Exhibition Manual

WORLD CLASS SUPPLY - END TO END

13 – 14 June 2013 • Prague, Czech Republic

ISPE

Connecting a World of
Pharmaceutical Knowledge

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CONFERENCE INFORMATION

www.ispe.org/2013-supply-chain-eu-conference

EVENT SALES CONTACT

Gene Steinberg
ISPE
600 N. Westshore Blvd., Ste. 900
Tampa, Florida 33609 USA
Tel: +1-813-960-2105 Ext. 231 I Fax: +1-813-739-2274
Email: gsteinberg@ispe.org

ONSITE CONTACT

Sarah Spence
Tel: +32 (0) 2 743 1574 |Mob: +32 48 588 4170
Email: sarah.spence@associationhq.com

CONFERENCE VENUE

Crowne Plaza Prague
Koulova 15
16045 Prague 6
Czech Republic
Tel: +420 296 537 277
Email: convention@crowneplaza.cz

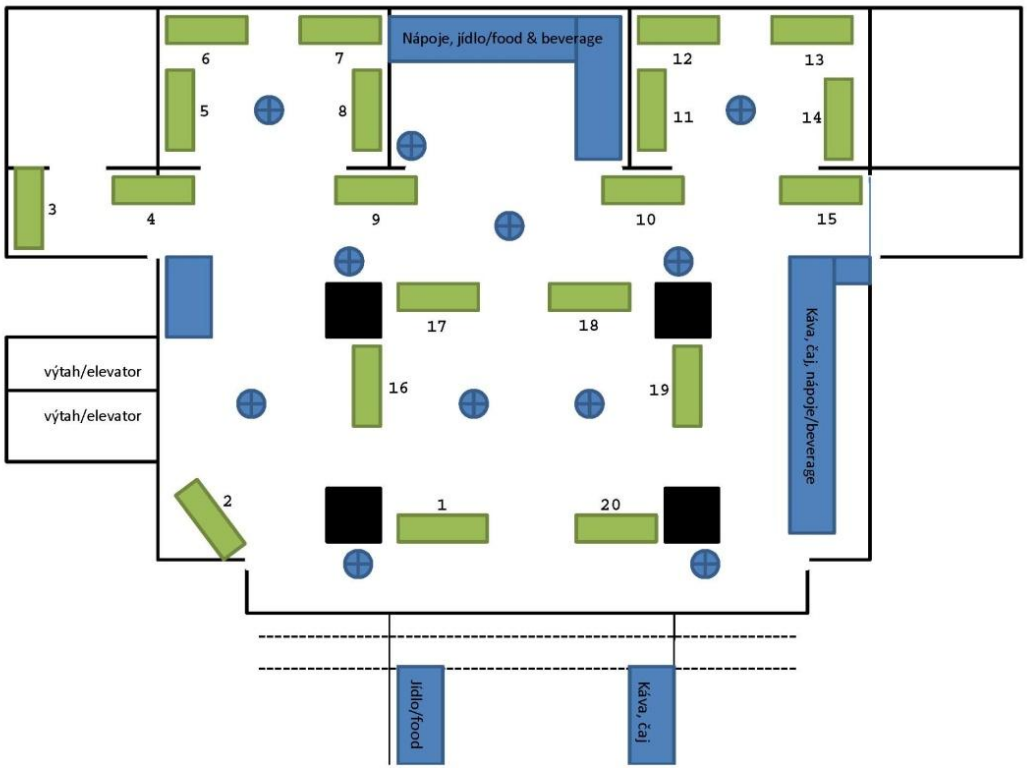
MEETING ROOMS

The session will take place at the **Crowne Plaza Prague** in the Přemysl + Bruncvik + Libuše meeting room located on the 2nd floor of the hotel. The Exhibition area will be located in the Mezzanine Foyer, located on the Mezzanine floor of the hotel. Our onsite contact, Sarah Spence, will welcome you onsite during the Exhibition set-up hours and will indicate your Table Top location.

EXHIBITION SCHEDULE

Please note that the below times are subject to change.

	Date	Time	Activity
Set-Up	**Thursday, 13 June**	**07.00 – 08.00**	**Exhibition Set-Up**
Exhibition	**Thursday, 13 June**	**08.30 – 09.00**	**Welcome Coffee**
		10.40 – 11.10	**Networking Break**
		12.30 – 13.30	**Lunch**
		15.20 – 15.50	**Networking Break**
	Friday, 14 June	**08.30 – 09.00**	**Welcome Coffee**
		10.50 – 11.20	**Networking Break**
		12.30 – 13.30	**Lunch**
		15.20 – 15.50	**Networking Break**
Breakdown	**Friday, 14 June**	**16.00**	**Exhibition Dismantle**



Section 3 – General Exhibition Information

TABLE TOP RESTRICTIONS

Your Table Top package includes a standard table (180cm x 80cm) and chair. All tables have skirting.

