

■ ■ ■ INTER
■ ■ ■ EXPO
■ ■ ■ CENTER

international
exhibition for
industrial machinery
and technologies

**MACHTECH &
INNOTECH EXPO
15-18 APRIL
2019**

www.machtech.bg

international
Exhibition

**15-18
APRIL**



**MACHTECH &
INNOTECH EXPO**



WORKING HOURS:

For exhibitors

15th of April	8.30 am - 6.30 pm
16th – 17th of April	9.00 am - 6.30 pm
18th of April	9.00 am - 5.30 pm

For visitors

15th – 17th of April	10.00 am - 6.00 pm
18th of April	10.00 am - 5.00 pm

INFORMATION FOR EXHIBITORS:

Stand mantling and arrangement

** For exhibitors with large scale machines the loading of the exponats will be do on a shedule. The exhibitors will be informed additionally about the schedule*

*Vacation of stands
and dismantling*

■ **Mounting of stands by outer construction companies**

11th – 13th of April 8.30 am - 6.30 pm

■ **Stand arrangement**

14th of April 8.30 am - 8.30 pm

■ **Vacation of stands**

18th of April 5.30 pm - 8.30 pm

■ **Dismantling of stands by outer construction companies**

19th – 20th of April 8.30 am - 5.30 pm

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STANDS MANTLING BY THE EXHIBITOR OR ANOTHER CONSTRUCTION COMPANY

The Exhibitor / Construction Company will be allowed to build the stand only after signing a separate contract with the Organiser and after approval of the stand plan. The access to the fairground from 11 to 13 April is only with passes which could be taken from the main foyer of Inter Expo Center.

Prolongation of the working hours during the days of stand construction, stand arrangement and stand dismantling should be allowed based on a written request. The Exhibitor / Construction Company should pay a fee for each booth for each started hour:

- 50 EUR per hour excluding VAT if the request is received until 2.00 pm
- 100 EUR per hour excluding VAT if the request is received after 2.00 pm
- 150 EUR per hour excluding VAT if the request is for the days of stand arrangement

Connection to the power supply without agreement with the electrical technicians is not permitted.

The Exhibitor / Construction company should avoid any actions which might result in damages to the walls, the floor surface, the ceiling or other structural elements of the exhibition halls.

The Exhibitor / Construction company is obliged to carry out the required OHS (occupational health and safety) instruction and training for the employees, who are assigned to work at the exhibition area, and to acquaint them with the possible risk for the safe performance of their activities.

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STAND ARRANGMENT

On 14 April every Exhibitor could receive passes for stand arrangement from the security guards at the Cargo Entrance (see the map at page 6).

Services applied for in the days of stand supply should be paid on site in cash.

Companies failed to pay for their participation at the exhibition will not be allowed to their stands.

EXHIBITOR'S BADGES AND CAR PASSES

Registration of the exhibitors will take place on 14 April at the information desk in the foyer of Inter Expo Center from 8.30 am till 8.30 pm. The exhibitor's badges shall be prepared after written request for the required number. Exhibitor's parking pass allow exhibitors to use parking lot (only for a car) during the exhibition.

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GENERAL INFORMATION

During the exhibition (15 – 18 April) supplying the stands with goods is allowed only through the glass doors of the hall 2 (entry 2a) and hall 3 (entry 3b) from 9 to 6 am or through the main entrance of the Inter Expo Center during the opening hours.

The electrical power to the stands will be shut off at 6.30 pm on 15 - 17 April and at 5.30 pm on 18 April.

The cleaning of the stands will be performed every morning between 9.00 and 10.00 am and includes only carpets with vacuum cleaner. The Exhibitors have to take personal care of the cleaning of exhibits, furnishing and displaying modules.

Inter Expo Center doesn't offer cleaning of the stands to exhibitors, whose stands are built by outer construction companies.

Staying at the stands after the working hours is not permitted.

Taking exhibits out before 5.30 pm on 18 April is not permitted.

Halls will be subject to a general surveillance service performed by specialised personnel during the exhibition. The Organiser is exempted from any responsibility regarding thefts within stands. Complete security of the halls is provided outside the working hours of the exhibition.

For uploading of exponats to the stand please contact EXPOLOGISTIK.

Smoking is not allowed in all enclosed spaces on the territory of Inter Expo Center.

