

Participants Technical Guide

MAY 15 - 17, 2023

STAZIONE MARITTIMA PORTO CROCIERE DI VENEZIA

Terminal 103, 30135 Venice

<https://www.vtp.it/info-operatori/crociere/terminal-103/>

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EVENT SCHEDULE & AGENDA

The schedule is given on an indicative basis, the definitive timetable will be given with your BtoB meetings agenda.

[May 15th, 2023](#)

08.00am-02.00pm: Booth set-up

02.00pm-07.00pm: Investment Forum for Space and Aeronautics - [Fondazione Giorgio Cini \(Sala degli Arazzi\), Isola di San Giorgio Maggiore, 30124, Venezia](#)

[May 16th, 2023: Space Suppliers Summit](#)

7:30 am - 8:45 am: Opening of the front desk

9:00 am - 01:00 pm: B2B Meetings & Workshops

01:00 pm - 02:30 pm: Networking lunch (for those who signed up)

02:30 pm - 07:00 pm: B2B Meetings & Workshops

07:30 pm - 09:30 pm: Cocktail reception

[May 17th, 2023: Space Suppliers Summit & Space Wine & AgriTech Expo](#)

8:00 am - 8:45 am: Opening of the front desk

9:00 am - 01:00 pm: B2B Meetings & Workshops

01:00 pm - 02:30 pm: Networking lunch (for those who signed up)

02:30 pm - 06:00 pm: B2B Meetings & Workshops 6:00 pm: Closing

RECEPTION DESK

Before event:

- Please login to your account B2B matchmaking platform with your credentials login details at <https://meetings.spacemeetingsveneto.com/2023/signup.php>
- Open and **print your badge & meetings schedule** from your home page.
- Bring them with you to the event for fast-track entry.
- **Upon arrival at the venue**, please go to the reception desk to collect your lanyard(s)

BOOTH SET-UP

Set-up time will be running from **08.30 am to 02.00pm on May 15th, 2023**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at Terminal 103, Venezia Terminal Passeggeri S.p.A at **07.00 am on MAY 16th, 2023**, to complete the set up and personalization of their booths. Space Meetings 2023 offers hard walled booths.

For more details contact: Italian Office – advanced business events – sede secondaria Italia
 Mrs. Isabella BALDUCCI ibalducci@advbe.com - Tel. : + 39 06 88 64 49 49 or
 Mrs. Aswini Dessouppa Adessouppa@advbe.com

All materials for the set-up must be non-combustible or fireproof with suitable products as required by law. It is required the certification of compliance with the characteristics of reaction to fire referred to in the letter "B" of art. 2 of D.M. 6/7/83 (G.U. N° 201 of 23/7/83) and Art. 2 of D.M. 28/8/84 (G.U. N° 246 of 6/9/84). The Exhibitors will be responsible for any damage resulting from non-compliance with the laws, CEI standards and provisions on fire protection, safety and accident prevention, with the exclusion of any. Every Exhibitor is obliged to have their own **insurance** for theft and damage to people and things. The Organization and the Venice Passenger Terminal S.p.A. - Terminal 103 decline any responsibility in this regard. Exhibitors are reminded that if they request the pre-fitted stand, it is absolutely forbidden to drill and damage walls and furniture and that any damage will be charged.

Elevator:



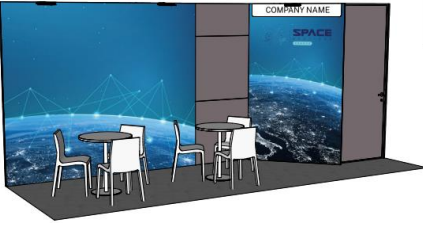
Internal dimensions: 140x140 h. 2.10

Door dimensions: 90 x 2

Load capacity: 900 kg

NB: this is not a freight elevator and we ask for your attention in the usage

BOOTH FEATURES

Basic Package 4 sqm booth 2m x 2m	Deluxe Package 8 sqm booth 4m x 2m	Premium Package 12 sqm booth 6m x 2m
		
