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# **European Human Genetics Conference**

## **ESHG 2013**

### **Exhibitors' Manual**

#### **Paris, France**

#### **8 – 11 June, 2013**

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EXHIBITION ORGANISER



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## GENERAL INFORMATION

**Exhibition Organiser**

For all exhibition related questions, please contact Rose International:

Name	Rose International		
Address	Exhibition Management & Congress Consultancy bv		
	P.O. Box 93260		
	NL - 2509 AG The Hague		Contacts
	The Netherlands		Flora van Laer
Telephone	+31(0)70 383 89 01		Krista Vink
			Jantie de Roos
Fax	+31(0)70 381 89 36		E-mail
			fvanlaer@rose-international.com
Exhibition Service Desk	The telephone number at the Exhibition Service Desk at ESHG 2013 will be communicated to exhibitors in May 2013.		kvink@rose-international.com
			jderoos@rose-international.com

**Conference Organiser**

For information on the conference programme, please contact the Congress Office:

Name	ESHG 2013 - c/o Vienna Medical Academy-VMA		
Address	Alser Strasse 4		
	AT - 1090 Vienna, Austria		
Telephone	+43 (0)1 405 138 316	Contact	Mirjam Uebelhör
Fax	+43 (0)1 407 827 4	E-mail	conference@eshg.org
		URL	www.eshg.org/eshg2013

**Conference & Exhibition Location**

Venue	Le Palais des Congrès de Paris		
Exhibition Area	Level 1 – Areas Passy, Neuilly, Paris & Ternes		
Address	Le Palais des Congrès de Paris		
	2 place de la Porte Maillot – FR 75017 Paris		
ESHG Entrance	For ESHG 2013 in Le Palais des Congrès de Paris use the main entrance (on the side of Place de la Porte Maillot), see plan on page 6. Also direct access to the centre from the Métro.		
Telephone	+33 (0)1 40 68 22 22		
URL	<a href="http://www.viparis.com/Viparis/exhibition-paris/site/Palais-Congres-Paris-Paris/en/4">http://www.viparis.com/Viparis/exhibition-paris/site/Palais-Congres-Paris-Paris/en/4</a> . Click "Access & Services"		

For any questions regarding Le Palais des Congrès, please contact **Rose International**.

**Note: Do not send any shipments/materials to Le Palais des Congrès, they will not be accepted.**

For delivery of goods, see page 24, Section 3 and pages 25 – 29, Section 4 (Forwarding Agent).

**Exhibition Dates & Opening Hours** (Conference dates & hours: see next page)

Sunday	9 June 2013	08.30	-	18.00 hrs	See note below
Monday	10 June 2013	08.30	-	18.00 hrs	See note below
Tuesday	11 June 2013	09.00	-	13.30 hrs	See note below

- **Note: Exhibitors should be present at their stand 15 minutes before the opening of the exhibition and preferably stay for 15 minutes after closing time. This is for security reasons.**
- Stands must be staffed at all times during opening hours of the exhibition.
- If staff is not present when the exhibition opens, the organisers will remove covers from equipment in the stand and will turn on the stand lights.
- For build-up and break-down schedules see page 8 - 9.

**Conference Dates & Hours** (Exhibition dates & hours: see previous page)

Saturday	8 June 2013	11.45	-	20.00 hrs
				Conference registration opens at 08.30 hrs
		16.00	-	Opening ceremony followed by first two plenary sessions
		20.00	-	21.30 hrs Networking event
Sunday	9 June 2013	08.30	-	20.15 hrs
Monday	10 June 2013	08.30	-	18.45 hrs
Tuesday	11 June 2013	09.00	-	15.45 hrs

Conference programme details: [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013).

**Opening Ceremony and Networking Event**

Exhibitors are invited to the Opening Ceremony, followed by the first two plenary sessions, on Saturday 8 June from 16.00 – 20.00 hrs, and to the Networking event at 20.00 hrs, both in Le Palais des Congrès. All exhibitors are welcome (free admission but remember to wear your badge).

**Poster Mounting, Removal and Presentation Schedule**

Poster presentations will be held in the exhibition hall from 9 – 11 June. Poster mounting, viewing and removal times are:

Saturday	8 June 2013	12.00	-	14.00 hrs Poster mounting*
Sunday	9 June 2013	08.30	-	18.00 hrs Poster viewing
Monday	10 June 2013	08.30	-	18.00 hrs Poster viewing
Tuesday	11 June 2013	09.00	-	12.30 hrs Poster viewing
Tuesday	13 June 2013	12.30	-	14.00 hrs Poster removal

**\*For security reasons exhibitors need to staff their stands during poster mounting hours.**

**Internet Café, WiFi and Internet Connections**

The Internet Café in the exhibition/poster area is open during exhibition opening hours:

Sunday	9 June 2013	08.30	-	18.00 hrs
Monday	10 June 2013	08.30	-	18.00 hrs
Tuesday	11 June 2013	09.00	-	13.30 hrs

WiFi will be available free of charge to all conference participants and exhibitors on levels 0, 1, 2 and 3 of Le Palais des Congrès. Password for access: eshg2013.

Exhibitors requiring a reliable Internet connection on their stand (e.g. for presentations) should order their own connection (see page 22, Section 3, for information and how to order), because continuous access and speed cannot be guaranteed on the general WiFi.

**Coffee Breaks, Cash Bar, Lunch, Restaurants & Stand Catering**

During the official breaks of the conference (as published in the conference programme), coffee, tea and refreshments will be served in the exhibition and poster area free of charge for participants and exhibitors.

A Cash Bar will be open in the exhibition/poster area during opening hours of the exhibition. The Cash Bar will offer sandwiches, snacks and beverages at a charge. The menu can be viewed at the Cash Bar.

Lunch boxes can be ordered prior to the conference (no on-site orders) for Saturday 8, Sunday 9, Monday 10 and Tuesday 11 June. Go to form 3 in Section 5, for costs and to order.

During lunch hours, a variety of café's will be open in Le Palais des Congrès (levels 0 and -1).

For stand catering, see page 19, Section 3. It is not allowed to serve drinks and food on your stand, or anywhere else in Le Palais des Congrès, unless these are ordered from the official ESHG 2013 catering company (Raynier Marchetti).

### Events during the Conference - Social and Commercial

The Annual Meetings Committee of the ESHG do **not allow any company events** during the conference (8 – 11 June), commercial or social, outside the time slots for company satellite meetings offered in the sponsor programme. Not in Le Palais des Congrès, neither in other locations in Paris. The sponsor programme is available from Rose International.

### Sponsor Programme and Advertising

ESHG 2013 offers an attractive range of sponsorship and advertising opportunities, giving considerable exposure before and during the conference. Sponsorship items include e.g. company satellite time slots during the conference programme, inserts in the conference bags, Internet Café, the badges, the conference signage in Le Palais des Congrès, poster boards, official coffee breaks and many more.

All advertising (also in and around Le Palais des Congrès de Paris) and sponsoring for and during ESHG 2013 is exclusively handled by Rose International.

If you have not yet received your copy of the Sponsor Programme, kindly contact Rose International.

### Literature and Give Aways – Free Literature Table

Distribution of literature and give aways is **not permitted outside** the exhibitor's stand (art. 3.4 of Rose International General Conditions).

It is however allowed to display exhibitors material, in reasonable quantities, on the Free Literature table, section Company Information, in the exhibition area (location to be determined). Please help to keep the table neat and tidy.

### Smoking

ESHG 2013 is a non-smoking conference, while Le Palais des Congrès do also not allow smoking in any parts of the building.

### Emergency Telephone Numbers & Safety Regulations

In case of an emergency, fire, medical, etc., in Le Palais des Congrès call the following central emergency number: +33 (0)1 40 68 27 18 (internal number: 18).

In case of an emergency during your stay in Paris (outside Le Palais des Congrès) you can call the emergency hotline 112 (when every second counts).

Also take note of the safety regulations, which you will find in Section 7 (Safety Plan) and Section 8 (Safety Protocol) in this manual.

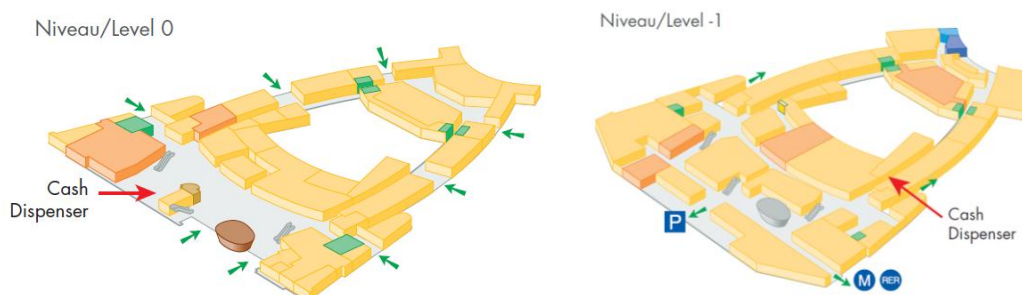
### General Conditions of Rose International

The General Conditions of Rose International may be found on the backside of your exhibit application form and are also available on request from Rose International. By signing the exhibit application form, each exhibitor has accepted, as legally binding, these General Conditions.

See also important Rules & Regulations in Section 6.

### Cash Dispenser

You will find two cash dispensers in Le Palais des Congrès: one on Level 0, next to the main entrance and one at Level -1.



## Currency

The currency in France is EURO. For up-to-date exchange rates, check at a currency exchange site on the Internet, e.g. [www.xe.com/ucc](http://www.xe.com/ucc).

## Tourist Information

For tourist information on Paris and France, please refer to the following websites: [www.paris.com](http://www.paris.com) and/or [www.franceguide.com](http://www.franceguide.com)

## Visa

Remember to check with your travel agency, or with the French consulate or embassy in your country, if you need a visa to enter the country.

## Parking Private Cars

Private cars (height 1.90 m max) can be parked in the underground car park Parking Porte Maillot - Palais des Congrès. The car park has space for over 1,500 cars and has direct access to Le Palais des Congrès de Paris.

## Address:

Place de la Porte Maillot, côté Palais des Congrès, FR-75017 Paris.

For full information and tariff see the Parking website: [www.vincipark.com](http://www.vincipark.com).

## How to get to Le Palais des Congrès

### By car

From the A1, A4, A6, A10 or A15 motorways:  
Head towards Paris; take the Porte de Ternes exit on the western section of the ring road.

From the A3, A13 or A14 motorways:  
Head towards Paris; take the Porte Maillot exit on the southern section of the ring road.

Underground Parking Porte Maillot, space for 1,500 cars, with direct access to Le Palais des Congrès de Paris.

### By public transportation

#### Métro:

Line 1 to Porte Maillot- follow signs Palais des Congrès.

#### Bus:

Lines PC 1, PC 3, 82, 73, 43, 244: Exit at Porte Maillot-Palais des Congrès

#### RER:

Take line C to Neuilly – stop Porte Maillot – follow signs Le Palais des Congrès.



- 82 Luxembourg
- 82 Neuilly Hôpital Américain
- PC1 Porte de Charenton
- PC1 Porte de Charenton Berthier
- PC3 Porte des Lilas
- 244 Rueil Malmaison
- 73 Musée d'Orsay
- 73 La Défense
- Bb Gare de Lyon
- Bb La Défense
- 43 Gare du Nord
- M Ligne 1 Porte Maillot Palais des Congrès
- PER Ligne C Porte Maillot

► Continued on next page.

**By air**

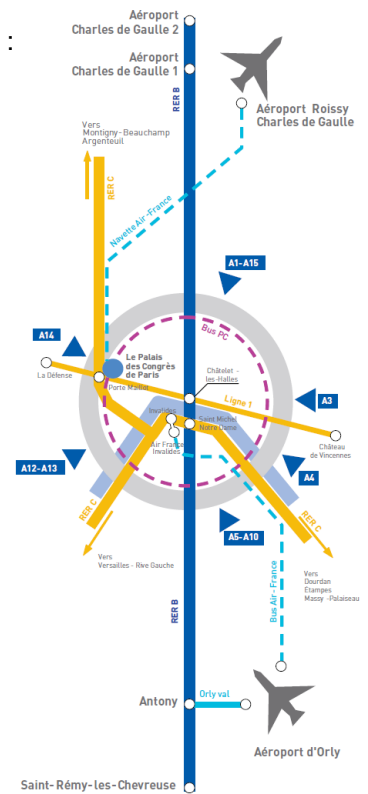
**From Roissy-Charles de Gaulle airport to Le Palais des Congrès de Paris :**

- 33 min: Air France coaches\*
- 25 min by car

**From Orly airport to Le Palais des Congrès de Paris:**

- 55 min: Air France coaches\*
- + BUS 73 (exit: Porte Maillot–Palais des Congrès
- 25 min by car

\*Air France coaches: departures/arrivals every 15 minutes





## TECHNICAL INFORMATION

**Build-up Schedule**

Exhibitors are strongly advised to use the standard stand construction package (included in the stand space fee, see also form 2 in Section 5), because build-up and break-down times are limited.

**A. Schedule for exhibitors using the standard stand construction package**

Friday, 7 June		<b>NO ACCESS</b> for exhibitors who use the package of standard stand construction (Form 2 in Section 5).
Saturday, 8 June	08.00 – 11.30 hrs	Bringing in and installation of exhibits.
Saturday, 8 June	11.30 hrs	Aisles must be clear and empties and packing materials taken for storage.
Saturday, 8 June	11.30 – 18.00 hrs	Installation of exhibits <b>inside</b> the stands only, no more movements in the aisles in view of poster mounting by authors and cleaning of aisles.

**B. Schedule for exhibitors bringing and building their own stand (design stand)**

Friday, 7 June	09.00 – 19.00 hrs	Stand construction works by exhibitors and their stand contractors who <b>bring and build their own stand (Form 2, Section 5)</b> and have a <b>written agreement with Rose International</b> about their construction works on Friday 7 June 2013. <b>All construction works must be finished on Friday 7 June by 19.00 hrs, no construction works allowed on Saturday 8 June.</b>
Saturday, 8 June	08.00 – 11.30 hrs	Bringing in and installation of exhibits. <b>No construction works allowed (see Friday).</b>
Saturday, 8 June	11.30 hrs	Aisles must be clear and empties and packing materials taken for storage.
Saturday, 8 June	11.30 – 18.00 hrs	Installation of exhibits <b>inside</b> the stands only, no more movements in the aisles in view of poster mounting by authors and cleaning of aisles.

