

# **EXHIBITORS MANUAL**



## **12<sup>th</sup> European Vascular Course**

**May 15 – 17, 2008**

**NH Grand Hotel Krasnapolsky  
Amsterdam, The Netherlands**



## Contents

General Information	page 3
Exhibition Floor Plan	page 4
Congress venue Floor Plan	page 5
A – Z Information	page 6
Registration Form Booth Personnel	page 8
Registration Form Extra Booth Personnel	page 9
How to reach the Grand Hotel Krasnapolsky	page 10
Terms & Conditions	page 11



## GENERAL INFORMATION

The following information concerns the exhibition and sponsor facilities for the 12th European Vascular Course

Your booth space is indicated on the exhibit floor plan enclosed.

The reserved booth space consists of **floor space only**. No shell scheme booth is provided by the organisation. Please contact the company A-Booth for more information about standard booth building.

A-Booth exhibition services  
Mr. Peter Noordman  
Zijtocht 8  
NL-1507 CD ZAANDAM  
T: +31(0)75- 6225581  
F: +31(0)75- 6225582  
M:+31(0)6-26510095  
E (personal): [peter@a-booth.nl](mailto:peter@a-booth.nl)  
E (general): [info@a-booth.nl](mailto:info@a-booth.nl)  
URL: [www.a-booth.nl](http://www.a-booth.nl)

All booth spaces will be equipped with an electrical socket, 1 table and two chairs. For additional facilities like catering, flowers, ISDN connections and audiovisual equipment please refer to the A – Z Information in this manual

### Course Secretariat

Congress Care  
Reitscheweg 5a  
PO Box 440  
5201 AK 's-Hertogenbosch  
Tel. +31-73-690 1415  
Fax +31-73- 690 1417  
e-mail : [info@congresscare.com](mailto:info@congresscare.com)



### Congress Venue

Grand Hotel Krasnapolsky  
Dam 9  
NL-1012 JS AMSTERDAM  
Tel. +31-20-554 9111  
Fax. + 31-20-554 7010  
<http://www.krasnapolsky.nl>

## EXHIBIT INFORMATION

The exhibition is located in the **Winter Garden & Volmer Rooms** at the Grand Hotel Krasnapolsky. All coffee breaks & lunches during the congress will be held in this area.

### Opening hours

The exhibition is opened on the following hours;

- Thursday, May 15, 2008 08.30 – 19.00 hours
- Friday, May 16, 2008 08.00 – 18.00 hours
- Saturday, May 17, 2008 08.00 – 13.00 hours

