

The following guide will help you to prepare for the exhibition. Read through all the questions and make yourself familiar with the most important information.

If you cannot find the answers to your questions here then please contact us directly via e-mail.

1. When and where will the Exhibition take place?

BEF Exhibition will take place on **19th until 21st of September 2017** at **Educational and Congress Centre of Silesian University of Technology** in Gliwice.

Address: Stanisława Konarskiego 18B, 44-100 Gliwice.
Google map is placed on our [www](#).

2. Will the Exhibition be at the same time as BEF conference?

Yes, Exhibition will be held in parallel to BEF conference presentations, therefore Exhibitors will also get the chance to listen to interesting speeches and discussion panels. There will be many networking breaks when participants will be able to visit your booths.

3. When will I be able to build my stand?

Exhibition stands can be build the day before the event which is **18th September** (Monday) starting from **4:00pm to 6:00pm** or just before the event which is **19th of September from 7:30am**.

4. Which stand number do I have?

All stand numbers are given 1 week before the event, so if you do not receive this information, please ask the organizers.

5. How big is my stand/booth?

It is a **table-top exhibition**, the dimensions of the stand are **130x200cm**. There will be a table (125x60x75 cm) with maximum load 50 kg and two chairs provided. There is enough space for 2 roll-ups or one wall.

6. What kind of additional equipment I should take with me?

For Exhibitors we recommend to take extension cords for your electrical equipment.

7. Should I have a ticket to enter the event?

Yes, all registered Exhibitors and Participants should have their tickets printed. The ticket is sent via e-mail the moment the payment is done. You will be asked to check-in upon arrival.

8. Will there be free parking in front of the building?

Yes, there are numerous free of charge parking lots around the building but they are taken on **'first come first served basis'**.

9. Is there any catering during the event or the possibility to buy food?

Yes, catering will be served free of charge during coffee breaks and lunch breaks, but there is no possibility to buy special meals in the venue building.

10. What is e-mobility Parcours during the event?

We want to promote applications with batteries and show real cutting edge solutions that is why there is a special area to test e-bikes, e-cars or any other electric vehicles. If you want to introduce your own e-mobility vehicle, please contact the organizers.

11. Is there any free Wi-Fi available for Exhibitors?

Yes, all participants and Exhibitors will be given Wi-Fi access free of charge.

12. Are there any extraordinary possibilities to promote my company?

Yes, there is a wide range of sponsorship possibilities. Please visit our website for details or contact the organizers.

13. We want to ship some items before our arrival. What shall we do?

Please follow shipment instruction provided by organizers. It is sent after the registration is complete. It is also possible to ship goods back to your company using our help.

14. We want to include some gadgets into welcome bag. How it is done?

We do not provide any welcome bags for the participants, but there is a possibility to distribute special gadgets – ask organizers for the offer.

15. On our stand, can we have different representatives during different days?

Yes, it is possible but all representatives must be registered and 2 free Exhibitor passes include 3 days event for particular person hence there is a need to register as participant for additional people.

16. Can we have marketing presentation during the conference to be seen by all participants?

We want BEF to be an event for battery experts hence only presentation with exclusive knowledge content can be presented. We want to promote the expertise rather than particular products. Presentation will be chosen basing on these criteria.

17. If I have any problems during the event, who should I contact?

Every Exhibitor will have an event caretaker, this person should be contacted firstly in case of any questions, requests or problems. You caretaker will be introduced to you on the first day of the conference. You can also call our emergency number that is printed on your ticket.

18. Can I leave the Exhibition earlier as I have other event to participate?

Yes, it is possible but please inform the organizers about the fact at least 2 weeks before the event.

19. Should I take all our belongings for night?

Exhibition area is protected by security company, but organizers do not take the responsibility for stolen belongings. We recommend to take valuable things to the hotel.

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