

ESMO BREAST CANCER

Annual Congress



BERLIN GERMANY
2-4 MAY 2019

Save the date!

EXHIBITOR MANUAL

ESMO Breast Cancer
2-4 May 2019
Berlin, Germany

IMPORTANT DEADLINES:

- | | |
|-------------------------|---------------------------------|
| 30 January 2019 | Company and product description |
| 15 March 2019 | Submissions of the booth layout |
| 20 February 2019 | Orders of additional services |
| 06 March 2019 | Exhibitor registration |

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Attachments:

- *Maritim Hotel Berlin forms: Catering, Staff, miscellaneous, technical equipment, credit card form*
- *2 Shipment labels for courier delivery: small goods for the booth and for the satellite*
- *Venue map*
- *Expofair form*
- *CTI Lead System brochure and order form*

1) CONGRESS VENUE AND DELIVERY

1.1. VENUE ADDRESS

Main Entrance:

Maritim Hotel Berlin

Stauffenbergstrasse 26,

10785 Berlin - Germany

1.2. DELIVERY DETAILS

1.2.1 DELIVERY BOOTH STRUCTURE

Delivery date: **Tuesday 30th April, 2019**

It is possible to deliver heavy material (booth furniture or fragile devices) at the Maritim Hotel Berlin only on Tuesday 30th April, 2019.

Unloading Addresses

Small truck	Maritim Hotel Berlin , Hitzgalleestrasse, 10785 Berlin - Germany
Big Truck	Access by Stauffenberstrasse (preferred) or Hitzgalleestrasse, see the attached map

A time slot will be assigned according to the dimension of the booth; Priority it will be given to the big exhibitors.

Please take note that in the hotel there is not the possibility to store your empty material, it is important every exhibitors is responsible of the own packaging.

In order to make easier the process, it is important to communicate to ESMO the name of the appointed delivery company, who will care of your delivery at the venue.

1.2.2 DELIVERY BY COURIER

Delivery date: **between Monday 29th and Tuesday 30th April, 2019**

Goods need to reach Maritim Hotel Berlin between April 29th and April 30th 2019. Please note that any shipment received before the 29th of April 2019 is not guaranteed to be held by the Hotel.

Important: May 1st is Labour Day in Germany and not all the courier and forwarding agents work in that day; make sure your delivery will reach the venue on time.

All good addressed to the venue (exhibition or satellite) must be labelled with the **label provided**, including the following information. Please place the label in a visible position on each box that will be shipped.

Content	Details	Deadlines	Time
Booth Material (not booth furniture)	Company name – Booth no. XX	29.04 – 30.04.2019	07:00 – 16:00
Satellite Material	Company name – Slot no. XX – Name of the satellite	29.04 – 30.04.2019	07:00 – 16:00

1.2.3 BAG INSERTS DELIVERY

Delivery date: **by Wednesday 24th April, 2019**

The bag insert **must be shipped to another address** that will be communicated as soon as the flyer is approved. The flyers must be delivered by April 24th, after this date ESMO cannot guarantee the inclusion of the flyer in the bags.

Quantity	Details	Deadlines
1500	Company name – Sender name – Flyer name	By 24.04.2019

1.3. PARKING

Parking rates:

- Cars and vans below 2m height: EUR 25 per day / EUR 3 per hour

1.4. CATERING FOR EXHIBITION STANDS

Coffee breaks and lunches are provided by ESMO as part of the registration fee. However, the exhibitor can offer additional catering but it must be organised through Maritim Hotel Berlin.

