

Alignment about the booth preparation for the one6G Summit 2025

The idea of this document is to share the information related to the booth, venue, regulations, access, and logistics and to collect the specific requirements and needs from the exhibitors.

An initial feedback is needed from all exhibitors by week 30 (Monday 30.06.2025 – Friday 04.07.2025).

1 References

1.1 Public references

- [001] one6G summit event page: <https://summit2025.one6g.org/>
- [002] one6G call for demos: <https://summit2025.one6g.org/call-for-demos-and-prototypes/>
- [003] one6G sponsoring packages: <https://summit2025.one6g.org/sponsorship/>
- [004] Travel guide: <https://summit2025.one6g.org/venue-travel/>

1.2 one6G internal references

- [005] 2025-incoming applications: <https://shared.one6g.org/f/118646>
- [006] Booth information sharing: <https://shared.one6g.org/f/122502>
- [007] Please add all member of the technical team to the file on <https://shared.one6g.org/f/123625>

2 Sponsor packages

Call for one6G Summit patrons

Would you like to support the one6G Summit 2025 and gain visibility at our flagship event?

Become an official **one6G Summit patron** and showcase your commitment to shaping the future of 6G. Choose from three tailored sponsorship packages:

Platinum Sponsor

Contribution: € 15,000

Benefits include:

- Logo placement on the event website
- Logo display throughout the event venue
- 1 premium exhibition booth
- 10 complimentary event passes
- 3 seats at the exclusive VIP dinner

Golden Sponsor

Contribution: € 3,500

Benefits include:

- Logo placement on the event website
- Logo display throughout the event venue
- 1 exhibition booth
- 3 complimentary event passes
- 1 seat at the exclusive VIP dinner

Silver Sponsor

Contribution: € 1,000

Benefits include:

- Logo placement on the event website
- Logo display throughout the event venue
- 1 complimentary event pass
- 1 seat at the exclusive VIP dinner

Platinum: 10 complimentary event passes + 1 booth

Golden: 3 complementary event passes + 1 booth

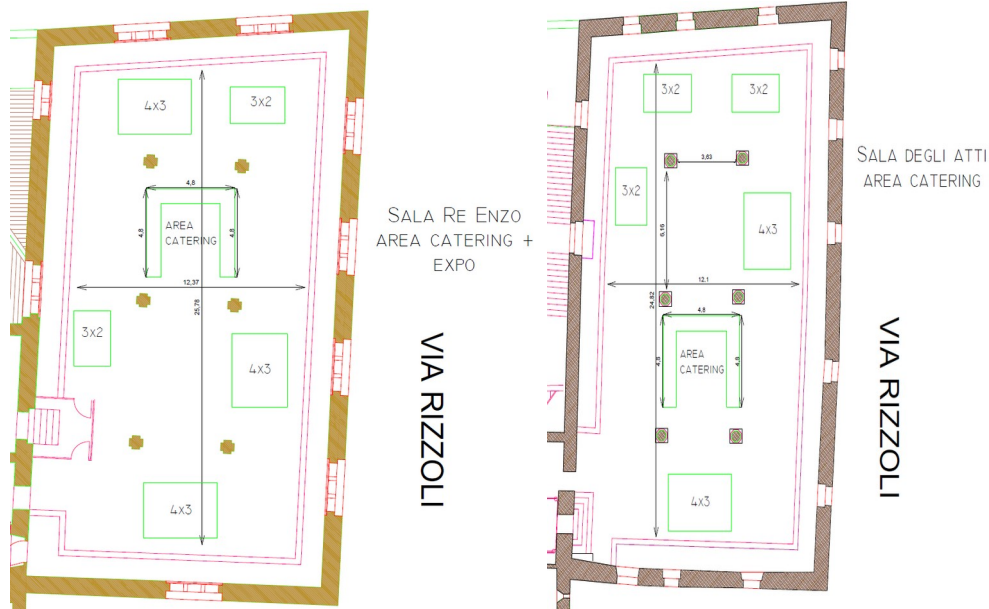
3 Registration details for exhibitors and the technical team

