



2013

Your life, your responsibility

CCPC2 Exhibition 2013

EXHIBITOR MANUAL

CCPC2 EXHIBITION 2013

We are delighted to welcome you as an exhibitor to EuropaColon's **2nd Colorectal Cancer Patient Conference** which will take place **on 5th -6th July 2013 in Barcelona - Spain.**

This Exhibitor Manual contains information you will require for your participation.

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1/ Main contacts

EuropaColon

For sponsoring and exhibition terms and conditions please contact:

Julia Kennedy - *Director of Operations*

Mob: + 44 776 608 42 56

Email: julia.kennedy@europacolon.com

SITNIKOVA - EuropaColon appointed agency

For technical, logistics and other practical requirements (venue and facilities, stand size and specifications, available material rental, technical support and services etc.) Please contact:

Ekaterina Sitnikova - *Events and Communications Consultant*

Mob (before the conference): +32 495 84 52 99

Mob (on-site): + 44 787 22 83 595

Email: es@sitnikova.net

2/ Venue of the Exhibition 2013 - New location - Expanded Space

HILTON HOTEL (venue of the CCPC2 conference and exhibition)

Hilton Diagonal Mar Barcelona Hotel

Passeig del Taulat, 262-264

08019 Barcelona, Spain

<http://www3.hilton.com/en/hotels/spain/hilton-diagonal-mar-barcelona-BCNDMHI/index.html>

The Hilton Hotel is at 1 minute walking distance from the CCIB Congress Centre, venue of the ESMO 15th World Congress on Gastrointestinal Cancer.



3/ Floor Plan

Coming soon

4/ Exhibition schedule

	Date	Time	Activity
Technical and stand structure set up	Thursday 4 July	AM	Exhibition set-up: <i>Build-up complete by the technical crew If you want to visit the venue or make some adjustments please do not hesitate to contact Ekaterina (Katja) Sitnikova</i>
Exhibitor Set up	Thursday 4 July	15.00 – 18.00	Doors open for exhibitors: <i>Stands' staff to set-up their material</i>
Exhibition	Friday 5 July	11.30 – 12.30	Satellite Meeting commences
		11.30 – 13.00	Lunch and exhibition opening <i>Conference delegates are invited to enter the exhibition area</i>
		PM	Exhibition up and running <i>Coffee breaks will be served in and around the exhibition area</i>
		18.15 – 19.30	Networking reception <i>F&B will be served in and around the exhibition area</i>
	Saturday 6 July	08.30 – 14.30	Exhibition up and running <i>F&B will be served in and around the exhibition area</i>
Breakdown	Saturday 6 July	14.30 – 16.30	Exhibition break down

5/ Stand package

What is included in a standard stand package?

There are two packages available which include:

SPONSORS:

- A 2m² x 3 m² floor space
- 1 large hotel table (183 x 74 cm)
- 1 or 2 hotel chairs
- A poster with the name of your stand + logo in color
- Basic electricity
- Promotion on the conference website and related material

EXHIBITORS:

- 1-2 small hotel table(s) (122 x 61 cm)
- 1 or 2 hotel chairs
- A poster with the name of your stand + logo in color
- Basic electricity
- Promotion on the conference website and related material

We can also merge several spaces and offer bespoke packages on a first come first served basis!

6/ Optional equipment rental

Any additional booth equipment or technical requirement will be at your company's charge. We have negotiated special rates with an A/V provider to the rental optional audio visual equipment and furniture. Below you will find a list of what can be offered:

<i>Prices are exclusive of Spanish VAT</i>	
LOW speed wireless internet connection	Included
Plasma screen (42") on a tall stand with sound	232 euro / day
Plasma screen (42") on a tall stand without sound	232 euro / day
Laptop	155 euro / day
Flat screen 17'	75 euro / day
Power strip socket	Free of charge
Flipchart	17 euro / day
Standard Table	TBC

Please confirm your additional equipment order by 1 June at the latest by filling out the enclosed form and sending it back to es@sitnikova.net

If you are looking for other specific items (high cocktail table, shelves, furniture, printed posters, banners or any other material), do not hesitate to contact our event agency for any special requirements:

Ekaterina Sitnikova – es@sitnikova.net - + 32 495 84 52 88

7/ Practical information

Electricity

Your stand includes one power socket of 220V. All additional electrical connections are to be made under supervision of an authorised electrician. If any extra service is to be ordered please order by filling in your requirements in the enclosed order form

Internet

The Hilton Hotel provides free low speed internet for all delegates.

Smoke and gases

Any gas or steam that may be damaging to health or cause any other damage and is produced by equipment on exhibition must be evacuated through adequate piping. To set-up these installations, depending on their location, prior authorisation from the technical services of the exhibition organiser will be required.