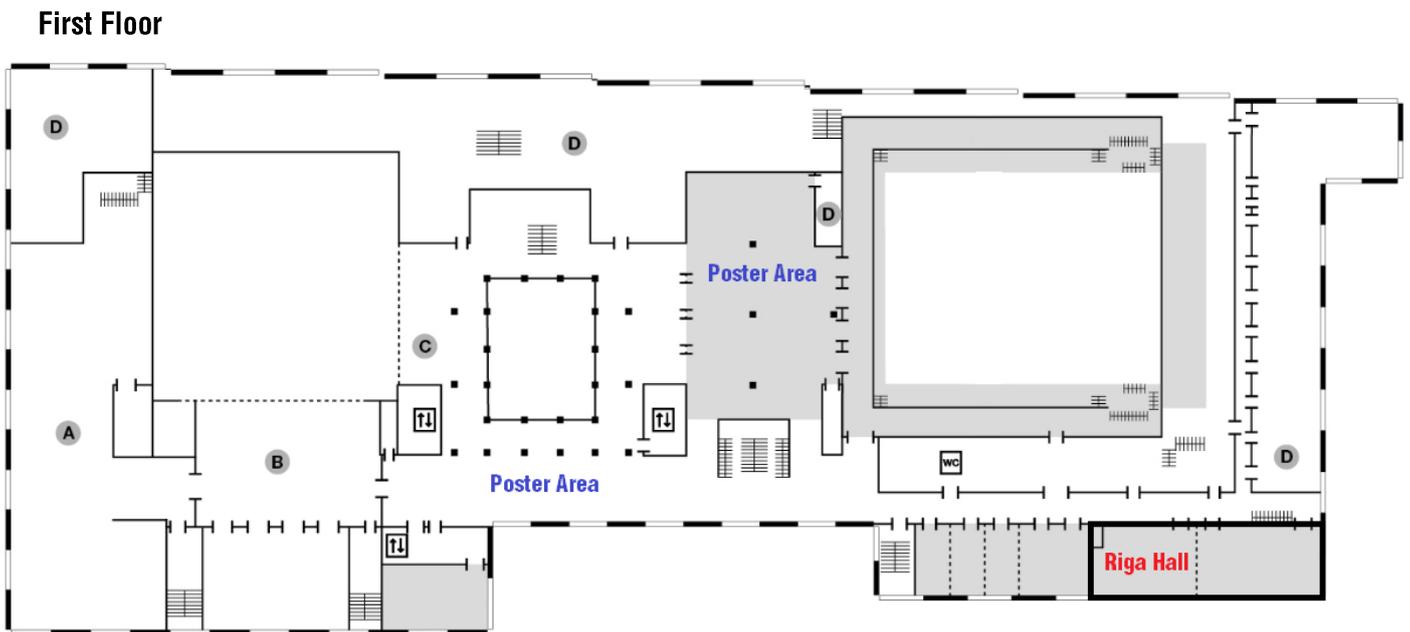
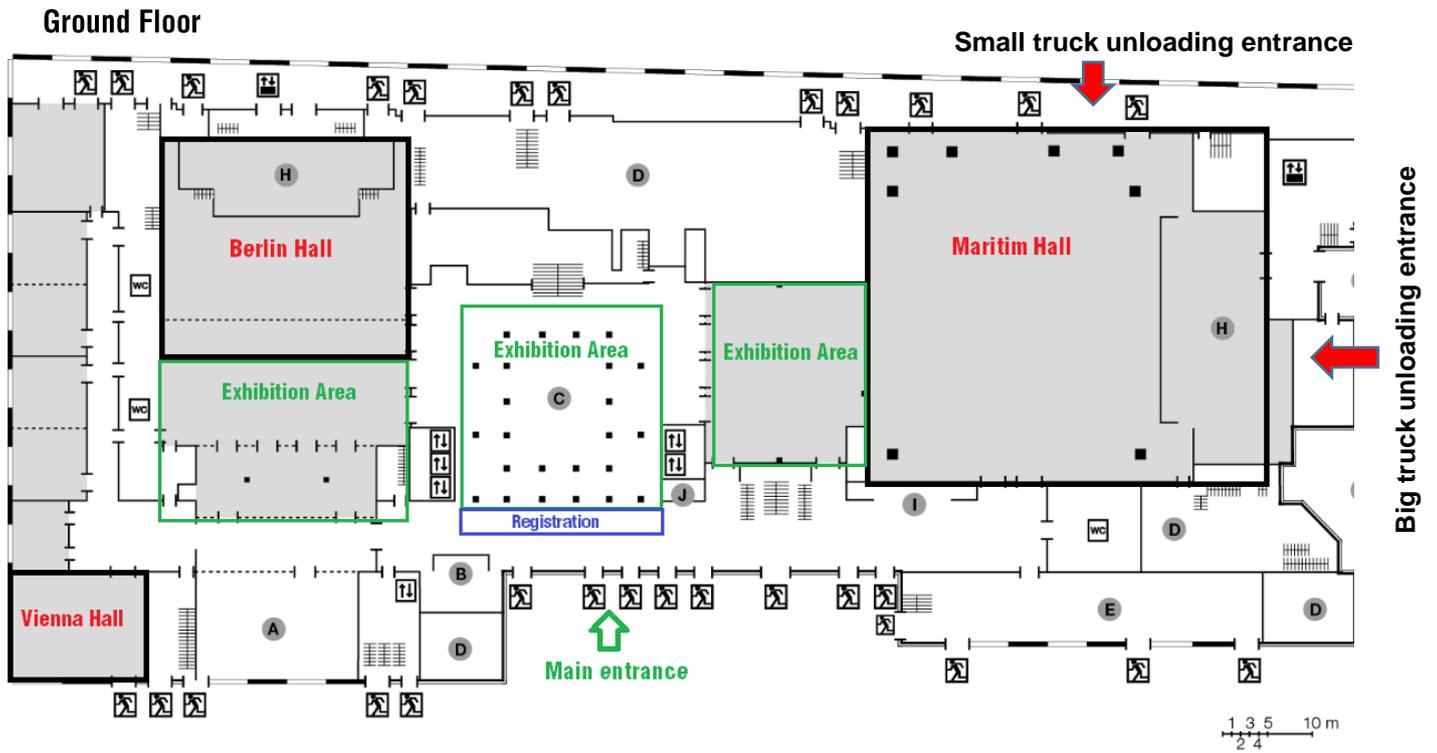
However, bringing your own small Nespresso machine is not considered part of the catering exclusivity.

Please contact Maritim Hotel well in advance to discuss your requirements, attached to this manual you will find the order form to submit your needs.

Contacts: Ms. Nicola Heyde

Email: nheyde.ber@maritim.de

1.5. VENUE OVERVIEW



2) CONTACTS

2.1. CONGRESS MANAGEMENT

ESMO - European Society for Medical Oncology
Lugano, Switzerland

ESMO Head office		
Via Ginevra 4 6900 Lugano, Switzerland	breast@esmo.org	
Sponsorship opportunities for industry		
Jon Roberts	jon.roberts@esmo.org	+44 0 7932 677 911
Operation management		
Alessia Mora	alessia.mora@esmo.org	+41 (0)91 973 19 17
Concetta Di Parenti	concetta.diparenti@esmo.org	+41 (0)91 973 19 47
Scientific programme and abstracts		
Kate Kronig	programme@esmo.org	+41 (0)91 973 19 19
Simona Tettamanti	programme@esmo.org	+41 (0)91 973 19 60
Registration Management		
Nicole Bullo	registration@esmo.org	+41 (0)91 973 19 39
Merit awards		
Valentina Meier	travelgrants@esmo.org	+41 (0)91 973 19 63
Media relations		
ESMO Press Office	media@esmo.org	+41 (0)91 973 55 71

2.3. ACCOMMODATION, OPTIONAL TOURS AND HOSTESS SERVICE

K.I.T. Group GmGH has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO Breast Cancer 2019. K.I.T. Group GmGH can also provide assistance with transfers, dinners and social events.

K.I.T. Group GmbH		
Ms. Merryn Scholz	mscholz@kit-group.org	+49 30 24603 205

2.4. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & HOSPITALITY SUITES

All catering must be organised through Maritim Hotel Berlin. However, bringing your own small *Nespresso* machine is not considered part of the catering exclusivity.

Please contact Maritim Hotel well in advance to discuss your requirements.

Maritim Hotel Berlin		
Ms. Nicola Heyde	nheyde.ber@maritim.de	+49 30 2065 1427

2.5. LEAD SYSTEM / BADGE SCANNER

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for companies/societies to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

CTI Meeting Technology GmbH		
Ms. Tamara Dworschak	t.dworschak@ctimeetingtech.com leadsystem@ctimeetingtech.com	+43 1 319 69 99

3) PRELIMINARY TIME SCHEDULE

3.1. EXHIBITION

Deliver and Unloading	
Tuesday, 30 April	Time-slots announced by ESMO between 10:00 – 20:00
Exhibition Set-up hours	
Tuesday, 30 April	10:00 – 20:00
Wednesday, 1 May	08:00 – 20:00
Thursday, 2 May	08:00 – 10:00 (only decoration and fine-tuning, no noise)

Exhibition Area hours	
Thursday, 2 May	10:30 – 17:00
Friday, 3 May	08:30 – 17:00
Saturday, 4 May	08:30 – 12:30

Access times for Exhibitors: Staff holding exhibitor badges may enter all exhibition areas one hour before the official opening.

Exhibition Dismantling hours	
Saturday, 4 May	13:00 – 20:30
Loading schedule	
Saturday, 4 May	15:00 – 22:00

Coffee breaks and lunches*	
Thursday, 2 May	13:00 – 13:30, 16:00 – 16:30
Friday, 3 May	10:15 – 10:45, 12:15 – 13:00, 16:15 – 16:45
Saturday, 4 May	10:15 – 10:45

The coffee breaks and the lunches will take place in the exhibition and poster areas. If it is necessary, depending on the final number of attendees, lunches may be served also in the restaurant at the first floor.

