

ECE2011

30 April - 04 May 2011
Rotterdam, The Netherlands



13th European Congress of Endocrinology

30 April - 04 May 2011

ROTTERDAM, THE NETHERLANDS

**TECHNICAL
MANUAL FOR
EXHIBITORS**



**European Society
of Endocrinology**

www.ece2011.com

CELEBRATING 25 YEARS OF ECE





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INTRODUCTION

Dates

The 13th European Congress of Endocrinology will be held at De Doelen Congress Centre, Rotterdam, The Netherlands on 30 April - 04 May 2011.

Exhibition build up will take place on Friday 29 April and the exhibition will open at 17.00 on Saturday 30 April 2011.

Organisers

BioScientifica
22 Apex Court
Woodlands
Bradley Stoke
Bristol
BS32 4JT
United Kingdom

Tel. +44 (0) 1454 642 210
Fax. +44 (0) 1454 642 222
email. ece2011@euro-endo.org
Web. www.ece2011.com

Venue

ECE 2011 Venue
De Doelen
Schouwburgplein 50
3012 CL Rotterdam
Netherlands

Tel. +31 10 217 1700
Web. www.dedoelen.nl



DEADLINE CHECKLIST

Please use this form to keep an easy record of orders you have completed and sent, as well as those you still intend to send. Please adhere to the deadlines indicated below.

REQUIRED SERVICES	DEADLINE	DATE SENT
Logo and company name for programme	14 February 2011	
Company write-up for programme book and web (where appropriate)	14 February 2011	
Advert for final programme book	14 February 2011	
Advert for abstract book	14 February 2011	
Congress bag insert (including lanyards) visuals for approval	14 February 2011	
Health & Safety Declaration*	15 March 2011	
Risk Assessment*	15 March 2011	
Stand Plans	15 March 2011	
Stand Equipment	15 March 2011	
Electricity/Water and Drain Connection	15 March 2011	
Carpet	15 March 2011	
Cleaning	15 March 2011	
Audio/Video/Telephone/Fax/Internet/PC	15 March 2011	
Plants	15 March 2011	
Hostesses/Security	15 March 2011	
Schematic Plan	15 March 2011	
Catering	15 March 2011	
Delivery of all items for congress bag insertion to forwarding company QUANTITY 3000	8 April 2011	
Delivery of all items for exhibition stand	22 April 2011	

***Please note that the following forms are mandatory for all exhibitors.
Health & Safety Declaration, Risk Assessment, Insurance Documentation
Stand Plans - Space-only Exhibitors only.**

Please help us to help you by returning the order forms as soon as possible. Failure to meet the deadline dates may result in surcharges or the contractors' inability to meet your precise requirements.



EXHIBITION STAND MANAGEMENT & ORDERING

Exhibition Floor Plan

The exhibition area will be located in the Port of Rotterdam Foyer on the 1st floor of De Doelen. Catering in all scheduled breaks will also be in the Port of Rotterdam Foyer, 1st floor, allowing for maximum interaction with the conference delegates. The current floor plan can be found on the website.

Exhibition Stand Ordering

All exhibition stand management will be undertaken by Gielissen Exhibitions. All forms are at the end of this manual and catalogues can be found on the website -

<http://www.ece2011.com/sponsors.aspx>

All catering for your stand should be ordered directly from the venue. Details can be found in the contact section.

LATE ORDERS, ON-SITE ORDERS

Late Orders (except of the catering and the exhibitor badges)

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges.

+25% if orders are received after March 18, 2011

+40% if orders are received on-site

The date to which the surcharge applies is the date the order is received by Gielissen Exhibitions.

As stated in the General Conditions, if the exhibitor fails to pay all the fees relating to participation at the congress as well as all other outstanding debts to Gielissen Exhibitions, no work will be done. No exceptions from these rules will be made.

On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then will the service be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders in time.



Payment Conditions

After receiving orders Gielissen Exhibitions will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, EUR currency will be accepted. For payments by a credit card, Gielissen Exhibitions accepts only Visa, Eurocard-Mastercard and American Express. Cheques are not accepted.



EXHIBITORS' CONTACT LIST

Accommodation

Eurocongress International
Jan van Goyenkade 11
1075HP Amsterdam
The Netherlands

T. +31 20 679 3411
F. +31 20 673 7306
E. ece2011@eurocongress.com
Web. <http://www.ece2011.com/accommodation.aspx>

Audio Visual

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Electrics

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Floor covering

Gielissen Exhibition
PO Box 8112
1005 AC
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Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
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Floral

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Furniture

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com



Graphics

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Internet Connectivity/Broadband

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Lifting and Forwarding

Valverde BV
Evert van de Beekstraat 46
1118 CL Schiphol
The Netherlands

Tel. +31 20 653 8555
Fax. +31 02 653 7658
E. ronald@valverde.nl

Shell Scheme Construction

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com

Stand Catering

De Doelen
Schouwburgplein 50
3012 CL Rotterdam
The Netherlands

Tel. +31 10 217 1700
Fax. +31 10 433 2237
E. t.haze@dedoelen.nl
Web. www.dedeloen.nl

Telephones

Gielissen Exhibition
PO Box 8112
1005 AC
Amsterdam
The Netherlands

Tel. +31 (0)20 581 14 11
Fax. +31 (0)20 581 14 14
E. robin.albrecht@gielissen.nl
Web. www.gielissen.com



TRAVEL GUIDE

Air

Schipol Airport in Amsterdam is a major international travel hub. Rotterdam is easily accessible by train from the airport, trains run every 15 minutes and journey times are between 20 and 40 minutes.

