



EUROGIN 2015

International Multidisciplinary Congress

Sevilla, Spain, February 4-7, 2015

HPV Infection and Related
Cancers: Translating Research
Innovations into Improved
Practice

EUROGIN 2015

Sevilla, Spain

EXHIBITORS' MANUAL



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CONTACT DETAILS

CONFERENCE MANAGER

Peter Mattonet
174 rue de Courcelles / 75017 Paris, France
Phone: +33 (0) 1 48 88 96 24
Fax: + 33 (0) 1 47 66 74 70
Email: peter.mattonet@eurogin.com

SCIENTIFIC SECRETARIAT

EUROGIN
174 rue de Courcelles / 75017 Paris, France
Phone: +33 (0) 1 44 40 01 20
Fax: + 33 (0) 1 47 66 74 70
Email: admin@eurogin.com

REGISTRATION / HOTEL ACCOMMODATION

Barceló Congressos
Contact: Berta Pujol and Laura Gil
Pl. Europa 17-19 1st Floor / 08908 L' Hospitalet de
Llobregat – Barcelona, Spain
Phone: +34 93 882 38 78
Fax: +34 971593811
Email: eurogin2015@barcelocongresos.com

CONGRESS VENUE – FIBES

Fibes, Palacio de Exposiciones y Congresos
Av Alcalde Luis Uruñuela n°1/41020 Seville, Spain
Tel: +34 954 47 87 07
Email: congresos@fibes.es

GENERAL SERVICES – FIBES

Mechanical Services – Security Agents – Cleaning
Electricity – Plant rental – Shell Scheme – Furniture – AV
& IT Solutions – Internet connections – Hostesses
Mandatory insurance – Printing, signage
Fibes, Palacio de Exposiciones y Congresos
Contact: Tania Halcón
Av Alcalde Luis Uruñuela n°1/41020 Seville, Spain
Tel: +34 954 47 87 19
Email: thalcon@fibes.es

CATERING – FIBES

Fibes, Palacio de Exposiciones y Congresos
Contact: Solina Perea
Av Alcalde Luis Uruñuela n°1/41020 Seville, Spain
Tel: +34 954 47 87 07
Email: sperea@fibes.es

FORWARDING AGENT

TRANSFEREX, S. A.
Contact: Barbara Helguero
Email: barbara@transferex.com
Tel: +34 – 91 554 12 02 / +34-687 786 700
Fax: +34-91 220 64 65...



EXHIBITION HOURS

Booth set-up

February 3rd, 2015 - from 7.00hrs to 22.00hrs



The exhibition area must be completely cleared

by Feb. 3rd, 2015, 22.00hrs at the latest

Exhibition Opening hours

February 4th, 2015 9.00hrs – 17.30hrs

February 5th, 2015 9.00hrs – 17.30hrs

February 6th, 2015 9.00hrs – 17.30hrs

February 7th, 2015 9.00hrs – 13.30hrs

Booth dismantling

February 7th, 2015—from 13.30hrs to 22.00hrs





CONFERENCE VENUE



FIBES – Seville Conference Centre
Avda. Alcalde Luis Uruñuela, 1
41020 Sevilla
Spain



CONFERENCE VENUE



FIBES has two venues: the Exhibition and Conference Centre (FIBES 1) and the new Congress Centre (FIBES 2). The EUROGIN 2015 will be held at FIBES' new premises.

FIBES 2 is a state-of-the-art building equipped with all necessary means to guarantee the success of any event held in such premises. The new facilities include more than 50 meeting rooms, auditoria (with capacities ranging from 3,200 to 340 people), indoor and outdoor exhibition areas, as well as catering areas and other spaces.

Fibes exhibition spaces are easy to access and fitted with all types of connections: Internet, telephone and electricity. The conference rooms feature a full range of technologies: video projector, sound system and Wi-Fi internet access.