**Times subject to changes*

3.2. REGISTRATION AREA

Registration opening hours	
Wednesday, 1 May	14:00 – 18:00 (groups and Scan & Go only)
Thursday, 2 May	09:00 – 18:00
Friday, 3 May	07:00 – 18:00
Saturday, 4 May	07:30 – 12:30

3.3. WELCOME RECEPTION

The welcome reception will take place before the official Opening Session in the Exhibition areas on **Thursday 2 May** from 13:00 to 13:30.

4) EXHIBITOR REGISTRATION

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of “exhibitor” badges free of charge. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: registration@esmo.org by March 6, 2019.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the Groups and Support Desks (in the main entrance). They will be handed over all together to one company representative who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, distribute them immediately, as otherwise your staff cannot enter the exhibition area. No entrance without a badge will be allowed!

No reprints of badges or exceptions for entry will be made!

Staff holding exhibitor badges may enter all exhibition areas one hour before the official opening.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates. To register fully to the Congress, please visit the registration section:

<https://www.esmo.org/Conferences/ESMO-Breast-Cancer-2019/Registration>

5) SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor’s company/society profiles on the congress website and Events App in the “Industry Participation” section.

All Exhibitors are kindly invited to send to breast@esmo.org the company details by 30 January 2019, as follow:

- company name to be listed online and in the Events App
- company description (max 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the Events App.

6) VENUE SPECIFICATION

6.1. EXHIBITION SPECIFICATIONS AND FLOORPLAN

All exhibits must be confined to the spatial limits of their booth area, as indicated in the final floorplan.

No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

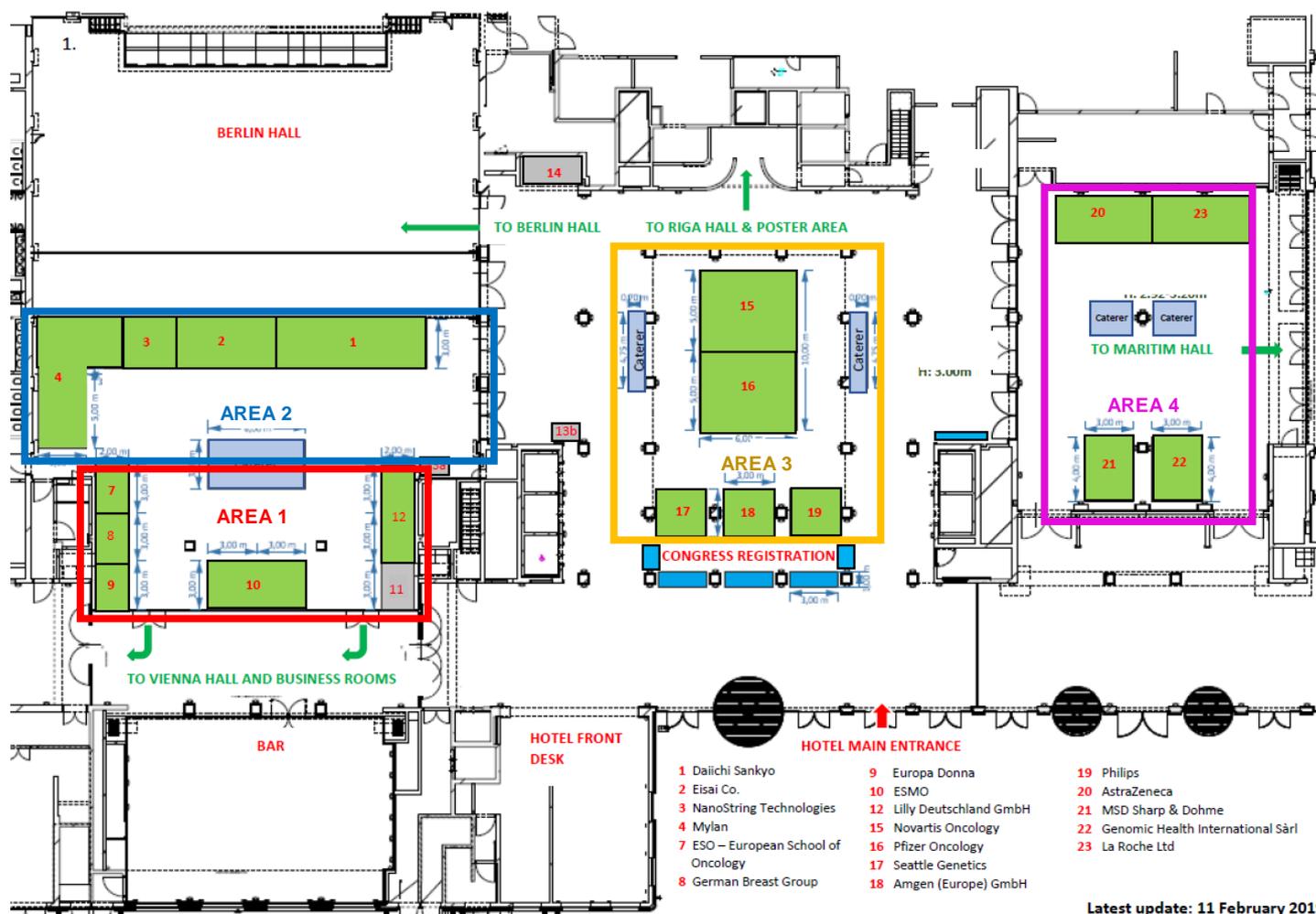
Platinum, Gold and Silver Sponsors are responsible to build their own booths (incl walls, furniture and decoration); it is important to submit the artwork to breast@esmo.org by **March 15, 2019**.

Bronze Sponsors and non-for-profit societies have included in their packages the following items:

- Booth space 6 to 9 sqm
- Shell scheme walls with fascia (company name) and carpet
- 1 rail of 3 spots
- Power socket (power must be ordered separately to Maritim Hotel Berlin)

For additional furniture please contact Mrs. Milena Extra (milena.extra@expofair-berlin.de) and Mrs. Andrea Lessak (andrea.lessak@expofair-berlin.de).

Exhibitors are welcome to decorate their stand walls or order furniture at the exhibitor's expense.



AREA 1	AREA 2	AREA 3	AREA 4
Ceiling Height: 3m Floor: carpet Max weight per sqm: 500kg	Ceiling Height: 6.60 -6.85 m Floor: carpet Max weight per sqm: 500kg	Ceiling Height: 3-8.20m Floor: tile floor Max weight per sqm: 500kg	Ceiling Height: 2.92 – 3.2m Floor: carpet Max weight per sqm: 500kg

6.2. FLOORING

Carpets:

When laying carpet/mats please use only easy removeable materials, which does not leave residues on the floor. Any damage on the carpets will be responsibility of the user and charged accordingly.

