



## EXHIBITION GUIDELINES

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**DEADLINE FOR APPLICATIONS: 26 APRIL 2019**

**DEADLINE FOR PAYMENTS: 13 MAY 2019**

### PURPOSE OF THE EXHIBITION

The stands may be used for exhibiting and advertising the exhibitor's own products. Although the sale of products is not allowed, orders may be taken. Advertising materials may be distributed only from the stand.

### STAND INFORMATION

The exhibition will take place in the conference venue, University Place, and the exhibition will be located in a large ground floor area called the Drum. This is a very central position, and is in the same area in which coffee breaks and lunches will be served. The majority of the conference sessions will take place in rooms which are located adjacent to the foyer, through which conference participants must pass in order to reach the rooms. The specific location of the Exhibition area is shown on the floor plan on page 5 of these Guidelines.

Exhibitors can reserve one or more stands. The given dimensions of the stand are approximately 6m<sup>2</sup> (3m x 2m). The stand rental includes 1 table, 2 chairs, wireless internet access, access to an electrical outlet (standard 13 amp socket) and a website link on the conference website. Two exhibitor badges that cover conference lunches and coffee breaks are also included for the staff working at the stand (maximum 2 persons per stand).

### APPLICATION

The 'Exhibition Application Form' must be filled in, signed, and sent to the address indicated on the form. Space is available on a first-come, first-served basis, so be sure to complete and return your application as soon as possible. The deadline for applications is 26 April 2019. Particular requests regarding placement of the stands will be given all possible consideration but cannot be guaranteed.

## **METHOD OF PAYMENT AND CANCELLATION POLICY**

Upon receipt of the 'Exhibition Application Form', an invoice will be issued by the conference secretariat. Payments must be made via bank transfer as specified in the 'Exhibition Application Form'. All bank fees and money transfer costs are the responsibility of the payee. Please note that the deadline for receiving the payment is 13 May 2019. The availability of stands will be confirmed only upon receipt of payment.

Cancellation policy:

Up to 26 March 2019: fee: 50% of the total exhibition costs.

After 26 March 2019: 100% of the total exhibition costs for no shows or cancellations.

## **EXHIBITION SCHEDULE, INSTALLATION AND DISMANTLING OF STANDS**

The conference will take place 26-29 June, 2019. The exhibition will remain open for the duration of the working sessions, which indicatively are from 18:00-20:30 on 26 June; from 08:30–18:00 on both 27 June and 28 June, and from 08:30–16:00 on 29 June. Exhibitors can expect the largest number of attendees to visit their stands during breaks.

Height restrictions exhibition area – 2.7 m; Door height – 2 m.

Installation hours: Wednesday, 26 June	14:00 – 17:00
Thursday, 27 June	09:00 – 11:00
Dismantling hours: Saturday, 29 June	15:00 – 17:00

## **VISIBILITY**

A complete list of the exhibitors will be available on the conference website ([www.eaere-conferences.org/2019](http://www.eaere-conferences.org/2019)). The list will also include direct links to their homepages. The on-line conference program will include a directory of the exhibitors taking part in EAERE2019.

## **DELIVERY AND COLLECTION**

Advance deliveries should be clearly marked with the conference title and dates, venue and stand and sent to: Building manager, University Place, University of Manchester, Oxford Road, Manchester M13 9PL.

Deliveries should not be sent prior to 48 hours before commencement of the exhibition. Please note that deliveries can only be made Monday-Friday between 9:00 and 16:00. Due to offloading restrictions pallets cannot be accepted.

The Local Organizer will not be liable for any damages or loss of exhibition material. An exhibitor who wants material returned must make the necessary arrangements and pay all return shipping costs. Items for which no arrangements for removal or collection have been made and that are left behind will become the property of the local organizer.

## **PARKING AND ACCOMMODATION**

Car parking is not available on campus for exhibitor vehicles. Access will be given for offloading, after which vehicles must be removed to the car park. The closest car park is Aquatic Centre/Booth Street East Multi Story (maximum height 2.1m). The car park is located on Booth Street East and can be found using postcode M13 9SS. Please be aware that the car park closes at midnight. For information about accommodation see the conference website.

## PROMOTIONAL PACKAGES

The options available to exhibitors are listed below.

In addition to the stand rental described in the ‘Stand Information’ section above, we offer several other promotional possibilities. The table below lists all promotional offers and their cost (VAT included). We would be pleased if our exhibitors choose to attend the conference social events and take the opportunity to interact with conference participants outside the conference venue.

