



ESVS 32nd Annual Meeting

25–28 September 2018

Palau de Congressos, Valencia, Spain

Diversity Creates Knowledge



Exhibitor Manual

Published on JUNE 2018

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Key contacts

CONFERENCE ORGANISER

ESVS—European Society Vascular Surgery
Boulevard du Souverain 280
1160 Brussels, Belgium

CONFERENCE SECRETARIAT

MCI Brussels
Boulevard du Souverain 280
1160 Brussels, Belgium
esvs_valencia2018@mci-group.com

EXHIBITION & SPONSORSHIP MANAGER

For all questions relating to exhibition management.

Ms. Victoire Ehlinger *c/o MCI Brussels*
+32 2 789 23 19
esvs_valencia2018@mci-group.com

CONFERENCE MANAGER

For general information on the conference.

Mrs. Caroline Dubreucq *c/o MCI Brussels*
+32 2 789 23 80
esvs_valencia2018@mci-group.com

REGISTRATION SECRETARIAT

For all questions relating to participant registration.

Registration Secretariat *c/o MCI Amsterdam*
+31 20 575 4220
esvs_valencia2018@mci-group.com

For all questions in regards to your exhibitor registration and badges, please contact the registration team.

CONFERENCE VENUE

Valencia Conference Centre
Avda. Cortes Valencianas, 60
46015 VALENCIA (SPAIN)
Tel.: +34 96 317 94 00

VENUE CONTACTS

STAND SERVICES

For all questions and orders relating to stand services, including furniture, floral and stand fittings, rigging, electricity, compressed air and any other services related to the Valencia Convention Centre:

esvs_valencia2018@mci-group.com

FREIGHT FORWARDER

KRISTAL

Geert Frère
Tel : + 32 2 7514680
E-mail : geert.frere@kristal-logistics.com

CATERING

The Valencia Conference Centre has a contract with an official caterer or the exclusive rights to provide foods and drinks in the Conference Centre's restaurant and cafeteria, and to deliver food and drinks to stands.

Exhibitors are therefore required to contact these official caterers for all food, drink, buffet and cocktail orders.

GOURMET CATERING & ESPACIOS

Elena Cerveró.
Account Manager
Avda. Cortes Valencianas 60 // 46015 Valencia
Tel. 96 317 94 25 / Fax 96 340 36 35
elena.cervero@gourmetcatering.es

*We strongly suggest you put in copy
esvs_valencia2018@mci-group.com in any email
communication with the venue, stand services and freight
forwarder.*

Overview of the Congress Centre

ADDRESS

Valencia Conference Centre
Avda. Cortes Valencianas, nº 60
46015 Valencia (España)
+34 963 17 94 00

<https://www.palcongres-vlc.com>

DIRECTIONS

By bus:

The Conference Centre is linked to the city via the 62, 63, 99 and N3 bus routes.

By metro:

It has metro and tram stations nearby which connect the venue to the airport and to the Joaquín Sorolla mainline train station: Metrovalencia lines 1 and 4.

By car:

The Centre is easy to reach by car, thanks to its location on Avda. Cortes Valencianas, one of the main roads into the city and the main northwest approach road. They do have a secure underground car park with 600 parking spaces, and two 1,000m2 open-air car parks

ACCESS TO THE CONVENTION CENTRE



CONVENTION CENTRE MAP

Conference Registration & Access

EXHIBITION HALL OPENING TIME

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

REGISTRATION & BADGES

	For Exhibitors	
	Registration desks	Exhibition Hall
Monday 24/09	16:00 - 18:00 (for exhibitors only)	08:00 - 20:00 (for set-up only)
Tuesd 25/09	12:00 - 18:00	08:00 - 18:00
Wed 26/09	07:30 - 19:00	08:00 - 19:00
Thurs 27/09	07:30 - 18:00	08:00 - 18:30
Friday 28/09	07:30 - 12:00	08:00 - 12:00

Sponsors and exhibitors are entitled to a certain number of complimentary passes according to their corresponding package and can buy additional passes at the following fees :

Standard fee: **290€ excl VAT**

On-site fee: **350 € excl VAT**

Please note that the exhibitor badges and additional exhibitor badges grant access to the exhibition hall only. Badges will be nominative and name of the company and country will be mentioned.