Please review the following restrictions and guidelines carefully!

These restrictions will be enforced in a very strict manner by the ISPE staff in order to secure equal opportunities and consistent Table Top Exhibits throughout.

1. Only one Exhibiting Company per table will be authorised. Each individual company must have a separate table. Subletting of space will not be allowed.

2. Exhibits must be staffed at all times during Exhibition hours. Exhibits may be staffed by a **maximum** of two representatives at a time from each company. Exhibitors may not take down displays before closing hours.

3. Exhibits should be as simple as possible and **must** conform to the following:

   - The entire Exhibit must be confined to the top of the table **only** (nothing will be allowed to hang off, be located underneath, behind, in front or alongside of the table).

   - The maximum heights including lights, signs, etc. of any display shall be **150** cm from the top of the table.

   - The maximum width of any display shall be **180** cm (banqueting table). Displays must not overhang the top of the table.

   - Only static displays are acceptable. No operating machinery of any type will be allowed (**excluding** computer terminals and video monitors).

4. ISPE reserves the rights to restrict Table Top Exhibits which are objectionable because of size, noise, glaring or flashing lights, method of operation, or any other reason and, therefore, to prohibit or evict any Exhibitor who, in the opinion of ISPE, may detract from the overall good of the Exhibit. This reservation includes person, conduct, printed matter or anything ISPE judges to be objectionable.

Any failure to comply with the above restrictions shall result in exclusion from participation in futures ISPE table top events.

LIABILITY AND COMPLIANCE

ISPE, the Conference Venue and their agents and/or employees shall not be responsible for any loss, theft or damage to the property of the Exhibitor, his/her employees and/or representatives. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities at the Conference Venue premises and will indemnify, defend and hold harmless the Conference Venue, its agents, servants and employees from any and all such losses, damages and claims. Exhibitors are advised to carry special insurance against injury to the persons and property of others. The Exhibitor assumes all responsibility for compliance with all pertinent regulations and codes of duly authorised governing bodies concerning fire, safety and health together with the rules and regulations of the operators and/or owners of the conference venue.

CANCELLATION POLICY

A fifty percent (50%) refund will be given up to 10 weeks prior to the Conference. No refunds are given thereafter.

TECHNICAL SPECIFICATIONS

Floor material: Wooden

It is prohibited to put anything with tape or blue tack, etc on the pillars and walls at the Hotel, both in the public areas and in the Exhibition Area.

Standard power in Czech Republic is supplied at 220 Volts, 50 Hertz. Your table will be equipped with one power outlet. Neither ISPE nor the hotel will provide adapters; Exhibitors should ensure to bring these if applicable.

Wireless access will be provided.

SECURITY

While every precaution is taken, neither ISPE nor the Hotel can accept any responsibility for the security of the Exhibit stands and contents. Exhibitors are fully responsible for the security of their own stands and equipment; any loss or damage that may befall the person or the property of the exhibitor is his/her sole responsibility.

ISPE advises you to observe the **following suggestions**:

- We recommend that you carry adequate insurance to cover your property.
- Bring your valuable goods and materials, including all personal property, into the building as late as possible and do not leave these unguarded. If you wish to leave your valuables in the Exhibition Area, please contact the Hotel in order to rent a secure storage facility.
- Always keep your personal property locked away. Please do not leave handbags, briefcases, mobile phones, laptops, etc., at your stand unattended.
- Do not leave your stand unattended until the last visitor has left the Exhibition Area.

INSURANCE

Exhibitors are required to make their own insurance arrangements. All property is the sole responsibility of the Exhibitor or the person to whom it belongs. A full and comprehensive insurance against risks such as loss, damage, injury to goods and persons and in particular theft is strongly recommended. The Hotel does not take any responsibility in case anything is lost. Any person bringing items into the venue that may directly or indirectly cause injury to anyone or damage to the venue will be held responsible for that injury or damage.

PHOTOGRAPHY

No photographer will be permitted to work in the venue without permission from ISPE prior to the conference.

