


WAY FORWARD
IN BETTER
UNDERSTANDING
PID

 th
**Biennial
Meeting**

of the European Society for Immunodeficiencies

FLORENCE | ITALY

October 3-6, 2012

Join us in the city of the *Renaissance* for:

- > A high quality scientific programme.
- > Interactive discussions on the diagnosis, prevention and treatment of PID diseases.
- > Updates on the latest findings in PID.
- > Collaborative research opportunities.
- > Networking with colleagues.



Symposia Technical Manual

www.esid2012.org



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IMPORTANT NOTE - ITALIAN REGULATIONS

- **Pharmaceutical Companies** participating as sponsors or exhibitors **MUST** be registered at the Italian Ministry of Health.
- Companies must send the Italian Ministry of Health the names of physicians they intend to support at the Meeting.
- Registration at the Ministry of Health **MUST** be made up to 70 days prior to the Meeting.
- Registration procedure will be made through a local agency, who will forward the registration request to the Italian Health Ministry.

Our agent's details are:

TWT Worldwide Tours & Meetings

Ms. Anna Lupidi

TWT Team

Magia Travel s.r.l.

Via Cagliari 13, 00198 Rome

Phone: +39 06 44249321 Fax: +39 06 44249326

E-mail: alupidi@tw-team.it

- It is the company's responsibility to execute the procedure directly through the local agent.

Section 1: CONTACT PERSONS & GENERAL INFORMATION

Project Manager

Mr. Bastiaan Schot
Telephone: +31 20 763 0513 ext. 113
Fax: +41 22 906 9140
Mobile: +31 6 1036 3030
Email: bschot@kenes.com

Accommodation and Registration

Mr. Udi Kanner
Tel: +41 22 908 0488 ext. 552
Fax: +41 22 9069140
Email: ukanner@kenes.com

Audio-Visual Coordinator

Mr. Mike Perchig
Email: nest@nest-av.com

Catering

Ms. Elisabetta Andrei
Gerist s.r.l. Ufficio commerciale: Via G. Fabroni
74 50134 Firenze
Telephone: +39 055 463 3692
Fax: +39 055 463 3708
Email: e.andrei@gerist.it

Meeting Secretariat

Mr. Niels Fundter / Ms. Raya van Hugten
Associate Project Managers
ESID 2012
1-3 Rue du Chantepoulet, PO Box 1726
CH-1211 Geneva 1, Switzerland
Telephone: +31 20 763 0106
Fax: +31 20 763 0511
Email: nfundter@kenes.com

Meeting Website

For updated information about the meeting, please visit: <http://www.kenes.com/esid2012>

Manpower

Ms. Simona
Telephone: +39 055 342222
Email: info@italianaservizi.it

Meeting/Hospitality Rooms

Mr. Niels Fundter / Ms. Raya van Hugten
Associate Project Manager
Telephone: +31 20 763 0106
Fax: +31 20 763 0511
Email: nfundter@kenes.com

Shipments & Freight Forwarding

Hermes Exhibitions and Projects Ltd.

Ms. Zehavit Akerman

Telephone: +49 69 747 848

Mobile: +972 52 889 0129

Email: zehavitak@hermes-exhibitions.com

Technical Manager

Ms. Sarit Mor

Telephone: +41 22 908 0488 ext. 563

Fax: +41 22 906 9140

Mobile: +972 54 678 7850

For all questions: Email: tfox@kenes.com

Venue

Ms. Annarita Buracchi

Firenze Fiera Meeting & Exhibition Center

Sede Legale e Operativa

Piazza Adua n.1, 50123 Firenze

Italy

Telephone: +39 055 4972 211

Email: buracchi@firenzefiera.it

Website: www.firenzefiera.it

Section 2: TIMETABLE

The symposia will take place in the Cavaniglia Pavilion, the Spadolini Pavilion and the Teatrino Lorenese of the Firenze Fiera S.p.A. Meeting & Exhibition Center.

In all Meeting publications, the halls will be referred to as follows:

Hall A= Cavaniglia Pavilion

Hall B= a built hall for 400x pax in the Spadolini Pavilion

Hall C= Teatrino Lorenese

Please refer to the halls as such in your printed material.