Height of flooring:

The height of the flooring may reach a maximum of 4 cm. The flooring must have a clean finish and a 6% ramp at both ends. This flooring should not bear any identification or advertising.

Water Connection:

It is not feasible in all areas.

Electricity:

To order your electricity connection is on pharma responsibility and you have to submit your request directly to Maritim Hotel Berlin through the form attached in this manual by April 5.

Cleaning:

Cleaning is on pharma responsibility, if you desire to have this service you have to submit your request directly to Maritim Hotel Berlin through the form attached in this manual by April 5.

7) STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor Maritim Hotel Berlin take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

7.1. GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO / Maritim Hotel Berlin and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of ESMO. ESMO reserves the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

7.2. STAND BUILDING HEIGHT

Standard Stand building height: 2.50 m

Maximum Stand building height:

- **Area 1:** max height 2.50 m
- **Area 2:** max height 3 m
- **Area 3:**
 - booth 14: max height 2 m
 - booths 15 – 16: max height 3 m
 - booths 17 – 19: max height 2.50 m
- **Area 4:** max height 2.50 m

7.3. SUBMISSION OF CONSTRUCTION PLANS/ STAND DESIGN

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions of their stand.

This information must be sent to the Congress secretariat by email to breast@esmo.org before March 15, 2019.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors must also be indicated.

Please supply:

- a SCALED top view drawing
- a SCALED side view drawing
- a three-dimensional drawing (or photograph)

No approval by ESMO or Maritim Hotel Berlin means no permission to construct the stand – resulting costs are entirely at the exhibitors' expense.

7.4. TYPE OF STAND / SPACE

- **Row stand**

According to international custom, a row stand be built open on 1 side only.

The standard height of side and back walls is according to the height table 7.2 (including platform / raised floor).

- **Corner stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. Exceptions are only allowed with special permission from ESMO and only if they do not interfere with other exhibitors.

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls are only allowed with special permission of ESMO. Any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. ESMO requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side (exceptions possible depending on the location of the stand and only after approval by ESMO). As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval. A high tower to attract attention is likely to be approved.

7.5. FURTHER CONSTRUCTION REGULATIONS

- ESMO reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- ESMO reserves the right to issue further instructions concerning the design of stands.

7.6. FIRE CERTIFICATES

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof referred to the classification of “Baustoffklassen” DIN4102 A and DIN4102 B1.

Depending on how they are used, the materials must respond to the follow reaction to fire classes:

Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings

Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products

7.7. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

The following regulations are essential to reduce the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

8) LIABILITY / INSURANCE

8.1. LIABILITY

Neither ESMO nor Maritim Hotel Berlin, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor Maritim Hotel Berlin, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor Maritim Hotel Berlin and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor Maritim Hotel Berlin shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor Maritim Hotel Berlin maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the German and European law, where applicable.

8.2. INSURANCE

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

9) General Terms and Conditions

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Breast Cancer 2019 congress insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Breast Cancer 2019 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.

For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ESMO Breast Cancer 2019 congress will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Breast Cancer 2019 but not later than the **29 December 2019**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Postponement or Abandonment

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Breast Cancer 2019 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Breast Cancer 2019 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence or default of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the ESMO Breast Cancer 2019 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows: When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO Breast Cancer 2019. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the ESMO Breast Cancer 2019.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

The ESMO Breast Cancer 2019 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.

Purchase order form: Staff



ESMO Breast Cancer Annual Congress	
01st to 04th May 2019	
Please send the order back until:	05th April 2019

In case of later orders: Only on request and availability. We charge additional costs:

until 7 days prior the event: additionally 25%
 until 1 day prior the event: additionally 50%
 on set up/ event day: additionally 100%

Booth number:	
Company name:	
Contact person:	
Billing address:	
Phone number:	
Fax number:	
Please choose: Guarantee via credit card <input type="checkbox"/> Paying via credit card <input type="checkbox"/> Paying with deposit invoicing <input type="checkbox"/>	
Credit Card Details: on safety reasons communicate details only via phone	
Please guarantee your order via credit card on the last page. After the event we will send you an invoice. If you don't send credit card details, we will send a deposit invoice that need to be paid prior event.	

E-Mail: nheyde.ber@maritim.de Stauffenbergstrasse 26, 10785 Berlin Phone: +49 (0) 30 2065 - 1427 Contact: Nicola Heyde

		Date: Number	Date: Number	Date: Number
Personal min. 4 hours for the setup	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
personal min. 4 hours during the disposition	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
cleaning booth per sqm / day seize of your booth: _____ booth number: _____	5,00 €	<input type="text"/>	<input type="text"/>	<input type="text"/>
service staff min. 4 hours for booth catering	35,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
hostess min. 4 hours	from 39,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
technician min. 5 hours at day time	56,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
technician min. 5 hours at night (11:00pm - 06:00am), Sunday & bank holidays	113,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
guard for the booth min. 4 hours	43,00 € per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>

If refuse disposal is not assumed by the organizer, we will charge costs for waste directly to the exhibitor (100,00 € per 1 m³).

All prices are incl. VAT
 Constitutive are the generally business conditions of the MARITIM hotelcompany.
 We will send an invoice to the address above after the event ends.

signature of purchaser

confirmation MARITIM Hotel Berlin

Purchase order form: Miscellaneous

ESMO Breast Cancer Annual Congress
01st to 04th May 2019
Please send the order back until: 05th April 2019

In case of later orders: Only on request and availability. We charge additional costs:

until 7 days prior the event: additionally 25%
 until 1 day prior the event: additionally 50%
 on set up/ event day: additionally 100%

Booth Number:
Company name:
Contact person:
Billing address:
Phone number:
Fax number:
Please choose: Guarantee via credit card <input type="checkbox"/> Paying via credit card <input type="checkbox"/> Paying with deposit invoicing <input type="checkbox"/>
Credit Card Details: on safety reasons communicate details only via phone
Please guarantee your order via credit card on the last page. After the event we will send you an invoice. If you don't send credit card details, we will send a deposit invoice that need to be paid prior event.



