Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the ESPID 2020 Meeting Exhibition.

The Exhibition will be held as part of the 38th Annual Meeting of the European Society for Paediatric Infectious Diseases, Rotterdam, The Netherlands, May 25-30, 2020

The floor plan has been designed to maximise the exhibitors’ exposure to the delegates.

Please read all 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 Meeting.

We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact Khanh Ta of the de Doelen at: K.Ta@dedoelen.nl to coordinate a visit.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Rotterdam and wish you a successful Meeting and Exhibition.

Best Regards,

Yulia Rijinsky
Exhibition Manager

Tel:  +41 22 9080488 Ext 995
Fax:  +41 22 9069140
Email:  yrrijinsky@kenes.com
Site:  www.kenes.com
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Section 1: General Information

Meeting Secretariat / Organising Secretariat
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: espid@kenes.com

Meeting Dates
Monday, 25 May until Saturday, 30 May 2020.

Exhibition Manager
Mrs. Yulia Rijinsky
Tel: +41 22 9080488 Ext 995
Fax: +41 22 9069140
Email: yrijinsky@kenes.com

Registration Manager
Ms. Diyana Yosifova
Tel: +41 22 908 0488 Ext. 7019
Fax: +41 22 906 9140
E-mail: dyosifova@kenes.com

Sponsorship and Exhibition Sales Contact
Mrs. Marta Enes
Tel: +31 207630101
E-mail: menes@kenes.com

Venue
De Doelen
Schouwburgplein 50, 3012 CL Rotterdam
https://www.dedoeleniccroterdam.nl/

Website
For updated information regarding the Meeting, please visit the website:
http://espid2020.kenes.com/
### Exhibition Related Table

<table>
<thead>
<tr>
<th>Submission of Exhibition Forms</th>
<th>Deadlines</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td>Lena Vertsner  [<a href="mailto:lvertsner@kenes.com">lvertsner@kenes.com</a>]</td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td>Friday, April 10, 2020</td>
<td>Via Kenes Exhibitor’s Portal  [<a href="https://exhibitorportal.kenes.com%5C">https://exhibitorportal.kenes.com\</a>]</td>
</tr>
<tr>
<td>Text for Fascia (Shell Scheme booths only)</td>
<td>Friday, April 10, 2020</td>
<td>Via Kenes Exhibitor’s Portal  [<a href="https://exhibitorportal.kenes.com%5C">https://exhibitorportal.kenes.com\</a>]</td>
</tr>
<tr>
<td>Furniture Rental &amp; Electricity</td>
<td>Friday, April 24, 2020 25% surcharge will apply thereafter upon availability.</td>
<td>A-BOOTH  [<a href="mailto:jasper@a-booth.nl">jasper@a-booth.nl</a>]</td>
</tr>
<tr>
<td>Catering Orders/Security/Cleaning</td>
<td>Monday, May 11, 2020</td>
<td>Khanh Ta at  [<a href="mailto:K.Ta@dedoelen.nl">K.Ta@dedoelen.nl</a>]</td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Reader</td>
<td>Monday, April 13, 2020</td>
<td>Via Kenes Exhibitor’s Portal  [<a href="https://exhibitorportal.kenes.com%5C">https://exhibitorportal.kenes.com\</a>]</td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full before Exhibition opens</td>
<td></td>
</tr>
</tbody>
</table>

