



International Continence Society

46th Annual Meeting

12th - 16th September 2016

Exhibition Technical Manual

UPDATED



www.ics.org/2016

May 2106

Dear ICS Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the ICS Exhibition.

The Exhibition will be held in conjunction with the International Continence Society, 46th Annual Meeting – ICS 2016, to be held in Japan, Tokyo, from 13 to 16th September, 2016.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with E-posters, coffee breaks and cash bar taking place in the exhibition area.

Exhibitor Portal

- The Exhibitor Portal will be used to submit your company profile\ description of products for inclusion in the official Annual Meeting publications, as well as booth drawing submission, lead retrieval rental and additional exhibitor badges order.
- Kindly note that once submitted the company profile\products all tabs will come to be activated.
- Each exhibitor will receive a separate e-mail containing instructions on how the above orders should be placed as well as individual login and password. Keep the Exhibitor Portal link as well as your login information on hand for future reference

For equipment\services order deadlines set by the congress vendors, Sakura International, please refer to the Application Forms at the end of this manual.

For your convenience, the manual has been divided into sections.

We shall be happy to assist you with any additional services that you may require.

If there is anything we can do to facilitate your stand set up, please do not hesitate to contact us.

We wish all of us a successful Meeting and Exhibition.

Best Regards,

Michal

Michal Lelcuk
Senior Technical & Exhibition Manager
Email: mlelcuk@kenes.com

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General Information - UPDATED



www.ics.org/2016

Section 1: GENERAL INFORMATION**Dates**

Tuesday, September 13 – Friday, September 16, 2016

Exhibition Manager

Kenes International
Ms. Michal Lelcuk
Tel: +41 22 908 0488 ext. 921
E-mail: mlelcuk@kenes.com

Hotel Accommodation

Kenes International
Elad Kurtz, Hotel Sales Manager
Tel: +41 22 908 0488 ext. 925
Fax: +41 22 906 9140
E-mail: ekurtz@kenes.com
E-mail: <http://hotel.kenes.com/en/congress/attd16>

Registration

Kenes International
Ms. Sharon Gamliel, Registration Specialist
Tel: +41 22 908 0488 ext. 562
Fax: +41 22 906 9140
E-mail: sgamliel@kenes.com; reg_ics16@kenes.com

ICS 2016 Annual Meeting Secretariat

Kenes International
Rue François-Versonnex 7 1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: ics@kenes.com

Sponsorship & Exhibition Specialist

Ms. Daniela Bloch
Tel: +41 22 9080488 Ext 913
Fax: +41 22 906 9140
Email: dbloch@kenes.com

Venue Address

Tokyo International Forum
3-5-1 Marunouchi
Chiyoda Tokyo 100-0005, Japan
Website: www.t-i-forum.co.jp/en/

Website

You are welcome to visit the Meeting website: <http://www.ics.org/2016> for updated information regarding the ICS Meeting and Exhibition.

Section 2: Exhibition Floor Plan, List of Exhibitors & Schedule

Exhibition Timetable at a Glance (subject to change)

Set-up	Sunday, September 11 2016 For "Space Only" stands	13:00 - 20:00
	Monday, September 12 2016 For all stands (space and Shell Scheme Stands)	09:00 -20:00
	Tuesday, September 13 2016 Decoration only for all stands	09:00 12:00
Exhibition Opening Hours	Tuesday, September 13 2016	16:30- End of welcome Reception
	Wednesday, September 14 2016	09:30 -16:30
	Thursday, September 15 2016	09:30 - 16:30
	Friday, September 16 2016	09:30 – 13:40
Dismantling / Breakdown	Friday, September 16 , 2016	14:00 – 23:00

Please note:

