36th Annual Meeting of the European Society for Paediatric Infectious Diseases

Organised by ESPID. Jointly chaired by the Danish and Swedish PID societies.

Malmö, Sweden
May 28 - June 2, 2018

Espidmeeting.org

Industry Symposium Manual
Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **ESPID 2018** Meeting Exhibition.

The Exhibition will be held as part of the 36th Annual Meeting of the European Society for Paediatric Infectious Diseases, Malmo, Sweden, May 28-June 2, 2018.

The floor plan has been designed to maximize the exhibitor’s exposure to the delegates.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

**Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the meeting.**

We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact **Li Mellberg** of the **MalmoMassan** at: **li@mass-service.se** to coordinate a visit.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Malmo and wish you a successful Meeting and Exhibition.

Best Regards,

Yulia Rijinsky
Exhibition Manager
Table of Contents

Section 1: General Information

- Meeting Secretariat
- Exhibition Contacts
- Registration & Hotel Accommodation
- Sponsorship and Exhibition Sales Contact
- Venue Address
- Website
- Exhibition Related Table
- Exhibition Timetable at-a-glance
- Off Exhibition Information

Section 2: Exhibition Floor Plan, List of Exhibitors

- Exhibition Floor Plan
- List of Exhibitors

Section 3: Exhibition Services

- Exhibitors’ Badges
- Access to the Exhibition Hall During Set-up and Dismantling
- On Site Exhibition Management Desk
- Lead Retrieval Wireless Barcode Reader

Section 4: Technical Information

- Stand Design
- Build-up Height
- Ceiling Hangings
- Electricity and Electrical Installations
- Exhibition Area
- Floor
- Accommodation
- Flowers & Plants
- Hostesses
- Internet
- Parking
- Platforms
- Security
- Site Visit
• Stand Catering
• Stand Cleaning
• Waste Removal
• Rules and Regulations

**Section 5: Official Contractors**

• Stand Fittings, Hostess Services, Electricity, Storage, Cleaning Services, Internet, Plants & Floral Arrangements
• Catering Services
• Freight Handling & Customs Clearance

**Section 6: Delivery Regulations & Instructions**

**Section 7: Order Forms**

• Badges
• K-Lead App

**Section 8: General Regulations**
Section 1: General Information

Meeting Secretariat / Organising Secretariat
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: espid@kenes.com

Meeting Dates
Monday, 28 May until Saturday, 2 June 2018.

Exhibition Manager
Mrs. Yulia Rijinsky
Tel: +41 22 908 0488 Ext. 995
Fax: +41 22 906 9140
Email: vrijsinsky@kenes.com

Registration Manager
Ms. Diyana Yosifova
Tel: +41 22 908 0488 Ext. 7019
Fax: +41 22 906 9140
E-mail: dyosifova@kenes.com

Sponsorship and Exhibition Sales Contact
Mrs. Carolina Barbosa Groenendal
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: cgroenendal@kenes.com

Venue
Malmomassan
Massgatan 6
SE-215 32
Malmo, Sweden

Website
For updated information regarding the Conference, please visit the website:
http://espid2018.kenes.com/
**Exhibition Related Table**

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Tick Box Upon Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Exhibition Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td></td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td>Monday, April 16, 2018</td>
<td></td>
</tr>
<tr>
<td>Text for Fascia (Shell Scheme booths only)</td>
<td>Monday, April 16, 2018</td>
<td></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td>Tuesday, May 15, 2018</td>
<td></td>
</tr>
<tr>
<td>Flowers Decoration</td>
<td>Tuesday, May 15, 2018</td>
<td></td>
</tr>
<tr>
<td>Telecommunications, Electricity &amp; Electrical Application</td>
<td>Tuesday, May 15, 2018</td>
<td></td>
</tr>
<tr>
<td>Badge Order</td>
<td>Monday, April 16, 2018</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Reader</td>
<td>Monday, April 16, 2018</td>
<td></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full before Exhibition opens</td>
<td></td>
</tr>
</tbody>
</table>

Please note these important dates:

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to Door Shipments ready for pick up (EEC Countries)</td>
<td>Please contact HERMES – MERKUR</td>
</tr>
<tr>
<td>Airfreight Shipments – arrival to recommended airport</td>
<td>May 14, 2018</td>
</tr>
<tr>
<td>Shipment via Germany Malmo</td>
<td>May 22, 2018</td>
</tr>
<tr>
<td>Exhibition goods - Direct Deliveries to Meeting Venue</td>
<td>May 26, 2018 10:00-20:00</td>
</tr>
<tr>
<td></td>
<td>May 27, 2018 08:00-20:00</td>
</tr>
<tr>
<td></td>
<td>May 28, 2018 08:00-20:00</td>
</tr>
</tbody>
</table>

