



## SET UP BOOTH INFORMATION

Dear Exhibitor,

For the booth space that you have rented during the European Meeting on Molecular Diagnostics for October 11 - 13 we send you the following details:

### Supplies:

Per booth we will supply 1 table and 2 chairs plus 1 electrical outlet. The table is approx. 153 cm width and 65 cm deep. **Please bring your own extension cords, adaptors etc.** Coffee and tea for sponsors will be available for sponsors throughout the day.

Per booth, 2 free registrations for booth staff are included, please make sure to send these names to us a.s.a.p. in case you have not done this yet. Any additional company registrations can be booked at the commercial fee of € 675,- excl. VAT. Please contact us to order these at: [info@molecularmeeting.com](mailto:info@molecularmeeting.com)

### WiFi:

Grand Hotel Huis ter Duin has WiFi available throughout the hotel, it can be accessed by selecting the HTD-Guest network.

### Booth space:

Space is limited, (2 by 4 metres or 2 by 3 metres depending on your booth contract) therefore your booth will have to fit within this space. You can choose whether or not you will need the table and chairs we provide. Please contact us in case you would like to set up your booth otherwise.

Need help building or designing your booth or custom made booth content?  
4D EXPO is our preferred partner! [www.4dexpo.nl](http://www.4dexpo.nl)



**Booth set up:**

You will have access to your booth from 7:00 PM on Tuesday October 10<sup>th</sup> for set up. All booths should be ready at the first break on Wednesday October 11<sup>th</sup>, which is around 12:00 pm. Booths can be taken down after the last break on Friday October 13<sup>th</sup>, which is around 1:30 pm. Please find directions attached for delivering goods!

The table will have a sign with your company name on it. Enclosed you will find the final copy of the booth map, on which you can see where your booth is located including a list of all exhibitors.

On the next page you will find information about **room dimensions & delivering goods** to Grand Hotel Huis ter Duin for the EMMD 2017.

We are looking forward to a successful meeting, thank you for your sponsorship, which enables us to make this happen!

Kind regards,

Rianne van de Bovenkamp / Vivian van Esch  
Secretariat European Meeting on Molecular Diagnostics  
T. +31 (0)35 54 29 333  
F. +31 (0)35 54 29 444  
[info@molecularmeeting.com](mailto:info@molecularmeeting.com)  
[www.molecularmeeting.com](http://www.molecularmeeting.com)



### **Delivery information Grand Hotel Huis Ter Duin:**

Goods can be delivered to the hotel 3 working days prior to the event (no sooner than that!). Goods can only be delivered on working days between 08.30 – 16.00 hrs. (please see directions attached)

They can be sent to the following address:

#### **Grand Hotel Huis ter Duin**

Event: EMMD 2017, OCT 11-16  
Attn: Natascha Keesmaat  
Koningin Astrid Boulevard 5  
2202 AB Noordwijk aan Zee  
The Netherlands  
Tel: +31 (0)71-361 9220

On the boxes / goods please **clearly state the name and date of the Event** (EMMD 2017, Oct. 11-13), and clearly state the name of the person collecting the boxes.

All goods should be delivered to the delivery entrance on the landside of the hotel. Deliverer will then be shown where to store the goods.

**Shipments which are delivered earlier than 3 days prior to the event, will be sent back to you at your expense.**

After the event, the goods **should be picked up latest 1 week after the event**. After this date the goods will be removed without further notice.



## Dimensions:

### Keizerzaal measurements:

Square Meters:	400
General room measurements:	Width 21,23 / Length 19,90
Measurements lower section:	Width 21,23 / Length 7,60
Ceiling height higher part:	3,85
Ceiling height lower part:	2,70
Window surface:	corner to corner 5,58
Projection screen in the room:	Height 2,97 / Width 5,88
Door Height:	2,22 / Width 2,02
Pillar Keizerzaal to cabinet entrance kitchen:	2,01
Pillar Keizerzaal to wall Bar Maritime:	2,36

### Pické 1 measurements:

Square Meters Pické 1:	374
Pické 1 L x W x H:	17 x 23 x 5
Ceiling heights:	6,48
Up to Chandelier:	4,67
Ceiling height rails dividing walls:	5,46
Ceiling height outer ring (wood):	3,38
Ceiling height outer ring:	3,52
Door Pické 1:	Height 2,22 / Width 1,95 (between rails 1,72
Walls landside per surface:	Width 7,42
Walls curves land side:	Width 6,35
Walls middle Pické 1:	Width 6,90
Walls with tapestry:	Width 4,69
Hanging points Max weight:	800 kg per hanging point
Diameter eye hanging point:	0,4
Measurements trusses:	Pické 1: 7,80 x 5,40
Measurements opening translator cabins:	
Height 1,40 / Width 1,56 beam in the centre	0,68