Shipping and forwarding

To guarantee smooth handling of your shipments to the exhibition 2013 venue **please carefully read the below instructions for shipping and forwarding**. For regular boxes, please ship your boxes and material to:

**Hilton Diagonal Mar Barcelona Hotel
Passeig del Taulat 262-264
08019 Barcelona Spain**

Please make sure ALL your boxes and other materials are labeled properly with the following information:

**CCPC2 Conference 5-6 July 2013 - Exhibition
ATTN: Tamara Alvarez / Ekaterina Sitnikova (on behalf of EuropaColon)**

As the hotel has limited storage facilities please take note that boxes exhibition material will only be accepted as off 30 June 2012. Please note that unless your boxes have been clearly marked we cannot guarantee their safe delivery to the exhibition venue.

NOTE: neither the hotel nor EuropaColon will be held responsible for delivery fees or customs fees and/ or for arranging any customs handling.

Any shipments of equipment/large pallets must be pre-arranged and delivered to storage location indicated by the hotel HILTON. The hotel cannot be responsible for moving equipment and or pallets. Should the hotel be required to move equipment/ pallets extra charges may apply.

8/ Dismantling

Recommendations

- ✓ We request that you do not start dismantling until the Exhibition is over (Sat 6 July, 14.30)
- ✓ Please organise your own pick-up service
- ✓ Make sure to have the right information about your hauler shipment company (customer number, contact name and phone number)
- ✓ The Exhibition must be cleared completely by 18:00 on Saturday 6 July
- ✓ Exhibitors will be responsible for removal of all items including brochures, graphics panels, pallets and any other effects
- ✓ If you do not want to dispose of the waste yourself please leave the material on the floor to arrange for sufficient cleaning by the cleaning company

Back to your office

- ✓ Please make sure that you organise shipping of documents and equipment on to other destinations or back to your offices **in advance and directly with a courier company** of your preference. All items must show a return address label and contact details.
- ✓ To guarantee a smooth return back of your material and company belongings to your office, please carefully follow the below instructions:
 1. Prepare in advance your labels with all the necessary information and label each item you will return to your office:

Your company name / Contact person / Postal address
 2. Ensure your boxes and/or other materials are well taped and safe
- ✓ EuropaColon will take no responsibility for the cost or safe delivery of any shipments leaving the venue.

We look forward to welcoming you to the CCPC 2013 and remain at your disposal for any help you may need or question you may have beforehand!

Shipping label

**ATTN: Tamara Alvarez / Ekaterina Sitnikova
(on behalf of EuropaColon)
CCPC2 Conference 5-6 July 2013 - Exhibition**

Hilton Diagonal Mar Barcelona Hotel

**Passeig del Taulat 262-264
08019 Barcelona
Spain**

Form 1: Exhibitors' commitment (1/2)

Please return this form by email to julia.kennedy@europacolon.com / es@sitnikova.net
no later than 1 June 2013

Identification

Name of organisation	
Name of contact person for CCPC2 exhibition	
Position	
Office phone number	
Mobile phone number	
Email address	
Other	

Commitment

(delete what is not applicable)

<input type="checkbox"/> Yes, we would like to exhibit at CCPC2 exhibition	<input type="checkbox"/> No, can't exhibit at the CCPC2 exhibition this year
We would like to have 1 complete stand	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please print the name of your stand as it should be mentioned on the banner	<i>(insert name here)</i>

Form 1: Exhibitors' commitment (2/2)

Please return this form by email to julia.kennedy@europacolon.com / es@sitnikova.net
no later than 1 June 2013

Liability Disclaimer for CCPC2 Exhibition

EuropaColon hereby represented by Ekaterina Sitnikova, hereafter referred to as **PROVIDER** does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators or others who may participate in the **CCPC2 Exhibition, hereafter referred to as "ACTIVITY"**.

In consideration for your participation in said ACTIVITY, the individual, group, organisation, business, spectator or other, does hereby release and forever discharge the PROVIDER and its officers, board, and employees jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the ACTIVITY.

This release extends and applies to and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist.

I hereby agree on behalf of my heirs, executors, administrators, and assigns, to indemnify the PROVIDER and its officers, board and employees, joint and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the ACTIVITY.

It is further understood and agreed that said participation in the ACTIVITY is not to be construed as an admission of any liability and acceptance of assumption of responsibility by the PROVIDER, its officers, board, and employees, jointly and severally, for all damages and expenses for which the PROVIDER, its officers, board and employees, become liable as a result of any alleged act of the ACTIVITY participant.

Name of Organisation

Name of Individual Responsible (Print)

Address

Phone

Signature

Date

All participants must complete this Liability Disclaimer to be eligible to participate in the parade.

Return completed form with Entry Form to CCPC2 exhibition

Form 2: Additional equipment order

Please return this form by email to es@sitnikova.net not later than 1 June 2013

Additional equipment at extra cost

(all prices incl. of VAT)

Item & cost	Unit price	No of days	No of units you would like to order
Plasma screen (42") on a tall stand with sound	232 euro/day		
Plasma screen (42") on a tall stand without sound	232 euro/day		
Laptop	155 euro/day		
Flat screen 17'	75 euro/day		
Flipchart	17 euro/day		
TOTAL cost			<i>(please fill out the total cost here)</i>

Other requirements

Name of Organisation

Name of Individual Responsible (Print)

Address

Phone

Signature

Date