



49th Annual Meeting

23-26 April 2023 | Paris Hybrid

SYMPOSIA MANUAL

EBMT 2023

www.ebmt.org #EBMT23

PARIS, FRANCE

Dear Supporter,

We are happy to present you with the EBMT 2023 Industry Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. The 49th Annual Meeting of the EBMT will take place 23-26 April 2023 in Paris, France.

Congress Venue:

Palais des Congrès de Paris

2 Pl. de la Porte Maillot,
75017 Paris, France,
Tel.: +33 1 40 68 22 22

A block of rooms has been reserved for the EBMT 2023 Annual Meeting participants and supporters at discounted rates. Hotel reservations can be made via the Annual Meeting website. Please contact accommodation@ebmt.org if you require support or click [here](#) for further information.

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

We are looking forward to welcoming you in Paris and wish you a successful symposium.

Kind Regards,

Florence Caffort (Ms.)

Operations Coordinator & Onsite Manager
EBMT Executive Office
Tel: (+34) 93 453 8570
E-mail: florence.caffort@ebmt.org

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Section 1: Symposium Related Contact Information

EBMT Annual Meeting Contacts

Congress Manager Noemi San Emeterio Huang (Ms.) Office: +34 93 453 8570 noemi.san-emeterio@ebmt.org	Program Coordinator Nuria Planaguma (Ms.) secretariat@ebmt.org
Operations & On-Site Manager Florence Caffort (Ms.) florence.caffort@ebmt.org operations@ebmt.org Operations Assistant Mari Fortuno (Ms.) mari.fortuno@ebmt.org	Sponsorship Liaison Irati Tomas (Ms.) sponsorship@ebmt.org
Audio-Visual Coordinators Mike Perchig (Mr.) nest@nest-av.com	Registration & Accommodation Manager Einat Gassner Gutman (Ms.) registration@ebmt.com accommodation@ebmt.org
Meeting Rooms Mari Fortuno (Ms.) mari.fortuno@ebmt.org	Exhibition Manager Hanna Safier (Ms.) exhibition@ebmt.com

Contractor Contacts

CATERING	CLEANING SERVICE
<p>Hotel Hyatt Regency Paris Etoile Juliette De Mauro (Ms.) E-mail: juliette.demauro@hyatt.com</p>	<p>Mari Fortuno (Ms.) mari.fortuno@ebmt.org</p>
FURNITURE HIRE	CUSTOMS CLEARANCE, FREIGHT / MATERIAL HANDLING
<p>Mari Fortuno (Ms.) mari.fortuno@ebmt.org</p>	<p>Merkur Irit Sofer (Ms.) E-mail: irit.sofer@merkur-expo.com</p>
SYMPOSIA HALL BRANDING - LECTERN	SYMPOSIA HALL BRANDING - HEAD TABLE
<p>Audio-Visual Coordinator - Mike Perchig (Mr.) nest@nest-av.com</p>	<p>- Amphi Bleu: Audio-Visual Coordinator - Mike Perchig (Mr.) nest@nest-av.com</p> <p>- Rest of the Halls: D&P Architecture de Communication Xavier Verpy (Mr.) Email: xavier@dparchi.com</p>
TEMPORARY STAFF / HOSTESSES	LIVE STREAMING TO CORPORATE PLATFORMS
<p>Hostesses: City One Thierry Maudez (Mr.) Email: tmaudez@cityone.fr</p> <p>Security: Profox Security Jean-Jacques Faye (Mr.) Email: contact@profox-securite.com</p>	<p>Mari Fortuno (Ms.) mari.fortuno@ebmt.org</p>

Section 2: Deadlines

	Deadline	Contact Person
Hotel Reservations	As soon as possible	Einat Gassner Gutman (Ms.) accommodation@ebmt.org
Payment of Invoice Balance	Must be received in full 1 week prior to the Annual Meeting	Liesbeth Hoekstra (Ms.) finance-office@ebmt.org
Final Symposium Program to be sent to EBMT	January 20, 2022	Nuria Planaguma (Ms.) & Mari Fortuño (MS.) secretariat@ebmt.org
Symposium Program Insert (for approval by EBMT)	March 3, 2023	Iriti Tomas (Ms.) sponsorship@ebmt.org
Shipping and Material Handling Services	Refer to Shipping Instructions attached to email	Iriti Sofer (Ms.) Iriti.sofer@merkur-expo.com
Symposia Slide Delivery Onsite	At least 4 h before the start of the session	- At the Speaker Ready room - Nuria Planaguma (Ms.) secretariat@ebmt.org

Section 3: Meeting Important Information

Registration Desk Opening Hours

The Registration Desks will be situated on the ground floor, Neuilly Side, of the Palais des Congrès de Paris and open at the following times:

Registration Desk Opening Hours*	
Saturday, April 22	Group Pick-up Only 10:00 - 18:00
Sunday, April 23	07:00 - 20:00
Monday, April 24	07:00 - 18:30
Tuesday, April 25	07:00 - 18:30
Wednesday, April 26	07:30 - 12:30

**Subject to Change*

- Group Registration Packets

Supporters picking up group registration packets for participants will be contacted by the Annual Meeting Registration Manager prior to the Annual Meeting to coordinate a meeting to collect packets on Saturday, April 22nd.

Exhibition Opening Hours

Exhibition Area Opening Hours*	
Sunday, April 23	08:30 - 18:00
Monday, April 24	09:00 - 18:00
Tuesday, April 25	09:00 - 18:00
Wednesday, April 26	08:30 - 13:30

**Subject to change*

Exclusive Services

Please note that the following services are exclusive and must be contracted via the below noted contractors:

- AV and Extra AV

All extra audio-visual items, polling systems, etc. should be reserved with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com.

- Live Streaming on Corporate platform

Live Streaming of the industry Symposia: Should companies be interested in broadcasting within their own platform, EBMT would have to review each request and charge accordingly.

Supplier exclusivity applies for this service, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org.

- Signage & Furniture for Symposia Branding

All Symposia Halls will count with a digital lectern, branding of the digital lectern must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

Branding of the digital head table in Amphi Bleu must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

Branding of regular head tables in the rest of the halls must be contracted and produced by our exclusive supplier: D&P Architecture, Xavier Verny (Mr.) at xavier@dparchi.com.

Additional furniture orders for symposia / meeting rooms must be ordered via the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org. Please note that EBMT does not allow major stage changes such as removing the whole stage or changing the whole setup as this may alter the AV setup.

Kindly note that signage, branding and furniture catering orders must be finalized before March 23rd 2023.

Please see all technical details on pages 19-20.

- Catering for the Symposia, Meeting Room

If there are any special arrangements, including inquiries or F&B served before or during Satellite Symposia please contact the Official Caterer: Hyatt Regency Paris Etoile, Juliette De Mauro (Ms.) juliette.demauro@hyatt.com

Please always copy the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org in the correspondence.

Kindly note that catering orders must be finalized before March 23rd 2023.

Section 4: Symposia Timetable

Supporter	Date	Symposium time	Location
SFGM-TC	23.04.2023	08:30 – 10:00	Room 141
Sorbonne University (ATERHIT / IFM)	23.04.2023	08:30 – 10:00	Room 143
GMMG	23.04.2023	08:30 – 10:00	Room 151
STEAMLINE THERAPEUTICS	23.04.2023	10:30 - 12:00	Room 151
SANOFI	23.04.2023	10:30 – 12:00	Amphitheatre Blue
MSD	23.04.2023	10:30 – 12:00	Room 141
OMEROS	23.04.2023	10:30 - 12:00	Room 143
BMS	23.04.2023	12:30 – 14:00	Amphitheatre Blue
TAKEDA / MREI	23.04.2023	12:30 – 14:00	Room 141
NOVARTIS	23.04.2023	12:30 – 14:00	Room 143
ALEXION	23.04.2023	12:30 – 14:00	Room 151
KITE – GILEAD	23.04.2023	14:30 – 16:00	Amphitheatre Blue
PFIZER	23.04.2023	14:30 – 16:00	Room 141
JANSSEN	23.04.2023	14:30 – 16:00	Room 143
MILTENYI	23.04.2023	14:30 – 16:00	Room 151
BMS	23.04.2023	16:30 – 18:00	Amphitheatre Blue
THERAKOS	23.04.2023	16:30 – 18:00	Room 141
TAKEDA	23.04.2023	16:30 – 18:00	Room 143
SOBI	23.04.2023	16:30 – 18:00	Room 151
MEDAC	23.04.2023	16:30 – 18:00	Room 153
JAZZ	24.04.2023	13:00 - 14:00	Room Maillot
KITE-GILEAD	24.04.2023	13:00 – 14:00	Amphitheatre Blue
VERTEX	24.04.2023	13:00 – 14:00	Room 141
THERAKOS	24.04.2023	13:00 – 14:00	Room 242 AB
SANOFI	25.04.2023	13:00 – 14:00	Amphitheatre Blue
KITE-GILEAD	25.04.2023	13:00 – 14:00	Room Maillot
SFGM-TC	23.04.2023	08:30 – 10:00	Room 141