E-Mail: nheyde.ber@maritim.de Stauffenbergstrasse 26, 10785 Berlin Phone: +49 (0) 30 2065 - 1427 Contact: Nicola Heyde

		Prices	Date:	Date:	Date:
			Number	Number	Number
Furniture					
Banquet table I	(1,80 m x 0,45 m)	15,00 € each / day			
Banquet table II	(1,20 m x 0,45 m)	11,00 € each / day			
Bistro table		33,50 € each / day			
Chair		6,00 € each / day			
Bar stool		13,00 € each / day			
Lectern		45,00 € each / day			
Stage	(2,00 m x 1,00 m)	56,00 € each / day			
Plants					
Ficus benjamini	(ca.1,80m high) , with terracotta planter	22,00 € each / day			
Kentia palm	(ca.1,80m high), with terracotta planter	28,00 € each / day			
Kentia palm	(ca.2,20m high), with terracotta planter	38,00 € each / day			
Kentia palm	(ca 2,50m high), with terracotta planter	105,00 € each / day			
Laurelpyramid	(ca.1,80m high), with terracotta planter	38,00 € each / day			
Laurelbullet	(ca.1,80m high), with terracotta planter	38,00 € each / day			
Bambus	(ca.2,50m high), with terracotta planter	88,00 € each / day			
Flowers					
Bunch	(seasonal, round)	from 20,00 € each			

All prices are incl. VAT.
 Constitutive are the generally business conditions of the MARITIM hotelcompany.
 We will send an invoice to the address above after the event ends.

 signature of purchaser

 confirmation MARITIM Hotel Berlin

Purchase order form: Technical equipment

ESMO Breast Cancer Annual Congress
01st to 04th May 2019

Please send the order back until: 05th April 2019

In case of later orders: Only on request and availability. We charge additional costs:

until 14 days prior the event: additionally 25%
 until 1 day prior the event: additionally 50%
 on set up/ event day: additionally 100%

Booth number:
Company name:
Contact person:
Billing address:
Phone number:
Fax number:
Please choose: Guarantee via credit card <input type="checkbox"/> Paying via credit card <input type="checkbox"/> Paying with deposit invoicing <input type="checkbox"/>
Credit Card Details: on safety reasons communicate details only via phone
Please guarantee your order via credit card on the last page. After the event we will send you an invoice. If you don't send credit card details, we will send a deposit invoice that need to be paid prior event.



E-Mail: nheyde.ber@maritim.de Stauffenbergstrasse 26, 10785 Berlin Phone: +49 (0) 30 2065 - 1427 Contact: Nicola Heyde

Telecommunication

		Prices	Number
Telephone	with analog charge, ISDN-complabile	38,00 € each processor/ day	<input type="text"/>
Fax machine	with analog charge	48,00 € each processor/ day	<input type="text"/>
Analog-connection		27,00 € each processor/ day	<input type="text"/>
ISDN-connection		27,00 € each processor/ day	<input type="text"/>
Internet access / LAN	2 MB	50,00 € each processor/ day	<input type="text"/>
Wifi Voucher for 24 hours	up to 155mB	5,50€ each voucher / day	<input type="text"/>

Electricity

Connection I	230 V / 16 A / 1,6 kW	100,00 € each processor	<input type="text"/>
Connection II	230 V / 16 A / 3,0 kW	135,00 € each processor	<input type="text"/>
Connection III	400 V / 16 A / 10 kW CEE on request only	163,00 € each processor	<input type="text"/>
Connection III	400 V / 32 A / 22 kW CEE on request only	217,00 € each processor	<input type="text"/>
Additional triple-sockets		10,00 € incl. VAT per day	<input type="text"/>

Incl the power and VAT

Conference technic

Flipchart	incl. 10 sheets of paper and marker-set	25,00 € each / day	<input type="text"/>
Flipchart paper	10 sheets	10,00 € per 10 sheets	<input type="text"/>
Pinboard	without paper	25,00 € each / day	<input type="text"/>
Pinboard Paper	brown	5,00 € per piece	<input type="text"/>

Project technic

LCD-projector	2500 - 5000 Ansilumen	260,00 - 480,00 € each / day	<input type="text"/>
Screen, different sizes	on request	from 70,00 € per day	<input type="text"/>
PA System	for the booth	150,00 per day	<input type="text"/>
Microphone	wireless	98,00 € each / day	<input type="text"/>
Microphone	wired	33,00 € each / day	<input type="text"/>
DVD / Blue Ray player		50,00 € each / day	<input type="text"/>
Notebook for Powerpoint presentation	incl. Office Package	155,00 € each / day	<input type="text"/>
LED / LCD screen incl. wheeled stand	50"	500,00 € each / day	<input type="text"/>
LED / LCD screen incl. wheeled stand	40"	320,00 € each / day	<input type="text"/>
LED / LCD screen incl. table stand	32"	180,00 € each / day	<input type="text"/>
LED / LCD screen incl. table stand	24"	110,00 € each / day	<input type="text"/>

All prices are incl. VAT.

Constitutive are the generally business conditions of the MARITIM hotelcompany.

We will send an invoice to the address above after the event ends.

city, date

city, date

signature

confirmation MARITIM Hotel Berlin

**CREDIT CARD AUTHORIZATION FORM
AS GUARANTEE**

Herewith, I guarantee the booking (No. _____)
at the Maritim Hotel Berlin with my credit card account as follows.

**Due to security reasons, please send us only the first digits of your credit card.
We will retrieve the last four numbers by phone.**

Type of Card:

VISA

MASTERCARD

AMEX

OTHER _____

Credit Card Number: ____ ____ ____ ____ **xxxx**

Expiration Date: _____

With this credit card I guarantee for the following services:

Room Banquet Extras _____

Please send us the final invoice to the following address:

Name: _____

Company: _____

Address: _____

Fax: _____

Date: _____ Cardholders's Signature: _____

Zur Anlieferung Ihrer Pakete /
Delivery Label TO Venue

PAKET – ETIKETT



An / To :

Zur Händen / FAO:

Maritim Hotel Berlin
Stauffenbergstrasse 26
10785 Berlin
Germany

Veranstaltungsname
Eventname

Ihre Telefonnummer / Your Mobile Number

**ESMO Breast Cancer 2019 -
2-4 May**

ggf. Stand-Nr./
Booth number

Ihr Firmenname / Your Company Name

nur bei Ausstellungen/Messen/ for exhibitions only
Paketservice bestellt (Bestellung via Ausstellerformular „Personal“)

Bitte komplett ausfüllen und gut sichtbar auf das Paket kleben, um eine Ankunft sicher zu stellen.

Please complete and securely attach to your packages to be delivered.

Für Abholung durch Spediteur /
Delivery Label FROM Venue

An / To :

Zu Händen / Contact:

Firmenname / Company Name:

Adresse / Address:

Land / Country:

Telefonnummer / Your Mobile Number:

Paketnummer / Package No

__ Of __

Kurier / Courier



Bitte komplett ausfüllen und gut sichtbar auf das Paket kleben, um eine Abholung sicher zu stellen.