De Doelen is a 5 minute walk from Rotterdam Central Station.

Public Transport

Train. Rotterdam CS at 5 minutes walking distance.

Metro. Centraal Station (starting point and terminus).

Tram. Kruisplein 4, 7, 8, 20, 21, 23 and 25.

Bus. Centraal Station, bus numbers 33, 38, 44, 48 and 49.



SHOW MANAGEMENT

Any general Health & Safety/Construction queries regarding this manual should be addressed to Amanda Helm, Events Manager, contact details as follows.

BioScientifica
22 Apex Court
Woodlands
Bradley Stoke
Bristol
BS32 4JT
United Kingdom

Tel. +44 (0) 1454 642 210
Fax. +44 (0) 1454 642 222
email. ece2011@euro-endo.org

On-site Exhibition Management Desk

Will be situated on the first floor of De Doelen.

Friday 29 April 2011	08.00 - 20.00
Saturday 30 April 2011	08.00 - 20.00
Wednesday 04 May 2011	08.00 - 18.00



TIMETABLE

Build-Up

Friday 29 April 2011

Space-only exhibitors/contractors	08.00 - 20.00
Shell Scheme exhibitors/contractors	14.00 - 18.00

There will be limited space for storage, please ensure all boxes, packing materials etc. are removed from the exhibition area once stand build is completed.

Build-Up Late Working - any requests must be made in person directly to Amanda Helm, no later than 15.00 on Friday 29 April 2011. Late working will only be permitted by prior arrangement with the Events Manager.

Open Days

Saturday 30 April 2011

Exhibitors' access	08.00
Exhibition build-up complete by	15.00
Health & Safety check	15.00
Exhibition opens	17.00
Exhibition closes	22.00

Sunday 01 May 2011

Exhibitors' access	07.00
Exhibition opens	07.00
Dedicated exhibition time	09.30 - 10.00 12.00 - 13.00 15.00 - 15.30
Exhibition closes	18.30

Monday 02 May 2011

Exhibitors' access	07.00
Exhibition opens	07.00
Dedicated exhibition time	09.00 - 10.00 12.00 - 13.00 15.00 - 15.30
Exhibition closes	18.30

Tuesday 03 May 2011

Exhibitors' access	07.00
Exhibition opens	07.00
Dedicated exhibition time	09.00 - 10.00 12.00 - 13.00 15.00 - 15.30
Exhibition closes	18.30



Wednesday 04 May 2011

Exhibitors' access	07.00
Exhibition opens	07.30
Dedicated exhibition time	11.00 - 11.30
Exhibition closes	14.00

Breakdown

Wednesday 04 May 2011

Removal of all exhibits and stands	14.00 - 20.00
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Shell Scheme stands will begin to be broken down as soon as all visitors have left the hall.

All exhibitors' stands, possessions and exhibits will need to be removed from the hall by 20.00 hours. Neither the organisers nor the venue will take responsibility for any items left in the hall after this time.

Should any items be left for courier collection, the items should be labelled up with the delivery address and left with Valverde, the official forwarding agent. Please note any items left are left at the owner's risk.

Trolleys & forklifts

There are NO trolleys for use, please bring your own if you require one. Forklifts can be hired by contacting Valverde - contact details at the front of this manual. Hire of any equipment is at the exhibitor/contractors cost.



GENERAL INFORMATION

Accommodation

Eurocongress offers a booking service for a range accommodation. For full details of the selection of hotels available and the various rates, please contact Eurocongress. Full contact details are available at www.ece2011.com

Audio Visual

All AV equipment required for exhibition stands can be ordered from the exhibition provider using the ordering form.

Badges and Passes

All Exhibitors and Contractors require passes for the build-up and breakdown periods. Exhibitor passes will be required for the open period. No person will be admitted to the Exhibition except on the production of a valid invitation or pass. The Exhibition is not open to the general public.

Exhibitor badges

Exhibitors will be required to complete and return registration forms. If you have not returned these please do so by **14 February 2011**. Exhibitor badges may be collected from the registration desk on-site. These will be valid for the open days of the Exhibition.

Banks

Euro's (€) are the official currency in the Netherlands. Currency exchange is available at Schipol International Airport and at lots of hotels, banks and exchange offices throughout the city. International credit cards are accepted for payments in hotels, restaurants as well as shops. The nearest ATM is at Rotterdam Central Station.

Build-Up Day Delivery Passes

In order to maintain a smooth traffic flow at the exhibition site during the build-up day (Friday 29 April 2011) unloading will be scheduled in advance. As soon as the vehicle has unloaded it must be removed from the loading bay in order to make space for other exhibitors. Details of the load-in schedule will be sent nearer the time.

