



GRAPHENE WEEK

EXHIBITORS & SPONSORS MANUAL

Host Projects:



GRAPHENE
EUROPE IN THE LEAD



Funded by the
European Union

Welcome to Graphene Week!

Dear Exhibitor / Sponsor,

We are very pleased to welcome you to [Graphene Week 2025](#) organised by the **Graphene Flagship's Graphene EU project**, and hosted by the **2D-PRINTABLE** and **GIANCE** projects

To support your preparations, we've compiled this manual with the most complete and accurate information regarding your exhibition stand and/or sponsorship setup.

Further details about the conference programme and joint events are available on the conference website and in the [online programme](#). We recommend checking these regularly for any last-minute updates.

If you have any additional questions, please feel free to contact us at event@graphene-flagshp.eu.

We look forward to meeting you at the **GW 2025 Exhibition in Italy!**

Warm regards,

The Graphene Week Organisation Team!

The venue

ViCC - Vicenza Convention Centre

Via Oreficeria, 20, 36100 Vicenza VI, Italy



<https://www.vicenzaconventioncentre.it/>



+390444969111

The expo complex is easily accessible - just 15 minutes from the centre of Vicenza.

For Graphene Week, it will offer a 700-seat auditorium, two rooms for parallel sessions, several meeting rooms, spacious foyers for networking, poster sessions and the exhibition.

The **exhibition area** is located on the **first floor**, at the **West Entrance 3**, immediately after the entry



Exhibition Schedule

The **Graphene Week Exhibition** is hosted in Vicenza, Italy, on the following dates:

- **Monday, 22 September, 13:00 – 17:00**
- **Tuesday, 23 September, 10:00 – 17:00**
- **Wednesday, 24 September, 10:00 – 17:00**
- **Thursday, 25 September, 10:00 – 17:00**

Exhibitors Presence

Exhibitors are expected to be present at their booths **at least during coffee breaks and lunch hours** (approximately **2 hours per day**). Please refer to the [official programme](#) for exact timings.

Set up – Monday, 22 September, 09:00 – 12:00

Booth elements included in the exhibition packages, along with any pre-ordered equipment, will be set up by the organisers on Sunday afternoon. Exhibitors may arrive on Monday from 09:00 to decorate their booths. The exhibition officially opens at 13:00.

Dismantling – Thursday, 25 September, begins at 19:00

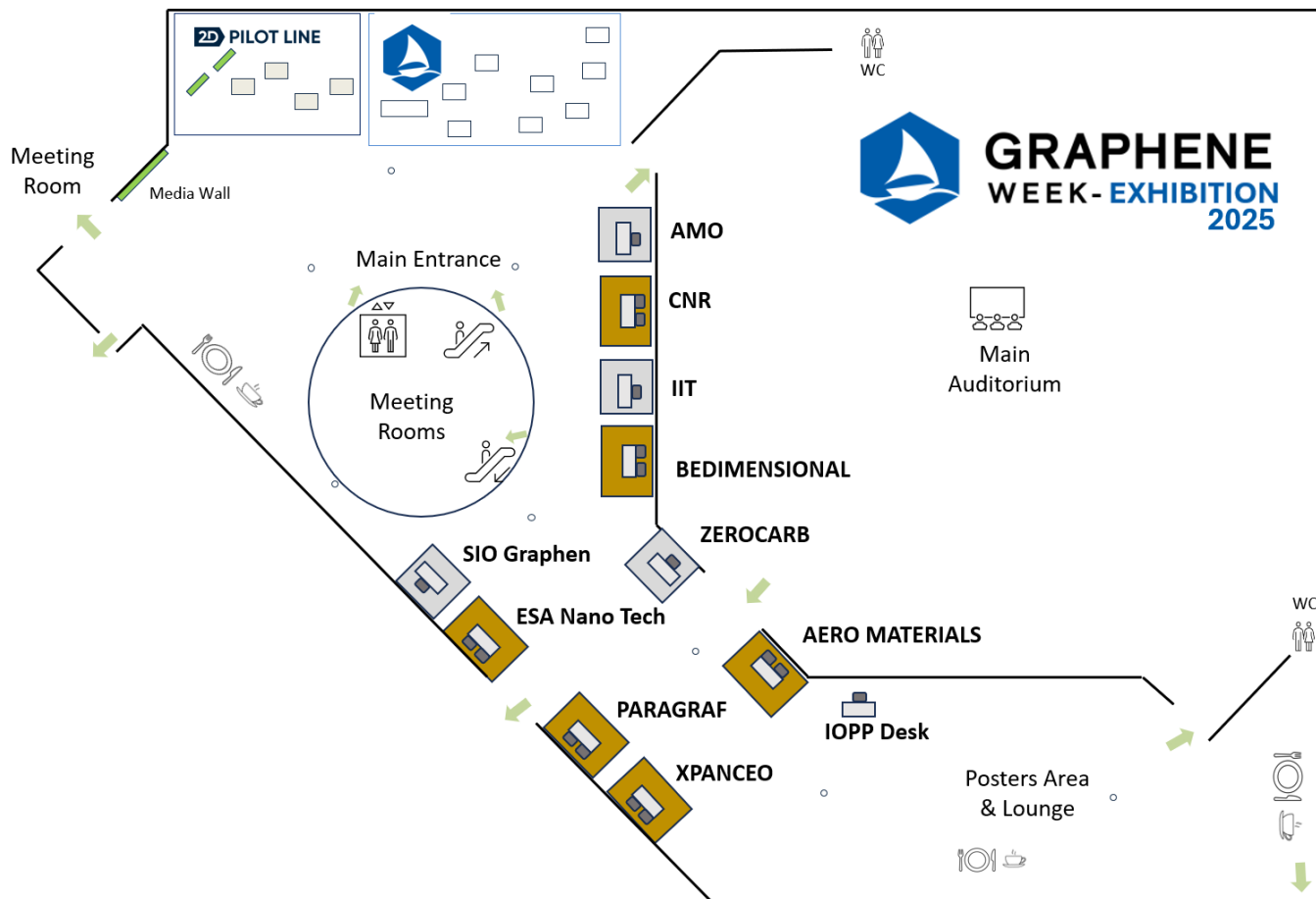
The Organisers will take care of dismantling the booth elements included in the exhibition packages and additional pre-ordered equipment.

