



50th Annual Meeting

14-17 April 2024 | Glasgow

Industry Manual 2024

EBMT 2024

14-17 April | Glasgow | #EBMT24

www.ebmt.org/annual-meeting

Dear Supporter,

We are happy to present you with the EBMT 2024 Industry 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 50th Annual Meeting of the EBMT will take place 14-17 April 2024 in Glasgow.

Main Congress Venue:

Scottish Event Campus - SEC Glasgow

Exhibition Way,
Glasgow G3 8YW, United Kingdom
Tel.: +44 141 248 3000

Secondary Congress Venue for the Meet The Expert:

Crowne Plaza Glasgow Hotel

Congress Road,
Glasgow G3 8QT, United Kingdom
Tel.: +44 141 306 9988

A block of bedrooms has been reserved for the EBMT 2024 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 Glasgow and wish you a successful symposium.

Kind Regards,

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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

<p>Congress Manager</p> <p>Noemi San Emeterio Huang (Ms.) Office: +34 93 453 8570 noemi.san-emeterio@ebmt.org</p>	<p>Program Coordinator</p> <p>Nuria Planaguma (Ms.) secretariat@ebmt.org</p>
<p>Operations & On-Site Manager</p> <p>Florence Caffort (Ms.) florence.caffort@ebmt.org operations@ebmt.org</p> <p>Sponsorship Coordinator</p> <p>Mari Fortuño (Ms.) mari.fortuno@ebmt.org</p>	<p>Sponsorship Liaison</p> <p>Irati Tomas (Ms.) irati.tomas@ebmt.org sponsorship@ebmt.org</p> <p>Sponsorship Promotional Items Coordinator</p> <p>Yaiza González(Ms.) yaiza.gonzalez@ebmt.org</p>
<p>Audio-Visual Coordinator</p> <p>Mike Perchig (Mr.) nest@nest-av.com</p>	<p>Registration & Accommodation Manager</p> <p>Einat Gassner Gutman (Ms.) registration@ebmt.com accommodation@ebmt.org</p>
<p>Hospitality Suites</p> <p>Mari Fortuño (Ms.) mari.fortuno@ebmt.org</p>	<p>Exhibition Manager</p> <p>Hanna Safier (Ms.) exhibition@ebmt.com</p>

Contractor Contacts

CATERING in the Main Congress Venue	CLEANING SERVICE
SEC Food Siobhan Cassidy (Ms.) Siobhan.Cassidy@sec.co.uk	Mari Fortuño (Ms.) mari.fortuno@ebmt.org
FURNITURE HIRE FOR SYMPOSIA	FURNITURE HIRE FOR HOSPITALITY SUITES
Mari Fortuño (Ms.) mari.fortuno@ebmt.org	Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) gwyn.humphreys@fullcircleevenstltd.co.uk
CUSTOMS CLEARANCE, FREIGHT / MATERIAL HANDLING	SYMPOSIA HALL BRANDING - LECTERN
Merkur - Irit Sofer (Ms.) Irit.sofer@merkur-expo.com	Clyde, Lomond, Hall 2, Hall 3 North, Hall 5 : Audio-Visual Coordinator - Mike Perchig (Mr.) nest@nest-av.com Hall 1, Boisdale : Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) gwyn.humphreys@fullcircleevenstltd.co.uk
SYMPOSIA HALL BRANDING - HEAD TABLE	TEMPORARY STAFF / HOSTESSES
Clyde: Audio-Visual Coordinator - Mike Perchig (Mr.) nest@nest-av.com Rest of the Halls: Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) gwyn.humphreys@fullcircleevenstltd.co.uk	Hostesses: Mari Fortuño (Ms.) mari.fortuno@ebmt.org Security : SEC Glasgow Technical.services@sec.co.uk
LIVE STREAMING TO CORPORATE PLATFORMS	
Mari Fortuño (Ms.) mari.fortuno@ebmt.org	

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	Finance Department finance-office@ebmt.org
Final Symposium Program to be sent to EBMT	January 19, 2022	Mari Fortuño (Ms.) mari.fortuno@ebmt.org & Nuria Planaguma (MS.) secretariat@ebmt.org
Shipping and Material Handling Services	Refer to Shipping Instructions attached to email & in Appendix 1	Irit Sofer (Ms.) Irit.sofer@merkur-expo.com
Symposia Slide Delivery Onsite	At least 2 h before the start of the session at the Speaker Ready room	Nuria Planaguma (Ms.) secretariat@ebmt.org At the Speaker Ready room
Extra Orders of material and services	March 15th 2024 <i>A late order fee may apply past that date.</i>	As per detailed in the manual

Section 3: Meeting Important Information

Registration Desk Opening Hours

The Registration Desks will be situated on the ground floor, Hall 5, of the Scottish Event Campus - SEC and open at the following times:

Registration Desk Opening Hours*	
Saturday, April 13th	Group Pick-up Only - 10:00 - 18:00
Sunday, April 14th	07:00 - 20:00
Monday, April 15th	07:00 - 18:30
Tuesday, April 16th	07:00 - 18:30
Wednesday, April 17th	07:30 - 12:30

**Subject to Change*

- Group Registration Pick-up

Supporters picking up group registration for participants will be contacted by the Annual Meeting Registration Manager prior to the Annual Meeting to coordinate a meeting to collect badges and congress material on Saturday, April 13th.

Exhibition Opening Hours

Exhibition Area Opening Hours*	
Sunday, April 14th	09:00 - 17:00
Monday, April 15th	09:00 - 17:00
Tuesday, April 16th	09:00 - 17:00
Wednesday, April 17th	09:00 - 13:00

**Subject to change*

Hospitality Suites Opening Hours

Hospitality Suites Opening Hours*	
Sunday, April 14th	08:00 - 18:00
Monday, April 15th	08:00 - 18:00
Tuesday, April 16th	08:00 - 18:00
Wednesday, April 17th	08:00 - 13:30

**Subject to change*

Exclusive Services for Symposia

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

- Extra AV

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

Kindly note that extra AV orders must be finalized before March 15th 2024.
A late order fee may apply for any order past that date.

- 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 Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org for further details.

Kindly note that Live Streaming orders must be finalized before March 15th 2024.
A late order fee may apply for any order past that date.

- Signage & Furniture for Symposia Branding

Panoramic Screens:

Branding of the panoramic screen in Clyde and Lomond must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

No extra cost applies for digital branding

Head Table:

Branding of the digital head table in Clyde must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC, 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: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at gwyn.humphreys@fullcircleeventsLtd.co.uk with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Please see all technical details on pages 21-22.
No extra cost applies for digital branding.
Extra costs apply for regular branding.

Lectern:

Branding of the digital lectern in Hall Clyde, Lomond, Hall 2, Hall 3 North and Hall 5 must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Branding of regular lecterns head tables in Hall 1 and Boisdale must be contracted and produced by our exclusive supplier: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at gwyn.humphreys@fullcircleevenstsltd.co.uk with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Please see all technical details on pages 21-22.

No extra cost applies for digital branding.

Extra costs apply for regular branding.

Additional furniture orders for Symposia:

Additional furniture orders for symposia must be ordered by our exclusive supplier: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at gwyn.humphreys@fullcircleevenstsltd.co.uk with mari.fortuno@ebmt.org in CC.

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 must be finalized before March 15th 2024.

A late order fee may apply for any order past that date.

- Catering for the Symposia

If there are any special arrangements, including inquiries or F&B served before or during Satellite Symposia please contact the Official Caterer: SEC Food, Siobhan Cassidy (Ms.) Siobhan.Cassidy@sec.co.uk with mari.fortuno@ebmt.org in CC in the correspondence.

