



European Society  
for Blood and Marrow Transplantation

# 46<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation

22 – 25 March, 2020

EXHIBITION MANUAL

IFEMA  
Madrid, Spain

**EBMT 2020**

[www.ebmt.org](http://www.ebmt.org) #EBMT20



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## INTRODUCTION

### DATES OF ANNUAL MEETING

The 46<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation will take place from Sunday **March 22<sup>nd</sup>** - Wednesday **March 25<sup>th</sup>, 2020**.

### DATES OF EXHIBITION

The exhibition will be held from Sunday **March 22<sup>nd</sup>** until Tuesday, **March 24<sup>th</sup>, 2020**.

### EXHIBITION VENUE

#### IFEMA – Feria de Madrid

Avda. del Parténon, 5

28042 Madrid, Spain

Tel. +34 917 22 30 00

[Venue website](#)

### EBMT ANNUAL MEETING ORGANISERS

#### CME Congresses Ltd.

[www.CME-Congresses.com](http://www.CME-Congresses.com)

### EXHIBITION MANAGER

Hanna Safier will be responsible for the management of the trade exhibition being held in conjunction with the EBMT 2020 Annual Meeting.

For all inquiries relating to the exhibition, please contact:

#### Ms. Hanna Safier

Mobile: +972 54 6787820

Email: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

### OPERATIONS COORDINATOR

For information regarding Operations of Sponsored Symposia and Meeting Rooms:

#### Mr. Bora Çelikel

Tel: +34 93 453 8570

Email: [bora.celikel@ebmt.org](mailto:bora.celikel@ebmt.org)

### REGISTRATION & ACCOMMODATION DEPARTMENT

CME Congresses

M: +44-20-32899552

Email: [registration@ebmt.org](mailto:registration@ebmt.org)

Email Accommodations: [accommodation@ebmt.org](mailto:accommodation@ebmt.org)

### WEBSITE

For further information and continuous updates regarding the EBMT Annual Meeting please visit the website:

<https://www.ebmt.org/annual-meeting>

## CONTRACTORS CONTACTS

**STAND CONSTRUCTION & FITTINGS, FURNITURE HIRE, CARPET, GRAPHIC, ELECTRICS, AUDIO VISUAL INTERNET, STAND CLEANING, Via IFEMA Webshop**

[https://www.expositores.ifema.es/zwas/presupuesto\\_default.htm?idioma=en&feria=20EB&modo=PEX\\_MO](https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&feria=20EB&modo=PEX_MO)  
[STRAR SERVICIOS](#)

### **IFEMA Technical Secretariat**

Tel : +34 91 722 3000

Email : [sectecnica@ifema.es](mailto:sectecnica@ifema.es)

Questions related to **Telecommunications** services :

Tel : +34 91 722 5319 ; Email : [telecomunicaciones@ifema.es](mailto:telecomunicaciones@ifema.es)

Questions related to **Rigging** projects : [inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@ifema.es)

Questions related to **Invoicing** : Servifema - Tel : +34 91 722 3000 ; Email : [servifema@ifema.es](mailto:servifema@ifema.es)

### **STAND CATERING**

#### **Vilaplana / Eurest**

Tel : +34 91 722 5206 // +34 91 722 5214

Email : [pedidostand@eurest.es](mailto:pedidostand@eurest.es)

Orders: <http://compraonline.eurestserviciosferiales.es/en>

### **SCANNER (badge reader) HIRE**

#### **fielddrive**

**Mrs. Monika Koziorzemska**

Tel : +32 470 60 37 15

Email : [monika@fielddrive.eu](mailto:monika@fielddrive.eu)

<https://www.fielddrive.eu/>

### **HOSTESSES & TEMPORARY STAFF HIRE**

#### **Elosa Gallegos**

Email: [elosa@meridiana.team](mailto:elosa@meridiana.team)

### **HOSPITALITY SUITS EXTRA ORDERS (FURNITURE, ELECTRICITY ETC)**

#### **SERVIS Group**

**Ludovico Rebecca**

Email : [lrebecca@servisgroup.es](mailto:lrebecca@servisgroup.es)

### **CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES**

#### **Merkur Expo Logistics GmbH**

**Ms. Zehavit Akerman**

Tel : + 49 6173 9669528

Mobile : +972 52 5114982

Email : [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

## IMPORTANT DEADLINES

Please find below a timetable of important deadlines for the Annual Meeting. Further information on each item can be found on the listed page within this manual.

| ITEM  | DEADLINES   | CONTACT PERSON                      | EMAIL  |
|---|---|-------------------------------------|--|
| Exhibitor badges, networking event, Annual Meeting Registration   | <b>Thursday, February 20</b>  | Registration Dep.                   | <a href="mailto:registration@ebmt.org">registration@ebmt.org</a>   |
| Company name for fascia board   | <b>Friday, February 28</b>  | Hanna Safier                        | <a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>   |
| Hotel Accommodation   | ASAP  | Einat Gutman                        | <a href="mailto:accommodation@ebmt.org">accommodation@ebmt.org</a>   |
| Stand Construction & Fittings, Furniture Hire, Carpet, Electrics, Internet, Audio Visual Graphic, Stand Cleaning - <b>Via IFEMA WebShop:</b><br><a href="https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&amp;feria=20EB&amp;modo=PEX_MOSTRAR_SERVICIO_S">https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&amp;feria=20EB&amp;modo=PEX_MOSTRAR_SERVICIO_S</a> | <b>Thursday, March 12</b><br>25% surcharge will be applied for orders placed after March 12<br>Orders can be submitted online until <b>Wednesday, March 18</b><br>After this date please contact IFEMA to submit your orders. | IFEMA Exhibitor Care Service office | <a href="mailto:servifema@ifema.es">servifema@ifema.es</a>   |
| Stand Catering - Via this link:<br><a href="http://compraonline.eurestserviciosferiales.es/en">http://compraonline.eurestserviciosferiales.es/en</a>  | <b>Friday, March 13</b><br>Orders Submitted after the deadline will be provided based upon availability   |                                     | <a href="mailto:pedidostand@eurest.es">pedidostand@eurest.es</a>   |
| Hostesses   | <b>Thursday, March 12</b>   | Eliosa Gallegos                     | <a href="mailto:eloisa@meridiana.team">eloisa@meridiana.team</a>   |
| Stand plan- with Rigging  | <b>Tuesday, February 18</b>   | IFEMA - copying<br>Hanna Safier     | <a href="mailto:sectecnica@ifema.es">sectecnica@ifema.es</a><br><a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a> |
| Stand plan- "Space only" booths with no rigging   | <b>Friday, February 28</b>  | Hanna Safier                        | <a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>   |
| Risk Assessment Form  | <b>Wednesday, March 18</b>  | IFEMA                               | <a href="mailto:sectecnica@ifema.es">sectecnica@ifema.es</a>   |
| Badge Reader Hire via link:<br><a href="https://myexpoleads.expologic.com/index.cfm/order/showCode/EBMT20/">https://myexpoleads.expologic.com/index.cfm/order/showCode/EBMT20/</a>  | No deadline. LeadKey (mini scanners) based on availability  | Monika Koziorzemska                 | <a href="mailto:monika@fielddrive.eu">monika@fielddrive.eu</a>   |
| CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES  |   |                                     |  |
| Door to door shipments  | Deadline upon request   | Ms. Zehavit Akerman                 | <a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a>   |
| Airfreight shipments - Arrival to Madrid Airport  | Please contact Merkur Expo  |                                     |  |
| Shipment via German Warehouse   | No later than <b>Friday, March 13, 2020.</b>  |                                     |  |
| Exhibition goods - Direct deliveries to venue   | <u>Starting</u> <b>Thursday, March 19, at 09:00</b>   |                                     |  |

