



ICS 2017 FLORENCE

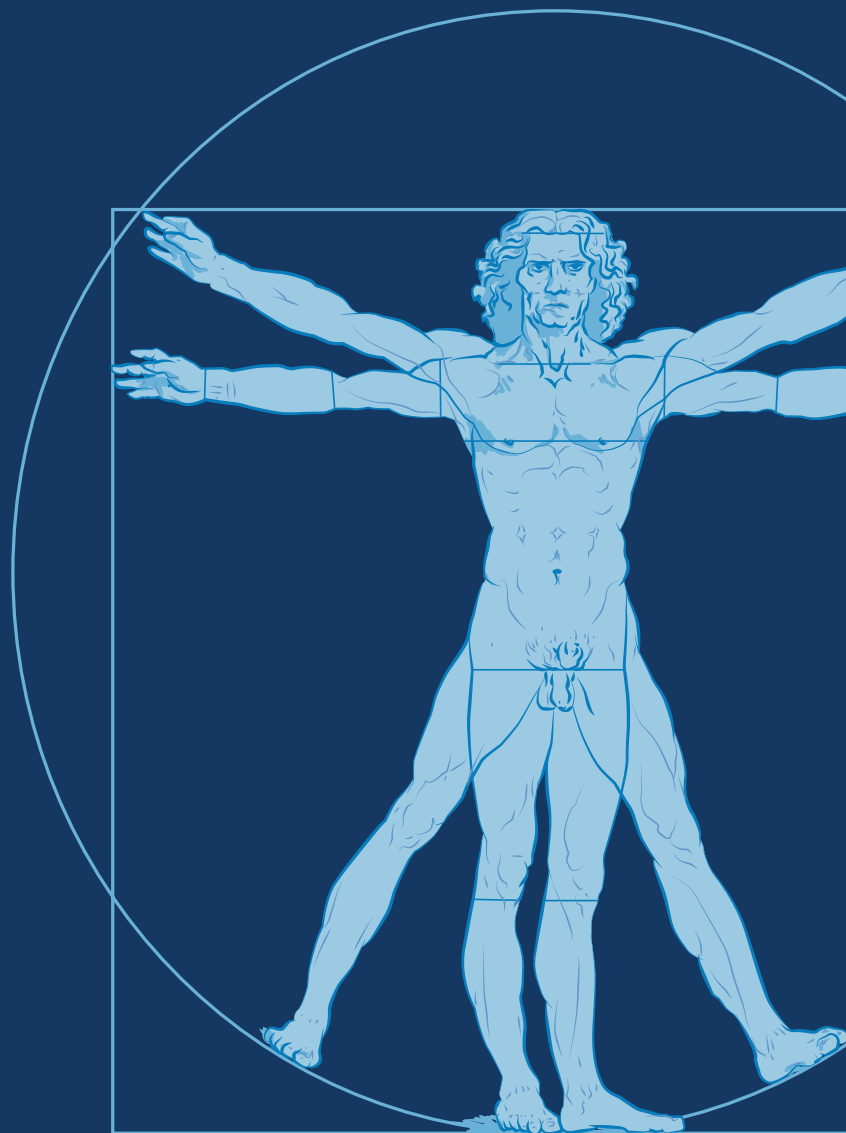
12-15 September

Exhibitors Manual

Leading Continence
Research and Education

International
Continence Society
47th Annual Meeting

www.ics.org/2017



Dear Exhibitor,

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

The Exhibition will be held as part of ICS 2017 Annual Meeting taking place in Florence, Italy from 12-15 September 2017.

The floor plan has been designed to maximise the exhibitor's exposure to the delegates with, e- poster presentations and lunches taking place in the exhibition area.

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.

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

- Section 1:** General Information
- Section 2:** Exhibition Floor Plan, List of Exhibitors
- Section 3:** Exhibition Services
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Please do not hesitate to contact us for further information or assistance.

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

Best Regards,

Yulia Rijinsky

Exhibition Manager

Tel: +972 54 678 7995

Email: yrijinsky@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: ICS2017@kenes.com

Meeting Dates/ Exhibition Dates

Tuesday 12 September until Friday 15 September 2017

Exhibition Manager

Mrs. Yulia Rijinsky

Tel: +972 54 678 7995
Email: yrijinsky@kenes.com
Site: www.kenes.com

Registration & Hotel Accommodation

Mrs. Keren Abuhasira

Tel: +41 22 908 0488 Ext 513
Fax: +41 22 906 9140
E-mail: kabuhhasira@kenes.com

Sponsorship and Exhibition Sales Contact

Ms. Daniela Bloch

Sponsorship and Exhibition Sales
Tel: +41 22 908 0488 Ext 913
Fax: +41 22 906 9140
E-mail: dbloch@kenes.com

Venue Address

Firenze Fiera S.p.A.

