Supported Symposia Manual
June 2018

Dear Supporter,

We are happy to present you with the ESID 2018 Supporters Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now, and could save you a great deal of time later.

The ESID 2018 meeting takes place on **October 24-27, 2018** at the Lisbon Congress Centre (CCL), **Lisbon, Portugal**.

CCL - Centro de Congressos de Lisboa
Lisbon Congress Centre
Praça das Indústrias, 1300-307, Lisboa, Portugal
Website [http://lisbonvenues.pt/](http://lisbonvenues.pt/)

**A block of rooms has been reserved for the ESID 2018 Meeting participants and supporters at a discounted rate. Hotel reservations can be made via the Meeting website:**

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Lisbon and wish you a successful Symposium.

Warm regards,
Sharon Gamliel
Exhibition & Industry Coordinator
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Section 1: Symposium Related Contact Information

Meeting Organiser
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: esid@kenes.com

Hotel Sales Manager
Elda Hehle
Tel: +41 22 908 0488 Ext: 631 | E-mail: ehehle@kenes.com

Exhibition & Industry Coordinator
Sharon Gamliel
Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Audio Visual Coordinator
Mike Perchig
E-mail: nest@nest-av.com

Industry Liaison & Sales Associate
Frederiek Strating
Tel: +31 20 763 0512 | E-mail: fstrating@kenes.com

Programme Coordinator
Becky Ben Ami
Tel: +41 22 908 0488 Ext: 842 | E-mail: bbenami@kenes.com

Registration Specialist
Netta Dafne
Tel: +41 22 908 0488 Ext: 576 | E-mail: ndafne@kenes.com

Senior Account Manager
Marcel Dekker
Tel: +31 20 763 0102 | E-mail: mdekker@kenes.com
**Contractors Contacts:**

**Catering**  
Silva Carvalho Catering  
*Inês Oliva*  
Tel: (+351) 932 012 596  
ioliva@sccatering.pt

**Hostesses & Temporary Staff Hire**  
SpringEvents  
*Mafalda Resende*  
Tel: (+351) 914 985900  
mafalda.resende@springevents.pt

**Freight, Customs Clearance, Material Handling**  
Hermes-Exhibition and Projects, Ltd.  
*Zehavit Akerman*  
Tel: +49 6173 966 95 28  
Mobile: +972 52 511 4982  
zehavitak@hermes-exhibitions.com

**Furniture Hire**  
Grupo Marva  
*Nazaret González*  
Tel.: +34-91 3675428  
nazaret.gonzalez@grupomarva.com

**Plants & Floral Arrangements**  
Liz Garden  
Tel: +351 21 842 99 60  
encomendas@lizgarden.pt  
Should be ordered in advance via their website: www.lizgarden.pt
### Section 2: Deadlines Table

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Elda Hehle</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ehehle@kenes.com">ehehle@kenes.com</a></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Meeting</td>
<td>Pazit Hochmitz</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Final Programme</td>
<td>As soon as possible and no later than Monday, 20 August 2018</td>
<td>Via Exhibitor’s Portal</td>
</tr>
<tr>
<td>(for approval by Scientific Committee)</td>
<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>Programme Book Advertisement</td>
<td>Monday, 20 August 2018</td>
<td>Each sponsor/exhibitor has been contacted with login details to access the Exhibitor’s Portal.</td>
</tr>
<tr>
<td>(for approval by Scientific Committee)</td>
<td></td>
<td>For queries please contact Sharon Gamliel</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a></td>
</tr>
<tr>
<td>Bag Inserts – Final Artwork</td>
<td>Thursday, 6 September 2018</td>
<td>For queries please contact Sharon Gamliel</td>
</tr>
<tr>
<td>(for approval by Scientific Committee)</td>
<td></td>
<td><a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode</td>
<td>Tuesday, 16 October</td>
<td>For queries please contact Sharon Gamliel</td>
</tr>
<tr>
<td>Readers Order</td>
<td></td>
<td><a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a></td>
</tr>
<tr>
<td>Graphics, Furniture Hire</td>
<td>Thursday, 4 October 2018</td>
<td>Nazaret González</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:nazaret.gonzalez@grupomarva.com">nazaret.gonzalez@grupomarva.com</a></td>
</tr>
<tr>
<td>Hostesses &amp; Temporary Staff Hire</td>
<td>Thursday, 4 October 2018</td>
<td>Mafalda Resende</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mafalda.resende@springevents.pt">mafalda.resende@springevents.pt</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Thursday, 4 October 2018</td>
<td>Inês Oliva</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:joliva@sccatering.pt">joliva@sccatering.pt</a></td>
</tr>
<tr>
<td>Plants &amp; Floral Arrangements</td>
<td>Tuesday, 16 October</td>
<td>Liz Garden</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:encomendas@lizgarden.pt">encomendas@lizgarden.pt</a></td>
</tr>
</tbody>
</table>