Car Parking

There are car parking facilities spaces at De Doelen . Full details about directions and charges can be found at

http://www.dedoelen.nl/congresgebouw/pagina/167/acces_and_parking/



Catering

Exhibitors are reminded that all articles or substances for human consumption whether for eating or drinking within the Exhibition Hall must be obtained from the venue. Their contact details are at the front of this manual.

Any additional catering required for satellite symposia or private meetings must be organised directly with the venue.

Children/Students/Trainees

We regret that no-one under the age of 16 will be permitted access to the Exhibition. This rule also applies to the children of Exhibitors and Contractors during the build-up, open and breakdown periods.

Cloakroom

This is located in the main conference centre and will be clearly signposted.

Copyright

Please note that the Event Organisers have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.

Should any copyright dispute arise, the Event Organisers will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party.

Deliveries

De Doelen and the event organisers regret that, for security reasons, they cannot sign on behalf of any exhibitor, or accept delivery of items of post.

Valverde have been appointed official forwarding agency for this congress. All deliveries to De Doelen must be made using this agency. Full details, including deadline and order forms can be found at the end of this manual.

Disabled Facilities

The disabled facilities at De Doelen are extensive. Further information can be found on the website. <http://www.dedoelen.nl/index.php>

Distribution of Materials

The display or distribution of any material in any form from any area within De Doelen, other than banner sites and within the boundary of your stand, is strictly prohibited.



Employment of Labour

Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS). Any person whom in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the British Exhibition Contractors Association (BECA) or equivalent organisation. Any queries should be referred to BECA, BECA House, Uplands Business Park, Blackhorse Lane, London E17 5QJ.

First Aid

Anyone requiring first aid assistance should report to the organisers' office in the first instance.

Insurance

The Event Organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

The Event Organisers insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Event Organisers refuse to accept any responsibility whatsoever for the insurance of these objects. The Event Organisers will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the exhibit.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

Internet Connectivity/Broadband

Internet connection can be ordered from the exhibition provider, Gielissen Exhibitions, using the online ordering form.



Lost Property

If you have lost something please check with the organisers' office.

Music & Videos

Exhibitors wishing to broadcast/live music whether live from records, tapes, cd's or videos on their stands are advised that the Event Organisers do not hold a licence for the performance of such music. Exhibitors are solely responsible for obtaining any licence(s) required to play music on their stand. The correct contact for enquiries regarding this is at the front of this manual.

Exhibitors playing music on their stand must comply with the sound regulations detailed in the noise section of this manual.

Noise

To ensure that disturbance to Exhibitors and delegates is kept to a minimum, the Organisers will enforce the following sound and music regulations for the duration of the event.

- Any company wishing to play music on their stand must have the appropriate licence(s) as above.
- The Event Organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring Exhibitors at all times.

Paging

Please note that during the open period of the show, the public address system is for Event Organisers' announcements and emergency/police messages only.

Security

Although every reasonable security precaution is taken throughout the tenancy period of the event, the Event Organisers cannot be held responsible for any loss, damage or accident, which may occur to any exhibitors (or their Contractors), property or personnel. We strongly recommend that any valuable items e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and removed from the Exhibition Hall each evening.

Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the venue, Security or Organising staff. Please ensure that you have suitable insurance cover for yourself, your staff and your property.

During the build-up and during the conference there will be security at all open entrances of de Doelen. All the other entrances will be closed. Every night de Doelen will be closed and there will be no extra security. We also have a 24-hour camera surveillance system. If extra security is required, this can be ordered directly from the venue, contact details are at the front of this manual.



Smoking

ECE 2011 is a no smoking congress. Smoking will not be permitted within De Doelen

Storage

Please note that there are no storage facilities available in the exhibition hall.

Telephones/Audio/Video/Fax/Internet/PC

Communications equipment can be ordered from Gielissen, their contact details are at the front of this manual.



STAND INFORMATION

All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand. Written approval from the Event Organiser is necessary for the following actions: Using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress. Advertising of goods and services which are not included in the exhibition program or of companies and organisations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to.

- Place posters on columns, walls, partitions, stands etc. Inside the building or outside their rented area
- Distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- Exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.
- Exhibitors using elevated podiums when building their exhibitions should be aware of the following.
 - the size of the podium must not exceed the size of the stand
 - That it is necessary to inform the Event Organiser in advance about elevated podiums. All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

STAND CONSTRUCTION

Shell scheme.



Stand Basic

d.d. 03 dec 2010 -a-

ECE 2011
 30 April - 4 May 2011
 De Doelen, Rotterdam, The Netherlands


GIELISSEN
 INTERIORS & EXHIBITIONS

The booths are provided with the following.

- Grey carpet tiles
- Wall panels in aluminium frame construction, 250 cm high
- Aluminium fascia board, 40 cm high, with white panels, 25 cm high
- Per stand 1 x stand number and company name per open side, in letter type Helvetica, colour black, 5.5 cm high (max. 20 characters)
- Per stand, 2 x spotlights, 120 Watt, excluding consumption.
- Double wall socket, 1 kW, excluding main connection 2 kW and consumption
- Table F50W
- 2 chairs L92
- Electrical inspection

Text and graphics are available. Please contact Gielissen Exhibitions directly, contact details are available at the front of this manual.



