31st CONGRESS OF THE EUROPEAN COMMITTEE FOR TREATMENT AND RESEARCH IN MULTIPLE SCLEROSIS

7 – 10 OCTOBER 2015
BARCELONA, SPAIN

SATELLITE SYMPOSIUM MANUAL
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WELCOME

Dear Satellite Symposium Organiser,

We are happy to present you the Satellite Symposium Manual of the 31st Congress of the European Committee for Treatment and Research in Multiple Sclerosis 2015.

This manual contains important information and is designed to assist you in preparing your Satellite Symposium. We trust that you will find this manual helpful and warmly suggest that you carefully read all the information presented.

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

Best regards,

Julien Herzig
Industry Relations Manager
IMPORTANT ADDRESSES

CONGRESS VENUE
CCIB – Centre Convencions Internacional Barcelona
Plaça de Willy Brandt 11-14
08019 Barcelona / Spain
W www.ccib.es

CONGRESS ORGANISER
EXHIBITION & SPONSORING
Congrex Switzerland Ltd.
Mr Julien Herzig, Industry Relations Manager
Peter Merian-Strasse 80
4002 Basel / Switzerland
T +41 61 686 77 77
F +41 61 686 77 88
E industry.ectrim@congrex-switzerland.com

REGISTRATION
Congrex Switzerland Ltd.
Ms Martina Mutter, Delegate Relations Manager
Peter Merian-Strasse 80
4002 Basel / Switzerland
T +41 61 686 77 77
F +41 61 686 77 88
E registration.ectrim@congrex-switzerland.com

HOTEL & TRAVEL
Congrex Travel Ltd.
Peter Merian-Strasse 80
4002 Basel / Switzerland
Hotel: T +41 61 690 94 11 / E hotel.ectrim@congrex-switzerland.com
Travel: T +41 61 560 75 60 / E flight.ectrim@congrex-switzerland.com

CATERING
CCIB F&B
Ms Sarah Ferriot
Plaça de Willy Brandt 11-14
08019 Barcelona / Spain
T +34 93 356 13 60 E sarah.ferriot@fbccib.es
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>6 October 2015</td>
<td>Collection of congress documents for group registration</td>
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<tr>
<td>7 – 10 October 2015</td>
<td>31st Congress of the European Committee for Treatment and Research in Multiple Sclerosis</td>
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</tbody>
</table>
HOW TO PROMOTE YOUR SATELLITE SYMPOSIUM

ADVERTISEMENT IN THE FINAL PROGRAMME
Every attendee will receive the congress bag including the final programme at the time of registration. The final programme is one of the most popular items throughout the congress. Make sure you are not missing the opportunity to advert your Satellite Symposium.
Price for the 4th cover page is € 14’000 and for one full inside page € 2’500.

BAG INSERTS
You create and print the promotional piece of your choice and we will insert it into the congress bag. This is a fantastic way to inform the delegates about your Satellite Symposium. Price per insert is € 6’000.
Deadline for submission of the artwork of Satellite Symposium invitations for insertion in the congress bags is 28 August 2015.

DISTRIBUTION OF FLYERS
Our hostesses distribute your Satellite Symposium invites to the delegates in the entrance hall of the congress venue. This brand new service is available on all days starting from Wednesday noon and includes the rental of 2 hostesses for one hour. High visibility is guaranteed! Price € 6’000 per hour.

PUSH NOTIFICATIONS
Each Satellite Symposium organiser has the opportunity to purchase 1 push notification via the congress app for € 4’000 to inform the attendees about the Satellite Symposium.
There is a max. limit of 200 characters for each notification including the title of the announcement and the push notification content. Please note that there is no guarantee that the final characters won’t be cut off as this very much depends on the mobile device being used and the kind of characters used (iii is shorter for instance than WWW).
Please use the order form for push notifications (page 21).