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

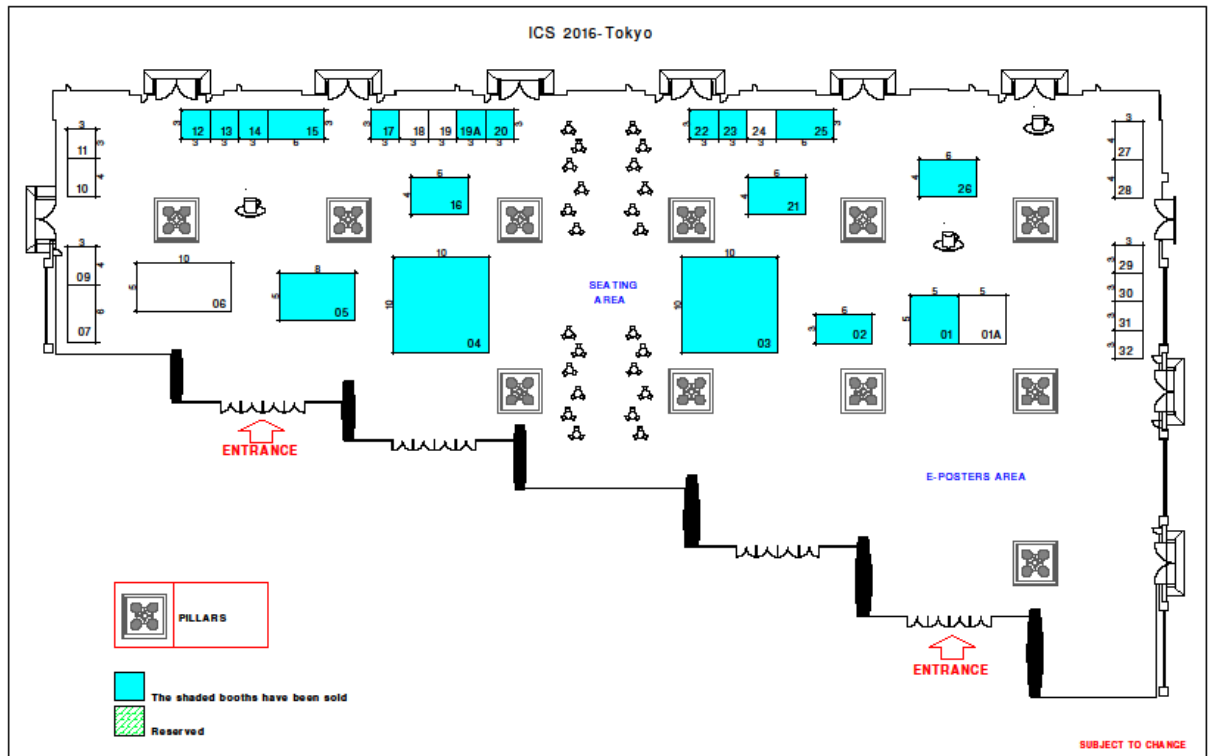
Please note that participants will be walking through the Exhibition area to reach the E-Posters area which will be active before and after the Exhibition Opening Hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

Please note:

- Empty crates and packaging materials must be removed after set-up and no later than Monday, September 12, at 17:00.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Dismantling of the stands before the official closing of the exhibition is not permitted.
- All booth furnishings should be left in their original condition at the end of the show for the takedown. Arrangements must be made in advance to dispose of large quantities of waste, especially non-burnable rubbish. Please contact Sakura International for details. **Any cleaning or disposal costs incurred may be charged to the exhibitor.**
- The exhibition closes at 13:40 on Friday 16th of September. All power and water supply will be turned off at 13:50 on this day.
- Any equipment, display aid or other material left behind after Friday, September 16, at 23:00 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor
- Delegates might pass through the Exhibition area during off hours in order to arrive to E-posters area. Therefore, please do not leave any visible valuable articles at your stand. In addition, please consider hiring extra security for your booth after Exhibition operating hours.
- Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.

Exhibition Floor Plan (as of May 2016)



List of Exhibitors (As of May 2016)

Company	Booth #	Size	Layout
ANDROMEDA medizinische Systeme GmbH	17	9	shell
Astellas	04	100	space
BK Ultrasound	12	9	shell
Boston Scientific	02	18	space
Coloplast	01	25	shell
ICS	03	100	space
Integral Corporation	25	10	space
Laborie	16	24	space
Medtronic	15	18	space
Nippon Shinyaku	26	24	space
Otsuka	21	24	space
Otsuka	06	50	space
Promedon	05	40	space
Tokyo Metropolitan Government	19A	9	shell
Vibrance	20	9	Shell
Women's Medical Research	23	9	shell

Section 3: EXHIBITION SERVICES

Access to the Exhibition Hall during Set-up & Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service passes are free of charge and may be collected from the Exhibition Manager Desk onsite.

