



# EXHIBITOR GUIDE

## ORGANISER

EXACTUS sp. j. Al. Kościuszki 17, 90-418 Łódź, Poland



32

Central European  
Dental Exhibition

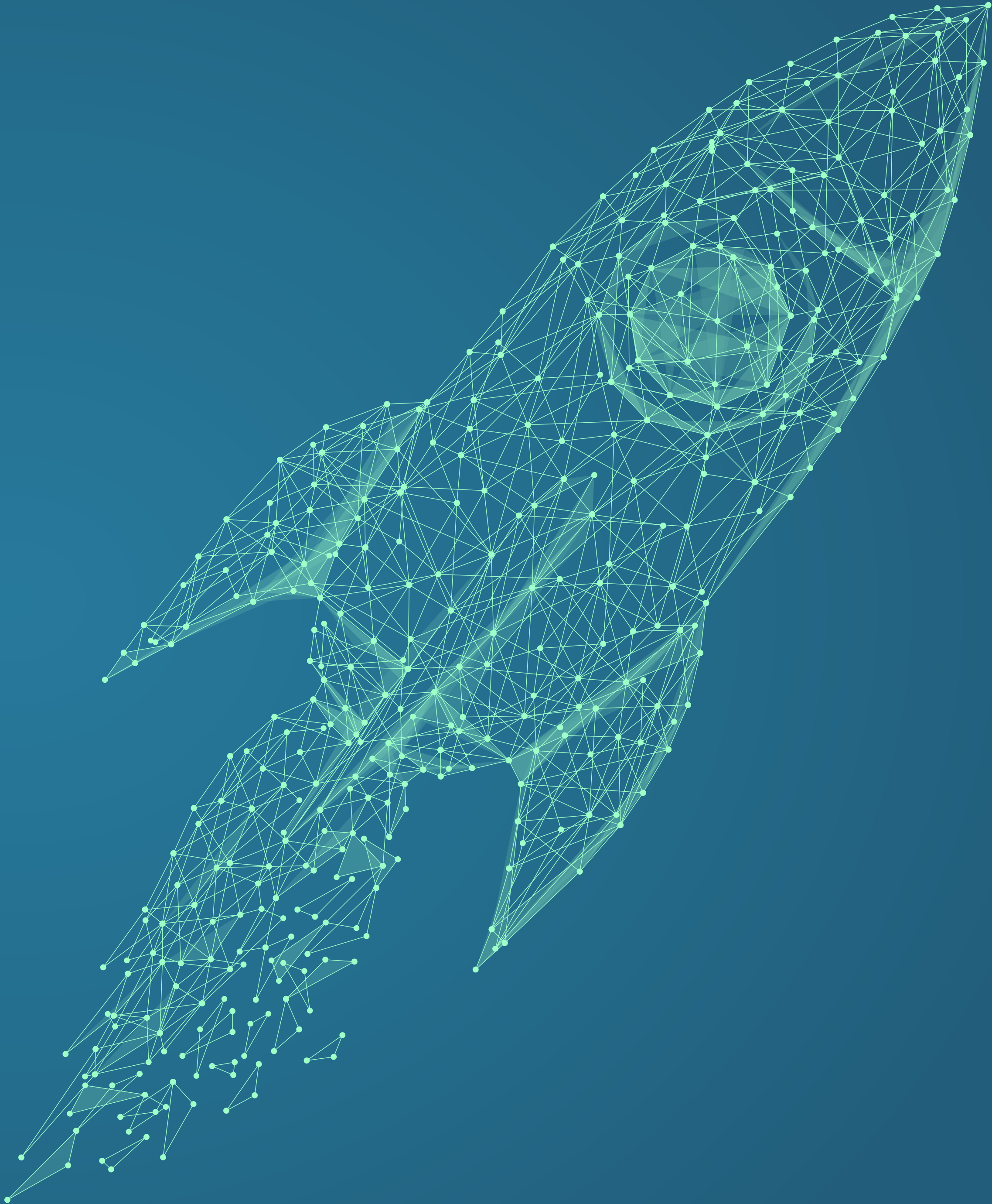
EXPO ŁÓDŹ,  
POLAND  
7-9.11.2024

[www.cede.pl](http://www.cede.pl)

[info@exactus.pl](mailto:info@exactus.pl)  
[cede@cede.pl](mailto:cede@cede.pl)

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# HOW TO BOOK A BOOTH

## STEP 1

### APPLICATION FOR PARTICIPATION / EXHIBITION SPACE ORDER

Exhibition space must be ordered online by completing A form available at [Exhibitor's Panel](#) after logging in to the account.