► **If in doubt whether you belong to group A (standard stand construction stand) or group B (design/own stand), check with Rose International to avoid misunderstandings on your build up schedule. There will be absolutely no access on Friday for exhibitors of Group A and also not for exhibitors in Group B who do not have a written agreement with Rose International about their building up schedule on Friday 7 June.**

**Important notes:**

To be ready for the **mounting of scientific posters by authors** in the exhibition area from 12.00 – 14.00 hrs on Saturday 8 June, we ask exhibitors to strictly observe the build-up schedule to **guarantee the safety** of authors and all other persons in the exhibition/poster area. In particular the aisles must be clear of all possible materials by 11.30 hrs on Saturday.

**Exhibitors should remain in their stand during poster mounting hours.**

An over-all schedule of build-up procedures is given on page 15 (this Section).

Contractual working hours agreed with Le Palais des Congrès do **not allow for any delay** in leaving the exhibition area after contractual hours. If an exhibitor, his staff, his contractor or his supplier does not leave the premises at, or before, the times printed above, the exhibitor will be held responsible for additional rental and other fees incurred.

## Break-down Schedule

### A. Schedule for exhibitors using the standard stand construction package

Tuesday, 11 June	13.30 – 14.15 hrs	Packing up activities <b>inside the stand</b> only.
	as of 13.30 hrs	Delivery of empties to the stands.
	14.15 – 15.30 hrs	Taking exhibits out of the exhibition hall.
	15.30 hrs	Dismantling standard stand construction by the stand contractor starts.
	15.30 hrs (strict)	<b>All exhibits and exhibitor's materials should have been taken out of the stands and the exhibition areas.</b>

### B. Schedule for exhibitors bringing and building their own stand (design stand)

Tuesday, 11 June	13.30 – 14.15 hrs	Packing up activities <b>inside the stand</b> only.
	as of 13.30 hrs	Delivery of empties to the stands.
	14.15 – 19.00 hrs	Break-down and taking materials and exhibits out of the exhibition hall.
	19.00 hrs (strict)	<b>The premises must be completely cleared of all materials and exhibits.</b>

#### Important notes:

- Packing inside the stand from **13.30 – 14.15 hrs is strict**, since poster removal is scheduled until 14.00 hrs, so participants are still around the exhibition area.
- At respectively 15.30 and 19.00 hrs on Tuesday 11 June all materials/exhibits must have been taken out of the exhibition areas in view of the contractual rental period. After 19.00 hrs the organisers are entitled to have goods and (stand) materials removed and stored at the expense of the relevant exhibitor.

#### Exhibition Desks - Check-in – Badge Required

Since there is no access to the exhibition area without a badge, exhibitors and their contractors/suppliers should check-in at one of the Exhibition Desks of Rose International as follows:

- Exhibitor Badges and Exhibits Only badges: at the Exhibition BADGES Desk on level 0;
  - Worker Badges: Exhibition BADGES Desk on level 0, or at the Exhibition SERVICES Desk on level 1.
- Exact locations of the Desks will follow in May 2013.

#### Exhibition Badges Desk (level 0) & Exhibition Services Desk (level 1) - Opening Hours

			<b>BADGES Desk</b>	<b>SERVICES Desk</b>
			Exhibitor Badges	Worker Badges
			Exhibits Only Badges	
			Worker Badges	
			<b>Level 0 *</b>	<b>Level 1</b>
Build-up	Friday	7 June	08.00 – 12.00 hrs	08.00 – 19.00 hrs**
Build-up	Saturday	8 June	08.00 – 16.00 hrs	08.00 – 18.00 hrs
Exhibition	Sunday	9 June	08.00 – 16.00 hrs	08.00 – 18.00 hrs
Exhibition	Monday	10 June	08.00 – 16.00 hrs	08.00 – 18.00 hrs
Exhibition / break-down	Tuesday	11 June	08.30 – 11.00 hrs	08.30 – 19.00 hrs

\* Outside these opening hours, the Exhibition Badges Desk on level 0 can be reached by the telephone number of the Exhibition Services Desk (level 1), to be confirmed in May 2013.

\*\* Only for exhibitors who build their own stand and have a written agreement with Rose International about their construction works on Friday 7 June 2013.

#### Exhibition Services Desk (level 1)- Telephone Number

A direct telephone line will be operated at the Exhibition Services Desk on level 1 during its opening hours. The number of this line will be communicated to exhibitors in May 2013. Rose International can also be reached at their regular office number: +31 70 383 8901.

► Continued on next page.

## **Occupation of Exhibit Space**

If an exhibitor has not taken up his stand space on:

**A.** Saturday 8 June 2013 at 16.00 hrs – exhibitors using the standard stand construction package

**B.** Friday 7 June 2013 at 15.00 hrs – exhibitors bringing/building their own stand

Rose International may dispose of exhibitor's stand space without notice or proof of default. The agreed price remains due in full and the exhibitor is not entitled to any compensation.

## **Booth Inspection by Safety Officer & Certificates on Fire Resistance Category of Materials**

Inspection of the booths by Rose International is carried out continuously during build-up procedures to make sure that exhibitors receive the services ordered, and to see to it that the instructions of, and on behalf of, the organisers and Le Palais des Congrès are taken into account.

On Saturday 8 June an official booth inspection will be carried out by the Safety Officer of ESHG 2013. The appointment of the Safety Officer is a mandatory safety regulation of the City of Paris (see Section 6, page 47 – 48 for further information on the Safety Officer).

### **Exhibitors MUST be present at their stand as per the following schedule:**

**A. Exhibitors using the standard stand construction: Saturday 8 June, 09.00 - 11.00 hrs**

Exhibitors need to be present **ONLY** if they have hired materials on their stand from other suppliers than the official suppliers of Rose International (as per suppliers in Section 3), **OR** if they have brought (decorative) materials for the stand for which a certificate on the fire resistance category\* needs to be provided.

**B. Design Stands: Saturday 8 June, 08.00 - 09.30 hrs**

Stand contractors and suppliers **MUST** be present at the stand, preferably together with a member of the stand staff of the exhibiting company.

If an exhibitor, or his stand contractor/supplier, is not present the stand may be closed by the Safety Officer because of lack of documentation on e.g. certificates of the fire resistance category\* of materials and other safety aspects. For further information, see Section 6 in this manual.

### **\* Certificates on fire resistance category – Deadline 1 May 2013**

Certificates of the fire resistance category of stand materials, stand furniture, decorative materials (e.g. fake flowers) and other relevant materials on the stand (not rented from one of the official ESHG 2013 suppliers as per Section 3) need to be sent to Rose International before **1 May 2013**. This is to avoid that an exhibitor would have on-site problems with his stand, resulting in closing the stand by the Safety Officer.

## **Technical Specifications**

On the next page are important technical specifications related to (the use of) your exhibit space, the standard stand construction package, and the exhibition area in general.

► Continued on next page.

<b>Building height and how to use your exhibit space</b>	<p>Stand walls must be <b>2.40 m high exactly</b>, not lower, not higher, measured from the floor of the hall, not from e.g. a raised or technical floor.</p> <p>It is <b>not allowed to use the walls of neighbouring stands</b>, each stand must have its own walls, finished to the satisfaction of the organisers.</p> <ul style="list-style-type: none"> <li>- <b>In-line stands</b> should have <b>side and back walls</b> measuring the full depth, width and height (2.40 m) of the rented stand space.</li> <li>- <b>Head stands</b> should have a <b>back wall</b> covering the full width and height (2.40 m) of the stand. Partly closed side walls are advisable in order to hide e.g. the backside, and wires of spotlights, of a display system in the stand. Contact Rose International for advice.</li> <li>- <b>Corner stands</b> must have <b>two back walls</b> over the full depth and height (2.40 m) of the stand.</li> </ul>
<b>Objects in stands</b>	<p>For <b>objects higher than 2.40 m permission is required</b> from Rose International. These higher objects should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines or walls.</p>
<b>Displays in stands</b>	<p>If you intend to <b>bring a display system</b> (e.g. pop-up display) to put in your stand, please inform Rose International of the measurements (height x width in m) so we can check if the display will fit. For spotlights on your system: also see below, Plugs, sockets and adapters.</p>
<b>Floor material exhibition area</b>	<p>The exhibition hall has a marble floor. Aisles will not be carpeted, but carpet in the stands is mandatory.</p>
<b>Carpet in stands</b>	<p>All stand floors must be carpeted. <b>Carpet for the standard stand construction stands is included in the package</b> (use form 2 to indicate your choice of colour). Exhibitors who bring/build their own stand should bring their own carpet or order this at a cost from D&amp;P (form 5, page 37).</p>
<b>Max floor load</b>	<p>500 kg / m<sup>2</sup>.</p>
<b>Electricity</b>	<p>Single phase 220V/50 Hz current up to 3 kW. Three-phase 380 V/50 Hz current + neutral above 3 kW. Electricity connections come from the ceiling and each stand will have its own junction box fitted with 3 sockets (2 free for exhibitors to use, one reserved for the stand lights) 16 amps. Also see important information and instructions on page 22, Section 3.</p>
<b>Plugs, sockets and adapters</b>	<p>Regular European plugs and sockets (Schuko) are used in France. Adapters (e.g. UK to European) can be ordered on request. Please contact Rose International. <b>On-site</b> purchase of adapters is available at the Exhibition Service Desk.</p>
<b>Voltage transformers</b>	<p>For <b>equipment requiring 110/120V, a transformer is needed to connect to 230V</b>. Although we advise exhibitors to bring their own transformer if their equipment needs this, transformers can also be ordered online with Le Palais des Congrès de Paris (<a href="http://www.viparis.com/epex">www.viparis.com/epex</a>) <b>No on-site</b> ordering of transformers.</p>
<b>Suspensions/Rigging</b>	<p>The height of the exhibition areas allow for limited suspensions <b>up to 5kg per sling point</b>. The height of the different halls is as follows: <b>Neuilly (stands 100 - 199): 4.45 m, Ternes (stands 200 - 399): 3.45 m, Paris (stands 400 - 499): 4.45 m and Passy (stands 500 - 699): 4.00 m.</b> Please contact Rose International well in advance if you have any plans for suspensions above your stand. <b>These need careful planning (limited build-up time!) and the approval of Rose International before 1 March 2013.</b> All costs involved in rigging/suspensions will be for the relevant exhibitor. See also Section 6 with important regulations and the involvement of the Safety Officer.</p>

## Access to the Exhibition Hall (Level 1) during Build-up hours

### A. Exhibitors using the package of **standard stand construction**

- **Access on Saturday 8 June only.**
- Exhibitors who need to unload a car or truck: see "Delivery & Removal of Exhibits" below.
- Unloading and bringing in of exhibits to be finalised before 11.30 hrs on Saturday 8 June.
- Exhibitors hand-carrying their materials (preferred in view of safety regulations in the delivery area, see also safety regulations in Section 7 (Safety Plan) and Section 8 (Safety Protocol), may enter via the main entrance of Le Palais des Congrès, side of Place de La Porte Maillot (see map on page 14).
- **For delivery regulations and important document to be carried by each driver entering the delivery area, see Section 8 (Safety Protocol).**
- Badges (Exhibitor, Exhibits Only or Worker badge), are required for all persons working during build-up. See pages 9 and 18 for further details and where and when to collect badges.

### B. Exhibitors **bringing and building their own stand (design stand)**

- **Access on Friday 7 and Saturday 8 June.**
- Exhibitors who need to unload a car or truck: see "Delivery & Removal of Exhibits" below.
- Unloading and bringing in of exhibits to be finalised before 11.30 hrs on Saturday 8 June.
- Exhibitors hand-carrying their materials (preferred in view of safety regulations in the delivery area, see also safety regulations in Section 7 (Safety Plan) and Section 8 (Safety Protocol), may enter via the main entrance of Le Palais des Congrès, side of Place de La Porte Maillot (see map on page 14).
- **For delivery regulations and important document to be carried by each driver entering the delivery area, see Section 8 (Safety Protocol).**
- Stand materials should be brought in on Friday 7 June, and all **construction works must be finished before 19.00 hrs on Friday 7 June (strict).**
- Unloading and bringing in of exhibits to be finalised before 11.30 hrs on Saturday 8 June.
- Badges (Exhibitor, Exhibits Only or Worker badge), are required for all persons working during build-up. See pages 9 and 18 for further details and where and when to collect badges.

## Delivery & Removal of Exhibits to/from the Exhibition Hall

The delivery and removal of exhibition goods, with the exception of hand-carried materials, should take place via the delivery area of Le Palais des Congrès; see delivery area access map on page 14.

The following instructions apply for the delivery and (un)loading of goods.

- E.S.I. is the official ESHG 2013 freight forwarder, appointed by Rose International.
- The use of forklift trucks and other motorized transport and lifting equipment by other parties than E.S.I. is not allowed.
- For parking of trucks: see page 22.
- Delivery area access map on page 14.
- **For delivery regulations and important document to be carried by each driver entering the delivery area, see Section 8 (Safety Protocol).**

## List of Exhibitors & Floor plan

For an updated list of exhibitors and the most recent floor plan please visit the conference website: [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013), Exhibition page. Please make note of the area where your stand is located:

- Stands 100 – 199 : Neuilly
- Stands 200 – 399 : Ternes
- Stands 400 – 499 : Paris
- Stands 500 – 699 : Passy

These areas are all located on level 1 of the congress centre. See also the floor plan on the conference website: [www.eshg.org/eshg13](http://www.eshg.org/eshg13).

## Stand Number & Final Stand Allocation

Stand locations and stand numbers will be (re-)confirmed by Rose International in April 2013. In case it is necessary to change an exhibitor's stand location and/or stand number, the exhibitor will be notified immediately.

## Animals

It is not allowed to bring any animals into the building.

### **Rules & Regulations, Safety Documents – Le Palais des Congrès**

For very important Rules & Regulations, including Safety Documents of Le Palais des Congrès and the involvement of the Safety Officer, see Section 6 (Rules & Regulations), Section 7 (Safety Plan) and Section 8 (Safety Protocol). Each exhibitor is obliged to read these regulations carefully. For the Safety Plan in Section 7 confirmation is required that all persons involved in exhibitor's stand at ESHG 2013 (exhibitor, suppliers etc.) have read this document, see Confirmation form on page 80.