WEBCAST OF SATELLITE SYMPOSIUM
Increase the longevity of your satellite symposium by buying the webcast service. The price includes the full webcasting services organised by the Congress Secretariat and the publication of the webcasts on a sub site of the official ECTRIMS online library. The ECTRIMS online library is frequented by thousands of users.
Benefit from the opportunity to reach a huge audience. Delegates who were unable to attend your satellite symposium during the congress and professionals all over the world who could not join the congress can watch your satellite symposium after the congress. Price € 15’000
conferenceLIVE

A more effective approach to understanding what your congress means to your brand.

researchpartnership.com/ECTRIMS
T: +44 (0)1225 464769
E: ECTRIMS@researchpartnership.com

Measure your success at ECTRIMS

Impact
Conduct pre and post conference surveys to measure overall conference impact

KPIs
Get in-the-moment measurement of KPIs during conference via mobile

Buzz
Understand ‘buzz’ issues during conference
SATELLITE SYMPOSIA

ACCESS TO THE LECTURE HALLS

Please note that you will only have access to your lecture hall 15 minutes before the start of your Satellite Symposium. For any special requests or for additional set up time please approach the congress organiser.

CATERING

Should you wish to offer refreshments (coffee break, lunch or cocktail) before or after your Satellite Symposium, please contact:

CATERING
CCIB F&B
Ms Sarah Ferriot
Plaça de Willy Brandt 11-14
08019 Barcelona / Spain
T  +34 93 356 13 60
E  sarah.ferriot@fbccib.es

HOSTESSES

If you need hostesses to assist you before / during / after your Satellite Symposium, please return the attached order form (page 20) until 21 August 2015 at the latest.

Price per hostess: € 40/h (4 hours minimum), excl. VAT.

Hostesses booked through Congrex Switzerland Ltd. will receive a badge. In case you bring your own hostesses, please note that you have to order a badge for them. Please return the attached badge order form until 21 August 2015 at the latest.
WATER FOR SPEAKERS AND CHAIRPERSONS

Water for speakers and chairpersons of Satellite Symposia will be provided by the congress organiser (free of charge).

MINISCANNER – SCANNING SOLUTION FOR YOUR SYMPOSIUM

Satellite Symposium organisers have the opportunity to use the MiniScanner to scan the badge of the delegates attending their symposium. After the event, the Satellite Symposium organiser will receive an Excel® file with the addresses of the scanned delegates. Generate new business leads and cultivate existing customer relationship with this excellent data basis.

Price per scanner is € 250 with interesting volume discounts. Please use the order form for hostesses and MiniScanners (page 20).

NAME PANELS FOR SPEAKERS AND CHAIRPERSONS

The organising secretariat will automatically provide the Satellite Symposium with an electronic name panel for speakers and chairpersons.

Kindly note that the name of your speakers will only appear electronically if the speakers hand in their presentation at the Speakers’ Service Centre.

PHOTOGRAPHER

The official congress photographer can also be booked by the industry. Please contact the Congress Secretariat for further information.

PRINTED MATERIAL

Please note that all printed material related to a Satellite Symposium (e.g. invitations, programmes, abstract booklets) must be approved by the congress organiser. Symposia have to be mentioned as “Satellite Symposium of the 31st Congress of the European Committee for Treatment and Research in Multiple Sclerosis 2015” on all printed material.

Please submit your documents not later than 28 August 2015 to the Congress Secretariat and allow 2-3 working days for approval.

PROMOTION / POSTERS / BANNERS

Satellite Symposium invitations, distributed at the sponsor’s exhibition booth and/or at the entrance of the lecture hall 30 minutes before the start of the Satellite Symposium. Outside the lecture hall, a reception table for the distribution of programmes / abstract booklets will be provided.

In addition, an advert (submitted by the sponsor) can be displayed on the “Today’s Symposia Screen” on the day of the Symposium. The screen will be located in a popular area within the congress venue. The size of the advert must be A1 without crop marks. Please provide the file as hires PDF and jpg until Friday, 11 September 2015 at the latest.
Company banners may be hung inside the lecture hall, or placed in front of the room only for the duration of the Satellite Symposium. Set-up and dismantling has to be coordinated in advance in order to avoid interference with official sessions taking place before and / or after the Satellite Symposium.