**Please note these important dates:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to Door Shipments <strong>ready for pick up</strong> (EEC Countries)</td>
<td><strong>Please contact MERKUR</strong></td>
</tr>
<tr>
<td>Airfreight Shipments</td>
<td><strong>Please contact MERKUR</strong></td>
</tr>
<tr>
<td>Shipment via <strong>German advance</strong> Warehouse</td>
<td>No later than Wednesday, May 20, 2020 by 12:00</td>
</tr>
<tr>
<td>Exhibition goods – Direct Deliveries to Meeting Venue</td>
<td>Saturday, May 23, 2020 from 01:00 am- overnight set up for “space only” stands</td>
</tr>
<tr>
<td>Move out- dismantling</td>
<td>Thursday, May 28, 2020 from 18:30</td>
</tr>
</tbody>
</table>
Exhibition Time Table At-A-Glance (subject to change)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibition Set-up</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun. May 24, 2020</td>
<td>01:00</td>
<td>01:00-06:00 overnight for “space only” stands</td>
</tr>
<tr>
<td>Sun. May 24, 2020</td>
<td>06:00</td>
<td>06:00-23:00</td>
</tr>
<tr>
<td></td>
<td>23:00</td>
<td>All Stands</td>
</tr>
<tr>
<td>Mon. May 25, 2020</td>
<td>06:00</td>
<td>06:00-23:00 quiet set up</td>
</tr>
<tr>
<td></td>
<td>23:00</td>
<td>Quiet set-up and fine tuning within the stand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>parameters due to pre-meeting sessions being</td>
</tr>
<tr>
<td></td>
<td></td>
<td>held at the adjacent halls.</td>
</tr>
<tr>
<td><strong>Exhibition Hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue. May 26, 2020</td>
<td>09:00</td>
<td>09:00-End of Welcome Reception ~20:00</td>
</tr>
<tr>
<td>Wed. May 27, 2020</td>
<td>09:00</td>
<td>09:00-16:30</td>
</tr>
<tr>
<td>Thu. May 28, 2020</td>
<td>09:00</td>
<td>09:00-16:15</td>
</tr>
<tr>
<td><strong>Dismantling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>after sessions end</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu. May 28, 2020</td>
<td>18:30</td>
<td>18:30-23:00</td>
</tr>
</tbody>
</table>

*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 **Sunday, May 24, 2020 at 22:00.** All aisles must be clear of exhibits and packaging materials to enable cleaning.
Any equipment, display aid or other material left behind on Thursday, **May 28, 2020 after 24:00** will be considered discarded and abandoned.

Off Exhibition Information
Please note that participants will be walking through the Exhibition area to reach the Session Hall area 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.

Social Events
You are cordially invited to the Welcome Reception on **Tuesday, May 26, 2020 at 18:00** in the Exhibition Area.

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 January 2020)
List of Exhibitors (as of January 2020)

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
<th>Size</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSK</td>
<td>05</td>
<td>72</td>
<td>Space</td>
</tr>
<tr>
<td>MSD</td>
<td>10</td>
<td>50</td>
<td>Space</td>
</tr>
<tr>
<td>Pfizer</td>
<td>02</td>
<td>72</td>
<td>Space</td>
</tr>
<tr>
<td>Sanofi Pasteur</td>
<td>08</td>
<td>73</td>
<td>Space</td>
</tr>
<tr>
<td>Thermo Fisher Scientific</td>
<td>03</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>University of Oxford</td>
<td>TT1</td>
<td></td>
<td>Space</td>
</tr>
<tr>
<td>Quidel</td>
<td>06</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Wolters Kluwer</td>
<td>01</td>
<td>12</td>
<td>Space</td>
</tr>
<tr>
<td>Wisepress LTD</td>
<td>12</td>
<td>6</td>
<td>Space</td>
</tr>
</tbody>
</table>
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 the first 9 sqm booked and 1 additional badge for each 9 m² thereafter.
Any additional exhibitor badges for pre-advanced orders will be charged the exhibitor registration fee of EUR 180.
The Exhibitor badge permits free access to the exhibition area, refreshments served as indicated in the programme timetable and attendance at the Welcome Reception.

You can 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: Friday, May 15, 2020

Individual participants’ names will not appear on the badges, only the company’s name will be stated. 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 Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times
Entrance during the set up days will be via the Loading area at the Artist entrance, Kruisstraat 2 & loading entrance at Kruisplein 50 (Willem Burger Hal)

On Site Exhibition Management Desk
The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.
Prior to this time, if you have any queries regarding your participation at ESPID 2020 please feel free to contact:
Ms. Yulia Rijinsky
Exhibition Manager
Tel: +41 22 9080488 Ext 995
Fax: +41 22 9069140

Email: yrijinsky@kenes.com
Site: www.kenes.com
Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

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 the Apple store or Google play: "Kenes K-Lead App".

Cost per unit – Euro 400.00
Cost per unit with a device- Euro 600.00

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/her permission to transfer his/her contact details to any other party. Therefore, although the participant visited your booth and was scanned by your barcode reader, we are unable to forward you his/her contact details.

Data Protection Information included for our registrants
In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. Kenes will not share personal data with third parties without consent. Please note that similarly to sharing a business card, presenting a delegate’s badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share personal details with the company that is scanning badge so that it may contact the delegate in the future.