Stand Equipment Rental

A furniture brochure is available online at <http://www.ece2011.com/sponsors.aspx>

Building and Aerial Services

Any exhibitor requiring building or aerial services, e.g. floor bolting or fixing, should contact Gielissen Exhibitions.

Cleaning and Waste Disposal

Stand cleaning can be ordered from Gielissen and can include general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Cleaning can be ordered from Gielissen direct, contact details are at the front of this manual.

Electricity Connection

The space-only stand constructions do not include any power supply. Space-only exhibitors are required to order an electrical main. The order made for power supply is for the entire exhibition time.

The mentioned prices are for the entire exhibition time and include also the use of electricity.

Floor covering

The Exhibition area is not carpeted. Shell scheme stands include a grey carpet. Exhibitors who wish to change the colour of carpet or to order carpet for a space-only stand can do so using the Gielissen order form.

Floral

A floral brochure can be found online at <http://www.ece2011.com/sponsors.aspx>

Graphics

Exhibitors who require graphic panels or portable display systems to enhance their stand should contact the graphics contractors (details at the front of this manual) for further information.

Hazardous Items

Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission. Please forward written requests to Amanda Helm, Events Manager. Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject regulation and all such processes must be so arranged to have an effective system to the outside atmosphere as approved by the venue. Please forward written requests to Amanda Helm, Events Manager.



Health & Safety Declaration

All exhibitors must complete the form enclosed with this manual and return to the Organisers. Please note this is a mandatory requirement.

Height Restriction

There is a 4m height restriction at the exhibition. There are ceiling restrictions of 2.5m for stands 103 - 116.

Exhibitors should note the following guidelines will be enforced.

- 3 sets of scaled stand plans with all dimensions marked are required for all space-only stands.
- Stand height may not exceed 4 metres in height within a 1 metre area surrounding all gangways - except by prior agreement of the Event Organisers.
- Any stand containing a platform whose height exceeds 0.6m (2ft) will need to supply structural calculations and other additional paperwork as set out in the Rules and Regulations of De Doelen - available on request.

For further information, please contact Amanda Helm, Events Manager.

Nameboard

Shell scheme stand name panels need to be ordered on the Gielissen Exhibitions order form. Exhibitors are reminded that either their registered name or trade name will be lettered on the name panel in standard style letters, up to a maximum of 20 characters.

Please ensure that any abbreviations are correct. Addresses will not be included. Display material may not be fixed to the fascia.

Risk Assessment

All exhibitors must complete the form enclosed with this manual and return to the Organisers. Please read the notes on the form, for guidelines on completion. Please note this is a mandatory requirement.

Schematic Plan

Please sketch the location of your utilities such as furniture, power outlets, spotlights and water on the plan enclosed in this manual. Do not forget to mark on this schematic plan the border of your stand as well as the orientation of your drawing (to clarify where there are the passage and neighbouring stands).

If the schematic plan is not returned, then the ordered items will be placed at the discretion of Gielissen Exhibitions and any relocation will be at the exhibitor's expense.

PLEASE SEE THE FORM AT THE BACK OF THIS MANUAL.



Shell Scheme Stand Information _____

The Shell Scheme package includes.

- Grey carpet tiles, colour optional
- Wall panels in aluminium frame construction, 250 cm high
- Aluminium fascia board, 40 cm high, with white panels, 25 cm high
- Per stand 1 x stand number and company name per open side, in letter type Universe, colour black, 5.5 cm high (max. 20 characters)
- Per stand. 2 spotlights, 120 Watt, excluding main consumption 2 kW
- 1 double wall socket, 1 kW, excluding main connection 2 kW
- Grounding stand
- Furniture per stand. 1 table F55W, 2 chairs L92

NB. The panels are not load bearing. Any damage incurred to the boards will be recharged. No nails or screws are to be used.

Shell Scheme Extra Fittings

Any exhibitor wishing to order additional stand fittings for their shell stands - e.g. shelves, display boards, night sheets etc may do so using the Gielissen Exhibitions order form.

Space-Only Stand Information _____

All work must be carried out in conformity with the requirements of the venue and the Event Organisers. Here follows a summary of these regulations. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the Exhibitor.

Exhibitors must keep within the limits of the stand at all times. Encroachment into the aisles or neighbouring stand space by equipment is not permitted.

Please do not assume that your stand will adjoin shell scheme walling. Please ensure that you fully finish any display or walling you erect on the reverse side, in order not to impact adversely on neighbouring stands - see Partitions section below for full details.

Exhibitors contracted to Space-Only sites are responsible for appointing stand contractors to plan and build their stands.

On-site Inspection

Please note that any stand deemed to have exceeded the 4m height limit or deemed a complex structure, will need certification and on-site approval by a Structural Engineer, appointed by the Organisers.

1. The on-line booking form must be used to manage your exhibition requirements and three sets of plans, drawn to a recognised scale (e.g. 1:200) should be sent to Amanda Helm, Events Manager. Any modifications made to the plans after submission must be notified in writing to the Organisers' immediately.



2. Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the Show or neighbouring stands.
3. Your company name and stand number must be prominently displayed on each corner of the stand.
4. All mains electrical installations are handled by the official electrical contractor.
5. The overall height of standfitting (including graphics and column cladding) must not exceed 4m in height from the floor. Any stand fitting measuring 4m in height must be set back 1m from the open perimeter of the stand.
6. Existing building columns, where sited on stands, should be clad on all faces, allowing for access to fire points, etc. where necessary. Such cladding may surround the column, but may not touch it or be fixed to it in any way.
7. On stands of 3 open sides or less (part island) Exhibitors are obliged to erect a wall (minimum height of 2.5 metres) between any other stand and are responsible for ensuring that their contractor leaves any face of any such wall in a clean and finished state (one colour with no graphics).
8. All work must be carried out within the timetable in this manual.
9. Approved carpet tape must be used - please contact the shell scheme contractor, details at the front of this manual, if you need advice on this.

All tape must be removed at the end of the Exhibition. Failure to do so will result in exhibitors being charged for its removal by the venue.

Stand fitting Regulations

All work must be carried out in conformity with the requirements of the venue.

All stand structures, signs, notices, etc., must be confined within the area allocated and may not project into or over the gangways.

No suspension may be made from the roof of the hall, nor may any fixings be made to the structure of the building.

Materials.

- All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971.



- Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.
- The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.
- Textile fabrics - unless incombustible - may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.
- All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.
- Only approved carpet tape may be used directly onto the exhibition hall floor.

Platforms.

- Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 100mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm (24") to which persons have access must be submitted to the Organiser for the approval of the Authorities.
- The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case, be laid with close joints.
- Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should confirm to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.

Building Columns:

- Where these fall wholly or partially within the area of allocated space, they may be encased by the Exhibitor on all four sides to a height of 2.5m (8'3").
- The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space, may be used for display of photographs or other pictorial matter.



Partitions.

- Partitions separating stands may be erected up to 2.5m, (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.
- It is the responsibility of Exhibitors who have taken "SPACE-ONLY" sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- The minimum height of the partitioning must be 2.50m (8'3") with a maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double-sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

8. Multi-Storey Stands.

- Multi-storey stands, elevated gangways and stairways are not permitted. Any queries regarding this must be addressed to Amanda Helm, Events Manager.

Water Regulations

If you are having a water feature or are using water in any other way on your stand, please contact Amanda Helm, Events Manager, for the necessary information regarding the risk of legionella bacteria (Legionnaires Disease).



OFFICIAL FORWARDING AGENCY DETAILS

Please see contact details at the front of this manual. Full details and information is available at the end of the manual.

HEALTH & SAFETY INFORMATION

Responsibilities and Policy

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means).

Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted. It is forbidden to use the following items in the exhibition halls.

- highly flammable or explosive materials, gas and dangerous materials
 - goods offensive by their scent or some other way, or appliances producing unpleasant sound or light
- Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or De Doelen equipment is also forbidden. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way that obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

As Organisers, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable



and sufficient safety management programme to comply with recommended Health and Safety Procedures.

Some of the key risks areas are outlined overleaf, but it is vital that each Exhibitor.

- i) Undertakes their own Risk Assessment (see section on risk assessment)
- ii) Obtains a suitable Method Statement from their Principal contractors - this must be submitted with all space-only stand plans.
- iii) Completes and returns the Health & Safety Declaration form at the rear of this manual by the due date.

On-site Contact

The Organisers will work with the venue to assess Health and Safety Risks to all parties during the event and will impose appropriate measures in order to ensure safe Build-up, Open and Breakdown periods. Any queries on-site should be made at the Organisers' Office. In case of a query prior to going to site please contact. Amanda Helm, Events Manager.

Appointed Contractors

The Organisers have satisfied themselves that the show's appointed and recommended contractors/suppliers are competent in the tasks required of them. The Organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

Risk Assessment

Each exhibitor (space-only and shell scheme) must undertake a Risk Assessment prior to the Exhibition, identifying the hazards present on site and ways in which you will then minimise and control these hazards.

All exhibitors must complete and return their mandatory Risk Assessment form. See the guidance notes to assist with completion.

Electrical Regulations

- All electrical work must comply with the regulations of De Doelen.
- Electrical installation may only be carried out by fully qualified and approved personnel, properly supervised and appointed by the Organisers.
- All appliances must have been tested by a competent person before connection to the power supply.
- Flexible cord is not permitted for stand wiring unless it forms part of a purpose manufactured system and is fully in accordance with the appropriate BS standard.



- Socket outlet multiway adaptors must be of the fused 4-way trailing block type and are limited to one per socket. Leads must not exceed 2m in length. Total load must not exceed the socket capacity.
- Flexible leads for static appliances must not exceed 2m in length. Extension leads are not permitted.
- Stand switchfuses must be accessible at all times.
- No light-fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.
- Flashing lights or signs are not permitted but sequence displays may be used, subject to prior approval by the Organisers.
- All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
- Any prefabricated display units already wired must comply, in all respects, with the safety regulations as deemed by the venue. The cost of any modification required to comply with the regulations will be charged to the Exhibitor by the Electrical Contractor.

Emergency Procedures

In the event of an emergency, appropriate instruction will be relayed to all participants.

If a suspect item is discovered do not touch it but report it immediately to the organisers' office or contact the nearest member of De Doelen security staff.

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety. Organisers cannot accept responsibility for damage, loss or injury, however caused.



