

INTERNATIONAL
CONFERENCE ON

FATTY LIVER

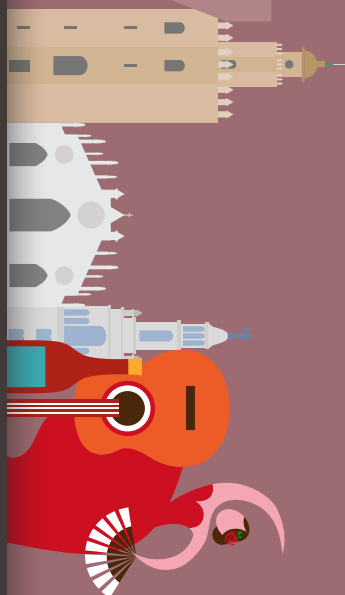
Seville, Spain
1-4 June 2017

Exhibitor
Technical
Manual

www.icfl.kenes.com

kenesgroup[®]

2017





Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **ICFL 2017** Conference Exhibition.

The Exhibition will be held as part of the 1st International Conference on Fatty Liver, Seville, Spain, June 1-3, 2017.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with, E-poster presentations, coffee breaks, networking opportunities and session halls taking place in the exhibition area.

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

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

For your convenience, the manual has been divided into sections:

- Section 1:** General Information
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- Section 6:** Delivery Regulations and Instructions
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Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Seville and wish you a successful Conference and Exhibition.

Best Regards,

Tana Abeni

Meeting Planner



Tel: +41 22 9080488 Ext 574

Fax: +41 22 9069140

Email: tabeni@kenes.com

Site: www.kenes.com





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INTERNATIONAL CONFERENCE ON
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Seville, Spain
1-3 June 2017

Section 1: General Information

Congress Secretariat

ICFL 2017 Congress Secretariat

Kenes International

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Congress Dates

Thursday, 1 June until Saturday, 3 June 2017.

Meeting Planner

Ms. Tana Abeni

Tel: +41 22 9080488 Ext 574

Fax: +41 22 9069140

Email: tabeni@kenes.com

Registration & Hotel Accommodation

Ms. Shany Jan

Tel: +41 22 908 0488 Ext. 817

Fax: +41 22 906 9140

E-mail: sjan@kenes.com

Sponsorship and Exhibition Sales Contact

Frederiek Strating

Tel: +31 20 763 0512

E-mail: fstrating@kenes.com

Venue

Hotel Melia Seville

Calle Dr. Pedro de Castro, 1

41004 Seville, Spain

Website

For updated information regarding the Conference, please visit the website:

<http://icfl2017.kenes.com/>





Exhibition Related Table

Submission of Exhibition Forms	Deadlines	Tick Box Upon Completion
Hotel Reservation for Staff	As soon as possible	
Text for Fascia (Shell Scheme booths only)	Monday, 8 May, 2017	
Furniture Rental	Monday, 22 May, 2017	
Flowers Decoration	Monday, 22 May, 2017	
Stand Cleaning, Telecommunications, Electricity & Electrical Application	Monday, 8 May, 2017	
Badge Order	Monday, 8 May, 2017	
Lead Retrieval Wireless Barcode Reader	Monday, 8 May, 2017	
Payment of Invoice Balance	As soon as possible	





Exhibition Time Table At-A-Glance (subject to change)

Exhibition Timetable	
Set up	
Wednesday, 31 May	10:30 – 19:30
Thursday, 1 June	08:00 - 11:30 Quiet Set Up
	11:30 – 12:30 Cleaning/Clearing
Exhibition hours	
Thursday, 1 June	12:30 – 20:30
Friday, 2 June	09:30 - 16:30
Saturday, 3 June	09:00 - 16:30
Breakdown	
Saturday, 3 June	16:30 – 19:00

*Timetable is subject to change

****Dismantling of the stands before the official hour is not permitted.**

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

PLEASE NOTE:

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, 31 May 2017 at 19:30.**

All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on **Saturday, 3 June 2017 after 19:00** will be considered discarded and abandoned.

Welcome Reception

You are cordially invited to the Opening Ceremony followed by a Welcome Reception on **Thursday, 1 June 2017 at 19:30**





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Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach the E-Posters area, Session halls and other Conference activities which will be active before and after the Exhibition Opening Hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

Please note:

It is the exhibitor's responsibility to dispose all materials after dismantling.