Date	Time	Hall A	Hall B
Thursday, October 4	13:35-14:45	Satellite Sponsored by Grifols	Satellite Sponsored by CSL Behring
Friday, October 5	12:45-14:45	Satellite Sponsored by Baxter	

Section 3: SATELLITE SYMPOSIA HALLS

Hall A:

Capacity	1000 seats in theatre style
Ceiling Height	3.9 meters
Stage	12 meters wide x 4 meters deep x 0.5 meters high)*.
Speaker Lectern	Vertical 42" Plasma screen in front of the lectern projecting the name of the speaker and the logo. (See photo on page 10)
Head Table	4 meters wide x 0.75 meter high. 6 people can sit at this table.

Please Note:

*These measurements are gross dimensions. We will advise you of the actual available space after we finalize the decoration specifications on the stage.

**The secretariat (nfundter@kenes.com) as well as Tsivya Fox at: tfox@kenes.com must be advised as to how many speakers will be seated on the stage by September 3, 2012.

The general stage setting includes decoration, projection screens, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Ms. Tsivya Fox at: tfox@kenes.com to make arrangements.

Please note: The coffee and lunch breaks prior to sessions is the time that may be used for organizing and branding the room.

For the most updated timetable, please visit the website at: <http://www2.kenes.com/esid2012/scientific/Pages/ScientificProgram.aspx>

Hall B:

Capacity	400 seats in theatre style
Ceiling Height	3.3 meters
Stage	For the Lectern: 2 meters wide x 2 meters deep x 0.40 meter high For the Head Table: 6 meters wide x 2.50 meters deep x 0.40 meters high*
Speaker Lectern	1.10 meters high x 0.79 meters wide. A graphic panel may be attached to the front of the lectern. (See photo on page 9)
Head Table	2.5 meters wide x 0.75 meter high. 4 people can sit at this table. Should you need more seating space, please let us know (as noted below).**

Please Note:

*These measurements are gross dimensions. We will advise you of the actual available space after we finalize the decoration specifications on the stage.

**The secretariat (nfundter@kenes.com) as well as Tsivya Fox at: tfax@kenes.com must be advised as to how many speakers will be seated on the stage by September 3, 2012.

The general stage setting includes decoration, projection screens, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Ms. Tsivya Fox at: tfax@kenes.com to make arrangements.

Please note: The coffee and lunch breaks prior to sessions is the time that may be used for organizing and branding the room.

For the most updated timetable, please visit the website at:
<http://www2.kenes.com/esid2012/scientific/Pages/ScientificProgram.aspx>

Hall C:

Capacity	250 seats in theatre style
Ceiling Height	6.5 meters
Stage	6 meters wide x 2.50 meters deep x 1 meter high*
Speaker Lectern	1.10 meters high x 0.79 meters wide. A graphic panel may be attached to the front of the lectern. (See photo on page 9)
Head Table	2.5 meters wide x 0.75 meter high. 4 people can sit at this table. Should you need more seating space, please let us know (as noted below).**

Please Note:

*These measurements are gross dimensions. We will advise you of the actual available space after we finalize the decoration specifications on the stage.

**The secretariat (nfundter@kenes.com) as well as Tsivya Fox at: tfox@kenes.com must be advised as to how many speakers will be seated on the stage by September 3, 2012.

The general stage setting includes decoration, projection screen, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Ms. Tsivya Fox at: tfox@kenes.com to make arrangements.

Please note: The coffee and lunch breaks prior to sessions is the time that may be used for organizing and branding the room.

For the most updated timetable, please visit the website at:
<http://www2.kenes.com/esid2012/scientific/Pages/ScientificProgram.aspx>

Lectern



Head table
For illustration only



Section 4: AUDIOVISUAL (AV) EQUIPMENT

Hall A

- 4 x front projection screens, image of 5 m' w x 3 m' h each.
- 1 x front projection screen behind the stage, image of at least 3.00 m' w x 2.25 h m'.
- 5 x Data projectors, at least 6000 ansi-lumens each - including the necessary VGA cables between the projectors and Data/Video control system at the AV Control desk.
- Data/Video control system, including Data/Video seamless switcher, 2nd. Laptop computer for control & back-up, all the necessary VGA cabling to the lectern and to the Data projector.
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection
- 42" Confidence monitor in front of the head table, showing the same image as being projected on the main screens.
- Laptop computer for PowerPoint presentations, including English version of Windows 7, English version of Office 2010, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Green Laser pointer (as back-up, we recommend **using the cursor of the laptop computer** as a pointer).
- P.A. (sound) system which covers the hall, including 11 **wired** microphones (3 head table, 2 lectern, 6 question and answer) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors on stage, for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 3 x English speaking AV technicians to operate the above-mentioned systems.



