

ISRS 2011

19th International Symposium on Radiopharmaceutical Sciences

August 28 – September 2, 2011

VU University, Amsterdam, the Netherlands

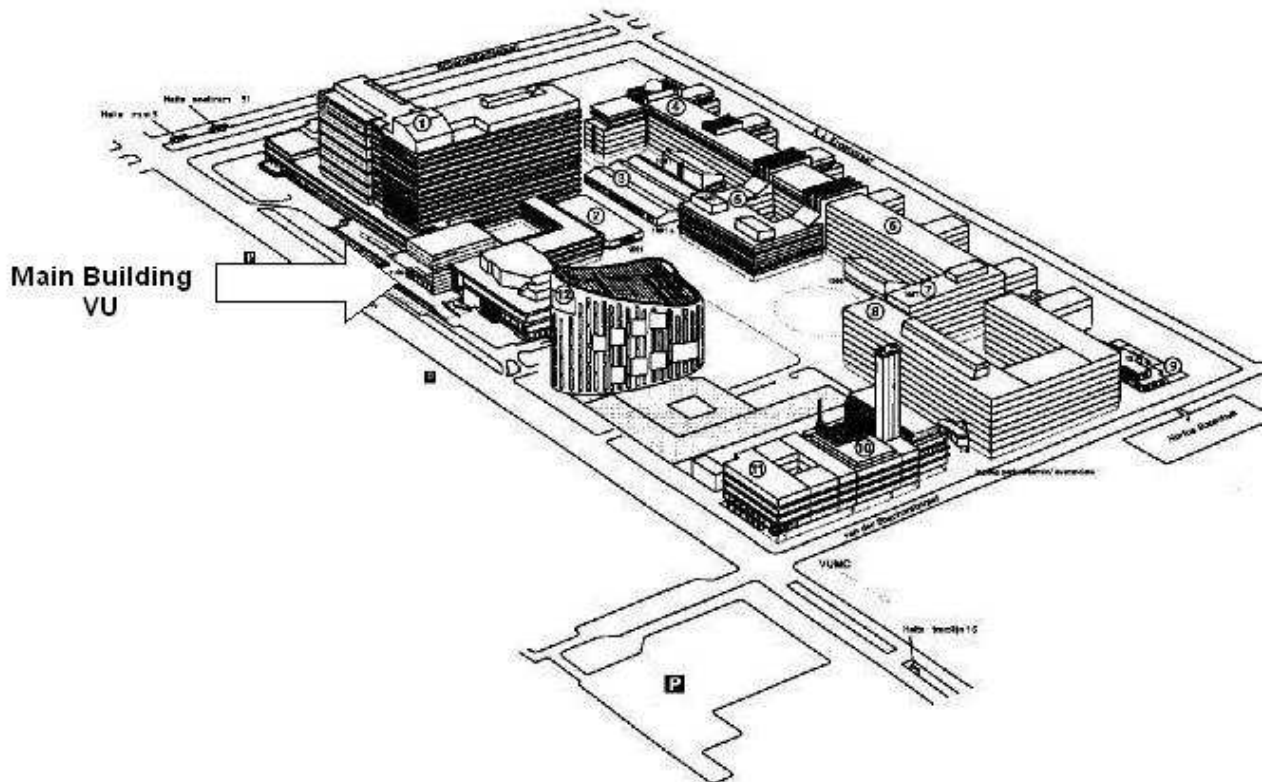
www.isrs2011.org



Exhibition guidelines ISRS 2011

Venue

The meeting will be held at the Main Building of the VU University Amsterdam, De Boelelaan 1105 in Amsterdam, the Netherlands. The VU University is located near railway station Zuid/WTC in the Southwestern part of Amsterdam, close to Schiphol International Airport.



Exhibition area

The commercial exhibition will be held in the Foyer on the 1st floor and in the immediately adjacent area in front of the Aula, which is the main meeting hall. Both areas are located very close to all lecture rooms and the poster area (see floor plan).

Exhibition spaces

Exhibition spaces will be assigned to exhibitors by the Local Organising Committee (hereafter LOC) and PAOG Course and Congress Organisation (hereafter PAOG). Spaces will be allocated on a first come first serve basis depending on the category of the sponsor and on space requirements. Binding assignments are made prior to the Congress and will be confirmed by PAOG before July 1st, 2011.

Exhibition spaces are made available without any stand materials, carpet, furniture, etc., unless otherwise agreed. There are no partitions between adjacent stands.

The back wall and floor construction depends on the location of your exhibition site. Most sites have a glass/steel or concrete/brick back wall and a dark tiled floor. Only a small section of the foyer is carpeted.

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Materials, equipment, personnel

LOC and PAOG do not provide materials, equipment or personnel for stand construction. It is the exhibitor's responsibility to arrange all stand materials, equipment and personnel needed for installation and dismantling.

If requested, PAOG will provide 1 draped table, 2 chairs, wireless internet and an extension lead with multiple sockets for electrical power (220V, 50 Hz). Requests for other facilities have to be made in advance by completing and returning the Registration Form for Exhibitors enclosed with these guidelines. If applicable, additional charges for these requests will be charged separately.