Please complete and securely attach to your packages to be collected.

ESMO BREAST CANCER

Annual Congress

BERLIN GERMANY
2-4 MAY 2019

Satellite material (to be placed in Rom 2 hall)

Company name:

Satellite Slot N° and date:

Content:

Quantity:

Delivery between April 29th and April 30th

DELIVERY ADDRESS:

Maritim hotel Berlin
Stauffenbergstrasse 26
10785 Berlin
Germany

ESMO BREAST CANCER

Annual Congress

BERLIN GERMANY
2-4 MAY 2019

Booth material (no furniture or fragile device)

Company name:

Booth number:

Content:

Quantity:

Delivery between April 29th and April 30th

DELIVERY ADDRESS:

Maritim hotel Berlin
Stauffenbergstrasse 26
10785 Berlin
Germany

To unload booth structure with big truck



To unload both structure with small truck



ESMO BREAST CANCER

Maritim Hotel, Berlin
02-04 May 2019

ORDER FORM BOOTH CONSTRUCTION

Orders have to be placed by **April 09th 2019**. Late orders will be accepted with a 15% surcharge on below mentioned prices.

STAND #

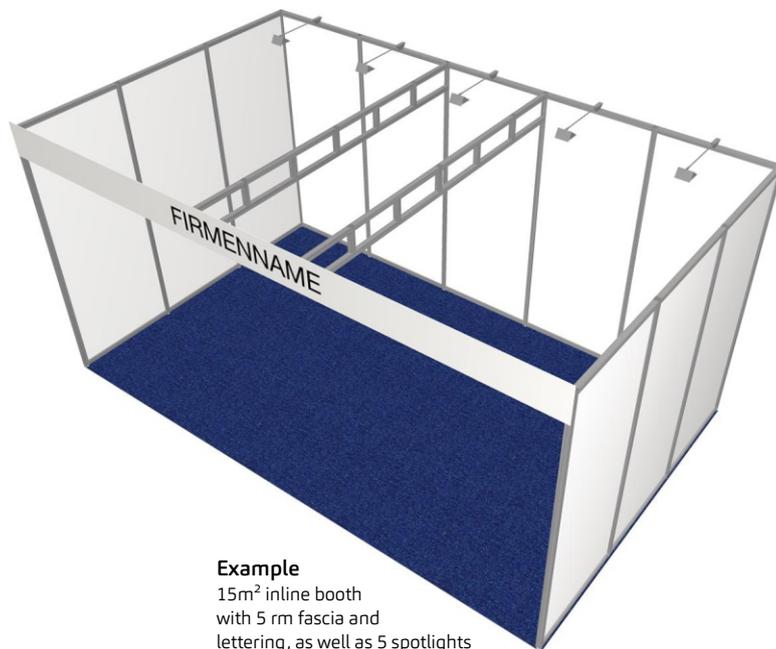
EXHIBITOR:



expofair GmbH, Berlin
Bessemerstraße 38-42
12103 Berlin

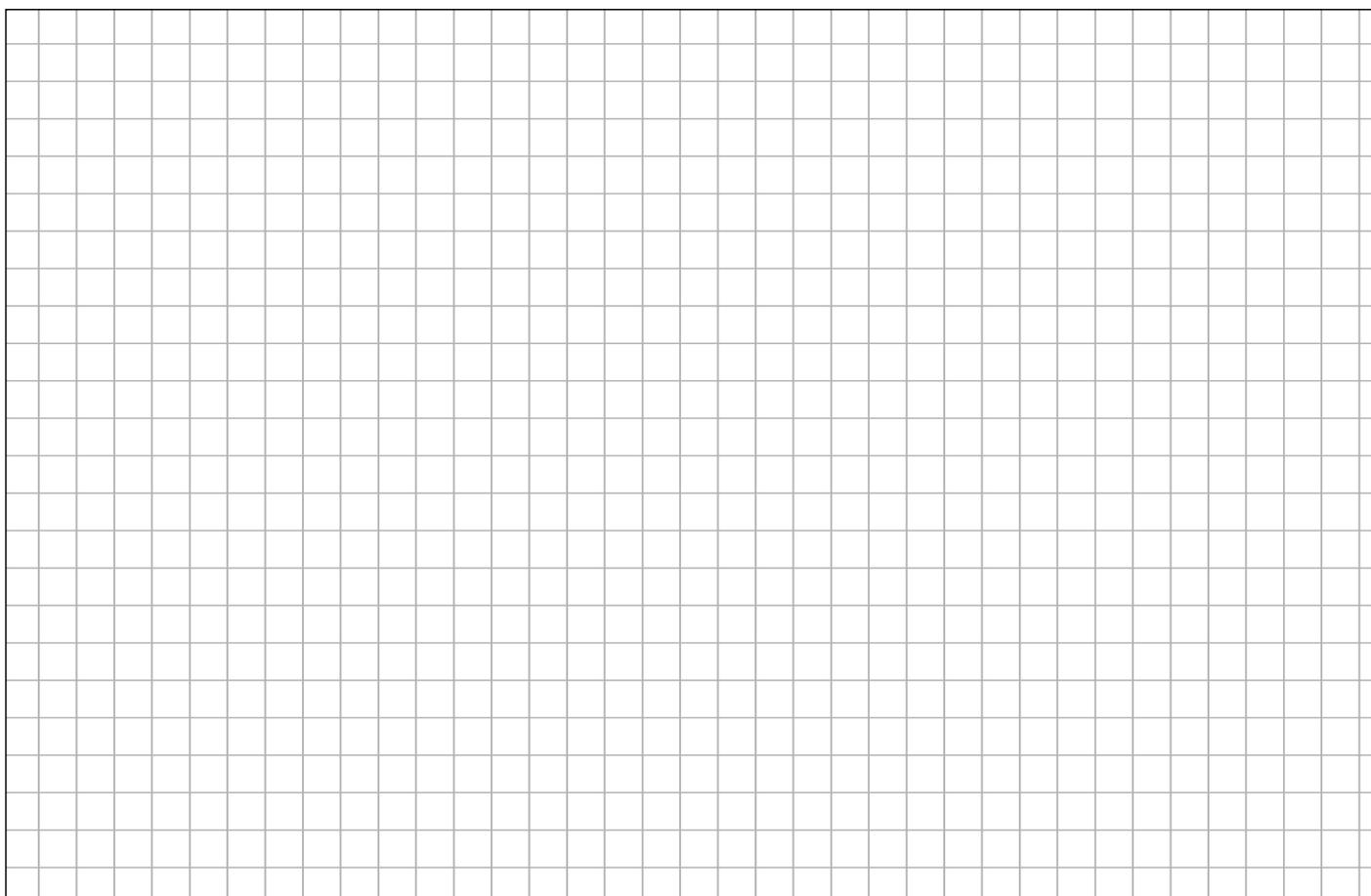
Tel. +49 30 684086-0
Fax +49 30 684086-19

info@expofair-berlin.de
www.expofair-berlin.de



Example
15m² inline booth
with 5 m fascia and
lettering, as well as 5 spotlights

Space for a sketch of your booth



.....
date

.....
legally binding signature / company stamp

ESMO BREAST CANCER

Maritim Hotel, Berlin
02-04 May 2019

ORDER FORM FLOORING

Orders have to be placed by **April 09th 2019**. Late orders will be accepted with a 15% surcharge on below mentioned prices.

