



Participants Technical Guide

November 28 - 30, 2023

Oval Lingotto - Oval entrance

Via Mattè Trucco, 10126 Torino - Italia
info@lingottofiere.it / <http://www.lingottofiere.it>

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CONTACTS

General Organization:

Italian Office – advanced business events – sede secondaria Italia

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EVENT SCHEDULE & AGENDA

The schedule is given on an indicative basis, the definitive timetable will be given with your BtoB meetings agenda.

November 28, 2023 (Oval Lingotto)

08.00am-13.00pm: Booth set-up
01.30pm: Welcoming of Registered Visitors
02.00pm-06.00pm: Plenary Conference

November 29, 2023 (Oval Lingotto)

08.00am-08.30am: Opening of the front desk
08.30 am-12.30pm: One-to-One meetings & Conferences
12.30pm-02.00pm: Lunch
02.00pm-06.35pm: One-to-One meetings & Conferences
06.35-09.00pm: Networking cocktail

November 30, 2023 (Oval Lingotto)

08.00am-08.30am: Welcome
08.30am-12.30pm: Workshops & One-to-One meetings
12.30pm-02.00pm: Lunch
02.00pm-05.25pm: Workshops & One-to-One meetings

RECEPTION DESK

Before event:

- Please login to your account B2B matchmaking platform with your credentials login details at <https://meetings.torino.bciaerospace.com/2023/signup.php>
- Open and **print your badge & meetings schedule** from your home page.
- Bring them with you to the event for fast-track entry. Please note that we cannot scan bar codes from mobile device screens or tablets.

Print - Pass




Pleas print the following documents:

Your access passes

- Dang BUI -  **BADGE**
-  **Your schedule**
-  **Your meetings demands**
- **EXHIBITOR GUIDELINES & INFORMATION**

Upon arrival at the venue, please go to the reception desk for registration, heath pass check and collect your lanyard(s).

BOOTH FEATURES

Basic Package 6 sqm booth 3m x 2m	Deluxe Package 12 sqm booth 6m x 2m	Premium Package 24 sqm booth 6m x 4m
		
Spot lights 100 watt Hard walls 1 table 3 chairs Carpet & fascia board	Spot lights 100 watt Hard walls 2 tables 6 chairs Carpet & fascia board	Spot lights 100 watt Hard walls 1 reception counter 1 lounge area with 1 table and 3 armchairs 1 table + 4 chairs + 1 storage Carpet & 1 large customized fascia board

* Pictures are non-contractual

Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth an do not stick out. In order to customize your space, we strongly recommend you to bring graphics. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth).

It is strictly forbidden to drill into the panels. You must bring multiple outlets if you're planning to use several devices

BOOTH SET-UP

Set-up time will be running from **08.00 am to 13.00pm on November 28, 2023.**

For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Oval Lingotto at **08.00 am on November 29, 2023**, to complete the set up and personalization of their booths.

Aerospace Turin offers hard walled booths. **We strongly recommend you to bring graphics to customize your space.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

BOOTH ADDITIONAL FURNITURE

ADDITIONAL FURNITURE (TABLES, CHAIRS, ...):

Our official suppliers "LIGN'EXPO" and "HENOTO" offer an entire range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

1. **How to place an order with HENOTO?** please click [HERE](#).
All orders must be submitted before November 1st, 2023

Contact person: Ms. Silvia Paris
Tel.: +390495801257 - Mail: s.paris@henoto.com

2. **How to place an order with LIGN'EXPO** please click [HERE](#).
All orders must be submitted before November 1st, 2023

Contact person: Ms. Camille VELTEN
Tel.: +33 06 10 20 03 60 or + 33 05.62.75.99.34 - Mail: lignexpo@lignexpo.com

PRINTINGS

Your booth is made of hard walls that can be personalized with your own graphics. If you booked with us, you would just need to supply your ready-to-print artwork. **ALL ARTWORK MUST BE SENT BY NOVEMBER 01, 2023.**

How to prepare executive files? → click [HERE](#)

Standard Booth Size:

- 1 Graphic on the back wall 6sqm = 2m(L) x 3m(H). For more details on technical specifications, please click [HERE](#)
- 2 Graphics on the back wall 12sqm = 6m(L) x 2m(H). For more details on technical specifications, please click [HERE](#)

24SQM Booth Specifications:

For more details on technical specifications, please click [HERE](#)

PLEASE SEND YOUR ARTWORK TO HENOTO

Contact person: Ms. Silvia Paris
Tel.: +390495801257 - Mail: s.paris@henoto.com

SUPPLEMENTARY SERVICES (i.e. power, water, food, ...)

For all technical orders, not included in your package, you must complete the appropriate form provided in the annexes.

What services?

- * any requirement related to power supply
- * water supply
- * phone supply or IT
- * catering ...

Your orders must be submitted to the Oval Lingotto **before November 01, 2023.**

Contact: Italian Office – advanced business events – sede secondaria Italia
Mme. Elena GRAUS – egraus@advbe.it - Tel. : + 39 06 88 64 49 49

EATING AREAS

LUNCH

A seated business lunch will be catered on **November 29 & 30**, for those who have pre-paid for the lunch option during the original registration process (on-line). Access to lunch area will be denied to those who have not pre-paid.

NB: If you have not purchased lunch ticket and would like to do so, **urgently email Isabella Balducci** at ibalducci@advbe.it or +0039 06 88 64 49 49 **within Novembre 01**. **The cost for lunch is € 70.00 per person for the 2 days**. Please, specify the date and number of guests in your email.

COFFEE BREAK

Complimentary hot and cold beverages will be offered to all the participants: **08.00am-10.00am and 02.00pm-04.00pm** during the two days of the event.

BUSINESS CENTER AND CONFERENCE SERVICE

For your comfort and business needs a business center will be at your disposal : photocopy machine, fax, internet connection.

Workshops

If you are leading a workshop the conference room will be fully equipped : projector, screen, microphone...

If you are not planning to bring your own laptop and have other queries, please let us know.