- **Update from July 5th:** There is now a final conclusion how to register the technical staff for the demos:
- Please add all member of the technical team to the file on <https://shared.one6g.org/f/123625> [007]
- **The deadline of the registration of all technical team members is August 31st.**
- If you have been already registered on the registration web page, please register yourself also on the excel form and add a note.
- how many technical staff is accepted per demo?
 - o Each demo booth gets maximum 3 free of charge tickets for technical staff.
 - o If an exhibitor support 2 demos he gets maximum 2 x3 free tickets for this technical team.
- If you have any question, please don't hesitate to contact WG4 chairs.

4 Detailed booth layout/floorplan

- **Venue:** Palazzo Re Enzo, Piazza del Nettuno 1, 40124 – Bologna, Italy - <https://www.palazzoreenzo.com/en/the-palace/>

- Below are the floorplans of Sala degli Atti & Sala Re Enzo, i.e. the 2 rooms dedicated to demo and catering.
- See details of the floor plan at the end of the document



5 The content of each exhibitor

- **4x3 m exhibition area set-up, consisting of:**
 - o 2 Self-supporting panels with crescent-shaped feet, size 2x2 m, mounted side by side
 - o Graphic backdrop printed in four-color process
 - o 1 desk table + 3 white chairs
 - o 1 wastebasket
 - or alternatively
 - o 1 white wooden desk, size 100x50xh100 cm + 1 white stool
- **3x2 m exhibition area set-up, consisting of:**
 - o 1 Self-supporting panel with crescent-shaped feet, size 3x2 m
 - o Graphic backdrop printed in four-color process
 - o 1 desk table + 3 white chairs
 - o 1 wastebasket
 - or alternatively
 - o 1 white wooden desk, size 100x50xh100 cm + 1 white stool

- Monitor for each Stand: (10 available screens/for more TVs to be requested)
 - o 1 Samsung Syncmaster Full HD 55" LCD Monitor
 - o 1 MD Support for 40/70" monitor
 - o Necessary wiring for connecting the Monitor to the exhibitor peripherals
 - o It will have additional cost, it is not included to the Booth cost

6 About sponsor booth, can we have booths with sizes bigger than 4X3?

- To get precise requests for the special/sponsor booths (if requested) from exhibitors.

7 The power supply capabilities at the Venue

- Extension cables will be provided to each booth
- To provide the requested adaptor per each exhibitor (if needed)
- Complete excel table on the Sharepoint <https://shared.one6g.org/f/118641>
- These are the electrical connections and distribution included in the setup
 - o Extension cable 1-phase 16A, 3/5 meters, CEE 220V
 - o Extension cable 1-phase 16A, 10 meters, CEE 220V
 - o Extension cable 1-phase 16A, 20 meters, CEE 220V
 - o SCAME 381 adapter – Italian plug / CEE 16A socket, 220V
 - o CEE/Italian power strip – 16A input / 4x16A output, 220V
 - o Splitter 63A to 2x32A, 380V on cable
 - o Friggeri distribution board – 32A, 380V, 6x16A outputs, 220V, black
 - o Power cable 32A, 380V – plug/socket, 5 meters
 - o Power cable 32A, 380V – plug/socket, 10 meters
- Below are the positions of power plugs and internet plugs.
- To get detailed request about special power supply need from exhibitors.
- To get details about special adapter (e.g. German/Italian adapter) need from exhibitors.



8 Logistics to move the heavy/big equipment to 1st/2nd floor

- What should be the maximum dimension for the equipment to access/pas the doors/steps/elevator
- In the case of small size elevator, should we hire a power/logistics team to help to move heavy equipment to 1st floor, during the preparation (and move it ground floor after Demo)

o The Organizers can higher some porters/people to carry objects (move and position everything)

o We need to make an estimated plan

- To get detailed request from exhibitors.