Fortezza da Basso
Viale Filippo Strozzi, 1
50123 Firenze (Italy)
Tel: +39 055 4973.265
Fax: +39 055 4972.206
E-mail: sablich@firenzefiera.it
Website: www.firenzefiera.it

Website

For updated information regarding the Meeting, please visit the website:
<https://www.ics.org/2017/>

Exhibition Related Table

Submission of Exhibition Forms	Deadlines	Contact Person	Email
Hotel Reservation for Staff	As soon as possible	Elad Kurtz	ekurtz@kenes.com
Designed Stand Approval - Via Exhibitors Portal	Tuesday 11 July	Yulia Rijinsky	yrijinsky@kenes.com
Rigging	Tuesday 11 July	Ulivi Marco	ulivi@firenzefiera.it
Text for Fascia (Shell Scheme booths only)- Via Exhibitors Portal	Tuesday 11 July	Yulia Rijinsky	yrijinsky@kenes.com
Hostesses & Temporary Staff Hire	Tuesday 11 July	Marina Maiolatesi	marina@milleniumviaggi.it
Plants & Floral Arrangements	Tuesday 11 July	Alessandra Novelli	alessandranovelli@gmail.com
Booth Construction and Fittings, Electrical Fittings, Furniture Hire, Graphic Printing, Audio Visual, Carpet, Stand Cleaning	Tuesday 11 July	Mr. Ivaylo Alexiev	ivoal@seg.bg
Mandatory Insurance	Tuesday 11 July	Yulia Rijinsky	yrijinsky@kenes.com
Badge Order, Lead Retrieval Wireless Barcode Reader, Wi-Fi- Via Exhibitors Portal	Tuesday 18 July	Yulia Rijinsky	yrijinsky@kenes.com
Stand Catering & Beverage	Tuesday 18 July	Elisabetta Andrei	e.andrei@gerist.it
Payment of Invoice Balance	Must be received in full before Exhibition opens	Pazit Hochmitz	phochmitz@kenes.com

Cargo Information - Please note these important dates:

Service	Deadline
Door to Door Shipments ready for pick up (EEC Countries)	Please contact Hermes – Merkur
Airfreight shipments Arrival to recommended airport	August 30, 2017
Shipment via Germany	No later than September 4, 2017
Exhibition goods - Direct Deliveries to Meeting Venue	September 11, 2017

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

Set-up-only for Space stands only	Sunday 10 September 2017	10:00-19:00
Set-up- for all Stands	Monday 11 September 2017	08:00-19:00
Decoration for all stands	Tuesday 12 September 2017	08:00-12:00
Opening Hours	Tuesday 12 September 2017	16:30-End of Welcome Reception
	Wednesday 13 September 2017	09:00-16:30
	Thursday 14 September 2017	09:00-16:30
	Friday 15 September 2017	09:30-15:30
Dismantling / Breakdown	Friday 15 September 2017	16:00-22:00

*The hours are subject to changes

*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 Monday 11 September 2017 at 18:00. All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on Friday September 15 2017 at 22:00 will be considered discarded and abandoned.

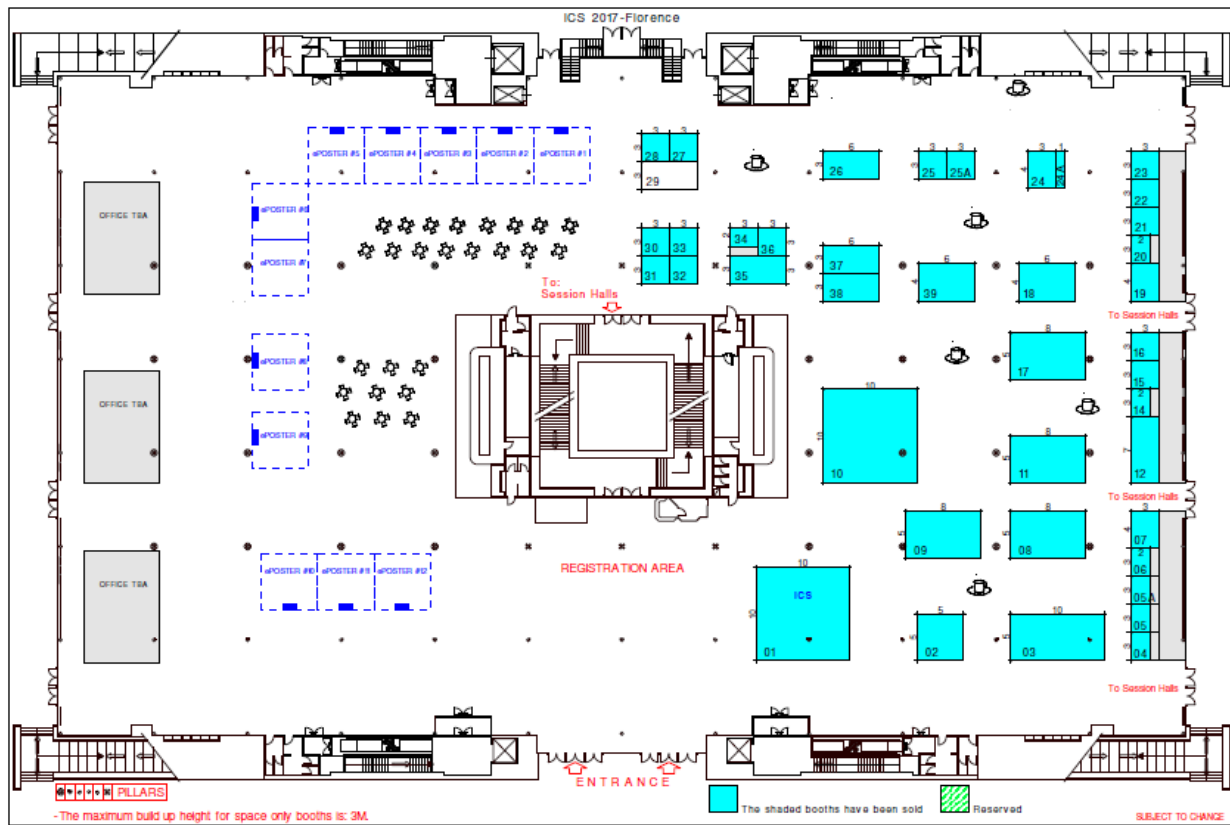
Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach the Sessions Halls and E-Poster 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.

Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of June 2017)



List of Exhibitors (as of June, 2017)

Company	Booth #	Size	Layout
A.M.I	05	6	Shell
Allergan (Actavis)	31	9	Shell
Astellas	10	100	Space
Axonics Modulation	17	40	Space
B.Braun	12	21	Space
Bene-Arzneimittel	05A	6	Shell
BK Ultrasound	21	9	Shell
Boston Scientific	26	18	Space
Cogentix Medical	07	12	Shell
Coloplast	02	25	Space
Cook MyoSite	24	12	Space
DEKA	35	18	Space
Elidah	06	6	Shell
Ferring	08	40	Space
Fotona	27	9	Shell
Herniamesh	14	6	Space
Iskra Medical	04	6	Shell
Laborie	18	24	Space
Lyra Medical	25A	9	Shell
Mcube Technology	23	9	Shell
Medica	22	9	Shell
Medical Calò	04A- shared		Shell
MEDKONSULT medical technology	33	9	Shell
Medprin	15	9	Shell
Medtronic	03	50	Space
MINZE	20	6	Shell
Miromed	16	9	Shell
Neomedic	38	18	Shell
Novioscan	30	9	Shell
Nuvectra	37	18	Shell
Otsuka	19	12	Shell
Pierre Fabre	15	9	Shell
Promedon	09	40	Space

Speciality European Pharma	32	9	Shell
Teleflex Medical	39	24	Space
Tsukada Medical Research	36	9	Shell
Urology News	28	9	Shell
Uromedica	25	9	Shell
Wellspect Healthcare	11	40	Space
Wisepress Medical Bookshop	24A	4	Space

Section 3: Exhibition Services

Exhibitor Badges

- **All Exhibitors are required to be registered** and will receive a badge displaying the exhibiting **company's name**. Individual participant names will **not** appear on badges and may be used interchangeably between staff members.
- **Two complementary exhibitor badges** will be given for the first 9 sqm booked. Any additional exhibitor badges will be charged an exhibitor registration fee of **€164**.
- To place an **order of additional badges**, please complete the form in the **exhibitor's portal**. We will send you a link to the **Exhibitors' Portal**, including your personal login details. **Deadline** for ordering badges: **Tuesday 18 July**.
- Exhibitors' badges give free access to the exhibition area only, including refreshments for registered exhibitors.
- 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 booth staff purposes only and should not be used by companies to bring visitors into the Exhibition.
- Exhibitor's badges will **not** be mailed in advance and may be collected at the **Registration Desk** on arrival.

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 Manager's Desk on site.

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 ICS 2017 please feel free to contact:

Mrs. Yulia Rijinsky

Tel: +972 54 678 7995

Email: yrijinsky@kenes.com

Lead Retrieval App & Mini Scanner

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

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 - **EUR 400.00 + 4% CC charges**
- Online user guide for lead retrieval App [here](#)

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit – **EUR 300.00 + 4% + CC charges**



Please Note:

- Attendee data is supplied by each participant or agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.
- Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants, who have not agreed to this, will not be provided.
- Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

In order to **reserve your Lead Retrieval Wireless Barcode Reader**, please complete the order form in the **Exhibitor's Portal**. We will send you a link to the Exhibitors' Portal, including your personal login details.

Deadline for ordering scanners: **Tuesday July 18.**

- The system may be picked up on site at the Registration Desk on: Monday 11 September from 17:00.
- The lead retrieval system needs to be returned to the Registration Desk on: Friday 15 September by 15:00

Section 4: Technical Information

Stands Design

Exhibitors using **independent contractors** are required to submit a copy of the booth design including measurements for the organiser approval.

