Dear Exhibitor,

Thank you for your support of InterPore2020, the 12th International Conference on Porous Media and Annual Meeting of InterPore.

Herein is our Exhibitor Handbook which we hope will provide you with all the information you require for this year’s event. The base package of your exhibitor fee includes a shell structure, one table, two chairs, paper waste bin, banner and electricity. Please see Item 9 in this handbook for more details.

Additional services are also available for purchase from the conference organizer, Qingdao Tengyue Taihe Business Service Co., Ltd. (QTT.) See Item 10 for more information. Should you need any of these services, please fill in the order form at the back of the Exhibitor Handbook and send it to the attention of Mrs. Geyun Zhang at QTT with cc to Katharina Raps. Forms for additional services must be returned by 5 May 2020. Any services requested after that date cannot be guaranteed and will be subject to a 25% surcharge.

Please contact us with any questions at:

Katharina Raps
E-mail: katharina.raps@interpore.org

We are very pleased to have you as an exhibitor and look forward to a successful meeting!
1. VENUE
Shangri-La Hotel
http://www.shangri-la.com

2. EXHIBITOR BADGES
Will be available for collection at the registration area beginning in the afternoon on Sunday 24 May.

3. EXHIBITION DELIVERIES
Deliveries: All goods must be clearly marked with the name and date of the conference, the name of the organization, a contact telephone and the stand number the goods are to be delivered to. Goods may be received up to 1 week before the conference begins. Please inform Zihao Xu of any anticipated deliveries. The hotel is not responsible for handling goods.
Box Delivery Labels:
Zihao Xu
Shangri-La Hotel
No.9 Hong Kong Middle Road,
Shinan District, Qingdao
266071 Shandong
CHINA
Tel: 186 7896 8050

Please note that all deliveries should be marked to “Deliver Upstairs.”

4. EXHIBITION SET-UP
All stand preparation must be completed by Monday, 25 May at 10:00.

Please note that the hotel does not provide trolleys or pallet trucks. If mailing goods in advance, packages should be clearly marked for delivery upstairs.

5. WELCOME RECEPTION
A Welcome Dinner and networking event will be held on Monday evening. All exhibitors are invited to attend.

6. EXHIBITION OPENING TIMES
Exhibition hours will be provided within the Technical Program on www.interpore.org/2020

7. EXHIBITION BREAKDOWN
Exhibitors should begin removing material from stands on 28 May at 18:00 after the conference closes and all participants have left. All décor, merchandise, packaging, etc. must be removed from the stand. Any material left in the exhibition area will be thrown away. All shipments must be coordinated in advance with Zihao Xu and labeled accordingly. The exhibitor is responsible for all shipping charges. All materials being collected at the hotel must be picked up by 23:30 on 28 May unless prior arrangements with the hotel have been made. After this time, it will be assumed that the exhibitor no longer wants the materials. These will be removed and the exhibitor may be charged for the removal.
8. EXHIBITION AREA DESCRIPTION

- Floor: carpet.
- Floor load: 300 kg/m².
- Headroom height: 11 meters

Exhibitor stands will be located adjacent to poster exhibition and catering stands, which will drive foot traffic to the exhibition area.

Free Wireless access is provided.

9. BASE PACKAGE

Shell scheme
General structure in silver color aluminum. White melamine walls. L200cm*W400cm*H300cm

Electrical

Banner
1 PVC panel + print vinyl of 400 cm x 60 cm 3mm thick (main façade) WITH YOUR LOGO. 2 PVC panel + print vinyl of 200 cm x 60 cm 3mm thick (side façade) WITH YOUR LOGO. The final artwork of the logo must be sent to Katharina Raps before 5 May 2020.

Furniture
Two conference chairs (50x45x75 cm), a rectangular table (183x45x75 cm) with table covering and paper waste bin.
10. ADDITIONAL ITEMS

Lighting (RMB750)
3 LED spotlights, 1 connection base (up to 500 W)
To order lighting, please fill out and return the order form found on page 7.

Additional Services
Extra chairs can be provided upon request.
Should you need any other additional services, please contact Mrs. Geyun Zhang at QTT with cc to Katharina Raps.

11. STAND REGULATIONS

Stands must be left in their original condition. Please do not paint them or stick paper to them, unless you use special double-sided tape which leaves no marks on the surface. The exhibitor will be invoiced for any damage caused to the stand.

Exhibitors who wish to use their own shell structure should inform Katharina Raps. Structures should not exceed the allocated floor surface area nor the height of the standard shell (3 meters.)

No installations or decoration which could offend any or all of the exhibitors will be permitted.

Loudspeakers and other similar devices are prohibited.
Pamphlets and samples may only be distributed within the stand itself.
Adhesive tape may only be used to mark the stand area or to fix carpets with permission from the Shangri-La Hotel. A layer of masking tape underneath the adhesive tape will facilitate its removal after the event. Adhesive carpet tiles may not be used.

12. DAMAGES

Damage caused by exhibitors who disregard these regulations will be paid for by the exhibitor. Exhibitors are not permitted to fix any graphics, notices or material to any part of the venue or its walls. Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building. Any damage caused will be charged to the exhibitor concerned. Exhibitors must ensure that they clear and remove all the rubbish, refuse and other materials not belonging to the venue from the premises so that they are completely clean and tidy during and at the end of the event. Any excess waste removal will be charged following the event.
13. EXHIBITOR RESPONSIBILITIES
All exhibiting organizations are responsible for their staff, their contractors and visitors on and around their stand from the first day of set-up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and other health, safety and welfare throughout the Exhibition, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

14. SECURITY/INSURANCE
Whilst adequate security is provided at the venue, it is the Exhibitor’s responsibility to ensure the safety of their belongings and are advised not to leave any valuable equipment or articles unattended at any time. It is also the Exhibitor’s responsibility to ensure that their insurance extends to transport between the venue and the space occupied during the event. The organizers and venue landlords will not accept responsibility for the safety of Exhibitors goods at any time.

15. ACCOMODATIONS
Special rates for InterPore2020 attendees are available at the Shangri-La Hotel. For more information visit interpore.org/2020

16. MARKETING
In order to make InterPore2020 a great success, we ask all exhibitors to promote the event as much as they can. We can offer a 10% discount to any of your customers/clients if they wish to attend. Please email secretary@interpore.org for a booking discount code.

17. VISA AND TRAVEL DOCUMENT REQUIREMENTS
We are unable to facilitate the procurement of passport, visa, or other travel documentation. Please consult with your local government agency to ensure you have any required documents (including visas) necessary for travel into China. We recommend you do this as soon as possible as document processing times vary and can take an extended period of time to finalize. Please contact secretary@interpore.org if you need a visa letter in support of your application.
InterPore2020
Order Form for Additional Services

Rates for services shall be paid on receipt of the corresponding invoice. Payment may be settled by credit card (VISA or MASTERCARD) only

ADDITIONAL SERVICES

Lighting (750 RMB) □ Additional Services (please specify) ____________________________________________

INVOICE INFORMATION

Exhibitor: ____________________________________________ Stand number: ______________________

Contact Person: ______________________________________ Tel: _________________________________

Email: ______________________________________________

Address: ____________________________________________ City: ________________________________

State/Province: ____________________________ Post Code: ______________________

Country: ____________________________________________ VAT ID: __________________________

□ Master Card □ Visa

Exp. Date: □ □ □ □ □ □ □ □

Cardholder Name: ______________________________________ Cardholder Signature: ________________________