



15th World Processing
Tomato Congress
&
17th ISHS Symposium on
Processing Tomato



Exhibition manual



9 - 12 JUNE 2024
Hilton Budapest,
Budapest, Hungary

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Section 1 – General information

1.1 Contacts

1.2 Accommodation

1.3 Preliminary exhibition schedule

1.4 Rules of participation

1.5 Fire prevention and safety rules

1.6 General conditions



1.1 Contacts

DIAMOND CONGRESS LTD. – Congress Organiser & Exhibition Management

Contact person: Mrs. Nóra ÉLES-ETELE

Tel: +36 1 225 0209

Mobile: +36 70 943 8543

E-mail: elesetele@diamond-congress.com

Website: <https://15thworldtomatocongress.com/>

MASPED LOGISZTIKA LTD. – Official Spedition

Contact person: Mr. Tibor DANKÓ

Mobile: +36 30 999 0136

E-mail: danko.tibor@masped.hu

Website: <https://masped.hu/>

HILTON BUDAPEST – Congress Venue

Address: Hess András tér 1-3., 1014 Budapest, Hungary

Contact person: Mr. Erik ROSENBERG - Group and Conference Services Executive

Tel.: +36 1 889 6700; Mobile: +36 30 663 6531

E-mail: erik.rosenberg@hilton.com

Website: <http://budapest.hilton.com>



1.2 Accommodation

All exhibitors are advised to book their hotel room well in advance. Suggested hotel booking date is 15 April, 2024. Bookings can be made at special rates through the reservation links of the recommended hotels. Further details and rates of recommended hotels can be found at the conference website at <https://15thworldtomatocongress.com/registration/room-booking/>.

1.3 Preliminary exhibition schedule

Occupation and decoration of exhibition areas

from 08:00 – 19:00 Sunday, 9 June 2024

Please be so kind as to contact the organisers in case you will have a constucted booth!

Dismantling of the exhibition

14:00 – 20:00 Wednesday, 12 June 2024

Exhibition hours

09:00 – 18:00 Monday and Tuesday, 10-11 June 2024

09:00 – 14:00 Wednesday, 12 June 2024

Registration desk & on-site exhibition management

Opening hours of the registration desk:

12:00 – 18:00 Sunday, 9 June 2024

08:00 – 18:00 Monday, 10 June 2024

09:00 – 18:00 Tuesday, 11 June 2024

09:00 – 15:00 Wednesday, 12 June 2024

1.4 Rules of participation

In accordance with the organiser's contract with the Hilton Budapest, each exhibitor is, and will be obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Hilton Budapest, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

1.5 Fire prevention and safety rules

Exits, passages, corridors, emergency exits, staircases etc. within the event area must not be blocked under any circumstances. Flammable materials – including jute, crepe paper, paper board, mats, etc. can only be used with appropriate caution in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Smoking is strictly prohibited in the building of Hilton Budapest.

Neither exhibitors are allowed to set fire to flammable materials without written permission of the Exhibition Management in advance. Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation. Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used. Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc. Those exhibitors who mount their stands themselves must approve their construction plans by the Hilton Budapest Management and by the Exhibition Management. In case of any doubt, please contact the Congress Organisers. No packing material or any other kind of material may be stored either between or behind the exhibits.

1.6 General conditions

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations). Exhibitors are not allowed to fix anything, or cause any damage to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light.

Any confusion regarding the above will be clarified by the Congress Organisers. Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Hilton Budapest equipment is also forbidden. Exhibits must stay within the borders of the designated exhibition area, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. Written approval from the Congress Organisers is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress. Advertising of goods and services which are not included in the exhibition programme or of companies and organisations, who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character

– exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Any other potential issues or problems, not defined by these rules, will be resolved by the Congress Organisers.

INSURANCE

The HILTON BUDAPEST has a General Liability Insurance for the building, which does not cover any loss or damage in the exhibition material installed, or bought into the building. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party. Beside that each exhibitor is responsible for his/her own subcontractors and any damage caused by them.

