

General Information for the Sponsors and Exhibitors of ERPW2022

Dear Sponsor of the Conference ERPW2022,

We appreciate your willingness to participate in the Conference ERPW2022 that will take place in the Congress Center of Estoril (CCE) from 9-14 October 2022 and thank you for your kind sponsorship. We are providing below general instructions and rules. As follows:

Exhibition rules, location and available infrastructure in the CCE

- Each financial sponsorship includes the free participation (registration fee waived) of 1 representative from the sponsoring entity (referred to as “Exhibitors” in the sequence). Additional representatives from the sponsoring entity must register at the Conference.
- Exhibitors will be allowed to exhibit and display their products at the area designated “Foyer”, in the 2nd floor of the Congress Centre, nearby the hall where Coffee breaks will be served and sessions will take place (a few meters from the main auditorium and from the rooms where the sessions will take place). An indicative plan of the Congress Centre is provided attached.
- Exhibitors have available at the Conference premises the general infrastructure provided by the Congress Center, plus, if needed, 1 table with chairs and a specific area (between 2 and 4 square meters, exact location to be defined, depending on the type of sponsorship) for the exhibition of their products.
- Instruments, equipment, books, leaflets, promotional material (objects, gadgets, informatics equipment, etc.), banners, rollups, etc. can be exhibited in the aforementioned specific area allocated to each Exhibitor.
- The setting up and installation of the exhibition areas, equipment and any related items can be performed either on **Sunday, October 9 in the afternoon** or on **Monday, October 10, in the morning**.

Material shipping - information for Exhibitors

Each Exhibitor in the ERPW2022 Conference is responsible for sending, in advance to the Conference dates, the exhibition material to the *Congress Center of Estoril*, in Estoril (Portugal). Please note the incurring shipment and, if applicable, temporary storage costs, must be supported by the Exhibitors.

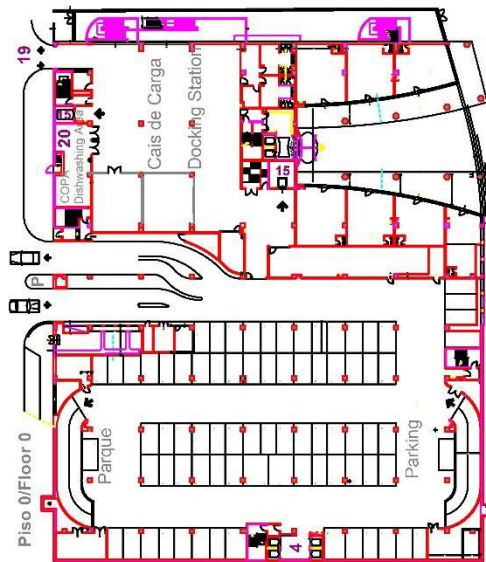
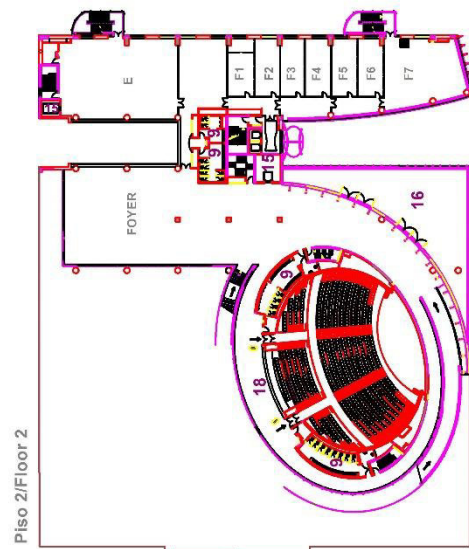
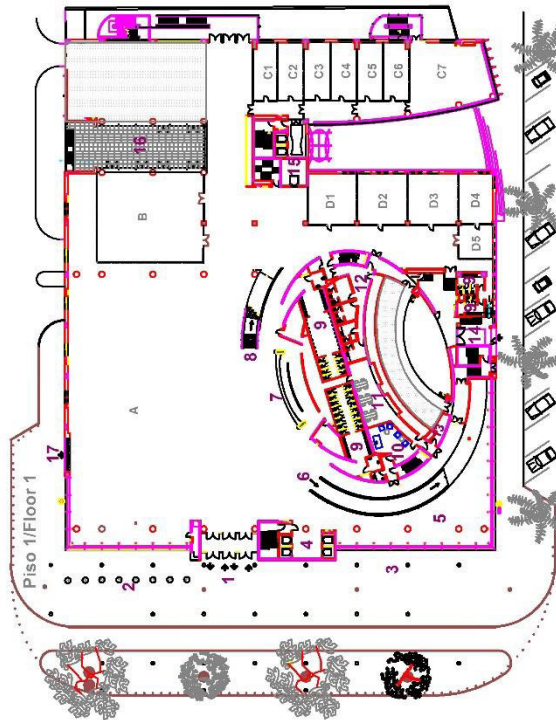
In order to facilitate this action, the contacts of a logistics Company, provided to us by the CCE, that could facilitate these services are as follows:

- Company: MERKUR
- Website: <https://www.merkur-expo.com/en/>
- Email: nuno.cunha@merkur-expo.com

You are free to choose alternative companies and methods for shipping and temporarily storing the material to be exhibited.

Please don't hesitate to let us know (send email to secretariat@erpw2022-portugal.eu), should you deem that we can be of any help.

ANEXO I



LEGENDA / INDEX

PISOS 0+1+2 / FLOORS 0+1+ 2

- 1 - Entrada principal/Main Entrance
- 2 - Mastros bandeiras/Flag Poles
- 3 - Fachada para colocação de telas/Banners spot in building front
- 4 - Elevadores Acesso parque estacionamento/ Car Park Elevator Access
- 5 - Meeting point
- 6 -Rampa acesso Piso 2/Level 2. Access Ramp
- 7 - Recepção / Reception
- 8 - Escadadas acesso Piso 2/Level 2. stairs Access
- 9 - WC'S
- 10 - Sala VIP/VIP Room
- 11 - Sala de apoio/Support Room
- 12 - Camarins/Dressing Rooms
- 13 - Posto de Socorro/ Health Office
- 14 - Plataforma elevatória acesso palco/Stage Elevating Platform
- 15 - Elevadores acesso Cais de carga/descarga/Docking Station Elevator Access
- 16 - Terraço / Terrace
- 17 - Portão acesso cargas/descargas Hall / Main Hall Docking Area
- 18 - Bar
- 19 - **Entrada cais de carga/Docking StationEntry**
- 20 - Copa/Dishwashing Area
- P- Parque de estacionamento/Parking