## EXHIBITION TIME TABLE

| ACTIVITY   | DATES   | HOURS       |
|--|---|-------------|
| <b>SET-UP</b>                                    | Thursday, March 19<br><b>For "Space Only" Stands - 25 sqm and above</b> | 11:00-22:00 |
|  | Friday, March 20 - all stands   | 08:00-21:00 |
|  | Saturday, March 21 - all stands   | 08:00-21:00 |
|  |   |             |
| <b>EXHIBIT HOURS</b><br><i>Subject to change</i> | Sunday, March 22  | 08:00-18:30 |
|  | Monday, March 23  | 08:30-19:00 |
|  | Tuesday, March 24   | 08:30-19:00 |
|  |   |             |
| <b>DISMANTLING</b>                               | Tuesday, March 24   | 19:00-24:00 |
|  | Wednesday, March 25   | 08:30-13:00 |

### Please note:

- **Empty crates and packaging material** must be removed/stored no later than **Saturday, March 21 at 21:00**. Please contact the Official Freight agent for available storage.
- Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time of **13:00** on **Wednesday, March 25**.
- Any equipment, display aid or other material left behind on Tuesday, **March 25 after 13:00** will be considered discarded and abandoned.

## EXHIBITION HALL

The exhibition will be held in **HALL 9**.

### FLOORING/FLOOR LOADING

The exhibition floor is made out of concrete. We recommend installation of carpet or floor covering in booth.

Load Capacity: 15,000 Kg/m<sup>2</sup>

**Power supplies and other utilities** are supplied into the stand via the floor.

It is obligatory to cover the concrete exhibition floor. Carpet is only provided for Shell Scheme booths and Meeting Room packages. If you have a Space Only stand you must make arrangements to cover the floor of your stand. It is strictly forbidden to paint or plaster the stand floors or to use glue to attach the floor covering. Only double-sided adhesive tape may be used for this purpose. This must be removed at the end of the Exhibition.

### GETTING THERE

Thanks to its excellent transport connections, IFEMA can be reached quickly and easily by air, train or car.

You can see detailed information by clicking [here](#)

### ACCESS TO HALL 9

Exhibition Goods will be delivered through the assigned route upon arrival. Please follow the directions of the traffic marshals onsite.

**Parking** Upon entrance to the venue, all build/dismantle vehicles will be provided with a ticket that marks a maximum time during which they can remain in the loading bay areas: 1, 2 or 3 hours (based on truck size / weight). During this maximum amount of time all materials must be unloaded or loaded and afterwards, vehicles must depart the venue or park in the truck parking lot located behind Halls 1 & 3.

Vehicles remaining in the loading bays longer than the allotted time will be penalized with a EUR 20 / hour vehicle fee, up to a max. of EUR 100 day. The 24-hour rate in the truck lot is EUR 30 / truck.

### PARKING

IFEMA has a wide range of parking Spaces. Parking services can be ordered via IFEMA Webshop.

The “exhibitor parking Space” option is a parking ticket valid for the all duration of the assembly, exhibition days and dismantle.

The “courtesy car parking card” is ticket valid for a single day stay. You may use it for your guests.

## BUILD REGULATIONS

Space only stands do not include walling, stand dividers, stand fittings, electrics, carpet or floor coverings and you are responsible for organising all of this at your own cost.

- All Space-only stands must be designed and built by experienced exhibition contractors/ stand-builders.
- The design of your stand is your responsibility and must be substantial by nature.
- It is mandatory to wear a helmet, high-visibility vest and safety shoes throughout the assembly and disassembly phases of fairs and events in all of the exhibition areas .
- Dividing walls between stands must consist of solid walling, provided by you.
- Whilst it may be that you are adjacent to another Space only stand, all walls adjoining other stands that exceed 2.5m in height must be 'backed off' – i.e. finished to present a plain, white, flat surface to the adjacent stand down to 2.4m. Signage, logos or projections are not allowed on this area so as to be visible from the adjacent stand.
- When you arrive on-site, the area of the stand will be marked out on the floor. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are in any doubt about the location of your stand, please speak to the Hall Manager who will be able to assist you in establishing the boundaries within which you and your contractors must build and work. When you design your stand please ensure that the view of other stands and of the exhibition as a whole is not obstructed.

### Build Up Height

- Maximum **stand height** from the ground: **4 m**
- **Suspension** from the ceiling is permitted:
- ❖ **Maximum rigging height** is **6m** - measuring from the floor to the top of the suspended banner/object.
- **Double-Decker** stands are not permitted.

The maximum allowed building height is **4m** and **6m** for rigging. Any stand with rigging, should provide a **structural engineering certificate** – at additional cost – with a 3D render of the stand.

Payment for the certificate is via the IFEMA Webshop.

### Clearance limits

Stand structures must consider the following clearance Limits:

#### Clearance limits from aisles

- Items between 0 and 1.5 m high: no clearance limit.
- Items between 1.6 m to 5 m high: clearance limit 1 meter.

#### Clearance limits from partitions

- Items between 0 and 2.5 m high: no clearance limit.
- Items between 2.5 m and 5 m high: clearance limit 1 meter.
- Lighting trusses at a height of 6 m: clearance limit 1 meter.

### Quick overview of the rigging services process

All Rigging projects must pass an inspection process and the placing of all installation points will be executed **exclusively** by IFEMA

The due date for receiving projects is one month prior to the start of setup of the exhibition. Any applications received thereafter will not be considered. Installations of signs (whose necessary materials for their rigging) weighing less than 0.05 Kn/m<sup>2</sup> (5 kg/m<sup>2</sup>) are exempt from the approval procedure. All signs must have at least three rigging points.

The installation of manual and motorised hoists, trusses and other elements that can conform the rigging project may be done by IFEMA. Rigging services will be invoiced by IFEMA.



For information on permissible loads, please check the rigging manual [HERE](https://ifema.atlassian.net/wiki/spaces/HELPDESK/pages/4325552/Exhibition+Center+-+General+Rules+of+Assembly+and+Risk+Prevention?preview=%2F4325552%2F4816900%2FRegulations%20for%20Hanging%20Structures%20in%20Halls%20-%20Rigging.pdf):  
<https://ifema.atlassian.net/wiki/spaces/HELPDESK/pages/4325552/Exhibition+Center+-+General+Rules+of+Assembly+and+Risk+Prevention?preview=%2F4325552%2F4816900%2FRegulations%20for%20Hanging%20Structures%20in%20Halls%20-%20Rigging.pdf>

Summarised, the inspection process is as follows:

1. Check IFEMA rigging regulation (see [Rigging Manual with Regulations](#))
2. Submit your rigging project accompanied by the "Request for authorization to fit hanging structure/rigging" form to [inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@ifema.es)

For more information, please visit the [IFEMA Exhibitor Support Page](#) or contact IFEMA Technical Secretariat:  
Tel.: + 34 91 722 30 00; E-mail: [tecnic@ifema.es](mailto:tecnic@ifema.es)

### **Stand Partitions**

All Space Only stands must provide their own self-supportive back walling where backing onto a neighbouring stand or perimeter walling with the minimum height being 2.5m. Any partition wall above 2.5m in height that is overlooking neighbour stands must be dressed from the rear using a plain white finish, without logos or branding. The clear height of inside areas must be at least 2.30 m.  
All Shell Scheme stands are permitted to decorate their stands up to **2.84m** height.