For illustration only

- * The Symposium Logo may be projected on the 4 front projection 5 m' w x 3 m' h each screens and in front of the lectern during the entire Symposium. Please contact the AV Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com) in order to design the images according to the required resolution. The "virtual" banners can include the name and logo of Sponsoring Company, the title/name of the Symposium and the name/Logo of the Meeting.

Hall B

- 2 x front projection screens, image of 3.00 m' w x 2.25 h m' each.
- 2 x Data projectors, at least 3000 ansi-lumens each - including the necessary VGA cables between the projectors and the laptop computer at the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows 7, English version of Office 2010, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend **using the cursor of the laptop computer** as a pointer).
- P.A. (sound) system which covers the hall, including 5 **wired** microphones (2 head table, 1 lectern, 2 question and answer) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors on stage, for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x English speaking AV technicians to operate the above-mentioned systems.

Hall C

- Front projection screen, image of 3.60 w m' x 2.70 h m'.
- Data projector, at least 4000 ansi-lumens - including the necessary VGA cables between the projector and the laptop computer at the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows 7, English version of Office 2010, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend **using the cursor of the laptop computer** as a pointer).
- P.A. (sound) system which covers the hall, including 5 **wired** microphones (2 head table, 1 lectern, 2 question and answer) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors on stage, for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 1 x English speaking AV technician to operate the above-mentioned systems.

If you would like to arrange for any additional AV equipment (i.e. additional microphones, audio and/or video recording, voting system, simultaneous translation system, etc.), time slot for rehearsals, AV equipment for small meetings, etc., please contact Mr. Mike Perchig, the AV Coordinator, directly at: nest@nest-av.com

Section 5: PROMOTING YOUR SATELLITE SYMPOSIUM PRIOR TO THE MEETING

- **Satellite Symposium invitation for inclusion in participants bags**

Should you wish to promote your satellite symposium, the organizers will be happy to insert an invitation into participant bags free of charge.

a) Please e-mail the draft of your invitation (including graphic design) **prior to printing** for approval to: Mr. Niels Fundter at: nfundter@kenes.com no later than Friday, August 31, 2012. We recommend that the invitation does not exceed A4 size. Preferred size: A5.

b) Once the invitation is approved, please send **2000** invitations as per the shipping instructions at the end of this manual. Please make sure to mark all boxes clearly: "FOR INSERTION INTO PARTICIPANTS BAGS – ESID 2012". Please make sure to send this material separately from any exhibition material. Your invitations must arrive no later than **Monday, October 1, 2012 at 10:00**.

c) Please supply to Mr. Niels Fundter at: nfundter@kenes.com the name, e-mail and mobile telephone number of the contact person in charge of this material, in case of any on site problems.

****Please Note: All shipments and deliveries, including those sent by courier, must be coordinated with Hermes. Please find detailed instructions in the "Shipping" section of this manual.**

Section 6: PROMOTING YOUR SATELLITE SYMPOSIUM AT THE MEETING

- **Distribution of material at hall**

A table will be placed outside the satellite symposium halls for distribution of material.

- **Signs for Satellite Symposia**

- a) Kenes International will provide 1 sign for each satellite symposium: size 88 cm width x 204 cm length, to be placed at the entrance of the session hall. The sign will include: name of satellite symposium, logo of sponsoring company and the ESID logo.
- b) During the satellite symposium, your company is allowed to place in the session hall 2 additional signs for Hall A and 3 additional signs for Halls B and C.
 - 1 free standing vertical sign to be placed on the stage inside the session hall measuring up to 1.50 meters wide x 2.50 meters high
 - 1 horizontal sign placed on the head table.Note: the exact measurements are found in Section 3.

For Halls B and C:

-1 sign placed on the front of the speaker lectern.

Note: the exact measurements are found in Section 3.

- **Poster Board**

You will be allocated a poster board to advertise your satellite symposium.

The board will be situated at the entrance of the exhibition area.

Size of poster cannot exceed 85 cm wide x 120 cm high.

Mounting: Tuesday, October 2, 2012

The poster will be on display throughout the Meeting.