INTERNET

Internet access is available free of charge through the congress wifi network.

CLEANING

The cleaning staff of HILTON BUDAPEST is responsible only for the cleaning of the meeting rooms, common areas, restrooms.

Section 2 – Orders

2.1 Application and
general payment conditions

2.2 Cancellation policy



2.1 Application and general payment conditions

All sponsors wishing to apply for any of the services listed in this brochure are required to register by submitting the enclosed registration form to Diamond Congress Ltd. with an authorized signature. Applications are handled at first-come first-served basis, but priorities are given to main sponsors, in terms of advertisements, exhibition space, and selection of sponsorship opportunities. Space will not be reserved without a written application. Exhibition space cannot be occupied unless the full amount is paid before the dates shown below. ***The organisers of the exhibition retain the right to rearrange the stands in case the overall concept or organisational matters force them to do so.*** Advertisement will not be printed if the full amount of the sponsorship is not paid before the deadline indicated. Signing and submitting the application form is binding agreement, provided exhibition space is available, and considered to be written commitment that all conditions stated therein are understood and accepted by the applicant.

Payment conditions

All prices stated herein exclude VAT which is 27% for Hungarian seated companies. (For international companies reversed charge VAT applies, in case of providing the VAT number). Payment should be arranged upon receipt of our pro forma invoice, according to the following terms.

- ***50% of the total cost of the participation (sponsorship), upon application, after receiving the first pro forma invoice.***
- ***50%, the rest of the total amount, by 1 April, 2024.***

2.2 Cancellation policy

Cancellation of participation (for sponsorship) needs to be sent in writing to the congress secretariat. Refundable amounts and penalties depend on the date of cancellation and areas follows:

The Organising Committee reserves the right to withhold:

- ***50% of the total cost of the participation (sponsorship), for cancellations sent to the secretariat until 20 April, 2024.***
- ***No refund if cancellation is made after 20 April, 2024.***

Section 3 – Badges

3.1 Complimentary registration

3.2 Exhibitor's badges



3.1 Complimentary registration

Each of our partners is entitled to the number of complimentary registrations included in their sponsorship agreement. The complimentary full registration contains the following elements:

- Admission to the scientific sessions
- Admission to the exhibition
- Printed / electronic material of the conference
- Congress bag
- Welcome reception
- Gala dinner cruise
- Coffee breaks
- Lunches

3.2 Exhibitor's badges

To serve the convenience of exhibitor staff, we would like to offer special reduced registration fee for those who are not congress participants, but would like to have admission to the exhibition area and join the official meals and social events of the congress. The special registration fee is 650 € + 27% VAT (gross 826 €) / person, which, however, does not include participation in the technical sessions of the congress. These participants should register in the online database of the conference and inform the organisers, in order to assign the reduced fee for them at least 3 weeks before the congress.

Exhibitor's registration fee includes:

- Admission to the exhibition
- Printed / electronic material of the conference
- Congress bag
- Welcome reception
- Gala dinner cruise
- Coffee breaks
- Lunches

**** This is not an officially available fee for any participant, ONLY for our exhibitors!***

Section 4 – Stand arrangements

4.1 Exhibition service

4.2 Stand numbers, location

4.3 Booth installation



4.1 Exhibition service

The exhibition service of the sponsorship packages includes:

- stand area depending on the sponsorship agreement
- table /120*60 cm/
- chairs
- 1 waste paper bin
- electrical connection 3,5 kw/16A
- logo display at the conference webpage

Please note, that the organisers cannot provide any constructed stand or additional equipment. Exhibitors with a preference to have a constructed booth or special equipment, must arrange all orders, shipping and construction works privately and the organisers must be informed by email prior to start of the works. Further details at „4.3 Booth installation“.

The maximum height of the constructions can be 230 cm on the Ballroom Foyer /for exhibitors nr. 1-7./ and 350 cm in the Ballroom /for exhibitors nr. 8-21./.