### **Openings onto Aisles**

Stand sides opening onto an aisle must have a minimal opening of 50%.  
Each open stand side must comply with this requirement. Decoration and installations must be designed to allow a full access to aisles and to avoid visibility problems for neighbouring stands as well as allowing a maximum amount of the visibility of the show through the stands.

### **Stand Bounding Walls**

Stands open on one side shall be provided with one rear wall and two side walls. Stands open on two sides shall be provided with either one rear wall and one right or left side wall, or two side walls only.  
Stands open on three sides shall be provided with one rear wall only.

Stands open on all four sides shall not be provided with any partition walls.  
The areas of such stands shall be delimited by markings on exhibition hall floors.

In the case of stands open on one side or two sides, 5 cm shall be deducted from the confirmed stand widths to obtain the clearances between the inner surfaces of their partition walls.

### **Gangways / Aisles**

- All gangways must always remain unobstructed and accessible
- Under no circumstances will any part of your stand, furniture, exhibits or displays be allowed to project beyond the boundary of your stand
- No doors or windows shall open outwards onto a gangway
- Building across gangways is not permitted

### **Stand Appearance**

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event shall apply. Stand construction shall be such that their edges bordering on aisles shall be as transparent as practicable. The target should be a frontage that is 50% open. Lengthy, enclosed stand structures bordering on aisles are not permitted and must be interrupted by display cases, niches, displays or similar. The rear

sides of stands adjacent to neighbouring stands must be kept smooth and be white in colour from a height of 2.50 m or must be positioned at least 1.00 m from the border of the neighbouring stand, so as not to impair the design of the neighbouring stand.

*To ensure a fair and balanced experience for all participants, each exhibitor is asked to consider the impact of their stand construction on neighbouring exhibits to ensure transparency. If there is a risk of unfairly blocking another stand from view, even when all the guidelines are respected, the organizer will retain all rights of approval of the final stand design.*

*The congress organizer will not supply any floor covering (except for shell scheme booths) or any booth material unless ordered through the Webshop.*

### **Carpets, floor coverings**

Any carpets or other floor coverings must pose no risk of persons slipping, stumbling or falling. Carpets and other floor coverings must be installed such that accidents are prevented. Only tape that can be re-moved without leaving any residue shall be employed for holding carpets and floor coverings in place. Self-adhesive carpet tiles are not allowed. All materials employed shall be completely removed without leaving any residue. This also applies for substances such as oil, grease, paint and similar. Hall floors may not be painted.

### **Balloons Filled with Gas**

The use of balloons filled with a combustible gas in the exhibition halls or outdoor areas is prohibited. Balloons inflated with light gases as decoration for stands or events, may be used, after consultation with IFEMA Fair Services Management. The balloon must be attached to a structural element of the stand or filled with innocuous heavy gases which prevent them from rising. The distribution of gas-filled balloons is prohibited.

### **Disabled access**

Stands that are built on top of wooden flooring, with a height of more than 19mm, must have at least one disabled access ramp that is at least 1.20m wide

### **Electrical supply**

All electrical energy powering the stands will be supplied by IFEMA, the characteristics of the supply are 400 V phase-to-phase and 230 V phase-to-phase and neutral.

It is not IFEMA's responsibility to provide supplies that could be required for direct current or for any other condition of stability and continuity different to that of the general supply, these being, in all cases, at the expense of the installer or the user of the stand and require prior authorisation from IFEMA's Technical Services and Maintenance Department.

### **Personal Protective Equipment During move-in and move-out**

During move-in and move-out, the show floor is regarded as "construction zones". Please note that any one on the show floor need to be properly protected with Personal Protective Equipment for safety reasons. It is mandatory to wear a helmet, high-visibility vest and safety shoes.

You may purchase vest and helmet at €10 each pack. The packs are sold in IFEMA Exhibitor Service Desk located in between halls 8 and 10.

### **Risk Assessment Form**

All companies carrying out work in the contracted space on behalf of the Exhibitor must fill in, sign and present to IFEMA the "Prevention of Labour Risks and Business Activity Coordination" form available on the IFEMA website in this link <https://ifema.atlassian.net/wiki/spaces/HELPDESK/pages/7405578/All+documents> and send it to [stecnica@ifema.es](mailto:stecnica@ifema.es)

Assembly cannot begin until this Protocol is filled in and sent.

Additionally, if exhibitor or assembly companies should need to carry out metal cutting, soldering and/or use equipment producing heat or flame, they must send an email to the Technical Secretariat of IFEMA at [stecnica@ifema.es](mailto:stecnica@ifema.es) requesting in the "*Authorisation Request for Heat or Flame-producing Works*" and return said form to that same address for authorisation and checking. They can also request the form on the premises from the person in charge of the corresponding hall.

### **Fire prevention**

The materials used for the different facilities of the Fair or Event, constructions (stands, marquees, etc.) must comply with current regulations. In particular, regarding flammability of material, the material used in the floor covering will be EFL, and in the construction of walls and ceilings it will be C-s2, do; suspended textile elements, such as backcloths, curtains or drapes will be class 1, in accordance with the UNE-EN 13773: 2003 standard. In addition, the decoration elements must comply with the same characteristics as those for construction, and may not contain any type of material or product that is easily combustible, such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves, etc. Likewise, in order to carry out construction, demonstrations or place decorations that use an open flame, the Exhibitor must request the corresponding license from the Trade Show Services Department of IFEMA. The competent Official Bodies, as well as the staff of the IFEMA's Exhibition Services Department, may carry out an inspection to check for compliance with the regulations.

### **Fire Procedures**

- Waste, paper, cardboard, empty packaging and other combustible materials for disposal must be removed from the stands and their surrounding areas daily
- No materials may be stored behind stands
- Any waste materials should be contained within the exhibitors assigned Space
- It is strictly prohibited to place any waste or other items in the aisles

### **Doors**

All exits must be kept unlocked during the opening hours of the exhibition. Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be kept unobstructed at all time.

### **Submission of plans**

Every exhibitor must submit an exact statement of the dimensions of its stand as well as plans and descriptions of this stand. The drawings must clearly indicate, in English, the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated. Please supply:

- a scaled top view drawing
- a scaled side view drawing
- a three-dimensional drawing (or photograph)
- a description of the design with the materials used and a fire reaction certificates of these material

Indicating the various heights and the open/transparent Spaces is required. If a special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

### **General Regulations**

Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with occupational health and safety and industrial regulations.

## **Insurance**

Neither the Organisers, nor IFEMA, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

## **Public Liability Insurance**

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance covering all injuries to persons and damages that might cover in connection with the exhibition.