9 Frequency licenses (if needed)

- Will we need to request a Frequency license at the Demo place?

- Collect the Frequency bands to be used by the exhibitors.

10 What about the storage rooms

- There should be storage rooms, close to the booths, for each Demo
- There could be a storage room at Ground floor: 3*4 meters
- Propose to use Truck for storage

- What is the amount/size of materials?
- Get detailed information about materials from exhibitors.

11 Car access and permission (need details about trucks for permission/size/number of trucks)

- Maximum weight: 3.5 Tons (a Sprinter should be ok)
- 2 days for application → To share license plate 2 days in advance
- Parking options, close to the venue (exhibitor pays parking fees)

i. Roosevelt Parking (Open space parking)

ii. Piazza VIII Agosto Parking, Bologna (covered parking)

➤ <https://www.apcoa.it/en/parking-in/bologna/piazza-viii-agosto/>

➤ 24 EUR per day

➤ 2.70 m Entrance height



- To get detailed information about trucks for permission/size/number of trucks from exhibitors.

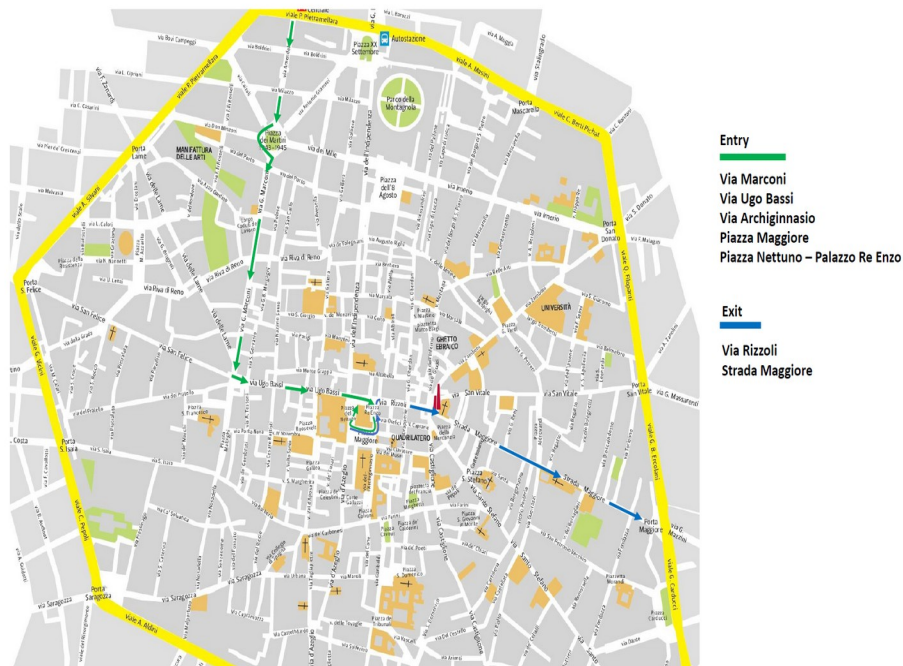


Parcheggio interrato Piazza VIII Agosto

INDIRIZZO VIII Agosto 33 40126 Bologna +39 051 4222114 +39 349 4012982	TARIFE DEL PARCHEGGIO da € 3,20 prima ora a € 24,00 al giorno	ORARI DI APERTURA Lun - Dom Aperto tutto il giorno Aperto 24/7	INFORMAZIONI RAPIDE 981 Posti auto totali 2 Posti auto per veicoli elettrici 2.70 m Altezza massima entrata
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[Portami qui](#)



12 Booth wall printing

- **Deadline Printing is 22.08.2025:**
 - o To get the file from exhibitors for the graphic for the booth
- **Deadline for booth update requests is Friday 01.08.2025**
- See section 3 with booth details: normal booth (2x3), extended booth (4x3)