### Building instructions

#### Booth set up

- Wednesday, May 14, 2008 13.00 – 24.00 hours

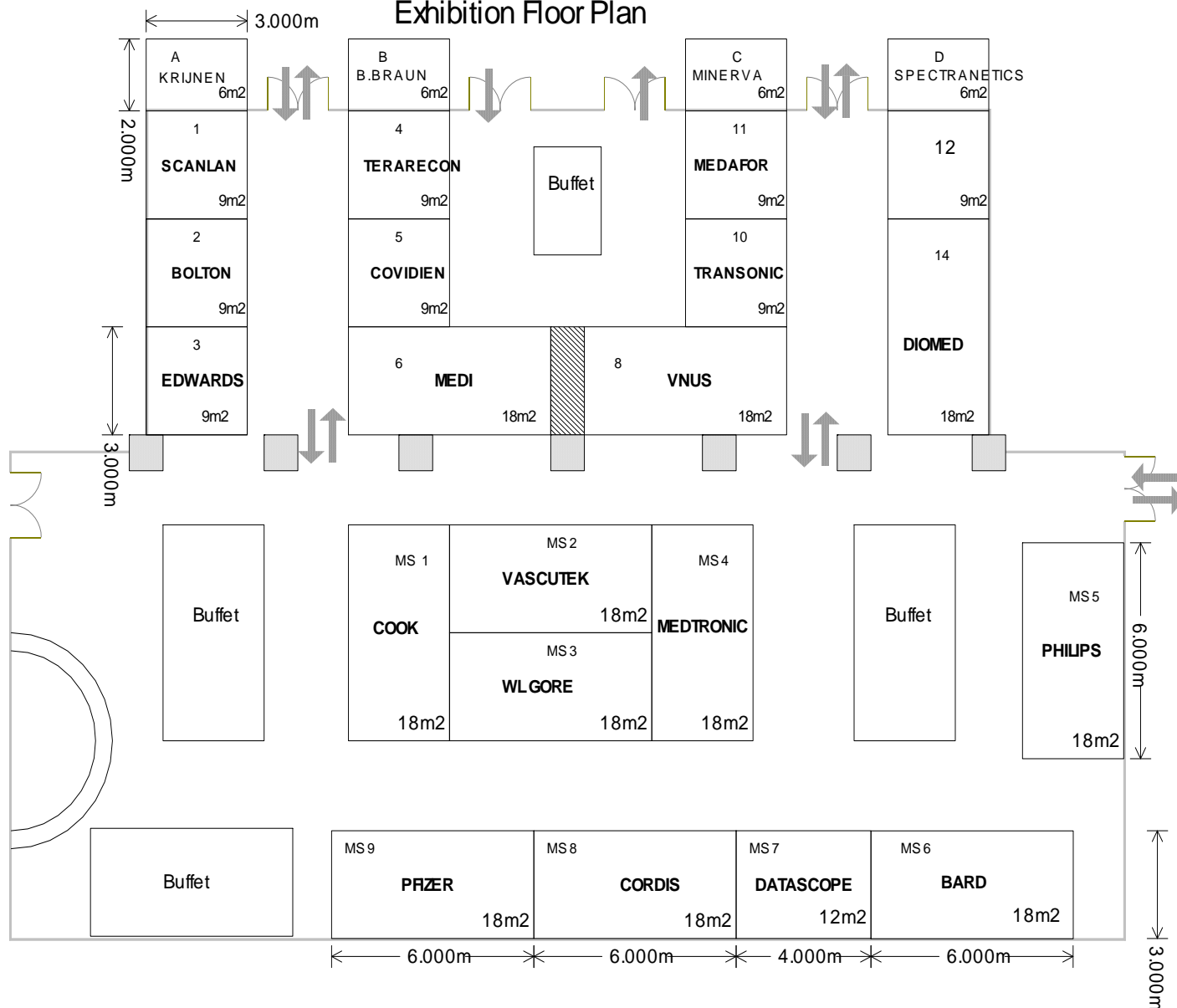
#### Dismantling

- Saturday, May 17, 2008 from 13.00 hours

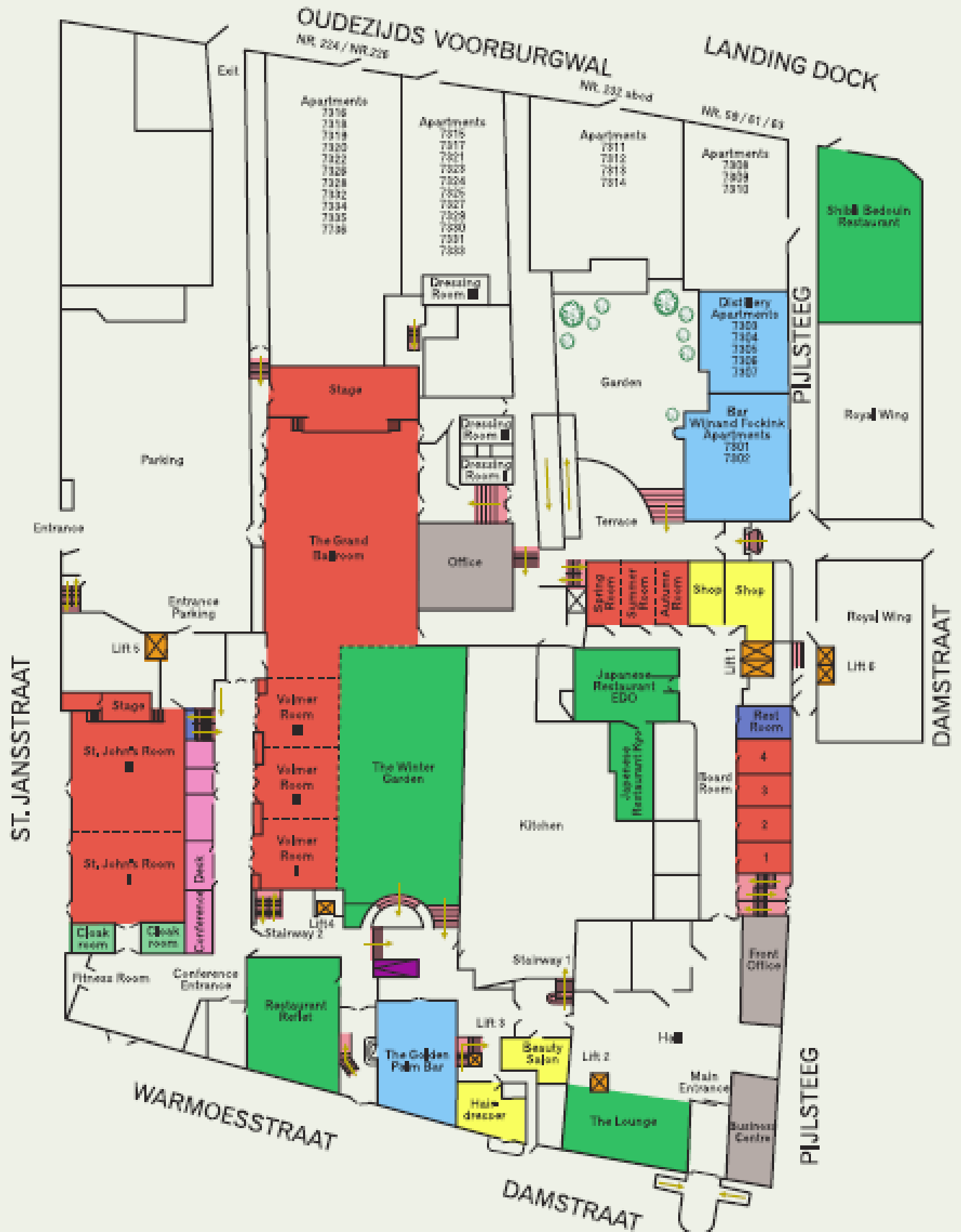
# EXHIBITION FLOOR PLAN

## 12th European Vascular Course 2008

### Exhibition Floor Plan



# VENUE PLAN





## A – Z INFORMATION

### **Build-up**

Build-up is allowed as off Wednesday May 14, 13.00 hrs. till 24.00 hrs. Please note that all stands should be completed and staffed in time for the start of the programme on May 15, 2008 at 08.30 hrs.

### **Car parking**

The Krasnapolsky Hotel has a parking garage with limited capacity. Other car parkings can be found in the hotels surroundings.

### **Catering**

All delegate catering will be served at the exhibition area. Delegate lunches are included on May 15 and 16, 2008. Tea and coffee will also be served at the exhibition during breaks. If you require any catering for your stand or at your symposium, this must be ordered directly from the NH Krasnapolsky Hotell. No outside catering will be permitted in the building. If you require this option please contact: Mr. Marco Kerk, Senior Group & Conference Organizer, Tel: +31.20.5549812 or e-mail [m.kerk@nh-hotels.com](mailto:m.kerk@nh-hotels.com)