We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

## **INTERNET ACCESS**

The Meeting offers free WIFI access to all visitors, suitable for basic web browsing.

Exhibitors can order a Wi-Fi and wired Internet connection access and other IT facilities for their stands via the **IFEMA Webshop**.

## **STAND CLEANING**

At the end of each day common areas such as aisles and the entrance lobbies to the hall will be cleaned.

Exhibitors can order cleaning services for their stands in the Webshop. The stand cleaning services consist of a first cleaning and one daily maintenance (or three daily maintenances) of floors and emptying of rubbish bins.

## **STAND CATERING**

Please note that you may bring your own food & beverage **samples** and branded bottles of water to serve at your stand. Bringing your own **Barista** is also permitted.

Additional catering services are **Exclusive** to Vilaplana / Eurest.

Below you can find the link to order catering to your stand or your Hospitality Suite, built in the Exhibition Area (Hall 9). Attached to this document you can also see the catalogue.

In order to order catering please follow the instructions below:

1. Go to <http://compraonline.eurestserviciosferiales.es/en>
2. Please create an account
3. Select the Fair "EBMT"
4. Enter the code "EBMT20"
5. Start Ordering

In case you have a doubt / problem about the account creation please contact [pedidostand@eurest.es](mailto:pedidostand@eurest.es)

## **IMPORTANT NOTICE:**

- The given contact email is only for queries. All catering orders should be done via online link.

- This link **only** for catering orders for the Stand and Hospitality Suites that are built in the **Exhibition Area** (Hall 9). If you would like to order catering for your Symposium or Meeting Room / Hospitality Suite that are Located in Mezzanine Level, please follow the instructions given in the Industry Symposia Manual

#### **HOSTESSES & TEMPORARY STAFF HIRE**

For Hostesses and temporary staff hire, please contact Eliosa Gallegos at [eloisa@meridiana.team](mailto:eloisa@meridiana.team)  
Please send her the following information:

- Name of company
- Number of hosts/hostesses (please specify gender requirements, if any)
- Profile of hosts/hostesses (additional languages, senior experience, specific age range or image ... if any)
- Day/s and timings of hosts/hostesses
- Tasks of hosts/hostesses
- Special uniform requirements, if any

#### **WASTE REMOVAL**

Exhibitors and stand builders are responsible for removal of their waste, during move-in and move-out. Waste must be removed from the venue. There will be containers to dispose of waste onsite. Additional costs resulting from improper waste disposal will be charged to the exhibitor.

Aisles must be kept clear at all times including during assembly and dismantling. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely clear. Feria de Madrid cleaning services will remove any object deposited in these areas, with the Exhibitor having no right to claim for damages.

During the exhibition, no samples, packaging or any other items can be placed in the aisles or other communal areas. There is a service available to have merchandise and packaging collected, stored and delivered.

The exhibitor is responsible for the removal of decorative elements, stands or constructed areas as well as signage and publicity elements. Exhibitors are obliged to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc.



## “SHELL SCHEME” BOOTH

Shell scheme stands will be built using a system consisting of high silver-grey panel walls with vertical aluminum columns. These allow a maximum display of 2.84m height x 0.95m width. The maximum height to build inside the shell scheme is 2.93m. Corner stands will be open on two sides with two fascia boards carrying the company name.

You may order to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost through IFEMA online shop. The logo must be sent to [exhibitorservices@servisgroup.es](mailto:exhibitorservices@servisgroup.es)

Shell scheme booth includes the following:

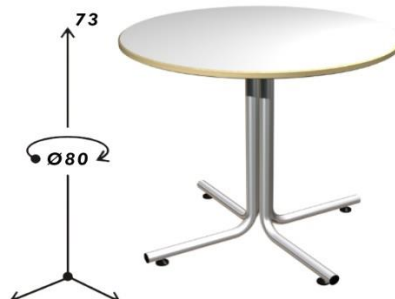
- Wall element silver grey 2.93m high x 1m wide (gross size) \*
- Aluminum fascia element with one lettering panel white 1.94m x 0.45m)\*\*
- 1 spotlight per 4m<sup>2</sup> - 100 W spotlights on rail
- Main electric connection 1KW incl. power consumption
- Grey Carpet (“Gris Antracita”)
- 1 exhibitor name for each open side - lettering, letters in Arial dark blue or black
- 1 round table white (ø 80cm, 73cm high); 2 chairs white; 1 small waste bin

\*the usable panel’s area is 2.84m x 0.95m

\*\*the maximum recommended number of characters that can be printed on the fascia board is 20. You may exceed this limit a bit but please note that the longer the company name, the smaller the font size. Please send the company name by February 20<sup>th</sup> to: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

No items may be screwed, nailed or glued to the panel walls, nor may any part of the shell scheme be damaged or disfigured in anyway. The exhibitor will be invoiced for any dilapidation costs incurred. Velcro or sticky pads are the best options for fixing materials to the panels.

The shell scheme provided will be like the image below:

