

40th AIVC - 8th TightVent & 6th venticool Conference

From energy crisis to sustainable
indoor climate 40 years of AIVC

15-16
October
2019

Ghent,
Belgium



Useful Information for Exhibitors and Sponsors

Bag Insertions

250 pieces are required

Exhibition Stands

The conference venue will provide

- ✓ One (1) power socket (500W)
- ✓ One (1) table and two (2) chairs

Material Delivery Instructions

All material should be delivered at the Congress Venue as follows:

Address of the Congress Venue:

Het Pand University
Onderbergen 1
9000 Gent
Tel: +32 0478 49 13 76
Contact Person Ms Mieke Gedik

Delivery

- delivery up to 1 week in advance
- all material should have been delivered by October 11th.

1. For exhibition stand material please indicate
Ref: AIVC2019 - your company's name - exhibition stand material
2. For bag insertions please indicate
Ref: AIVC2019 - your company's name - bag insertions

Please note that if your material for bag insertion is not delivered on time, your leaflet will not be inserted in the bags; it will be distributed from the onsite Secretariat

Custom Clearance

Please check if any custom clearance is required to avoid any delays on delivery days.

Box marking

For your convenience please use the form below for your shipping boxes to avoid losing any material at the conference venue.

For any further information please contact: secretariat@aivc2019conference.org or
tel + 30 6956 665668 (Ms Georgia Kateriniou)



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SHIPPER:

Address :

Company Name:

Name of contact person:

Phone Number :

To :

AIVC CONFERENCE
15-16 October 2019

- delivery on booth
- bag insertions

Contact :

Het Pand University
Onderbergen 1, 9000 Gent
Tel:+ 32 0478 491376
To the attention of Ms Mieke Gedik

Conference Organizers



Supporting Organizers



Conference Secretariat

convin

PCO CONVIN S.A.

Website: www.pco-convin.gr

T: +30 210 6833000

Mrs Georgia Kateriniou

Email: secretariat@ivc2019conference.org