For all your queries and concerns please contact mbohssein@advbe.com

SHIPMENT & TRANSPORTATION

All deliveries of equipment for your booth should contain the indication of your company name and the name of the event "AEROSPACE & DEFENSE MEETINGS TORINO 2023. **Each exhibitor has to support individually shipment costs. We shall not be responsible for any shipment & transportation.**

Oval Lingotto
AEROSPACE & DEFENSE MEETINGS TORINO 2023
Via Giacomo Mattè Trucco, 70
10126 Torino TO – Italy

Delivery date within: November 28, 2023

Mandatory date for pick up of materiel: November 30, 2023 – 06.00pm (end of convention).

For each shipment contact the official sender: **FERCAM S.p.A. p**
Via dei Trasporti Nr. 24, 20060 Vignate (Milan), Italy - www.fercam.com

Contact person: - Ms. Cristina May

☎Tel: +39 02 959 33 526 / 📞334 6237757 / 📠+39 02 95 66 360 / ✉cristina.may@fercam.com

MOVE-OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.00pm on November 30, 2023**. **Your materials and equipment must be picked up by your outbound carrier by 07:00pm** from the exhibition center. **We won't be able to organize it for you.**

NOTE: You are recommended to attend all your belongings at all times. BCI Aerospace shall not be responsible for any damage caused to your equipment theft. Any materials or equipment left or unattended by **December 01**, could be taken to a place the organizer deems appropriate at the participant cost and risk

HOTELS

We recommend you make your reservations through this link for best deals:

<https://platform.revolugo.com/hotels?wid=aerospace-and-defense-meetings-torino-2023>



advanced business events

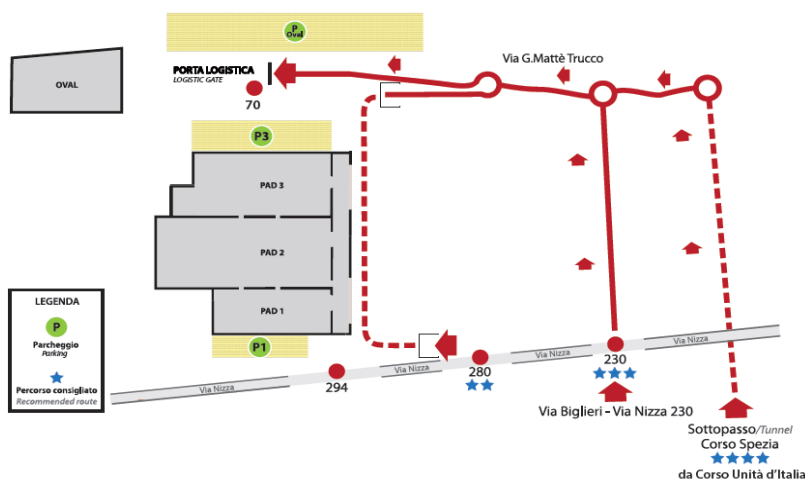
10 Rue de la Rochefoucauld, 92100 Boulogne-Billancourt

Tel : +33(0)1 41 86 41 49 - torino.bciaerospace.com

 BCI AEROSPACE

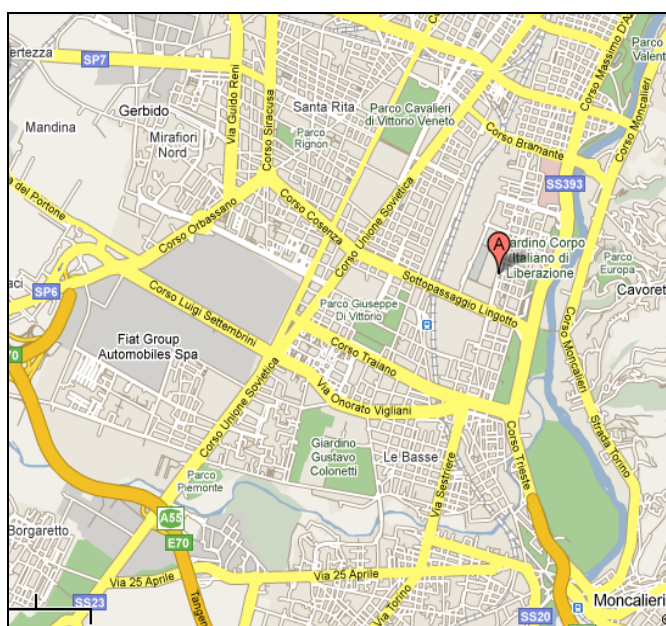
ACCESS TO THE VENUE - OVAL LINGOTTO

LOGISTIC GATE FOR EXHIBITOR



→ CAR

Parking: In front of the main entrance of the Oval



→ FLIGHTS

Turin's Caselle Airport lies 16 kilometres northwest of the city centre. The journey to the exhibition centre by shuttle bus and taxi is 30-40 minutes using the bypass (recommended exit: C.so Unità d'Italia).

Info: www.aeroportoditorino.it

Link with airport(GTT service): www.comune.torino.it/gtt/aeroporto

→ TRAINS

There are three railway stations in Turin:

Porta Nuova: 10 minutes by car or 6 stops by underground

Porta Susa: 20 minutes by car or 9 stops by underground

Lingotto: 15 minutes by foot using the Passarella Olimpica (Olympic Bridge) or 5 minutes by car

Info: www.ferroviedellostato.it










→ TAXI:

✓ Tel 1: +39 (0) 11 57 30









✓ Tel 2: +39 (0) 11 57 37

ANNEXES


ADDITIONAL FURNITURE (HENOTO) (1)