**Subject to change*

Section 5: Symposia Session Halls, Meet The Expert room and Industry Theater

Halls and Spaces Overview

Hall Name	Location	Real Capacity (Theatre) *	Comments
* Real capacity reflects the space needed for AV set-up			
Amphi Bleu	Palais des Congrès de Paris 2nd Floor	800	Fixed Theatre Setup
Room 141	Palais des Congrès de Paris 1st Floor	315	Theatre Setup
Room 143	Palais des Congrès de Paris 1st Floor	315	Theatre Setup
Room 151	Palais des Congrès de Paris 1st Floor	315	Theatre Setup
Room 153	Palais des Congrès de Paris 1st Floor	315	Theatre Setup
Room 242AB	Palais des Congrès de Paris 2nd Floor	240	Theatre Setup
Room Maillot	Palais des Congrès de Paris 2nd Floor	355	Theatre Setup
Meet The Expert Room 203 & 213	Palais des Congrès de Paris 2nd Floor	15 each	Boardroom
Industry Theater	Palais des Congrès de Paris 2nd Floor	90	Theatre Setup

Halls will be referred to by the above names in all Annual Meeting publications and directional signage. To set up the hall prior to the start of your symposium, we would recommend arriving at the hall where the symposium will be held during the break time available prior to the beginning of the session, where a member of the organization team will be available should you need any assistance.

Please refer to the Scientific Program timetable regarding breaks. An updated scientific timetable can be found on the 49th Annual Meeting of the EBMT's [website](#). We kindly ask that presenters adhere to the time schedule so that the day's events run smoothly.

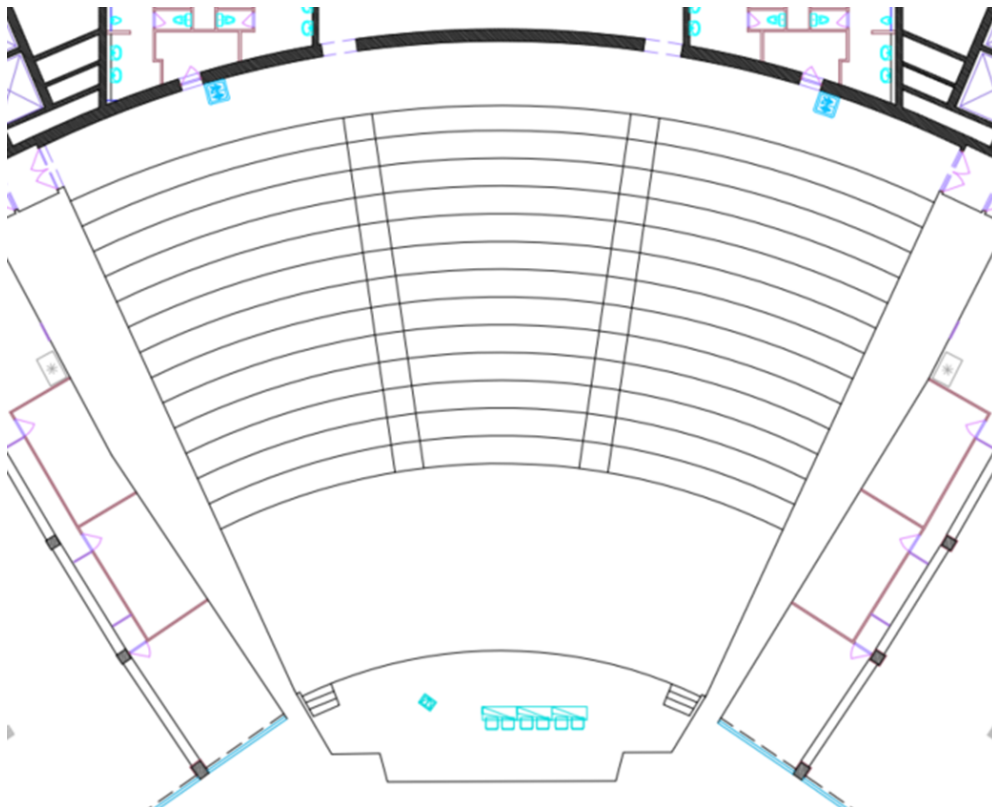
A technical rehearsal, in order to check the Audio-Visual set-up and go over the presentations inside the hall is recommended but not a must. Should you wish to hold a technical rehearsal, please contact, in advance, the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com to agree on a date and time. *Please note that technical rehearsals may involve an extra cost depending on the availability of the hall, requested time slot, technical staff over-time, etc.*

Additional information about the venue, infographics and hall specifications is also available on the North Convention Center website via the following link:

- * [Palais des Congrès de Paris](#)
- * [360° Tour](#)

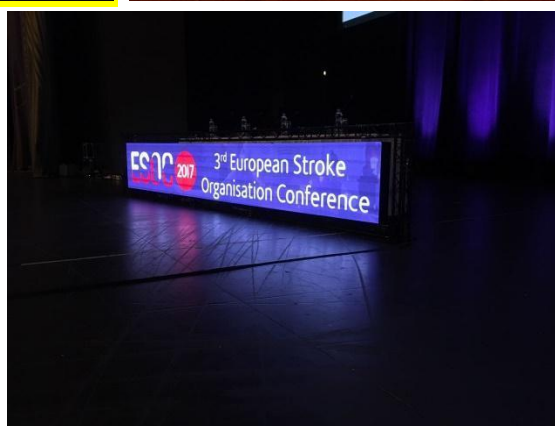
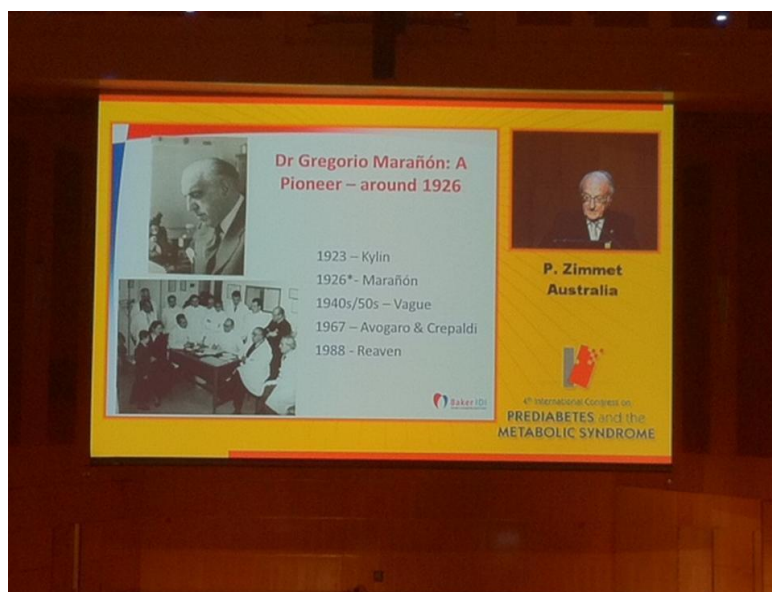
Halls and Space Technical & AV Details (for On-Site Symposiums and activities)

- Amphi Bleu



- Large Panoramic front projection screen, image of H5.6 X W10 meters (see photo below)*.
- High-powered Data projector to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening "windows" on the main screen, adding titles of the speakers, etc.).
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected in the large picture-in-picture “window” on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- LED branding of the head table (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).

- P.A. (sound) system, which covers the hall and the stage, including 10 wired microphones (4 head table, 2 lectern, 4 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems.