Exhibitor Registration/Badges

All exhibitors are required to register and will receive a badge displaying the **exhibiting company name**. Specific participant names **will not** appear on the badge in order that they may be used interchangeably between exhibitors. Exhibitor badges will be given as per your contract.

Exhibitor badges allow access to the Exhibition area only and shall be used by **company staff only**.

The exhibitor badges allow free access to the exhibition area, refreshments and Welcome Reception.

Any additional exhibitor badge will be charged an exhibitor registration fee of US\$230 each.

Exhibitor badges may be collected from the Registration Desk onsite. Badges will not be mailed in advance.

Exhibitor badges can be ordered via the on line Exhibitor's Portal

Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting Participants contact information.

K-LEAD - State of the Art Lead Retrieval System

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
- Sleek iPod touch with customized scanner
- Effortless process using registration badge barcode
- Option for pre-installed survey tailored to exhibitor needs
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition
- **Cost per unit- US\$ 435**



The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- **Cost per unit- US\$325**



Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

The system may be picked up onsite at the Exhibition Manager Desk.

Earliest pick up time is Monday, September 12 2016 after 16:00.

The lead retrieval system needs to be returned to the Exhibition Manager's Desk on Friday, September 16 2016 by 13:30

Lead Retrieval Wireless Barcode Reader can be ordered via the on line Exhibitor's Portal

Onsite Exhibition Manager Desk

The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition Area.

Prior to this time, if you have any queries regarding your participation at ICS 2016, please feel free to contact Michal Lelcuk at: mlelcuk@kenes.com

Section 4: OFFICIAL CONTRACTORS

Customs Clearance & Freight Handling Agent

Hermes

Ms. Zehavit Akerman

Tel: +49 69 747 848 \ Tel: +972 8 914 6382

Mobile: +972 52 511 4982

E-mail: ZehavitAk@Hermes-Exhibitions.com

Website: www.hermes-exhibitions.com

Additional Stand Fittings \ Furniture Rental \ Electricity\ Storage \ Hostess services \ Cleaning Services \ Telecommunications & Internet\ Plants & Floral Arrangements \Catering Services

SAKURA INTERNATIONAL



Mami Takayama

Tel: +81-(0)5085041338

E-mail: intl_grp@sakurain.co.jp

Website: www.sakurain.co.jp

Sakura International was selected as the official service contractor for this exhibition. Sakura International will be responsible for setting up the exhibit hall, supplying utilities, building shell scheme booths, producing graphics and arranging optional furnishings/services.

In order to make the most of this event Sakura International recommend you follow the instructions here for ordering and submit your applications by the deadline. This will ensure that the setup proceeds smoothly and you get all the required services.

Note there is a 3-tiered pricing system so we encourage exhibitors to order early to take advantage of the discount pricing.

Ordering

There are 2 prices (standard and discount) listed in the manual. The discount price is applicable up until the deadline. You need to submit your order by July 22 to be eligible for this pricing. For all orders received by the deadline we guarantee delivery on time. Orders submitted after the deadline will be charged at the standard price. **Orders after Sept. 8, incur an additional 20% surcharge.** We will make every effort to fill these late orders, however cannot guarantee a delivery after the deadline.

When you order you also need to indicate where in the booth you want the additional furniture to be located. Please use the form on page 43 in the Application Forms section.

Payment

All additional furniture items are chargeable. Payment must be made directly to Sakura International by August 5. Payment can be made by credit card or bank transfer. Please use the form on page 42 in the Application Forms section to indicate your payment preference.

Items ordered onsite must be paid either by yen cash or by credit card at the Sakura International onsite help desk between Sunday and Monday, September 12-13. Payment must be made at time of order. Items will be delivered after that.

After you have filled out the forms please submit either by fax or e-mail as per the details on the Application Form. You will receive an order confirmation/invoice after the deadline. Please check this and sign to confirm the order. Receipts will not be issued unless specifically requested.