13 Logo

- Graphic on the panel
- Exhibitor can send the high resolution file (jpg,png) to print on the panel

- The quotation now is for panels
 - Supplier can also provide quotation for structures
- Moquette
 - Decided to not use it

14 Booth setup

- The Booth will be setup and ready on Tuesday 16.09.2025
- Exhibitors can access the booth on Wednesday 17.09.2025
- Dismantling Friday 19.09.2025 at 18:00
- Friday 12.09.2025 and Saturday 13.09.2025, there will be event at the Venue
- Monday 15.09.2025 afternoon could be an option to access the Venue
- Workers will be present starting Tuesday 16.09.2025

15 Contract with regulations about venues

- Please find on the sharepoint <https://shared.one6g.org/f/122611>
- The contract's Regulations, in English.
- The DUVRI (Document for the Assessment of Interference Risks) and Emergency Plan, in English.
- 6 pages file, to read (in English) will be delivered by one6G WG4?
- Each exhibitor has to sign it.
- Conclusion: No responsibility from organizers.

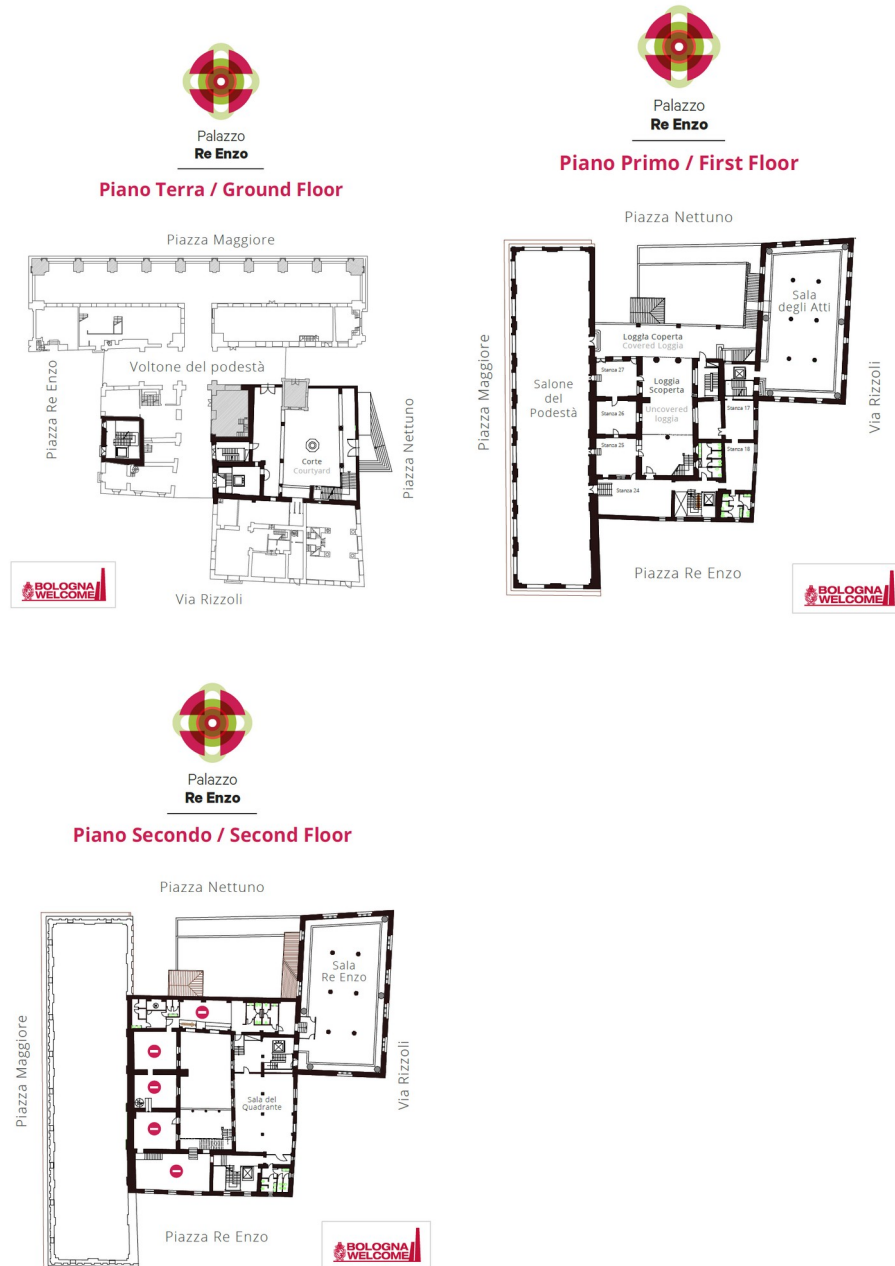
16 Internet

- Dedicated Wifi for the congress. Powerful Wifi
- The same for Participants and Exhibitors
- Wired internet?
 - o Upon exhibitors request
 - o To ask for quotations

17 Logistics information

- a logistic plan is needed to schedule the setup of all the involved suppliers : tech crew / catering / signage crew / booths - furniture's crew/ exhibitors / others
- it's important to receive all the infos about items and materials brought by exhibitors to assign them a proper time to come and set the booths (we can suppose the 17th)
- 16th September – tech – catering – and booths suppliers set up
- 17th September – exhibitors set up

- 19th September – take down / dismantling



18 SET UP and DISMANTLING

- Loading and unloading operation is permitted from 7 am to 10 pm with vehicles up to 3,5 tons (gross vehicle weight), and from 10 pm to 7 am with vehicles over 3,5 tons (gross vehicle weight), up to a maximum of 8,0 tone.