<b>ADVERTISEMENT OPTIONS</b>	<b>FEE (IN £) (VAT INCLUDED)</b>
<b>Stand rental</b>	<b>1100</b>
<b>Table that is not staffed*</b>	<b>500</b>
<b>Advert in conference program (1/2 page)</b>	<b>800</b>
<b>Advert in conference program (1 page)</b>	<b>1200</b>
<b>Package offer: one stand rental and 1/2 page advert in conference program</b>	<b>1700</b>
<b>Conference lunches and coffee breaks</b>	<b>Included in the standard fee</b>
<b>Conference social events, without the conference dinner (per person)</b>	<b>60</b>
<b>Conference social events, including the conference dinner (per person)</b>	<b>130</b>
<b>Conference dinner only (per person)</b>	<b>70</b>

\*For more information about this option, please email the local organizers at: [eaere2019@manchester.ac.uk](mailto:eaere2019@manchester.ac.uk)

## CONFERENCE INFORMATION

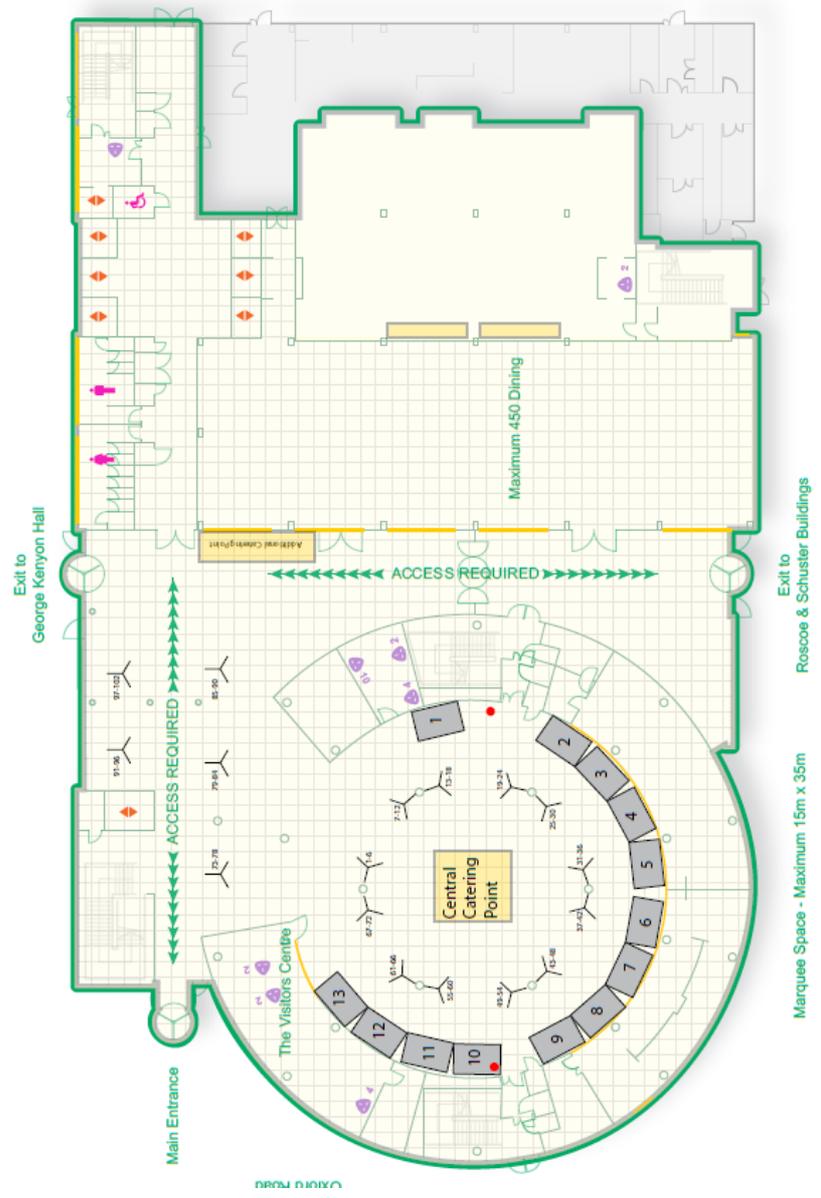
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<b>Organizers</b>	The University of Manchester, Conferences & Venues The European Association of Environmental and Resource Economists
<b>Date of the event</b>	26-29 June 2019
<b>Location of the event</b>	University Place, University of Manchester, Oxford Road, Manchester M13 9 PL
<b>Number of Participants</b>	700
<b>Keynote speakers</b>	Professor Lucas Bretschger Professor Katrin Millock Professor Daan van Soest
<b>Structure of the conference</b>	3 Plenary sessions Parallel sessions Special sessions with thematic focus Policy sessions Poster sessions and egg-timer sessions
<b>Social program</b>	Welcome reception, <i>Whitworth Hall</i> Social event at the <i>Manchester Art Gallery</i> Conference dinner at <i>Manchester Cathedral</i>
<b>Conference audience</b>	Scientific and academic community Representatives of European and international institutions, such as the European Commission, European Environment Agency, OECD, DEFRA Business representatives
<b>Conference website</b>	<a href="http://www.eaere-conferences.org">www.eaere-conferences.org</a>
<b>Contact information</b>	For any questions concerning the exhibition, please send an e-mail to: <a href="mailto:eaere2019@manchester.ac.uk">eaere2019@manchester.ac.uk</a>

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## EXHIBITION AREA

See floor plan on following page.



-  Lift
-  Toilets
-  Power Point
-  Fire Call Point

Scale  
 = 1m  
 1cm = 4m  
 when printed at A4