You will receive an email soon to be able to book your free exhibitor badges &/or any additional one.

Additional Exhibitor badges

If you want to order any extra exhibitor badges you can do it via the link you will receive per email.

Additional Congress Badges

If you want to order delegate badges, please do so via the online registration platform.

[Click here](#) for more registration information & fees.

ACCESS TO THE GET TOGETHER EVENING

If you want to order some tickets to the Welcome Dinner & Party which is organized at the Palau de les Arts – The Opera House , you can do it online [here](#).

Including buffet dinner from 20:00, wines and soft drinks during the dinner and followed by dancing party.

Dinner and party: 50 € excl VAT

Including entrance to the dancing party and 2 drinks.

Party only : 25€ excl VAT

BADGES & ACCESS FOR EXHIBITORS

Exhibitor staff badges will be available for onsite pick-up at the Exhibitor Registration Desk in the registration area of the congress centre.

In case the exhibitor badges are picked up by one company representative (group pick-up), the person receiving the badges is responsible for distributing them, so please do not forget to inform your colleagues about this.

No badges will be reprinted for individuals who will arrive to pick up their badge if it has already been collected by the group leader.

QUESTIONS

If you have any questions or need assistance with registration, please contact

Registration Secretariat c/o MCI Amsterdam
+31 20 575 4220
esvs_valencia2018@mci-group.com

Floor Plan & Timetable

PROVISIONAL FLOORPLAN

A provisional exhibition floor plan has been designed in accordance with the regulations of the congress venue and with the intention of maximising each individual stand's exposure.

Please note this is a provisional floorplan, which will be revised based on the actual stand sizes, taking into account escape routes and emergency exits.

Please [click here](#) to access the floorplan.

TIME TABLE

Date	Time	Description	Venue
24/09/2018	8h-20h	Exhibition Stand Set-Up <i>Shell Scheme stands as from 13:00</i>	Exhibition Halls
25/09/2018	11:00-19.00	Exhibition & Posters Open	Exhibition Halls
26/09/2018	08.00-19.00	Exhibition & Poster area open	Exhibition Halls
27/09/2018	08:00-18:00	Exhibition & Poster area open	Exhibition Halls
27/09/2018	As of 18:30	Exhibition Dismantling	Exhibition Halls
27/09/2018	As of 20:00	Get together evening	Palau de les Arts – The

Timing of opening hours are subject to change with finalisation of the Conference Programme.

A detailed schedule of the social functions will be available at a later stage.

Please note that all exhibitors should be in their booth 15 minutes before the official opening hour.

Delegates can access the exhibition floor from 7:30 until 19:00. We do not request our exhibitors to be at their booth at all time, but in term of security, we advise you to be at your booth from the opening of the conference

Important information

OFFICIAL SERVICE PROVIDERS

Exhibition services at the ESVS 32nd Annual Meeting in Valencia are provided by MCI Benelux S.A., the congress venue Valencia Convention Centre, and other designated official service suppliers. The list of official suppliers together with their contact details is available [page 3](#) of this manual.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organizers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

SUPPLIERS APPOINTED BY EXHIBITORS

With the exception of some compulsory services/ suppliers (such as electricity, water etc.) the use of other suppliers/agencies for logistical and technical purposes is permitted, provided that the exhibitor informs the organisation secretariat of the name of the appointed agency and which activities will be performed.

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/ agency.

It is the exhibitor's responsibility to ensure that all the relevant guidelines, rules and regulations as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/ agencies and that the suppliers/agencies act according to these rules and guidelines.

