



EUROPEAN CLUSTER CONFERENCE 2024

7-8 MAY 2024, BRUSSELS

#EUClusterConference



Booth Specification Document

Event Name: European Cluster Conference 2024

Event Date: 7 & 8 May 2024

Set-up Date: 6 May 2024 (Adequate storage space for your promotional materials will be ensured).

Booth Dimensions:

- Width: 3m
- Depth: 3m
- Height: 3.8m

Booth Components:

1. **Backdrop:**

- Custom-branded backdrop with:
 1. Cluster/organisation name
 2. Cluster/organisation logo
 3. Short description
 4. Pictures : the number and format will be shared with you in a following email.
 5. Link to your website
 6. QR leading to documents/leaflets/...

Here is a visual from the 2022 edition for your reference. Please note that the mock-up for the booth design for the 2024 edition will be shared in our follow-up communications.



2. Furniture and AV equipment:

- 1 high-table
- 2 high chairs.
- One power outlet for electronic devices and equipment.
- WIFI connection
- Additional equipment is available for rental at your expense. We can suggest items such as a brochure rack, an extra-high table, high chairs, screens, etc. A more comprehensive list, including the cost for each item, will be provided to you following the approval of your exhibition.

3. Promotional materials

- You can bring promotional materials or equipment to be displayed. Please ensure that the size of your promotional items or equipment does not exceed the allocated booth area.

Note: Booth setup and dismantling should be completed within the allocated time slots as per the event organiser's guidelines. The option to have your backdrop shipped back to your organization or cluster is available. To facilitate this process, a document will be shared with you shortly to gather the necessary delivery address details.

However, kindly note that if you brought promotional materials, they will need to be shipped back by yourself at your own cost. We appreciate your understanding and cooperation in managing the logistics of your exhibition materials.