### **Cocktail Reception**

The Cocktail Reception on Thursday May 15 will be held in the Exhibition area starting at 18.00 hrs. Admission for course delegates and exhibitors only.

### **Damage to the premises**

No nails, screws or other fixtures may be driven into any part of the premises including floors, nor may any part of the premises be damaged in any way. Should any damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

### **Dates and hours of opening**

The exhibition will be open during the following times:

Thursday, May 15, 2008	08.30 – 19.00 hours
Friday, May 16, 2008	08.00 – 18.00 hours
Saturday, May 17, 2008	08.00 – 13.00 hours

### **Deliveries**

Deliveries to the NH Grand Hotel Krasnapolsky may be made from Monday May 12, 2008. Any deliveries prior to this date will not be accepted and will be returned to the sender at their own expense. Please **mention 'EVC 2008, May 15-17' and the name and address/contact person of your company on all boxes**. Please also **indicate the total number of boxes of your company** (e.g. Box 1 of 5) and send deliveries to the following address:

NH Grand Hotel Krasnapolsky  
Attention Mr. Marco Kerk  
Senior Group & Conference Organizer  
Dam 9  
1012 JS Amsterdam  
The Netherlands

### **Dismantling time**

The Exhibition will officially close at 13:00 on Saturday May 17, 2008. Breakdown of stands may not commence before this time.