It is important that we can only provide exhibition space for our exhibitors as specified in the sponsorship agreement: for 4 m², this is a 2x2 m area, for 6 m², this is a 2x3 m area, for 10 m², this is a 2x5 m area. The size of the area is limited on-site, so we remind our exhibitors to arrange their exhibition materials only within the designated area and not to encroach on the territory of another company. We can provide our exhibitors with a 120x60 cm table, a photo of which can be seen below. If you require tablecloth, please let us know in advance.



4.2 Stand numbers, location

Each exhibitor can find their stand number and location on the floor plan of the exhibition. Applications are handled at first-come first-served basis, but priorities are given to main sponsors in terms of exhibition space.

Please check the name of your company on the floor plan found on page 15., and let us know if you wish your name to be displayed differently. PLEASE SEND THE COMPANY NAME BY E-MAIL – which will be written on the floor plan in the printed materials – to the organisers (elesetele@diamond-congress.com) till 15 May, 2024.

Please note, that there can be changes in booth numbers, due to the modification in the floor plan layout.

4.3 Booth installation

Our partners wishing to order exhibition installation can contact our partner construction company using the contact details below.

Mr. Viktor Bildhauer

FENYVES Ltd.

bildhauer.viktor@fenyves.hu

(+36 1) 262 6307

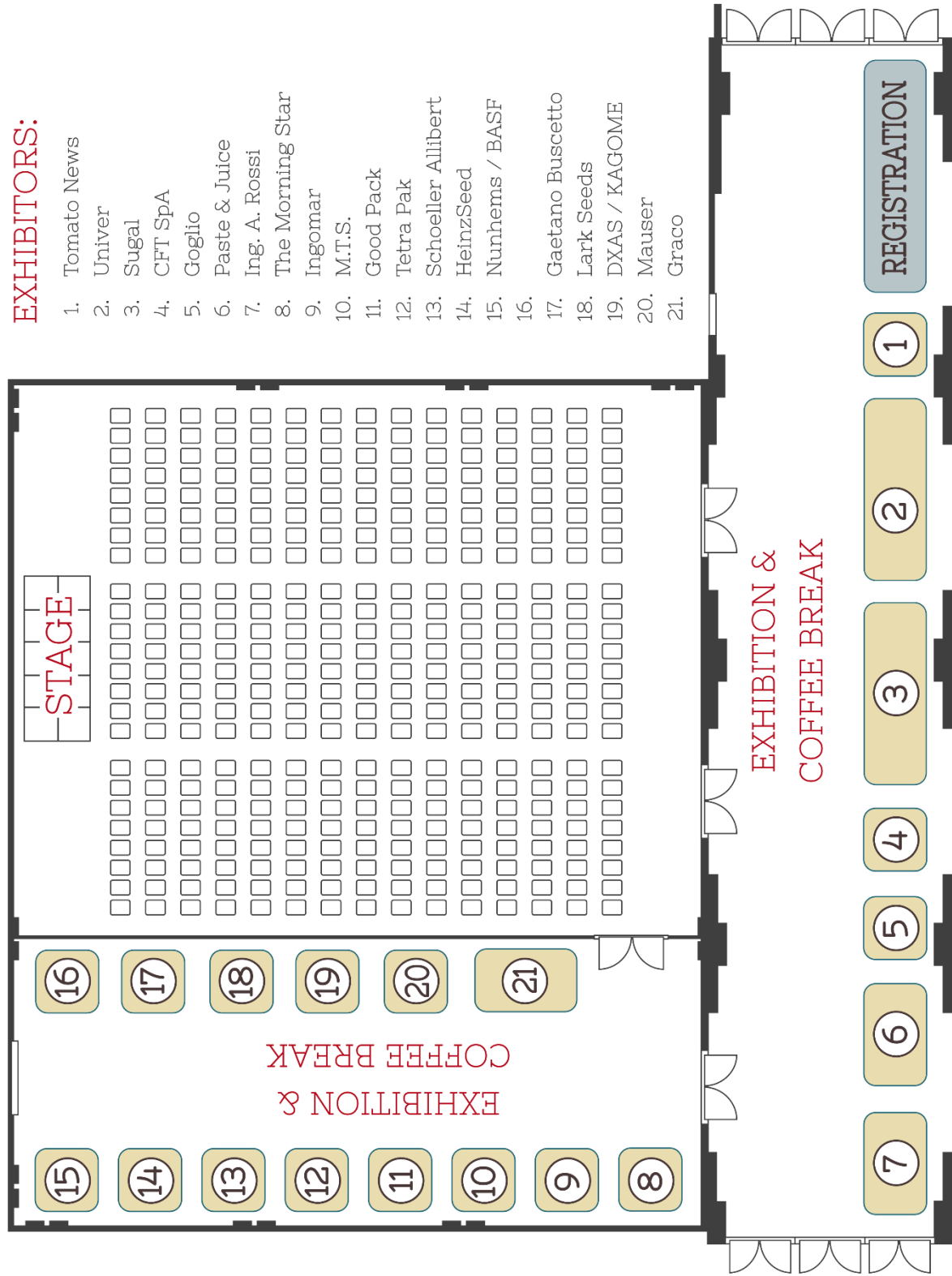
Individual requirements should be discussed with them in advance.