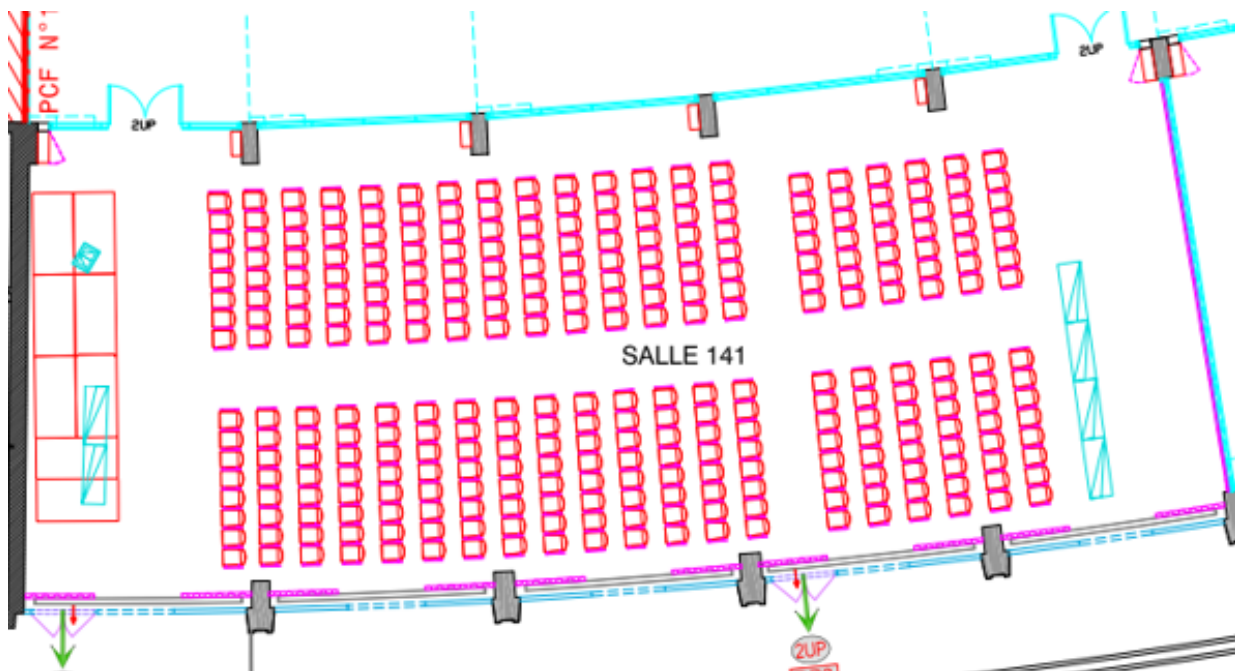
Pictures for demonstration only

For Sponsors' Symposia being held in the Amphi Blue, the company "virtual" banners in front of the lectern, in front of the head table and on the Panoramic screen will be projected.

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

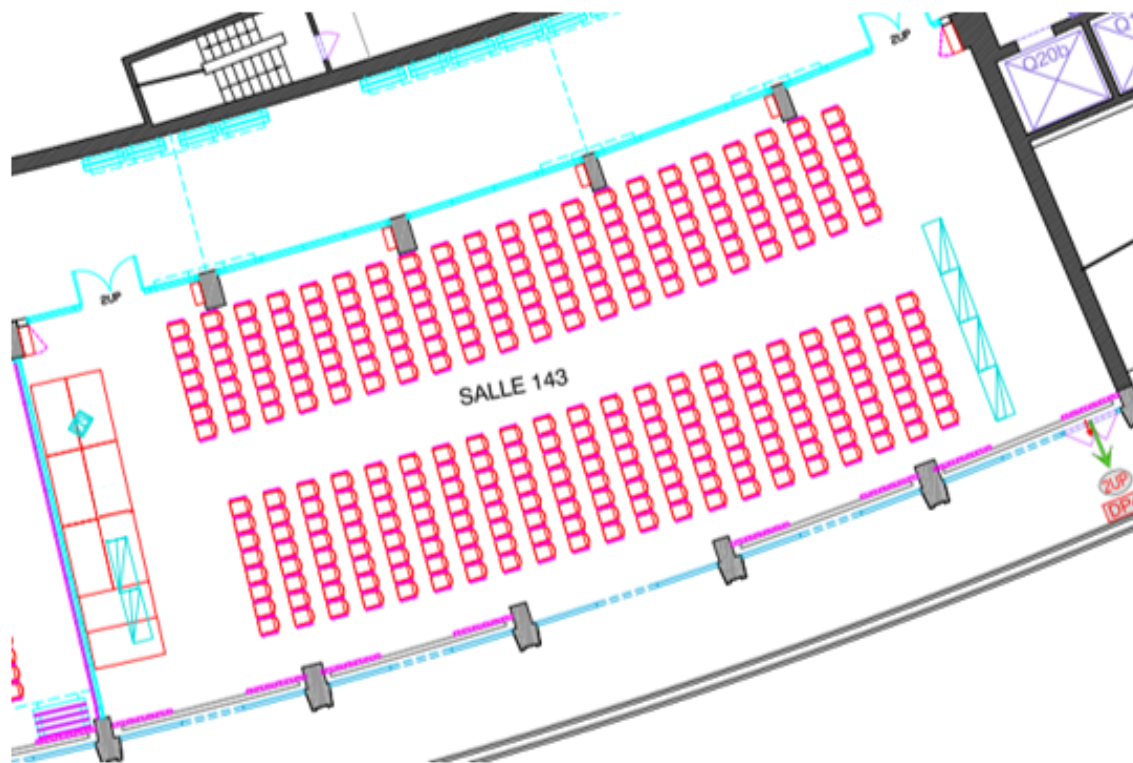
The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Room 141



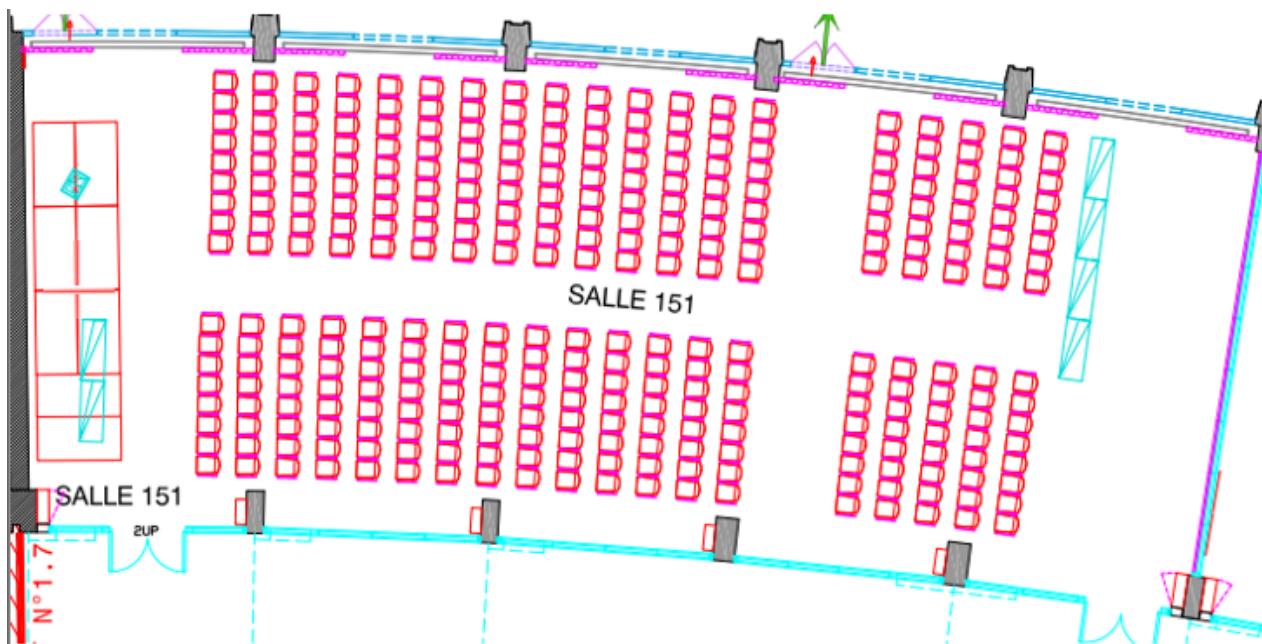
- Front projection screen, image of H3 X W5 meters.
- Data projector, at least 7000 ansi-lumens, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