The stands must be cleared of any materials brought on site by the exhibitor between 18:00-19:00 on Thursday, 25 September.

Organisers will dismantle all booth elements and pre-ordered equipment. Exhibitors must remove any personal materials between 18:00 and 19:00. Any items left behind will be disposed of after 22:00.

For major concerns, please contact grapheneweek@mkon.se

Floor Plan



EXHIBITORS:

Gold

Silver


SPONSORS:



PROJECTS PODS:

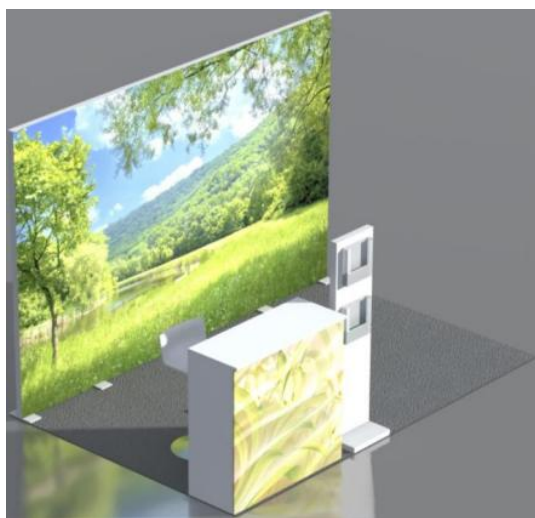


Booth Equipment & Graphics

Equipment provided by the Organiser

The following equipment will be provided by the organiser:

Gold Booth - 12m²



Setup:

- Frame with personalised graphics 300 x 200 h
- Blue carpet 4x3m

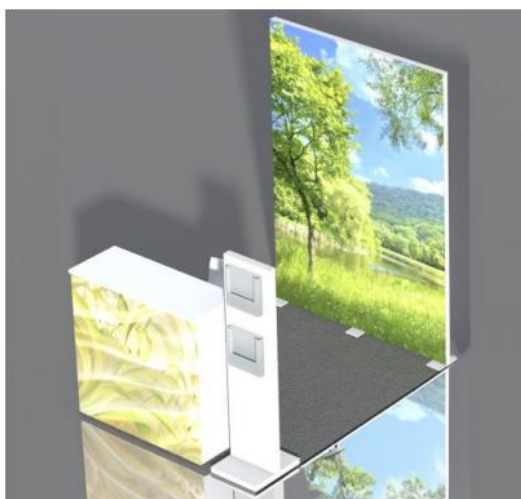
Furnishing:

- 1 white counter with logo on the front (100x40 h100)
- 1 stool
- 1 brochure holder V190 a156

Electrical System:

- 1 multiple socket 220V

Silver Booth - 9m²



Setup:

- Frame with personalised graphics 200 x 200 h
- Blue carpet 4x3m

Furnishing:

- 1 white counter with logo on the front (75x50h100)
- 1 stool
- 1 brochure holder V190 a156

Electrical System:

- 1 multiple socket 220V

Additional equipment (side boards, brochure stands and other individually requested materials) will be provided according to the Exhibitors' individual booking.