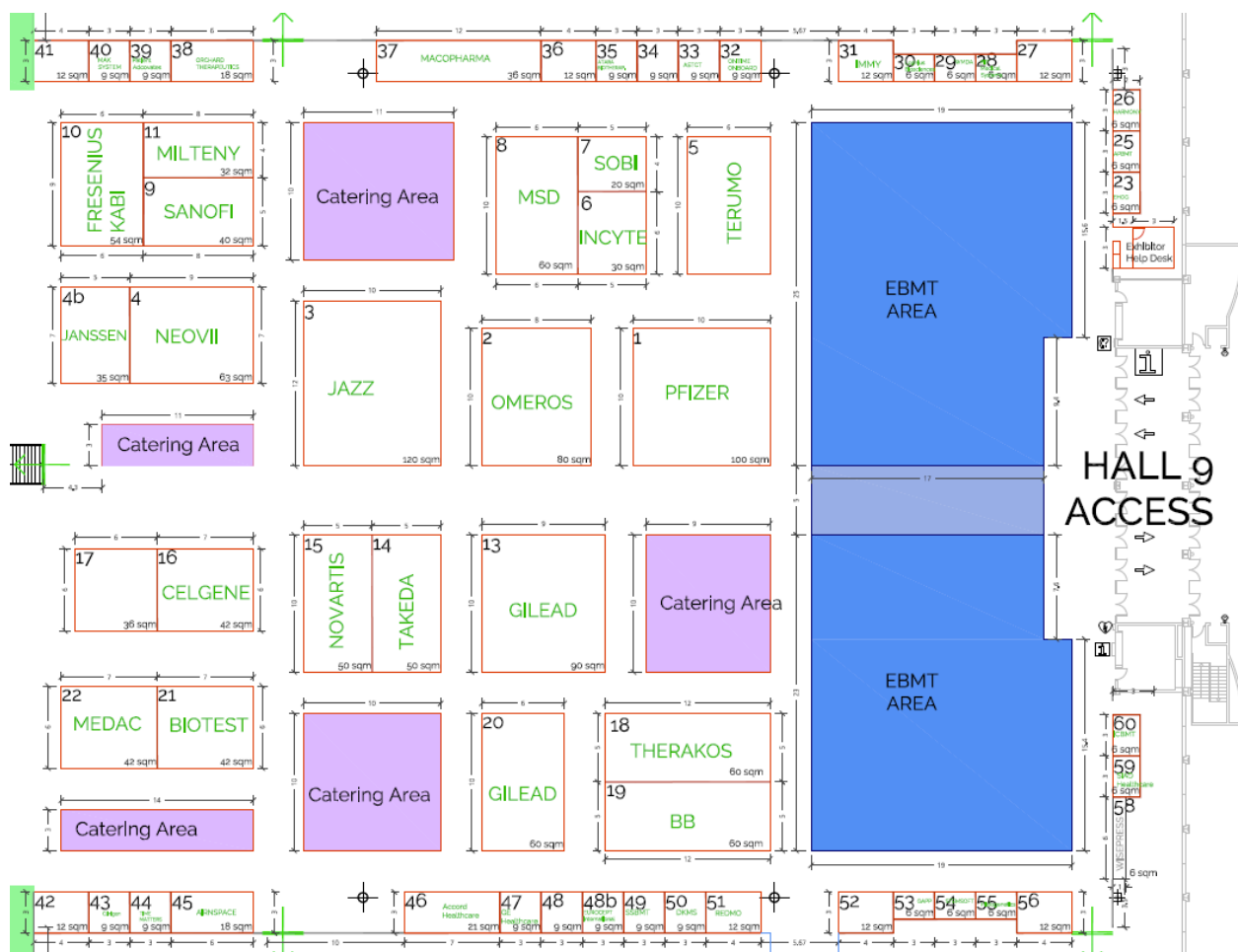


**EXHIBITOR LIST (as of January 21<sup>st</sup> )**

| Sponsor   | Booth # | Size | Booth Type   |
|---|---------|------|--------------|
| Accord-Healthcare                                     | 46      | 21   | Space        |
| AirnSpace   | 45      | 18   | Shell scheme |
| APBMT   | 25      | 6    | Shell scheme |
| ASTCT   | 33      | 9    | Shell scheme |
| Atara Biotherapeutics                                 | 35      | 9    | Shell scheme |
| Biotest   | 21      | 42   | Space        |
| bluebird bio  | 19      | 60   | Space        |
| Celgene   | 16      | 42   | Space        |
| Clinigen  | 43      | 9    | Shell scheme |
| DKMS  | 50      | 9    | Shell scheme |
| Eurasian Hematology Oncology Group (EHOG)             | 23      | 6    | Shell scheme |
| Fresenius Kabi  | 10      | 54   | Space        |
| GAPP  | 53      | 6    | Shell scheme |
| GE Healthcare   | 47      | 9    | Space        |
| Gilead  | 13      | 90   | Space        |
| Gilead  | 20      | 60   | Space        |
| Harmony   | 26      | 6    | Shell scheme |
| Histogenetics   | 55      | 6    | Shell scheme |
| ICBMT   | 60      | 6    | Shell scheme |
| Immy  | 31      | 12   | Space        |
| Incyte  | 6       | 30   | Space        |
| Janssen   | 4b      | 35   | Space        |
| Jazz  | 3       | 120  | Space        |
| Lophius Biosciences GmbH                              | 30      | 6    | Shell scheme |
| Macopharma  | 37      | 36   | Space        |
| Medac   | 22      | 42   | Space        |
| Milteny Biotec  | 11      | 32   | Space        |
| MSD (Merck)   | 8       | 60   | Space        |
| Neovii  | 4       | 63   | Space        |
| Novartis Oncology (US)                                | 15      | 50   | Space        |
| Omeros Corporation                                    | 2       | 80   | Space        |
| Ontime Onboard  | 32      | 9    | Shell scheme |
| Orchard Therapeutics                                  | 38      | 18   | Space        |
| Patient Adcovates (Lymphoma Coalition + MDS alliance) | 39      | 9    | Shell scheme |
| Pfizer Pharma GmbH                                    | 1       | 100  | Space        |
| PIT Medical Systems GmbH                              | 28      | 6    | Shell scheme |
| REDMO (Spanish Bone Marrow Donors Registry)           | 51      | 12   | Shell scheme |
| Sanofi Genzyme Europe                                 | 9       | 40   | Space        |
| SIAD/Advatis  | 59      | 6    | Shell        |
| SS-BMT  | 49      | 9    | Shell scheme |
| STEMSOFT  | 54      | 6    | Shell scheme |

| <b>Exhibitor</b>                             | <b>Booth #</b> | <b>Size</b> | <b>Booth Type</b> |
|--|----------------|-------------|-------------------|
| Swedish Orphan Biovitrum (Sobi)              | 7              | 20          | Space             |
| Takeda Pharmaceuticals International AG (CH) | 14             | 50          | Space             |
| Terumo BCT Europe NV                         | 5              | 60          | Space             |
| THERAKOS                                     | 18             | 60          | Space             |
| Time Matters                                 | 44             | 9           | Shell scheme      |
| Wisepress Ltd                                | 58             | 6           | Space             |
| World Marrow Donor Association - WMDA        | TBA            | 6           | Shell scheme      |

## EXHIBITION FLOOR PLAN (as of January 21<sup>st</sup>)



## EXHIBITOR PARTICIPATION

### EXHIBITOR BADGES

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition and catering areas.

Two complimentary exhibitor badges will be given for the first 9 sqm Space, and one additional for each 9 sqm thereafter. Additional stand personnel will be charged a registration fee of **€160.00**.

Badges ordered **onsite** will be charged **€200.00**.

Please note that only your company name will be printed on your exhibitor badges. Please submit your **company name** to be displayed on the badges via email to [registration@ebmt.org](mailto:registration@ebmt.org) no later than **Feb 20th**.

If you wish to purchase additional badges, please complete the online registration form. Please click [here](#) to access the online form. Deadline: **Thursday, February 20th**.

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition or to attend scientific sessions.

Exhibitor badges may be collected from the Exhibition Manager Desk located at the Exhibition Hall during set-up and official exhibition opening hours.

### LUNCH AND COFFEE BREAKS

Lunch and coffee will be served at the Exhibition Hall for all Meeting participants, including registered exhibitors, according to the official Meeting breaks as listed in the [timetable](#).

### REGISTRATION FOR ANNUAL MEETING

Sponsors who are entitled to complimentary scientific registrations, please fill in the **Group Registration Form**.

If you do not have the registration form, please contact [registration@ebmt.org](mailto:registration@ebmt.org)

***Name changes will be permitted free of charge until Thursday, February 20<sup>th</sup>. After this date, any name change will be subject to EUR 50 charge per name.***

For any inquiry, regarding registration please contact: [registration@ebmt.org](mailto:registration@ebmt.org)

Exhibitors wishing to attend the Scientific Sessions at EBMT should register to the Meeting as Physician Non-member. Please check the website for registration fees, and click [here](#) to register on-line.



## **BADGE READER – LEADKEY & LEADPOD PRO LICENSE**

The **LeadKey** is a hand-held device used to scan badge bar codes and collect leads. This small, lightweight device makes gathering leads at the event quick and efficient, allowing you to focus on your booth and getting more leads.

An added benefit the LeadKey offers is access to your leads via a password protected internet portal. You don't have to wait for your leads to be sent to you, simply view your online leads portal by logging in with the credentials found in your order confirmation. Sales leads are uploaded from the LeadKey after the show closes.