- Room 143



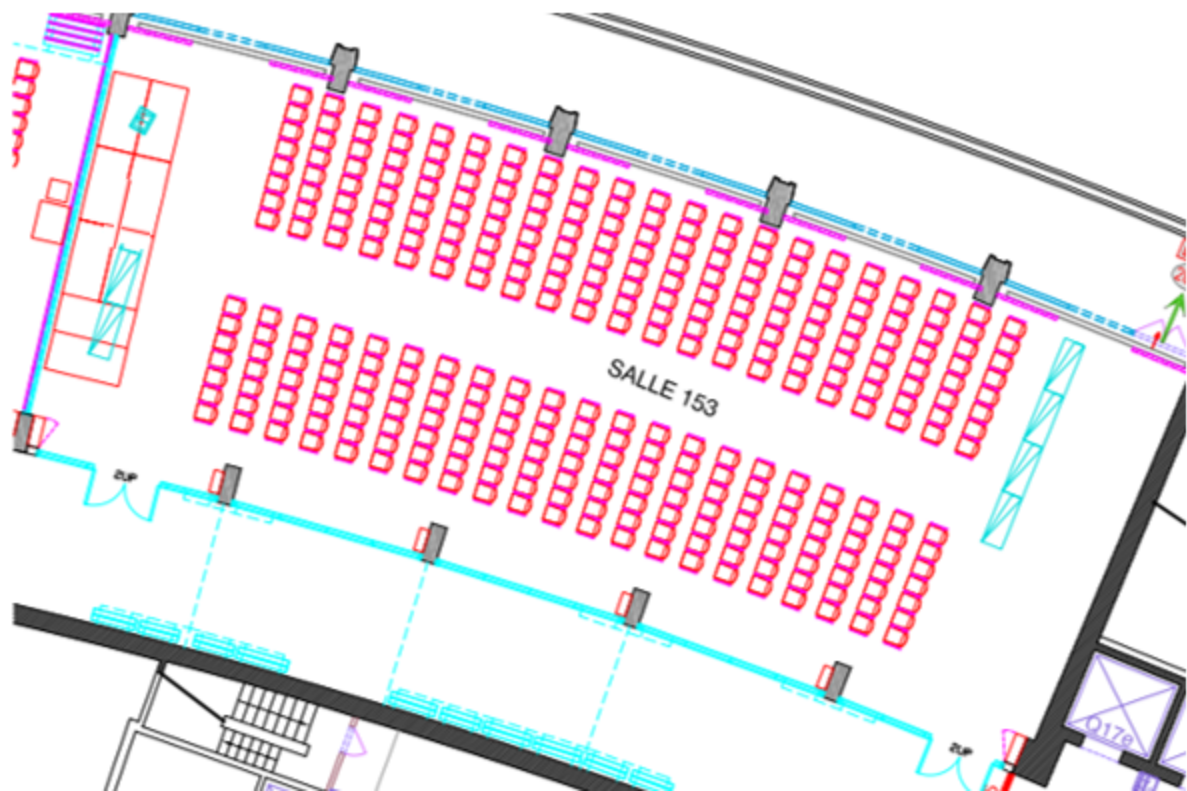
- Front projection screen, image of H3 X W5 meters.
- Data projector, at least 7000 ansi-lumens, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

- Room 151



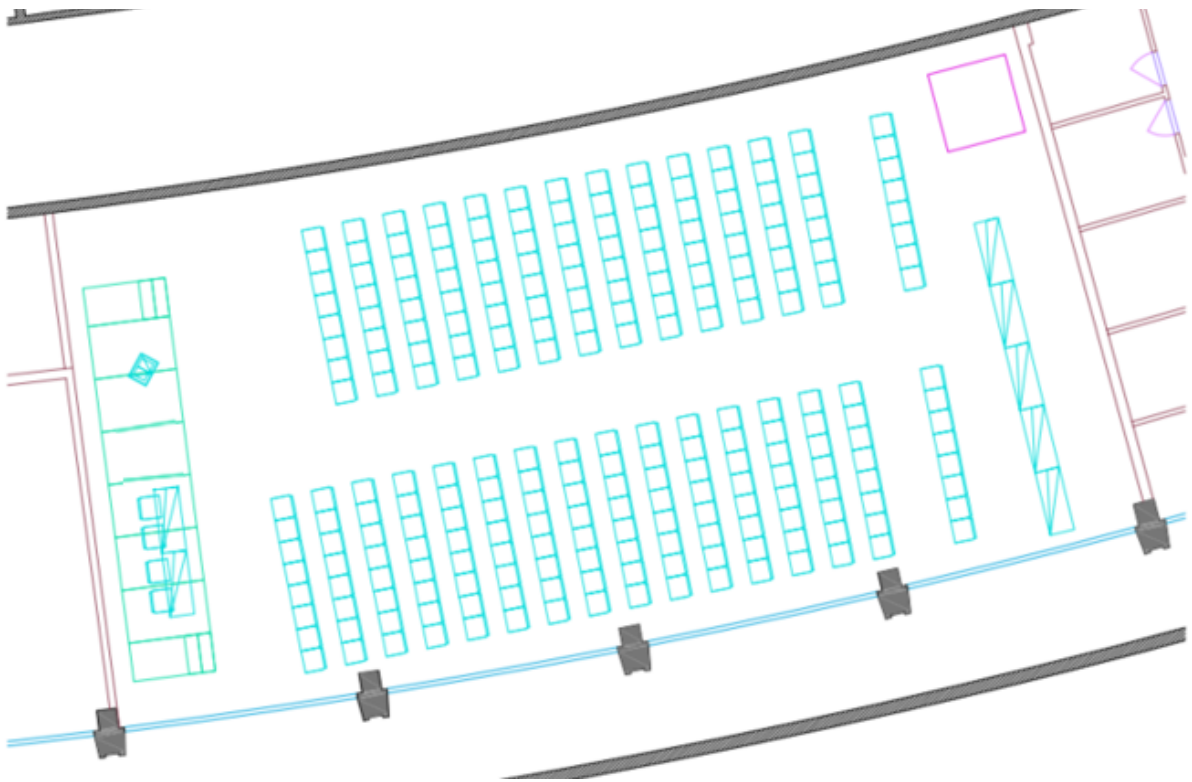
- Front projection screen, image of H3 X W5 meters.
- Data projector, at least 7000 ansi-lumens, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

- Room 153



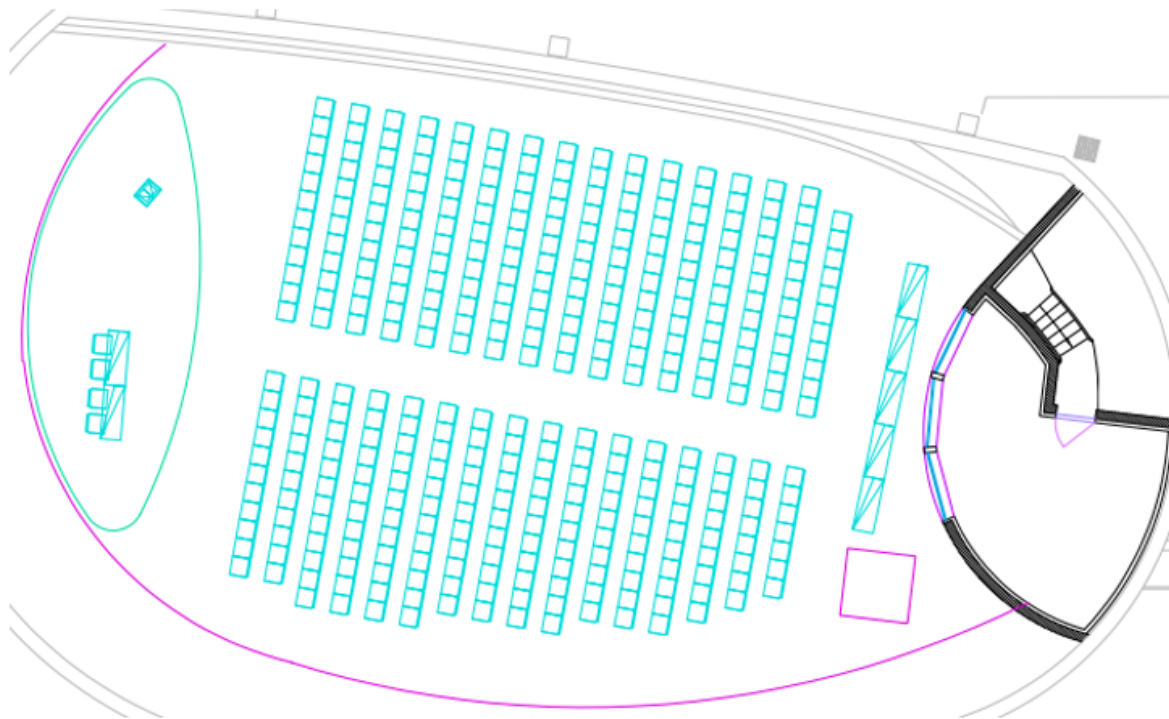
- Front projection screen, image of H3 X W5 meters.
- Data projector, at least 7000 ansi-lumens, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

- Room 242AB



- Front projection screen, image of H2.25 x W4 meters.
- Data projector, at least 6000 ansi-lumens, incl. all the required cabling.
- 23" Confidence monitor on the head table, showing the same PowerPoint image as being projected
- on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port,
- sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience,
- projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from
- computers (mini PL plug) at the lectern.
- Lighting system, illuminating the lectern.
- 1 x AV technician to operate the above-mentioned systems

- Room Maillot



- Front projection screen, image of H3.3 X W6 meters.
- Data projector, at least 9000 ansi-lumens, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

- Digital Lectern in Rooms 141, 143, 151, 153, 242AB and Maillot.