BOOTH PACKAGE

Raw booth:

No shell scheme structure or furniture is included in the raw booth packages sold. Please make sure you order these via the Valencia Convention Centre

9 sqm includes:

- 1 exhibitor badge
- Name & company profile on the website and app

18 sqm includes:

- 2 exhibitor badge
- Name & company profile on the website and app

27 sqm includes:

- 3 exhibitor badge
- Name & company profile on the website and app

Please note that **On Site Exhibition Management Desk** will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located in the Exhibition area.

Important guidelines

IMPORTANT INFORMATION & GUIDELINES TO RESPECT SETTING UP, DISMANTLING & DECORATING STANDS

GENERAL, ACCESS & PARKING

To ensure that stand set up and dismantling runs smoothly, please remember the following:

- Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Conference Centre that leads directly to the loading/unloading area. The bays in turn lead directly to the back of the stages and auditoriums.
- The ancillary access road is for loading/unloading only. No parking is allowed on this road.
- The Valencia Conference Centre provides trolleys and a pallet jack for transporting goods to your stand.

this time, we will assume that the exhibitor no longer wants the materials.

These will be removed and the exhibitor may be charged for the removal.

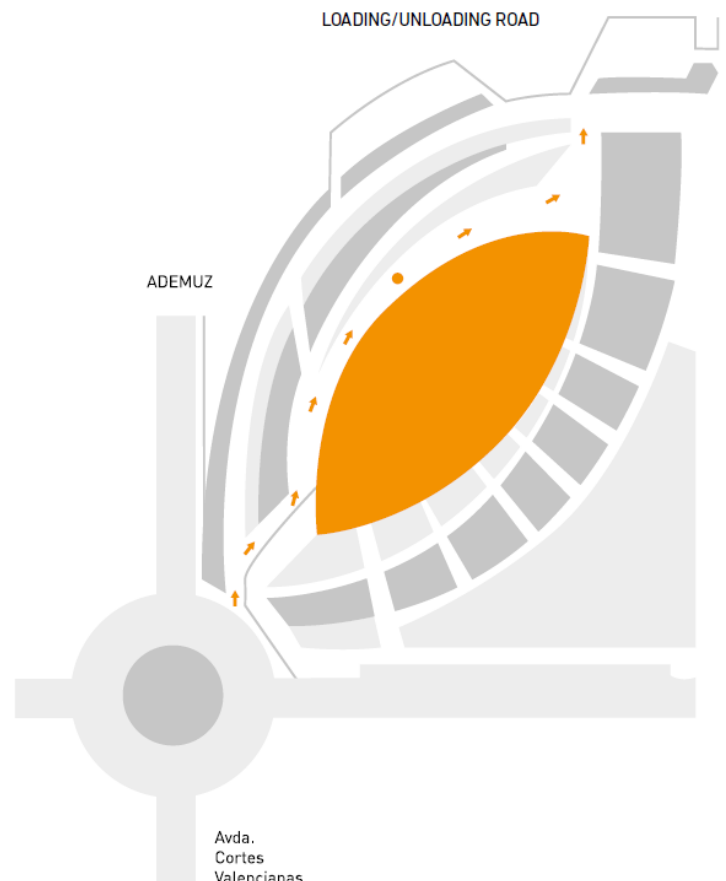
We hope that these guidelines will ensure that the flow of goods and materials in and out of the Centre runs smoothly and will avoid any possible confusion.

Please find below a map showing vehicle access for the Valencia Conference Centre.

GOODS RECEPTION AND STORAGE

- All goods must be clearly marked with the name and date of the conference, the name of the company, or if necessary Organization, a contact telephone and the stand number the goods are to be delivered to.
- The Valencia Conference Centre is not responsible for goods reception. Therefore, it is essential that you or someone from your organisation supervises the arrival of goods.

Alternatively, you can hire security staff who will ensure that your goods arrive safely and are put where you need them. If you hire security staff, you will need to provide detailed information on the items you are having sent to the Centre.
- Once the stands have been built, any surplus materials should be left in the loading bays specified by the Conference Centre so that the stand areas are clear.
- When the conference is over and the stands have been taken down, all goods should be left in the Centre's loading bays. Any material left in the exhibition area will be thrown away.
- All materials left in the loading bays must be collected within 48 hours or two working days. After



Important guidelines

EXHIBITION HALL DESCRIPTION

For access to, location and size of goods entrances, please see enclosed floor plan. Very important: The points marked with triangles on the exhibition area are slopes. Please check whether your stand is on a slope as, if it is, you will need a wedge to level it out.