Kindly note that catering orders must be finalized before March 15th 2024.

A late order fee may apply for any order past that date.

Section 4: Symposia Timetable

Supporter	Date	Symposium time*	Location
SFGM-TC	14.04.2024	08:30 - 10:00	Lomond
SORBONNE UNIVERSITY	14.04.2024	08:30 - 10:00	Hall 3 North
ATERHIT IFM	14.04.2024	08:30 - 10:00	Hall 5
GMMG	14.04.2024	08:30 - 10:00	Hall 2
SANOFI	14.04.2024	10:30 - 12:00	Clyde
BMS	14.04.2024	10:30 - 12:00	Lomond
TAKEDA	14.04.2024	10:30 - 12:00	Hall 5
ALEXION	14.04.2024	10:30 - 12:00	Hall 3 North
PFIZER	14.04.2024	10:30 - 12:00	Hall 2
GILEAD	14.04.2024	12:30 - 14:00	Clyde
VERTEX	14.04.2024	12:30 - 14:00	Hall 5
NOVARTIS	14.04.2024	12:30 - 14:00	Lomond
JAZZ	14.04.2024	12:30 - 14:00	Hall 3 North
MILTENYI	14.04.2024	12:30 - 14:00	Hall 2
GILEAD	14.04.2024	14:30 - 16:00	Clyde
SANOFI	14.04.2024	14:30 - 16:00	Lomond
PFIZER	14.04.2024	14:30 - 16:00	Hall 5
MSD	14.04.2024	14:30 - 16:00	Hall 3 North
MENARINI	14.04.2024	14:30 - 16:00	Boisdale
THERAKOS	14.04.2024	16:30 - 18:00	Hall 5
PIERRE FABRE	14.04.2024	16:30 - 18:00	Hall 3 North
SOBI	14.04.2024	16:30 - 18:00	Hall 2
SANOFI	15.04.2024	13:00 - 14:00	Clyde
THERAKOS (Nurses Industry Symposium)	16.04.2024	13:00 - 14:00	Hall 1

*Subject to change

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

Hall Name	Location	Real Capacity	Comments	Access Doors
* Real capacity reflects the space needed for AV set-up				
Clyde	SEC Glasgow	1100	Fixed Theater Setup	2
Lomond	SEC Glasgow	600	Fixed Theater Setup	1
Hall 2	SEC Glasgow	500	Theater Setup	1
Hall 3 North	SEC Glasgow	500	Theater Setup	1
Hall 5	SEC Glasgow	500	Theater Setup	1
Hall 1	SEC Glasgow	300	Theater Setup	1
Boisdale	SEC Glasgow	200	Theater Setup	2
Industry Theatre	SEC Glasgow	90	Theater Setup	Open Area
Meet The Expert	Castle Suite Crowne Plaza Glasgow Hotel	15 each	Boardroom	1 each

Halls and Spaces Overview

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 50th 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, with mari.fortuno@ebmt.org in CC, to agree on a date and time.

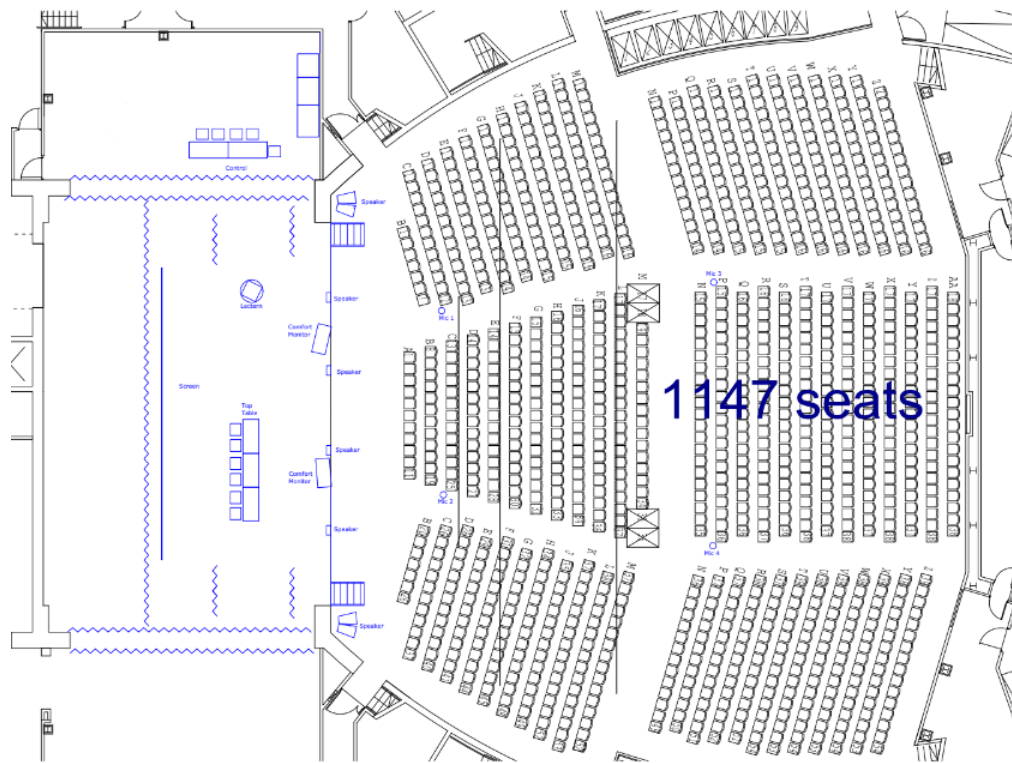
Please note that technical rehearsals may involve an extra cost depending on the availability of the hall, requested time slot, technical staff over-time, etc.

Additional information about the venue, infographics and hall specifications is also available on the Scottish Event Campus - SEC Glasgow website via the following link:

* [Scottish Event Campus - SEC Glasgow](#)

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

- Clyde



- Large Panoramic front projection screen, image of H4.6 X W13.8 meters (see photo below)*.
- 2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture "windows" on the screen (edge-blended)
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening "windows" on the main screen, etc.).
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection as a picture-in-picture "window" on the screen during presentations.
- 40" 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 40" 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)*.
- PowerPoint wireless slide advancer combined with a 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 12 wired microphones (4 head table, 2 lectern, 6 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.

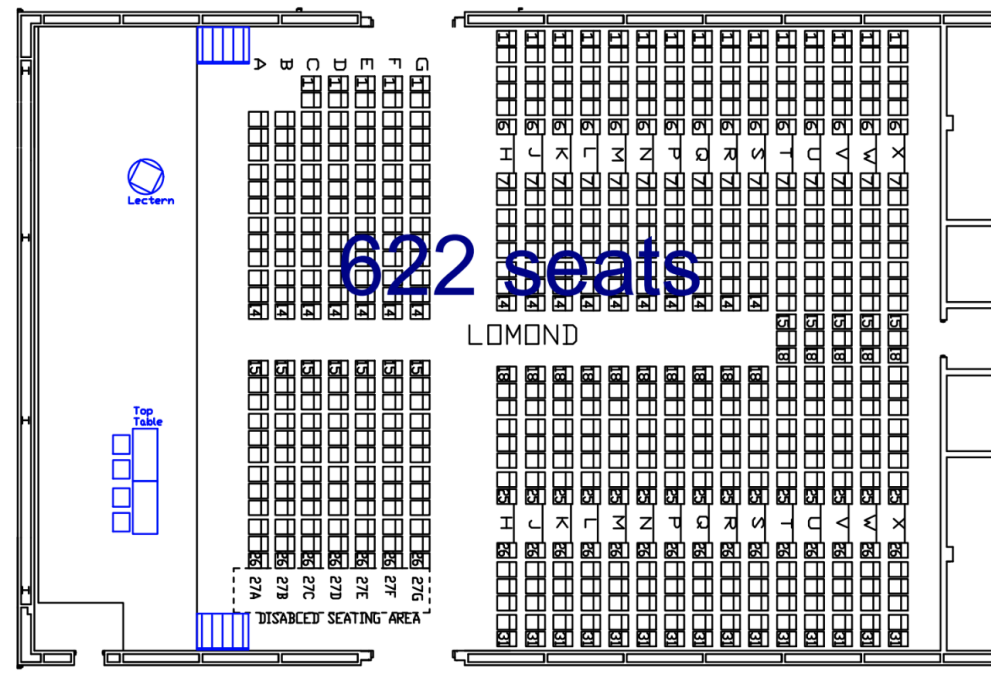


For demonstration only (taken in different Venues during other Congresses)