STAND #
EXHIBITOR:



expofair GmbH, Berlin
Bessemerstraße 38-42
12103 Berlin

Tel. +49 30 684086-0
Fax +49 30 684086-19

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www.expofair-berlin.de

company	
adress	
phone / fax	
email	
contact person on-site with mobile number	

MALTE (Carpeting rep quality)

colour	size	amount (m ²)	price per m ² (€)	total price
grey	m xm		9,50	
black	m xm		9,50	
blue	m xm		9,50	
green	m xm		9,50	
red	m xm		9,50	

COMFORT (Carpeting velours quality)

colour	size	amount (m ²)	price per m ² (€)	total price
grey	m xm		11,00	
black	m xm		11,00	
blue	m xm		11,00	
green	m xm		11,00	
red	m xm		11,00	

Total net €

All prices are net and are liable to value added tax (VAT).
Please pay attention to our general terms and conditions on the last page.

.....
date

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ESMO BREAST CANCER

Maritim Hotel, Berlin
02-04 May 2019



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ORDER FORM FURNITURE

Orders have to be placed by **April 09th 2019**. Late orders will be accepted with a 15% surcharge on below mentioned prices.

STAND #
EXHIBITOR:

company	
adress	
phone / fax	
email	
contact person on-site with mobile number	

SKU	name	price (€)	quantity
10130	Shell chair cushioned	4,70	
10261	Chair Flou, anthracite	6,80	
12680	Chair Kuadra, chrome/white	11,70	
12030	Chair Balloon chrome/beechn	10,20	
12112	Chair Kalea black/white	16,90	
12113	Chair Kalea red/white	16,90	
12070	Chair Vanilla, white	35,90	
15000	Club armchair black	59,30	
15100	Club armchair white	68,00	
15016	Armchair Qubo black	89,60	
15015	Armchair Qubo white	89,60	
15604	Conference armchair white	27,80	
16100	Bar stool Z black	11,60	
16101	Bar stool Z white	12,90	
16680	Bar stool Kuadra chrome/white	12,90	
16022	Bar stool LEM white	49,30	
21001	Meeting table white 80x80	19,20	
21002	Meeting table black 80x80	22,30	
21021	Meeting table white 120x80	20,40	
21022	Meeting table black 120x80	24,20	
21040	Meeting table white 160x80	27,30	
21042	Meeting table black 160x80	31,30	
22104	Bistro table chrome/beechn Ø 70	26,60	
26000	Bistro table chrome/white Ø 70	20,40	
26010	Bistro table chrome/black Ø 70	22,50	
26120	Bistro table stainless steel/white 70x70	48,10	
26125	Bistro table stainless steel/black 70x70	48,10	
29010	High table white, foldable Ø 70	17,70	
29080	High table chrome/white Ø 70	34,00	
29090	High table chrome/black Ø 70	37,70	
29120	High table stainless steel/white 70x70	58,40	
29125	High table stainless steel/black 70x70	58,40	
21081	Coffee table chrome/white 80x80x40	19,20	

SKU	name	price (€)	quantity
27050	Coffee table chrome/glass Ø 70	53,10	
30001	Wardrobe rack chrome, big	27,30	
30002	Coat hanger PVC	0,30	
30110	Wardrobe stand chrome	16,30	
50018	Sideboard black/aluminium 80x40x72	69,20	
50020	Sideboard white/aluminium 80x40x72	69,20	
50206	Filing shelf white 80x28x106	30,90	
50207	Filing shelf black 77x40x110	30,90	
50211	Filing shelf black 77x38x200	38,10	
50212	Filing shelf white 77x38x200	38,10	
50111	Table glass cabinet white/aluminium/glass	166,20	
50121a	High showcase 100x50x200 lit-up	293,00	
42295	Counter white/aluminium	69,20	
42305	Counter white/aluminium with composition	83,70	
42451	Counter Magic aluminium/beechn	128,60	
50631	Computer high desk aluminium/beechn	153,20	
50810	Brochure stand birch	112,50	
50811	Brochure stand white	112,50	
50812	Brochure stand black	112,50	
50825	Brochure stand Easy	63,60	
50822	Brochure stand „PZ 6“	77,90	
60300	Fridge approx. 120 l	64,00	
60310	Drink fridge with glass door, approx. 340 l	125,60	
65000	Wastepaper bin PVC/grey	4,80	

For more information please check our website on expofair-berlin.de

Total net €

All prices are net and are liable to value added tax (VAT).
Please pay attention to our general terms and conditions on the last page.

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date

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ESMO BREAST CANCER

Maritim Hotel, Berlin
02-04 May 2019

VIEW FURNITURE



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www.expofair-berlin.de



Art. 10130
Shell chair cushioned
4,70 €



Art. 10261
Chair Flou anthracite
6,80 €



Art. 12680
Chair Kuadra
11,70 €



Art. 12030
Chair Balloon beech
10,20 €



Art. 12112/12113
Chair Kalea wh/bl or wh/red
16,90 €



Art. 12070
Chair Vanilla
35,90 €



Art. 15604
Conference armchair
27,80 €



Art. 15000/15100
Club armchair black or white
59,30 € / 68,00 €



Art. 15015/15016
Armchair Qubo white or black
89,60 €



Art. 16100/16101
Bar stool Z black or white
11,60 € / 12,90 €



Art. 16680
Bar stool Kuadra white
12,90 €



Art. 16022
Bar stool LEM white
49,30 €



Art. 21001/21002
Meeting table white or black
80x80
19,20 € / 22,30 €



Art. 21021/21022
Meeting table white or black
120x80
20,40 € / 24,20 €



Art. 21040/21042
Meeting table white or black
160x80
27,30 € / 31,30 €



Art. 22104
Bistro table chrome/beech
26,60 €



Art. 26000/26010
Bistro table chrome/wh or bl
20,40 € / 22,50 €



Art. 26120/26125
Bistro table stainless steel wh/bl
48,10 €



Art. 21081
Coffee table chrome/white
19,20 €

ESMO BREAST CANCER

Maritim Hotel, Berlin
02-04 May 2019

VIEW FURNITURE



Tel. +49 30 684086-0
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Art. 27050
Coffee table chrome/glass
53,10 €