		Unit			
Description		Quantity	Price	Taxes	Amount
• Furniture •					
	[AR0101.052] SEDIA FEMME (COLORE: BIANCO OPACO) - ATTENZIONE NON E' IL MODELLO DEL PREALLESTITO. [52 X 54 X H81 cm]	1.0 Unit(s)	49.00	22	49.0
	[AR0102.061] SGABELLO GLOSS COCO (COLORE: BIANCO) [44 X 39 X H82 cm]	1.0 Unit(s)	53.00	22	53.0
	[AR0105.042] POLTRONA PIPER (COLORE: BIANCO, VARIANTE POLTRONA: SINGLE) - FOTO ESEMPIO, IL MODELLO PUO' VARIARE A SECONDA DELLA DISPONIBILITA' [50 X 67 X H68 cm]	1.0 Unit(s)	240.00	22	240.0
	[AR0105.087] POLTRONA GLISS (COLORE: BIANCO) - FOTO ESEMPIO, IL MODELLO PUO' VARIARE A SECONDA DELLA DISPONIBILITA' [58 X 57 X H75 cm]	1.0 Unit(s)	130.00	22	130.0
	[AR0204.095] TAVOLO OPEN MEDIUM [50 X 50 X H50 cm]	1.0 Unit(s)	69.00	22	69.0
	[AR0501.001] VETRINA ILLUMINATA SMALL [42 X 100 X H100 cm]	1.0 Unit(s)	330.00	22	330.0
	[AR0501.003] VETRINA MIDI [39 X 53 X H183 cm]	1.0 Unit(s)	330.00	22	330.0
	[AR0805.022] PIANTANA TENDINASTRO (COLORE NASTRO: NERO, BASE: NERA) [38 X 38 X H97 cm]	1.0 Unit(s)	49.00	22	49.0
	[AR0807.034] ATTACCAPANNI ORFEO (COLORE: GRIGIO TIGER) [20 X 20 X H177 cm]	1.0 Unit(s)	22.00	22	22.0

ADDITIONAL FURNITURE (HENOTO) (2)



	[003HHA0002] KIT CORTESIA HIGH LEVEL 4 FILI Il Kit Cortesia è costituito da: - 1 elemento metallico apposito per l'incastro nel telaio coverup - 1m di filo in nylon - 1 gancio ad S	1.0 Unit(s)	20.00	22	20.0
	[AR0706.001] MACCHINA CAFFE + KIT 96 CIALDE (N) [15 X 30 X H25 cm]	1.0 Unit(s)	210.00	22	210.0
	[AR0305.070] RECEPTION DROP (TAGLIA ARREDO: SMALL) - Pannello frontale in forex [100 X 50 X H100 cm]	1.0 Unit(s)	140.00	22	140.0
	[AR0809.005] CESTINO [29 X 29 X H30 cm]	1.0 Unit(s)	6.00	22	6.0
	[AR0601.011] ARMADIETTO LUNA (COLORE: BIANCO) [35 X 75 X H85 cm]	1.0 Unit(s)	68.00	22	68.0
	[AR0204.096] TAVOLO OPEN HIGH [50 X 50 X H100 cm]	1.0 Unit(s)	65.00	22	65.0
	[ARTAV003.701] TAVOLO PROSECCO (RIPIANO: TONDO 70CM BIANCO LACCATO, ALTEZZA cm: 70, COLORE BASAMENTO: BIANCO) [70 X 70 X H70 cm]	1.0 Unit(s)	65.00	22	65.0
	[AR0804.016] PORTARIVISTE PLEX 6 TASCHE [27 X 37 X H146 cm]	1.0 Unit(s)	190.00	22	190.0











• Audio & Video •

	TV LED 55 + STAFFA A TERRA - SOLO AUTOPORTANTE [120 X 45 X H180 cm]	1.0 Unit(s)	650.00	22	650.0
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ADDITIONAL FURNITURE (LIGN'EXPO) (1)

TOUT NOTRE CATALOGUE SUR WWW.LIGNEXPO.COM

	BASIC FORMULA COMPLEMENTARY ORDER <i>Please email us this document at lignexpo@lignexpo.com</i>		
Company		Stand number	
Contact		Email	
Adress			
Phone		Fax	

ARTICLE	IMAGE	REF.	PRICE excl,VAT (per item)	Qty	TOTAL excl,VAT
CHAIR		1340	13,00 €		
SLIM CHAIR		1145	37,00 €		
WHITE ROUND TABLE Ø60 cm		58026	72,00 €		
WHITE TABLE 110 x 70 cm		8021	48,00 €		
WHITE STOOL		1829	37,00 €		
WHITE COUNTER		8009	109,00 €		
MARINE DISPLAY STAND		4036	67,00 €		
SHOW CASE		810	217,00 €		
GLASS DISPLAY 180cm high X 50 X 50		850	230,00 €		
GLASS DISPLAY 180cm high X 100 X 40		860	302,00 €		
Date - Signature – Agreement			TOTAL excl, VAT		
			(**) Payment conditions: orders shall not be taken in consideration without payment to LIGN'EXPO.		



Modalità di preparazione dei file esecutivi *Executive files preparation*

Tipologia dei file:

- TIFF minimo a 100dpi, compressione alta qualità,
 - PDF (qualità tipografica - standard PDF/X-1a:2001),
 - EPS file di Adobe Illustrator con testi convertiti in tracciato solo ed esclusivamente per la realizzazione di scritte/loghi in prespaziato.
- NON sono accettati file in CorelDRAW, QuarkXPress, Adobe InDesign: in tal caso esportare il file selezionando tutto il file, scegliere l'opzione converti in curve e quindi esportare in PDF.
- Sono accettati SOLO TIFF - PDF - EPS con le seguenti caratteristiche:
1. tutti i file devono essere rigorosamente lavorati in scala 1:1 oppure 1:10:
salvataggio qualità tipografica (scala 1:1) - standard PDF/X-1a:2001
per misure superiori a 500 cm (scala 1:10) il file deve essere salvato da un minimo di 720dpi.
 2. salvare i file **SENZA** alcun indicatore di pagina come crocini, barre colore ect ect.
 3. tutte le immagini devono essere incluse nel file e tutte le font devono essere convertite in tracciato.
 4. tutte le sovrastampe devono essere tolte dall'apposito menù tutti i pantoni e le tinte piatte devono essere convertiti in quadricromia.

Formato:

- Al formato reale del file dovranno essere aggiunte le abbondanze come indicato nelle pagine precedenti.