<p style="color: red; margin: 0;">Spot lights 100 watt</p> <p style="margin: 0;">(1) table, (3) chairs, (1) wastebasket, carpet</p> <p style="margin: 0;">Electric outlet included</p>	<p style="color: red; margin: 0;">Spot lights 100 watt</p> <p style="margin: 0;">(2) tables, (6) chairs, (1) wastebasket, carpet</p> <p style="margin: 0;">Electric outlet included</p>	<p style="color: red; margin: 0;">Spot lights 100 watt</p> <p style="margin: 0;">(1) storage room, (2) tables, (6) chairs, (1) wastebasket, carpet, Electric outlet included</p>

We strongly recommend you to customize your space. Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

* Pictures are non-contractual

Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth an do not stick out. In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth).

It is strictly forbidden to drill into the panels. You must bring multiple outlets if you're planning to use several devices

BOOTH ADDITIONAL FURNITURES

ADDITIONAL FURNITURE (TABLES, CHAIRS, ...):

Our official supplier "HENOTO" offer an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

1. How to place an order with HENOTO? please click [HERE](#).

All orders must be submitted before April 19th, 2023.

Contact person: Giada VETTORATO

Tel.: (+39) 049 580 1232 or Helpline: (+39) 049 5801200

Email : g.vettorato@henoto.com

BOOTH GRAPHICS PRINTING

Your booth is made of Frame with neutral or printed fabric. If you booked with us, you would just need to supply your ready-to-print artwork. **ALL ARTWORK MUST BE RECEIVED BY APRIL 19th, 2023.**

How to prepare executive files? → click [HERE](#)

View your booth specs [HERE](#)

Graphics dimensions to be produced:

Basic & Deluxe: 150xH250cm, NO LOGOS/WORDS/IMAGES on the upper side of the graphic as the "Company Name" will cover 140xH20cm. The exhibitor must therefore take into account this specifications before sending the graphic file.

Premium Package:

- **1 graphic on storage unit measures 150xH250cm**, NO LOGOS/WORDS/IMAGES on the upper side of the graphic as the "Company Name" will cover 140xH20cm. The exhibitor must therefore take into account this specifications before sending the graphic file.
- **1 graphic on the background wall measures 300xH250cm**

Please send your graphics for printing to : Giada VETTORATO

Tel.: (+39) 049 580 1232

Helpline: (+39) 049 5801200

Email : g.vettorato@henoto.com

SUPPLEMENTARY SERVICES (i.e. power, water, food, ...)

For all technical orders, not included in your package - your orders must be submitted to the us **before April 19th, 2023**

Please contact: Italian Office – advanced business events – sede secondaria Italia

Mrs. Isabella BALDUCCI ibalducci@advbe.com - Tel. : + 39 06 88 64 49 49 or

Mrs. Aswini Dessouppa Adessouppa@advbe.com

What services?

Any requirement related to power supply, water supply, phone or IT, catering etc

WIFI: The event venue has free wifi accessible for all the participants.

LUNCH / REFRESHMENTS

LUNCH: A seated business lunch will be catered on **May 16th and 17th**, for those who have pre-paid for the lunch option during the original registration process (on-line). Access to lunch area will be denied to those who have not pre-paid.

If you have not purchased lunch ticket and would like to do so, **urgently email Isabella Balducci** at ibalducci@advbe.it or +0039 06 88 64 49 49 **within April 20th**. **The cost for lunch is € 80.00 per person for the 2 days.** Please, specify the date and number of guests in your email.

COFFEE BREAK: Complimentary hot and cold beverages will be offered to all the participants: **08.00am-10.00am and 02.00pm-04.00pm** during the two days of the event.

SHIPMENT & TRANSPORTATION

The goods must travel in free port. Any shipments in port assigned will be rejected. In case of early arrival of the goods or lack of the above information, decline all responsibility in case of damage or lost goods.
Each exhibitor has to support individually shipment costs. We shall not be responsible for any shipment & transportation.