Still not sure if the LeadKey is right for you? Check out more features of the LeadKey below:

### **FEATURES:**

- Audible & LED confirmation of scan
- Leads are date and time stamped
- Battery-powered - No electricity or charging required
- Action codes/notes can be applied
- Real-time registration data
- Quick upload from our service desk to view your leads
- Device Dimensions: 2.5" x 1.5" x 0.5"

**Cost: \$385**

**Order Deadline:** No deadline. However, to guarantee availability, we recommend ordering it in advance.

### **LeadPod Pro Lead Retrieval App** (License only)

The **LeadPod Pro** app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. Simply scan an attendee's badge with the device's camera to capture their contact information on the spot, take notes, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.

The LeadPod Pro App is available to download in the App Store/Google Play Store.

### **FEATURES:**

- Scan attendee badges using the camera on your mobile device
- Take notes on each lead record easily
- Ability to scan leads offline if internet connection is lost
- All leads are stored in your own password protected portal
- Create your own custom surveys
- Indicate whether a lead is cold or hot using the slider
- Follow up with each lead directly from the app by placing a call, sending a text message, or sending an email
- Save each lead as a contact on your phone with just the click of a button

**Cost - \$415 for first license. Any additional license \$165**

**Order Deadline:** No deadline. Possible to order it onsite.

**Device Rental** – if you do not want to use your own device with the App, we offer rental of device at **€100** for all event days (in addition to the cost of the license to use the App).

Please note that for each device ordered you should order the **LeadPod Pro** app to be installed on the device.

**Cost: \$110**

**Order Deadline:** No deadline. However, to guarantee availability, we recommend ordering it in advance.

**Qualifiers** - The **LeadPod Pro App** offers flexibility in taking notes and assigning qualifiers. Qualifiers, i.e. product interest, follow up actions, status etc. Should be ordered in advance.

There is no limit on how many qualifiers a company can set up, nor in the number of devices connected to the account, at the total cost of \$100.

**Cost of customized qualifiers setup: \$100**

Please send your list of qualifiers by to **Mrs. Monika Koziorzemska**

Tel : +32 3 860 16 90

Email : [monika@fielddrive.eu](mailto:monika@fielddrive.eu)

<https://www.fielddrive.eu/>

**LeadKey, LeadPod Pro License, & Qualifiers Orders** should be submitted online via the below link:

<https://myexpoleads.expologic.com/index.cfm/order/showCode/EBMT20/>

For order of **Devices**, please contact Monika Koziorzemska at: [monika@fielddrive.eu](mailto:monika@fielddrive.eu)

## HOTEL ACCOMMODATION

CME-Congresses is the official Professional Congress Organizer (PCO) for the EBMT 2020 and will offer specially reduced rates for meeting participants.

Please note that hotel options offered have been booked in advance to ensure that EBMT 2020 delegates have enough rooms available for the duration of the meeting.

We strongly advise all participants to reserve hotel accommodation as soon as possible in order to benefit from the special rates.

To view the full list of selected hotels in detail, please click the following link: <https://www.ebmt.org/annual-meeting/accommodation>

For any inquiry regarding accommodation, please contact [accommodation@ebmt.org](mailto:accommodation@ebmt.org)

## POSTERS

Posters will be displayed in the **exhibition hall (Hall 9)** and will be available to view during all 3 days (as per registration desk opening hours).

Exhibitors are invited to view the posters during opening time, as well as during the **Poster Networking Sessions** which will be held on Monday, March 22 and on Tuesday, March 23 between 18:00 - 19:00.

## SOCIAL EVENTS

### Opening Ceremony & Welcome Reception

All delegates, sponsors and exhibitors are invited to the Annual Meeting Opening Ceremony on **Sunday March 22<sup>nd</sup>**, at **6:30 pm** in Hall GS1. The Opening Ceremony will be followed by the Welcome Reception.

### EBMT Networking Event

Please come and join us for drinks, food and dancing at the final social event of the Annual Meeting.

**Venue:** GALERIA DE CRISTAL (PALACIO DE CIBELES)

**Ticket:** €45.00

**Address:** Calle de Alcalá, 50, 28014 Madrid

**Date:** 24 March 2020

**Event Start Hour:** 20:00

**Dress Code:** Business Casual

**Ticket:** €45.00

**Important:** Pre-purchased ticket required for this event. You can book your ticket via general registration form.

Tickets can be purchased online via the same [link](#) provided for purchase of additional exhibitor badges:

For any assistance needed, please contact: [registration@ebmt.org](mailto:registration@ebmt.org)

Kindly note, that exhibitor passes do not grant access to the Networking Dinner, unless specified as part of your sponsorship package.

## **GENERAL & ADDITIONAL SERVICES**

### **STORAGE**

As the IFEMA has no storage facilities, no deliveries will be accepted **PRIOR** to the Meeting. Merkur offers advance shipment to their warehouses in Madrid. Information can be found in the shipping instructions found at the end of this manual.

**Storage of empties** - Empties should generally be stored directly with Merkur.

### **FIRST AID**

In the event of an emergency or illness, please contact a member of the venue staff or the Registration Desk.

### **LANGUAGE**

The official language of the Annual Meeting is English.

### **SECURITY**

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk. It is the stand manager's duty to ensure that no person touches or approaches the article concerned until security personnel, the organisers or the police arrive.

Security guard for the booth can be ordered via IFEMA Webshop.

### **SMOKING**

The EBMT Annual Meeting is a non-smoking event, and smoking is prohibited throughout the venue, including the exhibition hall.

## SHIPPING AND FREIGHT INFORMATION

Merkur has been appointed by the organisers to supply freight handling services at the EBMT Annual Meeting.

For all enquiries, please contact Ms. Zehavit Akerman at: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

## CRANES, FORKLIFTS & EMPTY PACKINGS

For safety reasons, the operation of exhibitors' own lifting equipment on the exhibition grounds is prohibited. Only the equipment of Messe Frankfurt, booked by Merkur may be operated. The same shall apply for the storage of freight/ goods and empty packaging during the event.

No empty packaging or combustible materials of any kind are to be stored in halls, either inside or outside stands. Packaging must be removed as soon as it is empty.

## DIRECT DELIVERIES TO THE VENUE

Please be advised that neither the Organisers nor The **IFEMA** can accept deliveries on an exhibitor's behalf. Arrangements **MUST** be made for a stand/company representative to be available when deliveries are made.

Deliveries **CANNOT** be made prior to 10:00 on **Thursday, March 21**, as the organisers do not have tenancy prior to this date. Any deliveries made outside of these times will be turned away.

Please note that all packages should be clearly labelled with the **stand number** and **company name**.

## SHIPMENT VIA ADVANCE WAREHOUSE

Merkur offers the option to deliver your goods in advance to their warehouse in Madrid.

They will deliver your goods to your booth on the first set-up day.

The advance warehouse service includes:

1. Delivery on your convenient time, and delivery up to your stand.
2. No over time or surcharge fee.
3. Includes free storage at the advance warehouse.