If you want to order more than one stand, the next one must be ordered using the Au form.

You will receive a copy of the order form at the email address you provided in your order. If for any reason the location you have ordered is not available, we will call you to work together to determine the best option.

Once the location of your stand is approved, you will receive a confirmed order by email, as well as two proforma invoices: registration fee and exhibition space. The order must be signed and returned,



## STEP 2

### REGISTRATION FEE

The registration fee is mandatory for each exhibitor and amounts to **325 EUR**

## EXHIBITION SPACE PRICES

### raw exhibition space

serial	157 EUR/m
corner	172 EUR/m
peninsula/island	182 EUR/m

## DISCOUNTS

Exhibitors who register for the Exhibition and make full payment for the ordered exhibition space by **October 2, 2024** are entitled to a discount. The amount of the discount is subject to the following conditions being met together:

- the date of placing the space order (Form A),
- timely payment of the registration fee together with a 20% advance payment for exhibition space in accordance with the pro forma invoices sent together with the confirmation of the location of the assigned stand
- making the remaining advance payments within the deadlines specified in CEDE 2024 Regulations (point 4.3.5).

### Registration for the Exhibition by:

April 26, 2024	20% discount
June 26, 2024	15% discount
September 30, 2024	10% discount

The discount value should be deducted from the last payment to be made by **October 2, 2024**.

## PAYMENT DEADLINES

Fees for exhibition space should be paid within the deadlines, in accordance with the pro forma invoice:

- **together with the registration fee** — an advance payment of 20% of the gross value of the ordered space,
- **by August 8, 2024** — advance payment of 40% of the gross value of the ordered exhibition space,
- **by October 2, 2024** — remaining gross amount including discount.

## CO-EXHIBITOR REGISTRATION

The Co-exhibitor is to be registered on the form Aw.

# STAND CONSTRUCTION AND ADDITIONAL SERVICES

## STANDARD CONSTRUCTION

Standard stand construction is ordered in **form C**, which must be submitted by **August 8, 2024**.

Form C will be available on the "Exhibitor Account" after registration fee and a minimum 20% deposit for the exhibition space have been paid.

The cost of the standard construction depends on the size of the booth ordered:

under 12 m <sup>2</sup>	48 EUR/m <sup>2</sup>
12–25 m <sup>2</sup>	45 EUR/m <sup>2</sup>
26–40 m <sup>2</sup>	43 EUR/m <sup>2</sup>
over 40 m <sup>2</sup>	40 EUR/m <sup>2</sup>

Standard stand construction fee includes:

- stand design and construction
- standard fascia with the company name – 1 item
- company logo on the fascia (stands over 12 m<sup>2</sup>) – 1 item
- design and construction of an electricity connection
- electricity consumption
- one double electric socket (230V)
- lighting – one 150W lighting point for every 3 m<sup>2</sup> of the stand (50W/m<sup>2</sup>)
- carpeting
- one counter or display cabinet of the Exhibitor choice (stands over 12m<sup>2</sup>) – 1 item
- table, four chairs, hanger, waste bin
- folding door (stands over 20 m<sup>2</sup>)
- grid (stiffening of the stand top)
- lump sum fee (daily stand cleaning included)
- waste disposal fee



or





# STAND CONSTRUCTION AND ADDITIONAL SERVICES

## ADDITIONAL EQUIPMENT AND SERVICES FOR A STANDARD STAND ORDER

**Form D – submission deadline August 8, 2024**

You may order additional equipment for your stand by filling in **form D**, which includes a list of available equipment with prices.

Companies which have ordered a standard stand construction are asked to:

- provide a sketch of the stand indicating the location of the ordered furniture and equipment, using the numbers given in the equipment list,
- mark the preferred location of electrical outlet/s and a clothes rack on the drawing

The prices for additional equipment ordered after **September 30, 2024** increase by 50%.

## INDIVIDUAL STAND CONSTRUCTION

**Form E – submission deadline September 30, 2024**

The Exhibitor handling the stand assembly and furnishing works by own means or commissioning a constructing company is obliged to pay:

- a) lump sum fee: 4 EUR/m<sup>2</sup>
- b) waste disposal fee: 4 EUR/m<sup>2</sup>

## TECHNICAL SERVICES

Technical services such as electricity, internet connection, water connection or suspension of construction elements can be ordered by the Exhibitor in **form E**.