You can 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, April 13, 2020
Section 4: Technical Information

Shell Schemes that have been pre-booked with Kenes include:

- Shell Scheme system
- Fascia with lettering
- Spotlights (1 each 3 sqm)
- Carpet (tiles) blue
- Small bin basket

- Please refer to end of the manual for panels size (for branding)

Please note:

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

Special Offer: you may book furniture package & electricity (500w) at a reduced price of Euro 285.00
Please order these via the Order Form in the Order Forms Section #7 of this Manual. Please contact the Exhibition Manger Mrs. Yulia Rijinsky at vrijinsky@kenes.com for questions.

1. Table, 2 chairs and a trash bin

If you require additional furniture or services for your stand, please refer to the A-Booth Catalogue. Please send your order to jasper@a-booth.nl. Deadline for orders is April 24, 2020
**Fascia Sign**

20 characters can be placed on the fascia. Extra characters will be charged € 1.85 per character. Except for spelling, pay attention to the use of capital letters and lower case letters. If your fascia text is not received by this date, we will provide you with a fascia title as per your company name submitted with your profile.

You can submit your order through the Kenes Exhibitor’s Portal. [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)

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

**Deadline:** Friday, April 10, 2020
Stands Design (Space Only)
Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.
Each exhibiting company should submit the name and details of their construction company.
You can 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: Friday, April 10, 2020

Build-Up Height
The maximum building height is 2.5 meters in the Exhibition Hall.
* Certain elements of the stand in between chandeliers might go up to 3.0 meters – based on an individual case, subject to an approval.

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

All exhibits are to be built to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved. Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
Work cannot commence until the exhibitor layout is approved by the Organisers

Multi-level structures are not permitted.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Exhibition Hall Name - Grote Zaal Foyer

Ceiling and Ceiling Hangings - Rigging is not available

Floor Finish – The Exhibition Hall floor is marble Max floor load: 250 kilo per m2

Power supplies and other – most of the utilities are supplied into the stand from the floor.

Storage – For questions please, e-mail irijinsky@kenes.com
**Smoking Policy** - The Meeting Venue operates a NO SMOKING policy in ALL halls.

**Stand Cleaning** - Stand cleaning is NOT included for all stands. Exhibitors interested in daily stand cleaning should order it with the venue via Khanh Ta at K.Ta@dedoelen.nl

**Stand Catering** - Catering is exclusive to de Doelen, please contact Khanh Ta at K.Ta@dedoelen.nl.
Catering Order Form can be found at the end of the manual.

**Storage of empties** - Empties should generally be stored directly with Merkur.

**Electricity and Electrical Installations**
Electrical box is reserved exclusively for A-Booth, if you wish to order Electricity please complete the coversheet in the end of this manual or contact Jasper Van Honk from A-Booth by email jasper@a-booth.nl.
Note: Always present your order form along with a fully completed coversheet. 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. To ensure maximum safety, all electrical connections to power supply can only be carried by the official contractor.
**Important:** The daily power to the booths will be switched on 30 minutes before the Exhibition's opening, and will be switched off 15 minutes after closing time.

**Accommodation**
For booking please contact Lena Vertsner at lvertsner@kenes.com, Tel +41 22 9080488 Ext 948

**Internet:** Free Wi-Fi is available in the Exhibition Hall. However, there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet for programmes, apps and websites, to order a dedicated Wi-Fi or wired network for your stand.

**Creation of Wi-Fi network** is forbidden, Wi-Fi should be ordered via the Exhibitors Portal.

**Parking** - Info about parking can be found here: https://parkereninrotterdam.nl/en/

**Loading and Unloading** – Please find details and floor plan at the end of the Manual.
Security
The venue will provide the Meeting with general security guard service.
• Neither the de Doelen nor the Organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
Individually, stand security may be ordered.

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 organisers 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 organisers, the management of the De Doelen-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.

**No children under the age of 16 are allowed on the premises of the Exhibition area during the set up/dismantling.**

**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 organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition. The organisers 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.**
Section 5: Official Contractors

Stand construction and fittings, furniture hire, signage, electricity & flowers
A-BOOTH
Jasper Van Honk
Email: jasper@a-booth.nl

Catering Services
Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the ESPID Meeting Caterer.
Please contact:
De Doelen
Khanh Ta
Email: K.Ta@dedoelen.nl

Freight Handling & Customs Clearance Agent
Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.com
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services
Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Meeting 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, 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
Please note that all materials entering the venue incur a handling charge.

