



DFSG 2017

8-10 September 2017

Porto, Portugal

Practical information

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VENUE

The conference will take place at:

Sheraton Hotel Porto
R. do Ten. Valadim 146
4100-475 Porto
Portugal

Website: www.sheratonporto.com

OPENING HOURS

Build up

Friday, September 8th: 08:00-14:00

Exhibition hours

Friday, September 8th: 14:00-19:30

Saturday, September 9th: 10:00-16:30

Sunday, September 10th: 10:00-14:00

Dismantling

Sunday, September 10th: 14:00-16:00

EXHIBITION SPACE

Included furniture

In your exhibitions space rental following items are included:

- 1 table (130 x 70 cm)
- 2 chairs
- Electricity (Power 230 V/16A)

Additional furniture

Please contact us directly if you require:

- Table 130 x 70 cm
- Chair
- High table

Additional charge will occur.

Deadline: August 15th



Sheraton Hotel Porto does not have a wide range of furniture available. For any request please contact us.

You are also able to place your order with an external supplier:

- Spormax: www.spormex.com
You are able to contact Spormax directly at their web page.
- All2Rent: www.all2rent.pt
You are able to contact All2Rent directly at their web page.
- MesaPosta: www.mesaposta.com
You are able to contact MesaPosta directly at their web page.

Carpet

The exhibition area is carpeted with a red/pinkish carpet. You are allowed to bring your own carpet, however please inform us prior to the event as your carpet needs to be approved by the Sheraton Hotel.

Shell scheme

If you require a shell scheme for your exhibition space, please contact:

- Spormex at their website: <http://spormex.com/contacts-us.html>.

CATERING

Please see page 6 for catering options. For any other enquiries, please contact: cv@dfsg.org.

You have to place your catering order via email to: cv@dfsg.org.

Deadline: August 23rd

PARKING

- Guests: 9€ / 24 hours / car
- External guest: 1.80€ / hour / car

SHIPPING

DSV Solutions A/S is appointed as the official logistics partner, please contact:

Henrik Glendorf for any enquiries:

Email: henrik.glendorf@dk.dsv.com

Tel: +45 43 20 30 40

Direct: +45 43 20 38 53

Mobile: +45 40 40 39 89

Fax: +45 43 25 35 10

Stand material

Please visit the DFSG 2017 [website](#) for further information and shipping label.

Conference bag material

Please visit the DFSG 2017 [website](#) for further information and shipping label.

REGISTRATION

All exhibitors need to be registered. For registration send an email to Susan Svenningsen at ss@dfsg.org with the following information:

- Name
- Email

All companies have 2 free exhibitor registrations, the fee for additional staff is €125 incl. 23% VAT.

Deadline for exhibitor registration is: **1 August 2017**

Please note that the maximum number of exhibitors is 4 per stand. Excess personnel must be registered as participants.

Participant registration should be done through the online registration system : <http://dfsg.org/annual-meeting/dfsg-2017-portugal/registration.html>

For group registrations of 15+ participants, please contact the DFSG 2017 Conference Secretariat at: ss@cap-partner.eu

HOTEL

Please note that there are a limited number of hotel rooms availability.

Please contact Susan Svenningsen ss@dfsg.org for booking.

SOCIAL EVENTS

The conference dinner takes place Saturday, September 10th.

Information on venue will follow.

The tickets for the conference dinner can be booked on request by email to us. The fee is €100.-.

PROGRAMME

Please see the scientific programme at the DFSG 2017 [website](#).

MEETING ROOMS

We have meeting rooms available, please contact bve@cap-partner.eu for further information.

CONTACT PERSON

Sales

Sales manager Bent von Eitzen

Email: bve@dfsg.org

Telephone +45 70 20 03 05

Sales coordinator Charlotte Vedsted

Email: cv@dfsg.org

Telephone: +45 70 20 03 05

On site

Project Manager Karen Svaneborg

Email: ks@cap-partner.eu

Phone no.: +45 50 59 50 39



Sheraton
PORTO HOTEL & SPA

Permanent Coffee Break

Option 1 (meetings up to 10 persons) 120€

1 Coffee flask
1 Milk flask
1 Hot chocolate flask
1 tea flask
1 Jar of fresh orange juice
Selection of mixed sandwiches (12)
Selection of mini pastries (12)
Still and sparkling water (2 still waters, 1 sparkling water)
Mignardises (3 varieties)

Option 2 (meetings 10 - 20 persons) 200€

2 Coffee flasks
1 Milk flask
1 Hot chocolate flask
1 Tea flask
2 Jars of fresh orange juice
Selection of mixed sandwiches (20)
Selection of mini pastries (20)
Still and sparkling water (3 still waters, 2 sparkling waters)
Mignardises (3 varieties)

Create your selection

Espresso machine (10 capsules)	9€
Coffee flasks (1lt)	12,5€
Milk flasks (1lt)	10€
Hot chocolate flasks (1lt)	14€
Tea flasks (1lt)	12,5€
Jar of fresh orange juice (1,5lt)	17€
Selection of traditional appetizers (30)	36€
Selection of mixed light sandwiches (12)	39€
Selection of mini <i>sandwiches</i> and club <i>sandwiches</i> (12)	42€
Selection of mini pastries (25)	39€
Selection of sliced fruit (5 varieties)	35€
Basket with season fruit (10)	15€
Still and sparkling water	4€/1lt
<i>Mignardises</i> (3 varieties)	15€

VAT Included.