There is an option for our exhibitors to build their own installations. In all cases, we kindly ask them to inform the organisers three weeks before the event about the details of the construction plan and how exactly the stand will look like.



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FLOOR PLAN



Section 5 – Spedition information

5.1 Forwarding instructions

5.2 Access routes

5.3 Parking of the trucks and cars
for uploading and dismantling



5.1 Forwarding instructions

Our appointed partner concerning the local forwarding and logistic services on the 15th World Processing Tomato Congress and 17th International Symposium on Processing Tomato, is the company Mased Logisztika Kft.

Due to the fact, that the venue and the organiser of the event have no option to arrange any advanced warehousing, loading services and customs clearance operations, we strongly recommend you to contact Mased Logisztika Kft concerning the following services for EU and non-EU shipments as well:

- Reception, advanced warehousing of shipments prior to the event
- Customs clearance arrangements for non-EU shipments
- Delivery of goods to the hotel upto exhibitor's booth at indicated time
- Handling of the empties during the event, incl. collection and re-delivery to the stands
- Pick-up the goods from the stands after the event, warehousing, return transport
- Special requests

In order to ensure a smooth handling and in time delivery of your goods destined to the event, you are kindly requested to contact Tibor Danko at the latest the 1 May 2024 and he will let you know the necessary information and exact shipping instructions.

Contact:

Mased Logisztika Ltd

Attn: Tibor Danko

Email: danko.tibor@masped.hu

Mobile: +36 30 9990136 / Tel: +36 1 278 0951 / www.masped.hu

In case the quantity of the booth materials is limited to just one or two small boxes or roll-ups, our partners can directly send the materials to the Hilton Budapest between 3-7 June, 2024. Prior to this date, please refrain from sending anything, as the hotel will not be able to store it for an extended period.

Shipping address:

HILTON BUDAPEST

Address: Hess András tér 1-3., 1014 Budapest, Hungary

Contact person: Mr. Erik ROSENBERG - Group and Conference Services Executive

Tel.: +36 1 889 6700; Mobile: +36 30 663 6531

E-mail: erik.rosenberg@hilton.com

Website: <http://budapest.hilton.com>

We would like to call the attention of our exhibitors to the fact that based on our experience, it is safer to entrust a shipping company specializing in transportation of materials /like Mased Logisztika Ltd./ for the stand. Delays caused by customs clearance have often accused problems for our partners at previous events.