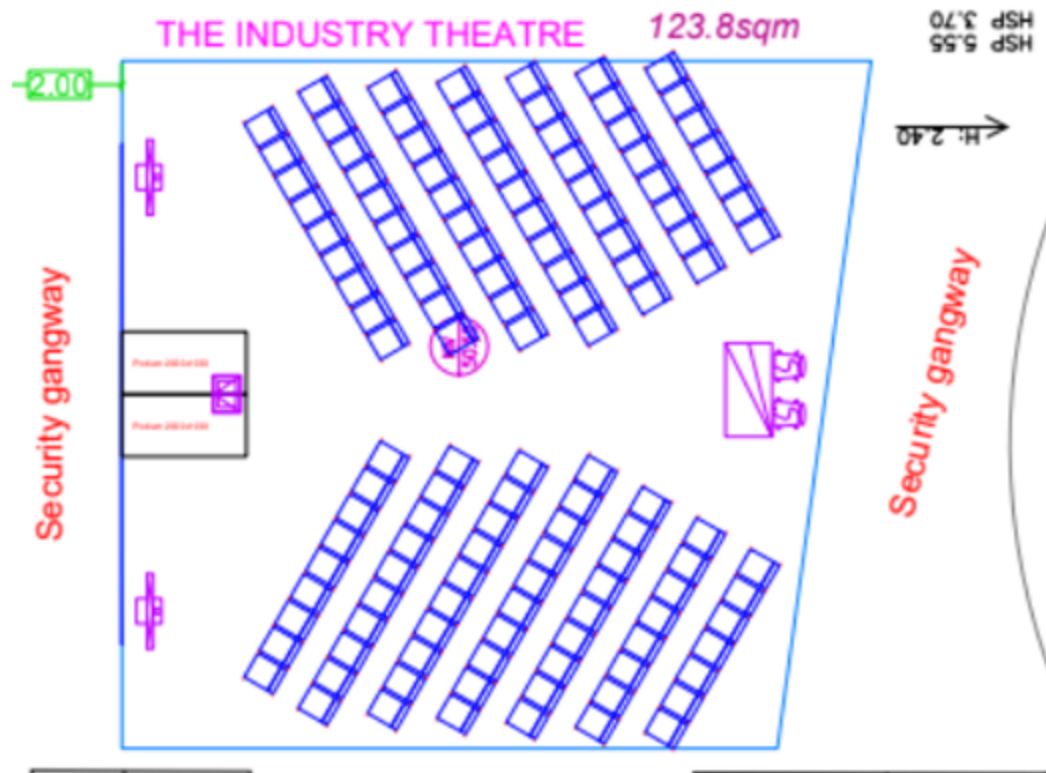
Picture for demonstration only

For Sponsors' Symposia being held in the Room 141, Room 143, Room 151, Room 153, Room, Room 242AB and Room Maillot, the company "virtual" banners in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Industry Theater



- 2 x 70" Plasma screens on high floor stands
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern.
- Standard Lectern
- Wireless PowerPoint slide advancer ("clicker").
- P.A. (sound) system, which covers the area, including a wired microphone and connection to sound from computers (mini PL plug) at the lectern, wireless hand-held microphone and a wireless headset microphone.
- AV technician to operate the above-mentioned systems

The industry Theater sessions are not filmed nor streamed on EBMT platform.

There is a filming supplier exclusivity, for more information please consult with the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org for any special request regarding the Industry Theater.

In Hall Furniture

Head Table Branding			
Room Name	Setup	Front with (cm)	Height (cm)
Amphi Bleu	Digital	Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Room 141	Set up 2 tables for 4PAX maximum	300	70
Room 143	Set up 2 tables for 4PAX maximum	300	70
Room 151	Set up 2 tables for 4PAX maximum	300	70
Room 153	Set up 2 tables for 4PAX maximum	300	70
Room 242AB	Set up 2 tables for 4PAX maximum	300	70
Room Maillot	Set up 2 tables for 4PAX maximum	300	70
Meet the Experts Rooms 203 & 213	No Head Table		
Industry Theatre	No Head Table		
Lectern Branding			
		Front with (cm)	Height (cm)
Amphi Bleu - Digital Lectern		Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Room 141, 143, 151, 153, 242AB, Maillot - Digital Lectern		Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Meet the Experts Rooms 203 & 213		No Lectern	
Industry Theatre		Lectern cannot be branded	

- Digital Head Table for the Amphi Bleu

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

The head table “virtual” banners can include the title of the Symposium and the name and logo of the Sponsor.

See information and photos on pages 11 and 12.

Deadline to request this service and send the designs for production is March 23rd 2023.

- Regular Head table for the rest of the Halls

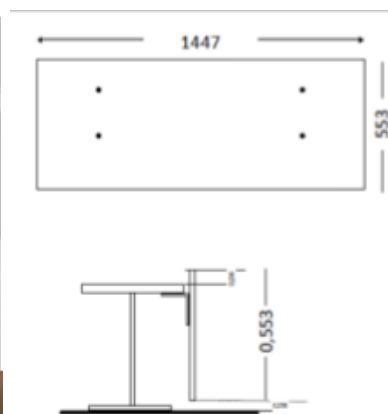
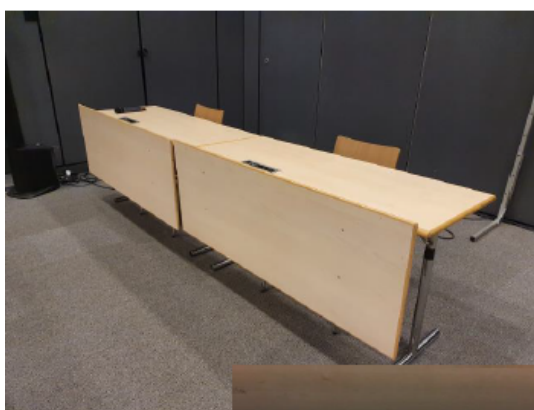
Please contact the exclusive supplier: D&P Architecture, Xavier Verny (Mr.) at xavier@dparchi.com, in order to design the images according to the required resolution.

Design specification for the Head Table sign:

- HD .pdf file format;
- Dimension 3000 x 700mm high;
- no bleed;
- no crop marks;

The regular head table banners can include the title of the Symposium and the name and logo of the Sponsor.

Deadline to request this service and send the designs for production is March 23rd 2023.



- Digital Lectern in all Halls

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, in order to design the images according to the required resolution.

The “virtual” banners can include the title of the Symposium and the name and logo of the Sponsor.

See information and photos on pages 11 and 12.

Deadline to request this service and send the designs for production is March 23rd 2023.

Live Q&A (onsite & online)

During the 49th Annual Meeting of the EBMT, EBMT will organize questions from the onsite audience during the Q&A part of the sessions with microphones in the room. .

For online Q&A, there is no supplier exclusivity. Each company who wishes to set-up online Q&A, can organize and supply its own material according to their needs.

EBMT's AV official supplier can offer this service upon request, for more information please consult with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com and the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any Live Q&A set-up.

Independent online Q&A cannot disrupt the EBMT onsite or online set-up and organization.

It is mandatory to inform the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com and the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any independent onsite or online Q&A set-up.

Deadline to request any service related to online Q&A set-up is March 23rd 2023

Polling

For onsite & online Polling, there is a supplier exclusivity. EBMT's AV official supplier can offer this service upon request, for more information please consult with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com and the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any polling set-up

If a company wishes to organize and supply their own material according to their needs, a Exclusivity Break-up fee of 3.500 € applies.

Independent polling cannot disrupt the EBMT onsite or online set-up and organization. It is mandatory to inform the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com and the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any independent onsite or online polling set-up.

Note: if extra IT or AV is needed - all costs must be covered by the sponsor.

If you need extra internet connection for your material please consult with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com.

Deadline to request any service related to Polling set-up is March 23rd 2023.

Live Streaming & Filming

The 49th Annual Meeting of the EBMT will live stream most of the sessions* through the official Annual Meeting virtual platform.

Should companies be interested in broadcasting within their own platform, EBMT would have to review each request and charge accordingly.

Supplier exclusivity applies for this service, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org

For the sessions only available onsite*, should companies be interested in filming those sessions, EBMT would have to review each request and charge accordingly. Supplier exclusivity applies for this service, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org

For both services, EBMT would apply an Exclusivity Break-up fee of 3.500 € (in addition to any charge that may be involved, such as electricity, furniture rental, etc.)

Deadline to request any service related to Live streaming and filming set-up is March 23rd 2023.

Live streaming on corporate platforms or filming of sessions cannot disrupt the EBMT onsite or online set-up and organization.

** Session only available onsite - no live streaming:*

- *Meet the experts Sessions*
- *Industry Theater Sessions*

On-Demand period

The 49th Annual Meeting of the EBMT will record all the live streamed sessions and offer them as On-Demand content on the Annual Meeting virtual platform from April 26th until June 26th 2023.


If a company does not wish to offer their symposia as On-Demand content, please communicate this before April 1st 2023 to secretariat@ebmt.org.

Section 6: Symposium Promotion

Symposium Title & Programme

Please note the deadline to communicate the final Symposium title and program to the EBMT team at secretariat@ebmt.org is January, 20th 2023.

