



# LIBER 2023

BUDAPEST \* 5-7 JULY

## EXHIBITORS' MANUAL



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## LIBER 2023

### Important dates

Deadline Date	Description
Act Now	Book Travel and Accommodation if required
Act Now	Book Conference Dinner, Conference Reception & Social Programme Excursion
7th of May	Send Advertisement Artwork
1st of June	Register names for Exhibitor Badges
20–27 June	Send material for Goodie bags and booths

### Venue, Date and Times

#### Venue

Central European University  
H-1051 Budapest  
Nádor utca 15.  
Hungary  
<https://liberconference.eu/>

#### Conference Opening Dates and Times

Wednesday	5th of July 2023	08:00–17:15
Thursday	6th of July 2023	08:00–17:00
Friday	7th of July 2023	08:00–13:45*

*\*Please check the programme on the website for the latest information on opening hours.*

#### Exhibition Opening Dates and Times

The exhibition area will be open to delegates at the below times. We encourage you to man your booth during the entire opening time.

Wednesday	5th of July 2023	14:00–17:15
Thursday	6th of July 2023	8:30–17:00
Friday	7th of July 2023	8:30–13:45



## Booth practicalities

### Exhibition - setting up the booth

Wednesday 5th of July 2023          12:00–14.00

All booths must be set up and manned from Wednesday 5th of July at 14.00.

### Dismantling Dates and Times

Friday 7th of July 2023                12:45–15:00

Clearance of booths may begin once the public have left the exhibition area at 12:45 on Friday 7th of July.

### About the booth

#### Internet - WIFI

The Central European University is equipped with Wi-Fi network throughout the venue. You will receive more information when you arrive at the registration desk.

#### Catering

Catering will be served in the same area and at the same time as delegates breaks.

### The following are included in your exhibition booth

- Power supply
- Wi-Fi
- One table and two chairs
- Cleaning
- Information about exhibitors' passes are detailed in the individual contracts and agreements with sponsors and exhibitors.
- The exhibitor pass includes access to the exhibition area, name badge, coffee, and lunch for the duration of the conference. It also includes the Conference Reception on Thursday, 6th of July at the Hungarian Academy of Sciences.



- The exhibiting organisation/company will be listed in the exhibition section on the LIBER 2023 programme.

### Publicity material distribution

Exhibitors are only allowed to distribute leaflets, etc. at their own booths.

### Removal of exhibition booths

Clearance of booths may begin once the public have left the exhibition area at 12:45 on Friday the 7th of July. It's important for us to ensure a good experience for you, the other exhibitors, and the conference delegates, and therefore we kindly ask you not to dismantle your booth before then.

### Security

Exhibitors are reminded that although the organisers take every precaution to ensure the security of the conference, they cannot take responsibility for losses or damage that occur during build-up, open hours or while dismantling. Exhibitors who leave any exhibits or valuables, such as coats, wallets, purses, laptops or other electronic devices, at their booth are strongly advised to arrange for someone to man their booth until the exhibits and valuables are removed from the exhibition area.



## Travel information

### How to get to Hungary and getting around

See: <https://liberconference.eu/conference-essentials-liber2023/essential-information/>

### Hotels and accommodation

We have pre-booked hotel rooms in Budapest with discount. You can find the hotels listed here:

<https://liberconference.eu/hotels-in-budapest/>

If you need help with your hotel booking, please contact Zsuzsanna Nagy at [international@kultturist.hu](mailto:international@kultturist.hu)



## Conference Dinner, Conference Reception and Social Programme Excursion

As a LIBER exhibitor you have the possibility to join the Conference Dinner (Wednesday, 5th of July), the Conference Reception (Thursday, 6th of July), and the Social Programme Excursion (Saturday, 8th of July).

These events are an excellent opportunity to talk and network with all the conference delegates. The cost for the Conference Dinner is 90 EUR per person and the social excursion has a cost of 80 EUR.

The Conference Reception (Thursday, 6th of July) is included in the registration.

- The Conference Dinner takes place at the “Pesti Vigadó” on Wednesday, 5th of July at 18.00.
- Conference Reception takes place at the “Hungarian Academy of Sciences” on Thursday, 6th of July at 18.00.
- Social Programme Excursion to the town of Esztergom on Saturday the 8th of July from 9.00 to 17.00.

Read more about the excursion here:

<https://liberconference.eu/social-programme-excursion/>

Read more about the dinner and reception here:

<https://liberconference.eu/conference-dinner-and-reception-information/>



## Shipping instructions

Shipping must be arranged and paid by the sending company.  
**Packages should arrive between 20–27 June 2023.**

Address:  
LIBER 2023, Németi Angéla  
MTA Könyvtár  
1051 Budapest, Arany János utca 1.  
Hungary

When you post a package, please, let Angéla Németi know about the details: [nemeti.angela@konyvtar.mta.hu](mailto:nemeti.angela@konyvtar.mta.hu)

The Local Host will deliver all packages to the conference venue on Wednesday, 5th of July between 7.00 and 8.00.

Return shipping must be arranged and paid by the company as well. **Shipping can start from 10 July** from the same address:

MTA Könyvtár  
1051 Budapest, Arany János utca 1.  
Hungary

Those exhibitors / sponsors who bring their own installation and stuff with them, the following information should be sent:

Venue:  
Central European University  
H-1051 Budapest, Nádor utca 15.

The venue is open from 8.00 on the 5th of July. (Pre-conference workshops start at 9.00).

On the 7th of July 2023, after the closing ceremony, the exhibition stands must be cleared by 15.00.



### Insurance

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

### Contact us

#### Conference Exhibitor/Sponsor Team

Dóra Kalydy and Angéla Németi  
E-mail: [liber2023@konyvtar.mta.hu](mailto:liber2023@konyvtar.mta.hu)  
LIBER phone number (during the conference):  
+36 70 647 7156

#### Accommodation, registration information

Zsuzsanna Nagy  
E-mail: [liber2023@kultturist.hu](mailto:liber2023@kultturist.hu)





### Website

Please visit the official conference website:  
<https://liberconference.eu>

For updates and further details on the programme please visit the LIBER2023 website: <https://liberconference.eu/programme/>

If an Exhibitor has a problem during the conference, please don't hesitate to contact us and we will help you.

**Looking forward to meeting you in Budapest!**