

# EXHIBITION SPACE ORDER FORM

## GENERAL INFORMATION

### CONGRESS & EXHIBITION VENUE

The EANM'18 Congress will take place at the CCD – Congress Center Düsseldorf, Germany. We will be using Exhibition Hall 4 for the industry exhibition and main parts of the catering. Hall 3 (connecting the congress centre and Hall 4) will feature several lecture halls incl. the main auditorium, and the Hospitality Suites. The remaining lecture halls, registration, e-Poster Area, Review Centre, another catering station, meeting rooms will be located in the premises of the CCD South.

Exhibition dates: Sunday, October 14 - Tuesday, October 16, 2018

Congress dates: Saturday, October 13 - Wednesday, October 17, 2018

### EXHIBITION SPACE RATES

€ 460,- per m<sup>2</sup> excl. VAT for all Non-Corporate Members of EANM.

Additionally for Düsseldorf: € 4,- / sqm excl. VAT overall waste disposal costs (will be invoiced by MAW)

### MINIMUM BOOTH SPACE SIZE

The minimum booth size is 9m<sup>2</sup>.

### BOOTH BUILDING HEIGHT RESTRICTIONS

Standard booth building height: 2.50m

The maximum booth building heights are as follows: (all building heights are subject to prior approval of the Exhibitor Support Service MAW together with the EANM office):

Exhibitors with less than 100m<sup>2</sup> booth space: 4,50m upper edge incl. rigging

Exhibitors with more than 100m<sup>2</sup> booth space: 6,00m upper edge incl. rigging

### EXHIBITOR MANUAL

Further regulations and technical specifications are already available within the Exhibitor Manual (published by the Exhibitor Support Service (MAW)).

### INDUSTRY LIAISON

For questions concerning booth space rental and the negotiation of sponsorships please contact:

EANM Executive Office | Schmalzhofgasse 26 | 1060 Vienna | Austria

Mr. Andreas Felser or Ms. Susanne Koebe

Phone: +43-(0)1-890 44 27 | Fax: +43-(0)1-890 44 27-9

Email: [a.felser@eanm.org](mailto:a.felser@eanm.org) or [s.koebe@eanm.org](mailto:s.koebe@eanm.org)

For technical specifications of your booth (layout, setup, equipment, furniture, etc.) please contact:

Exhibitor Support Service - MAW | Freyung 6/3/3 | 1010 Vienna | Austria

Ms. Gerda Maierhofer, Ms. Barbara Winder, Ms. Andrea Etz,

Phone: +43-(0)1-536 63 -15, -62 or -42 | Fax: +43-(0)1-535 60 16

Email: [eanm2018@media.co.at](mailto:eanm2018@media.co.at)

# EXHIBITION SPACE ORDER FORM

## EXHIBITION RULES AND REGULATIONS

### 1) EXHIBITION SPACE APPLICATION

The exhibition floor plan and the order form will be available online for download. Completed order forms should be submitted by email only. All exhibition space applications will be treated on a first come, first served basis, following the rule that corporate members will be allocated prior to non-members. Applications for exhibition space must be made by completing the order forms and by indicating:

Option 1 = 1st preference (please draw in plan including dimensions)

Option 2 = 2nd preference (please draw in plan including dimensions)

Option 3 = 3rd preference (please draw in plan including dimensions)

These preferences serve as guidance only and the decision between these 3 options will be in the sole responsibility of the EANM Congress Management. In case all three of these options are already booked, the EANM Congress Management will inform you accordingly. Please note: The application process will continue and will NOT BE SUSPENDED until new preferences have been submitted.

### 2) TERMS OF PAYMENT / PAYMENT DEADLINES

- Upon confirmation of the ordered exhibition space, EANM will issue an invoice.
- Payment should be made by wire transfer to the bank account indicated in the invoice.
- Eurocheques, company cheques, personal cheques or credit card payments will NOT be accepted.
- Payment must be made free of charge for the beneficiary (EANM). All transfer fees incurred by the remitting, intermediary AND beneficiary bank must be covered by the remitter.

For exhibition space bookings made **by April 13, 2018** the following payment deadlines apply:

**Payment deadline full payment (100% without "splitting" in 1st and 2nd instalment): April 30, 2018**

If you prefer to pay the invoice at once (without splitting), the total amount must be received in the EANM account by April 30, 2018 - in case the amount is not received in the EANM account by that date: 15% administrative charge of the total rental sum will fall due for payment and the reserved exhibition space will be automatically released and goes back into sale.

**In case of payment splitting – payment deadline 1st instalment (50%): April 30, 2018**

If the first instalment is not received in the EANM account by April 30, 2018 - 15% administrative charge of the total rental sum will fall due for payment and the exhibition space will be automatically released and goes back into sale.

**In case of payment splitting – payment deadline 2nd instalment (50%): July 1, 2018**

If the second instalment is not received in the EANM account by July 1, 2018 - the reserved exhibition space will be automatically released and goes back into sale. The first instalment will not be refunded.

For exhibition space bookings made **on or after April 13, 2018** the following payment deadlines apply:

**Payment of 100% of the booked space is required within 30 days from the invoice date (exact payment date will be stated on the invoice).**

If the payment is not received in the EANM account until the payment deadline stated on the invoice - the exhibition space will be automatically released and goes back into sale.