Fire Procedures

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the fire department, De Doelen Management and by the Exhibition Management. In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

The fire alarm system is according to Dutch regulations and De Doelen has close contact with the fire department of Rotterdam.



In the event of discovering a fire in your vicinity, please adhere to the following instructions.

- Immediately raise the alarm by breaking the glass in the fire alarm call point. As soon as you do this the audible alarm will activate.
- Tackle the fire only if you know which extinguisher to use and it is safe to do so - DO NOT put yourself at unnecessary risk.
- Leave the building via the nearest available emergency exit

Await further instruction from De Doelen staff.

Food Safety

All food and drink consumed within the hall must be provided by the venue's caterers. Any exhibitor wishing to bring their own catering items on site will need to contact the venue's catering team to discuss further.

Method Statement

If you are building a 'space-only' stand or other complex structure at the exhibition, you must submit a full Method Statement to the Organisers at the same time as your stand plans, risk assessment and structural calculations. If you have any queries regarding this or need further information, please contact. Amanda Helm, Events Manager.

Exhibitor Checklist

All exhibiting companies/participants are responsible for their staff, their Contractors, sub-Contractors and visitors on or around their stand from the first day of Build-up through to the last day of breakdown.

Both Space-only and Shell Scheme. Exhibitors/participants must ensure that all individuals, companies, exhibits, special features and materials they bring to the event comply with the Health & Safety at Work Act 1974 to ensure that due thought and consideration is given to their own and others' health, safety and welfare throughout the event, and that their actions - or inactions - do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Shell scheme. Exhibitors/participants are still required to complete and return both the Health & Safety and Risk Assessment forms enclosed with this manual.

Space-only. Exhibitors/participants can best manage Health & Safety on-site by appointing a representative from their company to oversee every element of their exhibition stand construction with specific responsibility for managing Health & Safety - including the provision of proper information and instruction, training, guarding and supervision of all parties concerned throughout the event. This person will be responsible for undertaking a Risk Assessment and Method Statement for the company's activities on-site and for obtaining suitable Method Statements from your contractors prior to Build-up. Please note, if necessary one person may be appointed to look after the build-up and breakdown periods and another for the open period.



Exhibitors/Participants' Checklist for Health & Safety

- Appoint a responsible person for the build-up, open and breakdown periods.
- Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors.
- Sign and return a copy of the Health & Safety declaration enclosed with this manual by return. Please note we will not be able to issue your badges and passes prior to the receipt of your health and safety declaration.
- At the tender stage ask to see your principal contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short satisfy yourself that your Contractors are reliable and competent.
- Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Organisers along with your stand design.
- Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- Plan your time during build-up and breakdown. If necessary schedule a late working rota.
- Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future.



Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health & Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health & Safety at Work Act, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

All Exhibitors/Contractors must complete and return the Health & Safety form at the rear of this manual.

Principal areas of note are.

- The understanding of Fire and Emergency Procedures of the venue and the location of the venue's First Aid room.
- The need to maintain emergency gangways, as specified by the Organisers, through and to the centre of the Hall, especially during build-up and breakdown.
- The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.
- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used by other than fully trained personnel.
- That disused fluorescent type lighting tubes are disposed of safely.
- That chemicals and flammable liquids are, after use, removed from the venue by the user or, in exceptional circumstances, brought to the attention of the venue's Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could be a hazard to operatives.
- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.



EXHIBITOR FORMS

The next section includes the following forms for completion & return.

- Schematic Plan
- Order of Transport Services
- Health & Safety
- Risk Assessment
- Official Contractor
- Gielissen payment details
- Gielissen shell scheme name board form
- Gielissen optional extra's form
- Gielissen electricity & mains connections
- Gielissen lighting & wall sockets
- Gielissen grid form
- Gielissen furniture form
- Gielissen floral form
- Gielissen graphics and printing form
- Gielissen telecom and AV form
- Gielissen cleaning form
- Valverde Forwarding Agency



SCHEMATIC PLAN

Exhibitor.	Stand No..
Contact person.	
Invoice address.	
Telephone.	Fax.
E-mail.	

GRID FOR SCHEMATIC PLAN.

Key.

⌚ electric supply
S spotlight
↕ water/drain
T telephone/fax
I Internet

Your company name will be executed in standard lettering in the HELVETICA font. The total length of the name is restricted to 18 letters.

Required Name.

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

.....
Stamp & Signature

.....
Date & Place

Please return this form to Gielissen Exhibitions, fax no. ++31 20 581 14 14



ORDER OF TRANSPORT SERVICES

=====

Company name.

Street.

Country Code-Postal Code-Town.

Competent person.

Tel:

Fax:

=====

Exhibition /Fair/Congress

=====

DATE

QUANTITY

Complete lorry/motor loads

Storage (empties)

Help workers

Fork-lift

Pallet truck

Crane

Customs charges

.....

Place/Date

.....

Signature

Gert Veenstra, Valverde
 e-mail . gert@valverde.nl
 T. +31 20 6538555, F. + 31 20 6537658
 M. +31 611 25002



ECE 2011

Health & Safety Declaration

Form 1

Every individual, exhibitor, sub-contractor, supplier and their agents must comply with the Health & Safety at Work Act 1974 and all other government legislation at all times when on-site.

Please read the following declaration.

