

TECHNICAL FILE

Delivery address: Movenpick Hotel Lausanne, Av. de Rhodanie 4, 1007 Lausanne, Switzerland

For deliveries, your packages must be clearly labeled with the following information :

- **Name of your company**
- **Name of the booth manager present on-site**
- **Name of the A3P event**
- Attn: Melinda VAYDING

A storage area will be available for exhibitors for the entire duration of the event.

For return shipments, all packages must be repacked on-site.

It is essential that your parcels are easily identifiable by the carrier. Please include at least the following information :

- **Name and address of your company**
- **Contact details of your company's designated person**
- **Name of the A3P event**

Packages not collected during the specified hours below will incur storage fees.

A3P declines all responsibility in the event of loss, theft, or damage to packages during transport.

It is the responsibility of your company to take out insurance coverage for the shipped equipment, if necessary.

Additionally, in case of non-collection of parcels on the designated dates and times, neither the organizer nor the event venue can be held responsible.

Exhibitor information:

Infos/Dates	27 to 29 MAY	1 June	Tuesday 2 June EVENT DAY	Wednesday 3 June EVENT DAY	4 June
Package delivery	7:30 am – 3:00 pm	8:00 am – 7:00 pm			
Exhibitor setup			10 am – 12:30 am		
Exhibitor opening			10 am – 12:30 am	From 8:30 am	
Participants opening			From 1:30 pm	From 8:30 am	
Exhibitor move-out				4:00 pm	
Parcel pick-up				4:30 pm 7:00 pm	8:00 am - 3:00 pm