

CHANGE *the* CHANGE

INTERNATIONAL CONFERENCE ON CLIMATE CHANGE

6-8
MARCH
2019

DONOSTIA-SAN SEBASTIÁN
BASQUE COUNTRY

#ChangeTheChange19

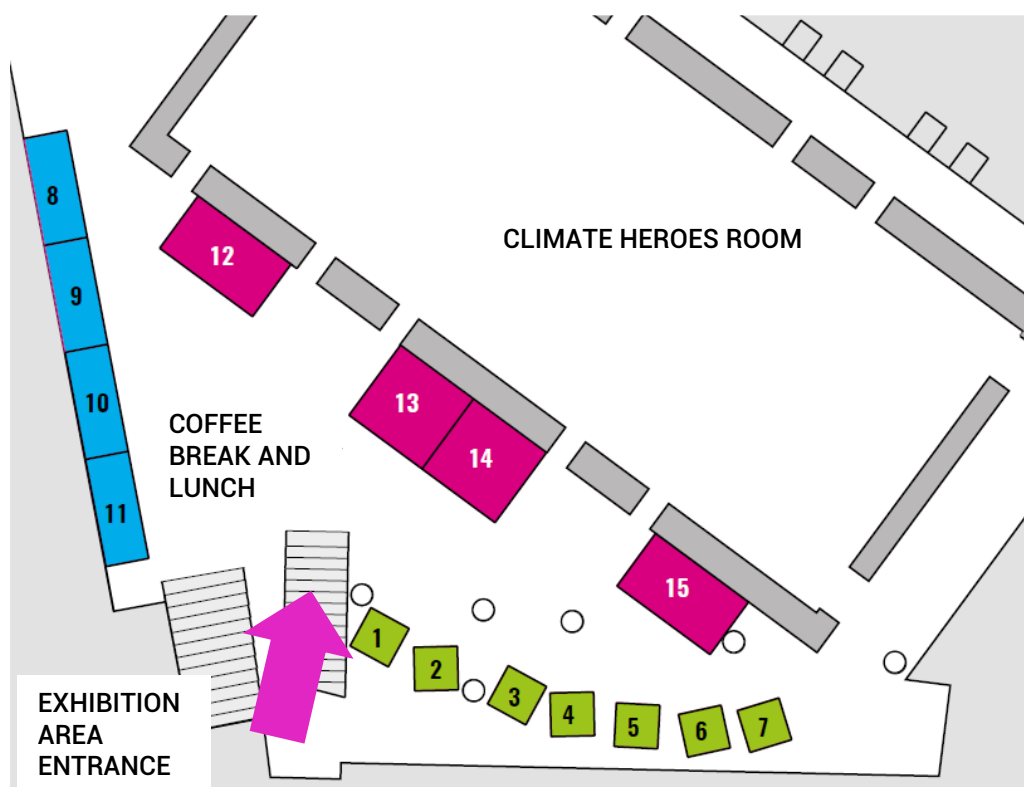


**SPONSORSHIP GENERATOR
& PROMOTER
EXHIBITION AREA
DOSSIER**

Venue: KURSAAL

Change the Change is the meeting point for climate-change policymakers and the different sectors. The exhibition area will be an opportunity to learn first-hand about the latest innovative trends and processes and will run parallel to the conference. This large area will be a point of reference for the meetings between delegates and exhibitors during the networking coffee breaks and lunches. The exhibition area is located by the entrance to the CLIMATE HEROES ROOM.

EXHIBITION AREA



N.B.: The organisers reserve the right to make any changes needed for organisational reasons and will notify the exhibitors of any such changes as soon as possible.

CONTRACTING TERMS AND CONDITIONS

Spaces can be reserved by emailing: changethechange@ihobe.eus and they will be allocated on a strict first-come first-served basis.

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Tel.: 00 34 94 405 78 88 Email: changethechange@ihobe.eus

PROMOTER



- Spaces 8 to 11
- 10 m² individual module
- Two walls customizable with the entity's graphics
- 1 ice-cream cart customizable with the entity's graphics
- 1 table and 2 chairs
- Power outlet

SPONSORSHIP GENERATOR



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- o Spaces 1 to 4
- o 16 m2 individual module
- o Walls customizable with the entity's graphics
- o 1 ice-cream cart customizable with the entity's graphics
- o 1 table and 2 chairs
- o Power outlet



Customised graphic support: Exhibitors will be sent a template to adapt the design to produce the walls of their stand once its number has been allocated.

Exhibitors can customise the colour of the ice-cream cart canopy if they inform the organisers before 6 February. If you wish to change the colour of the frame and carpet, you must contact changethechange@ihobe.eus before 6 February.

Those designs are to be emailed to changethechange@ihobe.eus before 13 February

TRADE EXHIBITION SCHEDULE

Tuesday 5 March	Wednesday 6 March	Thursday 7 March	Friday 8 March
	8.30 a.m. - 7.00 p.m. Trade Exhibition	9.00 a.m. - 7.30 p.m. Trade Exhibition	9.00 a.m. - 2.00 p.m. Trade Exhibition
	11.00 - 11.30 a.m. Coffee break	11.00 - 11.30 a.m. Coffee break	11.00 - 11.30 a.m. Coffee break
3.00 - 6.00 p.m. Stand assembly	1.45 - 3.30 p.m. Lunch / Networking	1.45 - 3.30 p.m. Lunch / Networking	1.00 p.m. Lunch/ Networking

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This schedule has been established based on the scientific programme and, therefore, may be subject to change.