### **Rules & Regulations, General Conditions – Rose International**

For the Rose International Rules & Regulations, as well as an overview of the most important articles of their General Conditions, go to Section 6.

### **Liability**

Neither the exhibition organisers or the (official) service suppliers, nor the conference organisers, Le Palais des Congrès and/or the city of Paris, nor the ESHG can accept responsibility for the security and safety of the booths, their contents and exhibitors' staff. Neither can they accept responsibility for damage to or theft of any goods whatsoever. According to Article 9 of the General Conditions of Rose International, participation in the exhibition is at the risk of the exhibitor under all circumstances.

Exhibitors accept full responsibility for rented equipment by signing the relevant order form(s). The exhibitor will be charged for any loss of or damage to rented equipment. Any damage to the building will be charged to the relevant exhibitor.

See also important note on liability on page 47, Section 6.

### **Insurance**

Exhibitors should take care of an insurance to cover third party liability including liability towards Rose International, the ESHG, the congress centre and all service suppliers. All rented equipment must be insured by the exhibitor. Make sure your staff is well insured (liability, health etc.).

### **Theft Prevention - Security**

Exhibitors who wish to order a security guard on the stand, please contact Viparis (contact details see page 21, Section 3. We strongly advise exhibitors to observe the following suggestions for theft prevention.

#### **During Build-up**

- Bring valuable and personal goods into the building as late as possible and do not leave unguarded.
- When leaving the building after or during build-up, mark your stand site with a ribbon. Exhibition organisers and security will know that persons behind the ribbon do not belong in your stand.
- Staff your booth during the entire build-up period, and in particular after your exhibits have been installed.
- Also observe other periods when the public will be around, e.g. during poster mounting and removal times outside exhibition opening hours (Saturday 8 June from 12.00 – 14.00 hrs and Tuesday 11 June until 14.00 hrs).
- Do not leave valuable goods in the stand when leaving. Take these with you (preferably), or lock away.

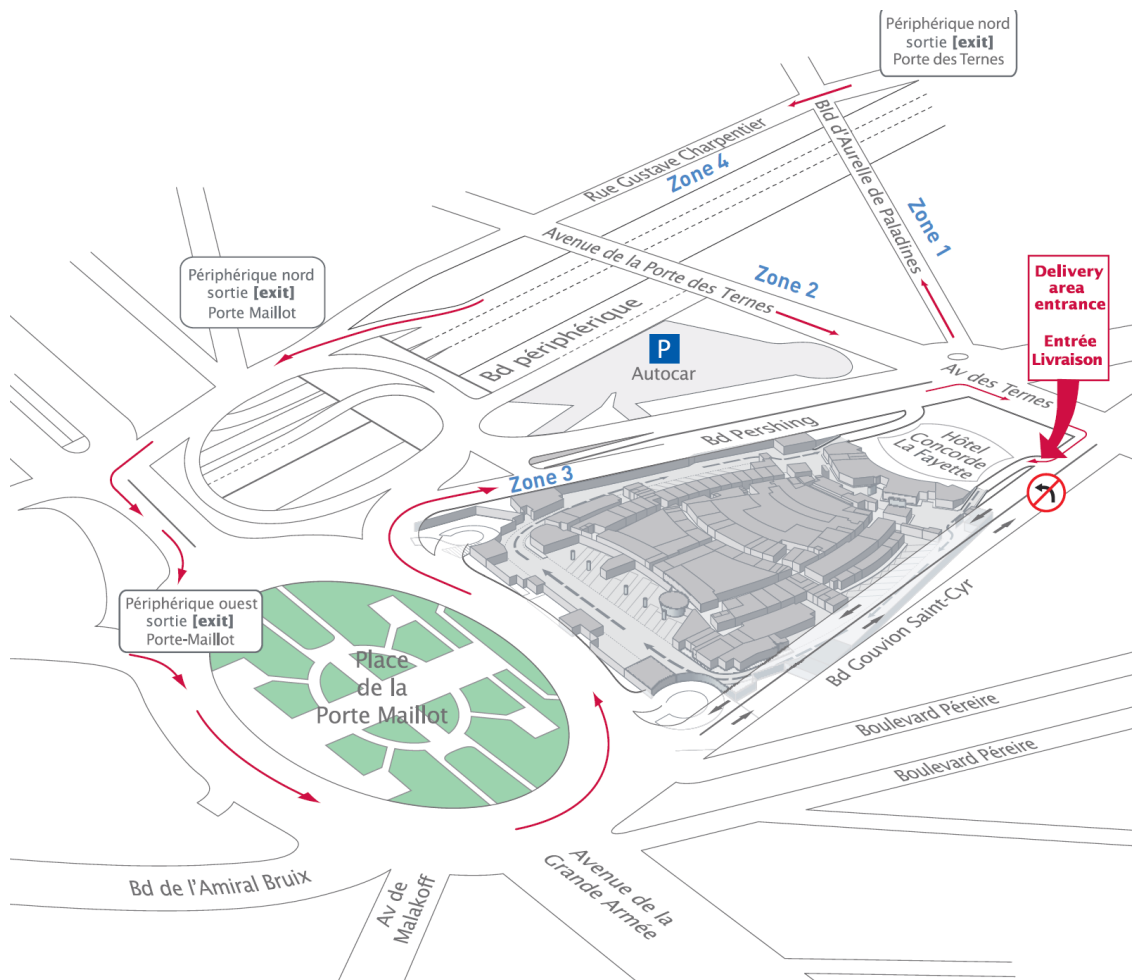
#### **During Exhibition Opening Hours**

- Do not leave your stand unmanned during opening hours of the exhibition.
- Arrive preferably 15 minutes before opening time of the exhibition.
- Poster viewing hours run concurrent with exhibition opening hours: so do not come late, and do not leave early.
- Always keep your valuable and personal belongings locked away.
- After closing of the exhibition, keep your stand manned until all visitors have left the exhibition area.
- Make sure to take with you, or lock away, valuable goods at the end of each exhibition day.

#### **During Break-down**

- Remove all valuable and personal goods as quickly as possible from the building when the exhibition closes, and leave these in a safe place.
- Keep your stand manned permanently by one person at least until all your goods have been removed and taken out of the exhibition hall.

Delivery Area Access Map



**Schedule of Build-up Procedures**

ACTIVITY	Friday 7 June	Saturday 8 June	REMARKS
Standard stand construction works by the official stand contractor	All day **	-	<b>** No access for exhibitors</b> using standard stand construction package.
Bringing in of <b>stand</b> materials/shipments for <b>exhibitors building their own stand</b>	09.00 – 15.00	-	If you build your own stand, make sure to instruct E.S.I. to deliver your materials early on Friday 7 June.
Construction works by <b>exhibitors bringing/building their own stand</b> Agreement with Rose International required for construction on Friday 7 June	09.00 - 19.00	No construction works allowed on Saturday	<b>All construction works should be finished on Friday at 19.00 hrs.</b>
Bringing in of exhibits by <b>exhibitors using the package of standard construction</b>	No Access on Friday	08.00 – 11.30	No more bringing in / movements in aisles after 11.30 hrs on Saturday.
Installation of exhibits <b>inside</b> the stands only ( <b>all exhibitors</b> )		11.30 – 18.00	No more bringing in / movements in the aisles after 11.30 hrs
<b>Aisles must be cleared of all goods, waste materials, empties etc.</b>		<b>11.30 strict</b>	- Storage empties: E.S.I. (Section 4) - To order a storage in your standard stand construction stand, form 5, Section 5.
Authors put up their posters on the poster boards around exhibition areas		<b>12.00 – 14.00</b>	<b>Organisers security instruction:</b> staff your stand during these hours and until all authors have left the exhibition hall again.
Aisles will be cleaned		14.00 – 18.00	Concerns the aisles in and around the exhibition areas.
Collection of empties for storage by E.S.I.		08.00 – 11.30	Please pre-order storage for your empties: E.S.I., Section 4.
Ordered furniture brought to stands	End of the day	08.00 – 11.30	Make sure to order your furniture before the deadline (Section 5)
Rented media equipment brought to stands and installed		15.00 – 18.00	Make sure to send the Stand Lay-Out form (Form 8, Section 5) to VIPARIS
Internet access and equipment installation		15.00 – 18.00	Make sure to send the Stand Lay-Out form (Form 8, Section 5) to VIPARIS
Ordered plants and flowers brought to stands		15.00 – 18.00	Make sure to send the Stand Lay-Out form (Form 8, Section 5) to VIPARIS
Booth inspection by Safety Officer: <b>Design Stands</b>		08.00 - 09.30	Stand Constructors need to be present: further details on page 10 and in Section 6.
Booth inspection by Safety Officer: <b>Exhibitors using the standard stand construction</b>		09.00 - 11.00	Exhibitors need to be present under specific conditions: further on page 10 and in Section 6.
Opening Ceremony and plenary sessions, followed by Networking event		16.00 – 20.00 20.00 – 21.30	Opening Ceremony & plenary sessions Networking event.
Stand floors and general cleaning of the exhibition stands and areas		Evening	Stand floor cleaning is included in your stand space fee, as well as daily cleaning on Sunday and Monday evening.

**The Exhibition opens on Sunday 9 June at 08.30 hrs**  
**Exhibitors should be present at 08.15 hrs**



## EXHIBITION SERVICES &amp; SUPPLIERS

## GENERAL INFORMATION - EXHIBITION SERVICES

- In this Section you will find important information on the services offered by Rose International and its official suppliers, as well as contact details of these suppliers. Suppliers have been appointed by Rose International in order to secure correct and timely build-up and planning procedures. Please read this information before going to the relevant order forms in Section 5.
- Orders should reach suppliers before the **deadline stated on the individual forms** and the **overview of deadlines** on page 31, Section 5. Orders received after deadlines, and on-site, will cause delays in your building-up procedures and incur **surcharges** as specified on each order form.
- Forms marked "**Mandatory**": must be completed and returned by each exhibitor before the deadlines.
- Suppliers marked "**Exclusive supplier**": it is not allowed to use other suppliers for these services.
- For any questions regarding the offered services, kindly contact the relevant suppliers.
- A number of **services** are **On Request**, see pages 16 and 21 in this Section. For services not listed in this manual, contact Rose International.
- All fees in this manual are exclusive VAT. VAT will be specified on invoices, if applicable in your situation.
- For VAT Reclaim see page 20 in this Section.

## SERVICES &amp; FORMS - ROSE INTERNATIONAL

1.	Payment procedures	Form 1
2.	Exhibitors manual	Download
3.	Catalogue & subject index entry	Form by e-mail
4.	Badges (exhibitor, exhibits only)	Form by e-mail
5.	Standard stand construction or design stand	Form 2
6.	Conference party & lunch boxes	Form 3
7.	Co-exhibitor on the stand	On request
8.	Stand catering & equipment	On request
9.	VAT & VAT reclaim	On request

Name	Rose International, Exhibition Management & Congress Consultancy bv		
Address	P.O.Box 93260, NL-2509 AG The Hague, The Netherlands		
Contacts	Flora van Laer	E-mail	fvanlaer@rose-international.com
	Krista Vink		kvink@rose-international.com
	Jantie de Roos		jderoos@rose-international.com
Telephone	+31(0)70 383 89 01	Fax	+31(0)70 381 89 36

**Payment Procedures****Mandatory - Form 1**

1. Exhibitors receive an invoice, with specified VAT if applicable, for all their orders.
2. An administration fee of **EURO 35.00 will be charged if at any time an invoice needs to be re-issued**, e.g. with different name/address details, or other changed details
3. Rose International needs to be informed whether you wish to pay your orders (from Rose International) by bank transfer or by credit card, so please fill in and return form 1 before the stated deadline.
4. If you choose the option "bank transfer" you do not need to fill in the section Credit Card Details.
5. **Note:** all bank costs are for account of the exhibitor, instruct your bank accordingly when making a bank transfer. Always use Swift/BIC code and IBAN as stated on your invoice.
6. **Any bank costs incurred by Rose International need to be reimbursed on-site**, in cash, or by credit card (surcharge for credit card payment). In case you choose the option "Credit Card", please fill in the section Credit Card Details and make sure to return the form together with your first order.
7. Orders for Rose International **received after 1 May 2013** need to be paid by Credit Card and will therefore only be processed after receipt of the fully completed section Credit Card Details on form 1.
8. On-site orders require cash or credit card payment (plus surcharges as applicable).
9. Note: All **Credit Card payments**, before the conference and on-site, incur a **surcharge of 5% of total due, including VAT if applicable, plus EURO 2.00 transaction costs**.

**Exhibitors Manual****Download**

Make sure that your staff members and contractors/suppliers receive and read the entire manual, not just parts of it because they will then miss crucial information causing your staff members serious on-site problems. The manual can be downloaded from the conference website, [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013), Exhibition page, scroll down to Downloads.

**Catalogue & Subject Index Entry****Mandatory – Form by e-mail**

Exhibitors are entitled to company and product information in the exhibition catalogue. Exhibitors receive the entry form by e-mail in Excel format. The form should be returned to Rose International in the same, Excel, format (**do not pdf!**).

Catalogue entries must reach Rose International **before 1 April 2013**. If your catalogue entry has not reached us by this date, your listing will be limited to company name and stand number.

**Exhibitor Badges & Exhibits Only Badges****Mandatory – Form by e-mail****A. Exhibitor Badges – Access to Exhibition & Scientific Sessions**

Exhibitors receive 2 complimentary Exhibitor badges for the first 6 m<sup>2</sup> of stand space and 1 additional free Exhibitor badge for each following 12 m<sup>2</sup>. Exhibitor badges above the free allowance are available at EURO 85.00 each, excl. VAT, to a total max of 1 Exhibitor badge on each 3 m<sup>2</sup> of stand space (complimentary + paid Exhibitor badges together). For more badges see B. Exhibits Only Badges.

Exhibitors receive the badge form by e-mail in Excel format; the form should be returned to Rose International by e-mail, in the same format, Excel (**do not pdf!**), before 1 May 2013.

Exhibitor badges give free access to the exhibition area, the scientific sessions (provided that seats are available), the Opening Ceremony and the Networking event at Le Palais des Congrès on Saturday 8 June (time schedule on page 4, Section 1). Exhibitor badges include refreshments which are free for participants during the official breaks (printed in the final programme).