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 Merkur warehouse, including by courier, must be coordinated with Merkur.

In order to assure receipt of sent materials, Merkur must receive the Pre-Advise form found here. Please complete this form and return it to Ms. Zehavit Akerman:
akerman@merkur-expo.com
You will then receive confirmation of your material arrival.
Customs Clearance
Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.com
Section 7: Order Forms

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

**Deadline:**
Friday, April 10, 2020

- Company Profile & Logo, Stand Design
- Fascia for Shell Scheme only exhibitors

Monday, April 13, 2020

- K-Lead- App

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. Yulia Rijinsky
Exhibition Manager
Tel: +41 22 9080488 Ext 995
Fax: +41 22 9069140
Email: vrijsk@kenes.com
Site: www.kenes.com
Shell Scheme Furniture Package ORDER FORM

Deadline for Return: **Friday, April 17, 2019**
Return to: Mrs. Yulia Rijinsky
E mail: jrijinsky@kenes.com

Please complete the below chart and send it back to jrijinsky@kenes.com by **Friday, April 17, 2020**

<table>
<thead>
<tr>
<th>Client full and legal name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Address</td>
<td></td>
</tr>
<tr>
<td>Client VAT number</td>
<td></td>
</tr>
<tr>
<td>PO number</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>ESPID 2020- shell package booth #</td>
</tr>
<tr>
<td>Payment method</td>
<td>BT or credit card – please select one method</td>
</tr>
<tr>
<td>Amount</td>
<td>285.00</td>
</tr>
<tr>
<td>Currency</td>
<td>Euro</td>
</tr>
</tbody>
</table>

Please note that you will receive an invoice by e mail.
You may either pay by bank transfer or credit card.
Credit card payment will incur 4% bank service charge.

Thank you for your order.
Authorization for Credit Card Charges

Dear Sir/Madam,

In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in your own handwriting and sign.

Name of Company:

We authorize Kenes International – Organisers of Congresses to make the charge of EURO 285.00 for shell scheme package fees for Meeting: ESPID 2020

(Site & dates of the Meeting:......................................................................................................................................................)

Credit Card details to be charged:

Number:

Expiration date:

Name of Card holder:

Address: (as per Credit card records):

Telephone number:

Security digits (on the back of the credit card):

Date:

SIGNATURE of Card holder:
**FULL COLOUR PRINTS ON FABRIC IN FRAME**

A. 1 Print

Voorbeeld/Example:
Achterwand Back Wall: 2070 x 2470 mm

**OVERSE ECS PRINTS | OTHER PRINTS**

A. Print op deur/element/Print on door element

1. Paneelmaat/Panel Size: 912 x 382 mm
   - Zichtbaar/Visible Graphic Size: 970 x 290 mm
2. Paneelmaat/Panel Size: 754 x 1926 mm
   - Zichtbaar/Visible Graphic Size: 970 x 870 mm

B. Print op paneel/Print on panel

Framemaat/Frame Size: 462 x 2312 mm
- Zichtbaar/Visible Graphic Size: 470 x 1800 mm

C. Print op paneel/Print on panel

Framemaat/Frame Size: 912 x 2312 mm
- Zichtbaar/Visible Graphic Size: 970 x 1200 mm

D. Full Colour Print op fascia/Print on fascia

Framemaat/Frame Size: 2070 x 232 mm
- Zichtbaar/Visible Graphic Size: 2070 x 270 mm

E. Logo op fascia/Logo on fascia

Hoogte van het logo max. 300 mm
Height of the logo max. 300 mm

**Voorbeeld Kopstand | Example Front Booth**

3000 x 3000 mm = 1200 x 900 mm

**Prijzen**

- Wand/Wall A: € 750, Frame € 1750
- Wand/Wall B: € 900, Frame € 2700
- Wand/Wall C: € 650, Frame € 1650
- Wand/Wall D: € 650, Frame € 690
Measurements elevators and corridors de Doelen

**Grote Zaal Kwartier**

1. Entrance loading dock (Kruisstraat 2)
   - width: 309 cm.
   - height: 294 cm.

2. Corridor, next to service elevator:
   - width: 190 cm.
   - height: 282 cm.
   (electric door)

3. Service elevator:
   - (Kruisstraat 2)
   - opening: height 212 cm.
   - width 186 cm.
   
   Elevator size:
   - height 210 cm.
   - width 185 cm.
   - dept 285 cm.
   - 2.000 kg.

