



Note to exhibitors / Delivery instructions.

The exhibition will take place in **Vilnius Park Plaza hotel**, Room Sapphire A or C. Final table assignment will be done by the exhibit management on Tuesday morning, August 27th, 2024.

Each space includes one office table 1.40m x 0.60m, two chairs, electricity.

Set-up Day and time: From Tuesday, August 27th from 08:00am.

Dismantle day and times: Thursday, August 29th from 06:30pm.

Your conference badge will allow you to attend the conference from Monday 26th to Friday 30th. Each registration includes the conference banquet taking place on Wednesday evening.

Exhibition days and times:

From August 27th to August 29th from 9:30 am to 6:30pm.

[Exhibitors may ship or bring their material. Shipments can be sent 10 days prior to the event.](#)

Exhibitors are requested to not leave their valuable things at the end of each exhibiting day.

The managing party will not be liable in case of thefts.

Delivery and shipping instructions:

[Material needs to arrive on Monday 26th at the latest.](#)

All material needs to be sent **free from all charges** including freight and customs duties, if any. Packages, which are not pre-paid, will not be accepted. In case of a temporary import, the customer needs to take care about the formalities. The conference organisation will not be able to deal with this.

Shipping address:

Vilnius Park Plaza hotel

Mr. Petronis, Europhoton, [put your company's name](#)

M. K. Ciurlionio str. 84

LT-03100, Vilnius, Lithuania

Opening days and times for the delivery:

[From Monday to Friday: 8 am to 5 pm](#)

Failure to add the full reference will result in rejection of the material, as without this information, the conference organisation will not be able to match the delivery to the sender.

In case several packages are sent please mark it in the reference as for example: 1/3, 2/3 and 3/3 (in case 3 packages are sent) or write the total number of packages on all labels.

The organisers will not intervene in any transportation problem. It is the consignor's responsibility to ensure that the goods are shipped in due time. No refund can be made in case of late delivery. The consignor needs to take all necessary insurances to secure his material if necessary.

For small packages including literature, or give-aways to the conferences, in case customs clearance is necessary, please include a pro-forma invoice indicating a symbolic value on your package clearly stipulating that the material has no commercial value and will be distributed for free at the Europhoton Conference. State that the material will involve no invoicing.

Exhibitor needs to ensure that the material is properly shipped via a forwarding agent. If any, Exhibitor needs to pay for customs duties and VAT applying to shipments to Lithuania. If any, Exhibitor needs to take care about the formality of a temporary import. The organisers will only accept shipments sent **FREE FROM ALL CHARGES**.

As soon as your material is shipped, please inform the European Physical Society (conferences@eps.org) and Hotel (meeting@cpvilnius.com) on the following: What was sent, when, how, reference number if any, quantity of packages, dimensions, and weight.

To clearly identify each shipment, the name of your company needs to be put on each package. In case of several packages, number the packages.

Please transmit all these indications to your forwarder.

Return of material:

The conference organisation will not be able to deal with this.

Exhibitor needs to schedule the return of material in advance (**order the return by the forwarding agent, prepare the transportation labels in advance**).

Don't forget to provide your mobile phone number as contact for this arrangement, the conference organisation won't be able to manage it.

All this information is posted on <https://www.europhoton.org/general-information/>