



Update 9th February 2025

35th ELGI Annual General Meeting
26th-29th April 2025
Clarion Hotel - Copenhagen Denmark

Preliminary Guidelines for Sponsors-Exhibitors at the 2025 ELGI AGM

Sponsor Company Names will be printed on the Conference Programme.

Sponsor & Exhibitor Logos will be displayed on the Banners during the event.

Mailing Goods *If Applicable*

- (i) The Clarion Hotel has limited storage, so we are negotiating temporary storage for conference goods. These details will be advised in due course.
- (ii) **Customs:** to avoid delays at customs do make it very clear that
 - i. These are Conference & Training Goods
 - ii. They have no commercial value, but I do believe mailing form outside EU you might still have to give some value.
- (iii) **Courier companies**
 - i. If a 3rd party does the mailing do ensure your name + company is also noted on the delivery box
 - ii. Double check they confirm that goods were delivered at the Clarion Hotel/Temporary Storage Facilities
 - iii. The Hotel staff is not responsible for goods received.
 - iv. I have asked the hotel to contact the ELGI if there are any issues with the delivery. Note the ELGI will not be able to check if goods have arrived
 - v. Do bring along all paperwork – courier & sender details.
 - vi. Note Couriers do not work / deliver on weekends
- (iv) **Shipping** and any costs for delivery or handling and returning goods are the displaying company's responsibility.

Exhibitors: Table Top Displays [TTD]

- The hotel will advise the layout of the floor plan.
- The Conference Foyer & Hotel Lobby will be available to set up from 10:00 on Sunday 27th April 2025
- There will be 2 Chairs per table
- Table Dimensions: Width: 45cm; Length: 120cm
- Table Height: 74cm ** do bring along your own table cloth
- Ceiling Height: to be advised
- The fee for a table top display is 1,200€.
- There is limited space in the exhibition area so, space for roll up banners only.
- TTDs reserved to date

2 Probity	Ducom	Falex	Functional Products	Koehler Instruments	
HL Blachford	Hommak	ICIS	Lubrizol	MRG Group	NSF Lubricant Expo
Oi-Doc	Optimol	Prototal	Qingdao Braide Graphite	Rheo Labs	