CITY OF SEVILLE



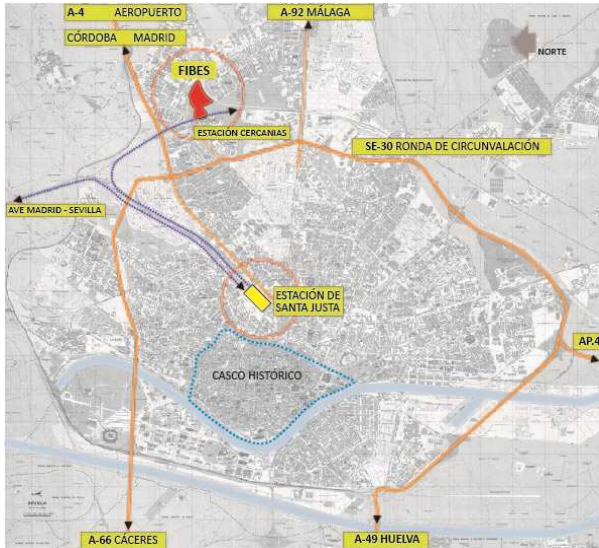
Sevilla (Seville) is the most important city in the south of Spain with its attractive, rich and complex personality forged over the centuries by multiple influences. It also offers an outstanding architectural heritage.

With a geostrategic location between Africa and the Mediterranean and with excellent air, sea and land connections with Europe, it is an incomparable beacon city. Its air connections, high-capacity motorways connecting it with Madrid and the Costa del Sol, the high-speed train lines and its modern airport are all weighty reasons that recommend Seville as a conference destination.



CONFERENCE VENUE LOCATION / ACCESS

FIBES is located in the eastern part of the city between San Pablo International Airport (3km) and Santa Justa Main Train Station (4km) and is easily reached by car or shuttle thanks to its proximity to the ring road and well connection by public transport.



HOW TO REACH FIBES CONGRESS CENTER?

From the San Pablo International Airport

The Airport is situated only 3km away from Fibes.

TUSSAM AIRPORT BUS:

Line EA ("Especial Aeropuerto")

This is a rapid bus service between the airport and the city centre with stops at Santa Justa and San Bernardo train stations and others at the historic centre.

The service runs every 20-30 minutes from 4:30am to 0.30am and the trip takes approx.. 25 minutes between the airport and San Bernardo.

Single fare 4.00 €

Please check timetables:

<http://www.aena-aeropuertos.es/csee/Satellite/Aeropuerto-Sevilla/en/Seville.html>

AIRPORT - CITY TAXI

Fixed fare for taxis from and to the airport, regardless the area you go within the city of Seville

FARE 1: 21.89 € (Mo.-Fr./7am-9pm)

FARE 2: 24.41 € (Mo.-Fr./9pm-7am / Sat.-Sun. - bank holidays/all day)

For more info:

www.aena-aeropuertos.es/csee/Satellite/Aeropuerto-Sevilla/en

From the Railway Stations

San Bernardo and Santa Justa

TRAIN C4 (CIRCULAR)

This is the best and fastest means to get to Fibes from the city centre. Central Sevilla has 2 main train stations, Santa Justa and San Bernardo. At both stations them you can take the C4 (Cercania 4) train to "Palacio de Congresos" (Fibes Conference Centre). This C4 train is a circular line running always in the same direction)

- C4 Train from San Bernardo station reaches FIBES in 11 minutes
- C4 Train from Santa Justa Main Train Station reaches FIBES in 6 minutes

(The return trips from "Palacio de Congresos" to these stations are about 20 minutes to San Bernardo and 25 minutes to Santa Justa).

Fares: Single Ticket: 1.75 € - Return Ticket: 2.50 €

More info: www.renfe.com/EN/viajeros/

TAXI

Many taxis can be found at the main entrance of the St. Justa Railway Station (taxis at St. Justa Station apply a surcharge of 1.39 €)

BUS

From St. Justa area: take bus line 27 (gets to Fibes in 10/15 min)

From St. Bernardo area: take bus line B4 (reaches Fibes in approx. 15/20 min)

From the historic city centre

TRAM

It runs between the historic centre to/from San Bernardo station (connection with C4 train)

METRO

It stops at the city centre and St. Bernardo station (direct connection with C4 train halt)

BUS

Take the lines 27 and B4, reaching FIBES from the city centre or St. Bernardo station.

By Car

The main highways are the N-IV, coming from Madrid, the A-92, coming from Malaga and the A-49, coming from the coast. When arriving in Seville, there are plenty of signs directing to Fibes.