Symposium Bag Inserts

	Height (cm)	Length (cm)	Depth (cm)
	44	30	14

Kindly note that per the EBMT Industry Media Policy the use of the EBMT logo on any of the Industry Press materials must be approved beforehand by the EBMT Press Office.

The official name of the Annual Meeting – The 49th Annual Meeting of the EBMT – must be used when mentioning the Annual Meeting in the Industry Press materials.

For supporters entitled to a symposium bag insert as per their signed contract, please email an example of the insert to Ms. Irati Tomas at sponsorship@ebmt.org before March 3, 2023.

Should you wish to include a bag insert of your symposium, please contact Ms. Irati Tomas at sponsorship@ebmt.org before March 3, 2023.

For additional information regarding press, please contact the EBMT communication Coordinator: Mélanie Chaboissier (Ms.) at melanie.chaboissier@ebmt.org. For additional information please see our official website [here](#).

Please refer to the shipping instructions attached. Bag assembly line will be Wednesday, April 19th 2023.

The production & shipping of the bag inserts is the responsibility of the company.

Symposium Furniture

Standard room setups cannot be altered, all symposia rooms will be set-up in Theater style.

Standard stage setups and furniture included in the rooms, are given above (section: Hall Technical & AV Detail and In Hall Furniture) Symposium organizers have the option to order additional furniture for their stage according to the following guidelines:

- Lecterns in the stages cannot be changed or removed before or during the symposia.
- Desired stage setup must be approved by the AV and Operations Coordinator.
- Operations Coordinator must be copied in all correspondence regarding the stage setup changes.

Important Note: Changing the seating arrangement on the stage involves an extra cost.

Should you wish to contract extra furniture or another type of furniture, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org.

Furniture rental service is exclusive to the chosen provider and needs are to be requested before March 23rd 2023.

Symposium Signage

Symposium organizers have the option to create promotional signage according to the below guidelines. All symposium signage should be produced and provided by the Symposium Organizer / Company.

Important Note:

Branding of furniture (head table, lectern) must be produced by:

- Amphi Bleu: Digital Head table and Lectern: See information p12
- Rest of the halls: Head table: See information p20
Digital Lectern: See information p20

The following signage may be displayed:

Session Hall Signage (optional)

- Self-standing sign (approx. 85cmW × 200cmH) can be placed inside the room or on the stage.

Please coordinate with the Onsite Manager and Operation team: Florence Caffort (Ms.) at florence.caffort@ebmt.org & operations@ebmt.org and Mari Fortuno (Ms.) mari.fortuno@ebmt.org in advance

- Stage Banners (see exclusivity details above)
 - o Amphi Bleu: the branding on the stage can be digital, by creating a background for the Panoramic screen, Head Table and Lectern as specified on page 12.
 - o Rest of the Symposium Halls
 - 1 × horizontal sign placed in front of the head table facing the audience. (For dimensions, see “In Hall Furniture” page 20)
 - 1 × digital signage on the speakers’ lectern facing the audience. (For dimensions, see “In Hall Furniture” page 20.)

Free Standing Signage (optional)

- o 1 × self-standing sign (approx. 85cmW × 200cmH) advertising the symposium on the day of the session. The sign may be placed at the entrance of the session hall approx. 20 minutes prior.

Please coordinate with the Onsite Manager and Operation team: Florence Caffort (Ms.) at florence.caffort@ebmt.org & operations@ebmt.org and Mari Fortuno (Ms.) mari.fortuno@ebmt.org in advance

IMPORTANT: Please note, each company is responsible for removing their advertisement rollup after their symposium finishes. Uncollected signage after the symposia will be thrown away by the congress staff at the end of the day.

Promotion of Company's Symposium and/or Products on Plasma Screens

Plasma screens will be available at the Congress Centre and may be used as a platform for companies to promote their symposia / products. Sponsors may provide a static slide (16:9, PPT) outlining details of the symposia such as title, time, date, location, etc. (Content of the slide is subject to approval by the EBMT Programme Committee).

(The slide will be presented in a loop with other companies' slides unless it is confirmed otherwise.)

For further information regarding the opportunity to book an ad on a plasma screen and prices, please contact Ms. Irati Tomas:

Deadline to send the slide is March 6th 2023, and must be sent to sponsorship@ebmt.org

Push Notification

Companies can have push notifications visible for all the attendees using the app or the virtual platform. Push notifications should be up to 200 characters in plain text and may contain links.

Deadline to send the push notification text is March 6th 2023, and must be sent to mari.fortuno@ebmt.org

Section 7: Miscellaneous

Symposium Catering

Catering services are exclusive to the chosen provider and needs are to be requested 22 working days in advance.

Supporters who wish to receive further information please contact the Annual Meeting exclusive catering company: Hotel Hyatt Regency Paris Etoile: Juliette De Mauro (Ms.) at juliette.demauro@hyatt.com

Please note that no catering is allowed in Amphi Bleu. In the event of lunch-time symposia in Amphi Bleu a catering area will be arranged in the foyers Bleu.

Any company who is willing to provide their attendees with catering (lunch boxes) for any of their sessions is responsible for the cleaning of the room to ensure a clean room for the next session.

To organize cleaning services, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org.

- Coffee Break

Refreshments (included in the registration fee) will be served in the exhibition area during official breaks on all Annual Meeting opening days..

- Lunch

Lunch (included in the registration fee) will be served in the exhibition area during official breaks on Monday, Tuesday and Wednesday.

Supporters who order lunch during their lunch-time symposia will have lunch boxes handed out inside the room (reminder: catering is not allowed in Amphi Bleu, catering area will be arranged in the foyers Bleu).

Kindly note, that lunch box count must be given ahead of time (catering company deadline apply) and cannot exceed the maximum hall capacity.

It is mandatory to inform the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any Catering service contracted.

Meeting Rooms

EBMT will have some meeting rooms in the Venue for the companies that might be interested in organising internal or small meetings.

For additional information regarding available rooms and times for meeting rooms, please contact the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org.

For Catering arrangements for your meeting please contact Annual Meeting exclusive catering company: Hotel Hyatt Regency Paris Etoile, Juliette De Mauro (Ms.) at juliette.demauro@hyatt.com

Session Scanning

Badge scanning services are exclusive to the chosen provider and needs are to be requested 22 working days in advance.

Badge scanning is available for onsite Industry symposium sessions. Please note that, due to GDPR rules, EBMT will only share the following information: Company / Hospital, Role, Country, unless the attendee has consented to share personal data, such as their full name...

The Data report will be available 15 days after the end of the meeting.

Fees per Scanning Packages:

- Pack to scan 1 session data report with 1 hand held scanner: 595.00 euros
 - o Optional extra scanner: 290.00 euros
- Pack to scan 2 sessions data report with 1 hand held scanner: 720.00 euros
 - o Optional extra scanner: 290.00 euros
- Pack to scan 3 sessions with 1 hand held scanner: 850.00 euros
 - o Optional extra scanner: 290.00 euros

Note on package costs:

Incl: 1 scanner handheld devices rental with basic configuration (only data collecting, no filtering of participants), 1 data report per session.

Not incl: Hostess/Manpower to scan, taxes

- Fee for late order (less than 4 weeks prior to the congress) to be added a Scanning Package: 650.00 euros *(taxes not included)*
- Fee for special configuration (ie: filtering of participants) to be added a Scanning Package: 250.00 euros

Note on special configuration cost:

Incl: 1 special configuration for 1 session of the contracted scanner and license.

Not incl: Hostess/Manpower to scan, scanner handheld devices rental, license, taxes

Evaluation Form

Companies have the option to have an external Evaluation Form that can be hosted in the virtual session hall.

The button will be placed on top of the screen and we just need the link that goes to your survey; the questions included in the survey must be created by the company.

Deadline to send the survey link is March 6th 2023, and must be sent to mari.fortuno@ebmt.org

Hostesses and Temporary Staff Hire

All Symposia Halls include 1 hostess to overview EBMT specific tasks such as controlling EBMT's documentation, waters for the speakers...etc...

Supporters who wish to contract hostesses services please contact the Annual Meeting exclusive hostesses company: City One, Thierry Maudez (Mr.) tmaudez@cityone.fr

Hostess and temporary staff services are exclusive to the chosen provider and needs are to be requested before March 23rd 2023.

For your convenience a booking form has been added as Appendix 2 to this document and has been attached to the email.

It is mandatory to inform the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any Hostess and Temporary Staff Hire service contracted.

Security Staff Hire

EBMT is guaranteeing a 24h security service throughout the event.

Supporters who wish to contract additional security please contact the Annual Meeting exclusive security company: Profox Security, Jean-Jacques Faye (Mr) contact@profox-securite.com

Security Staff services are exclusive to the chosen provider and needs are to be requested before March 23rd 2023.

For your convenience a booking form has been added as Appendix 3 to this document and has been attached to the email.