Posters and banners announcing a Satellite Symposium are only allowed within the exhibition booth. Any other promotional activities, such as the distribution of leaflets the use of banners or other signs or the display of posters throughout the whole congress venue are NOT allowed except by booking the “delegate invitation” (see page 7). Violation may result in reduction of privileges for future ECTRIMS congresses.

SATELLITE SYMPOSIUM PROGRAMME

The final programme has to be submitted until 29 May 2015 at the latest to the Congress Secretariat. The Scientific Programme is subject to approval by the ECTRIMS Executive Committee. The symposium programme will be published in the Final Programme, in the mobile app and on the congress website: www.ectrims-congress.eu. Before printing the Final Programme, you will receive a copy of your symposium programme for approval.

SHIPPING INFORMATION & INSTRUCTIONS

For any question regarding shipping and onsite services, you are welcome to contact the official freight handling & customs clearance agent:

Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
Auf dem Höhchen 2  
56587 Oberhonnefeld  
T +49 6173 966 95 11  
F +49 6173 966 95 29  
E bernd.blum@merkur-expo.com

Please read carefully through the “Shipping Instructions” and use the “Freight and Loading Form” for all direct deliveries. You can find the documents at the end of the brochure.

Congrex Switzerland Ltd., CCIB Barcelona and the organising committees of the 31st ECTRIMS Congress 2015 reject any liability for material which has not arrived or cannot be found due to incorrect addresses.

We strongly recommend contacting Mr Bernd Blum prior to sending any material to Barcelona as their service is subject to separate payment.

SIGNAGE

Signage will be provided by the congress organiser. Additional signage by the Satellite Symposium organisers is NOT allowed.
SPEAKERS AND CHAIRPERSONS

The invitation of speakers and chairpersons is the responsibility of the Satellite Symposium organisers. The Satellite Symposium organisers are obliged to register their speakers and chairpersons as regular delegates and to bear all related costs like registration, travel and hotel accommodation expenses (even if the speaker is an invited speaker of the congress).

You will be contacted about 1 month prior to the congress in order to check if and by whom speakers/chairs of your Symposium have been registered.

If the respective arrangements have not been made prior to the congress, the Congress Secretariat will invoice the companies for the respective costs 1-2 months after the congress.

SPEAKERS’ SERVICE CENTRE

All speakers are requested to hand in their presentations (PowerPoint only) at the Speakers’ Service Centre (SSC) at least one hour before the start of the Satellite Symposium. The presentations may either be handed in by each speaker individually or by the company / agency by USB memory stick. A network system connecting all lecture rooms with the SSC will be installed. Please inform your faculty accordingly!

STAGE SET-UP

All lecture halls will be equipped with:

1 lectern no lectern banner allowed due to electronic name panels
1 chair table for 2 chairpersons no banner allowed due to electronic name panels

For ordering additional head tables, please contact Mr Julien Herzig at industry.ectrims@congrex-switzerland.com or ACS directly at d.laurijssen@acsaudiovisual.com.

SATELLITE SYMPOSIUM BADGES

Each Satellite Symposium organiser is entitled to a total of 10 free Satellite Symposium badges for company staff that grant access to the respective Satellite Symposium only. Please note that other sessions cannot be visited with this badge. If you need more than 10 badges you have the possibility to order them at a charge of € 15 (excl. VAT) per additional badge.

