



European Thyroid Association

38th Annual Meeting

Santiago de Compostela, SPAIN | 6-10 September 2014

Technical Manual for Exhibitors

**Congress and Exhibition Palace of Galicia
Santiago de Compostela, Spain**

www.eta2014.com

Status: May, 2014



EXHIBITION OFFICE

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 38th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

ETA Standing Office

EndoScience Endokrinologie Service GmbH

Hopfengartenweg 19, 90518 Altdorf, Germany

Tel.: +49 (0)9187-97424-11; Fax +49 (0)9187-97424-71

winkelhofer@endoscience.de

EXHIBITION VENUE

The ETA Annual Meeting 2014 will take place in the Congress and Exhibition Palace of Galicia:

Congress and Exhibition Palace of Galicia

Miguel Ferro Caaveiro s/n - San Lázaro

15707 Santiago de Compostela (Spain)

Website: <http://www.palaciosantiago.com>

The industrial exhibition will take place in the main entrance foyer on the ground floor.

DATES TO REMEMBER

August 22nd, 2014

Deadline for registrations

July 11th, 2014

Deadline for placing all orders for your exhibition booth

July 31st, 2014

Deadline for catering orders

September 4th, 2014

Deadline for delivering of congress bag inserts

EXHIBITION SCHEDULE

The commercial exhibition will commence on Saturday, 6th September and finish on Tuesday, 9th September.

Set-up:	Friday, 5 th Sept.	9.00 – 19.00 hrs
Preliminary opening times:	Saturday, 6 th Sept.	9.00 – 18.00 hrs
	Sunday, 7 th Sept.	8.30 – 18.00 hrs
	Monday, 8 th Sept.	8.30 – 17.00 hrs
	Tuesday, 9 th Sept.	8.30 – 18.00 hrs
Dismantling:	Tuesday, 9 th Sept.	18.00 – 22.00 hrs
	Wednesday, 10 th Sept.	13.30 – 19.00 hrs (on request only)

In case you need more time for the set-up please contact EndoScience in order to fix the extended set-up times.

BADGES for booth staff

Each company is allowed an unlimited number of sales representatives per booth, provided they wear the congress identification badge indicating your company's name only. Please inform us about the number of badges you require **until August 22nd**. The badges can be picked up at the exhibitor counter on-site. Please note that this badge will allow access to the exhibition area only and participation at the Welcome Reception!

CONGRESS REGISTRATION FOR EXHIBITORS

Exhibitors will be entitled to 1 free registration for the scientific program and 2 free registrations with a stand larger than 15 sqm. If the stand size is over 30 sqm and/or your company is organising a satellite symposium you are entitled to 4 free registrations for booth staff.

Please register your delegates who receive a free registration by using the **registration form "Free registrations and Social Events"** so that we can prepare the badges accordingly. **Deadline: August 22nd.** These badges have to be picked up at the registration counter "pre-registered delegates".

If you want to book tickets for the social events please mark it on this form as well and return it as soon as possible as seats are limited.

Additional participants have to be registered via the online registration tool on the conference website: <http://www.eta2014.com>.

Hotel bookings will be handled by a local booking agency. You find the online booking tool on the ETA Conference Website as well. www.eta2014.com/hotel-accommodation.html

If you require any group arrangements, such as hotel reservations, bus transfers or group dinners please contact: Mr. Raúl García (local-agency@eta2014.org)

ACCESS AND DELIVERIES

Access for booth constructors / vans

The industrial exhibition will take place in the Main Foyer on the ground floor of the Congress Center.

During set-up and dismantling, the vans can park on the car park in front of the main entrance and use the main entrance for the deliveries to the stands.

Please note that the parking is not free of charge, it costs around € 12,95 per day/place (2,5m x 5m).

Important: During the congress vans are not allowed to park in front of the Congress Center, as they otherwise block the space for the congress attendees.

Delivery of stand material

Delivery of stand material can be made from Monday, August 25th, between 9.00 am – 7.00 pm. All items must have the following information clearly indicated: "ETA Congress 2014, name of the exhibiting company, booth number, number of pieces, name and mobile phone of the person in charge of the booth.