GENERAL INFORMATION

ALLOCATION OF EXHIBIT SPACE

Space allocation will be made by EUROGIN and will be considered definitely confirmed once received the full payment only, within the time indicated in the terms of payment. The confirmation of spaces should be done directly with EUROGIN conference manager peter.mattonet@eurogin.com

EXHIBITION SCHEDULE

Booth set-up

February 3rd, 2015 - from 7.00am to 22.00pm

Exceptionally, the set-up period can be extended up to 24.00pm, but this involves payment of an additional fee by the exhibitor.

If no extension has been authorized, the congress centre reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks.

Any installation that would damage the general aspect of the congress centre will be removed, as well as any material or substance with unpleasant smell or any material or substance considered dangerous.

Opening hours of the exhibition

February 4 th , 2015	9.00 – 17.30
February 5 th , 2015	9.00 – 17.30
February 6 th , 2015	9.00 – 17.30
February 7 th , 2015	9.00 – 13.30

Booth dismantling

February 7th, 2015 – from 13.30 to 22.00

Exhibitors are requested to remove their own structures, equipment and/or products before the end of the period reserved for moving out and/or dismantling.

EXHIBITOR REGISTRATION

For security reasons, only duly authorized personnel will be allowed to access the Convention Centre.

Please check if your reservation for exhibit space includes registrations (badges) for exhibitor personnel. Booth builders do not need to be registered in advance for exhibitors' badges. They will obtain access upon proof of their status at the entrance gate of the convention centre, without any further formality.

CLEANING

The exhibition hall and walkways will be cleaned after the set up.

Exhibitors are responsible for cleaning their own stand. The everyday cleaning for the booths must be hired from FIBES using the Order Form V. This same order form can also be used for hiring optional extra cleaning services.

Your completed Order Form should be sent to thalcon@fibes.es by January 16th, 2015. For any orders later than such deadline, please contact FIBES for availability. In case of unavailability, neither FIBES nor EUROGIN will be held liable and they will have no obligation to provide any requested material.

ELECTRICITY SUPPLY

You can order electricity using the Order Form IV, being mandatory to hire this service with FIBES.

Please be informed that it might be necessary to use adaptors from US or UK to European Schuko plugs.

Your completed Order Form(s) should be sent to thalcon@fibes.es by January 16th, 2015. For any orders later than such deadline, please contact FIBES for availability. In case of unavailability, neither FIBES nor EUROGIN will be held liable and they will have no obligation to provide any requested material.

INSURANCE

Exhibitors are obliged to subscribe adequate insurance policies for civil liability and damages. Exhibitors can either contract this insurance with FIBES or send a certificate of insurance to FIBES.

The cost for the compulsory insurance is € 54.00 + VAT per company – you are requested to complete the attached Order Form III.

ON-SITE HANDLING

In case you need on-site handling, request must be address to thalcon@fibes.es by January 16th, 2015.

For booking forklifts and handling services you can use the attached Order Form VII.



OTHER SERVICES

A comprehensive list of further services can also be hired by completing the corresponding Order Form:

- Schell scheme booth
- Furniture
- AV and IT equipment
- Internet and telephone connections
- Flower and plants
- Hostesses

Your completed Order Form should be sent to thalcon@fibes.es by January 16th, 2015. For any orders later than such deadline, please contact FIBES for availability. In case of unavailability, neither FIBES nor EUROGIN will be held liable and they will have no obligation to provide any requested material.

Any special requests (e.g. customized booth) can also be hired upon request (thalcon@fibes.es).

CATERING

FIBES has the exclusive rights to provide foods and drinks in the Conference Centre and in stands. Exhibitors are therefore required to contact FIBES for all catering orders.

- For catering services at your booth, please use the attached Order Form IX or request a tailor-made service to FIBES.
- For Symposia and small satellite meetings, you can contact FIBES directly, which will make a tailor-made offer. **Please note** that in the Auditoria for satellite symposia it is only possible to use the special lunch boxes provided (Order Form X)

Please refer all catering orders directly to Solina Perea (tel.:+34 95 447 87 07 or email sperea@fibes.es) by January 16th, 2015. For any orders later than such deadline, please contact FIBES for availability.



ACCESS TO THE EXHIBITION AREA AND LIFTS

MAIN ACCESS FOR BUILDERS & TRUCKS (A)

The main way for unloading materials is through the Freights Entrance situated at the back of the building. This entrance gives direct access to the storage room (in case of material to be stored there) and to the goods lift (for material going directly to the exhibition area).