Badges can be ordered via the order form for Satellite Symposium badges (page 14) until 21 August 2015.
TECHNICAL EQUIPMENT / TECHNICIANS

The following technical equipment and staff will be provided and is included in the Symposium fee (please also refer to the items 'Stage Set-Up', 'Speaker Service Centre' and 'Promotion / Posters / Banners'):

1 Video projector
Large screen
1 Video projector for projection of speaker's image (only in hall A)
1 camera capturing the speaker (only in hall A)
1 touch screen at the lectern (can be used as TFT monitor if you will use your own laptop)
1 TFT monitor at the chair table
2 microphones for the lectern
2 microphones for the chairpersons' table
1 wireless clip microphone for the speaker
Microphones on stand for discussions (Q & A's)
1 Technician for sound, light and projection

A network system connecting all lecture rooms with the speakers service centre will be installed. Should you need any additional technical equipment, please contact ACS in Amsterdam:

ACS audiovisual solutions BV
Mr D. Laurijssen
Archangelkade 5a/b Phone: +31 20 606 93 40
1013 BE Amsterdam Fax: +31 20 681 14 46
The Netherlands E-mail: dlaurijssen@acsaudiovisual.com

Kindly note:
ACS will get in touch with you to coordinate the technical rehearsal for your Satellite Symposium and to evaluate any additional technical equipment if needed.

If you are using your own AV company for the technical support of your Satellite Symposium, the transmission of your Satellite Symposium (audio and slide) will not be possible on the screens outside your lecture hall and the speaker name will not be displayed at the lectern.
IS IT REALLY WORTH THE TROUBLE?

Use the official housing agency!

Our hotel management experts care about your travel experience and are dedicated to exceed your expectations.
BENEFITS OF SPONSORS

MAILING TO PREREGISTERED PARTICIPANTS
One Mailing will be sent to all preregistered participants through the Congress Secretariat including general information on the congress as well as the title and link to the detailed Satellite programme. This e-mail will be sent a few weeks prior to the congress. You may therefore send us a respective announcement (PDF-file) of your Symposium until 28 August 2015.

COMPLIMENTARY REGISTRATIONS
According to the sponsoring contract all Satellite Organizers are entitled to 3 free registrations. Companies are requested to inform Ms Martina Mutter (registration.ectrims@congrex-switzerland.com) of the persons who should benefit from the free congress registrations. Please provide name, complete postal address and e-mail for each participant.
GENERAL INFORMATION

ACCOMMODATIONS

All requests for accommodation information or reservations should be directed to the official travel agency.

HOTEL & TRAVEL

Congrex Travel Ltd.
Peter Merian-Strasse 80
4002 Basel / Switzerland

Hotel: T +41 61 690 94 11 / E hotel.ectrims@congrex-switzerland.com
Travel: T +41 61 560 75 60 / E flight.ectrims@congrex-switzerland.com

Online booking

Participants can book their hotel room via internet www.ectrims-congress.eu. Full pre-payment by credit card (Visa, Mastercard or Amexcard) is mandatory if you register online. Each participant will receive a confirmation.

Please be aware that hotel accommodation is subject to availability.

For group reservations (more than 10 rooms), please contact Congrex Travel directly.

MEETING ROOMS

There is a limited number of meeting rooms available within the congress venue. If you are interested in renting a meeting room, please fill in the online form available on the website www.ectrims-congress.eu under “General Information”.

PRESS AND MEDIA

Press room

The press room will be located in the congress venue. It will be equipped with desks, online access, and electrical outlets for laptop computers. ECTRIMS press releases, abstracts and other relevant information will be available. Limited computer facilities will be available.

Press conference room

The Congress Secretariat will make a press conference room available for companies to hold their official press conferences at the ECTRIMS 2015. The room can be rented for a package fee including standard technical equipment.
Press conference slots
Press conferences can only be organized outside of the ECTRIMS scientific programme. Slots for press conferences have to be approved by the Congress Secretariat.

Embargo Policies

Embargo Policy as of 2011

Normal Abstracts: all abstracts accepted for ECTRIMS can be published at congress website and in press releases as of 23 September 2015 (2 weeks prior to the congress). Coverage in Satellite Symposia at the congress is permitted.

Late-Breaking Abstracts: are published in the abstract book and available on the congress website on the first day of the congress. Also coverage in Satellite Symposia or in press releases is permitted as of the first day of the congress.

