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**EUROPEAN
ROBOTICS FORUM**

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ROMANIA



Event held
under the
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of the President of
Romania

Under the Patronage



Hosted by



In collaboration with



20-22 March 2019
Bucharest, Romania

www.erf2019.eu

Exhibitor Manual

Event: European Robotics Forum 2019

Conference Dates: 20 – 22 March

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Exhibition Team Contacts

Exhibition Manager/Conference Organizer's information

Exhibition@erf2019.eu

Venue Exhibition Co-ordinator

Miruna Paceoaga

event coordinator | JW Marriott BUCHAREST GRAND HOTEL

90 Calea 13 Septembrie | Bucharest, 050726

Miruna.paceoaga@marriott.com | Tel 4021.403.1108

Exhibition Passes & Conference Registration

No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Please read the section below detailing the different badges in use:

- **Exhibitor Badges**

Exhibitor badges are required for all personnel working on your stand during the open period. Badges will be available from registration during the event with company and personnel name.

- **Contractor Badges**

Contractor badges are required for all personnel working on the buildup and dismantling of your stand who are not registered as exhibitors. Badges will be available at Marriott upon arrival.

Venue / Exhibition Schedule

- **EXHIBITION DATES & ADDRESS**

Dates: European Robotics Forum 2019
20 – 22 March 2019

Location: The Exhibition will be held at the JW Marriott Bucharest Grand Hotel, 90 Calea 13 Septembrie, Bucharest, Romania

- **EXHIBITION BUILD UP AND BREAKDOWN TIMES**

The exhibition hall will be open to exhibitors for set-up and dismantling as follows:

Date and time installation may commence:

19 March 2017:
12:00 – 20:00 Exhibitors set up

Date and Time of Dismantling:

22 March 2017:
17:00 - Exhibition closes
17:00 – 22:00 Dismantling

- **EXHIBITION OPEN TIMES**

The exhibition will be open at the following times

08:30 – 17:45	Wednesday, 20 March 2019
08:30 – 17:45	Thursday, 21 March 2019
08:30 – 16:15	Friday 22, March 2019

- **BREAKDOWN**

Please note that exhibitors will be allowed to remove their stands from 15:00 on 22 March. Please note all stands must be dismantled by 22:00 on 22 March.

- **DELIVERIES**

All deliveries to the JW Marriott Bucharest Grand Hotel should be clearly marked with the following:

Exhibitor Name:

Stand No:

Event Name: European Robotics Forum

Deliveries will be accepted from 18 March 2019.

Exhibitors should ensure that arrangements are made for the collection of all items from the JW Marriott Bucharest Grand Hotel at the end of the event.

Items may be left for a very short period of time. If items are to be left and collected by a courier, the Exhibitor Storage Form should be completed and given to a member of the JW Marriott Bucharest Grand Hotel Security Team or the Exhibition Coordinator. Items can be left for **1 working day**, before being stored, charges** will then be applied to release items***.

Charges may be up to **100.00 Euro +VAT PER DAY following the 1 working day as mentioned above.

***Payment will be by credit card only. The venue will not release items to a courier unless payment has been made in full.

It is the responsibility of the exhibitor to complete all forms relating to International Shipping correctly. It will not be the responsibility of the JW Marriott Bucharest Grand Hotel to undertake any paperwork completed in error by the exhibitor that does not enable uplift by the courier.

Stand Information

STAND SPECIFICATION

The exhibition stand includes:

- 1 x table - 80 x 45 cm wooden tables
- 2 Chairs

All additional power, lighting and audio-visual equipment are available **on request** from the JW Marriott Bucharest Grand Hotel: Miruna.paceoaga@marriott.com

DISTRIBUTION OF FOOD & BEVERAGE

NOTE: No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers at the JW Marriott Bucharest Grand Hotel without express written consent.

Health & Safety

INSURANCE/SECURITY

It is the responsibility of all exhibitors to ensure you have sufficient insurance cover for the event. All attendees at the event must ensure their personal belongings are stored safely. Exhibitors must take care of their equipment/belongings. Exhibitors' stands and exhibits on stands are **NOT** accepted into the custody or control of the Event Organizer or the venue and exhibitors shall make their own insurance arrangements. Items can be left over night and there will be a guard present, but the Exhibitors should take measure to protect their goods.

Access to the JW Marriott Bucharest Grand Hotel

ATTENTION!

The taxi and bus can only be paid cash in national currency (RON), so make sure you exchange the necessary amount in the airport.

By taxi

Taxis are available in front of the airport or at a taxi stand right at the exit from customs. By taxi, the trip to Bucharest city center will cost you around 20 - 25 Euros, travel time is approximately 40-50 minutes, depending on the hours. During rush hours it may take even longer.

By bus

The local bus line 783 operates between the airport and Bucharest city center. As this is a local bus line, there might be limited room for luggage. The bus stop is in front of the airport. A ticket can be bought from the bus kiosk, the cost of the ticket is 1 € (cash only by buying a bus card). The bus station in the city center is called Unirii and it is the last one.

By Uber:

The uber journey is approximately 40-50 minutes. Journey times are obviously dependent on traffic flow and time of day and cost approximately 10-15 €

JW Marriott Bucharest Grand Hotel can provide transportation also by:

- Limousine service (Mercedes E Class): 43 EUR/ transfer/ VAT included. In the car can travel from 1 to 4 persons, depending on how much luggage they carry.
- Shuttle service (Mercedes Minivan, about 1-hour trip): 10EUR/person / VAT included, every sharp hour, only upon request.

In order to reserve any of the means, you should contact JW Marriott Bucharest Grand Hotel Concierge directly: + 4021 403 0000.

JW Marriott Bucharest Grand Hotel is located near Parliament Palace in Romania's capital city, a 15-minutewalk and a 35-minute walk from Bucharest Old Town.

CAR PARKING: Parking at the JW Marriott Bucharest Grand Hotel costs 10 RON/hour and can be paid at an automated kiosk.

Exhibitor Storage Form

(to be left at Marriott Security or event coordinator)

Name of the company:	
Date when left:	
Date when collected:	
Name of contact person:	
Name of transport company:	
Description of items/box no.:	