

# Participants Technical Guide

**MAY 20 - 22, 2024**

**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 20, 2024: Plenary Conference & Investment Forum

**7:30 am – 9:30 am:** Booth set-up (only for lightweight materials)  
**(May 19, 3:00 pm – 6:00 pm: Booth set-up for heavy materials)**

**10:30 am - 13:30 pm:** Opening Ceremony / Plenary Conference

**13:30 pm - 02:00 pm:** Networking lunch (for those who signed up)

**02:00 pm – 03:30pm:** Conference in Terminal 103

**04:00 pm – 07:30pm** Investment Forum for Space and Aeronautics in [Procuratie Vecchie – Piazza San Marco](#)

### May 21, 2024: Space Suppliers Summit & Sport & Space

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

**9:00 am - 12:55 pm:** B2B Meetings & Workshops

**01:00 pm - 02:25 pm:** Networking lunch (for those who signed up)

**02:30 pm - 06:00 pm:** B2B Meetings & Workshops

**06:30 pm - 09:30 pm:** Cocktail reception

### May 22, 2024: Space Suppliers Summit & Space Wine & AgriTech Expo

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

**9:00 am - 12:55 pm:** B2B Meetings & Workshops

**01:00 pm - 02:25 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://spacemeetingsveneto.com/b2b-matchmaking/>
- 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

## BOOTH SET-UP

Set-up time will be running from **03:00 pm to 06:00 pm on May 19 for heavy materials** and **7:30 am to 9:30 pm on May 20, for small extra materials**. For exhibitors who will bring and assemble large structures and heavy materials it is mandatory to set up on May 19th. For the others, who are unable to make it on Monday morning, it is recommended to arrive at Terminal 103 at **02.00 pm on MAY 20, 2024**, to complete the set up and personalization of their booths in order to not disturb the Opening Ceremony taking place in the morning.

### For more details contact:

**ITALIAN Clients:** Mrs. Lavinia Contarini [lcontarini@advbe.it](mailto:lcontarini@advbe.it) - Tel. : + 39 06 88 64 49 49 or

**INTERNATIONAL Clients:** Mrs. Aswini Dessouppa [Adessouppa@advbe.com](mailto: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: 140x140cm h. 2.10

Door dimensions: 90cm x 2m

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><b>Spot lights 100 watt</b> (1) table, (3) chairs, (1) wastebasket, carpet Electric outlet included</p>	<p><b>Spot lights 100 watt</b> (2) tables, (6) chairs, (1) wastebasket, carpet Electric outlet included</p>	<p><b>Spot lights 100 watt</b> (1) storage room, (2) tables, (6) chairs, (1) wastebasket, carpet, Electric outlet included</p>

### \* **Pictures are non-contractual**

### We strongly recommend you to customize your space with graphics.

If you booked with us, you'll find the specifics below. If not, the exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. You must bring necessary materials to hang your graphics (self-supporting). Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

**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.

How to place an order with **HENOTO**? please click [HERE](#)  
**ALL ORDERS MUST BE RECEIVED BEFORE APRIL 19th, 2024.**

Contact person: Silvia PARIS  
Tel.: (+39) 049 5801257 or Helpline: (+39) 049 5801200  
Email : [s.paris@henoto.com](mailto:s.paris@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 BEFORE APRIL 19th, 2024.**

How to prepare executive files? → click [HERE](#)  
View your booth specs [HERE](#)

Graphics dimensions to be produced:

**Basic:** 150xH250cm BUT NO LOGOS/WORDS/IMAGES on the upper side of the graphic as the "Company Name" will cover 140xH20cm of the panel

**Deluxe:** 2 graphics 150xH250cm BUT NO LOGOS/WORDS/IMAGES on the upper side of the graphic as the "Company Name" will cover 140xH20cm of the 1° panel

### **Premium Package:** 2 graphics:

- 1 graphic 150xH250cm BUT NO LOGOS/WORDS/IMAGES on the upper side of the graphic as the "Company Name" will cover 140xH20cm of the panel
- 1 graphic 300xH250cm on the background wall

Please send your graphics for printing to : Silvia PARIS  
Tel.: (+39) 049 5801257 or Helpline: (+39) 049 5801200  
Email : [s.paris@henoto.com](mailto:s.paris@henoto.com)

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

For all technical orders, any requirement related to power supply, water supply, phone or IT, catering etc not included in your package - your orders must be submitted to the us [before April 19th, 2024](#)