About Graphics

Please send all graphics to:

Ola Nilsson: grapheneweb@mkon.se

CC: event@grapheneflagship.eu

Deadline:

Exhibitors must submit their logo and QR code leading to their website by **5 September** to grapheneweb@mkon.se. Printing cannot be guaranteed for files submitted after this date.

How to prepare graphic files:

- Accepted formats: Adobe Illustrator, Indesign, Photoshop, PDF, JPEG, TIFF, EPS
- Resolution: 100 dpi at 1:1 scale or 300 dpi at 1:3 scale
- Color mode: CMYK (four-color printing)
- Text: All text should be in vector format

How to save graphic files:

Each graphical element should be saved as a separate file

File name format: **GW2025_(CompanyName)**

Text on graphic files should be in vector format.

Equipment provided by Exhibitor

Exhibitors are welcome to bring additional material and decorations for the booth.

- The exhibitors are responsible for the installation and dismantling of their own materials.
- The Organisers are not liable for any loss or damage to materials brought by exhibitors.

Bag Insert

All Graphene Week exhibitors and companies that have purchased the bag insert marketing opportunity are invited to include a branded marketing item in the attendee bag distributed at the event.

To ensure your item is included, please send 400–500 units (maximum size – A4 format) following the provided shipping and storage instructions.

Registration Exhibitor Badges

Each exhibitor booth includes one **complimentary attendee** pass.

Please register using this link: Here is the link for exhibitors.

https://mkon.nu/graphene_week_2025/exhibitors_staff

For any additional participants, please register under the **"Industry" category** if you plan to attend the full Graphene Week 2025 at the following link:

https://mkon.nu/graphene_week_2025/delegates_full_fees

If you plan to attend for just a few days, you can register with our **daily pass** rates at this link https://mkon.nu/graphene_week_2025/delegates_special_fees

Exhibitors can collect their conference **badges on Monday, 22 September, starting at 09:00** at the main registration desk in ViCC – Vicenza Convention Centre

During the conference days, exhibitors are required to wear their badges at all times. Access to the Graphene Week 2025 area, including the exhibition area, will be restricted to badge holders only.

Promotion Material

Bag inserts (1 for silver, 2 for gold exhibitors) may be any size up to A4.

The inserts must be shipped by the Exhibitor to EXPOTRANS SPA to be included in the conference bags.

The Organiser takes care of assembling the bags. Exhibitors are required to ship the bag inserts in a separate box clearly marked on the outside with the indication „Exhibitor Name – BAG INSERTS“.

Acknowledgments

Graphene Week gratefully acknowledges companies and organisations who contribute to the success of the event. A special section on the Graphene Flagship website will include the logo, short description (max. 100 words) and link to exhibitors and/or sponsors. App links are also included

If you have not sent this information, please do so by 29 **August** to

event@graphene-flagship.eu.

Shipping and Storage

All shipments should be scheduled to arrive at **least two working days** prior to the start of Graphene Week 2025 (22 September 2025).

It is recommended that you contact the shipping company EXPOTRANS SPA before shipping any material. Please note that ViCC does not accept deliveries directly to the venue. All shipment must be sent to EXPOTRANS SPA

The exhibitors send the material to official supplier for goods handling: (paid services by the applicant).

Official supplier for goods handling: **EXPOTRANS SPA**

Tel. +39 0444 969092 - Cell. +39 334 6156119

Email - ops.fieravicenza@expotrans.net

Contact: Valentina

Safety Regulations & Policies

Exhibitors are required to comply with ViCC Safety Regulations and [Graphene Week Policies](#).

