

**TECHNICAL INFORMATION  
FOR EXHIBITORS**

## Venue

The exhibition will be held on the Lido of Venice, at the Palazzo del Casinò on the 3rd floor.

## Moving in and moving out times

### Build-up:

Sunday 6 May 11.00-20.00

Monday 7 May 08.30-11.30

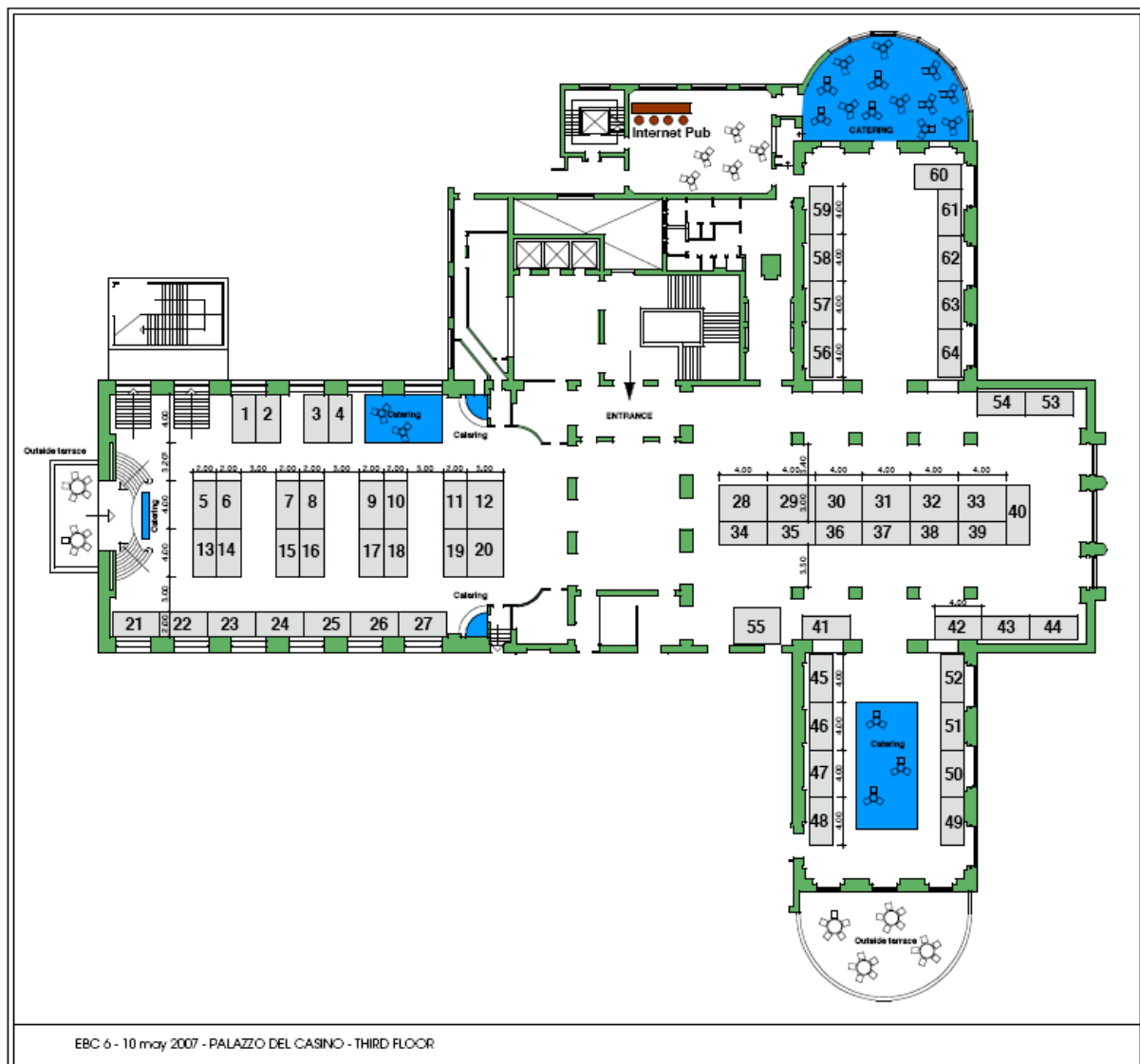
### Breakdown:

Wednesday 9 May 17.00-20.00

## Working pass

Upon your arrival at the Palazzo del Casinò, please report to the person in charge for the exhibition, Rosanna Ricciuti, to be given a working pass and further directions.

Maximum two working passes per exhibition stand.



## **Deliveries**

### **Appointed forwarding agent**

The easiest and most secure way of sending your goods is with the recommended forwarding agent. They will make sure the goods will arrive on time without any complications.

