

10th BIENNIAL INTERNATIONAL GYNECOLOGIC CANCER SOCIETY MEETING (IGCS)

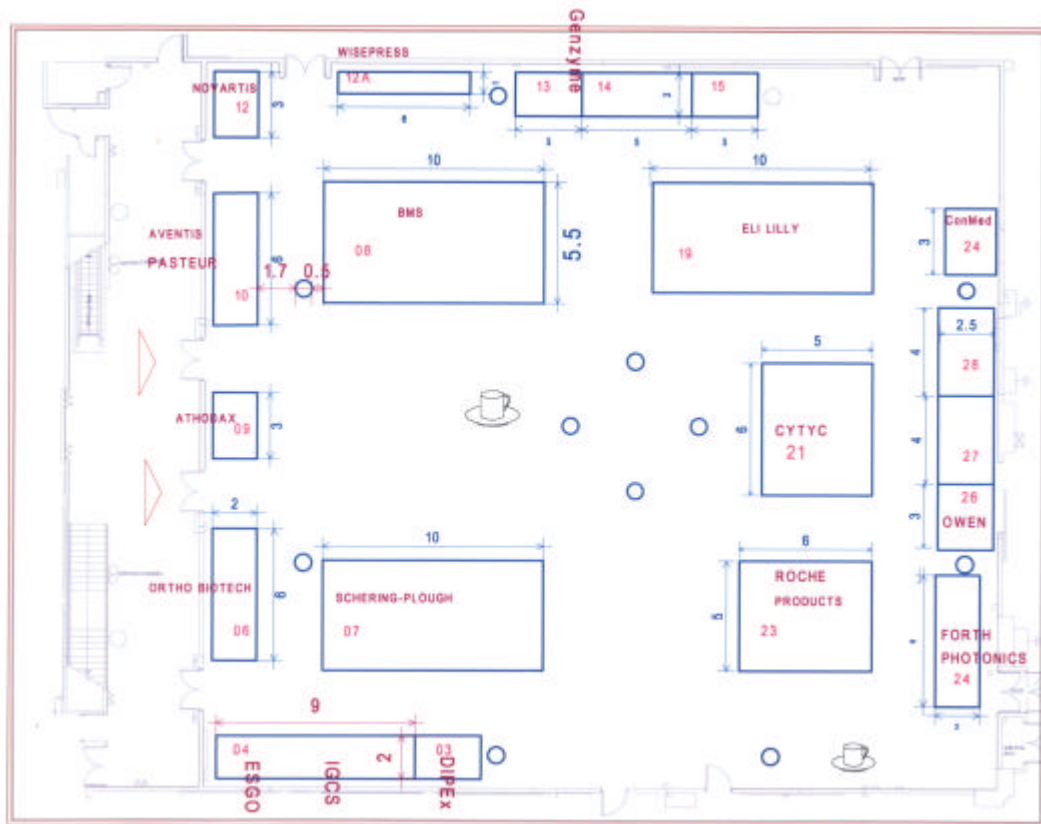


Edinburgh International Conference Centre
Edinburgh, Scotland ■ October 3-7, 2004

www.kenes.com/igcs-10 ■ igcs-10@kenes.com

EXHIBITOR'S MANUAL

EXHIBITION FLOOR PLAN



LIST OF EXHIBITORS

Name of Company	Stand No
Athrodax Healthcare International Ltd	09
Aventis Pasteur MSD	10
ConMed Corporation.....	24
Cytoc UK Ltd.....	21
The DIPEX Charity	03
Eli Lilly and Company.....	19
ESGO	04
Forth Photonics Hellas SA.....	25
Genzyme Biosurgery.....	13
IGCS	04
Ortho Biotech.....	06
Owen Mumford Ltd.....	26
Roche Products Limited	23
Schering Plough Ltd.....	07
Wisepress Online Bookshop Ltd.....	12A

ESSENTIAL INFORMATION CONTENTS – SECTION 1

- 1.0 Meeting Dates
- 1.1 Definitions
- 1.2 Venue
- 1.3 Website
- 1.4 List of Official Contractors
- 1.5 Order Forms

ESSENTIAL INFORMATION – SECTION 1

1.0 Meeting Dates

Sunday, October 3, 2004 Thursday, October 7, 2004

1.1 Definitions

Within this manual, the following terms are defined as:

Meeting:

10th Biennial International Gynecologic Cancer Society Meeting (IGCS)

Exhibition:

The Exhibition being held in conjunction with the 10th Biennial International Gynecologic Cancer Society Meeting (IGCS)

Exhibitor:

Includes any person, firm, company or corporation and its employees to whom space has been allocated for the purpose of exhibiting at the Exhibition

Organizers:

KENES *International*
CARES FOR YOUR ORGANIZATION

17, rue du Cendrier, P.O. Box 1726

CH-1211 Geneva, Switzerland

Tel: +41 22 908 04 88

Fax: +41 22 732 28 50

E-mail: igcs-10@kenes.com

Premises:

Those areas of the Edinburgh International Conference Centre, licensed to the Meeting.

Sponsor:

Includes any person, firm, company or corporation and its employees, who has contracted to sponsor the 10th Biennial International Gynecologic Cancer Society Meeting (IGCS)

1.2 Venue

Edinburgh International Conference Centre

The Exchange

Edinburgh EH3 8EE

Scotland

Tel: +44 131 300 3000

Fax: +44 131 300 3030

Website: www.eicc.co.uk

1.3 Website

For the latest information about IGCS 2004, please visit the meeting website at:

igcs-10@kenes.com

1.4 List of Official Contractors

Meeting	Contact: Isis Rivlin Kenes International Email: irivlin@kenes.com
Exhibition Management	Contact: Michal Lelcuk Kenes International Email: mlelcuk@kenes.com
Hotel	Contact: Clara Cohen Kenes International Email: ccohen@kenes.com
Registration	Contact: Clara Cohen Kenes International Email: ccohen@kenes.com
Sponsorship &Exhibition Sales	Contact: Michael Foreman Kenes International Tel: +44 (0) 208 953 4333 Fax: 44 (0) 208 953 6333 Email: mforeman@kenes.com
Audio Visual	Contact: Lorna Quarm Edinburgh International Conference Centre Direct Tel: +44 (0) 131 519 4035 Direct Fax: +44(0) 131 519 4062 E-mail: lornaq@eicc.co.uk
Catering	Contact: Katy Elvin LEITH'S at Edinburgh International Conference Centre Tel: +44 (0) 131 519 4008 Fax: +44 (0) 131 519 4064 Email: katye@eicc.co.uk
Cleaning	Contact: Lorna Quarm Edinburgh International Conference Centre Direct Tel: +44 (0) 131 519 4035 Direct Fax: +44(0) 131 519 4062 E-mail: lornaq@eicc.co.uk
Communications	Contact: Lorna Quarm Edinburgh International Conference Centre Direct Tel: +44 (0) 131 519 4035 Direct Fax: +44(0) 131 519 4062 E-mail: lornaq@eicc.co.uk

Customs Clearance

Contact: Karma Knoll
DHL Freight Danzas GmbH
Tel: +43 1 728 31 60 21
Fax: +43 1 728 31 60 90
E-mail: Karma.knoll@dhl.com

Electrical Connection

Contact: Lorna Quarm
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062
E-mail: lornaq@eicc.co.uk

Electrical Fittings

Contact: Lorna Quarm
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062
E-mail: lornaq@eicc.co.uk

Floral/Furniture

Contact: Contact: LORNA QUARM
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062

**Hostesses
Individual Stand Security**

Contact: Lorna Quarm
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062
E-mail: lornaq@eicc.co.uk

**Shell Scheme &
Shell Scheme Extras**

Contact: LORNA QUARM
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062
E-mail: lornaq@eicc.co.uk

Shipping & Forwarding

Contact: Karma Knoll
DHL Freight Danzas GmbH
Tel: +43 (0) 1 /728 31 60 21
Fax: +43(0) 1 /728 31 60 90
Email: karma.knoll@dhl.com

Venue

Contact: LORNA QUARM
Edinburgh International Conference Centre
Direct Tel: +44 (0) 131 519 4035
Direct Fax: +44(0) 131 519 4062
E-mail: lornaq@eicc.co.uk

1.5 Order Forms

Please find below the schedule of order and enquiry forms:

ORDER FORM	RETURN TO
Audio Visual	Edinburgh International Conference Centre
Catering	LEITH'S at Edinburgh International Conference Centre
Cleaning	Edinburgh International Conference Centre
Communication	Edinburgh International Conference Centre
Company Name Badges	Exhibition Manager
Custom Clearance	DHL Freight Danzas GmbH
Electrical Connection	Edinburgh International Conference Centre
Electrical Fittings	Edinburgh International Conference Centre
Freight & Shipping	DHL Freight Danzas GmbH
Furniture/Floral	Edinburgh International Conference Centre
Installation of Exhibits	Exhibition Manager
Name boards	Exhibition Manager
Shell Scheme/Shell Scheme Extras	Edinburgh International Conference Centre
Storage Units	Edinburgh International Conference Centre

PLEASE KEEP A PHOTOCOPY OF ALL RETURNED ORDER FORMS FOR YOUR OWN FILES

GENERAL INFORMATION CONTENTS – SECTION 2

- 2.1 Accommodation
- 2.2 Catering
- 2.3 Exhibition Management Office
- 2.4 Insurance
- 2.5 Liability
- 2.6 Parking
- 2.7 Social Events

GENERAL INFORMATION – SECTION 2

2.1 Accommodation

Kenes International has reserved rooms in the major hotels in E d i n b u r g h offering a wide variety of choice in terms of prices, location and star rating. Companies that are interested in booking hotel accommodation are kindly requested to contact Kenes International for further details: Clara Cohen Email: ccoehen@kenes.com

2.2 Catering

Lunches

Lunches will be served within the exhibition area.

Coffee Breaks

Refreshments will be available in the exhibition area during the official coffee breaks.

Exhibitor Stand Catering

LEITH is the officially appointed Stand Caterer for IGCS 2004.

Exhibitors are not permitted to supply their own food and drink without prior written consent from the Organizers. LEITH supplies a comprehensive supply of hot and cold beverages and snacks. Enquiries for all catering services should be made on the enclosed form or alternatively please contact:

LEITHS AT THE EDINBURGH INTERNATIONAL CONFERENCE CENTRE,

Morrison Street, Edinburgh, EH3 8EE

FAX: +44 (0) 131 519 4064 TEL: +44 (0) 131 519 4008

E-MAIL: katie@eicc.co.uk

2.3 On Site Exhibition Management Office

The Exhibition Management Office will be open throughout the exhibition build, open and breakdown period. The office will be located within the Exhibition area and will be clearly signposted.

Prior to this time, if you have any queries regarding your participation at IGCS 2004, then please do not hesitate to contact: Michal Lelcuk, Exhibition Technical Manager at email: mlelcuk@kenes.com

2.4 Insurance

Whilst every reasonable precaution will be taken to protect the Exhibitors' property whilst on display at the Exhibition, it must be clearly understood that the management of The Edinburgh International Conference Center, Local Authorities, The Organizers and the Official Contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Please ensure that you have adequate insurance cover for the duration of the event.

2.5 Liability

Companies are responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organizers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way whole or part, or if the Organizers find it necessary to change the dates of the Exhibition, the Organizers shall not be liable for any expenditure, damage or loss incurred in connection

with the Exhibition. The Organizers shall further not be liable for any loss which the Exhibition or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Venue or any part thereof in any matter whatsoever.

2.6 Parking

Please refer to: Access To THE EICC

2.7 Opening Ceremony & Welcome Reception

Exhibitors are cordially invited to the Opening Ceremony on Sunday, October 3, 2004, at 17.00, to be followed by a Get-Together reception at the Edinburgh International Conference Centre.

EXHIBITION INFORMATION CONTENTS – SECTION 3

- 3.0 Access
- 3.1 Access for Deliveries
- 3.2 Audio Visual Equipment
- 3.3 Banners & Posters
- 3.4 Catering
- 3.5 Cleaning
- 3.6 Communications
- 3.7 Computers
- 3.8 Conduct
- 3.9 Data Protection
- 3.10 Dilapidations
- 3.11 Electrical Services
- 3.12 Exhibitor Registration
- 3.13 Exhibition Guide
- 3.14 Fire Procedures
- 3.15 Floral & Furniture
- 3.16 Hostesses
- 3.17 Internet Access
- 3.18 Leaflet Distribution
- 3.29 Laser Products
- 3.20 Noise Levels
- 3.21 Occupation of Stand Space
- 3.22 Performing Rights Society Licence
- 3.23 Security
- 3.24 Shell Scheme Additional
- 3.24 Stand Personnel
- 3.25 Storage
- 3.26 Terms and Conditions of Exhibiting
- 3.27 Timetable
- 3.28 Trolleys

3.0 Access

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Exhibitors are requested to complete the form included indicating the size of the vehicle which exhibitors intend to use for delivery of their goods/equipment. This form should be completed and returned to the Organizers by the date specified order to facilitate vehicle scheduling.