**B. Exhibits Only Badges – Access to Exhibition ONLY**

If exhibitor's stand staff exceeds the number of Exhibitor badges allowed (free and paid together), then it is possible to order Exhibits Only badges at EURO 85.00 each, excl. VAT. These badges give access to the **exhibition only** (not to scientific sessions) and include refreshments available free of charge to participants. Exhibits Only badges can be ordered with the Excel order form which exhibitors receive from Rose International. Exhibits Only badges are also available for exhibitors' guests who wish to visit the exhibition.

Exhibits Only badges can also be purchased on-site, at the Rose International Exhibition Service Desk, but pre-ordering is preferred, since on-site orders take time to process so will cause a delay for your staff. In this connection please note that there is no access beyond level 0 of Le Palais des Congrès without a valid badge.

**Important Information - Exhibitor and Exhibits Only Badges**

- Exhibitor badges will show the name of the exhibiting company and the personal name of the staff member (both are mandatory), as well as the text EXHIBITOR.
- Exhibits Only badges will have, besides company (or institution for e.g. guests) and personal name, the text EXHIBITS ONLY.
- Badges will not be sent to exhibitors or guests in advance.
- Badges must be collected and signed for by individual members of exhibitor's staff, but may also be collected by one of the exhibitors staff members who should then make sure that each of his/her staff has received the badge before entering Le Palais des Congrès.
- Collection of badges at the **Exhibition Badges Desk** of Rose International on **Level 0** of Le Palais des Congrès (location will be announced in May 2013).
- Opening hours of the **Level 0 Exhibition Badges Desk** for Badge pick-up and badge sales:
 

Friday	7 June	08.00 – 12.00 hrs
Saturday	8 June	08.00 – 16.00 hrs
Sunday	9 June	08.00 – 16.00 hrs
Monday	10 June	08.00 – 16.00 hrs
Tuesday	11 June	08.30 – 11.00 hrs
- Outside these opening hours, the desk can be reached by telephone (number announced May 2013).
- **Badges must be worn visibly at all times in view of security and access procedures. No access beyond level 0 of Le Palais des Congrès without a valid badge.**

**Lost or Forgotten - Exhibitor and Exhibits Only Badges**

Exhibitors who lose, or forget to bring to the congress centre, their badge (Exhibitor badge or Exhibits Only badge) will be able to buy an Exhibits Only badge (**not** an Exhibitor Badge) at cost, i.e. EURO 85.00 per badge. Badge preparation on-site will cause a delay in accessing the exhibition and conference levels.

**Exhibitor Badges will not be re-issued, neither free nor paid, under any circumstances.**

**Changes and Cancellations - Exhibitor and Exhibits Only Badges**

- Personal names for Exhibitor and Exhibits Only badges may be changed free of charge before 25 May 2013.
- After 25 May (so also on-site) there is a charge of EURO 20.00 excl. VAT for each change. Payment on-site when collecting the badges.
- **Cancelled Exhibitor badges as well as Exhibits Only badges will not be refunded at any time and remain payable in full.**

**Conference Registrations**

Company staff members, or exhibitor's guests, who wish to be registered as a full/regular participant of the conference should register on-line at [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013), page Registration.

**Standard Stand Construction or Design (own) Stand****Mandatory - Form 2**

Each exhibitor should fill in form 2, see below instructions.

**A. Companies using the standard stand construction package**

- ✓ Mark the appropriate box on form 2 if you are using the package of standard stand construction (included in exhibit space fee). The package includes:
- Stand walls 240 cm high.
  - Fascia board with company name and stand number in standard lettering, max. 20 characters <sup>1)</sup>.
  - One spotlight/3 m<sup>2</sup>, including electricity connection 3 kW + 2 sockets + consumption <sup>2)</sup>.
  - Carpet: see colour catalogue on page 34, behind form 2 <sup>3)</sup>.

1) Please fill in how your company name should show on the fascia board.

2) In case more kW is needed or 24-continuous power : order on-line, see page 41 for details.

3) Mark the colour carpet you wish to have in your stand (default colour is 4896 – dark grey).

**Important:** a report on the fire resistance category of decorative and other materials in the stand (not the stand construction and carpet), in as far as these materials have not been rented from the official ESHG 2013 suppliers (as per this Section), needs to be sent to Rose International before 1 May 2013. Further details in Section 7 (Safety Plan).

**B. Companies building their own stand (Design stand)**

- ✓ Mark the appropriate box on form 2 if you bring/build your own stand (note: **build-up time is limited**, we highly recommend exhibitors to use the package of standard stand construction).
- The exhibitor, or his stand contractor, should agree with Rose International on construction works to be carried out on Friday 7 June (**no construction works allowed on Saturday 8 June**). See detailed build-up schedule on page 8.
  - It is not possible to order parts of the package of standard stand construction if you build your own stand, neither is there a reduction on the stand space fee if you bring/build your own stand.
  - The stand space includes a 3 kW electricity connection + 2 sockets + consumption: more power and/or 24hr continuous power can be ordered on-line at Viparis (page 41, Section 5).
1. **The stand design must reach Rose International for written approval before 1 March 2013.**
  2. The design should be scaled with full measurements in cm, including height of the stand walls (should be 2.40 m exactly, measured from the floor of the hall) and of any objects inside the stand which are higher than 2.40 m. Further important instructions and safety regulations of Le Palais des Congrès and the involvement of the Safety Officer: see Sections 6, 7 and 8.
  3. All exhibitors, as well as their stand contractors and other suppliers, are obliged to read the Rules & Regulations in Section 6, the Safety Plan in Section 7 (confirm with the Safety Plan Confirmation form on the last page in that Section), as well as the Safety Protocol in Section 8.
  4. **Important:** stand building and decorative materials need to be fireproof. A report on the fire resistance category needs to be provided together with the plans of the stand. Further details see Section 7 (Safety Plan).

**Conference Party****Form 3**

Exhibitors who would like to join the conference party on Monday 10 June (time to be announced), please order your tickets using form 3. For details on the event see the conference website: [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013) (Registration / Networking Events). Capacity is limited, so register early.

**Lunch Boxes****Form 3**

Lunch boxes can be ordered by exhibitors for Saturday 8, Sunday 9, Monday 10 and Tuesday 11 June, use form 3. No on-site ordering of these lunch boxes.

On Saturday 8 June, the ordered lunch boxes will be available on level 2, Hall Maillot at 12.00 hrs. On Sunday 9, Monday 10 and Tuesday 11 June, the lunch boxes will be available at the coffee terraces in the Exhibition area, at 12.00 hrs daily.

**Tickets Pick-up - Conference Party & Lunch Boxes****Form 3**

Ordered tickets for the conference party and lunch boxes will be given to the **person designated** by the exhibiting company, no individual pick-up of these tickets. The name of the designated person should be filled in on Form 3. Tickets should be picked up at the **Exhibition Badges Desk on Level 0** (opening days/hours on page 9).

**Lost or forgotten tickets cannot be replaced or refunded.**

**Co-exhibitor on the Stand****ON REQUEST**

Exhibitors may share the stand with their official local distributor/agent for France (one company). The exhibitor will be charged for the co-exhibitor fee of EURO 600.00. This fee covers one exhibitor badge for the agent/distributor, their company name on the fascia of the stand and listing in the exhibition catalogue.

Contact Rose International for further details and approval, and in case you wish to invite more agents or distributors on the stand.

**Stand Catering & Equipment***Exclusive supplier – ON REQUEST*

For stand catering contact Rose International and note the following:

- a. It is not allowed to serve drinks/food on your stand, or anywhere else in Le Palais des Congrès, unless these are ordered from the official ESHG 2013 catering company (Raynier Marchetti).
- b. To organise catering on your stand for cocktail or other parties, contact Rose International to obtain approval of your plans.

► Continued on next page.

- c. During the conference (8 – 11 June 2013) it is **not allowed to organise any events**, social or commercial, in Le Palais des Congrès or in any other location in Paris.  
Contact Rose International to see which company satellite time slots are available.

**VAT & VAT Reclaim****ON REQUEST**

All fees in this manual are exclusive VAT. If and where applicable in your situation, VAT will be specified on your relevant invoices. Keep original invoices (and receipts of e.g. taxi's) carefully, you need these to reclaim VAT, if applicable in your situation, in:

- |                    |                                    |   |                          |
|--------------------|------------------------------------|---|--------------------------|
| - France:          | Exhibitor and Exhibits Only Badges | - | French VAT law applies   |
|                    | Conference Party tickets           | - | French VAT law applies   |
| - The Netherlands: | Lunch boxes                        | - | Dutch VAT law applies    |
| - Austria:         | Lead Retrieval System              | - | Austrian VAT law applies |

Rose International can provide details of their own VAT agent in France, who would be able to help you reclaim your VAT in France, if applicable in your situation. Same for VAT agent in Austria.

Exhibitors in EU countries can, in most cases, reclaim VAT in France and The Netherlands via their national on-line tax portal.

**SERVICES & FORMS - D&P (official stand contractor & supplier)**

1.	Payment procedures	Form 4
2.	Extra stand components – <i>exclusive supplier</i>	Form 5
3.	Logo's & graphics*	Form 6
4.	Stand furniture	Form 7 Online Catalogue: <a href="http://www.dparchi.com/salons/ESHG-2013/furniture/">www.dparchi.com/salons/ESHG-2013/furniture/</a>
5.	Stand lay-out	Form 8

\* D&P is the exclusive supplier of logo's and graphics to be fixed to fascia and/or walls of the standard stand construction package.

Name	D&P Architecture de Communication		
Address	26-28, rue du Chemin Vert, Z.A. du Chemin Vert, FR-78610 Le Perray-en-Yvelines, France		
Contact	Aïda Farhat	E-mail	exhibitors@dparchi.com
Telephone	+33 (0)1 34 84 84 84	Fax	+33 (0)1 34 84 84 85

**Payment Procedures****Form 4**

- If you have orders for D&P, your first order should be accompanied by payment form 4, indicating if you will pay by bank or by cheque.  
**Note:** Orders not paid at the start of the event as well as on-site orders, need to be paid on-site by credit card. Surcharges of 20% on the total due will apply.
- For bank transfers use the bank details as stated on the invoice which you will receive.  
**Note:** all bank costs are for account of the exhibitor, so please instruct your bank accordingly.  
Always use Swift/BIC code and IBAN as stated on the invoice.
- An invoice is issued for all orders, regardless of the method of payment. The invoice is your confirmation of ordered services.

**Extra Stand Components****Exclusive supplier - Form 5**

Use form 5 to order additional elements for the **standard stand construction** (shelves, storage, etc.). Bear in mind to order a storage to hide your spare supplies on the stand.

**Logo's & Graphics****Form 6**

To order your company logo (e.g. for the stand fascia) or other graphics, use form 6.

**Note:** D&P is *exclusive supplier* of logo's on the fascia board and for graphics that need to be printed on stand walls of the standard stand construction package.

**Stand Furniture****Form 7**

The furniture catalogue can be found online: [www.dparchi.com/salons/ESHG-2013/furniture/](http://www.dparchi.com/salons/ESHG-2013/furniture/). Please use form 7 to place your furniture order directly with D&P.

**Stand Lay-Out****Form 8**

To indicate the location of e.g. your storage or book shelves, extra components to your package of standard stand construction (form 5, Extra Stand Components), exhibitors are requested to use form 8.

If there are other elements in your stand, like e.g. a plasma screen, you can also use this form to indicate the position of such items. In these cases, please make sure to send the form to each relevant supplier (e.g to VIPARIS for additional electricity connections, plasma screens etc.).

**SERVICES – VIPARIS - Le Palais des Congrès (official supplier)****ONLINE ORDERING at [www.viparis.com/epex](http://www.viparis.com/epex)**

1.	Additional electricity connections & supplies – <i>exclusive supplier</i>	Online
2.	Internet connection & telecommunication – <i>exclusive supplier</i>	Online
3.	Media equipment	Online
4.	Plants & flower arrangements	Online
5.	Parking trucks	Online
6.	Cleaning services & waste disposal – <i>exclusive supplier</i>	On request
7.	Security – <i>exclusive supplier</i>	On request
8.	Hostesses	On request

Name VIPARIS – Le Palais des Congrès de Paris

Address 2 place de la Porte Maillot  
FR - 75853 Paris Cedex 17, France

Contact Olivier Teillet  
Telephone +33 (0)1 40 68 16 16

E-mail [olivier.teillet@viparis.com](mailto:olivier.teillet@viparis.com)  
Fax +33 (0)1 40 68 15 26

**URL Exhibitor Services: [www.viparis.com/epex](http://www.viparis.com/epex)**

**Set-up account for online ordering:**

Above services can be found and ordered via Le Palais des Congrès website, [www.viparis.com/epex](http://www.viparis.com/epex).

Please follow the instructions to create an account so you can place your services orders. After completing the steps for creating an account you will receive an activation e-mail with further instructions.

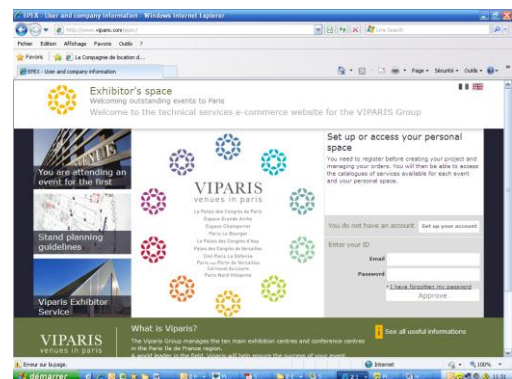
**Note:** when placing your orders, you will need to select:

Place : Le Palais des Congrès de Paris

Event : ESHG 2013

Space : Niveau 1 + in which area your stand is located:

- Stands 100 – 199 : Neuilly
- Stands 200 – 399 : Ternes
- Stands 400 – 499 : Paris
- Stands 500 – 699 : Passy



## **Payment Procedures**

1. Viparis accepts bank, credit card and check payments. You will be asked, when ordering online, to choose the method of payment.
2. After placing your order, you will receive an order confirmation by e-mail to validate your order.
3. Payment can be done either:
  - a. At the same time when you place your order, or
  - b. After receipt of the order confirmation, when validating your order.
4. The invoice will be sent to you by post 48 hours after validation of the order.
5. No surcharges apply for orders placed before 6 May 2013, as long as payment has been received by Viparis before 5 June 2013. This includes credit card payments.
6. On-site orders, as well as orders for which payment has not been received by 5 June 2013, incur a 20% surcharge.