#### Shipping & Material Handling Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments</td>
<td>Please contact Hermes Zehavit Akerman</td>
<td>Zehavit Akerman</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td>Please contact Hermes Zehavit Akerman</td>
<td>Zehavit Akerman</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>No later than Tuesday, 16 October</td>
<td><a href="mailto:Zehavitak@Hermes-Exhibitions.com">Zehavitak@Hermes-Exhibitions.com</a></td>
</tr>
<tr>
<td>Shipment via Lisbon warehouse</td>
<td>No later than Friday, 19 October</td>
<td></td>
</tr>
<tr>
<td>Direct to the Venue</td>
<td>No later than 09:00am on Monday, 22 October 2018</td>
<td></td>
</tr>
</tbody>
</table>

The supporting company, in addition to the support fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Meeting.
Section 3: Symposia Timetable

Wednesday, 24 October 2018

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shire</td>
<td>15:15</td>
<td>16:45</td>
<td>Auditorium VI</td>
</tr>
</tbody>
</table>

Thursday, 25 October 2018

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>07:30</td>
<td>08:30</td>
<td>Auditorium III</td>
</tr>
<tr>
<td>CSL Behring</td>
<td>12:20</td>
<td>13:50</td>
<td>Auditorium VI</td>
</tr>
</tbody>
</table>

Friday, 26 October 2018

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>12:20</td>
<td>13:50</td>
<td>Auditorium II</td>
</tr>
<tr>
<td>Octapharma</td>
<td>12:20</td>
<td>13:50</td>
<td>Auditorium VI</td>
</tr>
</tbody>
</table>

Timetable & Halls are subject to changes. The most updated timetable will be published on the Meeting website.

Important notes:
- Industry Session are not included in main Meeting CME/CPD credit.
- If you are considering having catering together with the symposium, outside the hall, please note that food and drinks are allowed to be taken into the symposium halls; however, additional charge of €300 will be applied for cleaning the hall immediately following the session.
- In order to set up the hall prior to the start of your Symposium, we would recommend arriving to your Symposium at least 10 minutes early, where a member of the logistics team will be available should you need any assistance.
- We ask presenters to follow the time schedule precisely in order that the day’s events may run smoothly. An updated Scientific Timetable can be found on the ESID 2018 website (click here).

Technical rehearsal
We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com
Technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements.

Badges
Each company is entitled to 10 Symposium badges which allow access to its symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.
Section 4: Symposia Session Halls

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hall Capacity</strong></td>
</tr>
<tr>
<td>Auditorium II</td>
</tr>
<tr>
<td>Auditorium III</td>
</tr>
<tr>
<td>Auditorium VI</td>
</tr>
</tbody>
</table>

**Speaker Lectern in All Halls**

- Lectern Banner Dimensions:
  - Width: 66 cm
  - Height: 120 cm
- Foam board (10mm recommended) or similar rigid material is recommended for branding.
- Any branding done will need to use velcro or command strips (not tape or glue that will leave residue).

**Head Table in All Halls**

- Head table Banner Dimensions:
  - Width: 160 cm
  - Height: 71cm high
  - (2 x table modules - W80 cm each)
- Foam board (10mm recommended) or similar rigid material is recommended for branding.
- Any branding done will need to use velcro or command strips (not tape or glue that will leave residue).

