

LECTURE HALLS RENTAL

The Atlas Arena's lecture halls are located in the exhibition area on either side of the main entrance.

Rental price of the lecture halls B, E comprises:

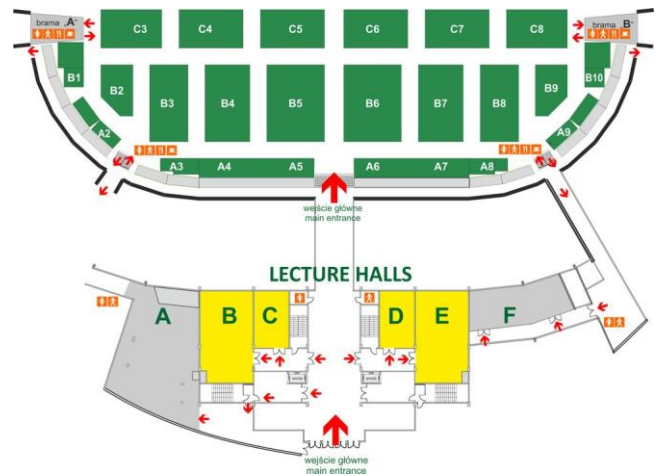
- lighting of the hall
- heating/air conditioning
- equipment: chairs (cinema arrangement), presidium table, screen, disinfectants
- amplification, 5500 ANSI lumens projector, 23" viewing TV, laptop

Rental price of the lecture hall C, D comprises:

- lighting of the hall
- heating/air conditioning
- equipment: tables and chairs (classroom arrangement), disinfectants
- TV 75", laptop



Rental price does not include:

- technical staff
- security
- additional power sockets/connection



Additional equipment of the lecture hall should be ordered individually from the Organiser.

Lecture halls pricelist

Lecture Hall	Capacity*		Rental net price per hour
	Cinema 	Classroom 	
Hall B	120	-	117 EUR
Hall C	-	20	104 EUR
Hall D	-	20	104 EUR
Hall E	120	-	117 EUR

* The given number of people is based on the size of the hall, but does not include sanitary restrictions, which may apply during the event.

Prior to placing an order, please check the availability of the hall.

Information about hall availability can be found at www.cede.pl

Lecture hall rental confirmation will be sent by e-mail with a proforma invoice, which is the basis for payment.

After receiving a confirmation of the lecture hall rental, the Sz form will be activated in the Exhibitor's Panel, allowing to enter information about the planned lecture.

Terms and regulations of lecture halls rental by CEDE 2021 Exhibitors

For the purposes of lectures and trainings organised by CEDE 2021 exhibitors, lecture halls are available in the Atlas Arena.

1. Lecture hall rental offer is available only to registered CEDE 2021 exhibitors.
2. Only the Exhibitor who placed the order and paid the rental fee may use the lecture hall. It is not allowed to share the hall/halls with other entities/third parties.
3. The hall rental order should be submitted on the S form – available online in the Exhibitor's Panel at www.cede.pl. The halls are rented in hourly blocks.
4. The hall tenant bears the rental costs in accordance with the pricelist established by the Organiser. The hall rental fee is charged at the hourly rate specified in the pricelist. The exhibitor is entitled to additional 15 minutes for preparation prior to the lecture and 15 minutes after. The hours of key collection and return to the supervisor are each time confirmed by the exhibitor in the rental report. In case of rental time extension (confirmed in the protocol), the Exhibitor shall be charged with the costs of additional lease time according to the binding rates.
5. After receiving a confirmation of the hall rental, the Exhibitor shall provide information about the training by filling in the Sz form available in the Exhibitor's Panel at www.cede.pl. The speakers given in the Sz form will be provided with badges entitling to exhibition entrance. The badges will be included in the materials received by the Exhibitor.
6. The hall rental fee includes information about the lecture in the following publications:

Location/materials	Scope	Deadline
Website: www.cede.pl	Organiser, name and surname of the speaker/speakers, CV and photo of the speaker/speakers, title, location, hours and lecture description, cost if any.	22.09.2021
Social media: facebook, instagram	Lecture information: title, speaker, benefits in 3 points, Graphics: 1080x1080px, jpg, png, Facebook video: MP4, MOV, 1200x720px, 16:9, max 4GB, max 90 sec. Instagram video: MP4(H.264, AAC, 3500kbps, 30fps), max 60 sec., max 1080x920px	22.09.2021
CEDE 2021 Guide	Organiser, name and surname of the speaker/speakers, title, location and hours, organiser's stand number	20.08.2021
CEDE 2021 Catalogue with Programme – printed version	Organiser, name and surname of the speaker/speakers, title, location and hours, organiser's stand number	20.08.2021
Information banners in the exhibition area	Organiser, name and surname of the speaker/speakers, title, location and hours, organiser's stand number	15.09.2021

Information about company lectures will also be included in newsletters.

Social media materials should be sent by e-mail to info@exactus.pl

Information submitted after the deadlines given above will not be included in a given publication.

7. Each lecture participant is required to register at www.cede.pl in the on-line system for exhibition visitors or on site in order to generate a free entry card entitling to enter the CEDE 2021 exhibition. Application for participation in the lecture/training does not entitle the participant to enter the CEDE 2021 exhibition area, including the lecture hall. Any invitations issued by the lecture organiser (Exhibitor) are not an admission document to the CEDE 2021 exhibition.
8. Each lecture organiser receives a banner to be placed on their website with a direct link to order a free entry card to the CEDE 2021 exhibition.
9. The lecture organiser is obliged to provide all participants with the following information:
 - CEDE 2021 exhibition entrance rules (necessity to generate a free entry card),
 - place – hall number,
 - date, time and lecture duration,

- participants onsite registration form – if required.

10. Payment terms, cancellations

- a) Payment for the lecture halls rental should be made on the basis of a proforma invoice sent to the e-mail address. If the payment is not made within the time limit specified in the proforma invoice, the organiser has the right to cancel the unpaid order.
After August 16, 2021, all overdue orders for the lecture halls rental are subject to cancellation.
- b) Hall rental cancellation can be submitted by August 16, 2021. The advance payment will be returned after the Organiser receives confirmation of receipt of the corrective invoice and is provided with the account number to which the return should be made.