



# Twenty-third European Photovoltaic Solar Energy Conference and Exhibition

Feria Valencia • Convention & Exhibition Centre, Valencia, Spain  
Conference 1-5 September 2008 • Exhibition 1-4 September 2008

## **Exhibitors' Manual - Table of Contents -**

### **1) Information for Exhibitors**

- Overview – Exhibition Information
- Exhibitors' Calendar
- 'To be returned to WIP'
- Exhibitors' Planning list
- Frequently Asked Questions
- Procedure for VAT Refunds to Exhibitors from Abroad
- Visa request

### **2) Practical Information around the fair**

- How to reach the FERIA VALENCIA
- Hotel booking
- Site plan of the FERIA VALENCIA
- Layout Plan of the Halls
- Specifications of the Halls
- Lorry Parking (see also plan in section 6)
- Design and Decoration
  - Stand Design and Decoration (see Order Form "9.e. Stand Design and Decoration" in section 2)
  - Assembly and Dismantling Passes (see Order Form "9.f. Assembly and Dismantling Passes" in section 2)
- **Insurances** (see Order Form "16. Insurances" in section 2)
- Assembly and Dismantling Rules

### **3) Catalogue of Exhibitors**

- 'Company Profile + Extra Pages'

### **4) Conference Registration**

- Registration Form for Designated Persons to the Conference

### **5) Recommended stand building companies (for Own Stands)**

- Rappenglitz
- Free Design
- Montoro
- ideo

**6) Extra services provided by the FERIA VALENCIA**

- **Water – Drainage**
- **Compressed Air**
- **Electrical Supply**
- **Carpeting**
- **Wooden Platform**
- **Telephone Line**
- **Broadband Internet Connection Service**
- **Audiovisuals**
- **Extra Furniture**
- **Flowers and Plants**
- **Ceiling Fixing Systems (Suspension Points)**
- **Temporary Staff**
- **Hostesses**
- **Catering**
- **Fascia Board Name Choice**
- **Extra Cleaning**
- **Stand Security**
- **Parking**
- **Waste Collection**

**7) Forwarding Company**