

## PROCEDURES FOR SET-UP AN DISMANTLING OF BOOTHS

### 1. SET-UP/Dismantling Schedule:

- The Scheduled time for set-up of booths is:

*Friday, September 7th from 9 AM to 6 PM.*

*All spaces must be left free of merchandising, litter, boxes, materials, etc. by 6 PM to allow for clean-up. The venue will close its doors at 6PM and no further set-up will be allowed past this time. The venue DOES NOT operate on weekends, so September Saturday 8<sup>th</sup> and Sunday 9<sup>th</sup> are NOT available for set-up.*

- The Scheduled time for dismantling of booths is:

*Wednesday, September 12th from 6 pm to 8:30 pm*

*Once the conference has finished, and past the scheduled time for dismantling, all materials left in the commercial exhibition area will be considered disposable and the clean-up staff will remove it from the venue.*

### 2. Amount of Material

Please keep in mind that all materials provided should be estimated for 200 delegates.

### 3. Electrical Needs

The venue provides power connections for exhibitors. Please let us know of your power supply needs at [iportela@fase20.com](mailto:iportela@fase20.com) to plan accordingly.

### General Information – Instructions for set-up and dismantling

- The entry for exhibitors will be London Metropolitan University, Clocktower reception, 166-220 Holloway Road.
- The commercial exhibition area is in the venue directly below the main conference hall and both share the same entrance.
- Storage area: there is a lockable storage room in the venue reception area.

## Guidelines for shipping and storage of materials:

1. Materials for distribution amongst delegates, and set-up of booths will be recaptured at the venue on the day prior to the set-up of the conference. This will be on Thursday Sept. 6<sup>th</sup>, between 9 AM and 6 PM. The venue may choose not to receive any materials sent to them prior to this date.

*The organization is not held responsible for the handling of materials that are sent outside of the allotted time. Should you have any special needs regarding the shipping of your materials, please contact [iportela@fase20.com](mailto:iportela@fase20.com) to avoid inconveniences.*

2. All materials should be labelled the following way:

- Conference Name: XI ISIN Conference on Immunonutrition
- Dates: Sept 10th-12th, 2018.
- Nº of Boxes: \_\_ out of \_\_.
- From (please include full name, company, and contact number)
- Booth number:

The address to which these should be sent is:

FAO: James Currington  
Room TMG-13  
London Metropolitan University  
166-220 Holloway Road  
London N7 8DB

3. Once the Conference has finished, all materials must be removed by the end of the day. All materials left behind without noticed will be considered disposable and the venue may choose to do away with them at their own convenience.

## Modular Stand Set-up:

Should you have any special needs in the design or execution of the construction of your booth, please get in touch [iportela@fase20.com](mailto:iportela@fase20.com) in order to coordinate.