Appointed Forwarding Agent is Schenker worldwide network.

Please read the Schenker manual carefully, which you can find under the heading 'Deliveries'.

If you send goods in any other way please make sure, if needed, that you have a person on-site that can sign the goods for you. Please note that neither MCI nor the Venice convention centre can sign for your goods upon arrival.

### **Delivery dates and hours**

You have access to your stand from Sunday 6 May between 11.00-20.00.

Venice convention centre has very limited possibility to store any exhibitor material.

Therefore deliveries cannot arrive at the convention centre before Sunday 6 May.

We recommend you to use Schenker who will store your material for you and deliver it to your stand on Sunday.

If you yourself send your material to the Venice convention centre, (without the assistance of Schenker) with arrival on Sunday or later, use the below delivery address:

c/o "EBC 2007"

Venice Convention Eventi & Congressi SPA

Palazzo del Casinò

Lungomare Marconi, 30

30126 Lido, Venezia

Italy

### **MARK ALL DELIVERIES:**

Att: Rosanna Ricciuti

EBC Congress

Exhibitor name: (firm's name, contact information and person in charge)

Stand no:

*Remember always to mark your goods with your company name and stand number.*

The exhibitor will be responsible for the receipt, unpacking and storing of his goods and for their removal after the exhibition.

Only Schenker has permission to use the elevators to transport material to the third floor.

## **Stand Rental Information**

### **Exhibition Fee includes**

- One shell scheme stand
- One free full registration to the congress (scientific & social programme)
- One free exhibitor badge (including coffee, lunches, welcome and farewell parties)
- 24 hour general security - Venice Convention nor the organizer will be responsible for any damage or theft of the exhibitor's material
- Daily cleaning of aisles and common areas
- The organizers and staff at your disposal

Exhibitors can buy additional exhibitor badges at the price of € 300. - per badge (these include coffee, lunches, welcome and farewell parties)

### **Shell scheme stand**

The shell scheme stand includes:

- 8, 10 or 12 square metres per stand
  - Format of the exhibition
- 8 m<sup>2</sup>: 4 x 2 m (54 stands in total; see floor plan for numbers)  
10 m<sup>2</sup>: 5 x 2 m (stand nr. 40)  
12 m<sup>2</sup>: 4 x 3 m (stand nr. 12, 20, 28, 29, 30, 31, 32, 33 and 55)

The stand wall is 2.50 m high.

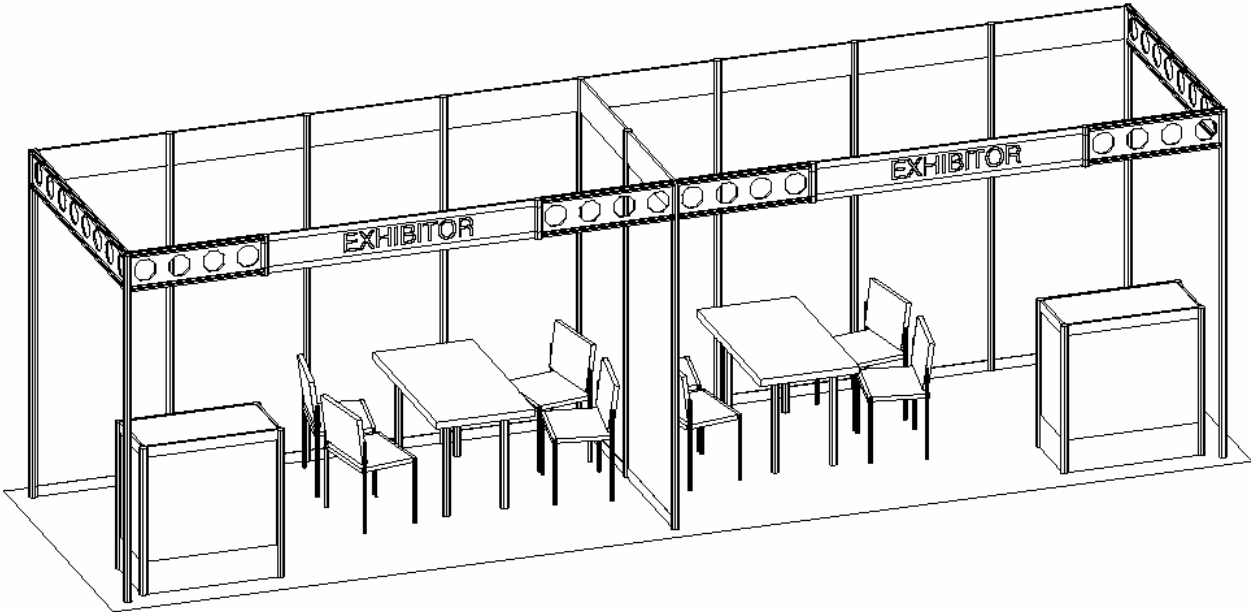
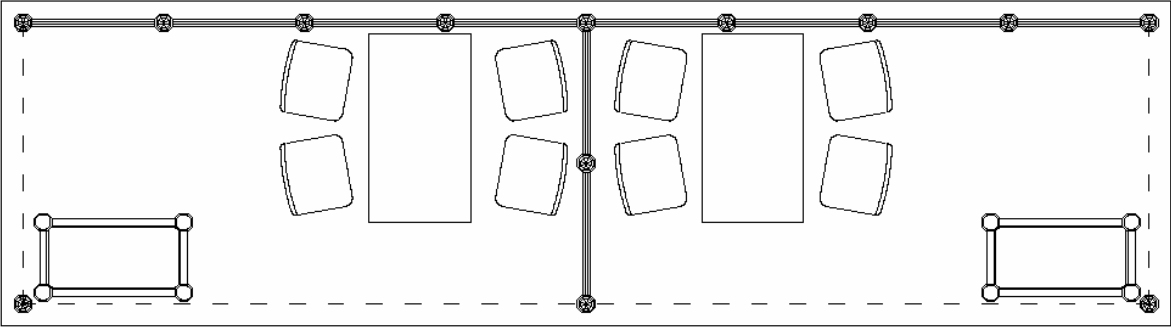
The panel excluded vertical rods and crossbar is 2.20 x 0,92 m.