Technical details of this lift:

- Weight capacity: 4,000Kg
- Dimensions: 3.60x2.70m
- **Note:** due to the dimensions of doors connecting with exhibition hall, the maximum width of materials should be 1.80m (for wider materials, alternative accesses can be used)

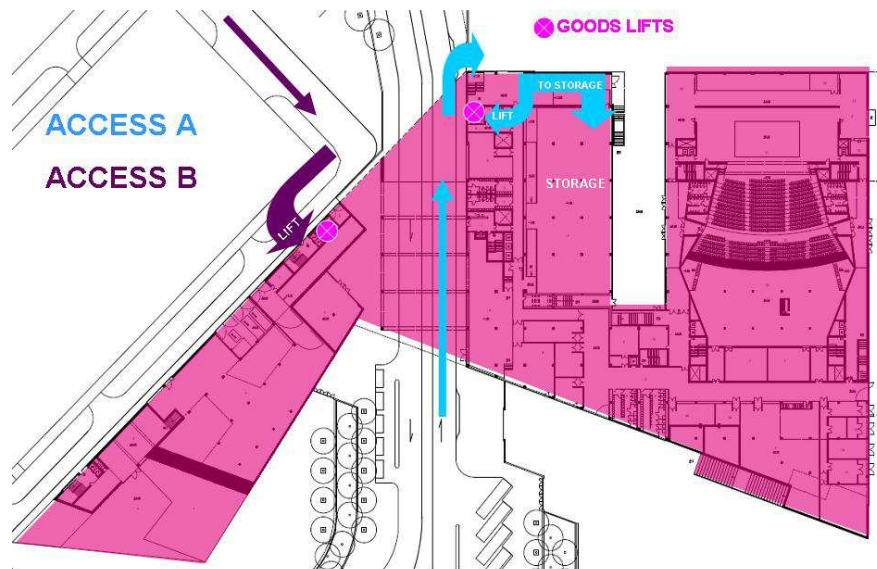
LATERAL ACCESS FOR BUILDERS & TRUCKS (B)

Another way for unloading materials is through the Goods Entrance situated at the side of the ramp building. This entrance connects with another goods lift, which stops right by the main entrance to the exhibition area (top of the ramp).

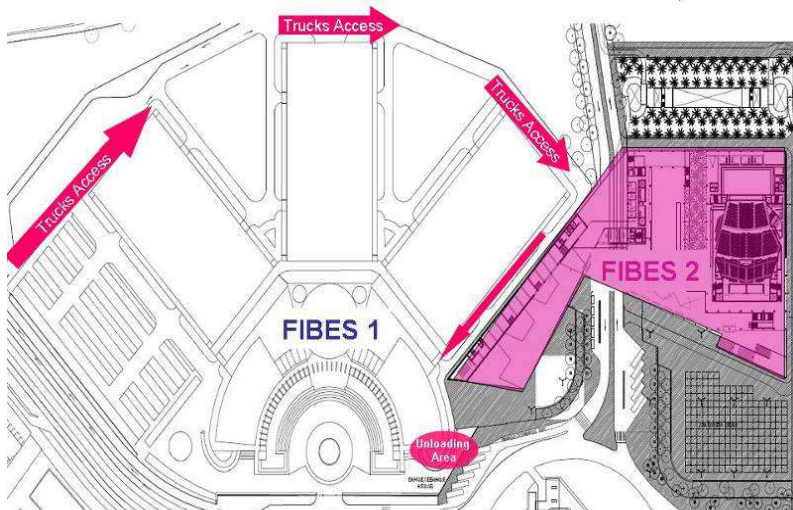
Technical details of this lift:

- Weight capacity: 2,000Kg
- Dimensions: 1.95 x 2.05m
- For bigger or heavier material, alternative access can be used.

FREIGHTS ACCESS



FIBES 1 & FIBES 2



ACCESS FOR SPECIAL SIZE MATERIAL

For those freights that cannot be unloaded through the main or lateral access for any reasons (material which is too big, too heavy, etc.), it is possible to make use of the main Ramp. In such case, FIBES Technical Department would have to endorse this beforehand.

Exhibitors designing their own booth and using their own booth builder are requested to contact Francisco Salas (fsalas@fibes.es) before January 16th to reserve a time slot for unloading their truck.