Top line data: Journalists or sponsors who wish to issue press releases that contain no actual data related to the presentation but provide “top line” information for release in advance of the normal embargo date need the specific approval of the ECTRIMS Executive Committee, who may require changes in the text before permitting release. Please contact the Congress Secretariat for details.

Media Embargo Violations

Individuals and/or sponsors who violate these ECTRIMS media embargo policies may face sanctions relating to current and future abstract submissions, presentations and visibility at ECTRIMS Congresses.
REGISTRATION

Registration has to be done via the registration department or the congress website www.ectrims-congress.eu (unless included in a group registration, see below).

Group Registration

You have two possibilities:

1) Registration without group contract

In order to proceed with your group registration, please select “group registration”. First you need to select a package to purchase (please click on “buy contingent” for the required amount of registrations and other tickets if needed). You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer. A different invoice address can be added separately. The invoice must be paid latest 12 August 2015.

Individual participant’s data can be entered under “add participants” Please note that an individual email address for each participant is required. Once the entry of participant data is completed, the tickets (registration fees, teaching courses, etc) can be allocated to individual participants (click on “Distribution”)

The data must be completed by 12 August 2015 in order to guarantee the lower registration fees. Should you not use the full contingent until the deadline, the higher fees will apply automatically. The fee for a name change is 30 EUR.

2) Registration with group contract

There is the possibility to sign a group contract where you buy a package ("buy contingent") for a defined number of participants until 12 August 2015. Full payment must be completed by that date to validate the contract. “Add participants” will be available as soon as full payment and the signed contract has been received. The advantage of a group contract is, that you have time to enter the participant data until 2 September 2015. Free name changes are also permitted until that date, after that date the name change fee is 30 EUR.

For further information please contact registration.ectrims@congrex-switzerland.com.

SOCIAL ACTIVITIES

No social activities by pharmaceutical companies are permitted before the daily closure of the ECTRIMS 2015 scientific programme. On Wednesday, 7 October, during the official Networking Event, no social activities are permitted. The same rule applies for the time a satellite symposium organised by a competitor takes place.

Dinner or other social activities organised by a pharmaceutical company are allowed on Thursday, 8 October 2015 and Friday, 9 October, after the official programme. Please do get the approval by the Congress Secretariat.
ORDER FORM: PROMOTION FOR YOUR SATELLITE SYMPOSIUM

Satellite symposium organiser: ..........................................................................................................................

Agency in charge: ................................................................................................................................................

Key contact

Mr  Ms ............................................................................................................................................................

Date and time of symposium: ............................................................................................................................

Invoice address:

Company ...............................................................................................................................................................

Street .................................................................................................................................................................

P.O. Box ............................................................................................................................................................

Zip Code, City .......................................................................................................................................................

Country ...............................................................................................................................................................

Purchase Order No: ............................................................................................................................................

VAT No: .............................................................................................................................................................

Please tick the box of your requested promotional activities

Advertisement in the final programme

☐ 4th cover page € 14'000

☐ Full inside page € 2'500

☐ Bag insert € 6'000

☐ Distribution of flyers € 6'000

Day /Time .........................................................................................................................................................

☐ Push notification € 4'000

☐ Webcast of Satellite Symposium € 15'000

Date: .............................................................................................................. Signature: ..........................................

Please return this order form by 21 August 2015 to:

Please return this order form to Congrex Switzerland Ltd.
Industry Relations
ECTRIMS 2015
Peter Merian-Strasse 80
P.O. Box
4002 Basel, Switzerland

Phone: +41 61 686 77 77
Fax: +41 61 686 77 88
E-mail: industry.ectrims@congrex-switzerland.com
ORDER FORM: HOSTESSES AND MINISCANNERS

Satellite symposium organiser: ......................................................................................................................

Agency in charge:..............................................................................................................................................

Key contact □ Mr □ Ms ........................................................................................................................................

Date and time of symposium: ..............................................................................................................................