- **Satellite Symposium Information Signs**

You are allowed to place three 50 cm wide x 70 cm high signs advertising your satellite symposium at the designated places **ON THE DAY OF YOUR SATELLITE SYMPOSIUM ONLY** and not on the days prior to the event.

Please make sure to bring your own easels.

Designated areas = 1 sign near the registration area and 2 additional signs to be placed while on site.

- **Company logo**

The logo of your company will appear in the Final Programme and on the acknowledgement sign at the Meeting. In order to ensure good quality, please make sure to send us the logo in eps, illustrator, jpg or pdf format – 300 dpi.

The logo must be received by August 20, 2012 to Mr. Niels Fundter at:

nfundter@kenes.com

It is the Sponsor's responsibility to review and comply with the local authorities' "Regulations of Practice on the Promotion of Medicines: EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org."

These regulations are generally relevant to the promotion of products by means of advertisements, posters, distribution of give-aways, etc.

Section 7: MISCELLANEOUS INFORMATION

Catering

To arrange for catering, either before or after your satellite symposium, please contact directly the official caterers.

Please note that lunch boxes will be served inside the room and buffet style food will be served outside.

Catering is exclusive to the venue. Please note that “corking” fees apply to any food or drinks brought into the venue.

Contact:

Ms. Elisabetta Andrei

Gerist s.r.l. Ufficio commerciale: Via G. Fabroni

74 50134 Firenze

Telephone: +39 055 463 3692

Fax: +39 055 463 3708

Email: e.andrei@gerist.it

ENTRY PASSES FOR YOUR STAFF TO YOUR SATELLITE ROOM

In order to receive special entry passes for staff to access your Satellite Symposium room (only), please send a list of the staff names to Mr. Udi Kanner at: ukanner@kenes.com no later than September 3, 2012. Special badges will be prepared and may be picked up from the registration desk.

Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium. For further information about barcode readers, please visit the following website:

<http://www.codecorp.com/assets/manual/C004387-06-CR3500-user-manual.pdf>

Barcode readers may be rented in advance at the rate of €300 per system for the duration of the Meeting.

Please Note:

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

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

The system may be picked up onsite at the Exhibition Manager's Desk. Earliest pick up time is in the morning of Tuesday, October 2, 2012. The lead retrieval system needs to be returned to the Exhibition Manager's Desk on Saturday, October 6, 2012 by 14:30.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please find on the following page a credit card order form. Before September 5, 2012, please fax this form to the attention of: Ms. Tsivya Fox at: +41 22 906 9140.

Lead Retrieval Wireless Barcode Reader Order Form

Please Note:

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

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

To order: Please fax this form before September 5, 2012 to the attention of:
Ms. Tsivya Fox at: +41 22 906 9140 or tfox@kenes.com

Thank you for your order of the lead retrieval wireless barcode reader. We hope that you will find this system an enhancement to your Meeting experience.

Please fill out this form which provides us with your credit card details. Your card will be charged €300 for each system you order. Please note that if the system is not returned to the Exhibition Manager's Desk by Saturday, October 6, 2012 by 14:30, an additional €1500 charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.
If you are in need of any assistance while on site, please approach the Exhibition Manager's Desk.

Number of lead retrieval wireless barcode readers requested: _____

Authorization for Credit Card Charges

Name of Company:

We authorize Kenes International – Organizers of Meetings to make the charge of €300 for each lead retrieval wireless barcode reader ordered for the 15th Biennial Meeting of ESID, INGID and IPOPI, which will be held in Florence, Italy, from October 3-6, 2012.

Credit Card details to be charged:

Number: Expiration date:
.....

Name of Card holder:

E-mail address:

Address: (as per Credit card records):

VAT number.....

Telephone number:

Security digits (on the back of the credit card).....

Date:

SIGNATURE of Card holder:

MANPOWER

You will be provided with 1 hostess at the Hall entrance to supervise participant flow and 1 technical assistant to help you 30 minutes prior to your satellite.

If additional manpower is required (i.e. hostesses for registration or distribution of materials), please contact:

Ms. OLIVIA IORI

Samarcanda Servizi srl

Via Ragazzi del '99, 78

50141 Firenze

Tel/fax +39 055413997

Email: info@samarcandaservizi.it

Section 8: REGISTRATION & ACCOMMODATION

MEETING ROOMS/HOSPITALITY ROOMS

In order to arrange for a meeting or hospitality room, please contact: Esid@kenes.com. Please include the date the room is needed, time and AV or catering requirements.

