



# Welcome to XXXII Bárány Society Meeting 2024

Uppsala, Sweden August 25-28, 2024

## Practical information, Exhibition & sponsorship, XXXII Bárány Society Meeting 2024

Lunches and coffee will be served in the exhibition. In addition, the poster exhibition will also be placed within the exhibition.

### Exhibition hours

*Build-up:* Saturday, August 24 at 16.00-20.00, Sunday, August 25 at 07.00-09.00

*Exhibition hours:* Sunday August 25: 10.00-19.30, Monday August 26 at: 08.30-16.00, Tuesday August 27 at: 08.30-17.00

*Dismantle:* Tuesday August 27 at: 16.00-19.00

Lunch for exhibitors will be served in the exhibition area 30 minutes prior to the scheduled lunch for delegates.

### Exhibition space and furniture

The exhibition will take place in Hall D at Uppsala Konsert & Kongress, UKK.

Gold sponsor exhibition space: 6 m (width) x 1,5 m (depth)

Sponsor exhibition space: 4 m (width) x 1,5 m (depth)

Exhibitor exhibition space: 2 m (width) x 1,5 m (depth)

The ceiling height is 3,5 m.

*Every stand will contain:* A white wall in the back, 2 tall tables, one conference table (128\*45 cm, height 72 cm), 2 chairs, electricity, and WiFi. Table cloth is not included, you are welcome to bring your own, company branded table cloth. Electricity (220V/10A/2000W) is included. Extra electricity 16 A/32A will be charged and must be ordered by August 1.

You can bring your own roll-ups, desks, or pop-up stands if you wish.

If you want to rent anything else for your stand, please contact our expo supplier by **August 1** at the latest: City Expo, Kostas Grintzos, [kostas@cityexpo.se](mailto:kostas@cityexpo.se).

### Goods handling

*Goods delivery address*

Uppsala Konsert & Kongress, UKK

Godsmottagning, Att: "Barany, August 24-28"

Vaksala Torg 1

SE-753 75 Uppsala, Sweden



REED & MACKAY  
A Navan Company

Mark the goods "Barany, August 24-28", and make sure to include your stand number and also the name and cellphone number of your contact person. Please also number the good (1/3, 2/3, 3/3 etc).

#### *Goods delivery*

The goods reception is open from 08.00-16.00 but closes for lunch between 11.30-12.30.

For safe storage and keeping, Uppsala Konsert & Kongress (UKK) will *not accept delivery of goods before August 23*. Other times by agreement only. Let UKK know in advance which goods will be arriving, when it will arrive, and that the goods shall be in Hall D on August 24.

E-mail to UKK: anders.strand@ukk.se.

#### *Removal of goods*

If you will have your goods picked up by a delivery service, we ask that you clearly mark each box/container with the correct shipping instructions. You are responsible for packing your own materials and for arranging pick-up by a delivery service. You will be instructed by Uppsala Konsert & Kongress (UKK) staff where to place your materials. Please note that Uppsala Konsert & Kongress (UKK) can not store leftover or not-picked up materials after 17.00 on August 28. Left goods after August 28 will be charged SEK 500/item/day.

#### **Insurance for transport and storage of goods**

Exhibitors and sponsors are responsible for their materials, decorations and other exhibition goods. We recommend all companies to assure that they have a valid damage-, loss- and liability insurance. Neither Uppsala Konsert & Kongress (UKK), Reed & Mackay, nor the congress organizers are liable or responsible for the exhibitors' materials and goods.

#### **Parking**

Conference delegates and exhibitors can park in nearby Centralgaraget.

#### **Contact**

Please contact the conference secretariat at [congress.se@reedmackay.com](mailto:congress.se@reedmackay.com) if you have any questions about the exhibition. Tel: +46 (0)18-18 35 35 (Tuesday – Thursday at 09.00-12.00)

#### **Delegate bag insert (flyer) (Gold sponsors only)**

Please send the flyer to Reed & Mackay by August 10 at the latest.

#### *Address to send the flyers to:*

Reed & Mackay, c/o 29 Rum, Att: Bárány 2024/Johanna, Kungsängsgatan 35, 753 22 Uppsala, Sweden.

#### **Specifications for advertisement in the app (Gold sponsors and Sponsors only)**

Please send us your advertisement following these instructions:

- Format: PDF
- Send it by e-mail to [congress.se@reedmackay.com](mailto:congress.se@reedmackay.com) no later than by August 7, to have it published in the App.

*Version July 1, 2024.*