We have read and understood our Health & Safety responsibilities as laid out in this Exhibitor Manual and taken note of the most common areas of risk. We accept our responsibilities as laid out in the Health & Safety at Work Act 1974 and all other legislation covering the venue.

In the event of the principal Health & Safety representative leaving the stand for any reason, a temporary Health & Safety representative must be nominated prior to his/her departure. The principal Health & Safety representative for our stand understands that he/she may need to produce a copy of our own company's Health & Safety Policy and the Health & Safety Policies of our contractors and sub-contractors, upon request by the appropriate authorities whilst on-site.

I confirm that I am in possession of my company's Health & Safety Policy.

I confirm that I have checked that our principal stand contractor has provided sufficient training for their employees to carry out their tasks safely and competently.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Our principal Health & Safety representative for the stand is.

Name _____ Job Title _____

Exhibitor's Company Name _____ Stand No. _____

Tel No. _____

Please list below all contractors working for you - stand fitters (not official contractors), hazardous waste management contractor or any others, if applicable. Please photocopy form if necessary.

Contractor's Company Name _____

Contact _____

Tel No. _____ Mobile No. _____

Address _____

_____ Postcode _____

Return to.

Orsi Fulop
Events Coordinator
BioScientifica Ltd
22 Apex Court
Woodlands, Bradley Stoke
Bristol, BS32 4JT
United Kingdom
Orsi.fulop@bioscientifica.com

Tel. (0) 1454 642 210

Fax. (0) 1454 642 222

Deadline Date. 15 March 2011



ECE 2011

Risk Assessment

Form 2

Please read notes below, before completing.

Guidance Notes

All risk assessments should be a careful and studied examination of your activities, ensuring that your build-up, show open period and breakdown are achieved safely, and nothing occurs, which could harm any person.

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health & Safety Adjudicator.

Note 1 A hazard is anything that has the potential to cause harm - i.e. a workman falling from a ladder, dropping tools, moving large and heavy loads, trailing cables etc.

Note 2 In this section, you must include everyone who could be injured as a result of such activities - i.e. the workman, other people working on the stand, other exhibitors, visitors etc.

Note 3 Your actual assessment of the risks. Risk is the likelihood of a hazard happening. Use the columns to judge the risks and tick the appropriate box. If the tick is in one of the top two boxes, then you should not pursue this activity (it is too dangerous) but instead seek an alternative way of completing the task. If the tick is in the third box, you will need to implement and list some form of control. If the tick is in the bottom box, then it is unlikely you will need to implement additional controls.

Note 4 You will need to record what steps you have taken to ensure nothing dangerous occurs. Your entry may read something like this. "Use of trained and qualified staff only", "Rope and post area to restrict access", "Ensure staff trained in manual handling", "Trailing cables which constitute a trip hazard will be taped down or run in cable guides". These examples are guidelines only.

Note 5 You are legally responsible for any person working for you, whether paid or unpaid, and their actions or inactions. You must ensure that any contractors you use are competent and will work in a safe manner. You may do this by requesting copies of the contractors Health & Safety policy. For smaller companies who may not have such documents, you should request copies of their public liability and employees' insurance documents, letters of reference etc. If they cannot supply such documentation, you would be wise not to use them. Details of such checks should be entered in the box for note 5.

Risk Assessment	Build-up and Breakdown	Show Open Period
Exhibition.	(If applicable) Contractor risk assessment undertaken by.	Exhibitor risk assessment undertaken by.
Company name.	Sign.	Sign.
Stand no.	Date.	Date.

Task.	Hazard. See Note 1	Who's at risk. See Note 2	Risk Level. See Note 3	Precautions/Control Measures. See Note 4

**If necessary, please photocopy and continue listing tasks and hazards.
This form is intended as a guideline only.**

Deadline Date. 15 March 2011



ECE 2011

Stand Plans & Contractor Details

Form 3

All Space-only Exhibitors must complete this form and return it with 3 fully dimensional scaled stand drawings for approval by the Organisers.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Exhibitor's Company Name _____ Stand No. _____

Contact _____ Tel No. _____
(If the stand is to be built by the Exhibitor, please indicate below.)

Contractor's Company Name _____

Contact _____

Tel No. _____ Mobile No. _____

Address _____

_____ Postcode _____

Approx. date/time of arrival to start construction _____

Designer (if applicable) _____

Contact _____

Tel No. _____ Mobile No. _____

Address _____

_____ Postcode _____

Return to with 3 sets of dimensional drawings to.

Amanda Helm
Events Manager
ECE 2011
BioScientifica Ltd
22 Apex Court
Woodlands
Bradley Stoke
Bristol BS32 4JT
United Kingdom
Amanda.helm@bioscientifica.com

Tel. (0) 1454 642 210
Fax. (0) 1454 642 222

Deadline Date 15 March 2011



Valverde BV
Evert van de Beekstraat 46
1118 CL Schiphol
The Netherlands
t +31 20 653 8555
f +31 20 653 7658
www.valverde.nl

valverde

**European Congress of Endocrinology
30 April–4 May 2011 De Doelen Rotterdam**

Handling instructions and Tariff
ECE 2011 in Rotterdam

Valverde is able to offer you a full range of logistic services as mentioned below. Through the years of experience and the quality of our service we guarantee a sound logistic operation that sets new standards in the industry. We are looking forward to work on your behalf.