GROUP REGISTRATION POLICY

Group Registration procedure will be valid for a minimum of 10 participants and up.

To facilitate your group registration, you are requested to return the signed policy by fax and complete the following group registration form together with your payment.

For more information about group registration and accommodation, please contact Mr. Udi Kanner at: ukanner@kenes.com

The 15th Biennial Meeting of the [European Society of Immunodeficiencies](#) (ESID 2012), Florence, Italy, October 3-6, 2012

GROUP REGISTRATION POLICY AND FORM

The group registration process is valid for a minimum of 10 delegates or more.

In order to facilitate your group registration, please complete this form together with the payment and return by fax to **ESID 2012 Registration Department**, Fax: +41 22 9069132 or E-mail to: ukanner@kenes.com

In order to benefit from the early registration fees, please ensure the signed form and payment is received **before August 3, 2012**.

At this stage the name list of delegates is not required; you are welcome to register your group by stating number of participants only and send us the **FINAL names** no later than **September 10, 2012**. Please do not send preliminary name lists.

Name changes (up to 15% of total participants) will be permitted free of charge until **September 15th, 2012**. After this date, any name change will be subject to EUR 20 charge per name.

On site Pre-Registration pick up for groups will be available upon request; Groups' representatives are welcome to coordinate a personal meeting with Ms. Daniela Bloch, dbloch@kenes.com. At this meeting you will receive the registration kits and Meeting bags with the printed Meeting material. We recommend booking this meeting before **September 10, 2012**.

Payment is accepted by credit card or bank transfer. Credit card payment is subject to additional 3-4% commission.

Cancellation policy:

- Cancellations received until August 3, 2012 – full refund less €35 handling fee.
- Cancellations received between August 4 and August 28, 2012 – 50% will be refunded.
- After August 28, 2012– no refund will be made.

Fees for Congress Participants include:

- Attendance to all scientific sessions
- Delegate's bag with Congress material
- Entrance to the Exhibition
- Lunches and coffee breaks according to the program
- Invitation to the Welcome Reception

Company _____ Signature _____ Date _____.

The 15th Biennial Meeting of the [European Society of Immunodeficiencies](#) (ESID 2012), Florence, Italy, October 3-6, 2012

Group registration form

Registration Fees in Euro (Fees apply to payments received prior to the deadlines)

	Early Bird Until August 3, 2012	Regular August 4-September 15, 2012	Onsite September 16, 2012
ESID Member	€350	€450	€500
ESID Member Junior	€200	€300	€350
ESID Non Member	€475	€575	€625
ESID Non Member Junior	€325	€450	€475
INGID Member	€150	€200	€300
INGID NON Member	€250	€350	€400
IPOPI Member	€150	€200	€300
IPOPI Non Member	€250	€350	€400
ESID Annual Dinner	€75		

Group Registration details:

Required category: _____ No. of registrations required: _____

Pharmaceutical company: _____

This form was submitted by:

Company name: _____.

Contact person: _____.

VAT number (**mandatory**): _____

Chosen payment method (Bank transfer/VISA/AMEX/MC) _____

(E-mail): _____

Signature _____

Date _____

Section 9: SHIPPING

Please find at the end of this manual the full shipping instructions and labels for sending your items. Please take note that the color and title of the label is a correct marker for the materials you are sending.

INSERTS FOR PARTICIPANT BAGS

Inserts for participant bags should arrive to the Meeting venue no later than **Monday, October 1, 2012 at 10:00**

In order to follow up your shipment and to confirm arrival on time we kindly ask you to provide the official shippers with the following information prior to shipping:

- 1) Number of pieces (pallets, boxes, cartons, etc.)
- 2) Way of transport (road freight, courier services, airfreight, ocean)
- 3) Airway bill number

It is very important to put the right labels on the boxes and to mark:

“FOR INSERTION INTO PARTICIPANTS BAGS – ESID 2012”.

Labels and marking instructions are found at the end of this manual.

For any question regarding shipping and on site services you are welcome to contact the official shippers: Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com

Section 10: SHIPPING INSTRUCTIONS AND FORMS



ESID 2012 Florence Italy

October 3-6, 2012

Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2012.

We are a full door to door service company.