Hermes Contact details may be found in the following sections.
### Exhibition Time Table At-A-Glance (subject to change)

<table>
<thead>
<tr>
<th>Set up</th>
<th>Saturday, May 26</th>
<th>12:00-22:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Space only booths from 50 sqm</td>
</tr>
<tr>
<td>Sunday, May 27</td>
<td></td>
<td>08:00-20:00 All</td>
</tr>
<tr>
<td>Monday, May 28</td>
<td></td>
<td>11:30-20:00 Decoration only/Quite set up time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition hours</th>
<th>Tuesday, May 29</th>
<th>09:00-19:30* End of Welcome Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Wednesday, May 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday, May 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday, June 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakdown</th>
<th>Friday, June 1</th>
<th>17:30-19:00 Quite dismantling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>19:00-22:00 full dismantling</td>
</tr>
</tbody>
</table>

*Timetable is subject to change*

*Welcome Reception will take place at the Exhibition Hall*
*E-Posters will be open during meeting hours as well as for Discussion on Thursday, May 31 and will be held in the Exhibition Hall after the Exhibition closing hours.*
Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

PLEASE NOTE:
Empty crates and packaging material must be removed after set-up and no later than **Monday, May 28, 2018 at 19:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning.
Any equipment, display aid or other material left behind on Friday, **June 1, 2018 after 22:00** will be considered discarded and abandoned.
Empties will be delivered at 19:00 ONLY on the dismantling day!

**Off Exhibition Information**
Please note that participants will be walking through the Exhibition area to reach the Sessions Halls, ESPID Meet With and E-Poster area which will be active before and after the Exhibition Opening Hours. Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

**Social Events**
You are cordially invited to the Welcome Reception on **Tuesday, May 29, 2018 at 18:30** in the Exhibition Area.

**Please note:**
It is the exhibitor’s responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.
Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of April 2018)

Please note that there are a few pillars at the top side of the exhibition hall and plan your booth design accordingly!
<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
<th>Size</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ Vaccines</td>
<td>15</td>
<td>12</td>
<td>Shell</td>
</tr>
<tr>
<td>Becton Dickinson</td>
<td>05</td>
<td>24</td>
<td>Space</td>
</tr>
<tr>
<td>BioMerieux</td>
<td>12</td>
<td>12</td>
<td>Space</td>
</tr>
<tr>
<td>Cepheid (Danaher)</td>
<td>07</td>
<td>12</td>
<td>Shell</td>
</tr>
<tr>
<td>European Society for Paediatric Infectious Diseases</td>
<td>02</td>
<td>33</td>
<td>Space</td>
</tr>
<tr>
<td>Glaxo Smith Kline</td>
<td>03</td>
<td>74</td>
<td>Space</td>
</tr>
<tr>
<td>Luminex</td>
<td>08</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Meridian Bioscience</td>
<td>13</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>MSD</td>
<td>16</td>
<td>30</td>
<td>Space</td>
</tr>
<tr>
<td>MSD</td>
<td>01</td>
<td>72</td>
<td>Space</td>
</tr>
<tr>
<td>Pediatric Infectious Diseases Society</td>
<td>14</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Pfizer</td>
<td>04</td>
<td>48</td>
<td>Space</td>
</tr>
<tr>
<td>Sanofi Pasteur</td>
<td>06</td>
<td>48</td>
<td>Space</td>
</tr>
<tr>
<td>VACCINE REMINDER</td>
<td>11</td>
<td>6</td>
<td>Shell</td>
</tr>
<tr>
<td>Wisepress Medical Bookshop</td>
<td>10</td>
<td>6</td>
<td>Space</td>
</tr>
</tbody>
</table>
Section 3: Exhibition Services

Exhibitor Badges
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 m² thereafter.
Any additional exhibitors badges for pre-advanced orders will be charged an exhibitor registration fee of EUR 180.
The Exhibitors’ badge give free access to the exhibition area, refreshments and Welcome Reception.

You can submit your order through the Kenes Exhibitor’s Portal.
https://exhibitorportal.kenes.com

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

Deadline: Monday, April 16, 2018

Individual participant name will not appear on badges, only the company’s name will be stated. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.
Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.
Exhibitor badges will not be mailed in advance and may be collected from the Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times
Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk.