For Sponsors' Symposia being held in the Clyde Auditorium, 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, Mr. Mike Perchig (e-mail: 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

- Lomond



- Front projection screen, image of H4 X W12 meters (see photo below)*.
- 2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint image as a picture-in-picture "window" on the screen (edge-blended).
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening the PowerPoint "window" on the main screen, etc.).
- 40" 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 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- PowerPoint wireless slide advancer combined with a 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 9 wired microphones (4 head table, 1 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
- 2 x AV technicians to operate the above-mentioned systems

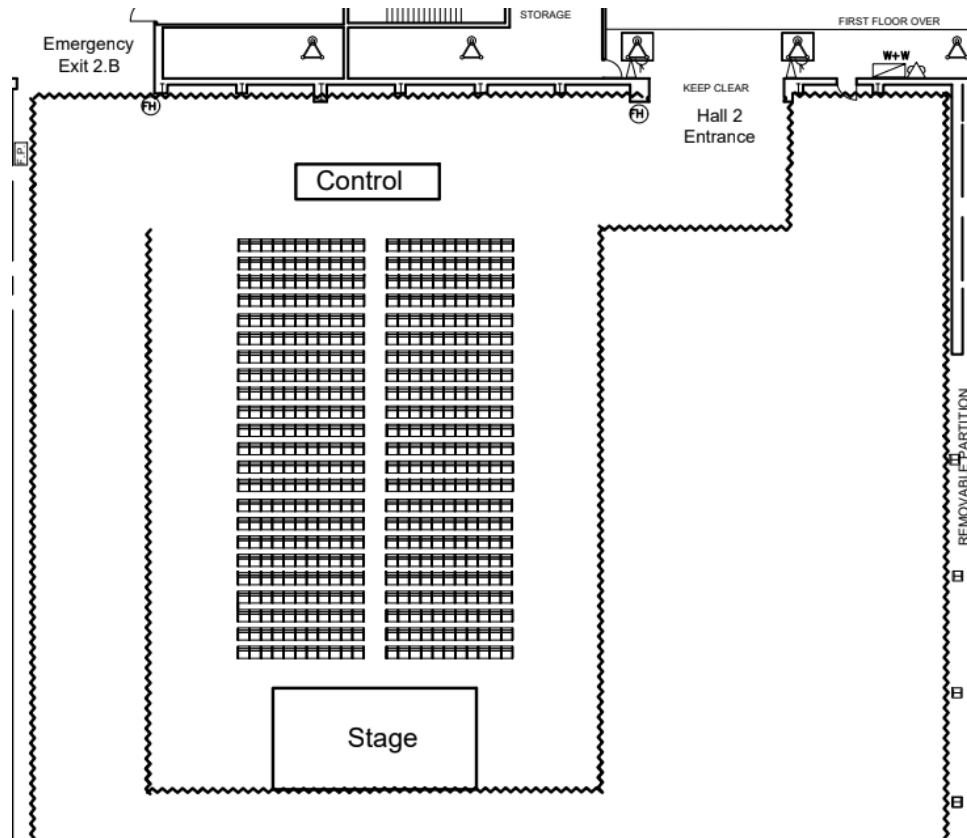


For demonstration only (taken in different Venues during other Congresses)

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

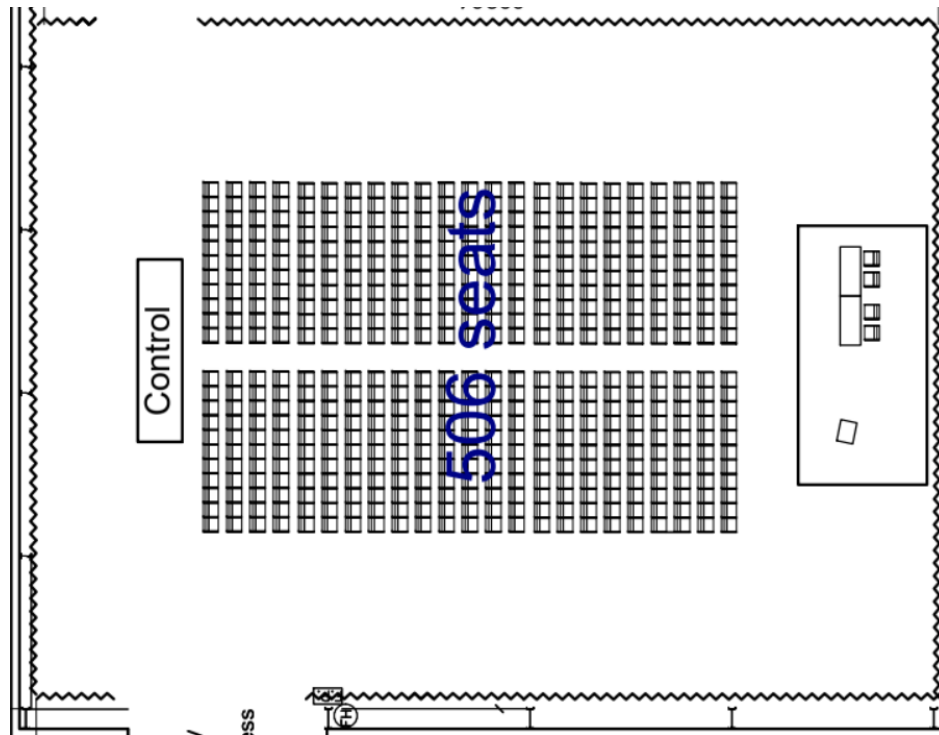
Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution. The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Hall 2



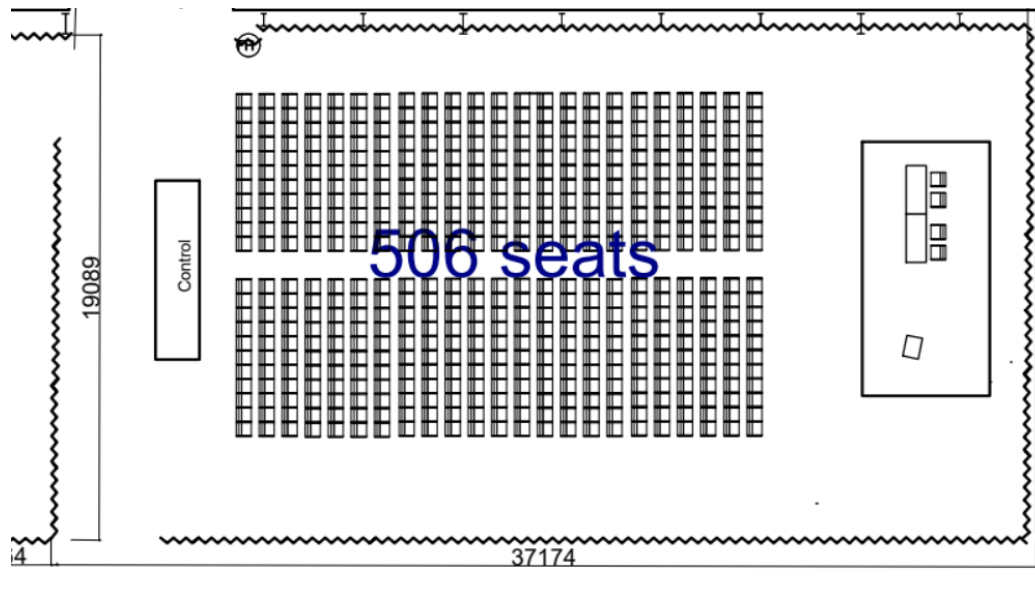
- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 ansi-lumens, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint 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 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 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
- 2 x AV technicians to operate the above-mentioned systems