Art. 29010
High table white, foldable
17,70 €



Art. 29080/29090
High table chrome/wh or bl
34,00 € / 37,70 €



Art. 29120/29125
High table stainless steel w or b
58,40 €



Art. 30001
Wardrobe rack chrome
27,30 €



Art. 30110
Wardrobe stand chrome
16,30 €



Art. 50020/50018
Sideboard white or black
69,20 €



Art. 50206/50207
Filing shelf wh or bl, H 110
30,90 €



Art. 50211/50212
Filing shelf wh or bl, H 200
38,10 €



Art. 50111
Table glass cabinet
166,20 €



Art. 50121a
High showcase H 200 lit-up
293,00 €



Art. 42295
Counter
69,20 €



Art. 42305
Counter with composition
83,70 €



Art. 42451
Counter Magic
128,60 €



Art. 50631
Computer high desk
153,20 €



Art. 50810/-11/-12
Brochure stand
birch, white or black
112,50 €



Art. 50825
Brochure stand Easy
63,60 €



Art. 50822
Brochure stand „PZ 6“
77,90 €



Art. 60310
Drink fridge with glass door
125,60 €

1. **Closing a contract**

Our offers are subject to change and are valid only after verbal or written confirmation that they have been accepted by us. In all cases in which punctual delivery is prevented through no fault of our own, we are relieved of the obligation to deliver.

2. **Rental equipment**

Rental items are provided only for the stated purpose and period of time. Subletting is not permitted. Extending the rental duration requires approval from the lessor. The renter shall inspect the item immediately and report any flaws which do not correspond to the condition stated by the lessor at the time of rental. Failure to report such flaws shall constitute confirmation that the item is free of defects. The same applies to the lessor upon return of the item.

3. **Prices**

The price of the rental item is calculated according to the duration of the rental period. All prices are net and do not include VAT. The rental fee is payable in full no later than the day the item is delivered. If the renter is more than one month in arrears, the renter shall be charged a default interest rate equal to the discount rate of the Deutsche Bundesbank plus 4 basis points. Cheques, bills, and related means of payment will be accepted as fulfillment of payment. Any costs for collection, discount fees, and reversal debits incurred shall be borne by the debtor. The lessor reserves the right to refuse delivery in the event of default of payment, or to retrieve previously delivered rental items before the end of the rental period.

4. **Liability**

For lost rental items, the renter is liable in the amount of its replacement value; for damage to the leased objects he or she is liable in the amount of the cost of repairs, provided this does not exceed the replacement value. The lessor's right to claim further damages remains unaffected. The renter is obligated to insure the rental property against theft and vandalism. This insurance is also possible at the cost of the lessor for trade fairs. The renter's liability begins with the delivery of the rental item and ends once it has been picked up. The renter is responsible for the rental item until it is transferred back to the lessor. At trade fairs this provision applies for up to 48 hours after close of the fair, or by arrangement.

5. **Cancellation**

Orders may be cancelled up to 14 calendar days before the agreed delivery date. If they are cancelled at any time thereafter, the full rental fee may be charged. However, if the item can be rented to a third party, only the costs incurred to this date will be charged.

6. **Guarantee**

Any liability on the part of the lessor for property damage or personal injury in connection with the rental use is limited to intent and gross negligence. The lessor provides inspected and approved, but second-hand, furniture. In spite of the utmost care, it is possible that damages will occur during transport. The lessor is obligated to provide a replacement in the event of valid complaints. The renter must report faults by 4.30pm on the day prior to the beginning of the event, otherwise claims for a replacement or compensation cannot be acknowledged. Changes to the specified dimensions, shapes and colours are reserved.

7. Additional rental conditions apply for the rental of tents and crockery.

Place of jurisdiction is Berlin, Germany.



expofair GmbH, Berlin
Bessemmerstraße 38-42
12103 Berlin

Tel. +49 30 684086-0
Fax +49 30 684086-19
info@expofair-berlin.de
www.expofair-berlin.de

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date

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LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for companies/societies to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The companies/societies configuration and product information is preloaded upon collection onsite.

By simply scanning a visitor's badge with the iOS device, the contact is entered into the companies/societies visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.



Benefits for companies/societies

- User-friendly, light and easy.
- The scanners connected to an iOS device allow companies/societies to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible.
- Scanned data is synched to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

Scan Options

1. **Scan and add details (Booth system)**
the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)**
the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



Costs

- The following standard prices are available for exhibitors:
 - € 475,00 net per iPod touch including scanner
 - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.
- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.



- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

Additional Information

Congress badges will be equipped with a bar code (contains the ID only) to collect data. This will allow companies/societies attending the congress to bring and use their own devices.

- **Cost/ Webservice (external devices)**

The following standard prices are available:

- € 750,00 net for Webservice Set Up + € 1,25 per set of data before April 5th, 2019
- € 950,00 net for Webservice Set Up + € 1,55 per set of data after April 5th, 2019

Administrative Procedure

1. **Order**
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (April 5, 2019).
2. **Order confirmation**
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
3. **Configuration of products and services**
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
4. **Lead capture**
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
5. **Data provision**
After synchronization with the database you can access, check, print or download your collected data from the online database. You may add relevant information during sales



conversations, since not all delegates will provide their complete contact information during the registration process.

Terms and Conditions

- **GDPR:** Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Note, that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using our service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note, that visitors can object being scanned without negative consequence. They must still be granted access to the conference. ESMO Event Terms and Condition will be available on the ESMO Website shortly for your quick reference.
- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.
- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.
- **VAT:** Quotations excl. 20% Austrian VAT
- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.
- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions:** This business is covered by the General Terms and Conditions of the CTI Meeting Technology GmbH.

LEAD RETRIEVAL SYSTEMS

ORDER FORM

Company / Booth	
Contact person	
Email	
Bill To - Address	
Mobile (Onsite Contact)	
VAT (UID) Number	

SCANNERS

	Orders before April 5 th	Orders after April 5 th	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

* iOS symposium system incl. staff (max. 3 hours rental period)

** Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

WEBSERVICE

	Orders before April 5 th	Orders after April 5 th	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*		

* per scanned lead

SCAN OPTION

Symposia system: Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium

PAYMENT

Credit Card: VISA MASTER CARD AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

Bank Transfer:

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

GDPR

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I acknowledge that scanning and the subsequent processing of personal data must be in line with GDPR and other applicable data protection laws. I acknowledge my role as data controller and are therefore responsible for, and be able to demonstrate compliance with, the principles relating to processing of personal data.

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

Signature

Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or esmo@ctimeetingtech.com.