

GENERAL INFORMATION

SETTING UP THE STANDS

All stand areas must conform to standards for height and area.

Stands will open on 28.09.2010 promptly at 08:00 and will remain open until 23:00.

All stands must be completed by opening time, and no permission will be given for the removal of equipment or material during the hours that the stands are open. Exhibitors are requested to ensure their stands do not violate space restrictions nor impinge on neighbouring stand areas.

FREIGHT

Participants are responsible for transportation of their materials.

However, companies that require storage space should contact us. Storage space is available. During the Summit, those exhibitors needing storage may store their moveable and/or the other materials with the representatives of our firm.

This service will be available between 08:00 – 09:00 in the morning and between 22:00 – 23:00 in the evening on a daily basis.

REGISTRATION OF COMPANY REPRESENTATIVES

For each 9 square meters of stand area, one company representative may participate free of charge. Please send us the list of representatives from your company, indicating those who will participate free of charge and those for whom you will be paying.

Payment must accompany your list, which we must receive by 15.09.2010.

BROCHURES and OTHER PROMOTIONAL MATERIALS TO BE PLACED IN ROOMS and / or ATTENDEES' BAGS

Lists of materials such as invitations, brochures, pens, blocknotes, and other such items that are to be put either in the participants' rooms or into conference bags must be sent to us by 15.09.2010, at the latest.

Firms that are organising satellite symposia must notify us of the quantity and type of promotion materials that will be distributed before and after the symposia by the date mentioned above.

Related materials must be sent to the summit centre by 20.09. 2010. Materials that arrive after that date will not be placed in participants' rooms or bags.

Furthermore, any materials for which we have no information will not be distributed.

Please note that companies may provide **only one** brochure for distribution to participants' rooms and/or conference bags.

CONDITIONS FOR THE USE OF SPONSOR' S LOGO ON PRINTED MATERIALS

Logos of the main sponsors will be displayed in the same size as that of the conference organiser (a ratio of 1/1). This ratio may differ slightly depending on the size of the area used.

Gold Sponsors: one-half the size of the organiser's logo and placed after the logo of main sponsor.

Silver Sponsors: one-third the size of the organiser's logo and placed after the logo of the gold sponsors.

Bronze Sponsors: one-fourth the size of the organiser's logo and placed after the logo of the silver sponsors.

Supporting Sponsors: one-fifth the size of the organiser's logo and placed after the logo of the bronze sponsors.

In addition, logos of sponsoring firms will be used on printed materials distributed after the agreement date made for sponsorship.

Please note that it is essential for the firms that have made sponsorship agreements to send their logos in a vectoral format, i.e., .ai, .cdr, .fh11.

If companies send logos in other formats (jpeg, tiff, gif, bmp vb), the appearance and quality of the logos cannot be guaranteed.

RULES FOR THE USE OF FLAGS AND PENNANTS

Sponsorship agreements made with individual firms contain specific agreements regarding the number of flags and / or pennants that may be displayed. Each firm will receive information about the number and appearance of any flags and / or pennants desired. Preparation and delivery of these materials is their responsibility.

Pennants

Swallowtail pennants made with vinyl material in the dimensions of 0,70x2 meter must be on a white ground with the firm's logo at the top of the pennant. A pipe 2cm in diameter will be used to hang the pennant with rope; the logo area is 60 x 60 cm, with 25 cm space at the top.

Company Flags

Company flags that will be displayed on the existing flagpoles at the entrance to the hotel must be 70x100 cm.

Logos must be 50 cm wide and 70 cm high, and the background of the flags must be white, the same as the pennants.

Related materials must be sent to the Summit Centre by 20.09. 2010. Materials that arrive after that date will not be displayed.

STANDS

For each stand measuring 9 square meters, 1 company representative may register for free. Electrical connections will be made available for every stand. In addition, if requested, 1 table and 2 chairs will be provided.

Stand setup will be under the supervision of our agent's personnel.

Stand areas will be open between 28-29-30 September 2010.

The firms' representatives must be at their stands during opening hours.

Audio devices may be used only during breaks and should not disturb the meeting arrangements.

Usage of sound devices will not be allowed during meetings.

Distribution of promotional materials and stand activities must be made during breaks between the professional programs.

All promotional materials are subject to the approval of the Summit Advisory Board.

Company promotional materials will be kept in the depot that is allocated to us.

Promotional materials will be delivered from the depot under the supervision of our agent's personnel.

Our agent assumes **no responsibility of any kind for materials** that disappear from the stands.

Bringing food and beverage from outside the Summit Centre is not allowed.

Please contact our agent for any food and beverage requirements.

Pasting and hanging any kind of material on the walls of the Summit Centre is not allowed.

Companies will be **held responsible for all damage**.

Companies are responsible for the cleaning of their stands; neither our agent nor the hotel is responsible.

Our agent will take **no responsibility for stands that are not packed and cleared** during the time allotted for take-down.

FOOD AND BEVERAGE SERVICES

Firms that wish to provide food and beverage services to their guests must submit their requests to us.

During the food and beverage services in the Summit Centre, firms may use napkins and glasses with their logos.

All food and beverage orders will be provided by the conference organiser.

All requests for food and beverages must be submitted to us by 20.09.2010 at the latest.

No food or beverages from outside the Centre are permitted.

A detailed time schedule and program of food and beverage services and any other activities that are planned by your firm must be sent to us by 20.09.2010 at the latest.

ENTRANCE TO STAND AREA

All company representatives may enter the stand area 1 hour before the opening of the stands.

All the stand personnel and firm representatives must wear their ID badges, otherwise they will not be allowed to enter the stand area.

Summit participants will not be allowed to enter the stand area before the opening hour of the stands.

FIRE

All the materials in Summit Centre must be made of flameproof material.

Set-up of the stands must be made in a way that does not block the fire exits and fire extinguishers.

SECURITY

Our agents will safeguard all materials in the Summit Centre until the end of the Summit. However, this will be a **general security service**.

Security for the contents of the firms' **stands is their responsibility**.

It is suggested that firms ensure their materials against loss or damage of any kind.

SPECIAL REQUESTS

Please contact us for any special requests or issues regarding the Summit.