Breakdown will be on May 17 ,between 13.00 – 23.00 hrs. The exhibition area must be cleared of all exhibits/stands/materials by 23.00 hours.

**IMPORTANT – Exhibitors will be responsible for any charges incurred if the Exhibition Area is not clean by the stated time of 23.00 on May 17, 2008.**

### **Fire precautions**

In the event of fire, switch off all electrical equipment and machinery in the vicinity of the fire, notify the venue's security immediately and clear the hall promptly by the nearest fire exit.



### **Hotel Accommodation**

Hotel accommodation is available at the congress venue and surrounding hotels. The accommodation can be booked directly via the NH Grand Hotel Krasnapolsky who are handling all hotel bookings. Please send an e-mail message to Mr. Marco Kerk, Senior Group & Conference Organizer, Tel: +31.20.5549812 or e-mail [m.kerk@nh-hotels.com](mailto:m.kerk@nh-hotels.com)

### **Loading and unloading**

Vehicles can be unloaded and loaded in the Warmoesstraat through the conference entrance of the Hotel.

### **Route description**

The route description to the NH Grand Hotel Krasnapolsky is enclosed in this manual

### **Security**

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their identity badges. Should any suspicious or unidentified articles be discovered, the fact must be reported to the staff at the Registration Desks immediately. The Stand Manager must ensure that no person either touches or approaches the article concerned until security personnel, the organizers or the police arrive.

### **Stand cleaning**

The NH Grand Hotel Krasnapolsky is responsible for the cleaning of the aisles and public areas within the exhibition. However, if you require any extra cleaning for your own stand, then please arrange this direct with the venue, by contacting Mr. Marco Kerk, Senior Group & Conference Organizer, Tel: +31.20.5549812 or e-mail [m.kerk@nh-hotels.com](mailto:m.kerk@nh-hotels.com)

### **Stand personnel**

Each exhibitor with a 9m<sup>2</sup> stand is entitled to 2 free stand personnel badges per day. For Major Sponsor a maximum of 10 badges for stand personnel per day is included. Additional stand personnel may be registered at the special rate of **EUR 200**. Please complete the attached form to confirm your stand personnel.

### **Storage**

There is no storage space at the NH Grand Hotel Krasnapolsky. Exhibitors should make their own arrangements for the removal of all boxes, packing materials etc. prior to the opening of the exhibition.

### **Technical equipment**

For all technical equipment, please contact Mr. Marco Kerk, Senior Group & Conference Organizer, Tel: +31.20.5549812 or e-mail [m.kerk@nh-hotels.com](mailto:m.kerk@nh-hotels.com)

### **Terms & conditions of exhibiting**

Attention is drawn to the Terms & Conditions of Exhibiting contained within this manual.



## Registration form booth personnel

### 12th European Vascular Course

Please return this form **before May 1** to fax +31-73-6901417

**Company name:** .....

Exhibitor names May 15: 1.....

2.....

Exhibitor names May 16: 1.....

2.....

Exhibitor names May 17: 1.....

2.....

#### **EXTRA BOOTH PERSONNEL:**

Included in your booth registration (9m2) is the registration for 2 persons booth personnel per day including lunch, coffee breaks. For Majors Sponsors this number is 10 persons per day (please send your list of booth personnel per e-mail to [info@congresscare.com](mailto:info@congresscare.com)).

For the registration of additional booth personnel a registration fee of EUR 200,- per person per day will be charged. Please be so kind to use the enclosed registration form for extra booth personnel in case you wish attend with additional persons.