Warehouse Address:

**Merkur Expo Logistics GmbH**

**c/o Schmidt Peterslahr**

**c/o EBMT 2020**

**Exhibitor/Sponsor name**

**Stand Number/Session/Meeting Room**

## STOCK DELIVERIES

Exhibitors needing to re-stock their stands during the meeting should make arrangements with the organisers to do so prior to the official Exhibition Opening Times. **NO** deliveries will be permitted during the hours of opening.



# Logistics Services and Shipping Instructions

Kindly note that MERKUR EXPO LOGISTICS GMBH is the official logistics agent nominated by EBMT to handle all in/out shipments to EBMT 2020 Meeting.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for EBMT 2020.

## Range of services

- Transport, domestic or international.
- Temporary or permanent customs clearances.
- Coordination of deliveries, delivery time slot management.
- Unloading, delivery to exhibition-stands.
- Storage of empty boxes and crates during the event.
- On-site assistance and supervision.

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to the venue. Please follow the instructions closely.

## General Information

### Contact Details:

Merkur Expo Logistics

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

## Please note these important dates:

| SERVICE  | DEADLINE   |
|--|--|
| Door to door shipments                                 | Please contact MERKUR  |
| Airfreight shipments                                   | Please contact MERKUR  |
| Shipment via Germany warehouse                         | <b><u>No later than</u></b> Friday, March 13, 2020   |
| Exhibition Goods<br>Direct deliveries to Meeting venue | <b><u>Starting Thursday,</u></b> March 19, at 09:00  |
| Return of empties                                      | Will start on Tuesday, March 24 at 19:00<br>Loading of trucks - only after return of empties is completed. |
| Dismantling / Breakdown                                | Tuesday, March 24, 19:00-24:00<br>Wednesday, March 25, 08:30-13:00   |

## Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

### Category

Exhibition Goods - for exhibition stand only

All shipments must be pre-advised by using the below **Pre-Advised Form**.

## Airfreight Shipments

IMPORTANT!!!

Please get in contact with us for shipments related to customs clearance. We will send you all necessary documentations (invoices, packing lists etc), consignment info, airport of destination, etc.

Please do not send shipments without confirmation from our side.

## Customs clearance

- ✓ Applicable for non-EU-countries only
- ✓ Temporary entries (goods returning to origin after the Meeting):
- ✓ ATA carnet for temporary importation
- ✓ Packing list

All exhibits / material entered under temporary importation are subject to control and examination by customs for inward and outward movements. Goods under temporary bond cannot be sold during the Meeting, any sale operation must be reported to the customs authorities; otherwise heavy penalties may incur. Please contact us if you intend to sell any temporary goods.

**Permanent entries** (goods to be distributed during the Meeting):

We can clear on a definitive basis promotional material such as brochures, giveaways and other promotional material. Documents: 3 originals of proforma invoice / packing list in English showing no. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code no. (Brussels Nomenclature). Please issue separate invoices and separate packing for temporary importation (exhibits) and permanent importation (consumables & advertising material).

Proforma invoices must be addressed to (No delivery address): MERKUR Expo Logistics GmbH Rheinstrasse 2 65760 Eschborn / Germany.

Restricted products: The following products are restricted and need special requirements and health certificates: pharmaceutical products, any kind of food or beverage.

If you are planning to ship food from a non-EU country, please get in touch with us at least four weeks prior to the opening of the Meeting.

Certificate of Origin (Form A / EUR.1) if applicable

Temporary and permanent material must be packaged separately (in separate boxes)  
**Shipment via Advance Warehouse**

The advance warehouse service will include:

4. Delivery on your convenient time and delivery up to your stand
5. No over time or surcharge fee
6. Includes free storage at the advance warehouse

Merkur Expo Logistics GmbH  
c/o Schmidt Peterslahr  
Auf dem H hchen 2  
D-56587 Oberh nnfeld, **Germany**  
c/o EBM 2020  
Exhibitors name  
Stand Number

## Direct Delivery to Venue

### Domestic Shipments / Full load trucks

Venue: IFEMA Feria de Madrid  
Avda. del Parténon, 5  
28042 Madrid, Spain

The IFEMA will be hosting the **FESPA international printing exhibition** parallel to our Meeting, therefore, the unloading loading area is very limited. All trucks are requested to get pre alert confirmation prior to arrival to the venue.

#### Access / Delivery

In order to perform a smooth delivery, it is compulsory for all contractors delivering and collecting booth material (full load, parcels, empties) to use the unloading/loading services of Merkur Expo Logistics. A detailed and strict unloading and loading schedule will be established. Exhibitors are advised to contact Merkur Expo Logistics in time. Due to limited Space and in order to give way to other exhibitors, all vehicles must be moved after unloading. The instructions of the local material coordinators of Merkur Expo Logistics and the security staff are binding.

Self-unloading/ loading vehicles will be held until the scheduled load-in/ load out ends, or until Space is available on the loading docks.

Professional material handling - please do not send any booth material and/or literature to the Meeting venue directly ahead of time, as the Meeting venue will refuse to accept the cargo.

For all deliveries arriving in Madrid, for courier deliveries arriving during build-up, as well  
Neither the exhibition coordinator nor IFEMA, Feria de Madrid will accept any customs charges or customs expenditures (duties & taxes).

Access to the exhibition hall - the booth material will be delivered through the assigned route upon arrival. Please follow the directions of the traffic marshals onsite.

Parking Upon entrance to the venue, all build/dismantle vehicles will be provided with a ticket that marks a maximum time during which they can remain in the loading bay areas: 1, 2 or 3 hours (based on truck size / weight). During this maximum amount of time all materials must be unloaded or loaded and afterwards, vehicles must depart the venue or park in the truck parking lot located behind Halls 1 & 3.

Vehicles remaining in the loading bays longer than the allotted time will be penalized with a EUR 20 / hour vehicle fee, up to a max. of EUR 100 day. The 24-hour rate in the truck lot is EUR 30 / truck.

**Please request your preferred unloading time slots by sending the "Freight & Loading Form" to Merkur Expo by Friday, March 13 ,2020. You may also use this form to request freight services from Merkur Expo. Unloading time slots will be publish by Monday, March 16. Please dispatch your trucks arriving according to the pre-arranged time of arrival.**

Consigning address for CMR: and the address for direct loading is as follows:

IFEMA- Parque ferial Juan Carlos I

Avda Partenon 5

28042 Madrid – SPAIN

EBMT 2020

Exhibitor name \_\_\_\_\_

Stand Number \_\_\_\_\_

C/O RESA Expo Logistics

Trucks arriving after the loading time must wait for the next free time slot. Merkur cannot be held responsible for any waiting time.

## Courier Shipments

It is not recommended to use a courier service for shipping your goods to the Meeting venue. The venue will not accept any responsibility. We highly recommend using the Advance Warehouse.

In case of sending a courier shipment, please be sure to send us **a pre-advice** with the full details of the shipment: courier company, number of pieces and tracking number.

1. All courier shipment must be sent under DDP terms. (Delivery duties paid)
2. Courier charges for handover of import shipping documents €125.00/ document.
3. Shipments that arrive without pre alert and payment confirmation will not be accepted.

## EMPTYIES

Empty boxes and packaging material will be collected and safely stored during the event. All boxes should be strong enough for unpacking and to re-use after closure of the Meeting. The empties will be stored outside the Meeting center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or material lost inside the empties

**Return of empty cases will start at 19:00, only after the return of the empty cases by the official agent will be completed the doors will be open**

## Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, left or pilferage.

