

2018 EXHIBIT GUIDE

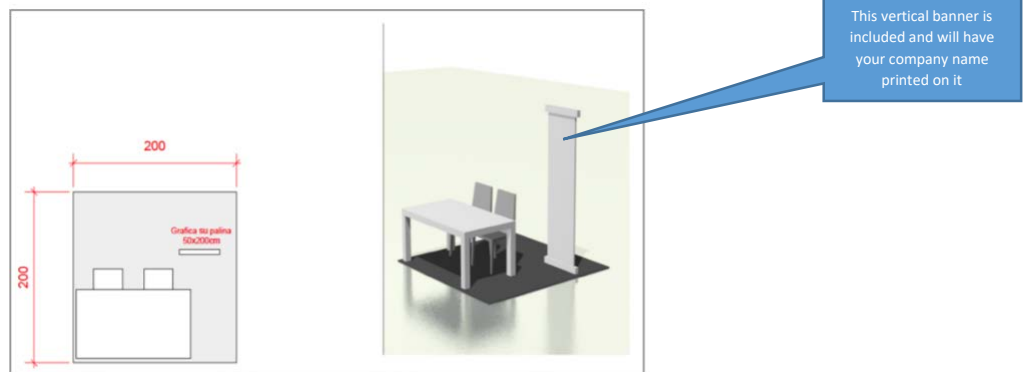
Exhibitor Display Guidelines:

2018 Textile Sustainability Conference Exhibitor Display Guidelines are created to promote continuity and consistency among conference exhibitions. In order to keep the exhibition area relevant for conference attendees, we recommend that only brand new products or unique items are to be exhibited. Exhibitor shall not have in its exhibit space any product or display or distribute advertisements for a product that infringes upon the registered trademark, copyright or patent of another company.

[Please see FAQ here.](#)

What is included in your exhibit space:

- The exhibit space is 4 square meters/13 sq feet (2m x 2m / 6.5 ft x 6.5 ft).
- You will receive 1 horizontal table (1.6 meter long/ 5.3 feet long) and 2 chairs with room for one vertical banner. Please note that it is your responsibility to bring a banner.
 - As noted in the image, the space comes with a vertical banner with your company name printed on it.
- Floor covered with carpet
- 1 multiple power- socket (3KW). Please ensure you have power converters for non-EU plugs.



If you are interested in **any additional exhibit add-ons**, such as **clothing racks**, display cases, furniture, ect. **must be rented from MiCo**. You are able to rent items up until **October 19th**, however we strongly encourage you to place all orders before than as there may be limited availability. Please email Rita@TextileExchange.org if you are interested in renting. You will receive a custom log-in for the MiCo exhibit portal where you can place orders directly.

What is not included in your space:

- There is not an option to hang items from the ceiling and there will not be walls for you to utilize hanging objects/signage. Please bring free-standing signage only.
- There is no back-wall behind your exhibit table. Please plan accordingly.



Set-up:

Exhibit booths are required to be set up on Sunday, October 21st between 1pm and 5:30pm and/or on Monday, October 22, 2018, between 11am and 5:30pm. The exhibit hall will be open during the conference's Kick-off Cocktail Reception, on Monday, October 22, at 6:30 pm, for a preview and networking. In addition, it will be open during the conference on Tuesday and Wednesday (October 23 and 24) from 8 am to 6 pm.

- It is not possible to hang anything from the ceiling in MiCo North Wing Level +1.
- There is no back-wall behind your exhibit table. Please plan accordingly.

Breakdown: All exhibit booths must be broken down, and all items removed, by 7 pm Wednesday, October 24.

What Hours Will The Exhibit Hall Be Open?

The exhibit hall will be open during the conference's Kick-off Cocktail Reception, on Monday, October 22, at 6:30 pm, for a preview and networking. In addition, it will be open during the conference on Tuesday and Wednesday (October 23 and 24) from 8 am to 6 pm.* *Schedule subject to change. Security will be on-site during open-hours and the space will be locked and inaccessible after-hours.

Can I Bring a Colleague to Attend the Exhibit Space?

All exhibiting companies are required to have at least one (1) person registered to attend the full conference. One (1) Exhibit-Only pass (\$950 USD) may be purchased for each exhibit space to allow a representative to be at the booth at all times. The Exhibit-Only pass holder must remain in the Exhibit Hall and will not be permitted to attend conference sessions. The Exhibit-Only pass includes food and beverage that will be served throughout the event.

What Materials Should Be Displayed in the Exhibit Space?

Your company is welcome to display brochures, a variety of product, and any relevant information for conference attendees. Out of consideration for the other exhibitors around you, these materials must fit within the allotted size of the exhibit space. Exhibit space sizes may be expanded in advance at the cost of the Exhibitor.

Clothing racks are NOT included in the space. Those must be rented from the MiCo. Please email Rita@TextileExchange.org if you are interested in renting. You will receive a custom log-in for the MiCo exhibit portal where you can place orders directly.

Where Will The Exhibit Spaces Be Located?

All exhibit spaces will be located in Hall B, an exhibition hall of the Milano Congressi. This space is where the cocktail reception, networking breaks, and conference meals will take place and has been identified as the area with the highest flow of people to foster an atmosphere of networking for all conference attendees among the exhibitors. Exhibit spaces will be pre-assigned by Textile Exchange with conference sponsors receiving preferred placement.



UNITED BY ACTION Accelerating Sustainability in Textile & Fashion

October 22-24, 2018 | Milano Congressi (MiCo) | Milan, Italy

Shipping Information:

MiCo **WILL NOT** be able to accept deliveries before Sunday, October 21st. Any early deliveries can be coordinated with Expotrans (info below). It is your responsibility to coordinate shipments.

It is the exhibitor's responsibility to set-up delivery with shipping courier to **arrive on the date of your exhibitor set-up** (Sunday, October 21st between 1pm and 5:30pm and/or on Monday, October 22, 2018, between 11am and 5:30pm). Exhibitors will receive their shipments/packages at their exhibit space. Shipping address:

Textile Exchange/**YOUR COMPANY NAME**

c/o MiCo Milano Congressi

GATE 13 – via Gattamelata 5

20149 - Milano, Italy

Most commonly used couriers are DHL, TNT (international couriers) and Bartolini (national). Couriers can enter the MiCo and reach directly the stand to deliver.

Expotrans

For large shipments, you can contact Edoardo Fornelli [Edoardo.Fornelli@expotrans.net] at Expotrans. Expotrans will be able to provide you with shipping quotations based on your requests. Expotrans will be able to hold onto your shipments when they arrive at their warehouse and then deliver them to MiCo per your exhibit set-up arrival day/time.

Return shipments:

Exhibitors can schedule a normal courier to take their goods directly at the end of the Event (on Wednesday, October 24th) or, if they need a late shipment, they can contact Expotrans who will take the goods at the end of the Event and ship it back later. Exhibitors can contact info.mico@expotrans.net to set-up return shipment.