The Exhibitor/Contractor of an individual stand is obliged to submit the design of the construction of the rented space (in 2 projections with height specification) as well as the location of technical connections and suspension points, if any, to the Organiser for approval by **September 30, 2024**.

The price of utilities and suspensions ordered **after October 15, 2024** increases by 100%.

Prices of additional equipment most frequently ordered by CEDE Exhibitors



Glass cabinet with one shelf 100 x 50 x 100 cm  
50 EUR



Counter 100 x 50 x 100 cm  
37 EUR



Subsidiary cabinet 100 x 50 x 250 cm  
55 EUR



Glass showcase 100 x 50 x 250 cm  
77 EUR



Folding door  
32 EUR



Hocker  
18 EUR



Shelf for light exhibits (wooden)  
10 EUR



Bookshelf (metal, inclined)  
10 EUR

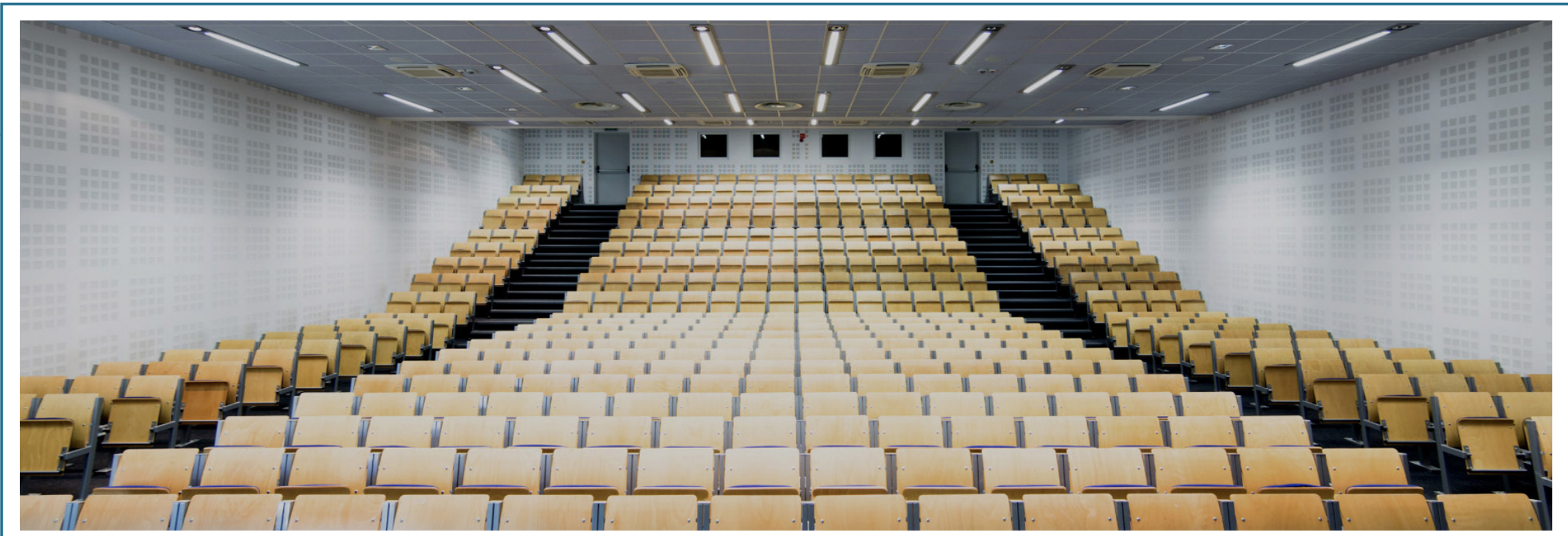
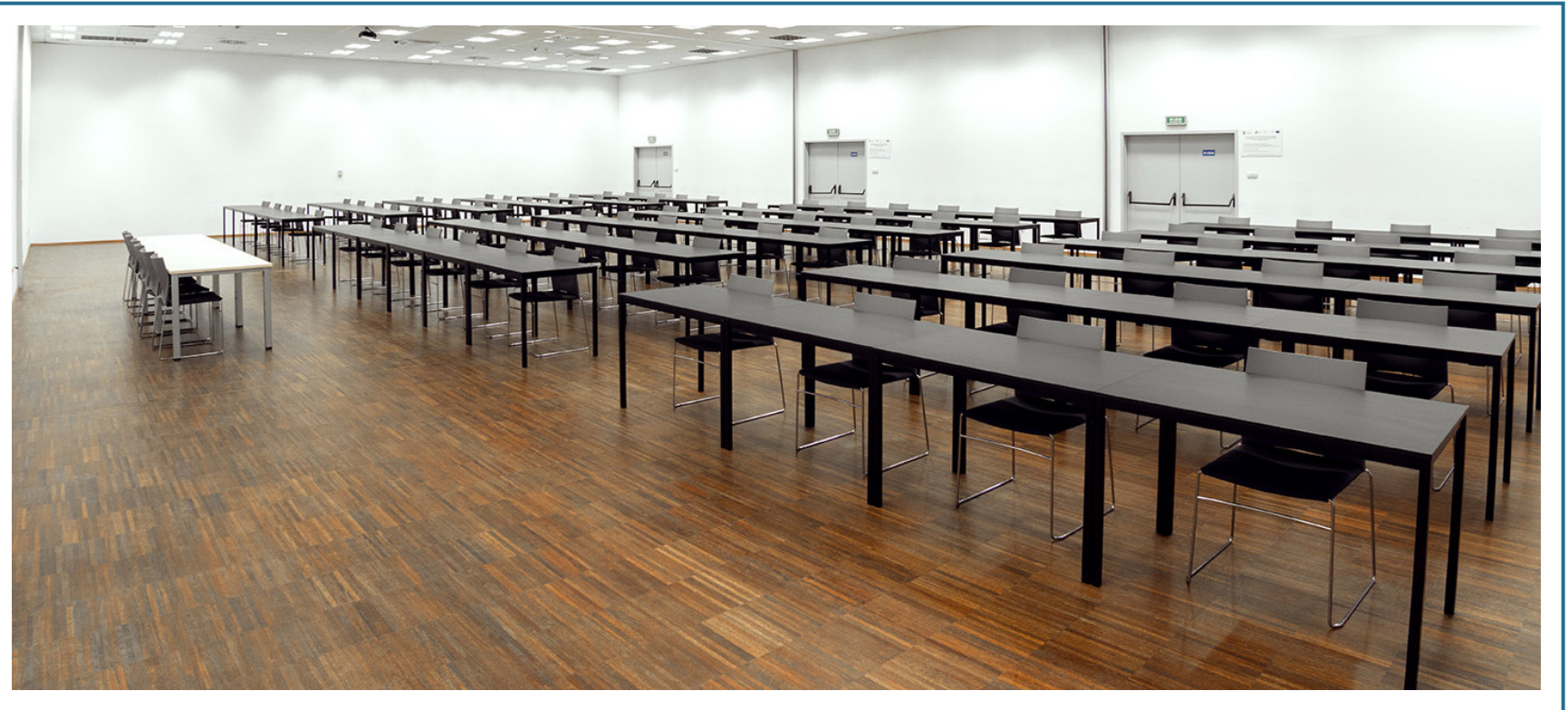