This is not necessary if you have ordered a modular or custom-made stand from the Valencia Conference Centre as it will be included within their services.

DESCRIPTION:

- Floor: granite.
- Walls: polished limestone.
- Floor load capacity: 300 kg/m².
- Headroom: variable height due to ceiling design, from 8.6 m to 14.75 m.
- Ceiling lights: halogen lamps.

Holes may not be made in the walls, ceiling or floor of the exhibition hall. Any alteration or damage to rooms, facilities or objects will be charge to the exhibitor responsible.

DATES & TIMES

Access times for setting up and dismantling your stand are as follows:

- Set up by exhibitors : 24/09/2018 as of 08:00
- All merchandise, packaging, etc. must be removed from access walkways by on 24/09/2018 20:00 so that they can be cleaned.
- Decorations and finishing touches to your stand are permitted only within the stand itself.

Stand dismantling: 27/09/2018 as of 18:30

Stands may not be dismantled until all delegates have left.

STAND DESCRIPTION & DECORATION

For stand set up and equipment, please refer to the descriptions supplied on the following pages.

- Stands must be left as they are found. Please do not paint them or stick paper to them, unless you use special double-sided tape which leaves no marks on the surface. The exhibitor will be invoiced for any damage caused to the stand.

Custom-made and pop-up stands:

- The plans for custom-made stands must be sent for approval by the Conference Centre's technical department and the organizer.
 - All the stands, including pop-up stands, must be assembled on a carpeted base. They cannot be set up directly on the Conference Centre floor. Please order the mandatory carpeting by Sept to
 - Stands which are not custom-made, or are not modular or pop-up stands must bring a backdrop as posters cannot be attached to the wall.
 - Should no carpet or backdrop be brought, this will have to be hired from the Valencia Conference Centre, by completing the form available [page 10](#) of this manual.
 - Exhibitors may decorate and equip their stand as they wish, as long as they take the following points into account:
 - Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decoration which could offend any or all of the exhibitors will be permitted.
 - Loudspeakers and other similar devices are prohibited. Pamphlets and samples may only be distributed within the stand itself.
 - Adhesive tape may only be used to mark the stand area or to fix carpets with permission from the Valencia Conference Centre. A layer of masking tape underneath the adhesive tape will facilitate its removal after the event. Adhesive carpet tiles may not be used.
- Damage caused by exhibitors who disregard these rules will be paid for by the exhibitor.

The Valencia Conference Centre designs bespoke stands, for more information please contact :

+34 963 179 400

Important guidelines

STAND CLEANING

The exhibition halls and walkways will be cleaned after the set up.

Exhibitors are responsible for cleaning their own stand.

Please use the form below for ordering extra cleaning services.

Cleaning will only be allowed when the exhibition is closed to visitors.

EXCERPTS FROM THE VALENCIA CONFERENCE CENTRE REGULATIONS

Exhibited goods, stand components and packaging materials are left in the Valencia Conference Centre's exhibition halls or rooms at the exhibitors' risk.

As a preventive measure, the Valencia Conference Centre advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. The Valencia Conference Centre declines all responsibility for lost or stolen items.

The Valencia Conference Centre can provide additional security on request. An order form for this service is available at the bottom of this page.

MEASUREMENTS

Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction.

- Free-build stands: The height of the free-build stands is 3,50 meters. 25% of the stand can be up to 4,00 meters high. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures.
- Please note that the ceiling is lower in the left part of the main entrance. If your booth is located in this area, please note that maximum height is 2.20m.

