



Genova_Italy_May 18|21_2015

Discovering Sustainable Ocean Energy for a New World

www.oceans15mtsieegegenova.org



Dear All Exhibitors:

As we are nearing the Oceans'15 event date in Genova, we will be posting a series of "News" bulletins to keep everybody up to date on the latest news. If you have other questions or concerns that are not touched upon in these bulletins, please do not hesitate to contact us at info@oceans15mtsieegegenova.org.

REGISTRATION:

Soon an email will be sent to each exhibitor contact which provides a login and password. Please be sure to login and complete all the necessary information; including, each staff member's personal information, and your Company's Profile (we ask that you please have this completed by April 1, 2015 for purpose of printing the Final Program). It is also possible with this login and password to register once registration opens March 20th.

EXHIBITORS KIT:

The website for Oceans'15 Genova, <http://www.oceans15mtsieegegenova.org/index.cfm>, has been updated. You will find under the Exhibitors section, the Exhibitors Kit. Here you will find all the necessary documents to provide support in your planning and organization for the event. Currently, you will find the following documents under the Exhibitors Kit:

Technical Regulations: Be sure to read through carefully and take special note of exhibit hours, and set-up/tear-down times.

Image/Specifications of a 3x3 booth

Warehousing and Shipment Procedure: The Conference Center utilizes an electronic tool for managing the receipt of goods shipped by exhibitors/sponsors for the event. By using the bar-coded label system you can monitor from your pc the movement of goods from the moment they arrive at the conference center to their delivery to the exhibition booth and at the end of the event while in transit awaiting pick-up for final destination. Shortly you will be receiving an email explaining the procedure and providing a link to the shipment page where you can register your goods.

Order forms for additional requests: If you have special needs for your booth, here you will find the order forms for extra services such as, AV Equipment, Computer Hire, Electrical Equipment, etc. All request forms must be completed and emailed to operations@totemeventi.it by April 15, 2015.

We look forward to working with all of you and seeing you at Oceans'15 Genova. Please contact us if you have any questions at info@oceans15mtsieegegenova.org.