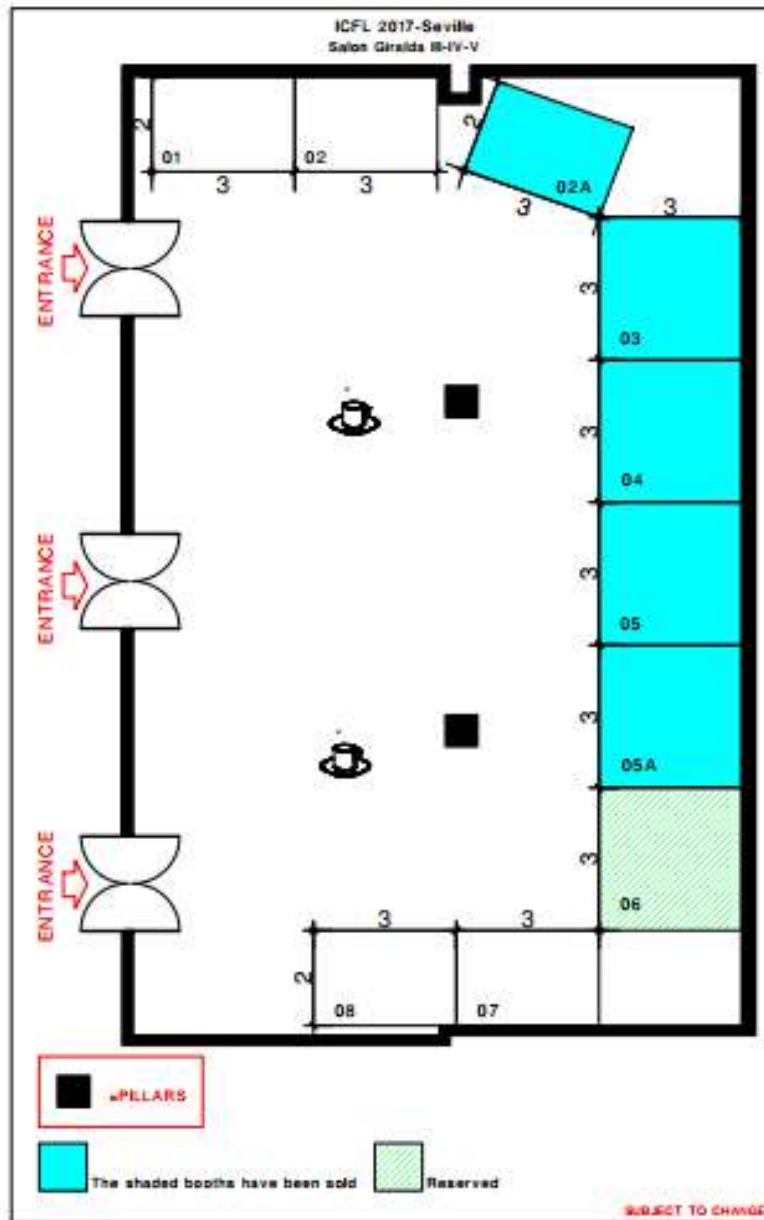
Any charges incurred for waste removal will be sent to the exhibitor.





Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of April 2017)



2017





List of Exhibitors (as of April 2017)

Company	Booth #	Size	Layout
Alexion Pharma	03	9 sqm	Shell
Echosens	02A	6 sqm	Shell
Humedics	05	9 sqm	Shell
OWL Metabolomics	05A	9sqm	Shell
Vital Therapies	04	9 sqm	Shell





Section 3: Exhibition Services

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for each stand booked.

Any additional exhibitor badge for pre-advanced orders will be charged an exhibitor registration fee of **€100**.

The Exhibitors' badge give free access to the exhibition area and Welcome Reception.

Please submit your order through the **Kenes Exhibitor's Portal**:

<https://exhibitorportal.kenes.com>

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

Deadline: Monday, 8 May 2017

Individual participant names will not appear on badges in order that they may be used interchangeably between staff members. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the onsite Exhibition Management Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Management Desk on-site.





Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

Barcode readers may be rented in advance for the duration of the Congress.

T K-Lead app

**NEW Lead State of the art Lead Retrieval App (no device is included).
The Application should be installed on your company/personal device.
The advantages of the new application:**



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

The Mini Scanner

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



Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details. In addition, please note that neither Kenes International nor the Organising Committee is responsible for the content of the information.

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

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

Please submit your order through the **Kenex Exhibitor's Portal:**

<https://exhibitorportal.kenes.com>

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

Deadline: Monday, 8 May 2017

- The system may be picked up on site at the Registration Desk on:
Wednesday, 31 May, 2017 from 8:00
- The lead retrieval system needs to be returned to the Registration Desk on:
Saturday, 3 June 2017 by 16:30



Section 4: Technical Information

Shell Schemes Technical Details:

- White walls in an aluminium frame of 2,06 x 0,94 meter
- Fascia with one company name
- 3 spots on a rail
- Table
- 2 chairs
- Carpet
- 3x clip lights
- 1 electrical socket- **supply is included**



For illustrative Purposes only

* Actual panel size: 94 cm wide x 206 cm high

Please note:

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

Fascia Sign

*7 characters, including spaces, may be written on your fascia for every one meter of fascia length. Please submit your fascia order by March 20, 2017

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

You can submit your design on the **Kenes Exhibitors' Portal**.