As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Onsite Handling

Due to security, insurance and organizer policy, Hermes-Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Door to door shipments <i>ready for pick up</i>	September 13, 2012
Airfreight shipments Arrival to Frankfurt airport	September 19, 2012
Shipment via Germany warehouse	September 24, 2012
Exhibition goods - Direct deliveries to Congress venue	October 1, 2012

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) **Insert-for participant bags**
- (2) **Marketing/promotion material-for unmanned display**
- (3) **Exhibition goods-for exhibition stand only**

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please send all airfreight shipments to Frankfurt airport only. Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

Merkur Expo Logistics GmbH
65760 Eschborn – Germany
Tel: +49 6173 966 95 11
Att: Mr. Bernd Blum

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

Documents:

Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

The above instructions are only for Airfreight shipments.

3. Shipment via Frankfurt Warehouse

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
Erlenstrasse 1 – 9
56587 Oberhonnefeld
Germany
Att: Dirk Dewald
Tel: +49 2634 95 44 50

4. Direct Deliveries to Congress Venue

Domestic Cargo /courier shipments / full load trucks

- ❖ **Inserts for the bags** will be accepted only on October 1, 2012 from 08:00-10:00
- ❖ **Exhibition goods** will be accepted starting from October 1, 2012

Delivery Address:

Firenze Fiera
Piazza Adua, 1, 50123 Firenze

FOR : ESID 2012 congress

Att: Mr. Bernd Blum
Tel: +49 175 5880 291

Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

Shipments will be accepted in the show site by our representative starting from the first move in date. Shipments arriving before that time will not be accepted.

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments

Heavy and oversized shipments applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify "Hermes - Merkur" immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the German forwarders terms and conditions (ADSp).

We wish you a successful experience!
Hermes – Merkur

1. INBOUND	EURO - €
1.1 Air Freight From free arrival Frankfurt airport up to free delivered booth including: <ul style="list-style-type: none"> • Transfer from airport to the warehouse • Transfer from warehouse to the show site • Delivery to the booth • 1 CBM = 300 KG 	Monday – Friday normal working hours 08:00 – 17:00
Minimum per shipment	325.00
Up to 250 kg	2.05/kg
Up to 500 kg	1.55/kg
Up to 1000 kg	1.40/kg
Above 1000 kg each additional kg	1.35/kg
Airport taxes, storage, fees etc. will be calculated as per outlay, Fees for an advanced payment	10%
1.2 Truck Freight Groupage From free arrival Germany warehouse (56587 Oberhonnefeld)up to free delivered booth including: <ul style="list-style-type: none"> • Unloading and transfer to show site • Delivery to the booth • 1CBM = 300 KG 	
Per CBM or part of	90.00/cbm / Min. 3 CBM
1.3 Truck Freight Full Loads <ul style="list-style-type: none"> • From free arrival venue up to free delivered stand, first time spotted • 1CBM = 300 KG 	
Per CBM or part of	75.00/cbm / Min. 3 CBM
Truck 7.5 T	790.00
Truck 13.6 M	1420.00
1.5 Courier Shipments From free arrival venue up to free delivered stand, first time spotted	
Shipments up to 10 Kg	95.00
Shipments up to 50 Kg	115.00
2. CUSTOMS FORMALITIES	
2.1 Carnet ATA Temporary importation under ATA Carnet	190.00
2.2 Temporary Importation Temporary importation and/or re-exportation with commercial invoice	190.00
Customs bond fee	1.5% CIF VALUE Min 150.00
2.3 Permanent Importation Per shipment/ per document/ per exhibitor	190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax	10%
2.4 Customs Inspection	55.00
2.5 Special Clearances (food, beverages, pharmaceuticals etc.)	Upon request
3. OTHERS	
3.1 Handling of empties (including storage) Handling of empties	60.00/cbm / Min. 2 CBM
Pallet jack or ladder	78.00 per piece
3.2 Forwarding commission - per order/shipment	75.00
3.3 On-site representative for service/support on-site - per order/shipment	55.00
4. OUTBOUND - Same rates will apply for outbound services	

Remarks

The above rates do not include Spanish VAT 18% that will be charges where applicable
Overtime surcharge (17:00 – 20:00) additional 35% on total move in/ out charges
Overtime surcharge (20:00 – 08:00) additional 75% on total move in/ out charges
Saturday additional 75% on total move in / out charges
Sunday & Holidays additional 100 % on total move in / out charges

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form duly filled in to HERMES.