Invoice address:

Company ............................................................................................................................................................

Street ........................................................................................................ P.O. Box ............................................................

Zip Code, City ....................................................................................................................................................

Country ............................................................................................................................................................

Purchase Order No: ..........................................................................................................................................

VAT No: ............................................................................................................................................................

Price per hostess / 4 hours (minimum): € 40 / hour excl. 21% VAT

Number of hostesses required: 

Employment date: .............................................................................................................................................

Employment time: .............................................................................................................................................

Rental fee for 1 MiniScanner: € 250

Duo-Pack, 2 MiniScanners: € 450

Additional MiniScanner each: € 220

Rental fee includes
- Use of MiniScanner during the Satellite Symposium
- Delivery of the excel file after the event

We order _____ scanners

Date: ........................................................................ Signature: ........................................................................

Please return this order form by 21 August 2015 to:

Please return this order form to Congrex Switzerland Ltd. Industry Relations
ECTRIMS 2015
Peter Merian-Strasse 80
P.O. Box
4002 Basel, Switzerland
Phone: +41 61 686 77 77
Fax: +41 61 686 77 88
E-mail: industry.ectrims@congrex-switzerland.com
ORDER FORM: PUSH NOTIFICATION

Satellite symposium organiser:  

Agency in charge:  

Key contact  

Date and time of symposium:  

Invoice address:  

Company  
Street  
P.O. Box  
Zip Code, City  
Country  

Purchase Order No:  

VAT No:  

Price per push notification (max. one push notification per Satellite Symposium): € 4'000 excl. 21% VAT

Text for push notification (max. 200 characters):

Preferred day and time  

The organising secretariat will enter and schedule all announcements and push notifications over the course of the 4 days and ahead of the 31st ECTRIMS Congress 2015.

Date:  
Signature:  

Please return this order form by 21 August 2015 to:

Please return this order form to  
Congrex Switzerland Ltd.  
Industry Relations  
ECTRIMS 2015  
Peter Merian-Strasse 80  
P.O. Box  
4002 Basel, Switzerland  

Phone:  
Fax:  
E-mail: industry.ectrims@congrex-switzerland.com
ORDER FORM: SATELLITE SYMPOSIUM BADGES

Satellite symposium organiser: ..................................................................................................................

Agency in charge: .................................................................................................................................

Key contact:  ☐ Mr  ☐ Ms  .......................................................................................................................

Date and time of symposium: ..............................................................................................................

Invoice address:

Company ................................................................................................................................................
Street ........................................................................................................ P.O. Box ................................................
Zip Code, City ................................................................................................ Country  ....................................

Purchase Order No: .............................................................................................................................

VAT No: ............................................................................................................................................... 

Each symposium organiser is entitled to 10 free satellite symposium badges valid for entering the satellite symposium only. Additional badges will be charged with € 15 per badge.

We herewith order the following badges for our symposium staff:

→ Please type and fax or send an e-mail with the ref. “Symposia” to industry.ectrims@congrex-switzerland.com.

First name: ........................................................................................................................................
Surname: ...........................................................................................................................................
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Date: ........................................................................................................................................ Signature: ........................................................................................................................................

Please return this order form by 21 August 2015 to:

Please return this order form to: Congrex Switzerland Ltd. Phone: +41 61 686 77 77
Industry Relations Fax: +41 61 686 77 88
ECTRIMS 2015 E-mail: industry.ectrims@congrex-switzerland.com
Peter Merian-Strasse 80
P.O. Box
4002 Basel, Switzerland
Shipping Instructions ECTRIMS 2015 in Barcelona

Introduction

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and handling agent for ECTRIMS 2015. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue.

The range of services provided by Merkur Expo Logistics include

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Berlin. Please follow the instructions closely.

