



Concerns: Exhibitor information CSI Twente 2018 (Tuesday 12<sup>th</sup> of June up to and including Sunday 17<sup>th</sup> of June)

Dear exhibitor,

From the forthcoming Tuesday 12<sup>th</sup> of June up to and including Sunday 17<sup>th</sup> of June, the 44<sup>th</sup> edition of CSI Twente will take place in Geesteren (Ov) - The Netherlands. Through this manual, we would like to offer you the required information.

### **Setting up the stands:**

The stands are situated in pagoda tents measured 5 x 5 m. The specifications of the different tents are described below.

- The measurements of the Kamstra-tents, numbers 1 up to and until 30 are:
  - Surface 5.00 m x 5.00 m;
  - Sidewall height 2.25 m;
  - Top height 5.47 m;
  
- The measurements of the Postel-tents, number 31 up to and until 36 and 43 are:
  - Surface 5.00 m x 5.00 m;
  - Sidewall height 2.20 m;
  - Top height 4.50 m;
  - Floorboards 2.50 m x 5.00 m in an iron frame;

Furthermore, areas for free-standing attributes have been created as well, such as booklet holders, presentation panels, trucks and trailers. **The building/decoration of the stands can be done on Monday 11<sup>th</sup> of June from 09.00 AM – 20.00 PM.** In case you need two days to build your stand, it is possible to start with this on Sunday 10<sup>th</sup> of June. If you wish to start building your stand on Sunday, please report this by phone or by e-mail to our secretariat, regarding the number of employees necessary to build the stands. **All stands need to be ready on Monday 11<sup>th</sup> of June at 20.00 PM at last.** We kindly request you to limit driving your car in the expo village during the building of the stands as much as possible.

### Opening hours:

The opening hours of the stands in the expo village are;

<b>Tuesday 12<sup>th</sup> of June:</b>	<b>10 AM - ± 5 PM;</b>
<b>Wednesday 13<sup>th</sup> of June:</b>	<b>9 AM - ± 6 PM;</b>
<b>Thursday 14<sup>th</sup> of June:</b>	<b>8 AM - ± 7 PM;</b>
<b>Friday 15<sup>th</sup> of June:</b>	<b>8 AM - ± 9 PM;</b>
<b>Saturday 16<sup>th</sup> of June:</b>	<b>8 AM - ± 9 PM;</b>
<b>Sunday 17<sup>th</sup> of June:</b>	<b>8 AM - ± 7 PM.</b>



The opening hours are connected to the programme hours. If provided that the programme changes, the opening hours of the expo village will be adapted as well. The board of CSI Twente wishes to present its accommodation and facilities as a whole, which is why it has decided upon uniform opening hours for all exhibitors. Accordingly, we request you to man your stand at aforementioned hours.

**Deconstruction:**

One hour after the last programme item on Sunday the 17<sup>th</sup> of June, it is allowed to start deconstructing the stand. This will take place at approximately 20.00 PM. If provided that the programme changes, the time at which the deconstruction of the stands can take place will change too. On Monday the 18<sup>th</sup> of June from 09.00 AM the deconstruction can be continued. **All stands need to be cleared completely on Monday the 18<sup>th</sup> of June before noon (12.00).**

**Security/insurance:**

During the event, there will be security present at night. However, we would like to point out that you are still responsible for your stand. **Therefore, we advise you to store or take away valuable items at night. CSI Twente cannot be held not responsible for theft, loss or damage of any kind and has not entered an insurance contract with which stands are also covered. For this reason, we urge you to insure your belongings against damage, loss and theft.**

**Parking and entrance:**

During the day the stands are build, you can park your car freely at the parking lot which is open for the public of the event area. On the spot there will be signs which point out where this parking lot is situated. Afterwards, we kindly request you to report yourself to the secretariat of the event area, where you will be guided to the direction of your stand. **This year, we will be working with an online ticket system for the first time. You will receive a mail with further instructions to get your tickets.** On Tuesday, Wednesday and Thursday our visitors have free access to the event area. Exhibitors do therefore not need entry tickets during these days. From Tuesday up to and until Sunday you need your parking tickets and from Friday up to and until Sunday you need your entry tickets as well.

**Casette floors:**

The pagoda tents are already provided with wooden cassette floors. Any additional wishes such as carpeting of the stand are not included.

**Electricity:**

There are electricity cabinets placed at different locations. You are free to use these, however, you will need to provide for your own extension cables. May you have any specific wishes concerning electricity, you can contact Haarhuis Aggregaten.



### **Waste and sustainability Langezaal Ltd**

Every exhibitor is obligated to deposit the waste in the assigned waste containers. We request you to flatten e.g. cardboard boxes before depositing them in the waste containers. After the event you need to leave your stand empty and clean. Any additional cleaning costs will be passed on to you. Langezaal Ltd will place extra paper and waste containers during the building days for the exhibitors. We request you to separate the paper from the other waste. In the whole area there will be extra attention this week for the decrease of litter. **95%** of all the incoming waste will be recycled and awaits a durable future.

### **Map:**

**For the map and associated stand numbers, we refer to [www.csitwente.nl/business/standhouders/](http://www.csitwente.nl/business/standhouders/). The mapping is subject to changes to the organisation.**

### **Catering and hotel:**

Oost Best Events Ltd. provides for the catering. The contact person is Maarten Ensink of Partycentrum Ensink, phone number: 0031-46004855. Exhibitors may not serve or sell hospitality products such as (alcoholic) drinks and/or tobacco products, except for companies that present these products as their merchandise and which have made agreements about these products. For hotel accommodations we refer to [www.csitwente.nl/hotels/](http://www.csitwente.nl/hotels/). The official riders' hotel is the Theaterhotel Almelo. In case you book a room via [www.valkverrast.nl/actie](http://www.valkverrast.nl/actie), you can make use of the action code ALMCSI.

### **Regulations:**

We would like to point out to all exhibitors that the board of CSI Twente aims for an exclusive whole. We will supervise this during the building of the stands and expect from all participating companies/authorities their full cooperation by building an optimal stand. If the organisation is not fully pleased by the appearance, it retains the right to alter or remove the stand at the expense of the concerning exhibitor.

### **Routedescription:**

- Go in the direction of Deventer;
- From Deventer, take the side-way to Rijssen;
- From here, follow the specific signs to the CSI Twente;
- CSI Twente will be held at: Erve Maathuis, Denekampweg 2, 7678 SZ Geesteren (Overijssel)

***We would like to kindly yet urgently remind you that the rent of the stands needs to be paid prior to the building/decorating of the stands.***

In case of any remaining questions, you can contact the secretariat address listed below. We would like to wish you very successful days in advance.

With kind regards,

Secretariat CSI Twente  
[info@csitwente.nl](mailto:info@csitwente.nl)