1. **A scaled drawing (including elevation views)** of the proposed booth to be built.
 2. **A list of all Electrical / appliances** to be installed in the booth.
- All exhibits are to be displayed so as 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.
 - **Construction finish** must be perfect in all the stand's visible areas, including rear sides.
 - If you have floor **platform** at your booth higher than 4.5 cm, you are required to provide a ramp for **handicapped access**.
 - Advertising on the boundary with other stands is prohibited.
 - The **maximum building height** for the top of all elements in the booths is **3 meters**.
 - Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
 - **Double Decker** Stands on Two Levels are not allowed.
 - Please submit your booth layout for approval via the Kenes Exhibitors Portal by **Monday 10 July**.
 - The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
 - Each exhibiting company should submit the name and **details of their construction company**. Please submit it via the Kenes Exhibitors Portal by **Monday 10 July 2017**.
 - Exhibitors using independent booth contractors could include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact **Marco Ulivi** from the **Firenze Fiera** at: ulivi@firenzefiera.it to coordinate a visit.

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

Booth Package includes the following:

- Shell scheme frame (100cm X 250 cm height) *
- Fascia inscription in Ariel font, bold, black, 12 characters max. Height of letters 16 cm
- Clip light (one clip for each 3 sqm. space)
- Cobalt Carpet
- Furniture package:
 - 1x: Standard Skirted Table 183/45/75cm **catalogue # 0000071**
 - 2x Black Chairs: **catalogue # 00000245**
 - 1X Recycle bin

*Visible panel size: 95cm x 238cm high

** The skirted table will be provided by default to shell scheme booth. If you prefer the round table, please inform SEG at: ivoal@seg.bg

Booth Packages do not include:

- Stand cleaning
 - Electricity
- Cleaning and Electricity should be booked via SEG web shop by July 28, 2017

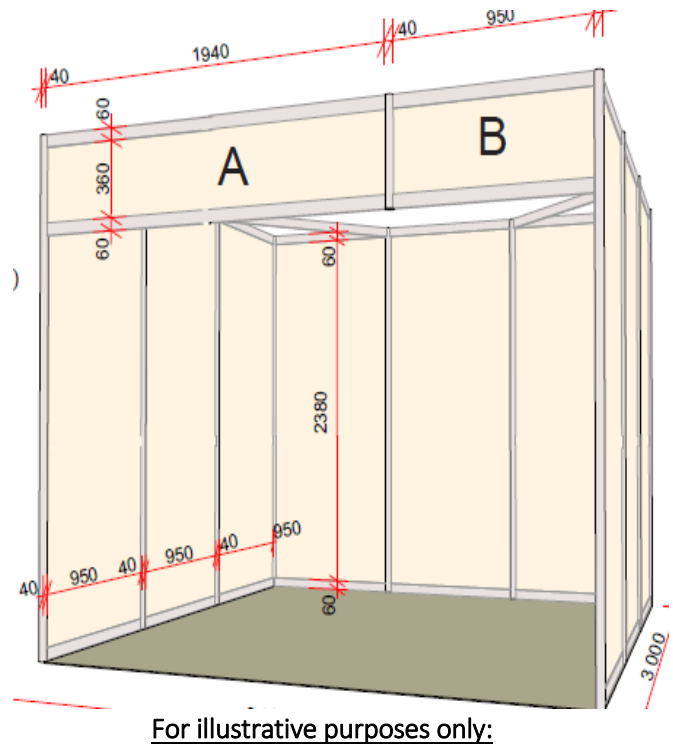
Please note: Corner booths are provided with two open sides, and 2 fascia panels with company name.

Fascia Sign

Please submit the company name for your fascia via **Kenes Exhibitors Portal**.

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.

If you require additional furniture or services for your stand, please submit it via the SEG Webshop in this link: <http://segshop.eu/>



Build-Up Height

The maximum building height for the top of all elements in the booths is **3 meters**.

The ceiling height is 3.3 meters.

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 Hangings

Ceiling hangings are permitted in limited locations. However, please be aware that the total Ceiling height is 3.3 meters.

The existing ceiling supports can hold a maximum of 10 kg per linear meter (for banners, spotlights) etc.

Please notify us if you would like to hang heavier items from the ceiling, as special arrangements could be made through hanging metal rails. However, these metal rails are not located above every booth.

Therefore, if you would like to hang from the ceiling items heavier than noted above, please mark the floor plan noting your exact location request and we will tell you if it is possible.

Please contact:

Ulivi Marco

Tel: +39 055 4972 222

Email: ulivi@firenzefiera.it

Compulsory Insurance

Every exhibitor is required by the venue to have an "All Risks" policy for goods, machinery, equipment and fittings brought and/or used inside the fair-congress premises of Firenze Fiera S.p.a.

For the aforementioned mandatory coverage, each Exhibitor can join the policy made available by Firenze Fiera S.p.a. at the current price of € 100.00, including VAT.

If you have your own insurance, please send a copy of your insurance by email to yrijinsky@kenes.com

If you don't have your own insurance, It's mandatory to purchase the venue insurance.

The insurance can be purchased using the order form found in this manual.

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. To ensure maximum safety, all electrical connections to the power supply can only be carried out by the official contractor.

The daily power supply to booths will be switched on one hour before the exhibition opening and will be switched off one hour after closing time.

3 phase connections are made through a socket on the ceiling. Single phase connections are made through a socket on the floor.