FIXTURES & COVERS:

- Emergency exits and signs should be kept clear at all times. Also fire extinguishers should not be blocked.
- Stand constructors should respect the Exhibition area decoration: no affixing to drapes, walls and windows.
- No fixing of whatsoever and no painting are allowed on walls, doors, gates, outer walls, and parking.
- No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The Exhibition building, its doors, walls & the equipment therein must not be damaged (by nails, screws...).
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.

EXHIBITORS' CIVIL LIABILITY

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by persons authorised to act on his behalf.

OTHER INFORMATION

The exhibition organisers and the Valencia Conference Centre management reserve the right to modify these terms and conditions at any time. The exhibition organisers will inform exhibitors of any changes. All information and instructions given to exhibitors by the organisers are an integral part of these regulations.

ORDERS TO THE CONVENTION CENTRE

Please [click here](#) to access the form

Shipping and forwarding 1/2

INTRODUCTION

KRISTAL, have been appointed by the organizers as the official freight forwarder, customs clearance agent and official drayage contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Valencia.

Please follow these instructions closely.

The range of service provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and crane
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

GENERAL

Build-up : Monday 24 Sept 2018 - 08.00 to 18.00

Dismantling : Thursday 27 Sept 2018 - 18.30 to 24.00

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 27 September at 23.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

INTERNATIONAL COORDINATORS

Kristal
Brucargo Building 829a
B-1830 Machelen
Belgium

Contact :

Geert Frère

Tel : + 32 2 7514680

E-mail : geert.frere@kristal-logistics.com

CONSIGNING INSTRUCTIONS

ROAD FREIGHT & COURIER shipments (EU) to the advanced warehouse

Consigned to :

Inter Servis Valencia S.A.

C/ Vall d'Albaida, 2 Poligono Mas del Oli
46940 Manises Valencia - Spain

Att Jorge Reina Tel +34 93 2334743

Ref : ESVS 2018

Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 19 September 2018.

AIR FREIGHT & COURIER shipments (non-EU)

AWB consigned to :

RESA EXPO LOGISTIC

Botanica, s/n Entrada 4

Fira Gran Via

08908 Hospitalet - Spain

Att Jorge Reina Tel +34 93 2334743

Notify :

Ref : ESVS 2018

Name Exhibitor / Stand nr

Airport destination : Barcelona (BCN)

Goods to reach Barcelona airport not later than 17 September 2018.

DIRECT DELIVERIES

Address : Palacio de Congresos Valencia, Avda.

Cortes Valencianas 60, 46015 Valencia

Direct deliveries with trucks to the venue are restricted.

There is no parking space for trucks at the site.

Direct shipments to the exhibition site will only be accepted on move-in dates and hours.

Shipping and forwarding 2/2

Vehicles need to be removed immediately once unloading / reloading operations have been completed.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.

Please fill in attached form (see page 14) to obtain move-in / move-out schedule and return by email to geert.frere@kristal-logistics.com or info@kristal-logistics.com

All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

COURIER SHIPMENTS

Because of temporary Import Bonds for goods from outside EU, we discourage the use of Couriers to ship any material directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods as per instructions air freight. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand in time.

SHIPPING PRE-ADVICE

Full details of dispatch together with copies of invoices, AWB, CMR, tracking numbers have to be send by e-mail to Kristal : geert.frere@kristal-logistics.com or info@kristal-logistics.com.

DOCUMENTATION (for non-EU shipments)

Commercial invoices (5-fold) prepared into a form of packing list with values of each item, description of the goods, measurements in cm, gross & net weight in kg, showing exhibitors name, addressed to :

ESVS 2018 c/o RESA Expo Logistic
Botanica, s/n Entrada 4, Fira Gran Via
08908 Hospitalet
Spain

CASE MARKING

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name:
ESVS 2018
Booth number:
Case Number (ex. 1/3 – 2/3):

INSURANCE

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

RETURN TRANSPORT

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations

TERMS & CONDITIONS OF TRADING

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

TERMS OF PAYMENT

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card. Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.

Useful links:

- [Material Handling and Freight Information](#)
- [Shipping guidelines](#)