Sufficient seating for up to 2 persons

The general stage setting includes 1 speaker lectern and a head table accommodating up to 2 persons. For alternative/additional arrangements please contact Sharon Gamliel at: sgamliel@kenes.com. Head table and Lectern banners and additional Symposium materials should be arranged by the sponsoring company.
Location and Layout

Ground Floor
For layout in PDF file, please click here

1st Floor
For layout in PDF file, please click here
Audio-Visual (AV) Equipment

Auditorium II

- Front projection screen, image of H2.9 X W5.00 meters.
- Data projector, at least 7000 ansi-lumens, incl. all the required cabling.
- 40” confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

Auditorium III

- 2 x front projection screens, image of H2 X W3.40 meters each.
- 2 x data projectors, at least 4000 ansi-lumens each, incl. all the required cabling.
- 32” confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screens.
- Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall, including 5 wired microphones (2 x head table, 1 x lectern, 2 x Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- AV technician to operate the above-mentioned systems.
Auditorium VI:

- 2 x front projection screens, image of H3.30 X W6 meters each.
- 2 x data projectors, at least 7500 ansi-lumens each, incl. all the required cabling.
- 40” confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screens.
- Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall, including 6 wired microphones (2 x head table, 1 x lectern, 3 x Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

Data Presentations

Please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Meeting computers in the Speakers’ Ready Room during Speakers’ Ready Room opening hours and no later than 1 hour before the start of the Symposium.

If using own laptop for Presentation (PC compatible or Mac) please refer to the Meeting website, under ‘Instructions for Oral Presentations’, where the full instructions will be published.

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com
Section 5: Symposium Promotion

Symposium Title and Programme

If have not yet provided your complete programme details, please submit the confirmed programme via the Exhibitor Portal no later than Monday, 20 August 2018. The proposed programme should include:

- Symposium title
- Date, time and hall name
- Chair(s) name, e-mail and country
- Speaker(s) lecture titles, speaker name, e-mail and country

If there are any changes to your symposium title or programme, please inform the Industry Coordinator, Sharon Gamliel no later than Monday, 20 August 2018. E-mail: sgamliel@kenes.com.

Final Programme Advertising

For supporters entitled to adverts in the final programme as per their signed contract, please submit the file via the Exhibitor Portal no later than Monday, 20 August 2018 in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram hereunder for A5 advert dimensions for the final programme.
Symposium Signage (optional)

Symposium supporters have the option to create promotional signage according to the below guidelines. The symposium signage should be produced by the company. The following may be displayed (and provided) by the Supporter:

1. **Session Hall Signage**
   - **Self-Standing Sign**
     One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.
   - **Stage Banners** - The following may be displayed (provided by the Supporter):
     - 1 x free standing vertical sign to be placed on/next to the stage. **Maximum dimensions:** W150cm x H250cm.
     - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
     - 1 x vertical sign placed in front of the speakers’ lectern facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).

2. **Self-standing signage**
   The Supporter is permitted to place one sign (W85cm x H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please liaise onsite with the Exhibition & Industry Coordinator.

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**Please note:**
You may not place signage advertising your symposium in any other locations except as coordinated with Kenes staff onsite.

Bag Inserts

Bag inserts are to be printed and delivered by the supporter. Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please submit the final artwork (prior to printing) for approval no later than **Thursday, 6 September 2018** via the Exhibitor Portal.
2. The bag insert should not exceed a double side of standard A4 dimensions.
3. A quantity of **2,500** inserts is requested. We recommend checking with us the latest registration numbers before printing.
4. Bag inserts need to arrive at the venue no later than **09:00am on Monday, 22 October 2018** for inclusion in the meeting bags.

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**Bag Inserts, Display Items and Symposium Material**
Please note, it is possible to hand out material for your Symposium as participants enter the symposium hall, however, it is NOT permitted to place material on the chairs inside the hall.

Bag Inserts, Display items (for unmanned display table) and Symposium material need to arrive at the venue no later than **09:00am on Monday, 22 October 2018**. Packages should be labeled accordingly with the supporter’s company name and the name of the responsible person (who will be onsite), and the name and date of meeting.

*Hermes-Exhibition and Projects, Ltd.* is the Official Freight Forwarder agent for the ESID 2018 Meeting and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact *Hermes* in order to coordinate the time schedule for unloading of freight into the venue.

