

The BioVision Book Fair

Technical Guidelines and Guide to Exhibitors

The BioVision Alexandria 2004 Book Fair will be from 3 to 6 April 2004

Admission to the BioVision Alexandria 2004 Accompanying Book Fair

The Book Fair is meant to address publishers and organizations in the field of Life Sciences and related subjects.

Please find below information of the procedures required in order to participate in the BioVision Alexandria 2004 accompanying Book Fair.

- For all information, including **prices**, please contact:
Mrs Hala Abdelwahab
Bibliotheca Alexandrina
P.O. Box 138, El-Shatby,
Alexandria, 21526, Egypt
Tel: + (20 3) 4839999 Ext. 1127
Fax: +(20 3) 4834992
E-mail: hala.abdelwahab@bibalex.org
- Bibliotheca Alexandrina (BA) will hire out the stands/booths space and provide exhibitors with tables, chairs and shelves.
- BA will take charge of the set-up and dismantling of the stand.
- Choose your preferred stand place from the provided floor plan. Spaces will be assigned on a first come, first served basis.
- If interested, please fill-in and submit the “Application Form for Stand Space”.
- BA will assign booths according to the place selected by the exhibitor.
- Once confirmation of space booking is received through your submitted application form, BA will invoice the company.

Terms of payment

The stand rental has to be paid in only one installment, as follows:

- 100% within three weeks of receipt of stand assignment and accompanying invoice.
- BA may select and purchase some of the publications exhibited for its own collection and will pay the value to the exhibitor.

Cancellations

Cancellations by exhibitors must be made through **registered mail** addressed to the above-mentioned contact person. If the exhibitor cancels a reservation before 15 March 2004, 25% of the total amount is paid to the BA as cancellations fees; between 15 March 2004 and 30 March 2004, 50 % of the total amount will be paid; following 30 March 2004 no refund will be returned.

Telephone facsimile connection and Internet

International telephone lines, fax and Internet are available inside the Conference Center.

Customs, taxes and duties/forwarding agent

The exhibitor shall use his own forwarder and will be responsible for handling/paying any expenses.

Security

The BA will provide security from 1 to 7 April 2004.

Storage

No storage is available.

Exhibitors are not permitted the following:

1. Stick posters, but they are only allowed to hang them using already existent hooks in the exhibition halls, with prior approval from BA.
2. Use carpets or floor covers anywhere in the exhibition halls.
3. Drill holes; insert nails in the walls, ceilings, and floors of the exhibition halls.
4. Use or installation of electrical connections. These are to be performed and fully supervised by the BA allocated technicians.

Promotional opportunities

Please be informed that we include the following advertising opportunities free of charge:

- Name of exhibitor in: "Guide to Exhibitors"
- Name of exhibitor in: "On-line Guide to Exhibitors"
- Flash animation with company logo on the BioVision Alexandria 2004 website.