- Hall 3 North



- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 ansi-lumens, incl. all the required cabling.
- 40" 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 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 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
- 2 x AV technicians to operate the above-mentioned systems

- Hall 5



- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 ansi-lumens, incl. all the required cabling.
- 40" 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 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 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
- 2 x AV technicians to operate the above-mentioned systems

- Digital Lectern in Clyde, Lomond, Hall 2, Hall 3 North and Hall 5.

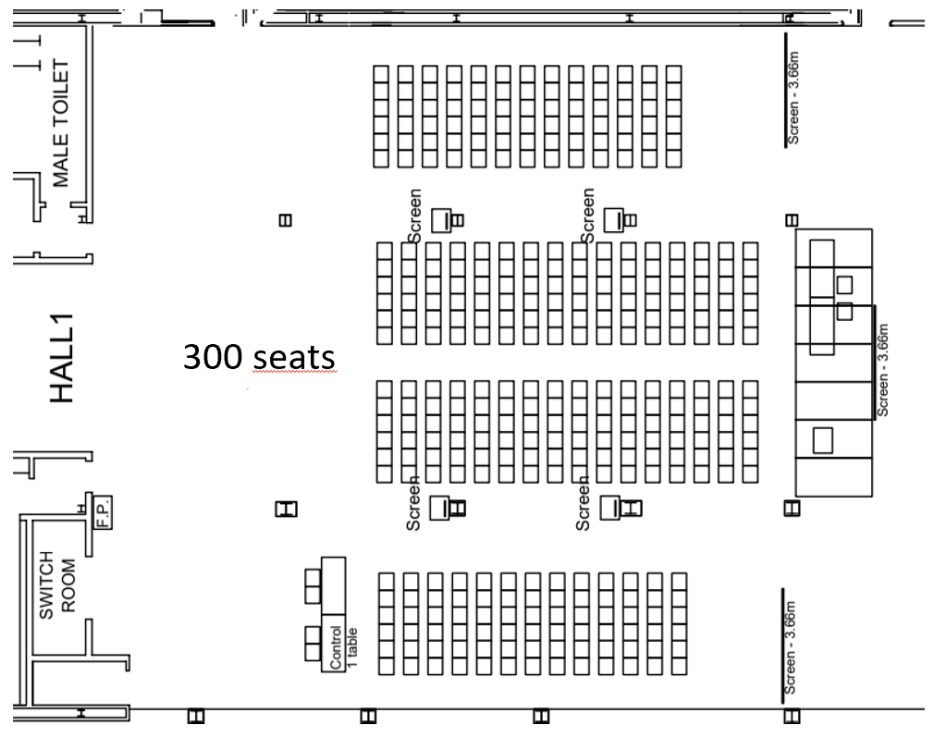


For demonstration only (taken in different Venues during other Congresses)

For Sponsors' Symposia being held in the Halls 2, 3 North and 5, the company "virtual" banners in front of the lectern will be projected.

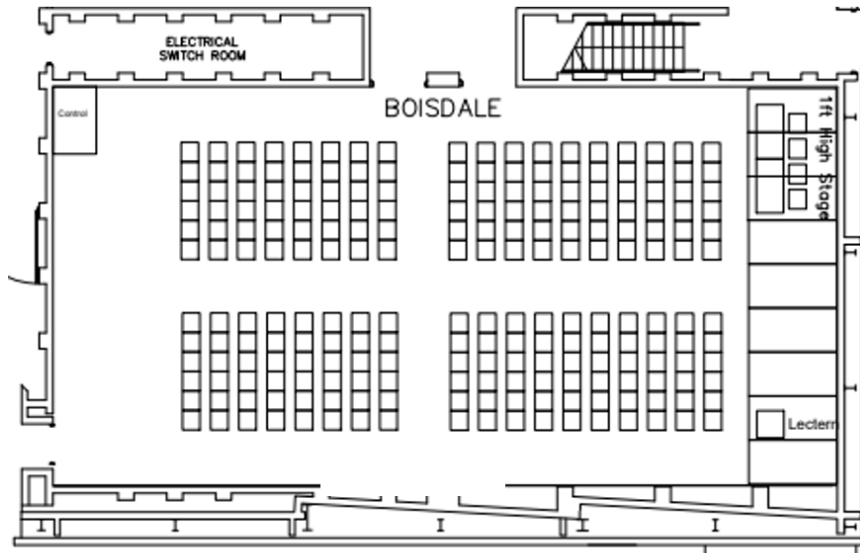
Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution. The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Hall 1



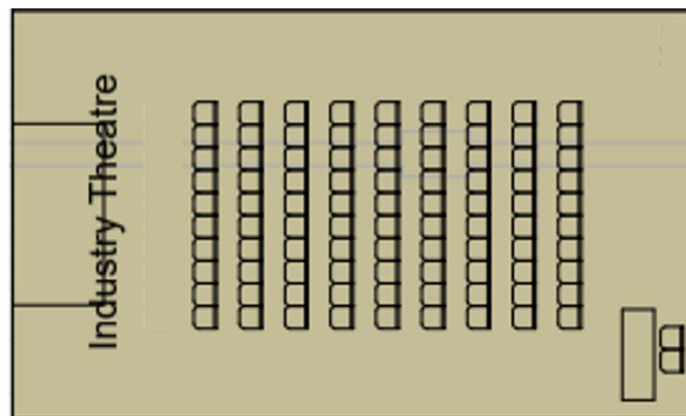
- 3 x Front projection screens, image of H2 X W3.6 meters each.
- 3 x Data projector, at least 5000 ansi-lumens each, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Fixed Video camera, focused on the lectern.
- 4 x 40" Portrait Plasma screens, installed along the pillars and showing the live video-filmed face of the speaker (as drawn on the floor plan).
- 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.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 lectern, 4 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 and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

- Boisdale



- Projected image of at least H1.7 X W3 meters on the White wall.
- Data projector, at least 5000 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.
- PowerPoint wireless slide advancer combined with a 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 and the head table.
- 1 x AV technician to operate the above-mentioned systems

- Industry Theatre



- 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 Theatre sessions are not filmed nor streamed on EBMT Platform.

In case you would like to film the session, there is a filming supplier exclusivity, for more information please consult with the Sponsorship Coordinator: Mari Fortuño at mari.fortuno@ebmt.org for any special request regarding the Industry Theatre.

- Meet The Expert

- 1 flipchart per room

The Meet The Expert sessions are not filmed nor streamed on EBMT Platform.

No filming is possible for the Meet The Expert sessions.

No AV (projection or sound system) is possible for the Meet The Expert sessions.

Electrical cord with extra cost can be ordered. Please consult with the Sponsorship Coordinator: Mari Fortuño at mari.fortuno@ebmt.org.

