

GUIDELINES

BIBLIOSTAR 2010

1. LOCATION:

The exhibition will be held on the 11th-12th March 2010 at [Palazzo delle Stelline in Milan at 61 Corso Magenta.](#)

Public Transport:

underground MM1 and MM2 (Cadorna) - Bus 16, 18

Taxi Stands: Piazza Virgilio, Piazza Baracca – Radio Taxi: 02.40.40, 02.85.85

Car parks:

- Garage alle Grazie - Corso Magenta, 56 – tel. +39.02.48.18.466

- Autorimessa Crivelli - Via M. Bandello, 4 – tel. +39.02.46.29.51

2. TIMETABLE:

The convention and exhibition opens at 9:00 a.m. on the 11th March 2010. Closing time is 6:00 p.m.

The same times are also valid for the second day.

The exhibitors can enter at 8:30 a.m. on the days of the show.

Stands will be accessible to exhibitors between 2:00 and 7:30 p.m. on 10th March 2010.

Disassembly is possible from 6:00 p.m. to 8:30 p.m. on 12th March and during the morning of the 13th March. Disassembly is not allowed before 6:00 p.m. of the 12th March 2008

3. EQUIPMENT DELIVERY AND PICK-UP:

The Palazzo delle Stelline is located in the historical centre of the city, in front of Da Vinci's "Ultima Cena". This makes delivery and pick-up difficult.

The parking conditions are as follows:

- **no lorries are allowed: vehicles up to 35 tons are allowed**
- **all vehicles must leave the area free as soon as delivery and pick-up are concluded**

4. WAREHOUSE:

There is a warehouse available at the Palazzo delle Stelline – 61 Corso Magenta, 20123 Milan for the delivery of material sent by courier.

It can be used from 9th March until the morning of 15th March 2010. Specify "Bibliostar" on the packages.

For possible delays in pick-up, contact Mrs. Barbara Scotti (e-mail bscotti@stelline.it) at the Palazzo delle Stelline. For every delay that is not justified, storage will be charged and invoiced separately.

5. STANDS FITTED IN ADVANCE

The stands are prepared in advance for areas of 7.5 sq. and of 10 sq. with the following furniture: table and 3 chairs; 1 chest of drawers; 1 waste basket and coat rack; 3 100w spotlights and 1 electric socket flag; banner with the company name; 2 inclined shelves

From 12.5 sq. the furniture is doubled.

In **Sala Solari** the stands are prepared in advance in areas of 6 sm (3mx2ml), with two free sides and the furniture as above described.

Extra furniture and shelves must be requested not later than 8th February 2010 (detailed list included). To avoid inconveniences it is necessary to book the extra furniture and shelves ahead of time (see point 7).

6. ELECTRIC EQUIPMENT:

There is a single electric socket. Please communicate in writing the need for extra sockets or a need for a particular position of the sockets not later than 8th February 2010. You also need to communicate if the total electricity usage of the stand might go over 2 kw.

7. SERVICES:

All requests concerning to extra furniture not included in the basic stand supply (computers, audiovisuals, flowers, interpreters and hostesses, extra sockets, etc.) must be sent as soon as possible (and however not later than 8th February 2010) to Argentovivo (e-mail argentovivo@argentovivo.it) and paid separately when booked.

8. TELEPHONES OR SPECIAL LINES:

Requests should be sent directly to Argentovivo (e-mail: cinzia.abbate@argentovivo.it) using the form supplied not later than 8th February 2010. The payment must be made when booked.

In the request, specify:

- company name VAT n. and tax position for the invoicing
- type of line needed

9. INSURANCE:

The Palazzo delle Stelline is insured for damages to the goods on exhibition due to natural or accidental causes. As for the material that is the property of the exhibitors, the organisers guarantee a security watch during the night.

We suggest that you stipulate an insurance contract via your own arrangements as the organisers decline any liability for theft or damages.

10. CATALOGUE AND ADVERTISING:

Companies which have booked the combination that includes the stand, b/w or 4 colour page in the exhibition catalogue and insertion of a brochure in the convention bag must send the relative material by the indicated deadlines:

• **Advertising for the catalogue must be sent by 2nd February 2010 to:**
cinzia.abbate@argentovivo.it

• **The 2.000 brochures to be added to the delegates bag must be delivered by the 26th February 2010 to:**

Cooperativa Francis Today - Mr. Alberto Valori
Piazza Grandi, 19 - 20129 Milano

clearly stating "BIBLIOSTAR 11th-12th March 2010 – Bibliostar/Brochure for Convention Bag.

Brochures that are not delivered on time will be nonetheless invoiced.

11. PAYMENT:

It is important to send an advance, equal to 50% + VAT (20%) of the total amount, at the moment of participation registration, refer to registration form. **The balance is due by 18th of January 2010.**