Separazione colore:

Per una corretta stampa le sfumature, le trasparenze e le ombre vettoriali presenti nel file dovranno essere generate come immagine e inserite nell'impaginato. Le sovrastampe vanno tolte dall'apposito menù per evitare che in fase di elaborazione del file possano saltare elementi all'interno dell'impaginato. Tutte le immagini, le tinte piatte e i pantoni **DEVONO** essere **CONVERTITI** in quadricromia (CMYK). I pantoni **NON** vengono gestiti in stampa.

Profilo colore:

- CMYK - Profilo EuropeISOcoatedFOGRA39.

Note:

Eventuali contestazioni riguardo i colori, non verranno prese in considerazione se al momento dell'invio degli esecutivi non verranno forniti riferimenti Pantone® o prove colore. Nel caso in cui il file inviato non rispettasse le richieste precedentemente descritte, saranno da stabilire eventuali costi di elaborazione grafica a Vs carico.

Files Typology:

- At least 100dpi TIFF, high quality compression
- PDF (typographic quality - standard PDF/X-1a:2001)
- Adobe Illustrator EPS files only for cutted vinyls (you have to create the outline of the texts)

• We **DO NOT** accept any file in CorelDraw, Quark Xpress, Adobe In Design. If you have any, export the file selecting all the graphics and texts, select the option "Convert to curve" and then export in PDF format.

ONLY TIFF - PDF - EPS files are accepted with the following characteristics:

1. all files must be processed strictly in scale 1: 1 or 1:10:
save in typographic quality - standard PDF / X-1a: 2001;
size larger than 500cm - (1:10) the file must be saved from a minimum of 720dpi.
2. save files **WITHOUT** any page markers such as crops, color bars ect ect.
3. all images must be included in the file and all fonts must be converted into traces/curves.
4. all overprints must be removed from the appropriate menu and all Pantone and spot colors must be converted to CMYK color.

Format:

- You have to add the bleed on each side of the original file format as showed in the previous sheets.

Colors Separation:

For a correct printing, all the color gradations, the transparencies and the vector shades in the file must be converted into images and inserted in the page/format. Deselect the overprint from the menu, to avoid pop-ups during the processing of the file. All the images, the spot colors and the pantone colors must be converted into the CMYK color model. We do not handle pantone colors in printing.

Color Profile:

- CMYK - Profilo EuropeISOcoatedFOGRA39.

Notes:

Colors complaints will not be accepted if the executive files have been sent without any pantone reference or without color proof. In this case, you will be charged for the graphic elaboration.



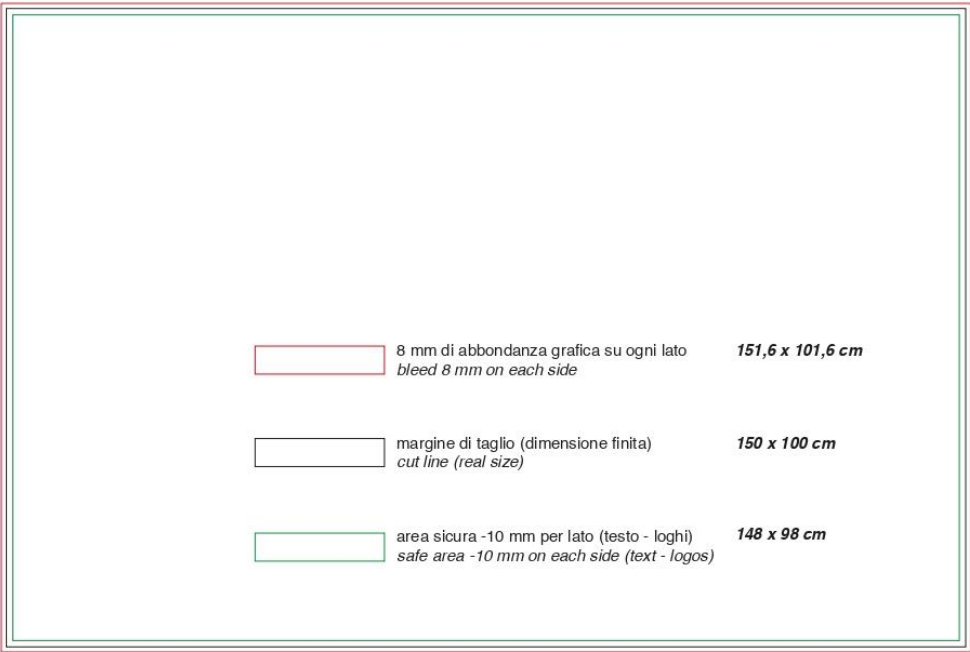
Modalità di preparazione dei file esecutivi
Executive files preparation