<https://exhibitorportal.kenes.com>

Deadline: Monday, 22 May 2017

If you require additional furniture or services for your stand, please refer to following sections with contractors details.





Accommodation

Special hotel rates are available to the congress participants.
Please book online: <https://hotel.kenes.com/en/congress/icfl17>
Or email us to: booking@kenes.com

Build-Up Height

The maximum building height for the top of all elements in the booths is total of **2.10m**

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

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.
Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Ceiling and Ceiling Hangings

Ceiling Rigging is not permitted in the Exhibition Area.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.
Only the Vendor is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the vendor and to pay for the electrical consumption according to his power needs.

If you require electricity for your stand, please refer to the Meeting Planner, Ms Tana Abeni (tabeni@kenes.com)

Exhibition Area

The Exhibition is being held in the Giralda III-IV-V Hall at the Hotel Melia Seville.

Floor

Floor finish: Marble. Booths will be carpeted

Flowers & Plants

You can order flowers and plants for your stand decoration directly to EL RINCON DE MARGARITA.
Phone: +34 675 539 975
E-mail: elrincondemargarita@gmail.com

Internet & Wi-Fi

Wi-Fi connection may be ordered through **Kenes Exhibitor's Portal**:
Please submit your order through the <https://exhibitorportal.kenes.com>
The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: Monday, 22 May 2017

The organizer retains the right to shut down the WLAN in case it should cause any difficulties with the general Internet Connections of the Congress or other exhibitors.

Creation of Wi-Fi network is forbidden.





Wired Internet

Wired internet connection may be ordered through Kenes. Please contact the Meeting Planner, Ms Tana Abeni (tabeni@kenes.com).

Please note that the deadline to order your WLAN connection is **Tuesday, 2 May 2017**.

Loading Bay

The freight elevator's measurements are length: 2.30m, width: 1.02m, height: 1.97m. The maximum loading weight supported is 1000kg.

Parking

Upon approval of the loading dock manager, trucks and containers may be **temporarily** parked at the Hotel Loading Dock (C/ Doctor Gabriel Sanchez de la Cuesta s/n 41004 Seville) and must be removed as soon as they are emptied.

A parking space for cars is available at the Hotel Melia Seville. The maximum height allowed for vehicles is 1.70m.

A parking for trucks is located in Santa Justa train station, 1.9 km from the hotel.

Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/vendor. Any vehicles left on Hotel property overnight, without written hotel approval, will be towed at the vendor's expense.

Security

The organizers will provide security guard services in the Exhibition Hall during closing hours.

Neither the organizers nor the Reed Messe Wien can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.

Individual stand security may be ordered. Please contact the Meeting Planner, Ms Tana Abeni (tabeni@kenes.com) to arrange security services.

Stand Catering

The catering in the Hotel Melia Seville is exclusive and needs to be requested in advance.

If you require catering for your stand, please contact the Meeting Planner, Ms Tana Abeni (tabeni@kenes.com).

Stand Cleaning

The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

For ordering daily stand cleaning, please refer to the Meeting Planner, Ms Tana Abeni (tabeni@kenes.com)

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.



Rules and Regulations -Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

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

Disposal of Material

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

Fire Regulations

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

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.

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

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Liability

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

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.



The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities

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

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

Special Effects

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

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.





INTERNATIONAL CONFERENCE ON
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Seville, Spain
1-3 June 2017

Section 5: Official Contractors

Stand construction and fittings, furniture hire

Vidyson

Mr. Jose Manuel Moreno

+34 954 367920

E-mail: vidyson@vidyson.es

Freight Handling & Customs Clearance Agent

Hermes/Merkur

Ms. Zehavit Akerman

Tel: +49 69 747 848

Tel: +972 8 914 6382

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Website: hermes-exhibitions.com



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Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

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

For security, insurance, and efficiency reasons, **Hermes/Merkur is the sole official agent to handle cargo inside the venue.**

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

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

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

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual.

Please complete this form and return it to Ms. Zehavit Akerman:

zehavitak@hermes-exhibitions.com.

You will then receive confirmation of your material arrival.