- No more than 5 vehicles are allowed to arrive and park at the same time and only for the time necessary for loading and unloading operations.
- Authorizations must be required to staffreenzo@bolognawelcome.it with the following information:
 - o Day and estimated time of arrival
 - o Vehicle Owner
 - o Vehicle type
 - o License plate
 - o Items and materials (It's important for us knowing the type and amount of items and material which will be brought into the location, in order to figure out the best way to handle it and provide porters/stagehands if needed).
- Once these data are available, the license plate number will be registered and we will send:
 - o the document proving the registration of the vehicle for the indicated days
 - o the authorization, divided into two time slots (7am – 10pm) and (10pm – 7am) depending on the arrival time, must be printed out, filled in and placed in a prominent place on the vehicle dashboard. The Palazzo's staff will be on hand to deal with any problems during the arrival and unloading of the products and materials, and throughout the event. (see attached file)
 - o The file "How to reach PALAZZO RE ENZO", with the allowed ways to reach the location (see attached file)

19 Break Out / Dismantling

During the dismantling, at the end of the event, before letting the trucks come to load in, is mandatory to dismantle everything and carry down all materials ready to be reloaded.

20 Technical info:

- **Lifts measurements:**
 - o doors 200 cm high ,
 - o doors 90 cm wide
 - o inner height 210 cm
 - o inner width 120 cm ,
 - o inner depth 150 cm
 - o payload 800 kg

- **Pallets and forklift**
 - o pallet trucks are allowed and pallet can be inserted into the lift to reach all the floors, please notice you would need a forklift per floor as pallet and forklift cannot fit in the cabin together.
- **Door and stairs measurements:**
 - o [Sala degli Atti](#) (first floor)
 - o 120 x 220 cm
 - o [Staircase](#)
 - o 230 cm wide