## Basic Conditions of Contract

All services will be billed according to a rate offer signed by the shipper Exhibitor

All work undertaken is subject to the local & German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Merkur with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

## Terms of payment

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

**We wish you a successful experience!**

**MERKUR EXPO LOGISTICS GMBH**

## Time slot form

### Load/ unloading Form

**All exhibitors, stand builders and suppliers delivering / pickup goods to the IFEMA must complete this form**

Deadline date for sending this form: Friday, March 13

Final time slots will be published by Monday, March 16

Please return the form to: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

|                                  |  |
|----------------------------------|--|
| Exhibitor's name                 |  |
| Stand Number                     |  |
|                                  |  |
| Stand builder/supplier/Full name |  |
| email address                    |  |
| Tel number                       |  |
|                                  |  |
| Vehicle description              |  |
| Size 13.6                        |  |
| Size 7 Ton                       |  |
| Partial truck estimated CBM      |  |
|                                  |  |

|                     |                |                |
|---------------------|----------------|----------------|
| Service             | Preferred time | Confirmed time |
| Buildup - Unloading |                |                |
| Date                |                |                |
| Hour                |                |                |
| Breakdown - loading |                |                |
| Date                |                |                |
| Hour                |                |                |

\*Confirmation of this service order is subject to payment confirmation.

\*\*\*\*All services as per the official tariff.



## **TARIFF – LOGISTICS SERVICES IN MADRID 2020**

### Inbound / out bound

#### **Air Freight**

**From free arrival F airport up to free delivered booth including:**

Transfer from airport to the warehouse.

Transfer from warehouse to the show site.

Delivery to the booth.

**1 CBM = 167 kg**

|                                  |                 |
|----------------------------------|-----------------|
| Minimum per shipment             | € 325.00        |
| Up to 250 kg                     | € 2.20/ per Kg  |
| Up to 500 kg                     | € 2.05 / per Kg |
| Up to 1000 kg                    | € 1.85/ per kg  |
| Above 1000 kg each additional kg | € 1.65 / per Kg |

Airport taxes, storage, fees etc. will be calculated as per outlay € 155.00/Min

Outlay fees + **15% for pre-payment.**

#### **Handling via advance warehouse / courier shipments**

**We highly recommend sending all goods to the Germany advance warehouse**

**From free arrival warehouse up to free delivered booth / inserts area**

Including intermediate storage

1 CBM = 333 kg

|                      |                        |
|----------------------|------------------------|
| Shipment up to 25 kg | € 125.00               |
| Shipment up to 50 kg | € 175.00               |
| Shipment over 50 Kg  | € 75.00/ CBM/Min 3 CBM |

#### **Direct Delivery to Venue**

**From free arrival venue up to free delivered stand, first time spotted:**

**1CBM = 333 kg / 1 LDM = 4 CBM**

|                      |                         |
|----------------------|-------------------------|
| Shipment up to 25 kg | € 105.00                |
| Shipment up to 50 kg | € 155.00                |
| Shipment over 50 Kg  | € 75.00 / CBM/Min 3 CBM |
| Truck 7.5t           | € 850.00                |
| Truck 13.6 M         | €1,450.00               |

#### **Customs Formalities**

##### **Carnet ATA**

|  |          |
|--|----------|
| Temporary importation under ATA Carnet | € 190.00 |
|--|----------|

##### **Temporary Importation**

Temporary importation and/or re-exportation

|                         |          |
|-------------------------|----------|
| With commercial invoice | € 250.00 |
|-------------------------|----------|

|                               |              |
|-------------------------------|--------------|
| Customs bond fee 2% CIF Value | Min € 175.00 |
|-------------------------------|--------------|

##### **Permanent Importation**

|   |          |
|---|----------|
| Per shipment / per document / per exhibitor | € 190.00 |
|---|----------|

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ **15% for pre-payment.**

### Additional costs

- Customs inspection € 180.00
- Special Clearances  
Food, beverages, pharmaceuticals etc. Available upon request
- Courier charges for handover of import shipping documents €90.00 /per documents
- Using of agent import tax registration number € 95.00/ per entry
- Issuing of transit document (T1) € 145.00
- International T form / cancelation € 185.00

### Other Charges

- Handling of empties (including storage) € 75.00 / CBM /Min 2 CBM
- Storage of full goods. € 100.00 /CBM
- Forwarding commission - per order / shipment. € 75.00
- On-site representative for service / support. € 55.00

### Outbound Handling Charges

The same rates will apply for outbound services.

### Please Note:

The above rates do not include local VAT that will be charged where applicable.

The above rates are for services provided from Mon – Fri, 08:00 – 17:00

Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.

Overtime surcharge (20:00 – 08:00) – additional 75% on total move in/out charges.

Saturday Sunday & Holidays – additional 100 % on total move in/out charges

### Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR

E-mail : [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

### **Pre-Advice Material Handling Form**

|                       |                  |
|-----------------------|------------------|
| <b>Congress name</b>  | <b>EBMT 2020</b> |
| <b>Exhibitor name</b> |                  |
| <b>Stand #</b>        |                  |

### **Shipment Information**

| <b>Service Requested</b> |                                 |                        |
|--------------------------|---------------------------------|------------------------|
| <b>Door to Door</b>      | <b>Madrid Advance Warehouse</b> | <b>Direct to Venue</b> |
|                          |                                 |                        |

|                                   |  |
|-----------------------------------|--|
| <b>Shipper's name</b>             |  |
| <b>E mail address</b>             |  |
| <b>Tel #</b>                      |  |
| <b>Purchase order #</b>           |  |
| <b>Truck size</b>                 |  |
| <b>Courier tracking #</b>         |  |
| <b>Airway bill number (AWB #)</b> |  |
| <b>Number of pieces</b>           |  |
| <b>Weight in Kg</b>               |  |
| <b>CBM</b>                        |  |

### **PAYMENT DETAILS**

This is to confirm that the payment for handling the above cargo will be Covered by our company.

COMPANY \_\_\_\_\_ VAT NO. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Card type:**    VISA ☐    DINERS ☐    MASTER CARD ☐    AMEX ☐

**Credit card #**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiry date \_\_\_\_\_ CVC (Last 3 digits on back of credit card) \_\_\_\_\_

Card holder's name \_\_\_\_\_ card Holder's Signature \_\_\_\_\_

**Please enclose a copy of both front and back side of your credit card**

**Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.**

**We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!**

# EXHIBITION GOODS

For the Exhibitor's Stand Only

## Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

**For: EBMT 2020 - MADRID - SPAIN**

Box No. \_\_\_\_\_ of \_\_\_\_\_

## **EXHIBITION GOODS**

### **Via Germany Warehouse**

**Domestic Cargo / Courier Shipments**

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld,

Germany

Dirk Dewald: +49 2634 / 95 44 50

**For : EBMT 2020 - MADRID - SPAIN**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

IFEMA Feria de Madrid

Avda. del Parténon, 5

28042 Madrid, Spain

**For: EBMT 2020 - MADRID - SPAIN**

Box No. \_\_\_\_\_ of \_\_\_\_\_