In Hall Furniture

Head Table Branding			
Room Name	Setup	Front width (cm)	Height (cm)
Clyde	Set up 3 tables for 6 PAX maximum	Digital Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Lomond	Set up 2 tables for 4PAX maximum	300	74.50
Hall 2	Set up 2 tables for 4PAX maximum	300	74.50
Hall 3 North	Set up 2 tables for 4PAX maximum	300	74.50
Hall 5	Set up 2 tables for 4PAX maximum	300	74.50
Hall 1	Set up 2 tables for 4PAX maximum	300	74.50
Boisdale	Set up 2 tables for 4PAX maximum	301	78
Industry Theatre	No Head Table		
Meet the Expert	No Head Table		
Lectern Branding			
		Front width (cm)	Height (cm)
Clyde		Digital Lectern Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Lomond			
Hall 2			
Hall 3 North			
Hall 5			
Hall 1		80	125
Boisdale		80	120
Industry Theatre		Lectern cannot be branded	
Meet the Expert - Castle Suite		No Lectern	

- Panoramic Screen for the room Clyde and Lomond

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

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

See information and photos on page 13 & 15

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

- **Digital Head Table for the room Clyde**

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, with mari.fortuno@ebmt.org in CC, 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 page 13.

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

- **Regular Head table for the rest of the Halls**

Please contact the exclusive supplier: Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) at gwyn.humphreys@fullcircleeventsLtd.co.uk, with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Lomond, Hall, 2, Hall 3 North, Hall 5, Hall 1

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 3000mm width x 800mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

Boisdale

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 3000mm width x 830mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *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 15th 2024.

Extra costs apply for regular branding. A late order fee may apply for any order past that date.

- **Digital Lectern in Clyde, Lomond, Hall 2, Hall 3 North and Hall 5**

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at nest@nest-av.com, with mari.fortuno@ebmt.org in CC, 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 page 21-22.

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

- Regular Lectern in Hall 1 and Boisdale

Please contact the exclusive supplier: Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) at gwyn.humphreys@fullcircleeventsltd.co.uk, with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Hall 1

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 800mm width x 1250mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

Boisdale

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 800mm width x 1200mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

The regular lectern 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 15th 2024.

Extra costs apply for regular branding. A late order fee may apply for any order past that date.

Live Q&A (onsite & online)

During the 50th Annual Meeting of the EBMT, EBMT will organize questions from the onsite audience during the Q&A part of the sessions with standing microphones in the lecture room.

EBMT will not organize Q&A from the online audience.

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 Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC.

In case you organize online Q&A on your own, it cannot disrupt the EBMT onsite or online set-up and organization.

It is mandatory to inform the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC of any independent onsite or online Q&A set-up.

Deadline to request any service related to online Q&A is March 15th 2024.
A late order fee may apply for any order past that date.

Polling

For onsite & online Polling, there is no supplier exclusivity. Each company who wishes to set-up onsite & online Polling, 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 Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC.

Independent polling cannot disrupt the EBMT onsite or online set-up and organization. It is mandatory to inform the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC 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 or AV for your material please consult with the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC.

Deadline to request any service related to Polling set-up is March 15th 2024.
A late order fee may apply for any order past that date.

Live Streaming & Filming

The 50th 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 Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org for further details.

Should companies be interested in filming an Industry Theatre session, EBMT would have to review each request and charge accordingly.
Supplier exclusivity applies for this service, please contact the Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org for further details.

Deadline to request any service related to Live streaming and filming set-up is March 15th 2024.
A late order fee may apply for any order past that date.

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 - not available for filming*
- *Industry Theatre Sessions*

On-Demand period

The 50th 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 that will be available from April 17th until June 17th 2024.

You will receive the raw file of the recording of your session for you to review & approve before uploading it into the Annual Meeting virtual platform. It is up to the companies whether they want their session to be uploaded to the Annual Meeting virtual platform.

For further information please contact the Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org

Section 6: Symposium Promotion

Symposia Title & Programme

Please note the deadline to communicate the final Symposium title and program to the Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org with secretariat@ebmt.org in CC, is January 19th 2024.

Symposia 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) Symposia 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 Audio-Visual Coordinator (Mike Perchig) and Sponsorship Coordinator (Mari Fortuño).

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 Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at gwyn.humphreys@fullcircleeventsltd.co.uk with mari.fortuno@ebmt.org in CC.

Furniture rental service is exclusive to the chosen provider and needs to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

Symposia Signage

Symposia organizers have the option to create promotional signage according to the below guidelines. All symposia signage should be produced and provided by the Symposia Organizer.

Important Note:

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

- Room Clyde: Digital Head table and Lectern: See information p13 & 23
Panoramic Screen: See information p13
- Room Lomond: Digital Head table and Lectern: See information p15 & 24
Panoramic Screen: See information p15 & 24
- Rest of the halls: Head table: See information p24-25

DigitalLectern: See information p24-25

The following signage may be displayed:

Session Signage (optional)

- 1 x Self-standing sign (approx. 85cmW × 200cmH) advertising the symposium can be placed inside the room or on stage.
- 1 x Self-standing sign (approx. 85cmW × 200cmH) advertising the symposium can be placed at the entrance of the session hall approx. 20 minutes prior.

Please coordinate with the Sponsorship Coordinator: 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 material after the symposium will be thrown away by the congress staff at the end of the day.

- Stage Signage (see exclusivity details above)
 - Room Clyde:
 - the branding on the stage can be digital, by creating a background for the Panoramic screen, Head Table and Lectern as specified on page 13.
 - Room Lomond:
 - the branding on the stage can be digital, by creating a background for the Panoramic screen as specified on page 15.
 - 1 x horizontal sign placed in front of the head table facing the audience. (For dimensions, see “In Hall Furniture” page 21)
 - 1 x digital signage on the speakers’ lectern facing the audience. (For dimensions, see “In Hall Furniture” page 21.)
 - Rest of the Symposium Halls
 - 1 x horizontal sign placed in front of the head table facing the audience. (For dimensions, see “In Hall Furniture” page 21)
 - 1 x digital signage on the speakers’ lectern facing the audience. (For dimensions, see “In Hall Furniture” page 21.)

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 promotional opportunity on a plasma screen and prices, please contact Sponsorship Liaison: Irati Tomas (Ms.) irati.tomas@ebmt.org.

Deadline to send the slide to the Sponsorship Promotional Items Coordinator: Yaiza Gonzalez (Ms.) at yaiza.gonzalez@ebmt.org is February 19th 2024.

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 can contain links.

For further information regarding the opportunity to book a push notification and prices, please contact Sponsorship Liaison: Irati Tomas (Ms.) irati.tomas@ebmt.org.

Deadline to send the push notification text to the Sponsorship Promotional Items Coordinator: Yaiza Gonzalez (Ms.) at yaiza.gonzalez@ebmt.org is March 1st 2024.

Section 7: Miscellaneous

Symposia and Meet the Expert Catering

Catering is allowed in the Symposium and Meet The Expert rooms.

- Symposium

Catering services are exclusive to the chosen provider: SEC Food and need to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

Supporters who wish to receive further information please contact the Annual Meeting exclusive catering company: SEC Food, Siobhan Cassidy (Ms.) at Siobhan.cassidy@sec.co.uk, with mari.fortuno@ebmt.org in CC.

Supporters who order a coffee break or lunch box service during their Symposium will have the F&B handed out inside or outside the lecture hall depending on the lecture hall location.

Kindly note, that coffee break and lunch box count cannot exceed the maximum hall capacity.

Any company who is willing to provide their attendees with catering 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 Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org.

Cleaning services should be requested before March 15th 2024.