GENERAL EXHIBITION REGULATIONS

HEIGHT LIMITS

The height of the shell system booths is 2.70m.

The maximum height of all customized booths is 3.50m.

REGULATIONS

GENERAL INSTALLATION RULES

- Before starting any work, building companies must collect the labour risk prevention documents FIBES Supervisor will provide them with.
- Every company/person bringing any work out has to be approved as authorized company.
- All staff working directly or indirectly for the external building company will have to be properly insured, FIBES declining any responsibility in case of accident or breach of employment regulations.
- At least 15 days before set-up date, the booth building company or the exhibitor will have to send to FIBES Technical Department full documentation on the booth they will build (dimensioned drawing, floor plans, decorative elements, water supply points, electricity, data lines and other services), as well as fireproof certificates in case of installing carpet, fabric or similar.
- FIBES reserves the right to approve and/or modify the project for safety reasons.
- Set-up operations must be done in compliance with the indicated schedules. Any time extensions should be first endorsed by EUROGIN and FIBES. Any expenses (fee for overtime use, extra security or the like) will be charged to the exhibitor.
- Painting equipment must be cleaned in those purpose-reserved places, not in toilets.
- No shell scheme booth, nor structure or electrical element of the Conference Centre must be manipulated.
- It is prohibited to block any suction / return grilles of the HVAC system. Booths close to any return grilles must be built minimum 25cms apart.
- **It is strictly forbidden to paint, drill, nail...on the floors, walls, doors and ceilings of the building, as well as on panels of shell scheme booths.** The exhibitor shall bear the costs of repair that may arise for not complying with this rule.
- FIBES reserves the right to refuse admission.

MEASUREMENTS AND FINISHINGS

All booths must meet the following requirements:

- The booth must be built within the hired space limits and respect the maximum permitted height.
- Booth finishings must be perfect in all visible areas, including rear and top, especially in booths situated by glass walls, main foyer or in areas where it can be seen from the upper floor.
- Advertising near other booths is prohibited.
- When a platform is built, there must be an access for the disabled. In such case, all manholes must be left accessible for inspection, at least those providing services.
- Carpet must be used in all installations to protect the floor, mainly when using platforms.
- It is forbidden to affix signs, posters and other items on the walls and aluminium surfaces (this must be endorsed by FIBES Technical Department beforehand).
- Signage elements will have to be affixed on podiums and other purpose-built structures with Tesa Textile double sided tape.
- Only trolleys and forklifts can carry material up the ramp access. Whenever cranes, forklifts, etc. are provided by an external company, it is compulsory to submit the documentation to be revised by FIBES Technical Dept. (insurance, standardization, etc). They can only stay at Fibes during setting up/dismantling periods, not while the event is taking place.

BUILD OPERATIONS

- Before starting building, the FIBES Set-up Supervisor will indicate the location of the booth and provide the documentation on labour risk prevention.
- Whenever electricity is required for setting up, the necessary connections should be hired with FIBES, as using the sockets in the Conference Centre or other booths is prohibited.
- Inside FIBES venue, only works of assembly, finishing and arrangement of decoration and products are allowed. These works will always have to be carried out in the space determined for the booth, never outside its limits. Likewise, it is not permitted to use electrical equipment for cutting, chopping, sanding or similar, unless these tools have a suction or vacuum system.
- Vehicles have a limited time for loading / unloading.



OBLIGATIONS FOR PARTICIPATION

- It is mandatory to hire with FIBES the cleaning services for the stand and to have the civil liability and third party insurances.
- Builders are obliged to comply with all general rules of building, as stipulated in current Spanish Law and prevention of occupational risks. Ignorance of the law is no excuse.

RIGHT TO WITHHOLD

- FIBES is entitled to withhold the exhibited material in case of the Stand Builder's and/or Exhibitor's default in their obligations, also charging for the expenses arising from storing such material.
- FIBES shall in no case be liable for damages and/or theft of the material withheld.

MATERIALS

- ➔ The following types of material are prohibited for building and decorating:
 - Non-fireproof fabric, cloth and/or carpet
 - Two double-sided tape other than Tesa Textile
 - Inflammable or toxic materials
- ➔ Exhibiting goods that are dangerous, explosive, unhealthy and/or that produce unpleasant noise or smell is not allowed.
- ➔ Fire cookers are not allowed.

