

CHANGE *the* CHANGE

INTERNATIONAL CONFERENCE ON CLIMATE CHANGE

6-8
MARCH
2019

DONOSTIA-SAN SEBASTIÁN
BASQUE COUNTRY

#ChangeTheChange19

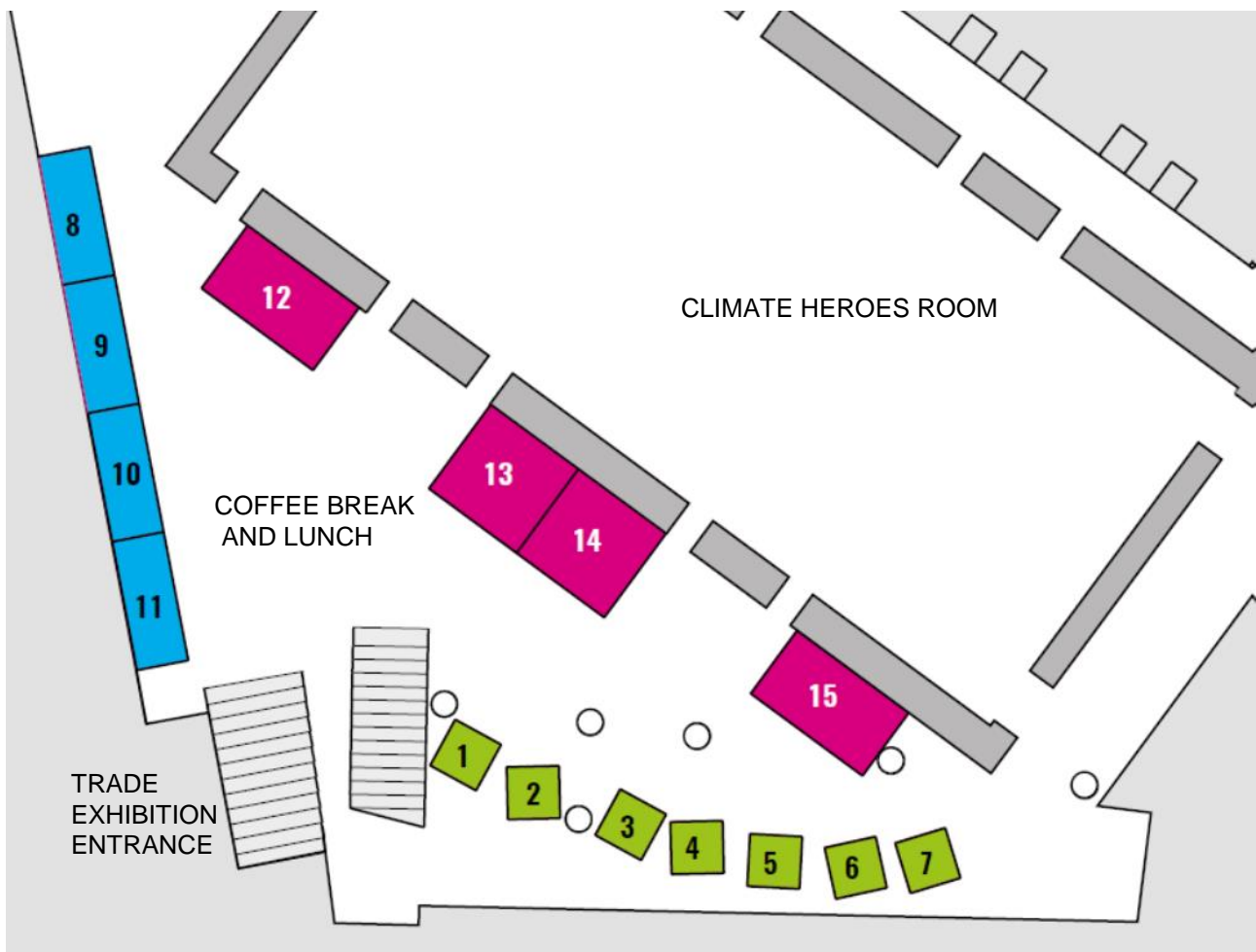


ZONA EXPO
CONNECT 4 CHANGE

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.