Please note the following:

*Exhibitors who order a supply box at the ceiling will make their own connections and are responsible to maintain all safety rules. Should you choose this option, please complete **Form B** found at the end of this manual. In case of inadequacy of installation, the safety control may decide to forbid the electrical supply or to oblige the exhibitor to extra fire surveillance at their own expenses.*

Electricity should be ordered via **SEG** webshop [Here](#).

Exhibition Area

The Exhibition is being held in **Padiglione Spadolini** hall located at **Ground Floor**.

Floor

Since the floors are beige resin linoleum, we suggest that you lay carpeting or provide a floor covering for your space only booth.

Maximum Floor Load: 500 kg per sqm.

Flowers & Plants

Order form is found at the end of this manual. For any question, please contact:

Oggetto

Alessandra Novelli

Email: alessandranovelli@gmail.com

Furniture, Stand Cleaning, Carpets, Screen, Computers

Please submit your orders via **SEG** webshop [Here](#).

Hostesses & Temporary Staff Hire

If you need hostesses for your booth or symposium, please contact Marina Maiolatesi.

Tel: + 39 06 33250564

Email: marina@milleniumviaggi.it

Hotel Accommodation

We offer an excellent selection of hotels next to the meeting venue and in other city central locations.

Please book online: <https://hotel.kenes.com/en/congress/ICS17>

Or contact Elad Kurtz ekurtz@kenes.com

Tel: +41 22 9080488

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 programs, apps and websites, to order a dedicated Wi-Fi or Wired connection. Wi-Fi can be ordered via Kenes Exhibitors Portal.

For wired network for your stand please contact Yulia Rijinsky for proposal at: yrijinsky@kenes.com

Loading Access

To unload exhibition material please enter through **Porta S.M.N** (Map is found at the end of this manual).

Parking

If parking facilities are needed, please contact: Firenze Fiera S.p.A.

Ulivi Marco

Tel: +39 055 4972 222

Email: ulivi@firenzefiera.it

Platform

If your booth floor platform is higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Refreshments

Breaks are in accordance with the Meeting timetable.

Cash bars will be located in the Padiglione Spadolini Ground Floor, and will be available for Lunch.

Coffee/Tea will be served during official coffee breaks.

Security

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

Neither the organizers nor Firenze Fiera S.p.A. 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.

For further information and to place an order please contact yrijinsky@kenes.com

Site Visit

If you wish to visit the venue before the meeting, please contact:

Ulivi Marco - Firenze Fiera S.p.A.

Tel: +39 055 4972.222

Email: ulivi@firenzefiera.it

Website: www.firenzefiera.it

Shipment in Advance to the Venue

As the venue has no storage facilities, **no deliveries** will be accepted **PRIOR** to the **meeting**.

Stand Catering

Catering is exclusive to the **Gerist srl**. Please note that "corking" fees apply to any food or drinks brought into the venue.

For further information and to place an order please refer to the order form at the end of this Manual or contact:

Elisabetta Andrei

e.andrei@gerist.it

Tel: +39 (0)55 4633692

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.

Stand cleaning can be ordered via **SEG** webshop [Here](#).

Storage

Accessible storage during the meeting – if you need accessible storage during the meeting, please contact yrijinsky@kenes.com

Storage of empties – If you require the storage of empties, please contact Zehavit Akerman of Hermes at: zehavitak@hermes-exhibitions.com

Smoking

The Firenze Fiera S.p.A. operates a **NO SMOKING** policy in **ALL** halls.

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 Firenze Fiera S.p.A. 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.

Section 5: Official Contractors

Booth Construction and Fittings, Electrical Fittings, Furniture Hire, Graphic Printing, Audio Visual, Carpet, Stand Cleaning

SEG - Special Events Group

Mr. Ivaylo Alexiev

Tel: +359 2866 94 40

M: +359 898 770 977

Email: ivoal@seg.bg

Website: www.seg.bg

If you require additional furniture or services for your stand, please refer to the SEG WebShop found here: <http://segshop.eu/>

Catering Services

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the ICS Meeting Caterer. Order form is found in the next pages.

Gerist Ricevimenti

Mrs. Elisabetta Andrei

Tel: +39 (0)55 4633692

Email: e.andrei@gerist.it

Website: www.geristricevimenti.it

Hostesses & Temporary Staff Hire

Mrs. Marina Maiolatesi

Tel: + 39 06 33250564

Email: marina@milleniumviaggi.it

Flowers & Plants

Exhibitors who wish to order Flowers & Plants for their exhibition booth are welcome to do so directly with Oggetto. Order form is found in the next pages.

Oggetto

Alessandra Novelli

Email: alessandranovelli@gmail.com

Freight Handling & Customs Clearance Agent

Hermes/Merkur

Ms. Zehavit Akerman

Tel : +49 6173 966 95 28

Mobile : +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions

- Tariff
- Material Handling Form
- Labels

Complete Shipping Instructions with Labels can be accessed [Here](#)

Delivery & Logistic Services

Hermes/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, **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 Meeting 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-Advice" 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-Advice 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.