- Meet The Expert

Catering services are exclusive to the chosen provider: Crowne Plaza Glasgow and need to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

Supporters who wish to receive further information please contact the Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org.

Any company who is willing to provide their attendees with catering 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 Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org.

Cleaning services should be requested before March 15th 2024.

Hospitality Suites in SEC

EBMT offers Hospitality Suites close to the Exhibition area for the companies that may be interested in having a private meeting space in the Exhibition Area.

For additional information regarding Hospitality Suites please contact the Sponsorship Coordinator: Mari Fortuño (Ms.) at mari.fortuno@ebmt.org.

Furniture can be booked for the Hospitality Suite; for further information please contact the exclusive furniture supplier Gwyn Humphreys at Gwyn.Humphreys@fullcircleevenstsltd.co.uk with mari.fortuno@ebmt.org in CC in the correspondence.

In case you would like to add a Plasma screen in the Hospitality Suite, please contact the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at nest@nest-av.com with mari.fortuno@ebmt.org in CC in the correspondence.

Important note: sound system is not allowed in the Hospitality Suites

Catering services inside the Hospitality Suite are exclusive to the chosen provider SEC Food.

Orders can be placed using the Stand Catering website:
<https://sec.standcatering.co.uk/>.

Extra WIFI can be booked for the Hospitality Suites, please refer to the Appendix 3 - IT - Wifi in Hospitality Suite Form.

Kindly note that all orders must be finalized before March 15th 2024.
A late order fee may apply for any order past that date.

Session Scanning

Badge scanning is available for onsite Industry Symposia sessions, Industry Theatre sessions and Meet The Expert.

This service is exclusive to EBMT, companies who wish to receive further information and order Session Scanning, please contact the Sponsorship Coordinator: Mari Fortuño (Ms.) mari.fortuno@ebmt.org.

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: first name, last name and email.

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

Kindly note that Session Scanning and special configuration orders must be finalized before March 7th 2024.

No order will be accepted past this date.

Fees per Scanning Packages:

- Pack to scan 1 session data report with 1 hand held scanner: 595.00 euros
 - Optional extra scanner: 290.00 euros
- Pack to scan 2 sessions data report with 1 hand held scanner: 720.00 euros
 - Optional extra scanner: 290.00 euros
- Pack to scan 3 sessions with 1 hand held scanner: 850.00 euros
 - 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 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 15th 2024, and must be sent to the Sponsorship Coordinator: Mari Fortuño (Ms.) mari.fortuno@ebmt.org

Hostesses for Symposia and Hospitality Suites

All Symposia Halls include one hostess to overview EBMT specific tasks such as controlling EBMT's documentation, waters for the speakers etc...
The Hospitality Suite does not include any hostesses service.

Hostess can be booked contacting the Sponsorship Coordinator: Mari Fortuño (Ms.) mari.fortuno@ebmt.org

Kindly note that Hostess orders must be finalized before March 15th 2024.
A late order fee may apply for any order past that date.

Security Staff Hire

EBMT is organizing a security service throughout the event opening times.

EBMT is not responsible for personal belonging. Companies and their employees are requested to always use common sense precautions. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk.

Security Staff Hire services are exclusive to the chosen provider SEC.

Orders can be placed sending the form in Appendix 2 "EBMT - Event Service - April 2024" filled in to Technical.services@sec.co.uk with mari.fortuno@ebmt.org in CC.

Please submit the basic details of your needs in the form, SEC technical services team will contact you for further, more in-depth information.

Kindly note that Staff Hire orders must be finalized before March 15th 2024. A late order fee may apply for any order past that date.

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

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 faculty (speaker and chairs) expenses including registration, accommodation and travel expenses.

In the event a faculty (speaker or chair) has also been invited by EBMT, there is no need to book registration as this is covered by EBMT.

EBMT will also cover the travel expenses of the faculty (speaker or chair) related to their participation in the EBMT sessions.

Important note: EBMT will not cover any additional travel expenses associated with faculty participation in the Industry Symposia.

In the event a faculty (speaker or chair) hasn't been invited by EBMT, the supporting companies/organizations must cover all faculty expenses including registration, accommodation and travel expenses.

A full registration or Industry Day Pass* is mandatory for the faculty (speaker or chair) for their participation in the Industry session.

You can buy additional Industry Day Pass by email to the registration team at registration@ebmt.org, indicating the day of your symposium.

Kindly note that Symposium Pass orders must be finalized before April 5th 2024.

Cost per badge: 250 €

* *Industry Day Pass allows access to all the sessions during one day.*

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, canceled, 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 logo for the EBMT 50th Annual Meeting includes a blue circular graphic element to the left of the text. The text 'EBMT 50th Annual Meeting' is in a large, bold, black font, with '14-17 April 2024 | Glasgow' in a smaller blue font below it.

EBMT 50th Annual Meeting

14-17 April 2024 | Glasgow

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2024 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/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 and handling of empties.

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	Friday, April 12 - 10:00-22:00 Raw stands only Saturday, April 13 - 08:00-22:00 All stands
Exhibition	April 14 -17
Breakdown	Wednesday, April 17 - 13:00-22:00 Empties will be returned from 13:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Germany Advance warehouse	No later than Friday, April 5
Exhibition goods - Direct deliveries to the SEC – Only between April 12-17	Subject to pre-registration no later than Friday, April 5 . Time slot confirmation will be sent by Monday, April 8

Services, Delivery Address & Shipping Instructions

The UK has left the EU customs union, single market, and VAT area. The Trade and Cooperation Agreement (TCA) sets out the terms of UK trade with the EU from 1 January 2021. Goods outside of the UK are subject to customs clearance, vat, and duties.

1. Door to Door Shipment

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

2. Airfreight Shipments

Please contact Merkur for further 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

Im Steinigen Graben 7

63571 Gelnhausen

Germany

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention, for all shipments we need full pre-advice in advance. Please send your full pre-advice to Merkur.

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

4. Direct Deliveries to Congress Venue

SCOTTISH EVENT CAMPUS (SEC Centre, SEC Armadillo)

Glasgow, Scotland, G3 8YW

The United Kingdom

We highly recommend sending goods via advance warehouse in Germany, and not directly to the venue unless it is full load trucks.

Full load trucks

Roadfreight (Via Dover):

Consignee for CMR & T document:

Cameron Event Logistics

1 Tennant Avenue

College Milton South

East Kilbride, G74 5NA

NCTS Customs office: GB 000060 (Dover/Folkestone)

All vehicles / truckers should report directly to Sevington on arrival to discharge T1:

Sevington inland border facility

Ashford, Kent, TN25 6GE

For satellite navigation use: 51.132138, 0.914994

We cannot be held responsible for arranging the discharge of T1 documents from vehicles that have failed to stop at Sevington.

All documents must be sent via email to the two following e mails :

irit.sofer@merkur-expo.com international@cameronlogistics.co.uk **at least 2 working days** prior to vehicle arriving at UK border, so we can prepare import entry and send to origin haulier.

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

5. Courier Shipments

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

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

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

Courier shipments must not be sent directly to the venue, and they will not be delivered as the venue will not act as importer of record for the UK customs import entry.

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. Other information:

CUSTOMS DOCUMENTATION (for non-UK shipments)

It is very important you read the info below to avoid any delays or non-delivery.

The UK left the EU in January 2021, and this will affect the way in which you send goods to UK events.

Please find below some guidance to ensure a smooth transit to events.

Timely communication, information and planning is a key to getting your goods to the event safely and on time, you will need to factor in additional time to complete paperwork for customs formalities and possible increases in transit times. You will also need to think about what will happen to the goods afterwards, you need to decide if your goods are to arrive in the UK on a permanent or temporary basis to ensure they imported correctly.