It is mandatory to inform the EBMT Operations team: Mari Fortuno (Ms.) at mari.fortuno@ebmt.org of any Hostess and Temporary Staff Hire service contracted.

Material Handling, and Shipping Labels

Shipping information and labels have been added as Appendix 1 to this document and have been attached to the email.

For additional information regarding shipping and material handling please contact the Annual Meeting exclusive shipping company: Merkur, Irit Sofer (Ms.) at Irit.sofer@merkur-expo.com.

Symposia Faculty Expenses Policy

The supporting companies/organizations, in addition to the sponsorship fee, must cover all speaker expenses including registration, accommodation and travel expenses.

In the event a speaker has also been invited by the EBMT, a Symposium Pass is mandatory for the symposium slot. EBMT will not cover any additional costs associated with faculty participation in the Industry Symposia.

COVID and Force Majeure disclaimer

The celebration of the Event shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, strikes, inevitable accident, the non-availability of stable internet connection or any digital malfunction, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control or local government authority or health agencies (including but not limited to the health threats of COVID-19 or similar infectious diseases), curtailment of transportation facilities, closure of facilities, non-availability of the event premises, reduction of available personnel, limitation of events capacity or travel restrictions or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or delay a reasonable percentage of prospective Event attendees from appearing at the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the Event as originally planned.

For any one or more of the above reasons, the event may be modified, cancelled, abandoned, suspended in whole or in part, or transformed into a different format by the Organiser, without any liability, damages, fees, or penalty. In these cases, the Organiser may at its entire discretion repay the relevant fee or deposit/service charge paid by the delegate or attendees, or part thereof, but shall be under no obligation to repay the whole or part of such amount, and shall be under no liability to the delegate or attendees in respect to any actions, claims, losses (including consequential losses, costs or expenses whatsoever) which may be brought against or suffered or incurred by the delegate or attendees, as the result of the happening of any such event.

The 49th Annual Meeting of the EBMT

Sunday, April 23, -Wednesday, April 26, 2023, Paris, France

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2023 Meeting. We offer the following services: customs clearance, delivery to the booth, 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 Merkur **is** the exclusive agent nominated by the organizer for move in and move out handling of empties for the Meeting. Exhibitors and booth 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 Merkur.

Contact Details:

Merkur Expo Logistics

Contact: Mrs. Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com

Please note these important dates:

Buildup	April 21-22
Exhibition	April 23-26
Breakdown	April 26
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Advance warehouse	No later than April 14
Exhibition goods - Direct deliveries to Meeting venue	Subject to pre-registration no later than Friday, April 12 . Time slot confirmation will be sent by April 17.

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the Meeting. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please contact Merkur for instructions.

IMPORTANT!!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via **Germany Advance Warehouse**

Merkur Expo Logistics GmbH

c/o Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

63457 Hanau

Notify:

Meeting name _____

Name of Exhibitor _____

Stand no. _____

Attention for all shipments, we need a full pre-advice in advance.

Please send your full pre-advice to Merkur.

Shipments with insufficient information's or missing pre-advice might be delayed.

4. Direct Deliveries to **Meeting Venue**

We highly recommend **NOT** to send goods directly to the venue unless it is full load trucks.

Partial shipment must go via: VIPARIS – Schenker advance warehouse.

The handling cost are higher than via Merkur advance warehouse.

Full load trucks

Delivery Address:

All road freight shipments must be consigned on a "Freight Prepaid" basis as follows:

CMR consignee:

SCHENKER Fairs & Exhibitions Dept

Tel: 33.1.48.63.32.81 Fax: 33.1.48.63.32.82

C/o

Exhibitor Name + **EBMT 2023**

Hall Maillot & Booth n°

TRUCK REGISTRATION

Truck will be registered by Schenker France under autorisation. We need all trucking information below 72h before delivery :

- Plate number
- Driver name
- Driver phone number

ON SITE ADDRESS / DELIVERY UNDER AUTHORIZATION :

SCHENKER Fairs

Gare routière du Palais des Congrès

Boulevard Gouvion St Cyr

F-75017 Paris

Tel : +33.1.48.63.32.81

YOUR EQUIPMENT/GOODS DELIVERY AND COLLECTION FROM THE DB SCHENKER REMOTE LOGISTICS PLATFORM IN GENNEVILLIERS

Regardless of the volume, you may also deliver your equipment to the Gennevilliers facility. DB Schenker will make grouped shipments using HGVs in order to deliver your equipment/goods to and from your booth.

EXPRESS DROP-OFF OF YOUR EQUIPMENT/GOODS AT THE PALAIS DES CONGRÈS

Express drop-off of small amounts of supplies by LCV is tolerated and do not require more than 30 minutes at the loading dock. The delivery person must submit a request for a "minute drop-off" on LOGIPASS online system: <http://logipass.viparis.com> , and will be allocated a 30-minute slot at the dedicated section of the loading dock.

Please note: there are only 4 spaces for "minute drop-off". If you exceed the time-limit, you will be invoiced after 15 minutes.

Delivery dock address: 56 boulevard Gouvion St Cyr 75017 Paris; Gps: 48.880399, 2.285029

Maximum height for access to delivery dock: 4.2 metres

The loading dock is for loading and unloading only; vehicle parking is strictly forbidden at all times of the day and night.

Parking is not permitted at the loading dock. You may park your vehicle at the Indigo car park once your delivery is completed

For all other requests regarding transport, logistics, handling, storage of empty packaging and on-site unloading/reloading or courier services, please contact Merkur. They can provide the right service for you at the right price. Requests for services will be examined based on your detailed requirements.

DELIVERY AND PICKUP BY YOURSELF OF YOUR EQUIPMENT/GOODS

You have the option of delivering your equipment/goods by yourself using the nearby Indigo public car park (under 1.9 meters high). DB Schenker will also quote on request to collect your equipment/goods at your place and deliver them directly to your booth.

The use of loading and unloading areas is exclusively managed by Merkur.

Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading /unloading equipment, access control, use of common areas, control flows of people through the building/ dismantling

The lifting platforms can only be used with some logistic personnel.

The trucking company or exhibitor must provide Merkur with prior identification of vehicles for entering the venue during set up / during breakdown.

The venue reserves the right to regulate the access of vehicles during set-up and breakdown, in accordance with the current regulations

VENUE REGULATIONS

Consolidated Shipment to SCHENKER Warehouse in Paris

The tariffs are valid from Monday to Friday from 8am to 6pm. Tariffs include the unloading for storage, intermediate storage, delivery on stand or pick-up, and reloading from the warehouse. All other services are not included.

WAREHOUSE ADDRESS :

SCHENKER Fairs

Route Principale du port

F-92230 GENNEVILLIERS

Direct Unloading/Reloading on Booth

Late cancellation (less than 12h before) will be charged 120€. These tariffs are valid from Monday to Friday from 8am to 6pm. These tariffs are valid from the leaving from the office of the forklift driver. A technician from the booth must be on site to assist the handling operations. If not, we will provide you with one of our technicians and this service will be charged. Overcharges will be applied at the end of the lease. Please note that forklift drivers shouldn't be assigned other tasks.

5. Courier Shipments

We strongly recommend sending your courier to the advance warehouse **In Germany.**

We can clear only Fedex, UPS, DHL Express and TNT on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importer if required, by providing our VAT registration number to customs. This service is chargeable, please check in our tariff.

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

We highly recommend routing the shipment via our warehouse in Germany, which will occur extra charges.

**All courier shipment must send DDP (Delivery duties paid) terms.
Courier charges for handover of import shipping documents € 85.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.**

6. Handling of Empties

Ladders, pallet-trucks, tools... are considered as full storage. Full goods stored during the exhibition are collected, stored, and re-delivered on stand in the same conditions. The exhibitor/stand builder must provide the complete details of the stored materials. The exhibitor/stand builder must be on site during the pick-up and the return of the full goods. They must inform us in advance about the expected return date and time.

7. On-Site Services- The following services are offered by Merkur

Crane with Operator

The order must be given 7 days before the operation date. Crane is provided without any specific equipment. Crane operations must be done during the first days of the setup and the last days of the dismantling to ensure the access to the halls.

A half-day corresponds to 4 working hours between 8am and 12am or 2pm and 6pm only. One day of renting represents 7 working hours between 8am and 6pm and 1 hour for lunch. Each started hour will be charged. After 4 worked hours, the tariff per hour is applied on the next 2 hours and after 6 worked hours worked the day tariff can be applied.

In case of early completion, charges will be applied as per your order. The percentage of applied overcharges will be determined by the end of the service.

A technician from the stand must be on site to assist all the handling operations. If not, a crane operator is obligatory provided and charged.

Cancellation or modification concerning the order must be given 48h before the operation date. If not, charges will be applied as per our minimum fees.