## **Electricity Connections & Supplies**

*Exclusive supplier - Viparis Online Ordering*

- Each exhibitor is entitled to an electricity connection of 3 kW + 2 free sockets, including consumption (EURO 295.00 excl. VAT, invoiced by Rose International).
- If you need more power, or 24-hour continuous power (e.g. for a fridge), please order on-line at [www.viparis.com/epex](http://www.viparis.com/epex).
- Never switch off your lights or equipment on the switch box in your stand: lights should be left on (Le Palais des Congrès takes care of switching off at night, except 24 hr connections). So please make sure to switch off your equipment on the equipment itself.
- It is strictly forbidden to force the lock of an electricity supply box.
- For safety reasons, all power supplies are shut off half an hour after the close of the exhibition on Tuesday 11 June at 13.30 hrs.

### **Electricity**

Single phase 220V/50 Hz current up to 3 kW. Three-phase 380 V/50 Hz current + neutral above 3 kW.

Electricity connections come from the ceiling and each stand will have its own junction box fitted with 3 sockets (2 free for exhibitors to use, one reserved for the stand lights) 16 amps.

### **Plugs, sockets and adapters Voltage transformers**

Regular European plugs and sockets (Schuko) are used in France.

**On-site** purchase of adapters available at the Exhibition Service Desk on Level 1.

For equipment from e.g. the US with 110/120V, a transformer is required to connect to 220V. Transformers can be ordered online with Le Palais des Congrès de Paris ([www.viparis.com/epex](http://www.viparis.com/epex)). **No on-site** orders for transformers.

## **Internet Connection & Telecommunication**

*Exclusive supplier – Viparis Online Ordering*

WiFi will be available free of charge in the exhibition hall. Password for access: eshg2013

However, since WiFi access cannot be guaranteed at all times, exhibitors are strongly advised to order their own Internet connection in case they need a reliable Internet connection for presentations on the stand. To order your Internet connection go to [www.viparis.com/epex](http://www.viparis.com/epex).

## **Media Equipment**

**Viparis Online Ordering**

Use your Viparis Account ([www.viparis.com/epex](http://www.viparis.com/epex)) to order plasma screens, audio-visual equipment, computers, printers, monitors and related equipment directly online. For items not listed, please contact Viparis directly (see contact details on previous page).

## **Plants & Flower Arrangements**

**Viparis Online Ordering**

The plants and flower arrangements catalogue can be found online at [www.viparis.com/epex](http://www.viparis.com/epex). Flower and plant arrangements are rented, so may not be taken by exhibitors at the end of the exhibition.

## **Parking Trucks**

**Viparis Online Ordering**

It is possible to park the truck at Porte de Versailles parking which is a guarded parking area. For prices and ordering please go to [www.viparis.com/epex](http://www.viparis.com/epex).

**Cleaning Services & Waste disposal****Viparis Online Ordering**

Exhibitors, their stand contractors and suppliers are obliged to dispose of their own waste. This includes promotional and other materials that you do not take back at the close of the exhibition. To order waste disposal please contact Viparis by email for a quote (see contact details on page 21).

**Waste** baskets on stand (order via D&P, see Stand Furniture page 21) will be emptied in the evening. Please put your basket on the edge of your stand on the aisle side at the close of each exhibition day.

**Security****Viparis On Request**

A security guard on the stand (e.g. outside exhibition hours) can be ordered. Please contact Viparis by email for a quote (see contact details on page 21). Note: Rose International will arrange general overnight security, but can never be held liable of any loss or damage of your materials, inside or outside your stand.

**Hostesses****Viparis On Request**

A hostess can be arranged through Viparis. Please contact Viparis by email for a quote (contact details on page 21).

**SERVICE & FORM – WEBGES (official supplier)**

1. Lead Retrieval System

Form 9

Name Webges Meeting Applications GmbH  
Address Nussdorferstr. 20/22, AT-1090 Vienna, Austria

Contact	Tamara Dworschak	Mobile	+43 (0)676 83 437 318
E-mail	<a href="mailto:leadsystem@webges.com">leadsystem@webges.com</a>	URL	<a href="http://www.webges.com">http://www.webges.com</a>
Telephone	+43 (0)1 319 69 99 18	Fax	+43 (0)1 319 69 99 33

A lead retrieval system is available from Webges (same as provided at the previous ESHG meetings). Details, and order form 9, in Section 5, pages 42 – 44.

**SERVICE – MONDIAL (official hotel agent)**

1. Hotel Accommodation

Online: [www.eshg.org/hotel2013.0.html](http://www.eshg.org/hotel2013.0.html)

Name Mondial Congress & Events Vienna  
Address Operngasse 20b, AT-1040 Vienna, Austria

Contact	Denise Lembäcker	E-mail	<a href="mailto:eshg2013@mondial-congress.com">eshg2013@mondial-congress.com</a>
Telephone	+43 (0)1 588 04 158	Fax	+43 (0)1 588 04 185

The list of hotels offered by the official ESHG 2013 hotel agent, Mondial Congress & Events Vienna, and the booking form, have already been sent to you by e-mail by Rose International, but feel free to ask for these again. You may also book your hotel accommodation on-line at: [www.eshg.org/eshg2013](http://www.eshg.org/eshg2013) (individual bookings only).

For **block bookings** please contact Mondial Congress & Events Vienna at [eshg2013@mondial-congress.com](mailto:eshg2013@mondial-congress.com)



**SERVICES & FORM – E.S.I. (official freight forwarder)**

1.	Customs clearance & freight forwarding	Section 4
2.	Storage of empties	Section 4
3.	Manpower	Section 4

Name E.S.I.

Address 2 Rue du Meunier, FR - 95970 Roissy CDG Cedex – France

Contact Emmanuel Pitchelu

E-mail [emmanuel.pitchelu@group-esi.com](mailto:emmanuel.pitchelu@group-esi.com)

Telephone +33 (0)1 30 11 93 46

Fax +33 (0)1 39 88 98 27

To order, ask for information and a quotation for the handling of your exhibit materials, manpower to unload/load etc., use the E.S.I. order form in the back of Section 4, page 29.

To ensure that your materials arrive in time at your stand at ESHG 2013, read all shipping information, and the deadlines, in Section 4. Also note the below important information on the services of E.S.I.

**Customs Clearance & Freight Forwarding****Section 4**

Rose International has appointed E.S.I. as the official logistics supplier for ESHG 2013. ESI offers a complete range of logistics services to guarantee smooth and safe build up and breakdown procedures. The use of forklift trucks and other motorized transport and lifting equipment by other parties than E.S.I. is not allowed. See Section 4 for shipping instructions, tariff, order form, and packing list.

**Important aspects for your shipping:**

- Carefully note arrival deadlines on page 25 in Section 4, these are crucial.
- Do not send any goods directly to Le Palais des Congrès; these will not be accepted.
- Courier shipments should be avoided. Remember that couriers do not deliver on Saturdays and Sundays and that their offices are closed during the weekend. Use regular shipping to E.S.I. If courier shipment cannot be avoided, go through E.S.I (see instructions in Section 4, page 26).
- Make sure that your company staff at the stand in Paris bring with them:
  1. **Copies of all freight documents issued at the point of departure of your goods.**
  2. **Full contact details, including mobile phone, of your contact at the freight forwarder who shipped your goods to Paris.**

These documents and contact details are needed if your goods have not arrived in Paris in time. E.S.I. will only be able to help search for your goods if your company staff can give them these documents and contact details.

Remember that exhibit installation is restricted to Saturday 8 June (exhibitors using standard stand construction), so you may not be able to reach your office by the time you find out that your goods have not (yet) arrived in Paris.

**Storage of Empties****Exclusive supplier – Section 4**

Empties (carton boxes, crates, boxes of display systems etc.) may not remain in your booth, behind the booth or in the aisles. Contact E.S.I. for handling and storage of your empties. Remember that **aisles should be cleared of all empties etc. on Saturday 8 June at 11.30 hrs.**

**Manpower****Section 4**

In case you need manpower to help loading/unloading your exhibits or to put up a display in your stand, please contact E.S.I. for information and a quotation (see contact details on this page).



<b>Shipping Instructions &amp; Deadlines</b>
--

**Contact Details**

Name	E.S.I.		
Contact	Mr Emmanuel PITCHELU, Director	E-mail	emmanuel.pitchelu@group-esi.com
Telephone	+33 (0)1 3011 9346	Fax	+33 (0)1 3988 9827

Name	E.S.I.		
Contact	Mrs Virginie CAQUINEAU, Operations	E-mail	virginie.caquineau@group-esi.com
Telephone	+33 (0)1 3011 9347		

**1. Arrival Deadlines**

Please make sure that your shipments arrive at least at the following dates:

- **OCEAN FREIGHT (Le Havre seaport) : 20th May**
- **AIR FREIGHT (CDG airport) : 27th May**
- **ROAD FREIGHT (ESI warehouse – CDG area) : 3rd June**

For any shipment, please send us a pre-alert notice at least 2 working days prior arrival of cargo.

A late arrival surcharge of 20% will be applied to shipments arriving after these deadlines. In addition, clearance and delivery in time on show site would not be guaranteed.

**2. AIRFREIGHT (excluding courier shipments)****General**

Airport of destination: Paris CDG

Shipments must be sent "Freight prepaid". We will not accept any "Freight Collect".

Master Air Way Bill must show the following:

Consignee	E.S.I. 2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France – France Phone : +33 (0)1 3992 8788 - Fax : +33 (0)1 3988 9827
Notify	ESHG 2013 Name of exhibitor – stand number

Important remark:

For any shipment received through consolidator, we are not responsible for a delay in clearance and delivery process, and we will re-bill the 3rd party charges at cost + 15%.

**3. OCEAN FREIGHT**

Seaport of destination: Le Havre

Shipments must be sent "Freight prepaid". We will not accept any "Freight Collect".

Bill of Lading must show the following:

Consignee:	E.S.I. 2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France – France Phone : + 33 (0)1 3992 8788 - Fax : +33 (0)1 3988 9827
Notify:	ESHG 2013 Name of exhibitor – stand number

Important remark:

For any shipment received through consolidator, we are not responsible for a delay in clearance and delivery process, and we will re-bill the 3rd party charges at cost + 15%.

► **Continued on next page.**

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**4. ROAD FREIGHT**

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Cargo arriving at our warehouse:

Delivery address E.S.I.  
 2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France – France  
 Phone : +33 (0)1 3992 8788 - Fax : +33 (0)1 3988 9827  
 Opening hours 8.30 – 12.00 / 13.30 – 17.30 hrs Monday - Friday

**Courier shipments (UPS / TNT / FEDEX / DHL...)**

Any parcel arriving by courier must be sent freight prepaid, as well as clearance charges, taxes & duties prepaid. We will refuse any shipment involving collect charges.

The waybill and each parcel must clearly show the name of the event, name of exhibitor and stand number. In order to avoid tedious research, please pre-alert us in due time, with number of parcels, courier company name and tracking number.

We can receive courier shipment either at our warehouse up to the 4th June, or at show site during build-up period.

**Cargo arriving directly at show site: (full trucks only)**

Our staff will be at the Congress Centre during build-up period.

Delivery address PALAIS DES CONGRES DE PARIS  
 Place de la Porte Maillot - 75017 Paris  
 c/o E.S.I. – Phone : +33 (0)1 4068 1635  
 Delivery access Boulevard Gouvion Saint-Cyr / Level -1

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**5. PACKING OF THE EXHIBITS**

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**Packing materials**

Please use packages strong enough to avoid damage during transportation, unloading, unpacking, storage, reloading, etc..

Packing in cartons is not considered suitable for repeated handling, especially for valuable or fragile equipment.

Furthermore, parcels can be placed outdoors several times, before delivery inside exhibition halls, or after closing: exhibitors must take necessary precautions against damage and rain.

All packages must be marked as follows:

ESHG 2013

Name of exhibitor Weight & dimensions (length x width x height – in cm)

Stand number – Level 1 Number of each package (ex : 1/3 – 2/3 – 3/3)

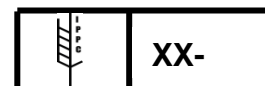
**Fumigation:**

All cargo containing wood entering into EEC countries (except coming from Switzerland) must have been fumigated in the country of origin.

This regulation concerns packages such as crates, pallets, frames, axes, drums, etc..

To guarantee that the fumigation has been applied, the following information must be marked or stamped on the outside packings:

- IPPC logo
- ISO country code
- Licence number assigned to the company that fumigated
- Fumigation method (HT or MB treatment used)



► Continued on next page.

**6. DOCUMENTS TO PROVIDE****E.U. COUNTRIES**

Documents requested	Remarks
Packing list	Mentioning: number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
Insurance certificate	1 copy
Shipping documents	1 original + 2 copies of B/L for sea freight 1 copy of MAWB + 1 copy of HAWB per exhibitor for air freight 1 copy of CMR for road freight (for direct arrival on show site, please ask us how to consign the CMR)

**NON E.U. COUNTRIES**

Documents requested	Remarks
Packing list	Mentioning: number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
ATA Carnet	<u>For exhibits to be totally re-exported only</u> The description of goods must be written in French or English. You must join a power of attorney allowing E.S.I. to effect procedure under your name.
Commercial invoice	Separate invoices must be issued for definitive import / temporary import. They must mention : <ul style="list-style-type: none"> <li>• <i>item number</i></li> <li>• <i>serial / model number for devices</i></li> <li>• <i>full and clear description of products</i></li> <li>• <i>itemised &amp; total value CIF terms</i></li> <li>• <i>country of origin</i></li> <li>• <i>"temporary" or "definitive" import in France</i></li> </ul>
Insurance certificate	1 copy
Shipping documents	1 original + 2 copies of B/L for sea freight 1 copy of MAWB + 1 copy of HAWB per exhibitor for air freight 1 copy of CMR for road freight (for direct arrival on show site, please ask us how to consign CMR)

Any products shipped from outside the E.U. have to be customs cleared.

The exhibits and stand materials will be cleared on a temporary basis: we will have to collect them at the closing of the event in order to proceed with re-export formalities (in case we cannot prove the re-export, import duties and taxes will be levied by Customs).

The documentations and give-away goods will be cleared on a permanent basis: they can be subject to import duties and taxes.