ADDITIONAL SERVICES

The organisers are offering the exhibitors the option of contracting the following extras:

- ↪ Furniture
- ↪ Audio-visual equipment
- ↪ Auxiliary staff
- ↪ Loading and unloading personnel
- ↪ Others

Contracting requests must be email to changethechange@ihobe.eus before 13 February

GENERAL RULES OF PARTICIPATION

- The use of loudspeakers on the stand is forbidden, along with noisy demonstrations that may disturb other exhibitors. The noise level may not exceed peaks of 60 decibels, measured at the edge of the stand.
- Painting, labelling, nailing or drilling the walls or floors of the stands or of the exhibition venue are strictly forbidden. The cost of repairing any damage caused by the exhibitor to the facilities, furniture or equipment shall be met by that exhibitor.
- Exhibitors may bring their own audio-visual and computer equipment provided that they do not affect the size of their space, the image of the event or the activity of the adjacent exhibitors, and provided that they are mounted and dismantled at the scheduled times.
- Exhibitors are not allowed to display at the edge of their stand graphic elements that have not been authorised by the organisers (roll-ups, visuals, etc.) in order to ensure the uniformity of the exhibition area.
- We recommend that there is always someone looking after the stand and that it is carefully tidied up, with any paper or valuable item stored properly at the end of the day.
- Exhibitors shall have a third-party liability policy that covers:
 - ↪ Transporting and moving machinery and equipment to/from the stand.
 - ↪ Machinery, equipment and staff of the company during the exhibition, including the assembly and dismantling periods.

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- **Third-party liability:** Each exhibitor shall be liable for any damage, theft or loss of equipment that is under its responsibility, and for any damaged to the rented spaces. Neither the organisers nor the Kursaal shall be liable for any losses or damage/injuries to people, products, equipment or décor as the result of fire, accident, theft or for any other cause while in the premises of the exhibition.
- **Cleaning:** The exhibitors shall be responsible for cleaning the stands and for removing the boxes and materials used. The organisers shall be responsible for cleaning the communal areas.

SENDING GOODS

- The Change the Change organisation is not physically at the Kursaal and it is therefore NOT in charge of managing shipments to/from the event venue. The exhibitors/sponsors shall be responsible for managing their own shipments and for the correctly labelling and storing of their material at the end of the event.
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- Goods shall only be accepted on 1 and 4 March.
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- To send a shipment to Kursaal, access the intranet.kursaal.org link and fill in a simple form to provide the required data. The label will thus be created automatically to be placed on the packages with the exact address and KURSAAL will be sent a notification alerting to the shipment. Subsequently, once the goods have arrived at KURSAAL, you will receive an email confirming receipt.
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- No box will be accepted unless duly identified.
- Other considerations: if you are sending bulky goods or equipment, you must notify changethechange@ihobe.eus to coordinate access to the exhibition area.

ASSEMBLY

- The organisers will be in charge of assembling and dismantling the structure of the trade exhibition stands.
- Exhibitors will be able to access the exhibition area from 3.00 p.m. on Tuesday 5 MARCH. Assembly must be completed by 6.00 p.m.
- Exhibitors will have to use their own resources (carts, trolleys) to take their material from the warehouse to the allocated stand.

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IDENTIFICATION / ACCREDITATIONS

All the stand staff must be accredited to be able to access the conference. Accreditations can be collected from the accreditation stand from 3.00 p.m. on Tuesday 5 March.

DISMANTLING

- The dismantling will begin after the closing ceremony, at approximately 3.00 p.m.. All the material must be removed by 6.30 p.m.
- The exhibitors must take their material, correctly labelled, to the conference warehouse to be collected the following day.
- Any material not taken to the warehouse will not be considered to be stored and will therefore be destroyed. Any materials not collected within the following 2 days will be classified as disposable.

STAND CONTRACTING FORM	
<i>The space will be allocated on a strict first-come first-served basis and receipt of the relevant proof of payment. Please check space availability before making the booking: changethechange@ihobe.eus.</i>	
EXHIBITOR DETAILS	
Company:	
Contact person:	
Post:	
Telephone:	
E-mail:	
BILLING DETAILS	
Company name:	
Tax number:	
Address:	
Post code:	
City:	
Province:	
Country:	
EXHIBITION SPACE SELECTION	
	Indicate the stand No. To be contracted

TERMS OF PAYMENT:

- **Bank transfer:**
ACCOUNT HOLDER: IHOBE
ACCOUNT NO. ES 88 3035 0012 78 0120005044
Concept: Company name + invoice number

Please indicate the name of the company making the payment in the concept. You will need to send this duly complete form to changethechange@ihobe.eus for the conditions of the option chosen to be effective.

Name and Surname(s): _____

Signature and stamp of the company:

(Place) _____, (day) _____ (month) _____ (year) _____

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