Please note:
Any deliveries made directly to the venue without going through the official Meeting shipping agent, will be at the supporter’s own risk. If they do not arrive on time or are mislaid, the Meeting organisers and official Meeting shipping agent will not take any responsibility.
For additional shipping / delivery options direct to the venue, please refer to **Section 9: Shipping, Tariffs, Material Handling and Shipping Labels**.
Section 6: Miscellaneous Information

Catering
Catering is exclusive to Silva Carvalho Catering and should be requested in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with Silva Carvalho Catering:
Inês Oliva
Tel: (+351) 932 012 596
ioliva@sccatering.pt
All food and beverage requests must be ordered through the official caterer.
Kindly place your order no later than Thursday, 4 October 2018

Coffee Breaks and Lunches
For your information, refreshments and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific programme.
As previously mentioned, if you are considering ordering catering during the symposium, outside the symposium hall, please note that food and drinks are allowed to be taken into the halls; however, additional charge of €300 will be applied for cleaning the hall immediately following the symposium.

Parking
The car park has one entry from Rua da Junqueira, it’s required to go around the building from the right. The car park adapts it’s business hours to the events. Users of the car park may choose one of several payment options.
Find out more about other car park located in Praça das Indústrias, at www.parkopedia.pt

Waste Disposal
Please note that it is the supporter responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session. Any discarded waste, including promotional material, left behind will be removed by the Meeting organisers at the expense of the supporter concerned.

Wi-Fi
Free WIFI will be available at ESID 2018 Meeting; however please be aware that as a public Wi-Fi, the capacity is always limited. Should you have any internet-based activities during your symposium, please let us know in advance and we will send you a quote for dedicated Wi-Fi or internet line.
Contact person: Sharon Gamliel. E-mail: sgamliel@kenes.com

Meeting Rooms / Hospitality Rooms
Supporters interested in renting a meeting room during ESID 2018 should contact Ms. Frederiek Strating at: fstrating@kenes.com.
Section 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance no later than Tuesday, 16 October 2018.

The Mini Scanner
- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - €300 + 4% credit card charges

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 some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by your barcode reader we are unable to forward his contact details.
- Kenes Group and the Organising Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors’ Portal https://exhibitorportal.kenes.com
This portal includes fields and order forms for Supporter and Exhibitors’ services such as: company profile and company logo submission, additional exhibitor badge orders, booth drawing submission and lead retrieval/scanner orders.
If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Sharon Gamliel at sgamliel@kenes.com
Section 8: Innovative Products for Symposium Sessions

Maximize your Participant Experience – Use our innovative technologies for your Symposium

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.

- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the Meeting app, Q&A via Meeting App (‘Ask the Speaker’)** and more products designed for increasing participant’s interaction during symposium sessions.

We also provide tailor made customized solutions – [contact us](#) to make it happen!

For more onsite products opportunities and price quotes - [click Here](#)
Section 9: Shipping Instructions

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:

_Hermes-Merkur_
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

The shipping instructions include the following information:
- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

It is very important to put the correct label on boxes. The labeling instructions are mentioned at the end of this manual.

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the Official Freight Coordinator with the following information prior to shipping:
1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. Airway bill number

Shipments sent directly to the venue prior to Monday 22 October 2018 will be refused by the CCL (Centro de Congressos de Lisboa).

_Hermes_ is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

_Hermes-Merkur_ has the responsibility of receiving and handling all materials for a fee as published on the enclosed Material Handling page. Exhibitors are free to choose their own courier for delivery and pickup of their materials when sending to the warehouse.

Handling rates are based on the incoming weight of shipments. For rate information, see the Material Handling Service and Rates order form at the end of this manual. **Hermes-Merkur must have payment before forwarding freight.**

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium: zehavitak@hermes-exhibitions.com

**Insurance of Goods**
All cargo should be insured from point of origin.
Display Materials
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.

To view the full ESID 2018 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links:

<table>
<thead>
<tr>
<th>Shipping Instructions</th>
<th>Shipping Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Shipping Instructions</td>
<td>• BAG INSERTS via Germany Warehouse Green Label</td>
</tr>
<tr>
<td>• Tariff</td>
<td>• BAG INSERTS via Portugal Warehouse Green Label</td>
</tr>
<tr>
<td>• Material Handling Form</td>
<td>• BAG INSERTS Direct to the Venue - Label will be provided by email.</td>
</tr>
<tr>
<td></td>
<td>Please contact Hermes <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
</tr>
<tr>
<td></td>
<td>• Display Items via Germany Warehouse Yellow label</td>
</tr>
<tr>
<td></td>
<td>• Display Items via Portugal Warehouse Yellow Label</td>
</tr>
<tr>
<td></td>
<td>• Display Items Direct to the Venue - Label will be provided by email.</td>
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<td>Please contact Hermes <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
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