Tessuti
Fabric

Esempio
Example

Dimensione finita
Real size
150x100 cm

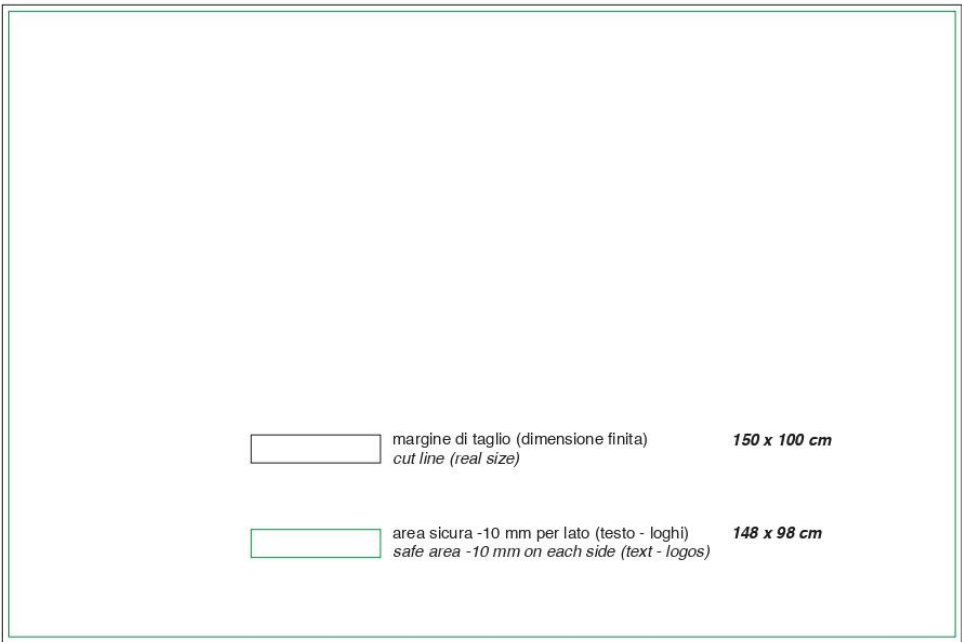
Abbondanza
Bleed
151,6x101,6 cm



Pannelli rigidi
Rigid panel

Esempio
Example

Dimensione finita
Real size
150x100 cm





GiPlanetGroup

Modalità di preparazione dei file esecutivi
Executive files preparation



Vinile stampato
Printed vinyl

Esempio
Example

Dimensione finita
Real size
150x100 cm

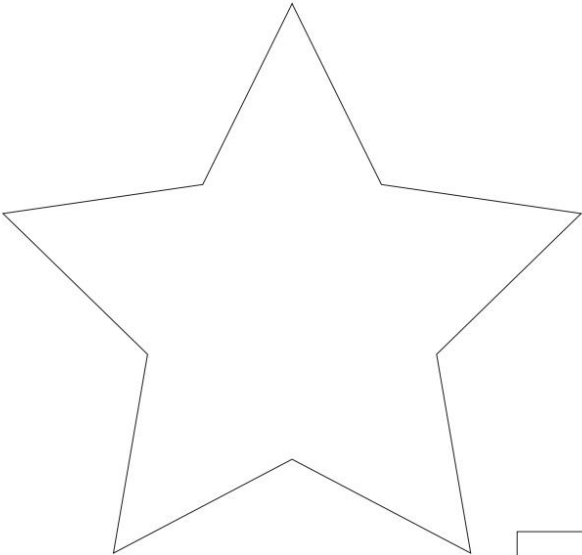
Abbondanza
Bleed
152x102 cm



Vinile intagliato (prespaziato)
Cut-in vinyl sticker

Esempio un colore
Example one color

Dimensione finita
Real size
100x100 cm



margini di taglio (dimensione finita)
cut line (real size) **100 x 100 cm**

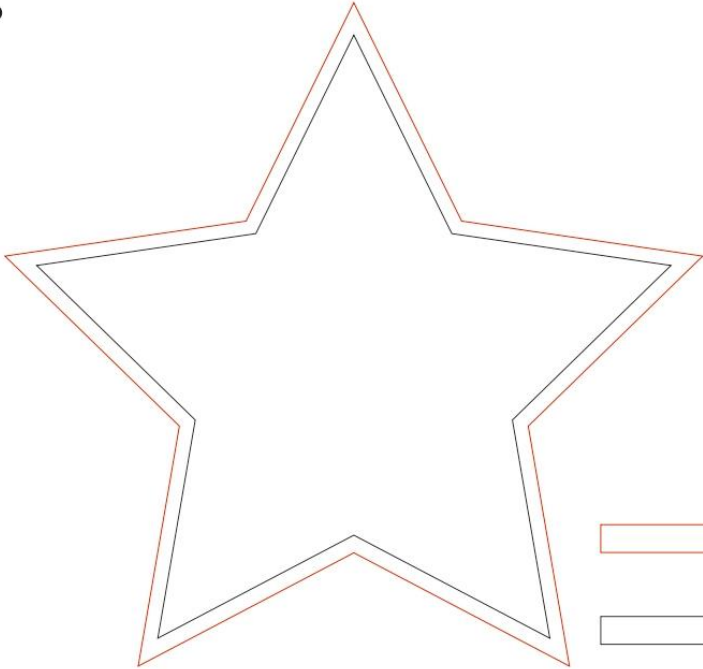
Modalità di preparazione dei file esecutivi
Executive files preparation

**Vinile stampato
intagliato**
*Cut-in printed
vinyl sticker*

Esempio
Example

Dimensione finita
Real size
100x100 cm

Abbondanza
Bleed
102x102 cm



10 mm di abbondanza grafica su ogni lato
bleed 10 mm on each side
102 x 102 cm

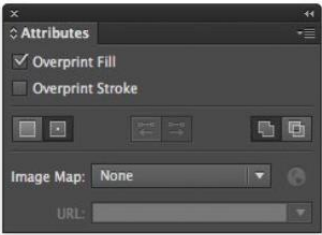
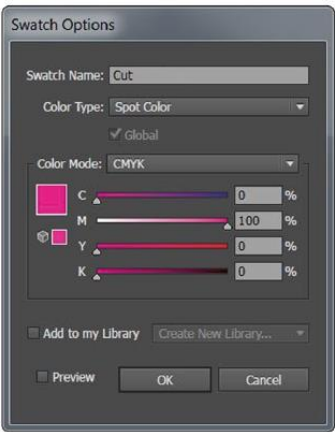
Cut - margine di taglio (dimensione finita)
Cut - cut line (real size)
100 x 100 cm

Applicazione del livello di Cut (tinta piatta)
Application of Cut Level (spot color)