## Registration form EXTRA booth personnel

### 12th European Vascular Course

Please return this form **before May 1** to fax +31-73-6901417

**Company name:** .....

(Please encircle date)

Extra Exhibitor names: 1..... 15 / 16 / 17 May

(at EUR 200,- per person per day)

2..... 15 / 16 / 17 May

3..... 15 / 16 / 17 May

4..... 15 / 16 / 17 May

5..... 15 / 16 / 17 May

6..... 15 / 16 / 17 May

7..... 15 / 16 / 17 May

8..... 15 / 16 / 17 May

9..... 15 / 16 / 17 May

10..... 15 / 16 / 17 May

## ROUTE DESCRIPTION GRAND HOTEL KRASNAPOLSKY



The Grand Hotel Krasnapolsky in the city centre of Amsterdam can be reached as follows:

### → By Car from Utrecht (A2)

Following the A2 motorway, keeping to the 'Centrum' and 'S110' signs. Drive over the river Amstel, turning right directly after you cross the bridge. Follow this street, the Amsteldijk, keeping the river on your right. After a few kilometres, at the T-junction at the end of the street, turn left into the Stadhouderskade (S100). Turn right into the second street that follows, the Vijzelgracht, which becomes the Vijzelstraat. Follow this street until you get to Muntplein. Here you follow the curve to the left onto the Rokin. Drive along the Rokin until you get to Dam Square, where you turn right. You will see the Golden Tulip Grand Hotel Krasnapolsky diagonally to your left.

### Parking garage

Drive past the hotel into the Warmoesstraat. Taking the first street right, you turn into Sint Jansstraat. The entrance to the parking garage is on your right.

### → By foot from Central Station Amsterdam (10 minutes)

Take the main exit and walk directly over the square. After you cross Prins Hendrikkade you will find yourself on the Damrak. Walk along this street until you get to Dam Square. You will see the Golden Tulip Grand Hotel Krasnapolsky on your left.

### → By tram from Central Station Amsterdam (5 minutes)

From the square in front of the station you can take tramlines 4, 9, 16, 17, 20, 24 or 25. All of these trams stop at De Bijenkorf, a department store on Dam Square. Behind the Monument you will see the Golden Tulip Grand Hotel Krasnapolsky to your left.

### Address:

**Grand Hotel Krasnapolsky**  
**Dam 9**  
**1012 JS Amsterdam**  
**The Netherlands**  
**Tel: +31 (0)20 5549111**  
**Fax: +31 (0)20 6228607**



## TERMS & CONDITIONS

### 1. Definitions

In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Congress. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means Congress Care on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

### 2. Installation and Removal of Exhibits

Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors 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 Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor. The Exhibitor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at anytime. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

### 3. Stand Construction and Services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all activities during installation and dismantling periods and for security purposes, NO other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

### 4. Application

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

### 5. Cancellation

Cancellations must be submitted by registered post. Cancellation fee of 50% of the contract price will be charged if the cancellation is accepted up to 6 months before the Exhibition opening. 100% of the contract price if the cancellation is accepted within 6 months prior to the Exhibition Opening.

### 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 by the Exhibitor under contract shall be forfeited.

### 7. Occupation and Payment of Stand Space

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 Organisers have the right to re-allocate the stand and all monies paid shall be forfeited. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full



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 affect the displays of neighbouring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept 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 unrecognisable. Public gangways shall remain the means of escape even during installation 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 Organisers at the Exhibitors expense and risk.
9.       **Conduct of Exhibitors and Representatives**
  - Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
  - Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.
  - Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitors own stand.
10.      **Trade Union Labor**  
All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.
11.      **Electrical Requirements**  
Full lighting and power services will be available to the Exhibitor through the official electrical contractor. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.
12.      **Dangerous Materials and Exhibits**  
The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.
13.      **Fire Precautions**  
In accordance with the requirements of the appropriate authority, all material used in construction work, display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.
14.      **Damage to the Premises**  
No nails, screws or other fixtures may be driven into 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 would be invoiced for any reparation charges incurred.
15.      **Cleaning**  
The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.
16.      **Security Services**  
The Organisers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.
17.      **Storage**  
There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.



18. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organising Committee and the Organisers 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 Organisers against all claims and expenses arising there from.

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 Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further 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 required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. The Organisers can advise Exhibitors of suitable Insurance Brokers upon request.

Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitors will have seen from paragraph 18 above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitors 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 Exhibitors premises to the Exhibition and return.

Public Liability: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance.

20. General Conditions

The Organisers 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 Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition.

Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions.

**Disclaimer**

The Information provided in this Technical Manual has been prepared by Congress Care to assist the exhibitors. While every care has been taken to ensure that the details are correct at time of issue, Congress Care shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

CONGRESS CARE – February 2008