### **Please contact:**

ITALIAN Clients: Mrs. Lavinia Contarini [lcontarini@advbe.it](mailto:lcontarini@advbe.it) - Tel. : + 39 06 88 64 49 49  
INTERNATIONAL Clients: Mrs. Aswini Dessouppa [Adessouppa@advbe.com](mailto:Adessouppa@advbe.com)

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

## LUNCH / REFRESHMENTS

**LUNCH:** A seated business lunch will be catered on **May 20, 21 and 22, 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 Lavinia Contarini at [lcontarini@advbe.it](mailto:lcontarini@advbe.it) or +39 06 88 64 49 49 within April 26<sup>th</sup>. The cost for lunch is € 45.00 per person per day.** 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 three 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 2024  
(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 0412403009

Delivery on date: **MAY 17, 2024**

Mandatory date for pick up of material: **MAY 22, 2024 04.00pm – 06.00pm (end of convention)**

For security info: [www.vtp.it](http://www.vtp.it)

## MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.00pm on MAY 22, 2024**. **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 23**, could be taken to a place the organizer deems appropriate at the participant cost and risk.

## HOTELS & ACCOMMODATION

We recommend you make your reservations using the link below for best deals dedicated for this event:  
<https://platform.revolugo.com/hotels?wid=space-meeting-veneto-2024>

## 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

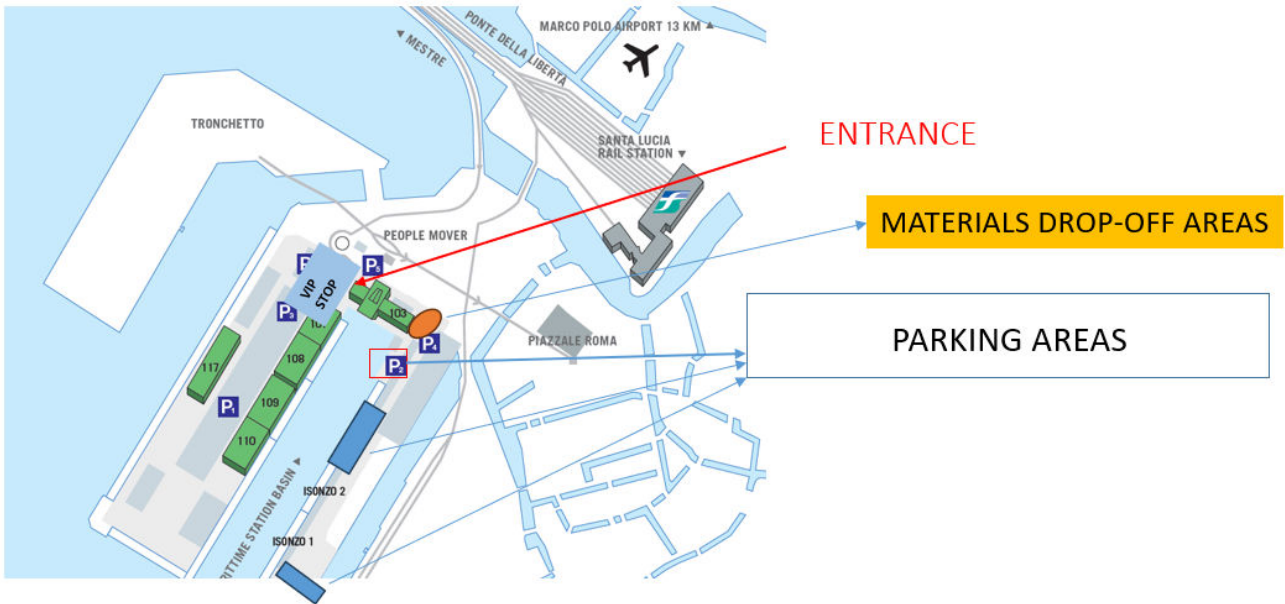
## CAR PARKING

→ **CAR PARKING:**

May 20 - 21 - 22 parking will be free without reservation

May 19 you will need to download the material in the area in the back of Terminal 103, signed in orange in the image below and then leave the access free; you can stop in free parking area.

**The free parking area available will be P2 in the areas ISONZO 1 and ISONZO 2 like shown below:**



**IT'S STRICTLY FORBIDDEN TO LEAVE THE VEHICLES OUTSIDE THE INDICATED PARKING AREAS. RISK OF REMOVAL.**