Catering service

The catering in the Tokyo International Forum is **exclusive**. Exhibitors who wish to order food and beverages for their Exhibition booth are welcome to do so directly through the order form. For further assistance, please contact:

SAKURA INTERNATIONAL



Mami Takayama

Tel: +81-(0)5085041338

E-Mail: intl_grp@sakurain.co.jp

Deadline for sending forms:

Sakura International must receive these forms before: **Friday, 22 July 2016**

Please note that all order forms for contractor services such as stands and additional materials, furniture, catering, wired internet, electricity for shell scheme only booths, multimedia, plants and manpower can be found at the end of the manual. For further assistance, please feel free to contact the official contractor:

Sakura International : intl_grp@sakurain.co.jp



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Proud hosts of the

6th ICI

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Section 5: TECHNICAL INFORMATION

Exhibition Stands

To ensure the smooth and efficient installation and dismantling of your booth, an Official Stand Contractor has been appointed. Booth furniture, accessories etc are available for rent - please contact the official stand contractor.

Shell Schemes that have been pre-booked from Kenes include:

The details of the package booth and layout plans are noted below. The structural elements are rental Octanorm system with silver poles/frames and white infill panels.

If you do not order anything in advance this is how your booth will look when you arrive onsite (please refer to page 15). If you wish to order extra furnishing or electrical items please do so using the forms on the Application Forms section.

Should you have a corner booth the furnishings are the same as the above except wall panels are only provided for 2 sides. On the second aisle side a fascia is provided without a nameplate.

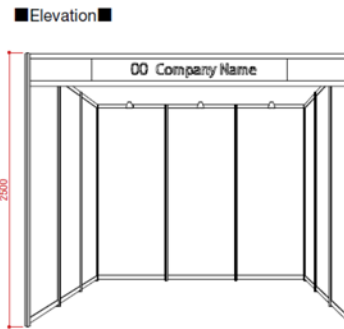
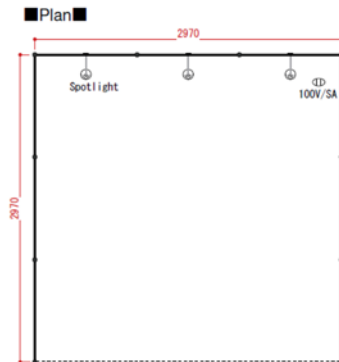
If you have 2 or more package booths you get the same furnishings multiplied by the number of booths. Dividing panels are not provided in between the booths in this case. Only one nameplate will be provided, located in the center of the fascia panel

Note that you may not use pins, staples or any kind of non-removable glue on the wall panels. If you have posters or graphics you would like to mount on any of the fittings you must use either double-sided tape or Sellotape.

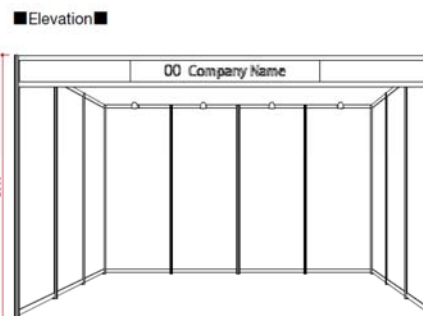
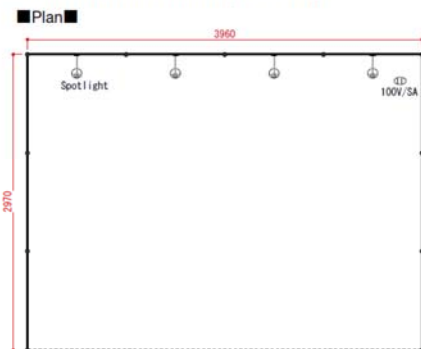
Electrical system: 1kW is included in the booth package of which 560W is already being used for power outlet and 3 spotlights for 9m² booth.

Cleaning: cleaning is included with your shell scheme booth

Shell Scheme Booth (3m x 3m)



Shell Scheme Booth (4m x 3m)



13

Shell Scheme Visible Panel size for graphics:

Please refer to page 31 in the Application Forms section

Upgrade Package Booth

Shell scheme exhibitors have the option to upgrade to this fully furnished package booth for an extra fee.

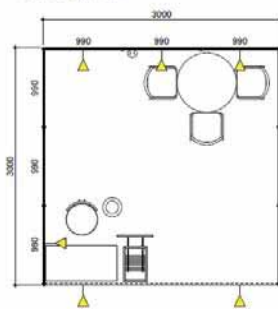
The cost is 95,000 yen per 9sqm booth.

If you have a corner booth you will get exactly the same furnishings but with an extra fascia/nameplate on the second aisle side instead of wall panels.