**Jurriaanse Zaal Kwartier**

4. Entrance expedition (Kruisstraat 4)
   - width: 200 cm
   - height: 280 cm

5. Corridor expedition next to expedition elevator to Jurriaanse Hal
   - width: 190 cm
   - height: 208 cm

6. Corridor Willem Burger Hal to Jurriaanse Hal (ground floor):
   - width: 196 cm.
   - height: 219 cm.

7. Corridor Arcadis Zaal to Van der Mandele Zaal (1st ground):
   - width: 171 cm.
   - height: 219 cm.

8. Corridor Jurriaanse Foyer naar Van der Mandele Zaal (1st ground):
   - width: 171 cm.
   - height: 219 cm.

9. Expedition lift to basement
    - (Kruisstraat 4)
    - opening height: 210 cm
    - width: 190 cm
    
    Elevator size:
    - height: 225 cm
    - width: 280 cm
    - dept: 300 cm

**Willem Burger Zaal Kwartier**

10. Entrance (sliding door) Kruisplein 50
    - height: 225 cm
    - width: 200 cm

11. Door after sliding door Kruisplein 50
    - height: 225 cm
    - width: 200 cm

12. Tourniquet Kruisplein 30 + 40
    When doors are open geopend staan
    - width: 177 cm
    - height: 216 cm

13. Corridor break-outrooms 3rd floor
    to Willem Burger Foyer:
    - Width: 174 cm
    - Height: 208 cm
| 14 Service elevator (Kruisplein 50) | opening | height | 210 cm  
|                                  |         | width | 170 cm  
| elevator size                   | height  | 210 cm  
|                                  | width   | 160 cm  
|                                  | dept    | 290 cm  
|                                  |         | 2900 kg
| 15 Visitors elevator            | opening | height | 210 cm  
| (Kruisplein 50)                 |         | width | 90 cm    
| elevator size                   | height  | 210 cm  
|                                  | width   | 100 cm  
|                                  | dept    | 215 cm  
|                                  |         | 1250 kg
| 16 Catering elevator            | opening | height | 210 cm  
| (Willem Burger Hal to WBF)      |         | width | 130 cm  
| elevator size                   | height  | 210 cm  
|                                  | width   | 120 cm  
|                                  | dept    | 260 cm  
|                                  |         | 1750 kg
| 17 Corridor from service elevator| To Van der Mandele Zaal (1st floor) | height | 208 cm  
|                                  |         | width | 150 cm  
|
DE DOELEN
TRAVEL DIRECTIONS

PARKING
The following parkings are located in the close vicinity of de Doelen
01. Parking Schouwburgplein 1
02. Parking Schouwburgplein 2
03. Parking Weena
04. Parking Plaza
05. Parking Stad Rotterdam
06. Parking Bijenkorf
07. Parking Kruisplein (see Schouwburgplein)

PUBLIC TRANSPORT
De Doelen is located opposite the Central Station of Rotterdam. Almost all busses, trams and metro’s arrive here. Coming from Amsterdam airport, the Intercity Direct takes you in 27 minutes to Rotterdam.

BY CAR, FROM NORTHERN AREA (AMSTERDAM, LEIDEN, THE HAGUE)
A13 direction Rotterdam, at Kleinpolderplein follow direction Centrum. At the second traffic light, follow direction Euromast/Maastunnel. After the traffic light, take the right tunnel. Keep left in the tunnel and go left at the next traffic light. You have arrived at the Weena. (Further, read map from entrance A).

BY CAR, FROM EASTERN AREA (FRANKFURT, ARNHEM, UTRECHT)
A20 in the direction of Den Haag/Hoek van Holland, exit at Rotterdam Centrum/Schiebroek/Hilligersberg. At end, follow direction Centrum (Schieweg/Schiekade). Go straight ahead towards the Hofplein roundabout. (further, read map from entrance B)

BY CAR, FROM SOUTHERN AREA (ANTWERP, BRUSSELS, BREDA, DORDRECHT)
A16, cross the Van Brienoordbrug, take the first exit (Rotterdam Centrum), drive along the water (Maasboulevard). Dive straight on, along the Boompjes. At Hotel Intell (on your right side) turn right. At the second traffic light turn left to the Westblaak or go straight on to the Coolsingel (further, read map from entrance C)