Section 7: Order Forms

The following order forms are to be filled and submitted Via the Kenes Exhibitors Portal:

- Exhibitor Badges
- K-Lead –Lead Retrieval Wireless Barcode Reader
- Fascia Board – for shell scheme booths only
- Booth Plan & Details of Construction Company – for “Space only” booths

Mandatory Insurance (for companies not having their own insurance) – Please fill in the order form found in this manual.

Link to the **SEG Webshop**: <http://segshop.eu/>

In the next pages you can find the **order form for flowers and plants**, and the **catering options**. The catering order form will be sent as an excel file. If you need the **catering order form**, please contact Yulia Rijinsky.

IMPORTANT - ORDER DEADLINE: Orders received after the deadline may be subject to a surcharge fee.

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

Mrs. Yulia Rijinsky

Exhibition Manager

Tel: +972 54 678 7995

Email: yrijinsky@kenes.com

Site: www.kenes.com

ICS 2017 - MANDATORY INSURANCE

Every exhibitor is required by the venue to have an “All Risks” policy for goods, machinery, equipment and fittings brought and/or used inside the fair-congress premises of Firenze Fiera S.p.a.

For the aforementioned mandatory coverage, each exhibitor can join the policy made available by Firenze Fiera S.p.a. at the current price of €100.00 + 4% Credit card processing fee.

If you have your own insurance, please send a copy of your insurance by email to yrijinsky@kenes.com

If you don't have your own insurance, It's mandatory to purchase the venue insurance.

DEADLINE: Tuesday, 1 August, 2017

Authorization for Credit Card Charges

Name of Exhibitor/Sponsor:

We authorize Kenes International – Organizers of Congresses to make the charge of €100 for compulsory insurance at the ICS 2017 Congress.

Credit Card details to be charged:

Number:

Expiration date:

Name of Card holder:

E-mail address:

Billing Details (company name and address):

.....

VAT number.....

Telephone number:

Security digits (on the back of the credit card)

Date:

SIGNATURE of Card holder:

ICS 2017, 12-15 September 2017, a Firenze Fiera SpA

ICS 2017 Floral Order Form

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

Please email this form no later than **Tuesday, August 1** to the attention of **Yulia Rijinsky** at yrijinsky@kenes.com

Total Charge for Floral Order: _____

Company Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Card Type: Visa / MasterCard / AMEX: _____

Credit Card Number: _____












Expiration Date: _____

Security Digits (on the back of the credit card): _____

Name of Card Holder: _____

Date: _____

SIGNATURE of Card Holder: _____

<u>Description</u>		<u>Unit Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
Ficus Benjamin h. cm 250/300		88,00€		
Ficus Benjamin h. cm 170/180		44,00€		
Kentia h. cm 150/170		44,00€		
Photos		38,00€		
seasonal plant with flowers		15,00€/20,00€		
Fern		12,00€		
Anthurium		15,00€		
Dracaena h. cm 160		20,00€		
Spathiphyllum h. cm 60/70		15,00€		
Croton		18,00€		
Phalenopsis		20,00/30,00€		
bouquet		40,00/100,00€		