Deliveries of booth materials must be sent to the following address:

Congress and Exhibition Palace of Galicia
(Palacio de Congresos y Exposiciones de Galicia)
Att. Maria Teresa Blas / Juan Carlos Fernández Moreira

Reference: "ETA Congress 2014, company name, booth number, number of pieces, name and mobile phone of the person in charge of the booth".

Miguel Ferro Caaveiro s/n - San Lázaro
15707 Santiago de Compostela
Spain

Freight forwarding company

If you require forwarding services, you can contact:

Company name: UTI

Address:

C/Copérnico, nº3 – Planta 1ª – Local A-3

Polígono Industrial "A Grela"

15008 – A Coruña – Spain

Tel.: +34 981 147580

Contact person: Mr. Federico Nogueira

E-mail: fnogueira@go2uti.com

Very Important: Exhibitors should contact Mr. Federico Nogueira before sending stand material and at least 15 days prior to shipping the goods to arrange all the paperwork of importing goods.

Delivery of congress bag inserts

In case you booked a bag insert please send 1.000 samples to the following address:

Congress and Exhibition Palace of Galicia
(Palacio de Congresos y Exposiciones de Galicia)
Att. Maria Teresa Blas / Juan Carlos Fernández Moreira
Miguel Ferro Caaveiro s/n - San Lázaro
15707 Santiago de Compostela
Spain

Reference: ETA Congress 2014, Bag insert, company name

Deadline: Thursday, September 4th at 12.00 (noon).

Deliveries of bag inserts can be made from Monday, August 25th between 9.00 am – 7.00 pm

In case of late delivery we cannot guarantee that the material will be put into the bags.

GENERAL RULES AND TECHNICAL STANDARDS

The Organizing Committee of the 38th Annual Meeting of the European Thyroid Association, which is going to take place in the Congress and Exhibitions Palace of Galicia from the 6th to the 10th of September 2014, requests your observance of the following rules related to the installation and removal of the Commercial Exhibition.

Booth Construction & Approval of booth construction

The general maximum building height in the main foyer is 4,00 m.

The height of stands located in the side corridors is limited to 2,50.

To request a proposal of a modular booth or for a design booth construction, please contact:

Mr. Octavio Iglesias, local-agency@eta2014.org

In case you want to install your own booth, built by an external stand-building company, please send a draft / sketch of your booth for approval before July 31st.

Hall Floor

The floor of the main entrance foyer is made of polished stone floor tiles. It is compulsory to use carpet or other material to protect the floor of Congress Palace.

Waste Disposal

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their booths. Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge. Each exhibitor is self-responsible for waste disposal during construction and dismantling.

Water

Please be aware that no water and drainage connections are available in the exhibition area.

Insurance

The Organizer of 38th ETA Meeting has:

- public liability insurance which covers all injuries to persons during the event
- liability to any movable property which uses the organizer of the event, which will be damaged or lost during the event
- responsibility of the organizer to the owner of the venue

Nevertheless you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

Observance of Statutory / Rules and Regulations

With respect to the use of the agreed exhibit space, the content of a luncheon symposium or breakfast satellite symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.

GENERAL INFORMATION A-Z

Catering

Catering services have to be ordered with the catering company of the Congress and Exhibition Palace of Galicia

Any orders should be placed with our local partner:

Mr. Raúl García

local-agency@eta2014.org

Please place your orders **until July 31st, 2014**.

Cleaning

General: The cleaning of the aisles will be arranged by the Organizers once a day.

Booth: The exhibitors are responsible for the cleaning of their booths. If you require booth cleaning please contact:

Mr. Octavio Iglesias

local-agency@eta2014.org

Please place your orders **until July 11th, 2014**.

Orders for your booth (furniture, audio-visual media, electrical power, telecommunication, hostesses, etc.)

All above mentioned items/services can be ordered through our local partner.