# LECTURE HALLS

Expo-Łódź offers 4 lecture halls (100 m² each). Thanks to the system of mobile and sound-proof walls, the rooms may be connected to form one conference space of the total area of 405 m², which can host up to 500 guests.

Information about the companies' courses will be posted: at [www.cede.pl](http://www.cede.pl), on social media, the CEDE 2024 pocket programme, on information boards on the exhibition grounds and in the newsletters sent out by the Organiser.

OZNACZENIE SALI	THEATRE SETUP (capacity)	CLASSROOM SETUP (capacity)	PRICE (per hour)
Hall A	100	45	188 EUR
Hall B	100	45	188 EUR
Hall C	100	45	188 EUR
Hall D	90	35	175 EUR



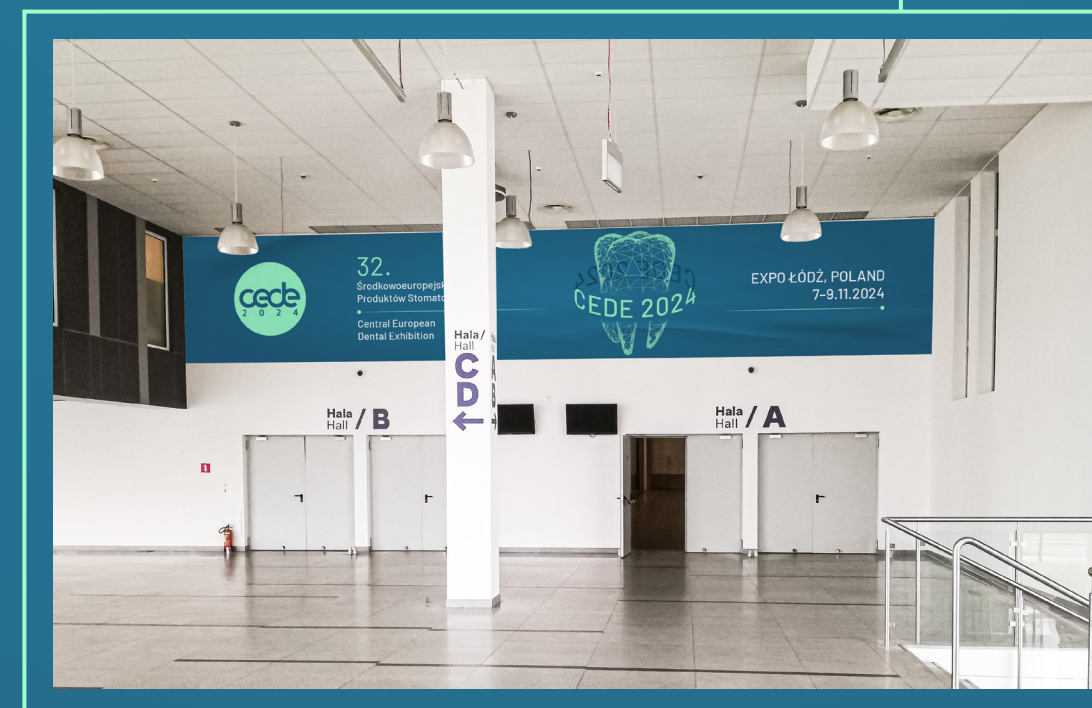
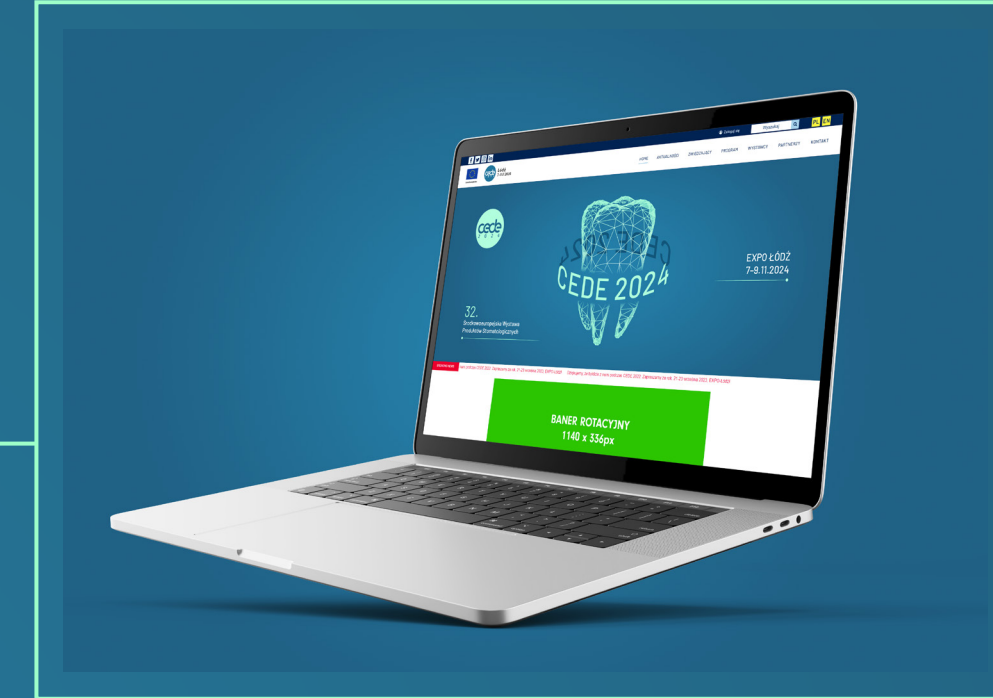


# ADVERTISEMENT

## THE ADVERTISING OFFER FACILITATES PROMOTIONS IN A VARIETY OF FORMS

- advertising banners placed in various areas of the exhibition hall
- advertising on screens in the main lobby
- advertising in conference materials:
  - logo on participant ID badge
  - logo on the conference bag
  - logo on notepad
  - logo on the Free Entry Card
  - enclosing exhibitor's advertising material in the conference bagj
- exclusive advertisement in the pocket programme
- Digital package

The complete offer with price list will be available in February 2024 at [www.cede.pl](http://www.cede.pl) and in the Exhibitor Panel in form R, where you will be able to order advertising.