Jardinière con varietà di
piante 1x0.3x0.3m



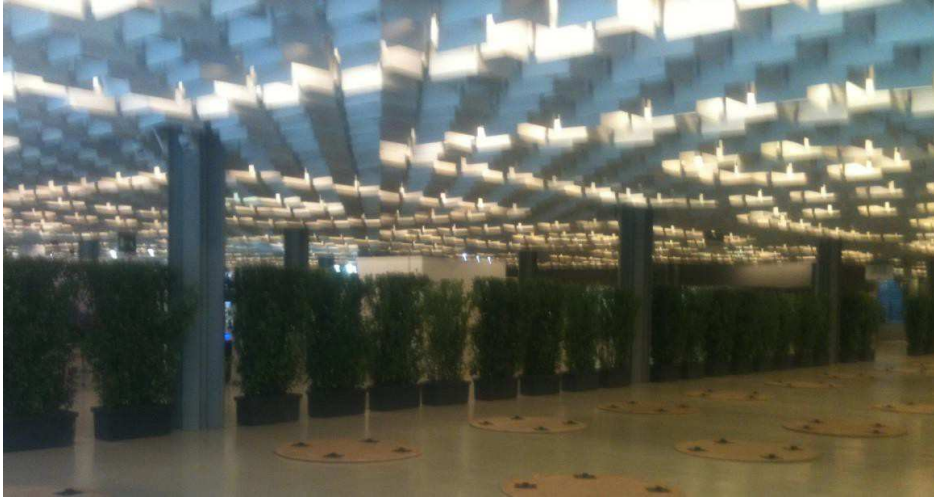
25,00/80,00€

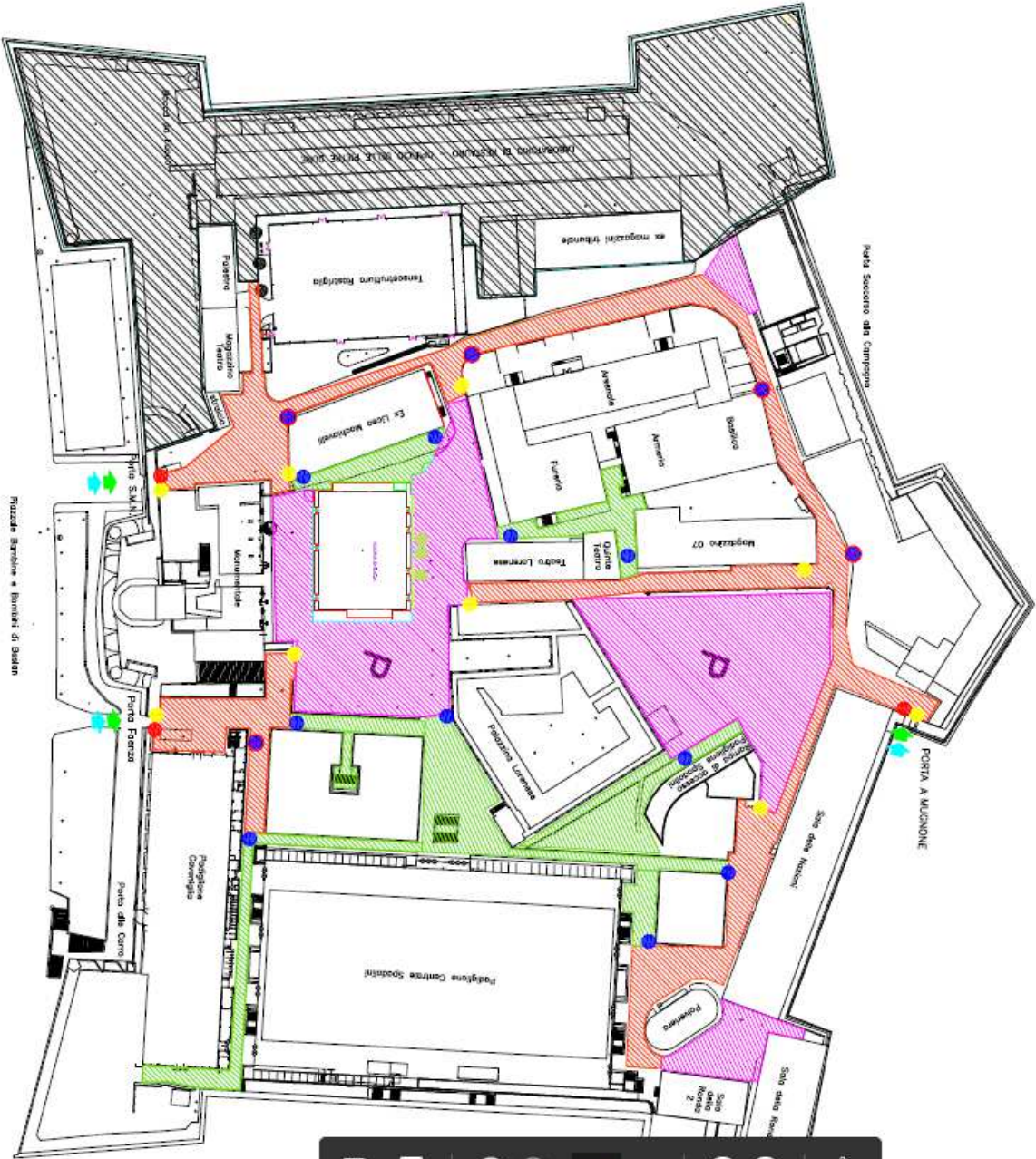
flowers composition



15,00/25,00/
100,00€












LEGEND

ROAD REGULATION

THE EVENT ORGANIZER MUST READY A RESTRICTED ROAD NETWORK WITH ITS OWN PERSONNEL THROUGH THE USE OF ADEQUATE HORIZONTAL AND VERTICAL ROAD SIGNS THAT REGULATE ACCESS TO AND ROUTES WITHIN THE FORTEZZA DA BASSO.

ABOVE AND BEYOND THE RESPECT OF ROAD SIGNS ALREADY PRESENT INSIDE THE FORTEZZA DA BASSO, THE ORGANIZER MAY IMPLEMENT AT HIS OWN COST ANY FURTHER SIGNS DEEMED NECESSARY.

THE USE OF THE FREE/PEDESTRIAN AREAS, THE MIXED CAR/PEDESTRIAN AREAS AND THE AREAS FOR PARKING AND LOADING/UNLOADING OF GOODS IS SUBJECT TO THE FOLLOWING GENERAL RULES.

-  PEDESTRIAN ACCESS
-  ORDINARY ACCESS FOR VEHICLES
-  AREA SUBJECT TO USE BY BOTH CARS AND PEDESTRIANS
-  UNRESTRICTED AND PEDESTRIAN AREA
-  PARKING AREA - LOADING/UNLOADING AREA

GENERAL RULES









Pedestrians must use sidewalks where present. Drivers of lifts must use the righthand side of the road. Pedestrians have the right of way over lifting vehicles. Lifting vehicles have the right of way over other means of transport. Parking and obstruction is forbidden. Only supervised stopping is permitted. The speed limit is 20km/h.