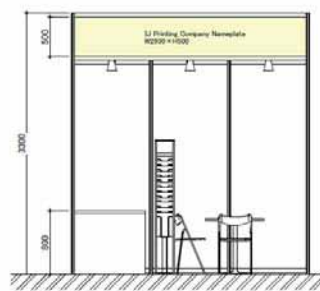
The standard carpet for this booth is dark grey, however you may change this for no extra cost up until the deadline using the order form.

The nameplate also has space for a company logo, you must supply data in the correct format for printing. For details on how to order refer to the form on page 20 of the application Forms section.

• Floor Layout •



• Elevation Plan •



***the following items, and their quantities, are supplied for each unit of booth space in the package booth order. For example, an order of 3 units of booth space would increase the quantities listed here by 3.**

No	Description	Quantity	Unit
A	Floor Covering Punch Carpet (includes protective cover and downturned corners, your color choice)	9	m
B	System Booth		
1	Wall Panels H2500	1	Set
2	Fascia H500	1	Set
C	Furniture		
1	Round Table 750 mm diameter	1	Pce Pce Pce Pce Pce Pce
2	Stackable Chairs	3	
3	Reception Counter W900 X D450 X H940	1	
4	Counter Chair	1	
5	Catalog Stand	1	
6	Wastebasket	1	
D	Graphics		
1	Company Nameplate W2930 X H500 (Inkjet printed)	1	Pce
E	Electrical Fixtures		
1	LED Arm Spotlight 20W	6	Pce
2	Electrical Outlet 100V/5A	1	Pce
F	Utilities		
1	Electric Mains installation / Electric Consumption	1	kW
2	Booth Cleaning	3	days

Technical Information and Regulations for Shell Scheme Booths

- 1 All basic shell scheme booths will be designed and built by the Official Stand Contractor.
- 2 Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to Sakura International before **July 22, 2016**.
- 3 No shell scheme booth-fitting or display(s) may exceed a height of 2.5M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- 4 No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
- 5 All furniture items, if included in the Scheme Package, are not exchangeable.
- 6 An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official contractor is not being notified in writing before **July 22, 2016**. It will be assumed that the exhibitor will for opening on the additional side(s).
- 7 Exhibitors requiring additional equipment should contact Sakura International latest by July 22, 2016
- 8 No painting is allowed; no usage of nails or screws.
- 9 Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).
- 10 It is possible to use fishing line (nylon) to hang pictures etc.
- 11 Damaged panels will be charged to the exhibitor causing such damage

Technical Information and Regulations for Space Rental Stands

Exhibitors using **independent contractors** are required to submit the following for approval by **July 8, 2016**.

For submission of booth layout for approval, please refer to the on line Exhibitor's Portal

1. **A scaled drawing, including elevation views, scaled 1:200 DWG showing the duct layer of the proposed booth to be built.**
 2. **A list of all Electrical appliances** to be installed in the booth.
 3. **A list of all materials** used in the stand contraction.
- All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
 - Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved.
 - Multilevel structures are not permitted.
 - The Organizers will NOT approve stands that do NOT comply with the accepted standards until the necessary changes have been made.

Work cannot commence until the exhibitor layout is approved by the Organizers and the Venue.

- Exhibitors are required to submit the name and contact details of their respective construction by **July 15, 2016** via the exhibitors portal or by notify the exhibition manager : mlelcuk@kenes.com

If you require additional stand equipment (Furniture, Graphics, etc.), please refer to the application forms at the end of the manual

Exhibition Hall

The Exhibition is being held in “The Exhibit Hall “on B2F (floor).



Build-Up Height

The maximum building height

- The maximum building height for the top of all elements is **4.5 meters**
- Shell scheme stands build up is **2.5m**

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Any part facing neighboring stands that is above 2.50m in height needs to be designed with neutral Surfaces (white).

Ceiling Hangings and construction

Ceiling hanging is **not** permitted.

Ceiling construction which closes off rooms or areas within the booth is prohibited due to fire regulations. The use of ceiling vellum is also restricted, please contact the official contractors if your booth design requires such materials. You may be requested to install smoke detectors and/or fire extinguishers.

Construction Materials

Fire regulations are very strict in Japan with regards to **flammable** booth construction materials. All materials must be flame retardant to Japanese standards. This applies to carpeting, wooden materials and all fabric. A label issued by the local Fire certification body should be attached to all materials to indicate compliancy.