Valverde offers a full range of services such as:

Transport to the Venue	Custom clearance	Delivery to your booth
Pre show storage	Storage of empties	(Un) Loading your goods
Cold / Frozen storage	Return transport	Labour for (Un) packing

Pre-alerts:

A pre-alert for all shipments is required.
Please send or contact our office for your pre-alerts:
Valverde B.V.
T: +31 20 6538555
F: +31 20 6537658
E: ronald@valverde.nl

Airfreight freight should be consigned to:

ECE2011 Exhibition stand no. & Company name
Valverde B.V.
C/O I.A.A. International Airfreight Associates
Koolhovenlaan 100
1119 NH Schiphol Rijk
The Netherlands
Notify: Valverde + stand number + exhibitor name.

Sea freight should be consigned to:

ECE2011 Exhibition stand no. & Company name
Valverde BV
Evert van de Beekstraat 46
1118 CL Schiphol
The Netherlands
Notify: S&R Marine Services
Attn. Martijn Pronk



Airfreight:

Cost: From free arrival Schiphol Airport till arrival congress centre De Doelen
Basic amount per shipment € 195.00
0 -100 kgs. € 0.95 per kg.
101 -300 kgs. € 0.80 per kg.
300 kgs. +, per additional kg € 0.70 per kg.
Rates include airport handling fees and transit document.
Deconsolidation charges and warehouse rent will be passed on to you at cost.

Please note: all airfreight has to be delivered on a direct AWB.

Sea freight:

Please route all sea freight shipments to Rotterdam Port and fax or mail copy of B/L to fax number +31 20 6537658 or e-mail ronald@valverde.nl
Please courier original B/L and commercial invoices to the following address:
Valverde BV
Evert van de Beekstraat 46
1118 CL Schiphol
The Netherlands
Attn. Ronald van Wageningen

Cost: 20'container, incl. terminal charges, transit document and transport from port to exhibition site De Doelen in Rotterdam € 900.00 per container
40'container, incl. terminal charges, transit document and transport from port to exhibition site De Doelen in Rotterdam € 1100.00 per container
Excl. Demurrage costs.

LCL shipments from port to exhibition site De Doelen	
Up to 500 kgs. free arrival port to arrival De Doelen	€ 475.00
Up to 1000 kgs. free arrival port to arrival De Doelen	€ 525.00
Up to 2000 kgs. free arrival port to arrival De Doelen	€ 695.00
Up to 3000 kgs. free arrival port to arrival De Doelen	€ 795.00
1 cubic meter equals 1000 kgs which ever is greater.	
Excl. Demurrage costs.	

Road freight and courier shipments:

All roadfreight and courier shipments have to be delivered to our warehouse at the following address:
Valverde B.V.
C/O Warehouse Kamerman
Koolhovenlaan 100
1119 NH SCHIPHOL-RIJK

A pre-alert for a roadfreight or courier shipment is required.



Unloading of goods:

Via warehouse to stand € 18.00 per 100 kilo with a minimum of € 127.00
 This will be charged at 1 cubic meter equals 300 kilo which ever is greater.

Storage of goods:

Storage costs per day € 5,00 per cbm
 Minimum € 25,00

Storage of packaging materials:

Handling and storage of packaging materials € 55.00 per cbm.
 Minimum 2 cbm.
 Surcharges applicable when collected from or re-delivered to stand outside normal working hours.

Customs clearance:

Inbound:	temporary import	€ 120.00 per shipment/exhibitor
	Bond fee	1 % of the cif value
	Minimum	€ 95,00 per shipment/exhibitor
	Permanent import	€ 65,00 per shipment/exhibitor
	Advance of funds	3%
Outbound:	export declaration	€ 85,00 per shipment/exhibitor
	Bond fee	0,8 % of the cif value
	Minimum	€ 95,00 per shipment/exhibitor

Please contact us for high values.

Documentation Fee per shipment € 40,00

Breakdown:

This will be charged as per inbound tariff.

Liability:

On all are our transactions the Dutch FENEX conditions are applicable latest version. All work is carried out subject to the general conditions of the federation of the Dutch forwarding agent's organization FENEX deposited at the Registry of the Court at Amsterdam, Arnhem, Breda and Rotterdam, latest version. These conditions will be sent to you on request.



General conditions:

- * All orders can be cancelled one week before the start of the build up thereafter we will charge a cancellation fee.
- * A late arrival surcharge of 15% will apply for all goods arriving after the ultimate arrival date.
- * No credit is given to any exhibitor. Therefore we advise you to use one of our referred agents in your country. If your country is not listed please contact us and we will advise.
- * Credit card transactions will be charged with a 5% surcharge on the total invoice amount.
- * Our normal working hours are 08:00 till 18:00 hr.
- * A surcharge of 50% is charged for hours outside normal working hours and Saturday till 16:00 hr.
- * A surcharge of 100% is charged on Saturday after 16:00 hr. and Sunday.
- * The volume conversion of this tariff is 1 cubic meter equals 300 kilo if not mentioned otherwise.
- * We charge a 3% advance of funds fee for all third party cost.