All goods arriving at the UK will require additional paperwork, based on whether you send your goods using an ATA Carnet for temporary import, or commercial invoice for both temporary, permanent or give-away shipments.

For Temporary imports, either exhibits or stand-fittings we highly recommend utilizing the ATA Carnet "Passport for Goods" system, which can be applied for at your local Chamber of Commerce or equivalent issuing body. From our experience the ATA Carnet is the most cost effective, time efficient, and flexible method of moving goods to and from the EU to the UK. This negates the need to contract agents at border crossings as the delivering driver can present the ATA Carnet to customs officials for endorsing. **ATA Carnets do not require GB EORI Numbers, HS Codes, or commercial invoices.**

For items arriving via Commercial invoice, either for temporary, permanent or giveaway/consumption at exhibitions, it must include the following details.

1/ GB EORI number (Economic Operators Registration & Identification number) if you wish to send any goods to the UK. If you do not have one already you can register via this link <https://www.gov.uk/eori>. It may take up to 7 days to receive the number so please allow time for this. The process will request a Government Gateway number which will be issued immediately upon application, whatever the originating country of your request. Alternatively, the EORI number of Cameron Event Logistics can be used, and the applicable cost will be applied.

2/ HS codes, it is vital that you find and use the correct commodity codes for your products. This is important to ensure you are paying the correct amount of Duty & VAT (either deposit / or payment). You can use the trade tariff link to look up the correct codes. This link also provides information on possible restrictions on your goods. <https://www.trade-tariff.service.gov.uk/a-z-index/a>

3/ Country of Origin, the origin of the goods is the country where they were manufactured shown on the label. it is important that you know the origin of the goods as this will reflect the amount of duty and taxes that may be payable. Just because the goods are being transported from the EU this does not mean that they are of EU origin.

Permanent shipments into the UK, where goods are not returning to origin or onward transit outside of 6. to UK VAT (Value added tax), and possible Duty. UK VAT is non-refundable for permanent imports for exhibitors who do not hold a UK VAT registration. We therefore advise wherever possible to send to UK group companies, or UK distributors as they will have the ability to reclaim the VAT back in the future. **ATA Carnets must not be used for permanent import items.**

GVMS (Goods Vehicle movement Service) All Vehicles will require before boarding any Ferry, or Eurotunnel a GVMS reference number in addition to the EXP/EUA on import, or C88/T1 on export. **Passage will be prohibited without this reference.** Please find attached link to obtain this reference, which is applicable to every vehicle and crossing: <https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service>

7. 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.

8. Shipment Categories – labels

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

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's 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 the 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. Payment terms

Terms of Payment

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

12. Terms and 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

HANDLING RATES EBMT 2024

Inbound / out bound

1. Air Freight

1 CBM = 333kg

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
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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
minimum outlay fees + **15% 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	€ 195.00
Shipments over 100 kg / Min +per each additional 100 kg	€ 46.00

3. Currier Shipments direct to venue

Up to 25 kg	€ 125.00
Up to 50 kg	€ 195,00

4. Direct Delivery to Venue –

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

Min up tp 3 CBM	€ 450
Per each additional CBM	€ 75.00
6 CBM	€ 675
Truck 7.5t	€
975.00	
Truck 13.6 M	€
1.550.00	

5. Truck Registration & Time Slot Management Fees

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

6. 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 € 115.00
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 + 17% for pre-payment	
Minimum	€ 75,00
Use of customs broker import tax registration / EORI	€ 115.00
Customs inspection as per outlay + 15% for pre-payment	Min € 75.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

• Handling of empties CBM (Min 3 CBM)	€ 85.00 /
• Full goods storage CBM (Min 3 CBM)	€ 95.00 /
• 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's 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 the 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= 333 KG**
- ❖ **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**

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur.

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

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

Pre-advise - Material Handling Form

Congress name	
Exhibitor name	
Stand Builder name	
Stand #	

Billing information

Full company name	
Address	
VAT #	
Contact person	
E mail	
Tel #	

Shipment information

<u>Service requested</u>		
Door to Door	Germany Advance Warehouse	Direct to Venue
CBM /Weight in Kg	7.5-ton truck	Full load 13.6 truck
Shipper's name		
E mail address		
Tel #		
Purchase order #		
Truck size		
Courier tracking #		
Airway bill number (AWB #)		

**LABEL for shipment via GERMANY Advanced
Warehouse**

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods/ Symposium Material/ Meeting Room/Hospitality Suite. Please indicate)	Exhibition Goods Symposium Material Meeting Room/Hospitality Suite
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH

Im Steinigen Graben 7

63571 Gelnhausen

Germany

c/o EBMT 2024

Exhibitor Name: _____

Stand Number: _____

EBMT 14th-17th April 2024

Event Services Prepayment Order

Send with remittance to:

SECLtd, Glasgow, G38YW

Tel 01412756218



All enquiries to technical.services@sec.co.uk

ORDER: PLEASE SUPPLY building and/or aerial services and/or pipework mains in the position detailed on the attached drawings as indicated below:

Item Description	Amount	Standard Rate	Late Order Charge	Total £
Natural gas up to 28mm (Connections above 28mm price on request)		£878.08	£1170.77	
Compressed air 1/2" BSP 100 psi (state vol. required)		£624.41	£832.54	
Water Services				
Splash & Dash (unconnected water supply up to 150 litres) Exhibitors responsible for disposal of water - 1 Fill Only		£117.10	£156.13	
Industrial Spa Bath Package (150-2500 litres) Includes 1 fill and top-ups, draining of unit, temporary electrical supply to pump		£487.03	£649.38	
Connected Water Supply 1/2" Supply		£313.45	£417.94	
Connected Water & Waste supply 1/2" Supply(s) and 1 1/2" drain(s)		£626.88	£835.83	
Additional Water Connection		£122.34	£163.12	
Additional Waste Connection		£122.34	£163.12	
Appliance requiring service				
Floor Fixings 8-14mm		£40.90	£54.53	
Floor Fixings 16-28mm		£59.04	£78.71	
Hire of 60' reach hoist plus operator (price per hour)		£104.49	£139.32	
N.B. Reach Hoist hire - Min 5 hour charge may apply - subject to availability				
Cleaning				
Specialist Clean (Exhibits, hard floors & multi-tiered stands) N.B All carpeted stands will be vacuumed daily FOC		P.O.A	P.O.A	
Waste Management (NB All boxes must be flat packed prior to SEC uplift)				
Pallet Removal (per pallet)			£11.35	
Literature (per box)			£9.46	
Licensed Security Staff Dedicated to your stand (price per hour)			£41.24	

Sub Total

VAT

Grand Total

TECHNICAL AND NON STANDARD ENQUIRIES - Contact Technical Services Dept. at the address above

***NOTE STANDARD RATE APPLIES TO ORDERS RECEIVED NO LESS THAN 7 DAYS BEFORE THE EVENT BUILD UP.**

LATE ORDERS WILL ONLY BE ACCEPTED SUBJECT TO AVAILABILITY AND WILL BE CHARGED AT THE LATE ORDER CHARGE

IMPORTANT:

1. Have you enclosed all relevant drawings with dimensions?
2. If you require non-standard services please ask for quotations
3. Return one copy of this form to the SEC at the above address together with your remittance.

Please note your order will not be processed without your remittance.

4. The SEC will forward you a V.A.T. invoice in due course.
5. Any orders out with the above price on application
6. **We note the standard conditions of contract overleaf and agree that these will apply.**

EVENT DETAILS

Event Name	<input type="text"/>	Event Date	<input type="text"/>
Stand Name	<input type="text"/>	Stand No.	<input type="text"/>

Please Note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand number or location.
Any associated remedial work will incur additional charges.