# EXHIBITOR CHECKLIST

	WHAT	WHERE/HOW
ASAP	Submit your participation and order exhibition space (form A)	<a href="#">Exhibitor's panel at www.cede.pl – forms A and Au (optional)</a>
WITHIN		
7 days from the date of stand location confirmation	<ol style="list-style-type: none"><li>1. Mail or email the signed exhibition space order to the Organiser's address</li><li>2. Payment of the registration fee and 20% advance payment for exhibition space</li></ol>	<ol style="list-style-type: none"><li>1. By post to the Exactus office or email at <a href="mailto:info@exactus.pl">info@exactus.pl</a></li><li>2. <a href="#">Bank transfer details</a></li></ol>
AUGUST		
by 8	<ol style="list-style-type: none"><li>1. Advance payment of 40% of the ordered exhibition space</li><li>2. Send order for standard stand construction (form C)</li><li>3. Send form D with an attached sketch of the stand with the additional equipment included</li></ol>	<ol style="list-style-type: none"><li>1. <a href="#">Bank transfer details</a></li><li>2. <a href="#">Exhibitor's panel at www.cede.pl – form C</a></li><li>3. <a href="#">Exhibitor's panel at www.cede.pl – form D</a></li></ol>
AUGUST		
8	<ol style="list-style-type: none"><li>1. Deadline for no-cost cancellation of lecture hall rental</li><li>2. Cancellation of participation in the exhibition – return of all payments made, except the registration fee</li></ol>	<ol style="list-style-type: none"><li>1. By post to the Exactus office or email at <a href="mailto:info@exactus.pl">info@exactus.pl</a></li><li>2. By post or deliver in person to the Exactus office</li></ol>

	WHAT	WHERE/HOW
SEPTEMBER		
by 30	<ol style="list-style-type: none"><li>1. Submit a request for technical services</li><li>2. Submit the design of the construction of the rented space (in 2 projections with height specification) as well as the location of technical connections and suspension points, if any</li></ol>	<ol style="list-style-type: none"><li>1. <a href="#">Exhibitor's panel at www.cede.pl – form E</a></li><li>2. By email at <a href="mailto:info@exactus.pl">info@exactus.pl</a></li></ol>
SEPTEMBER		
30	Form D – deadline for submitting final alterations and a sketch of the stand with the additional elements	<a href="#">Exhibitor's panel at www.cede.pl – form D</a>
OCTOBER		
2	Last day of full payment for the exhibition space	<a href="#">Bank transfer details</a>
OCTOBER		
by 30	Provide details of stand attendants to generate Exhibitor/ Co-exhibitor ID badges	<a href="#">Exhibitor's panel at www.cede.pl – form D</a>



# ASSEMBLY, DISMANTLING AND EXHIBITION SCHEDULE

NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER
4–5	6	7–9	10
<p>Stand assembly 8.00–23.00</p> <p>All "dirty" assembly works should be finished by 15.00 on November 5, 2024</p>	<p>Exhibition hall is open 8.00–20.00</p> <ul style="list-style-type: none"><li>• Final finishing touches to the stands</li><li>• Exhibitors collect their materials at the Exhibition Reception Desk between 8.00–20.00</li><li>• Exhibits on stands are installed</li><li>• Exhibitors shall submit their stand order comments to the Organiser at the Exhibition Reception Desk</li></ul>	<p>Exhibition</p> <p>Thursday</p> <p>9:00–18:30 for exhibitors</p> <p>10:00–18:00 for visitors</p> <p>Friday</p> <p>9:30–18:30 for exhibitors</p> <p>10:00–18:00 for visitors</p> <p>Saturday</p> <p>9:30–23:00 for exhibitors (disassembly from 18:00)</p> <p>10:00–16:00 for visitors</p>	<p>8.00–16.00 stand disassembly</p>

# CONTACT

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EXACTUS Sp. j.  
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