1 Creare la tinta piatta - Cut
Create a spot color named Cut

2 Applicare sovrastampa traccia
Select overprint fill

3 Creare il livello Cut, che contiene solo i profili di taglio
Create a level Cut, that contains only the cut contours





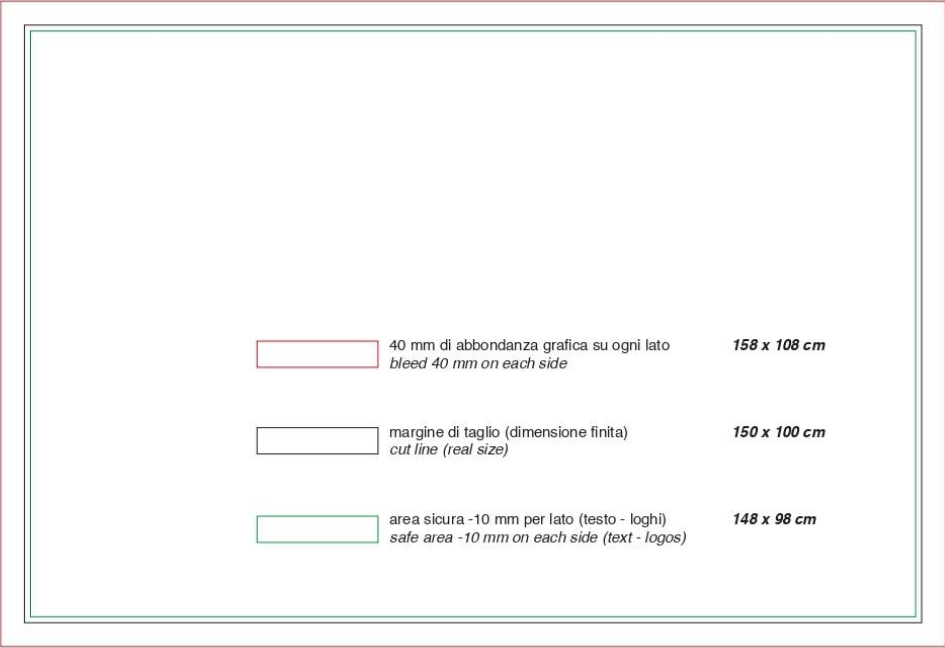
Modalità di preparazione dei file esecutivi
Executive files preparation

