

## Exhibitor Guidance

### SIG: Advancing Precision in Additive Manufacturing

#### Meeting Address:

The meeting will be held at the following address:

**LS2N, Ecole Centrale de Nantes – Building S**  
**1 rue de la Noë, 44321 Nantes Cedex 3, France**



#### Delivery address:

You may send your materials in advance to the venue. Please send any materials to the following address:

**Ecole Centrale de Nantes**  
**à l'attention de Belkadi Farouk (Bat S- 411)**  
**1 rue de la Noë**  
**BP 92101**  
**44321 Nantes Cédex 03**  
**(Reference: euspen SIG Additive Manufacturing Meeting)**

**Exhibitor Table Tops:**

Tables will be allocated to exhibitors upon arrival.

Exhibitors may set up and pack away their tables according to the following schedule:

SCHEDULE	
<b>Monday 16 September 2019</b>	<b>SET-UP</b> – Exhibitors can set-up their tables from 09:00
<b>Wednesday 18 September 2019</b>	<b>PACK-UP</b> – The exhibition will formally close after the last coffee break at around 16:00

Please note, exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits.

Exhibitors cannot leave boxes and packing material in the exhibition display area during the exhibition. All boxes and packing material must be removed.

At the end of the exhibition please ensure that your table is cleared of all materials and rubbish as any materials left on or around tables will be discarded.

**Exhibition Times:**

The exhibition hall will be open at the following times and it is expected that your booth will be manned, particularly during peak periods:

**Monday 16th September - 13:00 - 16:55**

**Tuesday 17th September - 09:00 - 16:55**

**Wednesday 18th September - 09:00 - 16:00**

Peak times for visitors to the exhibition area are likely to be around the conference break and lunch times which are scheduled for the following times each day:

	<b>Mid morning break</b>	<b>Lunch</b>	<b>Mid afternoon break</b>
<b>Monday 16th September</b>	-	-	15:10 - 15:25
<b>Tuesday 17th September</b>	10:30 - 10:45	12:45 - 13:45	15:20 - 15:35
<b>Wednesday 18th September</b>	10:00 – 10:15	13:05 - 14:00	15:40 - 16:00

Refreshments will be served in the exhibition area.

The full conference programme can be accessed [here](#).

**Commercial Session:**

Exhibitors will be given the opportunity to give a 5 minute presentation to our delegates during the commercial session.

A commercial presentation guidelines document can also be found [here](#). If there are any videos on your presentation we would be grateful if you could make us aware in advance. Please note that it is the responsibility of the presenter to ensure that all videos are formatted to work. euspen cannot be held responsible if videos do not work.

**Health and Safety:**

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show.

You should also check that any contractors, suppliers, agents, etc. that you may be using have a health & safety policy, suitable to the exhibition environment.