**Important notes:**

- **It is absolutely necessary that we receive in advance a detailed pre-alert of your shipment :**
  - Air Way Bill / Bill of Lading / CMR number
  - Name of vessel / Flight number / Name of trucking company
  - Expected arrival date
  - Number of parcels / Weights / Dimensions
  - Copy of invoices & customs clearance instructions
- In order to be able to provide fitted handling equipment, please send us in advance full description of your material in excess of 1000 kg and 5 m3.
- Any need for special equipment (crane, long forks, etc...) must be advised in advance, prior arrival of shipment.
- **Before the end of the show, make sure that your on-site representative gives us the detailed returned instructions.**

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## **7. INSURANCE & RESPONSIBILITY**

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### **Insurance**

Our tariff is calculated on the basis of volume or weight of your shipment, and has no correlation with the value of exhibits: the insurance covering is not included in our charges.

It is the responsibility of exhibitor to arrange a personalized insurance covering: transport / handling / storage / exhibition.

### **Responsibility**

E.S.I. will not accept any responsibility for loss or damage of products or materials left unattended on the stand, inadequately packed, requesting specific handling materials or handling cares without notice.

E.S.I. will not accept any responsibility for delay in clearance or delivery, for shipment that have not been consigned as per our instructions, shipped without requested documents, or arriving after our mentioned deadlines.

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## **8. PAYMENT TERMS & CONDITIONS**

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Exhibitors using our appointed agents will be invoiced by them for our services.

Exhibitors using other forwarding companies, or arranging their transport themselves are requested to send us an advance written order, and to arrange full payment of our charges prior to delivery on the stand.

All business is only transacted in accordance with our General Trade Conditions (available upon request) and with the general conditions of "Fédération des Entreprises de Transport et Logistique de France (T.L.F.)" (also available upon request).

**QUOTATION REQUEST - CUSTOM CLEARANCE & FREIGHT FORWARDING - ESHG 2013**

**Fax or e-mail this form to:**



Tel.: +33 (0)1 3992 8788  
 Fax: +33 (0)1 3988 9827  
 Contact:  
 Emmanuel Pitchelu  
 E-mail:  
 emmanuel.pitchelu@group-esi.com

Stand No:

Company:

VAT No:

Contact:

E-mail:

Tel:

Fax:

**SERVICES PROVIDED**

- Transport from any country of origin (air, sea, road)
- Customs formalities
- Warehousing (before & after event)
- Transfer to show site & delivery on stand
- On-site handlings & assistance
- Storage of empty packages
- Return shipment to any destination (air, sea, road)

**QUOTATION REQUEST**

<input type="checkbox"/>	Preliminary transport from your address to E.S.I. warehouse : <input type="checkbox"/> arranged by yourselves <input type="checkbox"/> arranged by E.S.I. (please advise country, city, zipcode): _____
<input type="checkbox"/>	Place of reception of parcels by E.S.I. : <input type="checkbox"/> E.S.I. warehouse (CDG airport area) <input type="checkbox"/> show site directly (full trucks only)
<input type="checkbox"/>	Inbound on-site handling : <input type="checkbox"/> unloading only <input type="checkbox"/> unloading & delivery on stand
<input type="checkbox"/>	Collection, storage, redelivery of empty packages
<input type="checkbox"/>	Outbound on-site handling : <input type="checkbox"/> collection on stand & reloading <input type="checkbox"/> reloading only
<input type="checkbox"/>	Return transport : <input type="checkbox"/> transfer to E.S.I. warehouse for collection by yourself <input type="checkbox"/> delivery to your address
<input type="checkbox"/>	Other services requested : _____

Cargo Details	Number of parcels	Total weight (kilos)	Total volume (m <sup>3</sup> )
<b>SPECIFICATIONS</b> (crates / pallets / loose cargo / perishable / non-stackable, etc...)			
_____			

**ORDER FORMS – IMPORTANT INFORMATION**

# **ORDER FORMS**

## **IMPORTANT INFORMATION**

- 1) On the next page (page 31) you will find an overview of services with their form and page numbers (if a form is included in this manual) and the deadlines by which the various forms should reach the relevant suppliers.
- 2) Before going to the various forms, we strongly recommend that you read the information on the services available to you in Section 3.

- 3) Fax, or e-mail a pdf copy, of your order forms to the relevant suppliers.

Name, fax number and e-mail address of the suppliers are printed on each form.

- 4) Keep a copy of each filled in/sent form for your own records, bring these copies with you to the exhibition and have available during build-up.
- 5) Observe the deadlines for ordering.  
Considerable surcharges are applicable after the deadlines.  
Deadlines and surcharges are printed on each order form.
- 6) Your signature on the order forms is considered to be the signature of a legal representative of the exhibiting company, or his supplier, and therefore legally binding for the company appearing the form.
- 7) For any services not listed in this manual, contact Rose International.

**SERVICES & DEADLINES**

ORDER FORM #	SECTION #	PAGE #	SUBJECT	DEADLINE	MANDATORY or RECOMMENDED	RETURN To Contact for Information
Quotation form	4	29	Freight Forwarder services: request quote for handling of your shipment and storage of empties. Information / contact: Section 4	as soon as possible !!!	<b>Highly Recommended</b>	E.S.I.
On-line	3	23	Hotel Accommodation	as soon as possible		Mondial
Form 2	5	33	Standard Stand Construction or Own/Design Stand	1 March	<b>Mandatory</b>	Rose Int.
Form by E-mail	3	17	Catalogue & Subject Index Entry Information	1 April	<b>Mandatory</b>	Rose Int.
Form	7	80	Safety Plan Confirmation	1 April	<b>Mandatory</b>	Rose Int.
Form by E-mail	3	17-18	Exhibitor & Exhibits Only Badges Information	1 May	<b>Mandatory</b>	Rose Int.
Form 1	5	32	Payments to Rose International	1 May	<b>Mandatory</b>	Rose Int.
Form 3	5	35	Conference Party / Lunch Boxes	1 May		Rose Int.
On request	3	19	Co-exhibitor	-		Rose Int.
Form 4	5	36	Payments to D&P	1 May		D&P
Form 5	5	37	Extra Stand Components	1 May		D&P
Form 6	5	38	Logo's & Graphics	1 May		D&P
Form 7	5	39	Stand Furniture	1 May		D&P
Form 8	5	40	Stand Lay-out	1 May		D&P
On-line	5	41	Electricity & Connections	1 May		VIPARIS
On-line	5	41	Internet Connection	1 May		VIPARIS
On-line	5	41	Media Equipment	1 May		VIPARIS
On-line	5	41	Plants & Flower Arrangements	1 May		VIPARIS
On-line	5	41	Parking Trucks	1 May		VIPARIS
On Request	3	23	Waste disposal	1 May		VIPARIS
On Request	3	23	Hostesses	1 May		VIPARIS
On Request	3	23	Security	1 May		VIPARIS
Form 9	5	42	Lead Retrieval System	1 May		Webges
On request	3	19-20	Stand Catering & Equipment	1 May		Rose Int.
On request	3	20	VAT Reclaim	-		Rose Int.
No Form	2	10	Certificates on Fire Resistance Category.	1 May	<b>check if mandatory: Section 7</b>	Rose Int.



Fax or e-mail this form to:



P.O. Box 93260  
 NL-2509 AG The Hague  
 Tel.: +31 (0)70 383 8901  
 Fax: +31 (0)70 381 8936  
 Contact:  
**Krista Vink**  
 E-mail:  
**kvink@rose-international.com**

Stand No:

Company:

VAT No:

Contact:

E-mail:

Tel:

**RETURN with your order(s)  
 before 1 May 2013**

***Mandatory for all exhibitors  
 No need to fill in credit card details if you place your orders  
 before 1 May 2013 and wish to pay by bank***

- The undersigned will pay her/his orders (please tick ✓ appropriate box):

☐ by bank

All bank costs to be paid by exhibitor

No bank payments for orders **received after 1 May 2013**☐ by credit card

A surcharge of 5% of total due including VAT, plus EURO 2.00 transaction costs, will be charged. Please provide your credit card details below.

**The undersigned agrees that Rose International charges her/his credit card as indicated above.**

***A surcharge of 5% of total due including VAT, plus EURO 2.00 transaction costs, will be charged.***

☐ Visa    ☐ Master    ☐ American Express

*Please write/print very clearly*

CREDIT CARD N°

VALID THROUGH

SECURITY CODE\*:

*SECURITY CODE\*: last 3 digits on the signature space on the back of the card*

NAME ON CREDIT CARD

DATE

SIGNATURE

Date

Signature + Company Stamp

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Fax or e-mail this form to:



P.O. Box 93260  
 NL-2509 AG The Hague  
 Tel.: +31 (0)70 383 8901  
 Fax: +31 (0)70 381 8936  
 Contact:  
**Krista Vink**  
 E-mail:  
**kvink@rose-international.com**

Stand No:

Company:

VAT No:

Contact:

E-mail:

Tel:

**RETURN BEFORE 1 March 2013*****Mandatory for each exhibitor***Please indicate ✓ standard stand construction or own/design stand:☐ **YES**, we will use the package of standard stand construction**YES: go to 1, 2 and 3**☐ **NO**, we will build our own stand (a display system is not a stand!)**NO: go to 4 and 5****1. Colour carpet**, see page 34 behind this form.If you do not indicate your choice of colour, your carpet will be the **default colour, 4896 – dark grey**.

- ☐ 1360 – yellow
- ☐ 2340 – raspberry
- ☐ 4962 – light brown
- ☐ 4721 – orange
- ☐ 4912 – turquoise blue

- ☐ 4849 – royal blue
- ☐ 4893 – grey
- ☐ 4896 – dark grey - **default colour**
- ☐ 1323 – green
- ☐ 2389 – brown

- ☐ 4963 – beige
- ☐ 4964 – red
- ☐ 4971 – olive green
- ☐ 4967 – dark green
- ☐ 4968 – purple

**2. We will inform Rose International timely of the measurements (width + height in cm) of any display system that we may wish to put up inside the standard stand construction stand.****3. Company name** as it should appear on the fascia of the standard stand: **20 characters max.**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**4. We will bring and build our own design stand** and will send the **stand design** including full measurements in cm to Rose International **before 1 March 2013 for their approval**. See important guidelines and instructions for design stands on pages 11, 19 and 49.**5. Our stand contractor** who will design and build the stand is:

Company name:

Contact:

Telephone:

Fax:

Mobile Phone:

E-mail:

Date

Signature + Company Stamp

33

CARPET CATALOGUE



Yellow - 1360



Raspberry - 2340



Light brown - 4962



Orange - 4721



Turquoise blue - 4912



Royal Blue - 4849



Grey - 4893



Dark Grey - 4896



Green - 1323



Brown - 2389



Beige - 4963



Red - 4964



Olive-green - 4971



Dark green - 4967



Purple - 4968

**Note:** the actual carpet colours are brighter than the samples.

**Fax or e-mail this form to:**



P.O. Box 93260  
NL-2509 AG The Hague  
Tel.: +31 (0)70 383 8901  
Fax: +31 (0)70 381 8936  
Contact:  
**Krista Vink**  
E-mail:  
**kvink@rose-international.com**

Stand No:

Company:

VAT No:

Contact:

E-mail:

Tel:

**RETURN BEFORE 1 May 2013**

**Surcharge after 1 May: 15%**

The undersigned would like to order tickets for the conference dinner and/or party and lunch boxes as indicated below.

ITEM DESCRIPTION	TOTAL QUANTITY	PRICE PER PERSON	TOTAL
Dinner on Monday, 10 June: 20:00 - 22:30 hrs		€ 59.00	€
Party on Monday, 10 June : 22:30 - 02:00 hrs		€ 29.00	€
Combination Dinner and Party		€ 79.00	€
<b>SUB TOTAL DINNER AND PARTY TICKETS, excluding VAT</b>			€
<b>French VAT 7% on dinner and party tickets</b>			€
Lunch box*, Saturday, 8 June <input type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Vegetarian</b>		€ 16.00	€
Lunch box*, Sunday, 9 June <input type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Vegetarian</b>		€ 16.00	€
Lunch box*, Monday, 10 June <input type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Vegetarian</b>		€ 16.00	€
Lunch box*, Tuesday, 11 June <input type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Vegetarian</b>		€ 16.00	€
<b>SUB TOTAL LUNCH BOXES, excluding VAT</b>			€
<b>Dutch VAT 21% on lunch boxes</b>			€
<b>TOTAL CONFERENCE PARTY TICKETS &amp; LUNCH BOXES, including VAT</b>			€

\* Please indicate number of regular and vegetarian lunch boxes.

**Note:** Dinner and/or Party and Lunch box tickets are non-refundable after ordering. The ordered tickets will be given to the person designated by the exhibiting company, no individual pick-up of these tickets. Pick-up at the Exhibition Badges Desk on Level 0 (opening days/hours on page 9).