LOGISTICS & TECHNICAL OFFICE

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

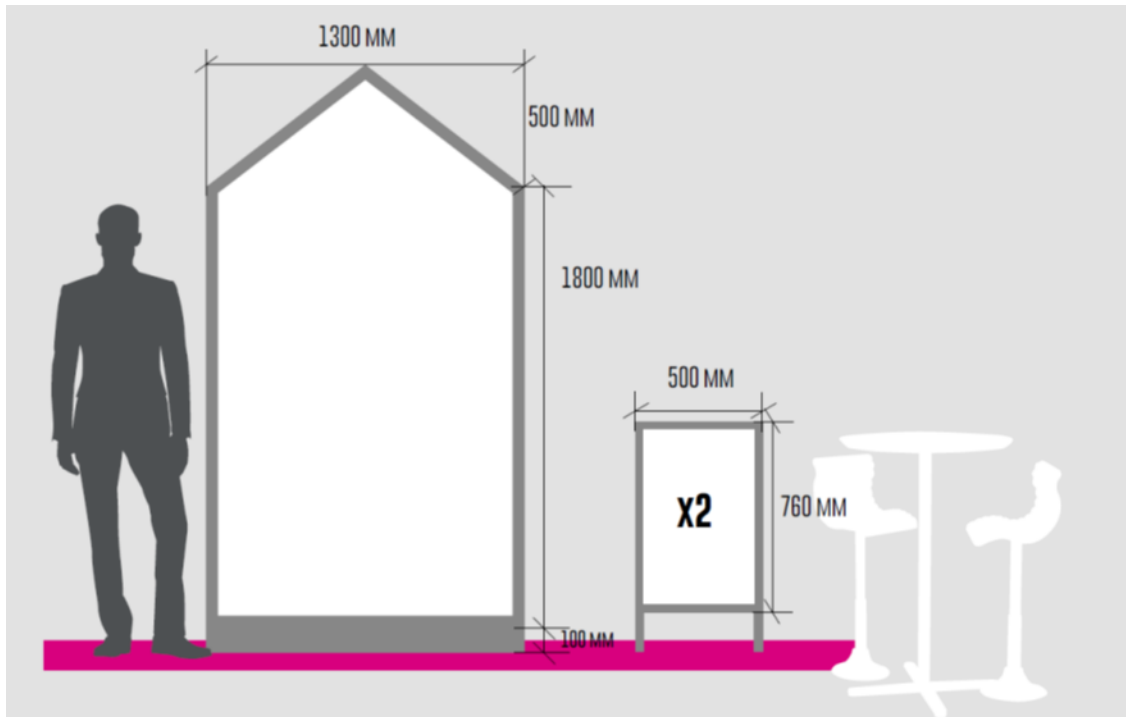
PARTICIPATION OPTIONS

OPTION 1: CONNECT 4 CHANGE – €1,000 + VAT (1 to 7)



- 2-m2 customisable individual module wall
- A-board customisable with the entity's graphic on both sides
- 1 table and two chairs
- Power outlet
- Two accreditations for the stand staff





OPTION 2: STAND – €6,000 + VAT (8 to 11)



- o 10-m2 individual module
- o Customisable graphic support
- o 1 customisable counter/ice-cream cart
- o 1 table and 2 chairs
- o Power outlet
- o Two accreditations for the stand staff





GRAPHICS

- Exhibitors will be sent a template to adapt the design to produce the walls of their stand once its number has been allocated. Those designs are to be emailed to changethechange@ihobe.eus **before 13 February**.
- The organisers do not undertake to have printed any designs and graphics received after that date and reserves the right to print a generic design.
- 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 13 February**.

CONTRACTING TERMS AND CONDITIONS

- **The allocation of spaces will be on a strict first-come first-served basis.**
- For the **contracting of the space to be finalised**, exhibitors must send the booking application form, included at the end of this document, duly signed and sealed and **pay 100% of the amount** at the time of receiving the invoice and always before the start of the conference.
- If at the end of that period, the organisers have not received confirmation of the payment, the entity will be notified and that space will be released to be available to other interested entities.
- 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.

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CANCELLATIONS

Participation cancellation shall be requested in writing by emailing: changethechange@ihobe.eus. Any cancellation before 15 February will receive a 50% refund. No refund will be made after that date.

TRADE EXHIBITION SCHEDULE

Tuesday 5 March	Wednesday 6 March	Thursday 7 March	Friday 8 March
	9.00 a.m. - 7.00 p.m. Trade Exhibition	9.00 a.m. - 7.00 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 - 3.00 p.m. Lunch / Networking

***N.B.:** 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

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.

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- 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.
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- 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.
- 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 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 their material at the end of the event.
- **Goods shall only be accepted on 1 and 4 March.**
- 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.
- 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.

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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.

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 6.00 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.

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.

EXHIBITOR DETAILS	
Company:	
Contact personal:	
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 to:
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) _____ (mont) _____ (year) _____