

## Address

### **EXHIBITION BOOTH AT THE HF 16 NORDIC HF CONFERENCE**

**XXX** (henceforth named the Exhibitor) has been assigned an exhibition booth at the HF 16 conference by the Organisers. The exhibitors are expected to share the costs for the Exhibition Party planned for Monday evening of the conference (the cost estimate per exhibitor is SEK 2000-5000 per exhibitor – lower for small organisations; higher for the large ones, to be paid to the camp office in cash or by credit card). Apart from this there will be no extra charges attached to your use of the exhibition booth.

You have been allocated a booth in the **Lx** hall, marked on the exhibition booth allocation plan (appendix 1). See also the overview plan of the camp grounds (appendix 2). **APPENDICES TO BE INCLUDED IN SIGNED AGREEMENT**

#### **Registration**

The Organisers require that the Exhibitor sign and return a copy of this document to the Conference Secretariat as an acceptance of the terms stated in this document.

#### **Access to the exhibition grounds**

The exhibition grounds are accessible from 14 August, 09.00 (local time) to 17 August, 16.00. The conference is scheduled for 15 – 17 August.

The following will be provided

- free floor and wall space **PLEASE INFORM ABOUT YOUR NEEDS FOR SPACE**
- tables and chairs **PLEASE INFORM ABOUT YOUR NEEDS FOR TABLES (SIZE ABOUT 150x60 CM) AND NUMBER OF CHAIRS**
- 230 V, 50 Hz, max 10 A electric power (please contact the Conference Secretariat if you have other requirements)

In addition to this

- the free spaces of the exhibition grounds will be cleaned daily
- the outside area surrounding the exhibition grounds can be used if needed.

Any other material for the display must be provided by the Exhibitor.



1 April 2016

Organising Committee



**The display**

The purpose of the exhibition is to present products in line with the objectives of the Conference.

The Exhibitor is responsible for

- all material provided by the Exhibitor
- set-up and removal of the display.

**Insurance**

The Organisers cannot be held responsible for damage to, or loss of, exhibition material, howsoever caused. Exhibitors should therefore make their own insurance arrangements.

**Surveillance**

Outdoor surveillance of the exhibition grounds fall on the Organisers in cooperation with the Camp staff.

The exhibition halls will be locked between 22:30 and 07:30 each night.

Welcome to the HF 16 conference.

Olov Carlsson  
Chairman  
Organising Committee

Final registration, under the terms stated above, is hereby confirmed:

.....  
Place Date

.....  
Signature

Please, return a signed copy of this document to the Conference Secretariat.  
**THE DOCUMENT FIRST TO BE AMENDED WITH COMPANY DETAILS AND APPENDICES**

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