



## Dear Exhibitor

Preparations for the COPHy 2024 congress are well underway and below we have outlined the important information and deadlines in relation to your exhibition booth.

We would appreciate if you could please pass this information on to all the relevant parties. Please also take careful note of the deadlines as if we have not received the relevant information by these dates, this may affect your booth.

Please click on the following links or view the full text below:

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## Exhibitor Badges

Every individual at the congress and in the exhibition area must have a badge. Unless agreed otherwise as part of your package, your exhibition booth package includes 2-exhibitor badges for the representatives that will be staffing your booth.

If you require additional badges, these will be charged at 300 EUR per badge.

## Your Exhibition Booth

Please note that your booked exhibition space is for the rental area ONLY and does not include any equipment, e.g. rear/separation walls, chairs, electricity etc.

If you wish to receive complimentary hotel chairs and table please contact **Yossi Malka at [yossim@comtecint.com](mailto:yossim@comtecint.com)**

Construction and preparation of the exhibition stand, including furniture, electricity, carpet etc. can be booked via the order form in the Exhibition Manual.

You have the choice either to design your own stand or to rent a shell scheme stand package via the exhibition manual order form. Deadline for ordering shell scheme exhibition stand packages, furniture, graphics and carpets is: **March 5<sup>th</sup> (After this a sur-charge is payable)**

The exhibition manual will be available shortly and will be sent to you.



## Booth Plan Approval

If you opt to construct your own exhibition booth, please inform us and send a copy of your booth plan for approval to [Yossi Malka at yossim@comtecint.com](mailto:yossim@comtecint.com)

This only applies for customized individual stands and not for regular shell scheme stands that are ordered via the exhibition manual form.

Please ensure that the plan includes all dimensions (length, width, height) and indicate whether the booth will have a raised floor (height and material).

**\*Maximum building height is 3m**

If Comtec has not received any plan for your exhibition stand and you have not received approval prior to the exhibition, you will not be allowed to construct your stand.

## Booth Set-up and Dismantle

### Contact Information for Setup

Kindly send the following details to [Yossi Malka at yossim@comtecint.com](mailto:yossim@comtecint.com)

- Name of your construction company.
- Contact person who will be representing your company in the booth installation. We require their name for security reasons on-site as the venue may have to issue a constructor badge.
- Date and times your company representative is expected to arrive to the site.
- Estimated time your company needs for booth set up.
- Electricity: if you are constructing your own booth, please make sure to order electricity from the exhibition supplier as per the exhibition manual

### Setup

Setup may begin on **Thursday March 14th at 10:00am - 20:00pm.**

**\* If the set-up time will change, a notice will be sent to all exhibitors.**

**Setup must be completed on time.**

Should you require additional time please advise [Yossi Malka at yossim@comtecint.com](mailto:yossim@comtecint.com)

### Dismantle

Dismantle may begin on **Saturday March 16th at 18:00 CET**



## **Loading bay**

Coordination must be done with **Yossi Malka** at [yossim@comtecint.com](mailto:yossim@comtecint.com)

In case your vehicle exceeds the maximum height of 2,60 m, please contact **Yossi Malka** at [yossim@comtecint.com](mailto:yossim@comtecint.com) for coordinating alternative parking spot near the parking entrance.

## Shipping Information

**Please be aware that due to lack of storage facilities at the venue, NO DIRECT SHIPPING for exhibition materials may be sent to the hotel.**

Merkur will manage the entire logistics and delivery coordination. Merkur is responsible for the allocation of delivery time slots during the setup and dismantling period.

Please contact Mrs Irit Sofer for further information regarding shipping and handling costs and logistics and also for the allocation of delivery time slots during setup and dismantling period:

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

Mobile +972-52-8890129

**Please note that Handling fees apply.**

Please [click here](#) for the Merkur shipping instructions

Please [click here](#) for the Merkur shipping tariff.

## International Shipping

Please note that if you will be shipping from outside of Greece it is important to allow sufficient time for your package to clear customs. It is not the responsibility of Comtec to arrange for the release of the package at customs, therefore you must ensure that there is a representative of your company available during the time of the shipment to liaise with a customs officer should there be any problems or delays. Comtec and Merkur will not be able to clear customs without your assistance.

If you registered with an EORI number for import/exports in the EU, please provide this to us.

## **General Information**

### **Invoice for the Exhibition Space**

We kindly ask you to settle all open invoices prior to the start of setup of your exhibition booth - otherwise setup will not be permitted.

### **Venue**

The Meeting will take place at:

**Divani Caravel Hotel**  
**2 Vassileos Alexandrou ave.**  
**16121, Athens, Greece**



Tel. +30 210 72 07 000

<https://divanicaravelhotel.com>

### **Exhibition Opening Hours**

***All coffee breaks will take place at the exhibition area as follows:***

Friday, March 15<sup>th</sup> 2024:

10:00-10:30 Visit to Exhibition, Posters & Coffee and Refreshment Break

14:30-15:00 Visit to Exhibition, Posters & Dessert Break

18:30-19:30 Happy hour Cocktail (optional)

Saturday, March 16<sup>th</sup> 2024:

10:00-10:30 Visit to Exhibition, Posters & Coffee and Refreshment Break

14:30-15:00 Visit to Exhibition & Posters

***Please note that Comtec reserves the right to move the location of the exhibition should it be deemed necessary for the benefit of the Congress and meeting participants.***

### **Security**

General security will be provided for the general spaces in the exhibition area over night after the exhibition opening hours. Exhibitors are responsible for the safety of their personnel, booth displays and all other materials AT ALL TIMES. Comtec will not be held responsible for bodily injury, theft or damage to Exhibitor's personal property, products or exhibit. All companies are to adhere to security measures and procedures. Arrangements for additional security for booths can be organized for an additional cost.

### **Cleaning Services**

Cleaning services of the general areas will be provided at the end of each day of the exhibition.

Individual cleaning services for booths can be ordered upon request at an additional cost.

### **Exhibition Floor Plan**

The floor plan is updated constantly on the official Congress website: [Floor Plan](#)

Please feel free to contact us in case of any queries.

We are looking forward to welcoming you soon in Portugal!

Kind Regards

Revital Shoan-Pinkas

**Comtecmed**

M. 972.50.833 0828

T. 972.3.566 6166

F. 972.3.566 6177

[www.comtecint.com](http://www.comtecint.com)