



Agriculture & Rural Development Day

Cancun, 4 December 2010

Exhibit Guidelines

General

Exhibition booths are available for organisations wishing to showcase and display knowledge products, services and achievements to a diverse audience of agricultural scientists, policy makers and industry leaders.

- Exhibition booths serve the purpose of providing information to participants on activities, publications and other works of the respective organisation. They are not to be used as an office.
- Space is limited. A total of fifteen booths will be allocated on a first come, first served basis.
- Only one booth per organisation will be allocated.

Cost

Participating organisations are required to cover the cost of the booth at US\$750. Payment method will be advised upon approval of your application.

Standard equipment and other specifics

Each exhibit booth measures 2m x 2m, and contains:

- Two spot lights
- One table
- Two chairs

Please indicate any additional equipment needs in your application. We will make every effort to accommodate your requests.

Booth set-up and dismantling

Exhibitors are solely responsible for the installation, dismantling and disposal of any redundant exhibit goods, documents, brochures, posters and other papers.

- Exhibitors may begin setting up at the venue on Friday, 3 December (time to be advised).
- Dismantling of booths begins on Saturday, 4 December, at 18.00.

Shipment of materials

Materials sent directly to the venue should be sent as early as possible, as there may be delays in customs clearance.

- Address your shipment(s) to:
Gran Meliá Cancun Hotel
Boulevard Kukulcan Km. 16.5
77500 Cancún
MÉXICO
- Each package should clearly state: "Publications (not for sale) for use at Agriculture and Rural Development Day 2010".
- Please notify the Agriculture and Rural Development Day 2010 organisers of your shipment at info@agricultureday.org

info@agricultureday.org // www.agricultureday.org