



**NBC 2018**  
**10<sup>TH</sup> SYMPOSIUM ON CBRNE THREATS**  
**4 – 7 June 2018**  
**Lappia Hall, Rovaniemi, Finland**

## EXHIBITION INFO

### Exhibition

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The exhibition of CBRN defence equipment organized in connection with the conference will offer your company an excellent opportunity to promote your operations, services and products to the conference participants.

The exhibition will be located on two floors right in the middle of the event at Lappia Hall:

- **Area A, 1<sup>st</sup> floor**
- **Area B, 2<sup>nd</sup> floor**

The size of all booths is 6 m<sup>2</sup> – one company can book max three (3) stands next to each other. If you wish to book 12 m<sup>2</sup>, please identify the numbers of the booth (side by side), which you prefer. If you wish to have 18 m<sup>2</sup>, please book three booths side by side.

**Booths will be reserved on a first come – first served basis.** Booth locations are shown in the attached floor plan.

#### Booth prices

6 m <sup>2</sup> booth including one (1) booth staff member	3 100 €
6 m <sup>2</sup> booth including two (2) booth staff members	3 700 €
12 m <sup>2</sup> booth including one (1) booth staff member	5 100 €
12 m <sup>2</sup> booth including two (2) booth staff members	5 500 €
18 m <sup>2</sup> booth including two (2) booth staff member	6 600 €
18 m <sup>2</sup> booth including three (3) booth staff members	7 000 €

#### Exhibition booth price includes

1. Basic set-up of the booth:
  - white infill panels (height 250 cm, width 100 cm/panel) – back and side panels
  - fascia with company name (fascia text in standard letters, fascia height 25 cm – for more than one booth exhibitor can decide how many fascia texts to have)
  - two spot lights/6 m<sup>2</sup> (50 W, halogen)
  - one electrical outlet (16 A, 3 kW, three sockets)/6 m<sup>2</sup>
  - free WiFi connection
  - carpet (colour determined by organizer)
  - daily cleaning
  - company logo and link on the NBC 2018 web page
  - company logo or name in the final symposium program
  - possibility to include one bag insert (company or product datasheet)

2. Symposium badges for booth staff members according to booth reservation:
- o Admission to all sessions and the exhibition
  - o Symposium materials
  - o Lunch, beverages and coffees included in the symposium program
  - o Social events (Get-together party on Monday and Dinner on Wednesday)

## Stand reservation and payment

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Booth reservations are made using the online booking form. Booth prices are charged online during the booking process (invoicing option with extra fee 10 €). All prices include VAT 0 %.

[LINK TO ONLINE BOOKING FORM](#)

## Registration of booth staff members

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Please note that **all booth staff members, including the ones included in the booth price, must register for the symposium and sign in for the social events in advance using the event online registration form.** The online registration form will be available on the event website at [www.nbc2018.org](http://www.nbc2018.org).

If there will be more booth staff members than included in the booth price, **the extra staff members must register and pay the normal symposium registration fee.**

## Cancellation terms

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Cancellations must be made by email to Rovaniemi-Lapland Congresses ([congress@ulapland.fi](mailto:congress@ulapland.fi)). Paid booth price will be refunded if cancellation is received **before 31 January 2018**. No refunds will be made for cancellations received after this date. Please note that a processing fee of 50 € will be deducted from all refunds.

## Important dates and times

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Move-in	Monday 4 June	10:00 – 15:00
Show hours	Monday 4 June	17:00 – 21:00
	NB. Get-together & Exhibition Opening	18:00 – 21:00
	Tuesday 5 June	according to daily program
	Wednesday 6 June	according to daily program
	Thursday 7 June	according to daily program
Move-out	Thursday 7 June	15:00 – 20:00

Organizer reserves the right to amend the timetable in accordance with the final symposium program.

## Stand structures and furniture

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**Booth prices do not include any booth furniture.** Please order all furniture directly from the event exhibition constructor **MSP Event Oy**. Please check the attachments for options and if you need anything special not included in the attached information, MSP Event Oy will be happy to give you other options and prices.

MSP Event Oy contact information:

Tyrnäväntie 16, 90400 Oulu

Orders: Heli Keränen

Tel. +358 40 5899 402

Fax +358 8 371 163

Email: [info@msp.fi](mailto:info@msp.fi)

[www.msp.fi](http://www.msp.fi) (in Finnish)

## Move-in and move-out

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Exhibitor is responsible for setting up and fitting out its own booth. Booth construction, fitting out, and the delivery of goods may not begin before **08:00 on Monday 4 June**.

**The booth must be completed by 15:00 on Monday 4 June** which leaves time for the final cleaning. Please note that all exhibits, furniture and roll-ups must be inside the booth borders.

The program on Monday will include only the Get-together party arranged at Lappia Hall, in the exhibition areas for all participants. **The exhibitors are expected to be at their booths during the Get-together party.**

Exhibitor is not allowed to attach anything to the ceiling, columns or walls – please use roll-ups or booth panels for this purpose. Infill panel surface is hard, please use only removable tape or hanging hooks for heavier items.