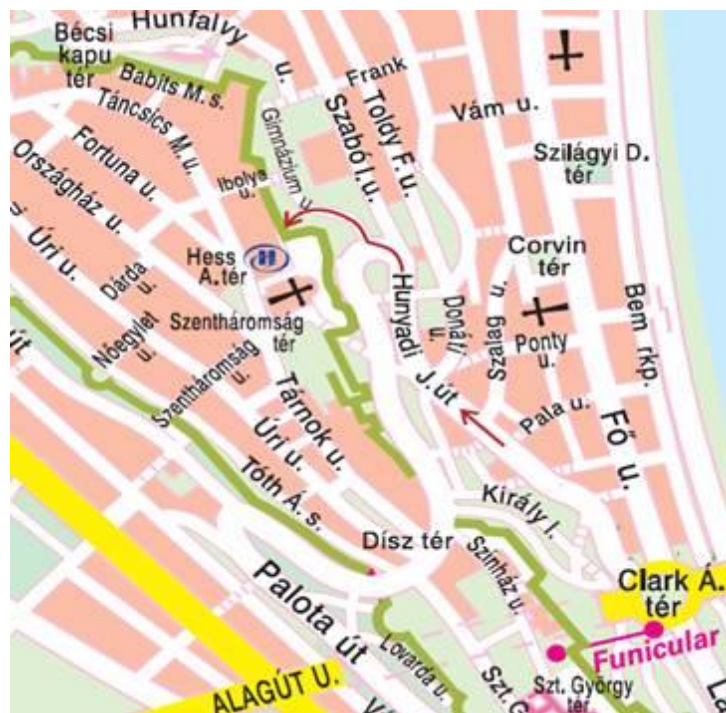
5.2 Access routes

MAXIMUM HEIGHT

- in the Ballroom Foyer – 230 cm
- in the Ballroom – 350 cm

LOADING

Loading can be done through our service entrance: Clark Ádám tér → Hunyadi János út → barrier → "Hilton service entrance" (in Hungarian: „Hilton gazdasági bejárat”) service road:



Due to the lack of space at the same time only one car/truck can stop directly at the loading door. Therefore the uploading/dismantling has to be done in the possible shortest time then the loading possibility has to be made free for other exhibitors as well.

You can also use the main entrance of Hilton Budapest for loading smaller, hand-carried packages, however, temporarily parking in front of the entrance is limited both in space and time.

Fork lifts, trolleys, cherry pickers and other means of transportation or personnel are not available on site. For carrying items with hand trolleys only that kind of rolleys can be used which do not harm the floor.

STORAGE

There is no proper storing possibility in HILTON BUDAPEST. Only smaller boxes and items can be stored, however, they are limited in quantity and size (door size 200 cm x 80 cm).

5.3 Parking of the trucks and cars for uploading and dismantling

Please note that any trucks or cars are allowed to park right at the loading entrance or right in front of the HILTON BUDAPEST only for the duration of move-in/move-out of the shipment at uploading and dismantling but not for the whole time of the build-up and tear-down.

After the move-in/move-out of the shipment is finished, the loading area has to be left.

In accordance with the regulations of the 1st District Municipality, entry to the protected area is only permitted with a BKK permit for vehicles weighing over 3.5 tons (e.g., loading from the side of the ballroom). This can be requested after registration at the following link: <http://tobi.bkk.hu/>

For more information, contact your shipping partner, who will provide technical information on entering the are and arrange permission.

Please note that parking area in front of the Hilton Budapest does not belong to the HILTON BUDAPEST. It is not covered, not guarded. Parking fee is applied. We also draw your attention to the fact that since the hotel is located in a historic preservation area, parking in the immediate vicinity of the hotel and in the surrounding streets is extremely limited.



**Should you need
any further information,
please do not hesitate to contact us.**

DIAMOND CONGRESS LTD. – Congress Organiser & Exhibition Management

Contact person: Mrs. Nóra ÉLES-ETELE

Tel: +36 1 225 0209

Mobile: +36 70 943 8543

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Website: <https://15thworldtomatocongress.com/>