Please contact Mr. Octavio Iglesias, local-agency@eta2014.org, and you will receive a username and password so that you can access a booking platform of the services.

Please place all orders **until July 11th, 2014** to ensure successful implementation.

Note: The rental fee of the exhibition space (€ 275,-/sqm) only includes the exhibition space. Every additional service (extra furniture, audio-visual media, conference hostesses, Wi-Fi, cleaning, electrical power, etc.) has to be previously requested and separately contracted according to the exhibiting company's needs.

Parking

Commercial parking spaces for **cars** are available:

There is a paying car park in front of the Congress Center, with about 180 places. The cost is around € 1,42 per hour (around € 12,95 a day/24h) and the payment can be made at the parking machines with coins. The indicated prices are based on May 2014.

Parking spaces for trucks are available:

During the Congress the vans can be parked on a free parking space which is located in a distance of 300 meters, next to the football field.

If you have further questions please contact: Mr. Octavio Iglesias, local-agency@eta2014.org

Security

A general security (not booth security) during the night will be provided by the Congress Organizer.

If you require booth security please contact: Mr. Octavio Iglesias, local-agency@eta2014.org

Please place your orders **until July 11th, 2014**.

Set-up and Dismantling

Set-up:

Friday, September 5th, 9.00 - 19.00 h

Dismantling:

Tuesday, September 9th, 18.00 – 22.00 hrs

Wednesday, September 10th, 13.30 – 19.00 hrs (on request only)

As the exhibition is placed in the main entrance foyer of the congress center, the dismantling of stands can not commence until after the close of the conference (Tuesday, 18:00).

In case you can only dismantle on Wednesday afternoon, please contact Mr. Octavio Iglesias, local-agency@eta2014.org so that we can discuss the handling then.

Conditions of Payment:

100% after receipt of order.

VAT

All prices are exclusive of local VAT (21% currently. Actual VAT at the time of the exhibition will be charged)

Cancellation:

In case of cancellation after July 11th, 2014, agreed fee will be payable in full; no refunds can be made.

If any reason or force majeure impedes the celebration of the Congress (in the mentioned area or in any other), the exhibiting companies undertake not to exert any action against the organization. The payments will be refunded but there will be a fee for the general costs derived from the organization process until that point.

CONGRESS AND EXHIBITION PALACE OF GALICIA - REGULATIONS

It is expressly forbidden, all over the building and in the exhibition areas:

- To smoke, pursuant to the current legislation
- During assembly and disassembly work, and, in general, during the days of celebration of the exhibition is prohibited to hinder, interfere with or cause discomfort to the activities of other users, as well as placing materials in locations other exhibitors and public areas, shall be kept clear for the movement of people and materials.
- The use of construction materials (cement, gypsum, sand, plaster, tiles, bricks or similar material), for both building booths as putting up decorations, fixtures, equipment, furniture, etc.
- Affect in any way the facilities of the Congress Palace, not being allowed to paint, make holes, or hang or hold signs, frames, pictures, or any other object, in floors, ceilings, walls and columns.
- The production, continuous, intermittent or periodically, concentrations of hazardous gases or vapors.
- The use or transportation of flammable material (gas, acetylene, oil, etc.) As well as the use of individual heaters.
- Introduce materials or objects that block or impede escape routes and exits of the rooms of the Congress Palace, as well as enter vehicles.
- The production, continuously, intermittently or periodically, annoying noises for other users of the Congress Palace.
- To post, by means of adhesive tape, nails, glue or other means, any advertising notices, posters, bills or other materials on the walls, pillars, and inside and outside the windows; such materials may only be posted on wall panels of booths by means of easily-removable paper adhesive tape
- To use equipment that does not work properly and/or that does not fulfill the applicable safety regulations and/or that emits harmful radiation, unless properly screened
- To give demonstrations that may involve fire hazards or other hazards
- To remain at the exhibition after closing time
- To work at the exhibition areas during opening time
- To serve food and drinks in the exhibition areas without any prior authorization
- To bring animals into the premises