Section 4 – Registration and Accommodation

NAME BADGES

Only registered Delegates and Exhibition Personnel holding an official badge will be permitted access into the Exhibition Area. Exhibitors must pick up their name badges at the Registration Desk immediately upon arrival at the Hotel.

CONFERENCE REGISTRATION

Each Exhibiting Company is entitled to register two (2) Table Top Personnel to man the table. These two Exhibitors have access to the exhibition area only. Should they wish to attend any of the Track Sessions, they are welcome to register and will receive a discount of 15% on the Registration fee (member and non-member pricing applies). Please note: Additional Table Top Personnel above the two will be charged a fee of **€75** per individual.

Table Top Personnel may pick up their name badges at the ISPE Registration Desk upon arrival at the Hotel. The desk will be open during the following times:

Wednesday 12 June: 16:00 – 19:00
Thursday, 13 June: 07:00 – 18:00
Friday, 14 June: 08:00 – 18:00

To register your exhibiting personnel, please visit World Class Supply Registration and follow the **Online Registration** available there. During the Registration process, you will be prompted to go through the steps outlined below:

1. **Table Top Personnel** – For Table Top personnel only (no Education), please enter your personal details, followed by selecting "Exhibitor Only" from the Registration Category drop-down menu. Under "Member Status", if you are a member, select "ISPE Member" and enter your membership number in the box provided. Please note: Additional Table Top Personnel above the two will be charged a fee of **€75** per individual.
2. **Education Programme Selection** – If you wish to attend any Education Programme, please select the relevant package at the reduced Table Top Personnel rate (15% reduction on standard pricing), followed by the specific seminar(s) you wish to attend.

CONFERENCE ACCOMMODATION

For your convenience, ISPE has secured a number of bedrooms at this Hotel at the following fixed Group Rate for your convenience. They will be guaranteed until the 12 April 2013.

Standard room: €120
Superior room: €140
*(*All prices mentioned above are quoted per room, per night and include taxes, service charges and buffet breakfast, but exclude 14% VAT*)*

Click here to book your room online with the Crowne Plaza. Please enter the code "JUN" when making your reservation.

CONTACT INFORMATION

For any information related to your participation at the ISPE Table Top Exhibition please contact Gene Steinberg at gsteinberg@ispe.org or Tel: +1-813-960-2105, Ext. 231

Contact person onsite: Sarah Spence at sarah.spence@associationhq.com or Tel: +32 485884170

Section 5 – Shipment Information

SHIPMENT INSTRUCTIONS

To guarantee smooth handling of your shipments at the Hotel, please **clearly label** your packages with the following information:

ISPE World Class Supply Conference 2013
13 – 14 June 2013
Attn: DOMINIKA VALVODOVA
Your complete company name
Your complete name and contact phone number
Box x of x

The Hotel requests that packages be shipped within two days (7 – 10 June) prior to the conference.

All shipments should be addressed to:

Crowne Plaza
ISPE
Attn: DOMINIKA VALVODOVA
Koulova 15
16045 Prague 6
Czech Republic

Please feel free to use the **Box Label Template** provided in this manual. Simply print, copy and complete.

Neither ISPE nor the Hotel will be responsible for delivery fees or customs fees and will not be arranging any customs handling. Any shipments of equipment/large pallets must be prearranged and delivered to a specific area directed by the Hotel. The Hotel cannot be responsible for moving equipment and/or pallets. For valuable goods such as computers, a secured storage space can be rented at the Hotel.

RETURN SHIPMENT INSTRUCTIONS *IMPORTANT!!!*

We recommend attending Exhibitors to arrange a Courier Company to pick up their shipments at the end of the conference. **Keep in mind to make all the necessary pick-up arrangements before the conference and have all the necessary Return Shipment Papers with you on pick up date.** Clearly mention on **each box your company name, name of the contact person, name of the courier company and the number of boxes.** Don't forget to bring all the necessary items (scissors, tape, empty shipment boxes) to facilitate Build-up and Break-down.

Neither ISPE, nor the Hotel can be held responsible for any return shipment from the Hotel to your company. If you need any assistance with your return shipment you may contact the concierge of the Hotel or alternatively contact a shipping company directly to arrange a pick up.

Address	Crowne Plaza Contact: DOMINIKA VALVODOVA Koulova 15 16045 Prague 6 Czech Republic
Title of Conference	**2013 ISPE World Class Supply Conference**
Date of Conference	**13 – 14 June 2013**
For the attention of	**Sarah Spence**
From (Company Name)	
Contact Phone Number	
Number of Box	**_____ of _____**
Type of Merchandise	