On Site Exhibition Management Desk
The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation at ESPID 2018 please feel free to contact:
Ms. Yulia Rijinsky
Exhibition Manager
Tel: +41 22 9080488 Ext. 995
Fax: +41 22 9069140
Email: yrijinsky@kenes.com
Site: www.kenes.com
Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

Lead Retrieval App **(no device is included).**

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit - **€400**

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **€300**

**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 Organising Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

You can submit your order through the Kenes Exhibitor’s Portal.
[https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

**Deadline:** Monday, April 16, 2018
Section 4: Technical Information

**Stands Design (Space Only)**
Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.

*Each exhibiting company should submit the name and details of their construction company.*

You can submit your order through the [Kenes Exhibitor’s Portal](https://exhibitorportal.kenes.com).

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

**Deadline:** Monday, April 16, 2018

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

*Work cannot commence until the exhibitor layout is approved by the Organizers.*

Multi-level structures are not permitted.
Shell Schemes that have been pre-booked with Kenes include:

- Shell scheme frame (293mm X 250mm high) *
- Fascia including standard lettering
- 1 spotlight per 2 sqm
- Carpet

* Branding Areas Panels: 95mm x 227mm high

Please note:

- Corner stands are provided with two open sides
- Cleaning is not included
- Furniture is not included
- Electricity is not included

**Special Offer:** you may book furniture package & electricity at a reduced price of Euro 200.00
Please order via the Order Form at the Order Forms Section #7 of this Manual.
1 Table, 2 chairs and a trash bin

**Fascia Sign**
*15 characters, including spaces, may be written on your fascia.

*If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.*

You can submit your order through the Kenes Exhibitor’s Portal.
[https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)
The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

**Deadline:** Tuesday, May 15, 2018

*If you require additional furniture or services for your stand, please refer to the online web shop via -
[2018-05-28 European Society for Paediatric Infectious Diseases 2018](#)
**Build-Up Height**

**The maximum building height is 2.5 meters at the Exhibition Room.**

Any part facing neighboring stands with mutual walls that needs to be designed with neutral surfaces (white).

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

**Ceiling and Ceiling Hangings** - Rigging is possible with venue’s approval only, please contact MMS via li@mass-service.se

**Floor Finish** – Exhibition Hall has a concrete floor. Max floor load: 30 tons per sqm.

**Power supplies and other** - utilities are supplied into the stand from above down to the booth floor along the walls.

**Storage** – can be arranged with MMS via li@mass-service.se

**Smoking Policy** - The MalmoMassan operates a NO SMOKING policy in ALL halls.

**Stand Cleaning** - stand cleaning is NOT included for all stands. Exhibitors interested in daily stand cleaning should order it with MMS via li@mass-service.se

**Stand Catering** - Catering is exclusive to Massrestauranger Malmo, and needs to be ordered in advance. Please contact: lotta.bronmark@malmomr.se

**Storage of empties** - Empties should generally be stored directly with Hermes-Merkur.
Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the official builder is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the official builder and to pay for the electrical consumption according to his power needs.

If you require electricity for your stand, please refer to the online web shop.

To order 24 hours power supply please contact the official contractor.

Accommodation

For booking please contact Jessica Lasky at jlasky@kenes.com, Tel +41 22 9080488 Ext 948

Internet: Free Wi-Fi is available in the Exhibit Hall. However, there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet for programmes, apps and websites, to order a dedicated Wi-Fi or wired network for your stand.

Creation of Wi-Fi network is forbidden, Wi-Fi should be ordered via the Exhibitors Portal

Getting to the Meeting Venue
from E20 north, the outer ring road

- Take exit 14 junction Fredriksberg towards Malmö SO
- In the roundabout you take the left exit to the inner ring road, following signs towards Limhamn
- Go straight throug the roundabout at junction Söderkulla
- Take exit Malmö Arena
- Turn right to Hyllie Boulevard
Take the left exit in the roundabout to Mässgatan
from E20 west, the outer ring road

- Take the exit Limhamn/Malmö V
- I the third roundabout you take the right exit to Lorensborgsgatan
Take exit Malmö Arena

Parking
Information regarding parking can be found via the following website: http://www.malmomassan.se/en/Practical-info/Parking

Site visit
We recommend Exhibitors using Independent Booth Contractors (Space only) to include a site visit in the planning process to assure a smooth and well planned set-up.
Please contact:
Li Mellberg
Email: li@mass-service.se

Security
Neither The MMS nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
Individual stand security may be ordered.

Stand Catering
Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the official ESPID Conference Caterer.
Please contact:
Massrestauranger Malmo
Lotta Bronmark
Email: Lotta.bronmark@malmomr.se

Stand Cleaning
The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.
For ordering daily stand cleaning, please contact the Exhibition manager -Ms. Li Mellberg li@mass-service.se

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Rules and Regulations - Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period
During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs. The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building
Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material
It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations
Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)
Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

**Insurance (compulsory)**
While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the Malmomassan and the official contractors can accept NO liability for any loss or damage sustained. You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

No children under the age of 16 are allowed on the premises of the Exhibition area during the set up/dismantling.