General Dates

Build Up: October 5th, 08:00 – 20:00 hrs
October 6th, 08:00 – 20:00 hrs

Break Down: October 10th, 18:00 – 24:00 hrs
October 11th, 08:00 – 20:00 hrs
Consigning of Shipments and Deadline Dates
Road Freight

Full Load Trucks / Part Load Trucks
Scheduled Un-Loading / Re-Loading

Due to the limited space of the venue and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the “Freight & Loading Form” to Merkur Expo until Friday, 25th of September 2015. You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given until Wednesday, the 1th of October. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Delivery address

Merkur Expo Logistics GmbH
C/O CCIB
Plaça de Willy Brandt 11-14
ES - 08019 Barcelona

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

Groupage / Courier Shipments

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse.
International shipments will be accepted by the advance receiving warehouse until September 25th. Please consign your shipment to:

Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F  D E M  HÖHCHE N  2  
56587 Oberhonnefeld  
C/O ECTRIMS 2015  
Exhibitor:______ Booth No.:________

Airfreight

Airport of arrival: Frankfurt (FRA)  
Arrival Deadline: 25th of September 2015

Oceanfreight

Port of arrival: Barcelona  
Arrival Deadline FCL: 25th of September 2015  
Arrival Deadline LCL: 18th of September 2015

Consigning Address for AWB, B/L

Merkur Expo Logistics GmbH  
c/o ECTRIMS 2015  
Rheinstrasse 2  
65760 Eschborn
**Customs Clearance (applicable for NON-EU-countries only)**

Temporary entries (goods returning to origin after the show):

- Carnet ATA for temporary imports
- Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by German customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to German Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

Permanent entries (goods to be consumed during the show):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

- 3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)

- Please issue separate Invoices and separate packing for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Proforma-Invoices must be addressed to:

Merkur Expo Logistics GmbH
Rheinstraße 2
65760 Eschborn

- Certificate of Origin (Form A / EUR.1) if applicable

You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.
Restricted products:

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- any kind of food or beverages

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.

Labeling (Bag Inserts / Stand Material)

All shipments to our advance receiving warehouse must be labeled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

Shipping Advise

All shipments to the ECTRIMS 2015 need to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

Storage

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

Accessible Storage

If you require assessable storage of promotion material please let us know seven days prior to the opening if the congress. Small quantities of storage material can be handed over to our on-site staff.
Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors’ responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official ECTRIMS 2015-Forwarding & Handling Tariff.

All work undertaken is subject to the German Forwarders terms and conditions, CMR, newest edition, ADSP trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact Details:

For all international exhibitors or suppliers:

Merkur Expo Logistics GmbH
Mr. Bernd Blum
+49-6173 966 9511
Email: Bernd.Blum@Merkur-expo.com
FREIGHT, CLEARING, LOADING FORM

DEADLINE DATE FOR RECEIPT: 25th of September 2015
You may also request freight handling services using this form!
Return to Bernd Blum at fax: +49 6173 966 9529 or email to Bernd.Blum@Merkur-Expo.com

| Company name: |
| Exhibitor name: |
| Hall / Stand no.: |
| Contact name: |
| Contact email: |
| Contact phone: |
| Invoicing address: |
| City: | Zip code: |

Billing details:

Master card No.: 
Expiry date: 
Sec. code: 
Card holder: 

Shipment details:

No. of pieces: 
Weight: 
Cubage: 

If the shipment details exceed space limitations pls. provide us that information on an extra page!

MERKUR FREIGHT SERVICES
Please indicate here if you require Merkur to contact you regarding any of the following services:

☐ National / International shipping (from your address to stand in Barcelona and / or backwards)
☐ Logistical Handling / Storage on site in Barcelona

URGENT REMARKS

- Merkur Expo Logistics is sole official forwarder for ECTRIMS 2015, Barcelona.
- Please see official handling tariff on the following page
- All shipments must be preadvised by using this form sheet
- Please take care of logistical handling instructions
Bag Inserts

Sponsor: ______________________

Consignee: Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F DE M HÖCHCHEN 2
56587 Oberhonnefeld

___________________________ / __________
No of Pieces