MATERIAL REMOVAL

- Materials used during set-up cannot occupy any access corridors. Emergency exits must be respected and left unoccupied at all times.
- After the schedules established for set-up / breakdown / removal, all material must have been collected. FIBES denies any responsibility for any losses once these periods are over.

FIBES SET-UP SUPERVISOR

In case of doubts, please do not hesitate to get in contact with Francisco Salas (Tel. +34 95 515 60 32 / E-mail: fsalas@fibes.es)

INDUSTRIAL RELATIONS /ETHICAL CODE

It is recommended that all exhibitors, contractors and sub-contractors within the exhibition hall conduct their industrial relations in accordance with good practice. Any person carrying out work contrary to the requirements of FIBES and the local authorities will be required to stop work immediately and may be directed to leave the exhibition hall and the congress centre.

PROMOTIONAL ACTIVITIES

Promotion activities (e.g. quiz show, any sort of presentation etc.) at the stand must be reported to EUROGIN in writing. The exhibition organizer reminds you that it is only possible to approve such activities if:

- the activity takes place within booth perimeter
- it can be demonstrated that sufficient space is available within the stand to accommodate the expected number participants
- sound is directed towards the interior of the booth and not directed outside; the noise level at the perimeter of the stand may not exceed 40dB(A)
- neighbouring stands do not suffer visual or acoustic interference
- activities planned are registered punctually, at the latest 3 weeks prior to the event, and are accompanied by a list of prizes and a detailed description of how the events is to be staged

It is not permitted to distribute promotional material or to do other activities to get in contact with the participants outside of the exhibition booth.

SIGNAGE

The Organizer will erect signage directing the delegates and visitors to the exhibition. Exhibitors will not be permitted to erect their own signs anywhere in FIBES building within the Exhibition Area or the Congress Centre, other than at their own stands.

CAR PARKING / TRUCK PARKING

- Truck parking: No possibility to park any truck on the premises of FIBES.
- Car Parking: FIBES has an underground car park with space for more than 800 vehicles. Its use is charged per minute (a maximum of 6 hours are charged).

VEHICLES LOADING / UNLOADING

In order to avoid unnecessary waiting time of vehicles, exhibitors are requested to arrange the loading / unloading and transportation of exhibits on FIBES and from their stand with Francisco Salas (fsalas@fibes.es). Please contact Mr. Salas to book your unloading time slot.



SHIPMENTS / STORAGE

The FIBES Congress center has limited storage capacity.

No shipments will be accepted at FIBES before FEB. 2, 2015.

Materials received before these dates will be rejected.

If you are sure that your materials arrive on that day, you can send them (limited volumes only) to the following address:

FIBES Palacio de Congresos de Sevilla

(FIBES 2)

Avda. Alcalde Luis Uruñuela, 1

41020 Sevilla - Spain

Contact person: Solina Perea

Packages should be numbered as follows: 1/4, 2/4, 3/4 and 4/4 (example)

IMPORTANT: Please mark the following indications on all consignments: "Eurogin 2015 + your company name + booth number"

If you cannot ensure compliance with the above arrival date for your materials, please use the services of the FORWARDING AGENT who will make sure to deliver on time

Please DO NOT use the above address for any goods requiring customs clearance or for very important materials and documents which might not arrive on time. To ensure professional handling and timely delivery, WE STRONGLY RECOMMEND TO SEND ALL GOODS TO THE OFFICIAL FORWARDING AGENT "....." (see hereafter), at least 2 weeks before the event and providing adequate time for shipment to Spain, customs clearance (if applicable) or any other procedures.

Full details of the requirements for customs clearance and customs formalities are available from the official agent. Please note that a pro-forma invoice will be required for freight coming from outside the European Union. Your packages and cardboard boxes can transit through the official Forwarding Agent TRANSFEREX, who can assist you with all your deliveries and storage requirements.

Forwarding Agent

TRANSFEREX, S. A.

Contact: Barbara Helguero

Email: barbara@transferex.com

Tel: +34 – 91 554 12 02 / +34-687 786 700

Fax: +34-91 220 64 65...

Packages should be numbered as follows: 1/4, 2/4, 3/4 and 4/4 (example)

After the congress all materials should be collected on February 7th (from 2.00pm to 7pm) and 9th (from 9.00am to 2.00pm). After this time, the left materials will be removed

by FIBES and the exhibitor may be charged for such removal.