E-mail: zehavitak@hermes-exhibitions.com

Pre advise - Material handling form & payment confirmation

Congress name	
Exhibitor name if applicable	
Stand # if applicable	

	Insert	Marketing	Exhibition Goods
Frankfurt Advance Warehouse			
Direct to Venue			
Door to Door			

Company details responsible for shipping

- Publisher**
- Stand Builder**
- PR Company**

Contact person

Tel

E-Mail address

SHIPMENT INFORMATION

Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

PAYMENT CONFIRMATION

This is to confirm that the payment for handling the above cargo will be covered by our company.

COMPANY NAME _____ **VAT No.:** _____

STREET ADDRESS _____ **CITY** _____

ZIP _____ **STATE** _____

CONTACT _____ **PHONE** _____ **FAX** _____



E-M@IL _____

P. Order # _____

Credit card number _____ VISA / DINERS / MASTER CARD

Name of holder _____

Validity, month _____ year _____ Security code _____

The credit card number is only for guarantee.

Important!

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

EXHIBITION GOODS

For the exhibitor's stand only

Air freight shipments

Exhibitor's Name

Stand/ Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Congress: ESID 2012 - Florence - Italy

Box _____ out of

EXHIBITION GOODS

Via warehouse

Domestic Cargo / Courier Shipments / Full Loads

Exhibitor's Name

Stand/ Booth
Number

Contact Person

Mobile Phone

Congress ESID 2012 Florence Italy
HERMES - MERKUR

Schmitt Peterslahr
Erlenstrasse 1 – 9
56587
Oberhonnefeld
Germany
Mr Dirk Dewald

Box _____ out of _____

**Exhibition goods
Direct to venue**

Domestic Cargo / Courier Shipments

Exhibitor or company name

Stand/ Booth Number if
relevant

Contact Person

Mobile Phone

HERMES - MERKUR

**Congress: ESID 2012 - Florence -
Italy**

Firenze Fiera

Piazza Adua, 1, 50123 Firenze

Att: Bernd Blum

Tel: +49-175-5880290

Box _____ out of _____

INSERTS
For participant bags

Air freight shipments

Exhibitor or company name

**Stand / Booth Number if
relevant**

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn –
Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Congress: ESID 2012 - Florence - Italy

Box _____ out of _____

MARKETING/ PROMOTIONAL MATERIAL
For the congress unmanned display

Via warehouse

Exhibitor's Name

Contact Person

Mobile Phone

HERMES - MERKUR

**Congress ESID 2012 - Florence-
Italy**

Schmitt Peterslahr

Erlenstrasse 1 9

56587 Oberhonnefeld, Germany

Att: Mr. Dirk Dewald

Tel: +49 2634 95 44 50

Box _____ out of _____

INSERTS
Direct to venue

Domestic Cargo / Courier Shipments

Exhibitor or company name

Stand/ Booth Number if
relevant

Contact Person

Mobile Phone

HERMES - MERKUR

**Congress: ESID 2012 - Florence -
Italy**

Firenze Fiera

Piazza Adua, 1, 50123 Firenze

Att: Bernd Blum

Tel: +49-175-5880290

Box _____ out of _____

MARKETING/ PROMOTIONAL MATERIAL
For the congress unmanned display

Air freight shipments

Exhibitor's Name

Stand/ Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Congress: ESID 2012 - Florence - Italy

Box _____ out of

MARKETING/ PROMOTIONAL MATERIAL
For the congress unmanned display

Via warehouse

Exhibitor's Name

Contact Person

Mobile Phone

HERMES - MERKUR

Congress ESID 2012 Florence Italy

HERMES - MERKUR

Schmitt Peterslahr

Erlenstrasse 1 – 9

56587

Oberhonnefeld

Germany

Mr Dirk Dewald

Box _____ out of _____

**Marketing material
Direct to venue**

Domestic Cargo / Courier Shipments

Exhibitor or company name

Stand/ Booth Number if
relevant

Contact Person

Mobile Phone

HERMES - MERKUR

**Congress: ESID 2012 - Florence -
Italy**

Firenze Fiera

Piazza Adua, 1, 50123 Firenze

Att: Bernd Blum

Tel: +49-175-5880290

Box _____ out of _____