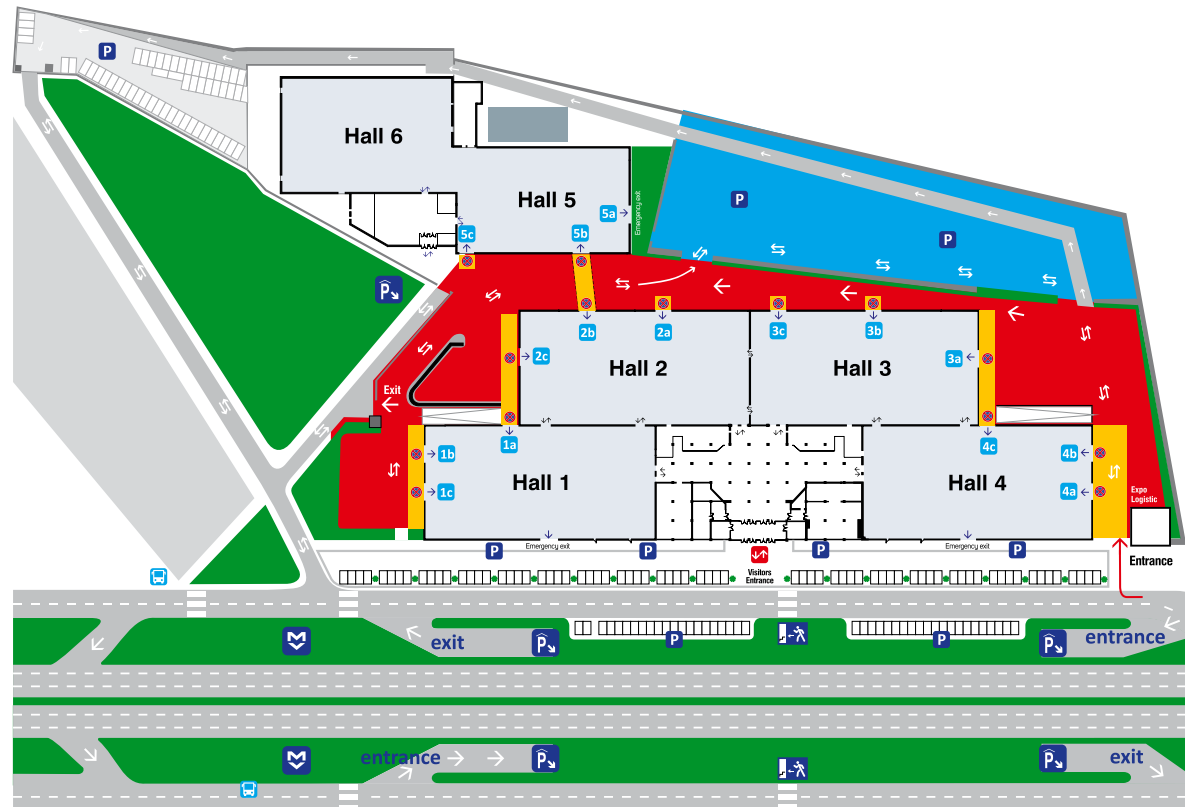
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Do not stand and park



Stay allowed up to 1 hour for the purpose of load/unload. In case of violation, a fine of 50 (fifty) BGN shall be imposed for every next hour



Free parking during the working hours for exhibitors only.

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OTHER SERVICES

Stand design and stand building

We can provide professional assistance for attractive and successful presentation of your company, how to design and build a notable exhibition booth.

Forwarding and logistics

Official forwarding agent of the exhibition is Expo Logistik Ltd. The company offers complete and high quality range of forwarding services - forwarding and customs clearance, forwarding handling loading/unloading operations from means of transportation to/from stand (customs warehouse), transportation and storage of empties.

Seminars, presentation equipment and catering services

The Congress Center has 7 conference halls with capacity from 20 to 450 seats. We can provide you with presentation equipment in case you need it for your booth. On request we can offer you a company for catering services that will take care of good welcoming the guests at your booth.

Advertising

Attract attention to your company through the various and flexible advertising solutions we offer - box advert in the guide map, facade billboards, illuminated print-ons in the central foyer of the exhibition complex, distribution of company advertising materials, advertisement on 12 ad monitors in the central foyer and restaurants of the exhibition complex, advertisement on the web page of the exhibition.

Internet

During the exhibition all Exhibitors have free access to Wi-Fi. After request we can provide cable Internet with guaranteed speed only for your stand.

Cloakroom service

During the exhibition a cloakroom service is at disposal in the foyer of Inter Expo Center. Opening hours: 9.00 am up to 6.30 pm, on 18 April up to 5.30 pm.

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CONTACTS

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*Contracts with stand construction
companies and stand design approvals*

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