Invoice Details

Title. Mr/Mrs/MissFirst NameSurname
Email addressTel No
Invoice address
Country Postal code

Payment

Card Number

Credit Card

Debit Card

Cheque

Expiry Date

3 Digit SEC No.

Bacs

Bacs Details

Sort code: 82-48-08

VAT Registration Number

SEC Ltd

Acc No: 50217238

Clydesdale Bank

Swift Routing No: CLYDGB2S

14 Bothwell Street

IBAN:-GB19CLYD82480850217238

Glasgow, G2 6QY

We Do Not Accept Amex

GDPR Compliance Statement

We take protection of your data very seriously and will only use the information provided to complete your order.

Data is held in accordance with our Privacy Policy which can be viewed here <https://www.sec.co.uk/privacy-policy>.

SEC will not share the confidential payment information with any third parties with the exception of processing the payment and will destroy payment details once successfully processed. You are responsible for any data provided to any other third parties and ensuring they protect the security of your data.

SPECIFICATION OF STANDARD SUPPLY

1. The standard supply includes the installation, maintenance and removal of the supply pipe which terminates in a stop cock and one connection on the equipment requiring the service at a position on the stand as indicated on the customer's dimensional drawing.
2. The service is not metered and the price includes the cost of water, air or gas used.
3. Floor fixings are of the Fischer removal bolt type. This allows for the supply of the bolt, fixing with plant in position, removal and making good of the floor at the end of the exhibiton, The floor fixing is not suitable for up thrust or pull out loads without provision of an appropriate anchor block.

STANDARD CONDITIONS OF CONTRACT

1. If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the SEC, SEC is unable to provide all or any of the services ordered by the customer during the whole or any part of the duration of the exhibition, the customer's rights shall be limited to the return of a corresponding proportion of the charges paid by the customer for such services.
2. SEC will not be liable for damage to property or death or injury caused to any persons by or in any way connected with the services agreed to the provided, except only where such damage or death or injury is occasioned by the negligence of SEC, its employees or agents.
3. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
4. Orders placed less than 7 days before the Event build up will not be carried out until after completion of orders already received. Late orders will only be accepted subject to availability and will be charged out at the Late Order Charge.
5. SEC reserve the right to refuse to process orders until payment for the supply has been received.
6. SEC is sole agent for the installation of floor fixings, aerial signal cables, water, air and gas.
7. CANCELLATION & LATE ORDERS
Cancellation of orders will only be accepted when made in writing. Where written cancellation is received by SEC later than one week prior to start of build-up, the service will be charged at the full rate

For use by the EXHIBITOR/CONTRACTOR FOR

ADDITIONAL TECHNICAL INFORMATION

EBMT IT ORDER FORM

Description	Quantity	Rate	Total Cost Exc. VAT
Telephony Services			
Telephone line - line only		£149.22	
<i>N.B This is a direct dial analogue line suitable for fax machine/PDQ's. Handsets available on request.</i>			
ISDN2 line		£362.11	
<i>Terminates in an NT-1 box with 2 x 64kpbs/RJ45 outlets. Suitable for Radio broadcast with Clients own codex machine</i>			
Internet & Network Services			
High Bandwidth Internet Connection - unrestricted		£ 899.70	
Each subsequent internet connection		£ 127.34	
Layer 2 VLAN		£ 1,0218.05	
Layer 2 VLAN Connection		£ 127.34	
DHCP Services (On Layer 2 VLAN)		£ 692.08	
Wireless			
Premium exhibitor Wireless		£ 339.12	
Each subsequent exhibitor wireless connection		£ 127.34	
		£ 1,107.32	
WiFi enabled high bandwidth internet connection (with SEC configured access point for up to 5 devices)		£ 553.66	
Custom SSID (Per Area) Custom SSID (Campus Wide)		£ 3,460.38	
Enhanced Delegate Wi-Fi		£ 1,384.15	
Equipment Hire			
PC / Laptop package		£ 593.80	
Desktop Laser printer		£ 339.12	
Multi-Function Laser printer		£ 509.37	
iPad		£ 254.67	
iPad lockable case		£ 60.56	
			Sub Total
			VAT
			Grand Total

WE DO NOT ALLOW EXHIBITORS TO BROADCAST THEIR OWN WI-FI, ANY ROUGE WI-FI WITHIN THE EXHIBITION WILL BE SHUTDOWN BY THE SEC IT DEPARTMENT

*NOTE - All orders must be placed at least 7 days before the Event build up. Late orders will only be accepted subject to availability and will incur a 25% surcharge

Prices Valid: 1st April 2023 - 31st March 2024

EVENT DETAILS

Event Name

Stand Name

Event Date

Stand No.

Please Note:- It is the responsibility of the exhibitor/contractor to advise us of any change of stand number or location.
Any associated remedial work will incur additional charges

Invoice Details

Title. Mr/Mrs/MissFirst NameSurname

Email addressTel No

Invoice address

Country Postal code

Payment

Card Number

Credit Card

Debit Card

Cheque

Bacs

Expiry Date

3 Digit

Bacs Details SEC Ltd

SEC

No.

Sort code : 82-48-08

Acc No : 50217238

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VAT Registration Number

We Do Not Accept Amex

Clydesdale Bank

14 Bothwell Street Glasgow, G2 6QY

GDPR Compliance Statement

We take protection of your data very seriously and will only use the information provided to complete your order. Data is held in accordance with our Privacy Policy which can be viewed here <https://www.sec.co.uk/privacy-policy>.

SEC will not share the confidential payment information with any third parties with the exception of processing the payment and will destroy payment details once successfully processed. You are responsible for any data provided to any other third parties and ensuring they protect the security of your data.

SUMMARY SPECIFICATION OF SUPPLY 1.

Telephone Services

(a) A supply includes the installation, maintenance and removal of a telephone line which normally terminates in a standard line jack unit, in a position on the stand as indicated on the customer's dimensional drawing.

2. Internet Access

(a) A supply includes the installation, maintenance and removal of items as requested, in a position on the stand as indicated on the customer's dimensional drawing. For hard wired internet connections a CAT5 UTP cable will be presented at the customer's stand.

(b) Responsibility for configuration of IT services rests with the customer, unless configuration has been ordered separately.

CONDITIONS OF

CONTRACT

1. In this document "SEC" means Scottish Event Campus Limited.

2. If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the SEC, SEC is unable to provide all or any of the services ordered by the customer during the whole or any part of the duration of the exhibition, the customer's rights shall be limited to the return of a corresponding proportion of the charges paid by him for such services.

3. SEC will not be liable for damage to property or death or injury caused to any persons by or in any way connected with the services agreed to be provided, except only where such damage or death or injury is occasioned by the negligence of SEC, its employees or agents.

4. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.

5. All orders must be placed at least 7 days before the event build up. Late orders will only be accepted subject to availability and will incur a 25% surcharge

6. SEC reserve the right to refuse to process orders until payment for the supply has been received.

CANCELLATION

Cancellation of orders will only be accepted when made in writing, where written cancellation is received by SEC later than one week prior to start of build up, the service will be charged at the standard rate.

PLEASE NOTE:-

1. Have you enclosed all relevant drawings with dimensions?

2. If you require non-standard services please ask for quotations.

3. Return one copy of this form to the SEC at the above address together with your remittance. Please note your order will not be processed without your remittance

4. The SEC will forward you a V.A.T. invoice in due course.

5. Any orders outwith the above price on application.

6. We note the standard conditions of contract and agree that these will apply.

EBMT 2024

14-17 April | Glasgow | #EBMT24

www.ebmt.org/annual-meeting