► **Designated person to collect the Dinner, Party and Lunch Box tickets:**

.....(First Name, Last Name)

Date

Signature + Company Stamp

35

**Fax or e-mail this form to:**

**D & P**  
 ARCHITECTURE DE COMMUNICATION  
 D&P Architecture de Communication  
 Exhibitors Department  
 26-28 rue du Chemin Vert  
 FR-78610 Le-Perray-en-Yvelines  
 Tel.: +33 (0)1 34 84 84 84  
 Fax: +33 (0)1 34 84 84 85  
 Contact:  
**Aïda Farhat**  
 E-mail:  
**exhibitors@dparchi.com**

Stand No:

Company:

VAT No:

Address:

Contact:

E-mail:

Tel:

Fax:

**RETURN with your first order(s)**

**All orders will be confirmed with an invoice.**

*The undersigned will pay her/his orders for D&P, please tick ✓ appropriate box:*

☐ by bank

*Orders not paid at the start of the event, will need to be paid on-site by credit card*

☐ by cheque

*Orders not paid at the start of the event, will need to be paid on-site by credit card*

Bank Details:

Bank: Société Générale – 78610 Le Perray-en-Yvelines

**IBAN:** FR76 30003 02195 00020071027 61

**BIC:** SOGEFRPP

Name of account: D&P Architecture de Communication

Address: FR-78610 Le-Perray-en-Yvelines

**Thank you for your timely payment.**

Fax or e-mail this form to:



**D & P**  
 ARCHITECTURE DE COMMUNICATION  
 D&P Architecture de Communication  
 Exhibitors Department  
 26-28 rue du Chemin Vert  
 FR-78610 Le-Perray-en-Yvelines  
 Tel.: +33 (0)1 34 84 84 84  
 Fax: +33 (0)1 34 84 84 85  
 Contact:  
**Aïda Farhat**  
 E-mail:  
**exhibitors@dparchi.com**

Stand No:

Company:

VAT No:

Address:

Contact:

E-mail:

Tel:

Fax:

**RETURN BEFORE 1 May 2013**

Surcharge after 1 May: 20%

The undersigned orders the following extra stand components for his/her standard stand:

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Extra Spot 100W		€ 41,00	€
Adjustable Spotlight 100W		€ 40,00	€
Triple plug socket		€ 45,00	€
Range of 3 spotlights 100W		€ 83,00	€
Storage unit 1 m <sup>2</sup> consisting of one panel and one lockable door (100 x 100 cm)		€ 210,00	€
Storage unit 2 m <sup>2</sup> consisting of two panels and one lockable door (200 x 100 cm)		€ 290,00	€
Book shelf white, fixed to stand wall, 97x30 cm <input type="checkbox"/> slanting <input type="checkbox"/> horizontal (please mark appropriate box)		€ 30,00	€
Carpet, 1m <sup>2</sup> , colour (for design stands only! Catalogue on page 34):		€ 10,00	€
Hook/Chain for hanging frame on shell scheme		€ 4,00	€
Sticky tac (80 pieces of adhesive paste)		€ 8,00	€
<b>Sub Total, excluding VAT</b>			€
<b>French VAT 19.6%</b>			€
<b>TOTAL, including VAT</b>			€



97 x 30 cm shelves: - top one is "slanting"

- bottom ones are "horizontal"

**Fax or e-mail this form to:**

**D & P**  
 ARCHITECTURE DE COMMUNICATION  
 D&P Architecture de Communication  
 Exhibitors Department  
 26-28 rue du Chemin Vert  
 FR-78610 Le-Perray-en-Yvelines  
 Tel.: +33 (0)1 34 84 84 84  
 Fax: +33 (0)1 34 84 84 85  
 Contact:  
**Aïda Farhat**  
 E-mail:  
**exhibitors@dparchi.com**

Stand No:

Company:

VAT No:

Address:

Contact:

E-mail:

Tel:

Fax:

**RETURN BEFORE 1 May 2013****Surcharge after 1 May: 20%***The undersigned orders the following logo's and/or graphics:*

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Digital (colour or black/white) printing on shell scheme panel (panel is included)		€ 305,00	€
Foam board (800 x 600 mm), including printing		€ 68,00	€
Printing of your company logo for shell scheme fascia board*		€ 33,00	€
<b>Sub Total, excluding VAT</b>			€
<b>French VAT 19.6%</b>			€
<b>TOTAL, including VAT</b>			€

- \*  
 For in-line stand: order 1 logo  
 For corner stand: order 2 logo's  
 For head-stand: order 3 logo's

Rates include fixing of the logo(s) on the stand fascia.

A file of the logo/graphic must be sent **before 1 June 2013 in EPS / Ai / PDF vechtorised format** by e-mail to: **exhibitors@dparchi.com**

For questions, other logo/graphics requests and/or other dimensions, please contact directly the Exhibitors Department at **exhibitors@dparchi.com** (contact details in top of this form).

- After **15 May 2013**, cancellations cannot be accepted; 100% of the costs will be charged and payable.

**Fax or e-mail this form to:**

**D & P**  
 ARCHITECTURE DE COMMUNICATION  
 D&P Architecture de Communication  
 Exhibitors Department  
 26-28 rue du Chemin Vert  
 FR-78610 Le-Perray-en-Yvelines  
 Tel.: +33 (0)1 34 84 84 84  
 Fax: +33 (0)1 34 84 84 85  
 Contact:  
**Aïda Farhat**  
 E-mail:  
**exhibitors@dparchi.com**

Stand No:

Company:

VAT No:

Address:

Contact:

E-mail:

Tel:

Fax:

**RETURN BEFORE 1 May 2013**  
**Surcharge after 1 May: 20%**

*The undersigned orders the following furniture. Please see the catalogue online:*

**[www.dparchi.com/salons/ESHG-2013/furniture/](http://www.dparchi.com/salons/ESHG-2013/furniture/)**

REF.	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			€	€
			<b>Sub Total, excluding VAT</b>	€
			<b>French VAT 19.6%</b>	€
			<b>TOTAL, including VAT</b>	€



**Fax or e-mail this form to:**

**D&P**  
 ARCHITECTURE DE COMMUNICATION  
 D&P Architecture de Communication  
 Exhibitors Department  
 26-28 rue du Chemin Vert  
 FR-78610 Le-Perray-en-Yvelines  
 Tel.: +33 (0)1 34 84 84 84  
 Fax: +33 (0)1 34 84 84 85  
 Contact:  
**Aïda Farhat**  
 E-mail:  
**exhibitors@dparchi.com**

Stand No:

Company:

VAT No:

Address:

Contact:

E-mail:

Tel:

Fax:

<p><b>RETURN BEFORE 1 May 2013</b></p>
--

In this grid, please indicate positions where you wish to have the various items you have ordered:

1. If you have ordered a **storage** (highly advised, use order form 5), please indicate position (right or left corner in the back of the stand).
2. If applicable: indicate positions of e.g. internet connection, computer, plasma screen, and send this form also to Viparis (contact details on page 41).

**Back wall of your stand**


## Contact Details VIPARIS



Name	VIPARIS – Le Palais des Congrès de Paris		
Address	2 place de la Porte Maillot FR - 75853 Paris Cedex 17, France		
Contact	Olivier Teillet	E-mail	olivier.teillet@viparis.com
Telephone	+33 (0)1 40 68 16 16	Fax	+33 (0)1 40 68 15 26

**ORDER BEFORE 1 May 2013**

**Surcharge on-site: 20%**

For ordering the following services please go to (for short instruction please see page 21):

**<http://www.viparis.com/epex>**

1.	Additional Electricity connections & supplies – <i>exclusive supplier</i>	On-line
2.	Internet connection & telecommunication – <i>exclusive supplier</i>	On-line
3.	Media equipment	On-line
4.	Plants & flower arrangements	On-line
5.	Parking trucks	On-line
6.	Cleaning services & waste disposal – <i>exclusive supplier</i>	On request - by email
7.	Security – <i>exclusive supplier</i>	On request - by email
8.	Hostesses	On request - by email

After **30 May 2013**, cancellations cannot be accepted; 100% of the costs will be charged and are payable.

**Exhibitor's space**  
Welcoming outstanding events to Paris  
Welcome to the technical services e-commerce website for the VIPARIS Group

You are attending an event for the first

Stand planning guidelines

Viparis Exhibitor Service

**VIPARIS**  
venues in paris

Le Palais des Congrès de Paris  
Espace Grande Arche  
Espace Champéret  
Paris Le Bourget  
Le Palais des Congrès d'Issy  
Palais des Congrès de Versailles  
Cnit Paris La Défense  
Paris Porte de Versailles  
Carrousel du Louvre  
Paris Nord Villepinte

**Set up or access your personal space**

You need to register before creating your project and managing your orders. You will then be able to access the catalogues of services available for each event and your personal space.

You do not have an account [Set up your account](#)

Enter your ID

Email

Password

[I have forgotten my password](#)

**VIPARIS**  
venues in paris

**What is Viparis?**  
The Viparis Group manages the ten main exhibition centres and conference centres in the Paris Ile de France region.  
A world leader in the field, Viparis will help ensure the success of your event.

[learn more](#)

[See all useful informations](#)

Fax or e-mail this form to:



Nussdorferstr. 20/22  
 AT-1090 Vienna  
 Tel.: +43 (0)1 319 69 99 18  
 Fax: +43 (0)1 319 69 99 33  
 Contact:  
**Tamara Dworschak**  
 E-mail:  
**leadsystem@webges.com**

Stand No: \_\_\_\_\_

Company: \_\_\_\_\_

VAT No: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

**RETURN BEFORE 1 May 2013****Surcharge after 1 May: € 100.- / net**

The undersigned would like to order the following lead retrieval system:

**Equipment:**

	Order prior 1 May	Order after 1 May	Units required	Total
(1) PDA Booth system	€ 390.00 / net	€ 490.00 / net		€
(2) PDA Symposium System	€ 250.00 / net	€ 350.00 / net		€

Cancellation fees

0%

50%

Grand total

(excl. 20% Austrian VAT)

€

**Scan Option**☐ Booth system☐ Symposia system

If required, please add below the product names to be displayed on the device (max. 10 products):

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Terms of payment**☐ Credit card:☐ VISA☐ MASTERCARD☐ AMEX

Card No:		Exp. Date:
Card Holder:		Code*

\*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line.  
 For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

☐ **Bank transfer:**

Bank wire to:

Iban / BIC:

Bank:

Account No: 0008 111 304 / Bankcode: 32000

AT 4432 000 000 08111304 - Swift/BIC: RLNWATWW

Raiffeisenlandesbank Niederösterreich-Wien AG,

F.W.Raiffeisen-Platz 1, A-1020 Wien

Date

Signature + Company Stamp

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## The ESHG 2013 cLEAD SYSTEM

The ESHG cLead System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name tag (badge) with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided as a MS Excel file, or made available with proper access rights through an online platform.

### 1. Order

To guarantee the availability as well as the lower rate prior to the deadline (May 1, 2013), please order the required number of scanners as soon as possible. Order Form **9**.

### 2. Order confirmation

After receipt of your order we will confirm the receipt and invoice & charge amount due.

### 3. Lead capture

Onsite, you can pick up your scanner at the lead system service desk. Our trained staff will be available to answer your questions during the opening hours of the event. Every evening or at the end of the event when returning the scanner, the collected data are synchronized from your scanner to the cLead server.

### 4. Data provision

As soon as the data stored on the scanner is synchronized with the database you can access, check, print or download your collected address data in the online database.

Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.

## Scan options

- **Quick scan (Booth system)**

The visitor is effortlessly saved into your individual database. Also comments can be added.

- **Scan and add details (Booth system)**

The visitor is effortlessly saved into your individual database. Additionally, comments and products can be added which that visitor is interested in.

- **Symposia scan (Symposium system)**

Like Quick Scan but limited rental period. Used for special occasions like company satellite or raffle.

## Scanning

The PDA handheld lead system guarantees maximum flexibility and freedom of movement in the booth.

The ready to use PDA package will include the scanner, an extra strong battery pack and a charging unit.

- After log in (log in data are provided with the handheld) the interface for scan is displayed.
- To scan a visitor the scan button has to be hit (left side of the device) and the handheld confirms the scan.
- After scanning a person you can choose from:
  - scanning a new visitor (just press the scan button again) or
  - add products of interest to this visitor or
  - add a comment to the visitor.



Log in screen



Add products/actions



Add comments



Edit previous scans

**Cost**

The following standard prices are available (before the deadline of 1 May):

- (1) € 390 net per PDA booth system including scanner
- (2) € 250 net per PDA Symposium system (maximum rental period of 3 hours)

These costs are per rented device, including scanner, the required software systems and unlimited number of scans / amount of prepared individual data. Post-deadline orders are charged an extra €100 net. All billing is carried out in advance by Webges. Payment can be made with Visa, MasterCard & Amex cards, or by bank wire transfer. cLead Systems are rented according to Webges Meeting Applications GmbH General Terms & Conditions.

**Terms and Conditions**

- **Data provided**  
Download of the data via the online database (print out of the list or download of an MS-Excl file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included**  
Quotes are per PDA handheld device incl. scanner, software and an unlimited number of scans.
- **Scanning**  
Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing**  
Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.
- **VAT**  
Quotations excl. 20% **Austrian VAT**.
- **Payment term**  
Invoices must be settled within two weeks after receipt, net without any obligations to Webges. Devices cannot be handed out on-site unless Webges received full payment.
- **Order deadline**  
After the ordering deadline, Webges does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.  
**Cancellation**  
All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee.  
Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions**  
This business is covered by the General Terms and Conditions of the Webges Meeting Applications GmbH.

© ESHG 2013 Lead Retrieval System

For further details please contact: [leadsystem@webges.com](mailto:leadsystem@webges.com)

**RULES & REGULATIONS****General**

- By completing and signing the Exhibit Application Form, the exhibitor declared her/himself legally bound by the General Conditions of Rose International. These General Conditions are printed on the back side of the exhibit application form, and are available on request from Rose International.

**Sharing a Stand and Co-exhibitor (local distributor/agent)**

- Exhibitors are not permitted to share any stand space allotted to them with other companies or organisations without prior written consent from Rose International (General Conditions Rose International, art. 3.3).
- Exhibitors who wish to share their stand with a local distributor/agent, please contact Rose International.

**Lay-out of the Exhibition Area - Exhibitor' Stand Space**

- Rose International reserves the right to alter the general layout of the exhibition and the space allotted to each exhibitor, if unforeseen circumstances warrant such action (General Conditions Rose International, art. 11.1). Should any contingency prevent the holding of the exhibition, the organisers will not be held liable for expenses incurred other than the cost of rental of exhibit space (General Conditions Rose International, art. 6.1 & art. 11.1).

**Damage to Building and Rented Materials & Equipment**

- Exhibitors are liable for any damage caused by themselves, or by a third party commissioned by them, to any parts of the congress centre, inside and outside (e.g. walls, floors, doors, lifts, pillars, ornaments etc.), and rented materials (e.g. standard stand construction) and equipment (furniture, media equipment etc.) during build-up, operation and dismantling of their stands, or at any other time.
- Repairs or replacement resulting from the disregard of this regulation will be at the sole expense of the exhibitor. This includes any adhesive tape which may remain behind on the floor of the exhibition hall, and/or on walls of the standard stand construction, or e.g. on rented furniture, after dismantling.

**Fixing Posters to Stand Walls**

- The use of adhesive tape is allowed to fix posters to the walls of the standard stand construction. All tape and glue marks must be removed by exhibitors during dismantling. If tape or marks are left on the walls, the exhibitor will be invoiced for removal or replacement costs.  
The Exhibition Service Desk of Rose International provides suitable tape, so stay on the safe side and ask the Desk for tape to fix your posters to stand walls.