Shipping instructions for goods:

PLEASE DO NOT MIX UP MATERIALS INTENDED FOR CONGRESS BAGS WITH MATERIALS TO BE USED AT THE BOOTH – PLEASE SEND THE TWO TYPES OF MATERIALS SEPARATELY

A) Flyers and other items to be inserted into the congress bags:

These items have to arrive at FIBES **between January 28 and January 30, 2015.**

Materials arriving at the congress center before Jan. 28 will be returned to the sender!

when sending your materials please inform us by sending a message (possibly including a pdf file of the flyer or material shipped) to:

sperea@fibes.es

with copy to peter.mattonet@eurogin.com

Please mark all your packages or boxes containing items to be inserted in the congress bags as follows:

EUROGIN 2015 (for congress bags)

Name of the item - Name of your Company

Packages 1/4, 2/4, 3/4 and 4/4 (example)

Please send also two copies of each item (flyer, pens, etc.) to the EUROGIN office:

EUROGIN Peter Mattonet

174 rue de Courcelles / 75017, Paris France

Phone +33-148.88.96.24

Instead of sending hard copies of your flyer, you can also send a PDF file by email to peter.mattonet@eurogin.com

B) Exhibition documents, booth materials to be used for booth construction or at the exhibition booth:

Please **IMPERATIVELY** label all your packages and/or cardboard boxes as follows:

"Eurogin 2015" + your company name and booth #

Please send these materials and documents via the

Forwarding Agent TRANSFEREX (contact:

barbara@transferex.com)



BOOTH TYPE

PLEASE INDICATE IF YOU WILL USE THE STANDARD SHELL SYSTEM OR SET UP YOUR OWN CUSTOMIZED BOOTH

Exhibiting companies have the choice between:

- purchasing a standard shell system booth, or
- design and set up their own, customized booth

STANDARD (SHELL SYSTEM) BOOTH



The price per sqm includes:

- Aluminium structure 2.70m high with white melamine panelling 1m wide / each panel
- Fascia board on the façade with labelling depending on the sq.m (e.g. 12 digits in black colour vinyl H-12 cm per 16sqm)
- Carpet (colour: blue)
- Single-phase switchboard 5500w/220v, with a socket for 500w & differential breakers for 50w/sqm lighting

You can order a shell scheme booth using the Order Form III. Your completed Order Form should be sent to thalcon@fibes.es by January 16th, 2015. For any orders later than such deadline, please contact FIBES for availability.

CUSTOMIZED BOOTH

If you intend to set up your own booth (fully designed, built and decorated by your own booth supplier), please take into account the following points:

- Only the marking of your booth position on the floor will be ensured by the organization
- You will be charged a fee for using an external booth builder (3.35 € + 21% VAT per square metre)
- The electricity and the cleaning service for the booth are compulsory services and must be hired from FIBES
- The mandatory insurance must also be hired with FIBES, unless you send a certificate of having such insurance already taken out

Please submit your booth project (artwork file) of your customized booth before DECEMBER 15, 2014 to: Peter Mattonet peter.mattonet@eurogin.com and to Francisco Salas fsalas@fibes.es, for approval by the safety manager. The draft design must be sent electronically as a PDF or JPG file, showing all dimensions (length, width and height) of the stand and all walls.

In case you want to build your customized booth, you should first carefully read all the safety regulations and then fill in all the specific forms (at least Order Forms III, IV and V).

All the projects and the safety regulations forms must be approved by Eurogin Conference Manager and by FIBES.



IMPORTANT DEADLINES

In order to guarantee all the additional services for your booth we kindly ask you to meet all the following deadlines:

- **AV equipment / services** **January 16th, 2015**
- **Catering for booths and small meeting rooms** **January 16th, 2015**
- **Catering for satellite symposia (lunch boxes)** **January 16th, 2015**
- **Customized booth – Booth Security** **January 16th, 2015**
- **Electricity** **January 16th, 2015**
- **Flowers decorations** **January 16th, 2015**
- **Furniture rental** **January 16th, 2015**
- **Telecommunication** **January 16th, 2015**
- **Shipping:**

Flyers and other items to be inserted into the congress bags must reach FIBES Congress Centre between January 28th and January 30th, 2015. Items arriving before January 28 will be returned to the sender.