibitor the costs of dismantling of the stand without responsibilities for the Organisation. Furthermore, Exhibitor is not allowed to dismantle the stand or remove any goods and/or exhibition material before that time.

Failure to comply with the above will result in the Exhibitor being invoiced of a penalty.

Responsibility for the supervision and surveillance of materials and goods is of the respective Exhibitor during the whole period that the exhibition is open and during moving-in and moving-out days.

### **4. DELIVERY OF PROMOTIONAL AND ADVERTISING MATERIALS**

It is strongly recommended to deliver exhibition, promotional and advertising materials by own self.

Those materials should be sent **not before but only on Monday, October 26, Tuesday, October 27 and Wednesday, October 28** to:

Borsa Mediterranea del Turismo Archeologico c/o Next ex Tabacchificio Cafasso – Via Cafasso snc - 84047 Capaccio Paestum (Salerno) tel. + 39 089.253170.

Packages should be clearly labelled "Promotional Material for the Mediterranean Exchange of Archaeological Tourism" + name of the exhibitor.

Please, notice that any material you intend to send back must be collected by your courier at the same address only **on Monday, November 2.**

**The materials to be collected must be delivered already packaged and marked by 3 pm on Sunday, November 1 to the Exhibitors' Secretariat.**

#### **5. TOURISM WORKSHOP WITH EUROPEAN BUYERS selected by ENIT (Italian Tourism Board) AND NATIONAL BUYERS, TOUR OPERATORS SPECIALISED IN ARCHAEOLOGICAL TOURISM OF THE ITALIAN DESTINATION.**

The Workshop with European buyers selected by ENIT and with Italian buyers, tour operators specialised in archaeological tourism of the Italian destination, will be held on **Saturday, October 31 from 10 am to 2 pm and from 3 pm to 6 pm.**

The payment of the Registration Fee allows the access to the Workshop.

Exhibitor who has still pending invoices with the Organisation is strongly recommended to pay the Participation Fee at the Exhibitors Desk on Thursday, October 29 and on Friday, October 30 or at the Workshop Registration Desk on Saturday, October 31.

#### **6. ADDITIONAL EQUIPMENTS OF STAND**

For additional equipment at your stand (with or without fittings) such as panels with digital graphics, please contact: **Leader srl** phone + 39 089.253170; e-mail [info@bmta.it](mailto:info@bmta.it)

#### **7. TECHNICAL EQUIPMENTS**

For technical equipments (monitor, laptop, videorecorder, etc.) please contact: **Tecnomedit srl.** phone +39 081.8041412 - + 39 081.5701134 ; e-mail [info@tecnomedit.it](mailto:info@tecnomedit.it)

#### **8. TASTING OF FOOD AND BEVERAGE AT THE STAND**

Exhibitors who intend to serve food and/or drink in their stand (if free of charge) are required to send a formal request directly to the SUAP Office of the Municipality of Capaccio Paestum, not to the Exchange, to the following address [sportellounico@pec.comune.capaccio.sa.it](mailto:sportellounico@pec.comune.capaccio.sa.it) phone number SUAP Office +39.0828.432626, calling the switchboard of the Municipality +39.0828.812111 and asking of the SUAP Office, if nobody answers; Responsible of the Office Mr. Antonio Rinaldi tel. +3939.0828.723589 [antonio.rinaldi@pec.comune.capaccio.sa.it](mailto:antonio.rinaldi@pec.comune.capaccio.sa.it).

The Organisation will not be responsible of any failure of the Exhibitor in due authorisations in case of inspection.

#### **9. HOSTESS SERVICE**

Exhibitor can hire one or more hostess during the exhibition time, each day of the event:

- 1 Italian-speaking hostess: Euro 150,00 + VAT at 22% per day;
- 1 English and Italian speaking hostess: Euro 200,00 + VAT at 22% per day.

To request one or more Hostess at the stand please contact:

**Leader srl**, ph. +39 089 253170; e-mail: [info@bmta.it](mailto:info@bmta.it)

The service must be paid along with the order or upon your arrival at the Exhibitors Desk.

## **10. COMPULSORY INSURANCE**

The Organisation requires that all goods, stand dressing materials and equipment that the Exhibitors bring into the Exhibition Area are covered by:

- **all-risks insurance** with waiver of recourse against third parties;
- **third-party civil liability insurance** for damages occurred unintentionally to third parties. This insurance cover is intended for a minimum capital of € 500.000,00 and the relative amount is included in the Euro 500,00 charged on the Registration invoice.

## **11. FORCE MAJEURE**

If, for reasons of force majeure or other cause beyond the control of the Organisation, it is not possible to hold the exhibition, all commitments undertaken involving third parties and all organisational costs will be shared among the registered Exhibitors for an amount up to and not exceeding the advance payments made. Any remaining funds will then be returned to the Exhibitors on a proportional basis in terms of the advance payment made. The Organisation must be refunded of the total expenses for special equipments and preparation made on behalf of the Exhibitors.

## **12. COMPLAINTS AND COMPETENT BODIES**

Any complaints must be made in writing to the Organiser. In any dispute regarding current applications, the competent jurisdiction is the Court of Salerno.

For any further information you may need related to your participation, please do not hesitate to contact us (phone +39 089 253170; e-mail: [info@bmta.it](mailto:info@bmta.it))

## **13. HOTEL ACCOMMODATION AND DISCOUNTED RATES**

In the days of the Exchange hotel discounted rates are available by the Hotels of Capaccio Paestum. We invite you to directly contact the chosen hotel.

## **14. TRANSFER SERVICE FROM AND TO PAESTUM'S TRAIN STATION**

Next former Cafasso Tobacco Factory is 2.500 mt from the Station of Paestum and 2.000 mt from the National Archaeological Museum.

The Archaeological Park, the National Museum and the Basilica are about 900 mt from the Station of Paestum.

**A free of charge transfer service from the Station of Paestum to Park/Museum/Basilica (only stop on Via Magna Grecia at the corner of via Tavernelle), Next former Tobacco Factory and the Hotels is available from Wednesday, October 28 to Sunday, November 1.**