**Suspensions**

- It is strictly forbidden to attach any suspensions, signage or whatever to (technical) provisions or structures of the venue, e.g. cables, sprinkler systems, ventilation and smoke removal ducts etc. All suspensions need approval of Rose International and of the venue, so contact Rose International at an early stage for any suspensions you may want to plan in your stand.

**Storage of Empties & Spare Materials**

- It is not allowed to keep or store empties, boxes (with spare materials) etc. in open space on the stand.
- Neither is it allowed to leave these anywhere else in the building.
- Order a storage unit in the stand (Form 5) and/or use the storage services of the official freight forwarding agent (Section 4).

**Literature & Give Aways**

- Literature on display and promotional give-away items shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner (remember to order a storage area on your stand).
- Distribution of literature and give aways is not permitted outside of the exhibitor's stand (General Conditions Rose International, art. 3.4). It is however allowed to display exhibitors literature, in small quantities, on the Free Literature table, Section Company Information, in the exhibition area.

► Continued on next page.

**Carpet in Stands**

- All stand floors must be carpeted. Carpet is included in the package of standard stand construction.
- If you build your own stand, include carpet description in the design.
- Carpet can be ordered from D&P, form 5, page 37 in Section 5.

**Waste during Build-up and Dismantling**

- Exhibitors and their stand contractors and suppliers are obliged to dispose of their own refuse that is generated during the construction and dismantling periods. This includes left over promotional materials. For further information and how to order a waste container, see page 23, Section 3.

**Sound, Lighting & Special Effects**

- Written consent is required from Rose International for the use of audio, video and lighting equipment, live music and performances on the stand.
- "Special effects" lighting, smoke machines and laser projection may not be used in the stands, as they are disruptive for neighbouring stands.
- Provided that permission is obtained for sound equipment in the stand, the sound must be regulated and directed into the booth so that it does not disturb neighbouring exhibits and their visitors.
- In case you plan (scheduled) presentations on the stand with sound amplification, make sure to get permission from Rose International before making any arrangements.

**Goods not Allowed**

The following materials, equipment, goods are not permitted in the congress centre:

- Easily inflammable or explosive substances, gases and dangerous goods, including radioactive and chemical substances. In particular, ethyleneoxide, carbon disulphide, sulphuric ether and acetone. Goods or appliances which cause a nuisance by virtue of smell, sound, light or in any other way.
- Balloons inflated with flammable or toxic gas, celluloid items, any types of heating devices, goods not listed in the application form submitted by the exhibitor.
- The organiser and/or the congress centre reserve the right to remove any dangerous goods or unhealthy equipment which releases disagreeable, harmful or disturbing odours, as well as installations likely to detract from the general appearance.
- See also the Safety Plan in Section 7.

**Demonstrations & Promotional Activities**

- All demonstrations, interviews etc. must be confined to the limits of the exhibit space.
- Do not place a demonstration area or device on the aisle lines of your stand.
- Leave space within your own exhibition space to absorb the visitors.
- Rose International reserves the right to determine at what point promotional activities interfere with the interests of other exhibitors and/or the visitors, and therefore must be discontinued.

**Payment Policy**

- Payment for products/services ordered should be settled directly with Rose International or the relevant (official) supplier as applicable. All payments should be settled before the start of the build-up period, taking into consideration the payment date as stated on the individual invoices. Not complying with this regulation will cause delay in your build-up procedures, because Rose International does not allow move-in of exhibits until all financial obligations have been fulfilled.
- If payment on-site cannot be avoided, then make sure that, at the beginning of the build-up, a member of your crew is authorised to take care of the payment (cash or credit card). All on-site orders should be paid with credit card, or in cash.

**Insurance Policy**

- Exhibitors are reminded that it is compulsory to have an insurance policy (Rose International General Conditions, art. 9.3) covering: risks for transport and movement of their equipment and goods to and from the stand; the presence of their equipment, goods, company staff and their suppliers during the exhibition, including build-up and breakdown periods; third party liability, including insurance of rented equipment and materials.
- Rose International cannot accept any liability for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The exhibitor and the contractors he may employ are obliged to take out insurance against third party risks before the start of the exhibition. The costs of these insurances are for the exhibitor's account.

► Continued on next page.

## **Instructions**

- Exhibitors are obliged to follow the instructions given by or on behalf of the organisers regarding build-up procedures, safety and general appearance of the exhibition, advertising, goods or objects on display, decoration and dismantling procedures (General Conditions Rose International, art. 3.1).

## **Safety Officer**

Please be informed that Rose International, as organisers of the ESHG 2013 exhibition, have to involve a so-called Safety Officer in order to get **permission from the local Paris authorities (Préfecture de Paris) to open the exhibition to the public (in this case this means opening of the exhibition, and poster areas, to the participants of the conference)**. The request includes information that needs to be provided by exhibitors. It is therefore very important that you carefully read the Safety documents and procedures in Section 7 and that you provide the organisers, Rose International, with the required information and/or forms.

The plans of design stands (exhibitors building their own stand, so not using the package of standard stand construction provided by Rose International) need the approval of the Safety Officer, who needs to get the approval of the Préfecture de Paris. Therefore Rose International needs to be informed if exhibitors use the package of standard stand construction, or build their own stand, **before 1 March 2013**. Use Form 2 in Section 5, page 33.

## **Very important note on liability**

Please be aware that if you do not follow up the instructions of the Safety documents and procedures in Section 7, you will endanger the opening of the exhibition to the conference participants on Sunday morning 9 June. The relevant exhibitor(s), not his contractors or suppliers, will be held responsible and liable for all damage and costs incurred if the exhibition cannot be opened according to schedule because they, or their contractors or suppliers, failed to provide to the required information/documents etc. before the deadlines stated.

In addition, the Safety Officer is responsible during the exhibition (build-up, opening and break-down) for all safety and security procedures, so the Safety Officer is authorised to forbid e.g. the opening of a specific stand if the safety regulations are not respected.

**On Saturday 8 June an official booth inspection** will be carried out by the Safety Officer of ESHG 2013. The appointment of the Safety Officer is a mandatory safety regulation of the City of Paris (Section 7).

## **Booth inspection: exhibitors MUST be present at their stand as per the following schedule:**

### **A. Exhibitors using the standard stand construction: Saturday 8 June, 09.00 - 11.00 hrs**

Exhibitors need to be present **ONLY** if they have hired materials on their stand from other suppliers than the official suppliers of Rose International (as per suppliers in Section 3), **OR** if they have brought (decorative) materials for the stand for which a certificate on the fire resistance category\* needs to be provided.

### **B. Design Stands: Saturday 8 June, 08.00 - 09.30 hrs**

Stand contractors and suppliers **MUST** be present at the stand, preferably together with a member of the stand staff of the exhibiting company.

If an exhibitor, or his stand contractor/supplier, is not present the stand may be closed by the Safety Officer because of lack of documentation on e.g. certificates on the fire resistance category\* of materials and other safety aspects. For further information, see Section 7.

## **\* Certificates on fire resistance category – Deadline 1 May 2013**

Certificates on the fire resistance category of stand materials, stand furniture, decorative materials (e.g. fake flowers) and other relevant materials on the stand need to be sent to Rose International before 1 May 2013. This is to avoid that an exhibitor would have on-site problems with his stand.

► **Continued on next page.**



**Safety Officer contact details**

Although in principle exhibitors will not be in direct contact with the Safety Officer, we believe it is important to publish the name and contact details, see below.

**EXPOCERT**

*Certification des manifestations / Chargés de Sécurité*

*Comptage sécuritaire / Proiciel gestion événements*

65 rue Colbert, FR-92700 Colombes

Telephone: +33 (0)1 47 84 01 56 - Fax: +33 (0)1 47 82 03 89

URL: [www.expocert.fr](http://www.expocert.fr)

Contact: Franck Faoylle

E-mail: [franck.fayolle@dbmail.com](mailto:franck.fayolle@dbmail.com)

Mobile: +33 (0)6 79 05 30 37

Please contact Rose International with any questions you may have on the tasks and position of the Safety Officer.

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**In all those cases not foreseen by these Rules & Regulations and/or by the General Conditions of Rose International, Rose International shall decide (General Conditions Rose International, art. 12.1).**

**INSTRUCTIONS FOR DESIGN STANDS**

Exhibitors building their own stand must comply with the following instructions as regards design and other important aspects of the stand:

- Stand design should reach Rose International before 1 March 2013.
- Stand walls should be finished on both sides, it is not allowed to use the walls of neighbouring stands.
- The sight on/of neighbouring stands may not be hindered.
- The overriding principle for the design of all stands is transparency.
- All open sides of the stand must be freely accessible; this means that at least 80% of aisle sides must remain open and may not be closed or obstructed by e.g. walls.
- The building height of the stand (walls) should be 2.40 m exactly, measured from the floor of the hall; permission to build higher is required from Rose International.
- Stands with a platform/raised floor higher than 2 cm, on which visitors are permitted, must have an 0.80 m wide access ramp with a slope of 2 - 8 %. The ramp must be integrated in the stand design within the allotted floor space.
- The layout of the stands must not hide the general safety signs indicating the location of (emergency) exits. Fire extinguishers and related material may not be hidden or obstructed. This includes fire hose cabinets, glass breaking instruments and emergency (wall) phones.
- White lettering on a green background is strictly forbidden; it is reserved for general safety signs.
- All stands must be carpeted; use only removable tape; leave no tape behind after dismantling and ensure to leave the marble floor without any signs of the tape.
- Stand lights are compulsory.
- Each exhibitor receives a basic electricity connection of 3 kW + 2 sockets + consumption as part of their exhibit space package. See page 22 for how to order more power.
- Objects in a stand which are higher than 2.40 m should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines or walls; for objects higher than 2.40 m permission is required from Rose International.
- Suspension/rigging are limited, as well as build-up time. Permission is required from Rose International for any suspensions/rigging; all costs involved are for the exhibitor. Any proposed suspensions should be submitted in detail together with the stand design and before 1 March 2013.
- No sawing and painting allowed in the exhibition hall; bring ready-made materials\*.
- Stand contractors should make sure to comply with French safety regulations as regards electrical installations, materials used for and in the stand (fire resistance category needs to be provided) etc. See also Section 7 for important Safety regulations and documents that each exhibitor, his contractor and his suppliers need to read carefully. Confirmation required, see page 80.
- For build-up and dismantling schedules: see Section 2, pages 8 – 9. Remember to agree, in writing, with Rose International, on your construction works on Friday 7 June 2013.

\* This is, in the first place, to ensure that aisles and surrounding stands (mostly standard stands with carpet in place) are kept clean. Secondly, build-up time is limited and all building/construction works should be finished on Friday 7 June before 19.00 hrs (see the build-up schedule on page 8).

## SAFETY PLAN

**Deadline for Confirmation Form, page 80 (last page in this Section): 1 April 2013.**

**Each exhibitor is obliged to read the Safety Plan and to declare that he/she has read this by signing the relevant confirmation form, page 80, and returning this to Rose International before 1 April 2013.**

**Exhibitors are responsible to forward the Safety Plan** to any stand contractor or supplier, including any freightforwarder or transportation company, which they may be engaging for ESHG2013. Exhibitors need to instruct these to sign the form on page 80 (please make a copy for your contractor/suppliers) and to return this to Rose International before 1 April 2013. This is only applicable for contractors/supplies who are NOT an official supplier of ESHG 2013 (see Section 5).

**Some explanations and instructions** (page numbers in top right corner: pages 1/27 – 27/27 + Delivery Access and Goods Lifts sheets behind page 27/27)

Cover page and in the document: Level B = Delivery area.

Page 3 and in the document: External Company = the exhibitor, their suppliers.

Page 7 – Electricity

- You may disregard the sentence “We advise you to order a single power hook-up for your stand” because each exhibitor will have a 3 kW connection as already confirmed by Rose International.
- More power, or 24-hour continuous power, can be ordered on-line at Viparis: see page 22.

Page 8 – Exhibition Plans – Deadline 1 March 2013

- Submission of the general plan is the task of Rose International.
- Submission of a stand plan is only relevant for exhibitor building their own stand (design stand).
- Submission of these stand **plans to Rose International** (not to Exhibitors’ Department as referred to in the Safety Plan, page 8) before 1 March 2013, who forward the plans to relevant authorities for their approval. Exhibitors will be informed if the relevant authorities have approved the plan.
- All stand plans (design stands only) must be accompanied by a report on the fire resistance category of the stand materials, fittings etc., as well as for decorative materials (e.g. fake flowers) and other relevant materials on the stand

Page 8 – Height of stands

- Stand height at ESHG 2013 is 2.40 m., not 3 m.
- For higher build (max. 3 m) approval is required from Rose International.

Page 13 – Suspended signs

- Planned suspensions need to be included in the plans of design stands and need the approval of Rose International, the Safety Officer and Le Palais des Congrès. Rose International takes care of getting these approvals. Deadline for submission to Rose International of plans for design stands is 1 March 2013.
- Exhibitors using the package of standard stand construction and planning suspensions, need to send their request and details to Rose International before 20 April 2013.
- Details of proposed suspensions to be included in the relevant plans are:
  1. Dimensions of the suspension(s).
  2. Weight of each suspension.
  3. Height above the floor (venue floor, not the floor of a (raised) floor in the stand) of the suspension(s).
  4. Number of slings required for each suspension.

Page 18 – Heat

- Work station lighting = lights on the stands.

Page 22 and 23

- Rose International should fill in these pages and send these to the relevant authorities.

Page 26

- To be filled in by (sub)contractors of exhibitors with design stands and by any other exhibitor who uses a **supplier who is NOT one of the official ESHG 2013 supplier (see Section 3).**

**SAFETY PROTOCOL**

**Each driver entering the Delivery area** of Le Palais des Congrès, see map on page 14, is **obliged** to read and sign this document and **show a copy of the filled in and signed Safety Protocol when arriving at the gate to the Delivery area.** There is no access for persons not carrying this document.

Please note that **this rule applies** not only to exhibitor's contractors, suppliers and freight forwarders, but **also to any person of the exhibiting companies** who would like to unload at the Delivery area.

Cars and trucks on LPG, and those transporting hazardous materials, are not allowed to access the Delivery area.

For the map of the Delivery area, Sections 2 and 7.

Note: Enter via ENTRÉE, you will get instructions at the gate.

For further delivery instructions and procedures, see Section 2, page 12.

**Safety Protocol:** see next pages in this Section (12 pages, not numbered).