 **Telo pvc**
PVC banner

Esempio
Example

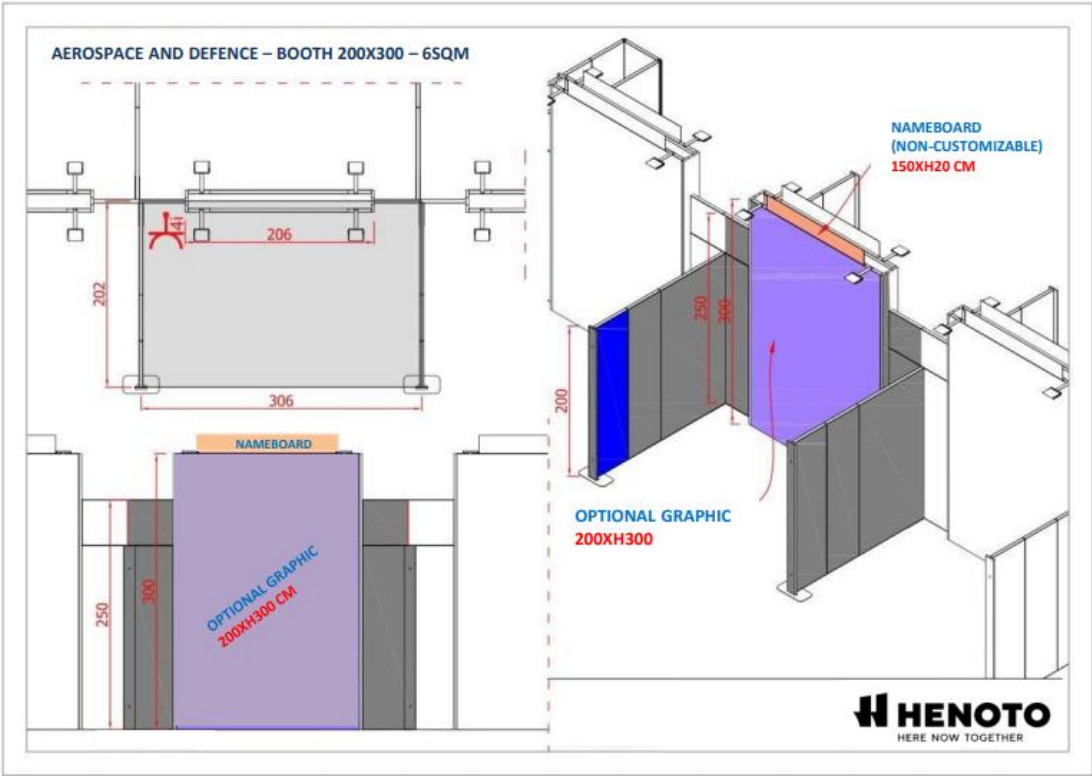
Dimensione finita
Real size
150x100 cm

Abbondanza
Bleed
158x108 cm

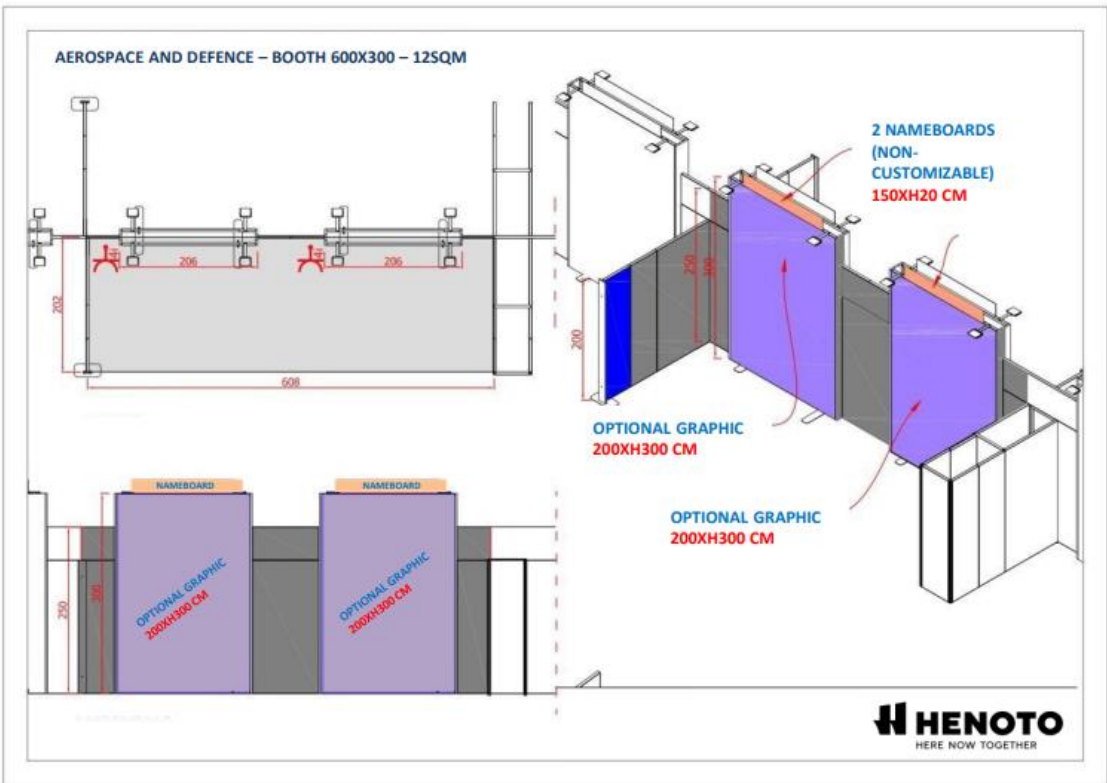


PRINTINGS (HENOTO) - Technical specifications

6SQM



12SQM

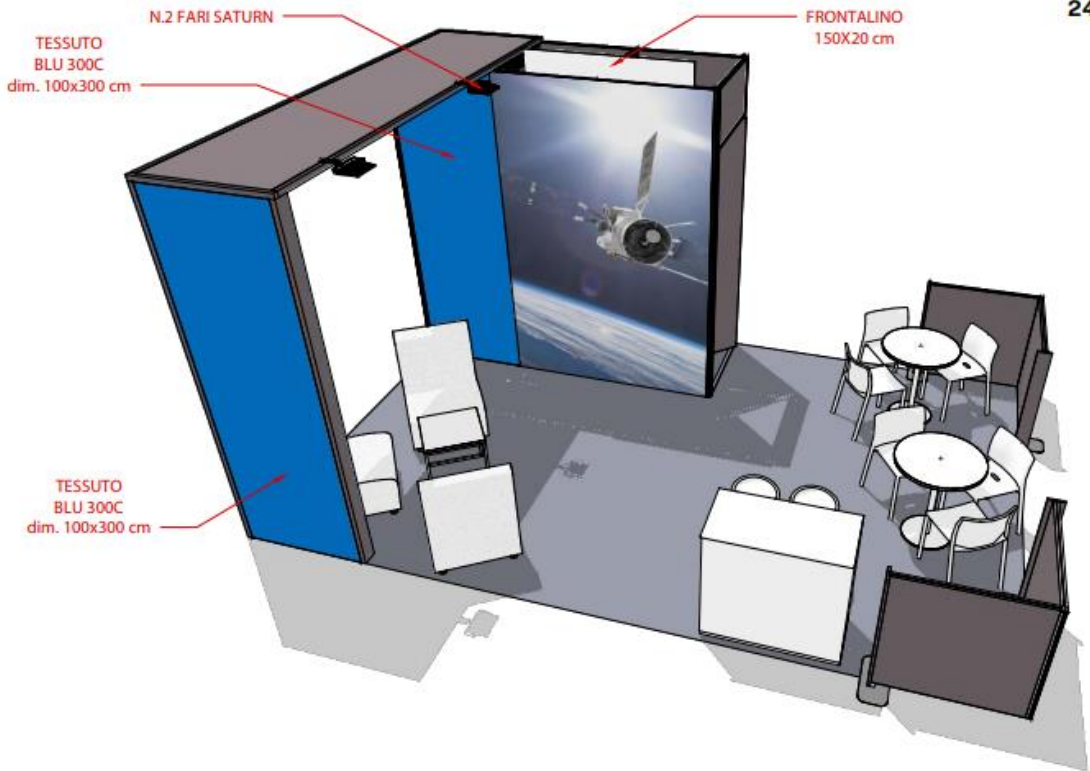


PRINTINGS (HENOTO) - Technical specifications

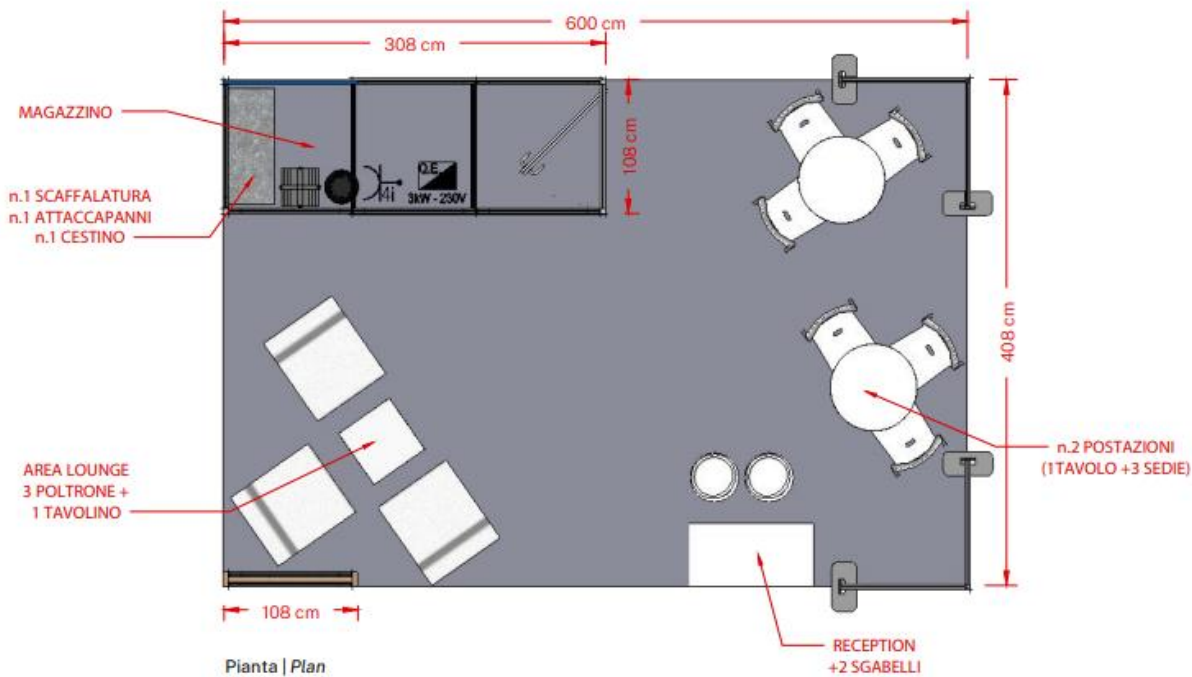
24SQM

AEROSPACE

stand
24 MQ

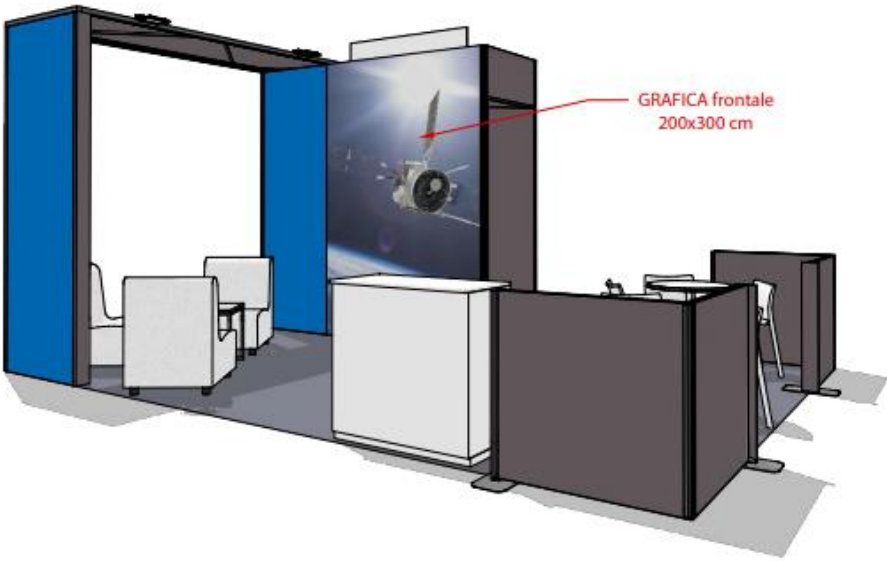


Vista render | Render view

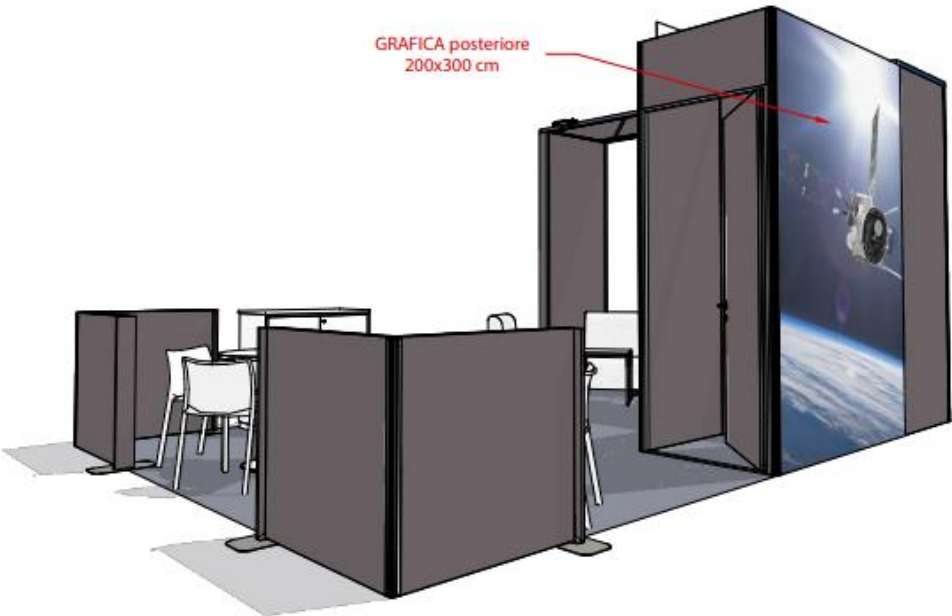