- white laminated back and side walls carpet
- one oblong desk to exhibit material - measurement: cm 97x49x106H
- one square table for meetings
- 4 chairs
- 4 spot lights
- electricity and 1 socket
- 1 company sign on fascia board
- wastebasket
- build-up and dismantling
- technical manual
- daily cleaning

### **Internet**

For internet connection please contact Rosanna Ricciuti at: [r.ricciuti@stocon.se](mailto:r.ricciuti@stocon.se)

**Drawing of two adjacent stands**



**Catering**

Exhibitors cannot serve any products brought to the stand themselves apart from their own company sweets or other such products.

Beer will be served at Palazzo del Casinò in the beer dispense areas on the first and third floor.

If beer is required for demonstration purposes (exclusively), the Italian brewers hosting the congress will be pleased to accommodate upon request by providing kegs at a certain amount. Please contact Rosanna Ricciuti at [r.ricciuti@stocon.se](mailto:r.ricciuti@stocon.se) to get a permit.

For any further requirements or questions please contact Rosanna Ricciuti at:

MCI

Att: EBC 2007

P.O. Box 6911

SE-102 39 Stockholm

Sweden

Phone: +46 8 5465 1572

Fax: +46 8 5465 1599

E-mail: [r.ricciuti@stocon.se](mailto:r.ricciuti@stocon.se)

Web: <http://www.ebc-nl.com/>

## **Terms and Conditions of Exhibition**

### **1. Definitions**

In these regulations the term "Exhibition" in all cases refers to the table top exhibition being held in conjunction with the afore-said Congress. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term "Exhibition Organizers" means MCI on behalf of the Organizing Committee. The term "Premises" refers to those portions of the stated venue licensed to the Organizers.

### **2. Installation and removal of exhibits**

Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them.

The Exhibition Organizers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organizers shall be modified forthwith by the Exhibitor in such manner and within such time as the Exhibition Organizers may require and in default the Exhibition Organizers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Exhibition Organizers.

### **3. Stand Constructions and Services**

The Exhibition Organizers will appoint official contractors for all stand construction, all electrical work and all furniture supplies.

### **4. Application**

The Exhibition Organizers reserve the right to refuse any application or prohibit any exhibit without any reason for such refusal or prohibition.

An Exhibitor may not, except by express written permission of the Exhibition Organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organizations or Trade Associations is not allowed except by express written permission from the Exhibition Organizers. The Exhibition Organizers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.

### **5. Cancellation**

Cancellations and changes to your original booking must be made in writing to MCI.

For cancellations made until:

- 15 January 2007: 25% of the total cost of each item will be retained
- 15 February 2007: 50% of the total cost of each item will be retained
- from 1 March 2007: 100% of the total cost of each item will be retained
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### **6. Bankruptcy or Liquidation**

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid shall be forfeit.

### **7. Occupation of Stand Space and Staffing**

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of his stand the Exhibition Organizers have the right to re-allocate the stand and all money paid shall be forfeit.

Exhibitors must staff their table tops at all times during the display hours.

All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Exhibition Organizers. Removal of exhibits and dismantling may not commence until after the official closing time unless prior approval has been obtained from the Exhibition Organizers.