### 3) CANCELLATIONS/REDUCTION OF SPACE & REFUND POLICY

For any cancellation/size reduction a **written notification** (signed letter or email) must be sent to the EANM Executive Office. EANM will confirm the receipt)

<b>Cancellations before April 30, 2018:</b>	15% of the total rental sum.
<b>Cancellations until (including) July 1, 2018:</b>	25% of the total rental sum.
<b>Cancellations as of July 2, 2018:</b>	100% of the total rental sum, respectively 50% in the event that the cancelled space can be re-sold.
<b>Any reduction of booked space will be treated as cancellation of the respective area at the same conditions as the above mentioned entire cancellation of booked space.</b>	

In the event that EANM has to close the exhibition earlier or change the location, EANM will not be liable for any damage or loss incurred by exhibitors.

In the event that EANM has to close the entire technical exhibition, all pre-payments will be refunded to exhibitors, deducting expenses already incurred in preparation, according to the percentage determined by the Congress Management of EANM.

### 4) INSURANCE & LIABILITY

Exhibitors are liable for all damage caused by themselves, their staff, their visitors and clients and by their agents. Exhibitors have to indemnify EANM in all such cases. As EANM accepts no responsibility whatsoever for exhibitors' property at the exhibition, we recommend to make use of optional additional insurances.

### 5) LEGAL SITUATION

By ordering a booth (exhibition space) the exhibitor understands and agrees to these EANM Exhibition Rules and Regulations as a binding part of the contract for exhibit space. In all cases of dispute Austrian law is applicable and each party may submit the dispute to the competent court in the First District of Vienna, Austria; this court shall have exclusive jurisdiction on any such dispute arising out of or in connection with this agreement.

# EXHIBITION SPACE ORDER FORM 2018

**PLEASE RETURN COMPLETED & DULY SIGNED FORM & FLOOR PLAN TO: [s.koebe@eanm.org](mailto:s.koebe@eanm.org)**

### BOOTH SPACE REFERENCES

Please refer to the exhibition floor plan and indicate your three options in order of preference here:

	OPTION 1	OPTION 2	OPTION 3
<input type="checkbox"/> Island booth:	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>
<input type="checkbox"/> Peninsula booth:	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>
<input type="checkbox"/> Corner booth:	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>
<input type="checkbox"/> Row booth:	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>	Booth #: ____/Size: ____ m <sup>2</sup>

### BOOTH NEIGHBOUR (BOOTH NEIGHBOUR PREFERENCE OVERRULES BOOTH SPACE PREFERENCE)

We would prefer not being located near the following company:

\_\_\_\_\_

(Not being located near a company means not being next to, back to back with or across the aisle from)

### COMPANY DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct Phone (EANM calls if 3 options are not available): \_\_\_\_\_

Email: \_\_\_\_\_

### INVOICING DETAILS

I do require a paper invoice sent via postal mail (please check this box if applicable!)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Invoicing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

VAT-ID No (EU): \_\_\_\_\_ Tax-ID No (Non-EU): \_\_\_\_\_

Purchase Order (PO) Number (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_\*)

**\*) I agree to and accept the Exhibition Rules and Regulations as described on page 2 & 3**

# HOTEL RESERVATION

**PLEASE RETURN COMPLETED HOTEL RESERVATION FORM TO: [eanm18@enited.eu](mailto:eanm18@enited.eu)**

### HOTEL RESERVATIONS

The agency responsible for accommodation is ENITED Business Events:

ENITED Business Events GmbH | Gillegasse 11/14 | 1090 Vienna | Austria  
Ms. Rosa B. Rejero Miguelez, Ms. Anna Sachis Roca  
Phone: +43-(0)1-409 56 31-0 | Fax: +43-(0)1-409 56 31-22  
Email: [eanm18@enited.eu](mailto:eanm18@enited.eu)

All congress participants who book a hotel through the online registration platform of EANM will receive a complimentary public transportation ticket upon check-in at the hotel.

### HOTEL RESERVATIONS

(No definite allocation, indication of preferences only):

- 5\* hotel      Number of rooms \_\_\_\_\_ Room Type (DSU/DR): \_\_\_\_\_
- 4\* hotel      Number of rooms: \_\_\_\_\_ Room Type (DSU/DR): \_\_\_\_\_
- 3\* hotel      Number of rooms: \_\_\_\_\_ Room Type (DSU/DR): \_\_\_\_\_

If your company has a preferred hotel in Düsseldorf, please indicate hotel name here:

\_\_\_\_\_

### CONTACT RESPONSIBLE FOR ACCOMMODATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SOCIAL EVENTS FOR CLIENTS

It was the wish of the Industry to have as many evenings free for individual entertainment as possible, so we have limited the official congress socials to:

- Opening Ceremony and Welcome Reception: Saturday, October 13, 2018 (Exhibitors most welcome)
- Reception for VIPs, Invited Speakers, Chairpersons, National Delegates: Monday, October 15, 2018 (upon invitation only)
- Charity Event: Tuesday, October 16, 2018 evening
- Closing Ceremony and Farewell Cocktail: Wednesday, October 17, 2018 after the last session (Exhibitors most welcome)

The evenings of October 15 and October 16 are free for your individual entertainment (client dinner receptions etc.).