N.B.: Tutte le pareti sono personalizzabili a richiesta e spese dell'espositore |
All walls can be customized upon request and at the expense of the exhibitor

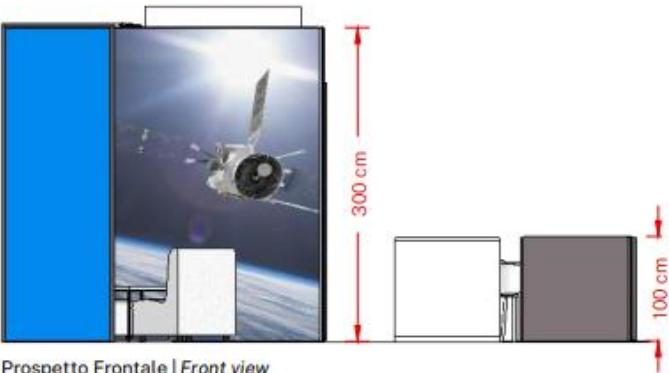
stand
24 MQ



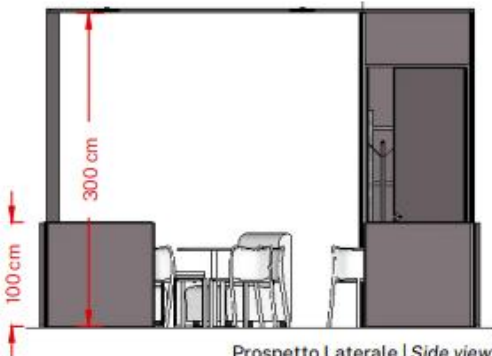
Vista render | Render view



Vista render | Render view



Prospetto Frontale | Front view



Prospetto Laterale | Side view

N.B.: Tutte le pareti sono personalizzabili a richiesta e spese dell'espositore |
All walls can be customized upon request and at the expense of the exhibitor