### **8. Obstruction of Gangways and Open Spaces**

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project gangways or affect the displays of neighbouring exhibitors. Gangways must be clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build up and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organizers at the Exhibitor's expense and risk.

## **9. Conduct of Exhibits**

The Exhibition Organisers may restrict displays which, because of noise, acts, odours, costumes, gimmicks, method of operation, materials or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, the Exhibition Organisers are not liable for any refunds or rentals or other exhibit expense.

## **10. Trade Union Labour**

All stand fitting, construction or display work should be carried out in accordance with the Terms of the Working Rules Agreement currently in force.

## **11. Electrical Requirements**

11.1 All electrical installations may only be carried out by the officially appointed electrical contractor.

11.2 Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Exhibition Organizers.

11.3 The use of electrical appliances such as pots, coffee makers, electric cookers or similar sources of heat shall only be permitted if they comply with the specifications of the Italian legal regulations.

Before such appliances are used, permission must be obtained from the Exhibition Organizers. They must be placed on non-combustible bases in such a way that nearby objects cannot catch fire.

11.4 The use of immersion heaters and electric heaters with unguarded elements are not permitted.

11.5 The use of laser equipment requires advance notification (including details of classification) and official approval from the Exhibition Organizers. Test certificates issued by recognized test centres for technical equipment must be submitted. The Exhibition Organizers reserve the right to stipulate any special conditions in individual cases. All laser equipment must conform with Italian safety regulations for technical equipment and the generally acknowledged technical regulations.

11.6 Full lightning and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made.

Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply.

Electrical fittings and appliances must conform to the relevant standards applicable. Fuse rating for the stand power supply should be observed.

## **12. Dangerous Materials and Exhibits**

Limitation on material used:

12.1 Fabrics and other decorative materials must have proven flame resistance in accordance with DIN4102. The Exhibition Organizers recommend that the relevant confirmation be obtained from the firm responsible for carrying out the stand decoration or fitting.

12.2 The use of balloons filled with flammable gas is prohibited.

12.3 The use of explosives and dangerous combustible materials is prohibited.

12.4 The use of propane gas, butane and similar gases is prohibited.

12.5 The use of flammable liquids is prohibited.

## **13. Fire Precautions**

All exhibits or portions thereof must fully comply with applicable health, fire and safety regulations. No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper, shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not allowed without the permission of the Fire Prevention Bureau.

Fire extinguishers will be provided by the Exhibition Organizers in the display areas and placed as regulation requires.

Wall hydrants, fire extinguishers, fire alarms and instruction notices must not be obstructed in anyway. They must be visible and in working order at all times. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition Organizers to avoid risk of fire.

## **14. Damage to the Premises**

No nails, screws, adhesive materials or other fixtures may be driven into or attached to any part of the Premises including floors. Nor may any part of the Premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any repair charges incurred.

## **15. Cleaning**

The Exhibition Organizers will arrange for daily cleaning outside exhibition opening hours.

## **16. Security Services**

The Exhibition Organizers will arrange a general site security during the period of the Exhibition but will accept no liability for loss or damage.

## **17. Storage**

Exhibitors are to store packing materials in the assigned storage room and not in the exhibition hall.

### **18. Liability**

Whilst the Exhibition Organizers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organizing Committee, the Congress Organizers and the Exhibition Organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organizers against all claims and expenses arising therefrom. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Congress or Exhibition Organizers find it necessary to change the date of the Exhibition, the Exhibition Organizers shall not be liable for any loss which the Exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

### **19. Insurance**

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

19.1 Abandonment Insurance: Exhibitors will have seen from paragraph 18 above that the Exhibition Organizers are not obliged to return any money paid for space in the event of cancellation or restriction of the Exhibition.

19.2 Stands, Fixtures and Similar Insurance: All risks on loss or damage to the Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises and return.

19.3 Public Liability: Liability to the public may arise out of the Exhibitor's activities and must be covered by insurance. Insurance should be effective with minimum delay.

### **20. General Conditions**

The Exhibition Organizers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition Organizers is final and decisive on any questions not covered in the foregoing regulations.

Exhibitors must comply in all aspects with the requirement of every appropriate authority, with the Terms and Agreement by which the Exhibition Organizers may occupy the Premises and with the policies of insurance effected by the Exhibition Organizers. Copies of the Agreements and policies on insurance may be inspected on site by the Italian authorities.

**21. The Exhibition Organizers reserve the right** to add to or amend the foregoing rules and regulations for the purpose of compliance with any statutory provision or in the interest of good conference management. Any such amendment or alteration will be binding on an Exhibitor provided the terms of such alterations or additions are intimated to the Exhibitor in writing by the Exhibition Organizers.