**Liability**
Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition. The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

**Promotional Activities**
All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

**Special Effects**
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
Section 5: Official Contractors

Stand construction and fittings, furniture hire, signage, AV, electricity & flowers

MMS
Ms. Li Mellberg
Tel: +46 40 642 99 26
Email: li@mass-service.se
Online Ordering System/Boutique: 2018-05-28 European Society for Paediatric Infectious Diseases 2018

To place your online orders, please access the Boutique with your login details which you will get once you register in the online boutique.

Security and Staff Provision (Hostess)

MMS
Ms. Josefine Solvang
Tel: Tel: +46 40 63163 27
E-mail: josefine@malmomassan.se

Catering Services
Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the ESPID Conference Caterer.
Please contact:
Massrestauranger Malmo
Lotta Bronmark
Email: Lotta.bronmark@malmomr.se

Freight Handling & Customs Clearance Agent

Hermes/Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Web site: hermes-exhibitions.com
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:
• Shipping Instructions
• Tariff
• Material Handling Form
• Labels

Delivery & Logistic Services
Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Meeting and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue.
Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Meeting bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual. Please complete this form and return it to Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.
Customs Clearance
Hermes Exhibitions & Projects Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com
Website: hermes-exhibitions.com

To view the full ESPID 2018 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links below:

<table>
<thead>
<tr>
<th>Shipping Instructions</th>
<th>Shipping Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe Rates</td>
<td>Label Exhibition goods – direct to venue</td>
</tr>
<tr>
<td>Material Handling</td>
<td>Exhibition goods via Germany warehouse</td>
</tr>
<tr>
<td>Shipping Instructions</td>
<td></td>
</tr>
</tbody>
</table>
Section 7: Order Forms

The following orders below are to be filled and submitted through the Kenes Exhibitors’ Portal: https://exhibitorportal.kenes.com

Deadline:
Monday, April 16, 2018

- Company Profile & Logo
- Badges
- Fascia for Shell Scheme only exhibitors
- Stand design for space only exhibitors
- K-Lead- App and or Mini Scanner order

The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login details.

If you require any additional services which do not appear in this manual, please contact:
Ms. Yulia Rijinsky
Exhibition Manager
Tel: +41 22 9080488 Ext. 995
Fax: +41 22 9069140
Email: vrijinsky@kenes.com
Site: www.kenes.com
Official Meeting Contractors Catalog and Order Forms
Exhibitor Services
The Exhibitor Services department of MMS offers you a full-service package before, during and after the exhibition. In the online shop you can order some products and services which are needed for your successful exhibition.

Online Ordering System
Via the ESPID Boutique you can order a wide variety of products and services which are needed for the exhibition.
- Electricity and Lighting
- Booth Construction and Fittings
- Furniture
- Carpet
- Graphic/Signage
- AV
- Flowers and Plants

Access to the Online Boutique
To place your online orders, please access the Boutique with your login details which you will get once you register in the online boutique.

Deadlines
The online Boutique will be available until 1 week before the meeting. All online orders need to be placed before this date.
Take into account that all orders placed after Tuesday, May 15, 2018 prices will go up.
In addition, MMS cannot guarantee availability of products after this deadline. Late orders will be provided upon availability.
Do you need assistance? Or do you have questions about certain products or services? Contact:

Li Mellberg
Tel: +46 40 642 99 26
Email: li@mass-service.se
Online Ordering System/Boutique: 2018-05-28 European Society for Paediatric Infectious Diseases 2018
Shell Scheme Furniture Package ORDER FORM

Deadline for Return: **Monday, April 16, 2018**
Return to: Mrs. Yulia Rijinsky
E mail: yrijinsky@kenes.com

Please complete the following:

Name______________________________________________________________

Company Name + Booth# _____________________________________________

Street: ____________________________________City______________________

Zip Code___________________________________

Country___________________________________

VAT#_____________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Furniture Package (2 chairs, table, bin) &amp; Electricity</td>
<td>200.00 Euro</td>
<td>200.00 Euro</td>
</tr>
</tbody>
</table>

Please note that you will receive an invoice by e mail.
You may either pay by bank transfer or credit card.
Credit card payment will incur 4% bank service charge.

Thank you for your order.
Authorization for Credit Card Charges

Dear Sirs,
In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in your own handwriting and sign.

Name of Company:

We authorize Kenes International – Organizers of Meeting to make the charge of EURO ________
for ______ fees
for Meetings: ____________

Credit Card details to be charged:

Number:

Expiration date:

Name of Card holder:

Address: (as per Credit card records):

Telephone number:

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

Date:

SIGNATURE of Card holder:
Access Route Map