SPACE MEETINGS VENETO 2023
(exhibiting company name)
Your company delegate name
c/o Venezia Terminal Passeggeri S.p.A. - Terminal 103
Marittima - 30135 Venice - 1 piano
Contact person Marialuisa Trevisan - +0039 041 8777720

Delivery date within: **MAY 15th, 2023**

Mandatory date for pick up of materiel: **MAY 17th 04.00pm – 06.00pm (end of convention)**

For security info: www.vtp.it

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.00pm on MAY 17th, 2023**. **Your materials and equipment must be picked up by your outbound carrier by 07:00pm** from the exhibition center. We won't be able to organize it for you.

NOTE: You are recommended to attend all your belongings at all times. BCI Aerospace shall not be responsible for any damage caused to your equipment theft. Any materials or equipment left or unattended by **MAY 18th**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

HOTELS & ACCOMMODATION

We recommend you make your reservations with these hotels for best deals dedicated for this event with the code below:
"SPACE MEETINGS VENETO 2023"

Hotel Tintoretto	hoteltintoretto@hoteltintoretto.com	3 Star, Cannaregio
Hotel Giorgione	giorgione@hotelgiorgione.com	4 Star, Cannaregio
Hotel Monaco & Gran Canal	mailbox@hotelmonaco.it	4 Star, San Marco
Hotel Leonardo	reservations.venice@leonardo-hotels.com	4 Star, Mestre

ACCESS TO THE VENUE – VENEZIA TERMINAL PASSEGGERI S.P.A

LOGISTIC GATE FOR EXHIBITOR: <https://www.vtp.it/en/how-to-reach-us/>

→ **FLIGHTS:** Venice Marco Polo airport & Treviso airport are well connected to reach the event venue

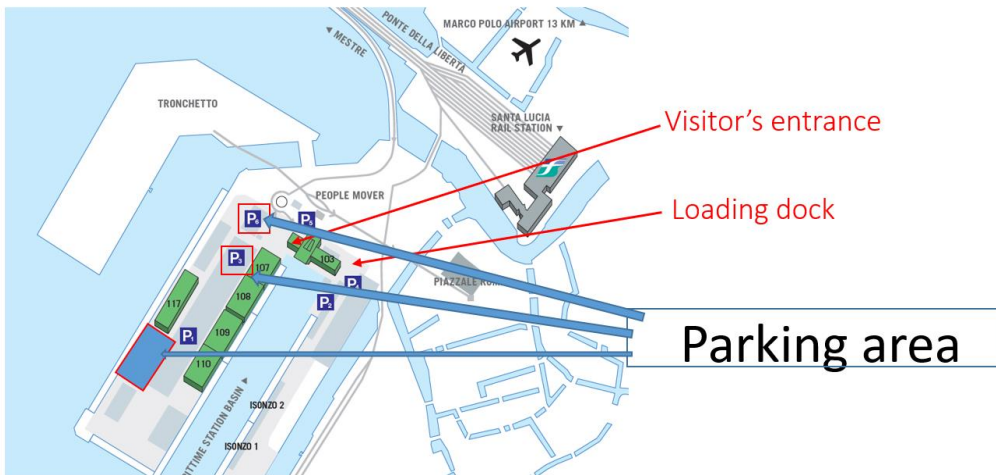
→ **TRAINS:** Venice Mestre, Stazione di Venezia Santa Lucia, Venezia Porto Marghera railway station are close available throughout the day connecting between different cities.

→ **TAXI:** **Radio Taxi venezia: +39 041 59 64 – please contact this taxi service**

→ **CAR PARKING:**

May 16 - 17 parking will be free without reservation

May 15 you will need to download the material at the entrance of Terminal 103 and then leave the access free
The free parking area available will be P3, P6 and white area over the terminal 117 front 110 like shown below:



IT IS STRICTLY FORBIDDEN TO LEAVE VEHICLES OUTSIDE THE INDICATED PARKING AREAS. RISK OF REMOVAL

FLOORPLAN