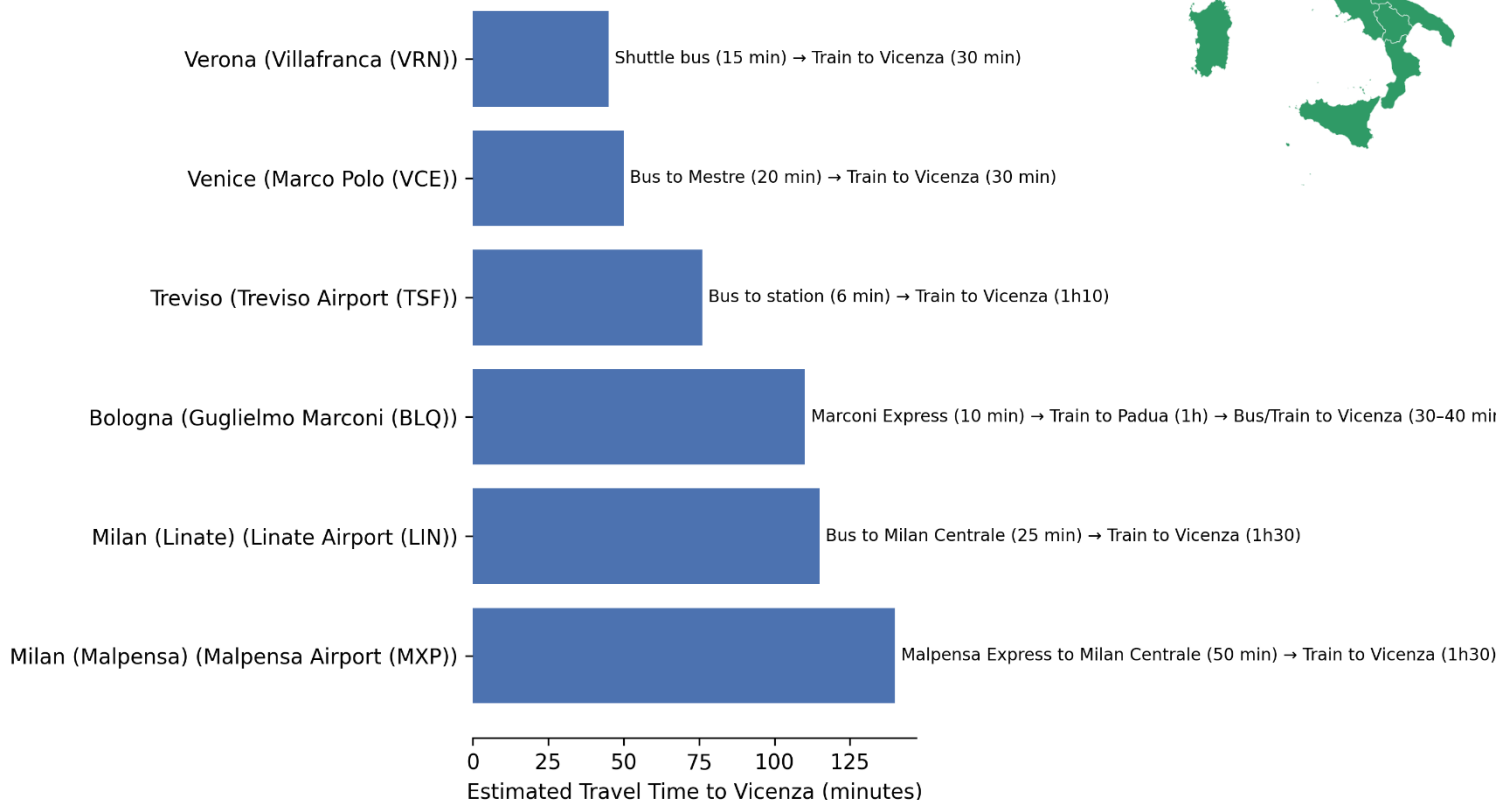


Plan your visit

Getting to Vicenza is easier and faster than you think!



Travel Routes to Vicenza from Major Airports



[Get train discount price!](#)

During the conference, you can also benefit from the GW transfers

GW Transfer Pick-up Points - to/from ViCC

- Central Station
- City Centre Hotels - Campo Marzo
- Hotel De La Ville - in the way
- Hotel Tiepolo - in the way
- AC Marriott Hotel Vicenza

We look forward to meeting you!



Chair

Aldo Di Carlo[University of Rome
Tor Vergata](#)

Co-Chair

Camilla Coletti[Istituto Italiano di
Tecnologia](#)

Innovation Ambassador

**Vincenzo
Palermo**[ISOF-CNR](#)

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