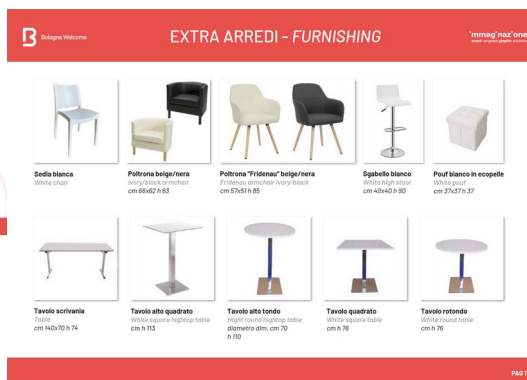












21 Booth options

- Aluminum structure, could be provided upon request
- Distance/thickness of 50cm → booth area will be 50cm less (but bigger back wall)
- Canvass print (different material / made of cotton)
- Panel could be 1/2 meters, otherwise we use the aluminum structure
- Furniture: table, chair, we have a little catalogue, to choose what you need
- A catalogue will be shared to choose among different booth furniture options.



B Bologna Welcome
ARREDI 2025



B Bologna Welcome		EXTRA ARREDI – FURNISHING		“mimag”/“max”/“one” stand dimensions (width x height)
				
Tavolino basso Round table with trolley cm 55x55x50 h 45	Desk in legno bianco con ante chiudibili Round desk with lockable doors cm 100x50 h 100	Desk in legno bianco aperto Round desk without key lock cm 100x50 h 100	Armadietto in legno Wooden locker with key alto: 80x41 x A, 72,5 cm	Frigo-bar Bar fridge with trolley cm 55x40 h 85
				
Appendiabiti a stelo Hanger stand cm 40x42 h 177	Ciabatta multipresa Euro 6 multi plug adapter	Cestino Black dust bin	Scaffale laccato bianco White stool cm 77x39 h 77	Espositore Porta depliant 5 tasche in plexiglass 1 for A4 Exhibitor stand 5 plexiglass holders A4 size
PMI 2				

TARIFFARIO ARREDI STAND		
DESCRIZIONE	DIMENSIONE	PREZZO
Sedia bianca		33,00 €
Poltrona beige/nera	cm 66x62 h63	120,00 €
Poltrona "Fridenau" beige/nera	cm 57x51 h85	108,00 €
Sgabello bianco	cm 40x40 h90	47,00 €
Tavolo scrivania	cm 140x70 h74	108,00 €
Tavolo alto quadrato	h 113cm	120,00 €
Tavolo alto tondo	diametro 70cm h 110cm	120,00 €
Tavolo quadrato	h 76cm	100,00 €
Tavolo tondo	h 76cm	100,00 €
Tavolino basso	cm 55,5x55 h45	33,00 €
Desk in legno bianco con ante chiudibili	cm 100x50 h100	160,00 €
Desk in legno bianco aperto	cm 100x50 h100	120,00 €
Armadietto in legno	cm 80x41 g 72,5	120,00 €
Frigo-bar	cm 55x60 h85	135,00 €
Appendiabiti a stelo	cm 40x40 h177	40,00 €
Ciabatta multipresa		40,00 €
Cestino		5,00 €
Scaffale laccato bianco	cm 77x39 h77	95,00 €
Espositore Porta depliant 5 tasche in plexiglass	A4	115,00 €

Action point from exhibitors

Get precise requests and detailed information about the

- special/sponsor booths (if requested) from Exhibitors
- special power Supply and special Adaptor need (if requested) from Exhibitors
- Frequency bands to be used by the Exhibitors
- materials dimensions (if big equipments are to be used) from Exhibitors
- trucks for permission/size/number of trucks from Exhibitors
- need of space to be rented on Monday 15.09.2025, by exhibitors
- need of big screens 55'' or smaller screens, by exhibitors
- feedback all possible information, by exhibitors

Waiting for the updated requests from the Exhibitors

- **initial feedback by Week 30: From Monday 30.06.2025 to Friday 04.07.2025**

22 Extension

Piano Primo / First Floor



Palazzo
Re Enzo

Piano Secondo / Second Floor