Pedestrians must use sidewalks where present. In the case lifting vehicles need to enter pedestrian areas to load or to unload, they must precede at walking pace; In the case of poor visibility from the driver's seat, they must be preceded or accompanied by a person on foot.

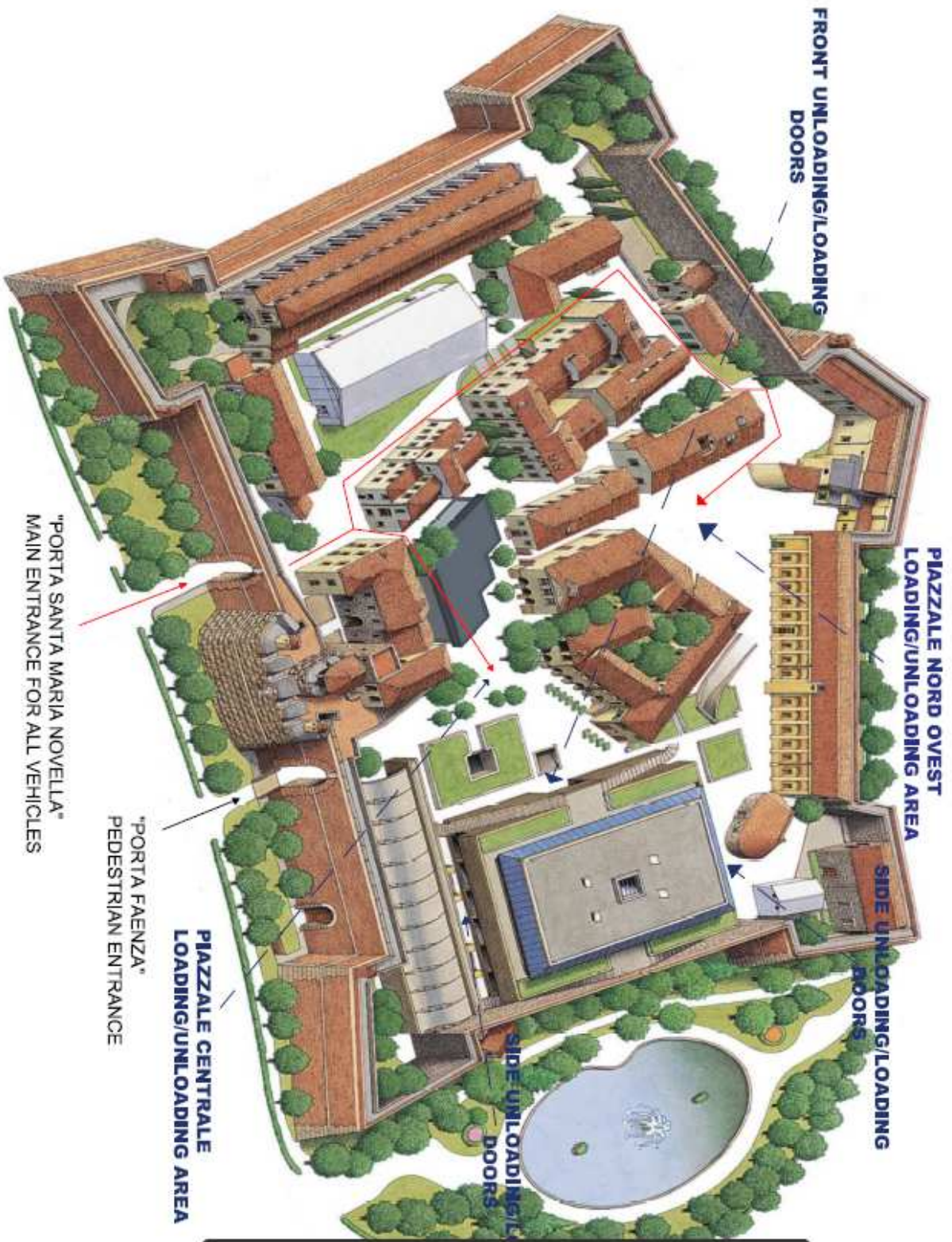
The loading and unloading zones are accessible to pedestrians, means of transport, and lifting vehicles. In the absence of specified signs and rules, vehicle parking must be orderly. In the loading, unloading and parking areas, care must be taken to leave a clear transit lane for emergency vehicles at all times.

REMEMBER THAT THE SPEED LIMIT IS 20 KM/H

REMEMBER TO GIVE WAY TO PEDESTRIANS AND MOVING CARTS

			
 Vertical road sign	 Vertical road sign	 Vertical road sign	 Vertical road sign

During set up and dismantling the following DPI (safety protection devices) are mandatory:



FRONT UNLOADING/LOADING DOORS

PIAZZALE NORD OVEST
LOADING/UNLOADING AREA

SIDE UNLOADING/LOADING DOORS

PIAZZALE CENTRALE
LOADING/UNLOADING AREA

"PORTA FAENZA"
PEDESTRIAN ENTRANCE

"PORTA SANTA MARIA NOVELLA"
MAIN ENTRANCE FOR ALL VEHICLES