Dismantling will start after the Symposium Closing. All exhibitor's goods and structures must be removed from the trade show area **on Thursday 7 June by 20:00 at the latest**. The exhibition space must be returned to the organizer in the same condition in which it was placed at the exhibitor's disposal.

Exhibitor is responsible for arranging return transfer for booth materials – this will not be handled by the organizer or the venue personnel. We strongly recommend that you use Suomen Messulogistiikka Oy (SMLog) to handle this.

## Delivery of booth materials to Lappia Hall

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Organizers strongly recommend that you use Suomen Messulogistiikka Oy (SMLog), the official logistic partner of NBC 2018, to handle all deliveries to/from the event venue.

Dates and deadlines:

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|---|-------------------------|
| 1. Pre-advice and/or service order to SMLog by        | 11 May 2018             |
| 2. Arrival of airfreight shipments to Helsinki by     | 15 May 2018             |
| 3. Arrival of goods to SMLog warehouse by             | 25 May 2018             |
| 4. Delivery of goods to Lappia Hall on                | 1 June 2018             |
| 5. Delivery of goods to the booths on                 | 4 June 2018 at 8:00 am  |
| 6. Collection of goods from the booths starting on    | 7 June 2008 at 3:00 pm  |
| 7. Shipment dispatch from SMLog warehouse starting on | 11 June 2018 at 8:00 am |

Please check the attached separate logistics instructions.

If your company has a contract with another logistics partner and will not be able to use SMLog, please follow these instructions:

- Delivery of goods directly to Lappia Hall: after 15 May 2018
- Delivery address: Rovaniemen teatteri, Jorma Eton tie 8 A, FIN-96100 Rovaniemi
- Contact persons for delivery: Tapani Pesola +358 (0)400 698 284 and Maria Mänty +358 (0)40 154 5205.

## **Electricity and data connection**

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The organizers are responsible for the general lighting of the exhibition area. The main electricity supply is 220V. One electrical outlet/6 m<sup>2</sup> (16 A, 3 kW, three sockets) is included in all exhibition booths.

Free WiFi connection is available at Lappia Hall.

## **Security and insurance**

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The organizer is responsible for fire safety and general order in the exhibition area. The exhibition area will be locked during night. The organizer shall not be held liable for any damage to or the disappearance of goods, structures or other materials. The exhibitor must independently take out any insurance policy that it regards as warranted (to goods and/or personnel).

If you plan to bring to your stand devices that may cause danger to fire safety, please inform the conference office about this. The device will need a permit from the fire authorities.

## **Want to be a sponsor?**

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The organizer welcome all event sponsors to get extra exposure. You can just tick the appropriate box in the booth reservation form and the organizer will contact you.

The sponsorship levels and benefits are as follows:

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|---|---------|
| 1. Gold Sponsor (for one company only)  | 6 000 € |
| <ul style="list-style-type: none"><li>• Max 10 min presentation at Symposium Opening</li><li>• Ad in printed Symposium proceedings (spread and back cover)</li><li>• Company logo printed on conference bag</li><li>• Participation in event press conference</li><li>• Company logo with link on NBC 2018 website's front page</li><li>• One bag insert</li><li>• Two complimentary participants</li></ul> |         |
| 2. Silver Sponsor (for two companies)   | 3 000 € |
| <ul style="list-style-type: none"><li>• Max 8 min speech/company at Symposium dinner</li><li>• Company logo visibility at Symposium dinner</li><li>• Ad in printed Symposium proceedings (spread)</li><li>• Company logo with link on NBC 2018 website's front page</li><li>• One bag insert</li><li>• One complimentary participant</li></ul>  |         |
| 3. Bronze Sponsor (for three companies)   | 2 000 € |
| <ul style="list-style-type: none"><li>• Max 5 min speech/company at Get-together party</li><li>• Company logo visibility at Get-together party</li><li>• Ad in printed Symposium proceedings (one page, first part of book)</li><li>• One bag insert</li><li>• One participant/company with 50% discount of registration fee</li></ul>  |         |

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|--|---------|
| 4. Half-page ad in printed Symposium program (organizer decides on ad place) | 800 €   |
| 5. Company logo on NBC 2018 memory stick                                     | 1 000 € |
| 6. Bag insert (others than sponsors, advertisers and exhibitors)             | 300 €   |

### **Booth Catering**

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The NBC 2018 exhibition area is catering area of the local restaurant CafeBar 21. The only thing exhibitors are allowed to have in their booths is candies or corresponding items - everything else has to be ordered from the restaurant.

Closer to the event time exhibitors will get by email a booth menu order form they can use to order catering for their booths during NBC 2018.

### **Attachments**

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- Exhibition Floor Plan (PDF)
- Order form (stand furniture, Excel)
- Shell schemes and furniture pictures (PDF)
- Logistic instructions (PDF)

### **Further questions**

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