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VTM EVENT SCHEDULE & AGENDA

November 27, 2018

Plenary Conferences and Exhibition

H 09.30 am– 05.30pm

OGR – Officine Grandi Riparazioni
Corso Castelfidardo 22, Torino

November 28, 2018

08.00am – 8.30 am : Opening of the front desk
08.30 am – 12.30 pm : B2B Meetings & Workshops
12.30 pm – 2.00 pm : Lunch
2.00 pm – 6.00 pm : B2B Meetings & Workshops
OGR – Officine Grandi Riparazioni
Corso Castelfidardo 22, Torino

	November 26, 2018	November 27/28, 2018
Access to Exhibition Hall	04.00 pm - 08.00 pm	08.00 am – 06.00 pm

RECEPTION DESK

Upon your arrival, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items


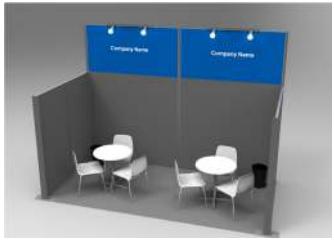
- Your Schedule of Meetings
- Your Name Badges
- Your Floor Plan & More

BOOTH SET-UP

Set-up time will be running from **02.00 pm to 08.00pm on November 26, 2018**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the **OGR at 08.00 am on November 27, 2018**, to complete the set up and personalization of their booths

We strongly recommend you to bring graphics to customize your space. Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH FEATURES

Basic Package 4 sqm booth 2m x 2m	Deluxe Package 8 sqm booth 4m x 2m
	
Spot lights 100 watt Hard walls 1 table 3 chairs fascia board	Spot lights 100 watt Hard walls 2 tables 6 chairs fascia board

Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth). Images are put as example, not necessary corresponding to real furniture.

It is strictly forbidden to drill into the panels. Your booth is equipped with an electric outlet (500 watt). You must bring multiple outlets if you're planning to use several devices and inform Giplanet about it in order to define costs and how to provide it.

BOOTH ADDITIONAL FURNITURES

- **Additional furniture :**

Our official suppliers offer an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost. Please ask: ibalducci@advbe.it

- **How to place an order?**

Printings: GIPLANET

Tel. +39 049 5801211 | Fax. +39 049 9720580

SUPPLEMENTARY SERVICES (i.e. power, water, food...)

For all technical orders, not included in your package, you must complete the appropriate form provided in the annexes.

What services?

- * any requirement related to power supply
- * water supply
- * phone supply or IT
- * catering ...

Your orders must be submitted to the OGR and inform OGR /GIPLANET about your request in order to verify the correct use of the supplementary furniture required **before October 26th**.

Contact: Italian Office – advanced business events – sede secondaria Italia

Tel. : + 39 06 88 64 49 49

LUNCH

Lunch

A business lunch will be catered on **November 27 and 28**, for those who have pre-paid for the lunch option during the original registration process (on-line). Access to lunch area will be denied to those who have not pre-paid.

NB: If you have not purchased lunch ticket and would like to do so, **urgently email Isabella Balducci** at ibalducci@advbe.it or +0039 06 88 64 49 49 **within October 30th** .

The cost for lunch is € 60.00 per person for the 2 days. Please, specify the date and number of guests in your email.

BUSINESS CENTER AND WORKSHOP ASSISTANCE

For your comfort and business needs a business center will be at your disposal : photocopy machine, fax, internet connection.

Wi-Fi Internet

For any request please write to: ibalducci@advbe.it

Workshops

If you are leading a workshop the conference room will be fully equipped : projector, screen, microphone...

If you are not planning to bring your own laptop and have other queries, please let us know.

For all your queries and concerns please contact quiugley@advbe.com or ibalducci@advbe.it

SHIPMENT & TRANSPORTATION

All deliveries of equipment for your booth should contain the indication of the name of the company and the name of the event "VTM 2018":

Delivery date within: **November 26, 2018**

Mandatory date for pick up of material: **November 28 – H 18.00 (end of convention).**

Each exhibitor as to support individually shipment costs and no shipping companies will have exclusive entrance in the venue.

MOVE-OUT

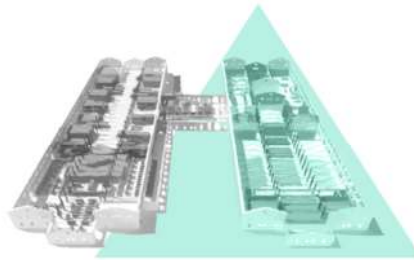
Exhibitors must have all their materials and equipment cleared from the booths by 06.30 pm on November 28, 2018. **Your materials and equipment must be picked up by your outbound carrier by 19:00** from the exhibition center.

NOTE: You are recommended to attend all your belongings at all times. Abe shall not be responsible for any damage caused to your equipment theft.

THE VENUE

OGR OFFICINE GRANDI RIPARAZIONI
Corso Castelfidardo, 22, 10138 Torino

<http://www.ogrtorino.it/>



Parking: <http://www.apcoa.it/parcheggio-in/torino/corso-stati-uniti.html>. No special tarif or convention previewed

BY PLAIN

Turin's Caselle Airport lies 16 kilometres northwest of the city centre. The journey time to the exhibition centre by shuttle bus and taxi is 30-40 minutes using the bypass (recommended exit: C.so Unità d'Italia).

Info: www.aeroportoditorino.it - Link with airport (GTT service): www.comune.torino.it/gtt/aeroporto

BY TRAIN

There are three railway stations in Turin:

Porta Nuova: 10 minutes by car or 2 stops by underground (stop Vinzaglio)

Porta Susa: 10 minutes by car or 1 stops by underground (stop Vinzaglio)

Info: www.ferroviedellostato.it

TAXI – CAR RENTAL

TAXI

COOPERATIVA RADIO TAXI

Tel : +39 (0)11 51 85 297

POSTEGGIO TAXI

Tel : +39 (0)11 43 61 420

CAR RENTAL

CTA TAXI

Daniela Grivetto

grivetto@cta-to.com

Tel. +39 011.996.30.90

Tel. +39 011.567.66.96

<http://www.cta-to.com>

HOTELS

Hotel	Website	Stars
GOLDEN PALACE	www.goldenpalace.thi.it	5 LUX
AC TORINO	www.ac-hotels.com	5
PRINCIPI DI PIEMONTE	www.principidipiemonte.com	5
ART HOTEL BOSTON	www.hotelbostontorino.it	4
ART HOTEL OLYMPIC	www.arthotelolympic.it	4
ATAHOTEL CONCORD	www.hotelconcord.com	4
DIPLOMATIC	www.hotel-diplomatic.it	4
EXECUTIVE HOTEL RESIDENCE	www.gtgroup.it	4
GRAND HOTEL SITEA	www.sitea.thi.it	4
HOLIDAY INN TURIN CORSO FRANCIA	www.holidayinn.com/turin-cityctr	4
JOLLY HOTEL AMBASCIATORI	www.nh-hotels.com	4
HOTEL NH LIGURE	www.nh-hotels.com	4
LE MERIDIEN LINGOTTO	www.lemeridien.com/turin	4
MERCURE TORINO CRYSTAL PALACE	www.hotelcrystalpalace.it	4