INTERNATIONAL CONFERENCE ON
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Seville, Spain
1-3 June 2017

Customs Clearance

Hermes Exhibitions & Projects Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Tel: +972 8 914 6382

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Website: hermes-exhibitions.com



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Section 7: Order Forms

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

Deadline: please contact Ms Zehavit Akerman at zehavitak@hermes-exhibitions.com

- **Company Profile**
- **Badges**
- **Fascia for Shell Scheme only exhibitors**
- **K-Lead- Lead Retrieval Wireless Barcode Reader and or Mini Scanner order**

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

If you require any additional services which do not appear in this manual, please contact:

Ms. Tana Abeni

Meeting Planner

Tel: +41 22 9080488 Ext 574

Fax: +41 22 9069140

Email: tabeni@kenes.com

Site: www.kenes.com





Hotel Melia Seville - Rules and Regulations

***Please note that the regulations below are in addition to the Rules and Regulations found on Section No.4.

1. Access to the meeting rooms will be provided through the doors indicated by the Hotel.
2. It is **mandatory** for the floor to be covered with carpeting or boards and plastic to avoid damaging the existing marble and carpets (subject to conditions depending on the maintenance department).
3. All of the stands will comply with electrical safety regulations and protected with the appropriate devices. The customer will be responsible for ensuring that the electric cable for each stand will be extracted from the control panels around the hotel using a 1000 V cable to feed the control panel for each stand.
4. All of the electrical connections must be installed applying all of the appropriate security measures, with the connection points appropriately protected inside junction boxes.
5. Any electrical installation or materials needed by the stands will be the responsibility of the customer unless it is requested from the Hotel sufficiently in advance 3 days. In this case the customer will be put in contact with our regular supplier and commit to full payment of the agreed amount.
6. All of the supports for technical equipment (spotlights, screens, speakers, etc.) will be held in place in a way which ensures that they do not have to be directly secured to the ceiling or the walls of the meeting rooms.
7. The electrical power provided by the Hotel to each stand (3x2) will be 1000 W and any additional power will be invoiced to the stand.
8. One month before the event, the customer must send a diagram with the distribution of the stands so that it may be approved by the appropriate person in the Hotel. **The emergency doors and fire-fighting equipment must be free of all obstructions.**
9. No material may be nailed nor stuck to walls, doors, curtains, furniture, ceilings nor, in general, to any element of the hotel decoration or facilities, without written authorisation from hotel management. If the customer brings decorative materials, it will be their responsibility to display it or install it in the meeting room (as indicated by the hotel). The same applies to its removal after the event.
10. Employees of the different companies that set up the exhibition must be identified. The hotel must have proof of their TC-2 payment and of their registration in the Social Security system. All of the workers must be told about the rules on safety at work.
11. It is absolutely forbidden to smoke, eat or drink in the meeting room during the set-up and dismantling of the set-up after the event. The hotel will indicate areas where this is permitted.



12. The customer assumes responsibility for the following points:
 - The display of posters depending on the policies of the Hotel.
 - The cleaning and maintenance of stands.
 - The furniture, personal items and other accessories associated with stands in the exhibition areas and meeting rooms.
13. The customer assumes responsibility for leaving the hotel facilities in perfect condition after the event, removing any materials left over from stands.
14. Stands will be dismantled on the same day that the event ends.
15. Smoke machines, helium tanks nor any other element that is potentially harmful to hotel facilities are permitted on the premises.
16. For stand set-ups that imply a large amount of material to be thrown away, the customer must request that the hotel contracts a container for dumping all of the material from the event. The price of a container is from: 190€
17. All of the deliveries to the hotel must be made 2 working days at the most before the beginning of the event.
 - The times reserved for loading and unloading is from 09.00 till 16.00 hrs
 - The hotel must be aware in advance of any delivery that is greater than the hotel storage capacity (more than 4 pallets) so that it can define an alternative location. This service may create a cost for the customer.
 - The hotel does not have personnel for loading and unloading trucks. The customer is responsible for transporting the material to the designated area.
 - Once the event is over, the hotel reserves the right to accept or reject material to be left in hotel storage areas (depending on the volume of the materials) for a maximum of 2 days. After this period, the hotel does not accept responsibility for their storage.
 - The following information is vital to ensure safe storage and correct distribution:
 - Name of group and final recipient (customer).
 - Number and name of the stand (if relevant).
 - Name of person responsible for sales or conventions coordinating the group.
 - Date of the event.
 - Name of the meeting room (separate the packages with gifts or documentation to be delivered to guest rooms from the material to go to meeting rooms, exhibitions, etc.)
18. The customer is responsible for transmitting all of this information to all of the people involved in the set-up of the event and will name a person to coordinate the set-up and later dismantling for all of the companies contracted until the end of the event.
19. The hotel reserves the right to distribute these rules individually to each exhibitor.