Building constraints and general regulations

- The Main Building of the VU University will continue to function as normal throughout the meeting. This should be taken into account during the exhibition.
- Circulation routes must be kept clear at all times, no equipment, packaging material etc. may be placed anywhere other than the construction area indicated for each stand.
- Your stand or booth construction must not exceed the maximum number of square meters as indicated in the Letter of Agreement. At some spaces the maximum height of the stands should not exceed 240 cm. You will be notified before July 1st, 2011 if this is the case with the space that has been assigned to your company. Physical extensions beyond the space designated to the exhibitor will not be permitted.
- Your booth construction may not in any way be fixed to the wall, floor or ceiling of the exhibition premises. Any drilling of holes in walls, ceilings or floors is not allowed.
- Any adhesive used for temporary floor coverings must be removed at the time of dismantling.
- Signs and advertising material are not allowed outside of the designated space.
- Electrical signage with lighting systems and/or flashing logos are not permitted.
- Signage may not be hung from the ceiling.
- Specific approval from LOC or PAOG is required for audio-visual equipment and should be obtained prior to the set up date.
- It is not allowed to undertake any works that affect smoke ducts, water pipes, electric or telephone circuits, water conduits of drain pipes, freight-lift, glass windows, heating equipment, or any other part of the building.
- Electrical and mechanical apparatus must comply with local regulations.
- It is not allowed to undertake activities that may affect the normal functioning of the university's properties or cause damage to the same.
- Any loss of or damage to university properties will be replaced or repaired at the exhibitor's expense.
- All matters and issues not covered in these guidelines are at the discretion of the LOC and PAOG at all times.

Setting up

The exact hours for setting up are from 08.00-12.00 hrs on Sunday, August 28th, 2011.

Loading and unloading of exhibition materials can be done in front of the main entrance of the VU University (please contact the reception via the intercom at the barrier). After loading and unloading, cars/trucks will have to be removed from this area.

Elevators are available to access the exhibition area. In order to be transportable inside the VU Main Building, boxes, cartons, pallets, etc. containing your materials/equipment should not exceed the following dimensions:

- height: 200 cm
- width: 150 cm
- length: 190 cm

All exhibition stands must be in place by 12.00 hrs on Sunday, August 28th, 2011

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Exhibition hours

You may exhibit throughout the programme at the VU University:

Sunday, August 28:	from 15.00-20.00 hrs
Monday, August 29:	from 08.45-17.30 hrs
Tuesday, August 30:	from 08.45-17.30 hrs
Wednesday, August 31:	from 08.45-13.30 hrs
Thursday, September 1:	from 08.45-17.30 hrs
Friday, September 2:	from 08.45-13.30 hrs

The presence of exhibitor's staff is strongly recommended during the program breaks (see the provisional program) as a service to delegates.

Dismantling

Exhibits may not be dismantled before 11.00 hrs on Friday, September 2nd. Please take into account that the scientific programme on Friday continues till 12.30 hrs and lunch till 13.30 hrs, dismantling actions that may cause noise nuisance to the delegates are not allowed before 13.30 hrs!

Hours for dismantling of stands are from 13.30-17.00 hrs on Friday, September 2nd.

All equipment/packing materials belonging to exhibitors must be dismantled, packed and shipped out of the area before 17.00 hrs on Friday, September 2nd.

Exhibitors are responsible for their own equipment and for clearing the stand area of all their belongings.

Shipping, freight and material storage

Should you like to ship your exhibition materials/equipment to the venue, please be advised that exhibitors should arrange their own shipments / freight of exhibition materials to and from the VU University

Please indicate clearly the following information on all packages:

VU University Amsterdam
Goederenontvangst
Attn. Hendrik Loosman and Lydeke Waardenburg
Ref #: 40106047
Boelelaan 1085
1081 HV Amsterdam

Please note: All packages should have the number: **40106047**

Security

Exhibitors must make provisions for safeguarding their goods, materials, equipment and display at all times. Small-sized valuable goods will be stored in a safe place by PAOG Course and Congress organization if requested well in advance.

The exhibition facilities in and around the VU Main Building are part of the university campus and are therefore accessible to the general public during opening hours of the university. Outside these opening hours, the VU Main Building will be closed and access to the exhibition sites will not be possible to anyone except security officers.

Insurance

- LOC, PAOG and the VU University will not be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person.
- The exhibitor is responsible for damages to the VU University property, whether the damage is caused by himself, by his staff & agents or by his installation. LOC, PAOG and the VU University assume no responsibility for objects exhibited, nor for any damage caused by third persons to said objects.
- The exhibitor is required to indemnify LOC, PAOG and the VU University, their officers, employees and agents against all claims, demands or liabilities and costs arising out of any acts or omissions in the part of the exhibitor, its officers, directors, employees, agents and visitors or business guests. Exhibitors are required to have appropriate levels of insurance in place to cover this liability.

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**Loss / Damages:**

- Liability for damages to the premises will be charged to the exhibitor accordingly. This includes the mounting of materials by the means of adhesive tape, blue tack and drawing pins to the doors, walls and windows of any facility within the VU University.
- The VU University will not accept responsibility of any damage or loss of any personal property, company property or equipment left on the premises prior to, during or following any event.
- All displays, exhibits, stands, or materials are the responsibility of the client. LOC, PAOG and the VU University accept no liability whatsoever for any loss or damage caused. All displays, products or exhibits must be removed from the venue before 17.00 hrs on Friday, September 2nd.
- Should materials be left following the symposium, VU University will hold them for 5 working days following the event, after which time the VU University will dispose of them accordingly.

Cleaning

Exhibitors are responsible for keeping their own stand clean and tidy during exhibition hours. After exhibition hours the VU University, being able to dispose of a small amount of packaging and waste materials left at the stand, will clean the exhibition area.

Any excessive litter left by the client or any agents acting on its behalf on the VU University grounds will incur a cleaning / clearing charge from the VU University.

Tobacco Regulations

In the public areas of the VU University (which include the exhibition areas), smoking is prohibited by law. Smoking is only permitted in a few designated areas.

The Dutch law applies to the sponsorship and exhibition at the 19th International Symposium on Radiopharmaceutical Sciences.