Scissor Lift

The order must be sent 7 weekdays before the expected use date. These tariffs are based on the availability of the material in Porte de Versailles and Villepinte. If material is not available at one place, we will add the transport charges from the renting company to our warehouse on the fairground. Concerning the electrical scissor lifts to 12m, the delivery on booth and pickup at the end of the rent will be charged.

Delivery & pickup rates represent 100€ per transport, to which you should also add the overcharges. Over 12m, the client must come to our office to take the key and bring the machine to his stand himself and bring it back at the end. Machines are lent with a key.

In case of no return, 100€ will be charged. Electric machines are delivered with full battery and must be brought back as the same. If not 1 additional day will be charged to the user. Diesel machines are delivered with a full tank of gas, the consumed liters will be charged to the user as per the fluctuation.

Concerning the motorized material provided without a driver, the user must show a driving license.

Cancellation of the order must be given 48h before the operation date, if not charges will be applied as per our minimum fees.

8. Shipment Categories – Labels

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

Labels for the below will be send upon request

- **Insert-for participant bags**
- **Exhibition goods**
- **Promotional Material (for Meeting Rooms, Symposia etc.)**

9. Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

10. Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

11. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit more than 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

12. Terms of Payment

- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior the delivery to the booth.
- The outgoing handling charges are payable immediately after receipt of our invoice.
- Payment can be made, by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- VAT will be added.
- a 1,5% interest per month will be charged on overdue payments.

Please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify “Merkur” immediately about any requirements relating to invoices.

Please note that all payments are in €.

13. Terms & Conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS

Order Form Sheet

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt March, 31.03.23

Please return by e-mail irit.sofer@merkur-expo.com

Please indicate:

- ☐ Trucks direct to venue
- ☐ Shipment via advanced warehouse
- ☐ Bag Inserts

Preferred time slot (For direct deliveries)	
Volume of shipment (Indicate number of pieces, weight, and volume)	
Type of shipment (Indicate Exhibition goods, stand fitting material, Bag Inserts)	<input type="checkbox"/> Exhibition Material <input type="checkbox"/> Stand fitting Material <input type="checkbox"/> Bag Inserts
Exhibitor's name	
Hall / Stand #	
Contact on-site	
Phone #	

Invoice Details

Company Name	
Contact Person	
E Mail	
Full company address	
Country	
VAT #	

⇒ Merkur Expo Logistics is sole official forwarder for EBMT 2023

⇒ Please see official handling tariff on the following page

⇒ All shipments must be pre-advised by using this form sheet

⇒ Please take care of logistical handling instructions

⇒ Do not use courier service for your exhibition goods

⇒ All shipments must be labelled with the congress labels provided with the shipping instructions

Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn | Germany Tel.: + 49 6173 966 95 0 | www.merkur-expo.com All services will be billed according to the official congress forwarding & handling tariff. All work undertaken is subject to the German / French 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 Expo ceases 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



HANDLING RATES 2023

Inbound / out bound

1. Air Freight

1 CBM = 333 KG

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 395.00
51-100 Kg	€ 465.00
101-200 kg	€ 595.00
201-300 kg	€ 725.00
301-400 kg	€ 795.00
401-500 Kg	€ 895.00
Above 500 please approach Merkur	

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min

Outlay fees + **12% for prepayment**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth, including intermediate storage

1 cbm= 333 kg

Shipment up to 100 kg	min € 195.00
Min + Per each additional 100 kg	€ 46.00

3. Direct Delivery to Venue – Road & courier

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

FULL- & PART-TRAILER-LOADS Unloading/reloading trucks and direct delivery to/pick up from stand

1 cbm = 333kg

Shipment up to 100 kg	min € 195.00
Min + Per each additional 100 kg	€ 46.00

Truck 7.5t	€ 975.00
Truck 13.6 M	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 285.00
Truck 13.6 M	€ 350,00

5. Customs Formalities

With Carnet ATA

Temporary importation under ATA Carnet	€ 225,00
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With commercial invoice

Temporary importation and/or re-exportation	€ 295.00
Each additional tariff numbers	€ 15.00
Customs bond fee 3% CIF Value	Min € 85.00
Cancellation of temporary Importation (export only)	€ 65.00
T-Document registration custom	€ 75.00
Issuing of T-document	€ 75.00
T-document security (Export only), 0,2 % of CIF value, minimum	€ 35.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 295,00
Each additional tariff numbers	€ 15.00
Duties & Taxes as per outlay.	
Fees for an advanced payment of duty & tax + 12% for pre-payment	
Minimum	€ 45.00
Use of customs broker import tax registration	€ 115.00
Customs inspection As per outlay + 12% for pre-payment	Min € 75.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Handling of empties € 85.00 / CBM (Min 3 CBM)
- Full goods storage € 95.00 / CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

- ❖ **1 CBM= 3303KG**
- ❖ **1 LDM =4 CBM**
- ❖ **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 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**



LABEL for shipment VIA ADVANCED WAREHOUSE

Shipper Name/ Address:		
Booth Number/Exhibitor:		
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material	
Number of pieces:		
Weight:		

To be delivered to:

Merkur Expo Logistics GmbH
 c/o Gebr. Thomaidis GmbH
 Josef Bautz Str. 17-23
 D-63457 Hanau Germany
 c/o EBMT 2023 Paris
 Exhibitor Name: _____
 Stand Number: _____



LABEL for shipment DIRECT TO THE VENUE

Shipper Name/ Address:			
Booth Number/Exhibitor:			
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material		
Number of pieces:			
Weight:			

To be delivered to:

Merkur Expo Logistics GmbH

c/o Congress: _____

Exhibitor Name: _____

Stand Number: _____



Bag Inserts Shipment – VIA ADVANCED WAREHOUSE
(To be delivered to bag Insert line)

Shipper Name:	
Shipper Address:	
Bag Insert Sponsor	
Number of Pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
c/o Gebr. Thomaidis GmbH
Josef-Bautz-Str. 19-23
D-63457 Hanau
c/o EBMT 2023 Paris



Bag Inserts Shipment - DIRECT TO THE VENUE
(To be delivered to bag Insert line)

Shipper Name:	
Shipper Address:	
Bag Insert Sponsor	
Number of Pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
c/ o CONGRESS_____

PROMOTIONAL GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Congress:

EBMT 2023

Exhibitor or Company Name

Symposium/Meeting Room No.

Contact Person

Mobile Phone

Merkur Expo Logistics
GmbH
c/o Gebr. Thomaidis GmbH
Joseph-Bautz-Straße 19
63457 Hanau

Box No. _____ of _____



#EBMT23

Paris Hybrid 49th Annual Meeting

Onsite + Online
23-26 April 2023



Quote request 2023: Host ♦ Hostess ♦ Barman

IF YOU WANT TO BOOK OUR RECEPTION STAFF
(Thank you for filling in the following informations)

Your quote request should be sent to : tmaudez@cityone.fr

Informations :

Company :

Address:

Zip :

City :

Sales Contact :

Phone number :

E-mail :

Invoice informations (Address and Name) :

Intra-Community VAT Number:

Staff requirement:

Host/Hostess :

Barman :

Other:

Time schedule:

DATE	STAFF PROFILE	Number of Staff needed	Where: Booth N° / meeting room N° / symposium room N°	Task to do	Starting Time	End Time
	Choose from:					
	Choose from:					
	Choose from:					
	Choose from:					
	Choose from:					
	Choose from:					
	Choose from:					
	Choose from:					

NOTE: Minimum contracting 3h



#EBMT23

Paris Hybrid
49th Annual Meeting
 Onsite + Online
 23-26 April 2023



Quote request 2023: Security Staff

IF YOU WANT TO BOOK DEDICATED SECURITY STAFF

(Thank you for filling in the following informations)

Your quote request should be sent to : contact@profox-securite.com

Informations :

Company :

Phone number :

Address:

E-mail :

Zip :

City :

Invoice informations (Address and Name) :

Sales Contact :

Intra-Community VAT Number:

Time schedule:

DATE	Number of Staff needed	Where: Booth N° / meeting room N° / symposium room N°	Task to do	Starting Time	End Time

Contracting information:

- Minimum contracting 4h

- Rate information - local tax not included - Hours Day : 06h00-21h00 / Hours Night : 21h00-09h00

Catégorie de personnel	Monday to Saturday		Sunday		Holiday Monday to Saturday		Holiday Sunday	
	Hours Day	Hours Night	Hours Day	Hours Night	Hours Day	Hours Night	Hours Day	Hours Night
Guard	27,00 €	29,70 €	29,70 €	32,40 €	54,00 €	56,70 €	56,70 €	59,40 €
Supervisor	29,00 €	31,90 €	31,90 €	34,80 €	58,00 €	60,90 €	60,90 €	63,80 €



EBMT 2023

www.ebmt.org #EBMT23

PARIS, FRANCE