

Dear Sir or Madame,

Thank you for your confirmation of the booth at the "13th Annual SERGS Meeting" that will be held in Svendborg on September 23-25, 2021.

Venue:

Hotel Svendborg,
Centrumpladsen 1,
5700 Svendborg, Denmark
Website: <https://hotelsvendborg.dk>

Exhibition opening times:

Thursday, September 23	12:00-17:30
Friday, September 24	09:00-17:30
Saturday, September 25	09:00-12:30

The exhibition spaces are available for set up on September 22 from 18:00 to 21:00 and on September 23 from 7:00 to 10:00.

Dismantling time will be on September 25.

All exhibit materials and/or stands will have to be picked up by September 25 at 20:00, at the latest.

Material delivery:

The access to the loading and unloading area is through the back entrance. Vehicles can stay in this area only for the time strictly necessary for unloading. To facilitate and speed up the unloading process, we recommend bringing your own carts/trolleys to move the material as the university does not provide equipment for transportation.

Deadline for receiving the bag inserts is on September 21. Each box must be marked with the name of the exhibitor and the title of the event (SERGS 2021 congress).

Shipping address:

Hotel Svendborg,
Centrumpladsen 1
5700 Svendborg
Denmark
ATT: Lise Bisgaard Madsen /SERGS 2021

Floor plan and equipment:

We attach the map with all the assigned positions, remembering that each exhibition space will be equipped with a single-phase 1kw connection.

If there are different requirements, please communicate it by September 15, 2021. Exhibition space will be empty. Tables, tablecloths and chairs can be provided free of charge on request. Please let us know by September 15 if you require any furniture.

Badges:

Exhibitor badges are provided for each exhibition space as per the contracts. The exhibitor badge includes participation at all coffee breaks and lunch. For additional badges a registration fee of € 150.00 + VAT per person is required.

Please remember to register for the get-together and congress dinner at <https://hotelsvendborg.nemtilmeld.dk/75/>

Exhibitors badges will only allow access to the exhibition area.

Rules and restrictions (apply in the exhibition area as well as the main hall):

- It is forbidden to use forge fasteners, hang posters, photographs, lightweight panels on the walls or put carpets on the floor, unless a special authorization is given
- It is strictly forbidden:
 - § have devices that release harmful radiation, if not duly protected;
 - § paint the walls and the floor of the venue;
 - § introducing artificially or naturally radioactive materials;
 - § activate non-functioning machines;
 - § engage in demonstrations that pose risks of fire or other danger;
 - § distribute food and drink in your exhibition space;
 - § stay in the exhibition area after closing;
- All materials used for the booth set up must be in accordance with the law.
- The customer is required to insure against all exposures and in particular theft, fire, failure or breakdown, third party liability, for the entire duration of the event.
- The venue is not responsible for the integrity and conservation of the material not withdrawn at the end of the event.
- The staff at the venue will provide daily cleaning of the exhibition and meeting areas before the opening in the mornings.

For any further information, please contact us at ikroghlarsen@gmail.com

Best regards, SERGS 2021