In practice this means materials brought from overseas may not be allowed for decoration. In particular fabric and large custom displays are liable to be inspected by the Fire Department.

Modular booths are typically compliant with the exception of petroleum-based products such as Styro-foam, acrylic and urethane.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the Sakura International.

Floor

Floor finish: The floor in the Exhibition hall is grey painted Concrete
It is recommended to place a carpet or other floor covering.

Maximum Floor Load: 459 Kg / sqm.

Raised floor

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for disabled access.

Internet Access

- ◇ Internet access is available in the in the exhibition hall.
- ◇ Exhibitors who wish to order internet connection to their booth please refer XXXXX
- ◇ Please be advised the creating private WI-FI network in the booth is **not allowed**
- ◇ **The Venue and the Organizers reserve the rights to discontinue any activity which interfere with the hall WI-FI coverage.**

**Please be sure to read thoroughly all of the “Rules and Regulations”
found at the end of this manual**

Section 6: EXHIBITION RULES AND REGULATIONS

Binding for all Exhibitors and their subcontractors

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Damage to the Premises

- ◇ Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material

- ◇ It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire regulations

- ◇ Fire regulations are very strict in Japan with regards to booth construction materials. All materials must be flame retardant to Japanese standards. This applies to carpeting, wooden materials and all fabric. A label issued by the local Fire certification body should be attached to all materials to indicate compliancy.
- ◇ In practice this means materials brought from overseas may not be allowed for decoration. In particular fabric and large custom displays are liable to be inspected by the Fire Department.
- ◇ Modular booths are typically compliant with the exception of petroleum-based products such as Styro- foam, acrylic and urethane.

Fire Insurance (compulsory)

- ◇ Exhibitors must be insured against fire.
- ◇ Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Health & Safety

- ◇ It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- ◇ It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the Organizer.

Insurance (Compulsory)

- ◇ Neither the Organizers nor The Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- ◇ The Organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless

the Organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

- ◇ Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provide.
- ◇ Exhibitors are required to take out appropriate Insurance.
- ◇ Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.

Liability Insurance

- ◇ You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.
- ◇ We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Parking

There are no parking facilities for exhibitors at the venue

Poster Hanging, Banners etc.

- ◇ Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of The Venue is not allowed without prior written authorization.

Promotional Activities

- ◇ All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- ◇ Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- ◇ Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- ◇ The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Security

- ◇ **Safety and Security of Material.** Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The Organizers and Venue cannot accept liability for loss of or damage to private property or goods.
- ◇ **The Organizers will provide security guard service in the exhibition hall during off-show hours.** Neither The **Venue** nor the **Organizers** can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
- ◇ For ordering additional security, please refer to the Application Form section

Smoking

- ◇ The **ICS 2016** Congress is a non-smoking Conference. Exhibitors and workers must use the designated smoking rooms outside the exhibition hall.

Special Effects

- ◇ Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Stand Cleaning

- ◇ The Organizers will arrange for daily general cleaning of the exhibition premises (including Shell Scheme Booths only) excluding free build exhibits and displays prior to opening thereafter.

Travel to and from:

- ◇ **Information on travel to and from** Tokyo International Forum **can be found on:**
<http://www.t-i-forum.co.jp/en/access/>

Waste Removal

- ◇ Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- ◇ Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.

Section 7: DELIVERY REGULATIONS AND INSTRUCTIONS

Section 6: Delivery Regulations and Instructions

The freight entrance is located at the rear of the venue. As the exhibit hall is on B2F trucks must drive down using the ramp for access.

The maximum size of vehicle that can enter is a 4T fatbed truck (3.2mH maximum).

Vehicles may be parked at the freight entrance of the hall during unloading but may not enter the hall itself. Security will be posted at the freight entrance, please follow their directions when moving in and out.

The shipping instructions include the following information:

- Handling Rates
- Labels
- Material Handling Form
- Shipping Instructions

Delivery & Logistic Services

Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, **Hermes/Merkur is the sole official agent to handle cargo inside the venue.** Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes, must receive the Pre-Advise form found in the shipping instructions.

Please complete this form and return it to Zehavit Akerman:
ZehavitAk@Hermes-Exhibitions.com. You will then receive confirmation of your material arrival.