All delivery vehicles will be supplied with a vehicle identification card which should be prominently displayed inside the windscreen.

Full installation instructions will be dispatched with vehicle identification cards in September 2004

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand. This will reduce the amount of time it takes to load and unload and thus assist the free flow of traffic.

Please contact the official freight forwarding agent, DHL to arrange rental of suitable equipment.

3.1 Access for Deliveries

Please be advised that neither the Organizers nor the Edinburgh International Conference Centre can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to Sunday, 3 October 2004. Any deliveries prior to this date will not be accepted.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made one hour before or after exhibition open hours.

3.2 Audio Visual Equipment

Please refer to the official contractor list

3.3 Banners and Posters

Exhibitors may not suspend banners from the ceiling of the exhibition hall.

Posters may not be displayed in the session hall foyers, corridors or any other public areas within the Venue.

3.4 Catering

Please refer to the official contractor list

3.5 Cleaning

The Organizers are responsible for the cleaning of the aisles and public areas. Exhibitors requiring stand cleaning should complete the enclosed Stand Cleaning Form.

Companies who have requested stand cleaning are advised that the cleaners will only vacuum the stands and remove rubbish. They will not clean exhibits or counter tops.

3.6 Communications

Please refer to the official contractor list

3.7 Computers

Please refer to the official contractor list

3.8 Conduct

Companies are reminded that no visible or audible nuisance may be caused to any Exhibitor by any other Exhibitors stand activities. Images or logos, however generated, must not be projected into aisles or other stands.

3.9 Data Protection

Exhibitors are advised to familiarize themselves with the Data Protection Act which came into force in May 1984

3.10 Dilapidations

Exhibitors are reminded that they are responsible for making good any damage caused to the fabric of the Venue, by either themselves or their agents or their contractors. Exhibitors should satisfy themselves as to the condition of their stand site before the building of their stand and after its clearance.

All charges incurred by the Organizer as a result of dilapidations to a stand site will be passed on to the Exhibitor.

3.11 Electrical Services

Please refer to the official contractor list

The official contractors must make all electrical connections. A schedule of costs for electrical services is enclosed.

For safety reasons the use of coiled extension leads and double adapters are not permitted within the exhibition area. Total loading must not exceed the wattage of the socket ordered and multi-points must not be connected from adjacent multi-points.

It is NOT permitted to take electricity from an adjacent stand, even with the consent of the stand holder.

3.12 Exhibitor Registration

Each exhibiting company is entitled to 2 complimentary exhibitor badges for the first 9 square metres and then 1 complimentary exhibitor badge per 12 square metres thereafter.

Additional stand personnel, up to a maximum of 5, will be charged a badge fee of \$195 per exhibitor.

Registered stand personnel will receive:

- Company Name Badge
- Access to the Exhibition Hall
- Entrance to Welcome Reception
- Tea/Coffee during the official breaks
- Lunches

Please be advised that an Exhibitors badge does not entitle access to the Congress scientific sessions. However, the exhibitor badge will entitle access to the Satellite Symposia.

Only the exhibiting Company name will appear on the badge. Please complete the enclosed order form, confirming the Company name and number of additional exhibitor registrations required. Please complete and return the enclosed order form.

Persons wishing to attend the IGCS congress scientific sessions are required to register by the regular registration procedure.

All personnel are required to wear badges to access the Venue. Company representatives not wearing their badges will not be allowed access to the Exhibition. Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the exhibition.

Company badges will not be sent out in advance of the Congress but will be available for on-site collection from the exhibitor registration desk which is located in the exhibition hall during the official registration opening times.

During the Meeting, the Registration Desk will be open during session hours as per the Congress timetable.

3.13 Exhibition Guide

A 100-word Exhibitor Company/Product profile will be published in the exhibitor guide section within the Final Programme. The Final Programme will be included in the delegate's briefcase and will be given out to each delegate of the Congress. Please send this profile, including company name, address, tel, fax, email and website, as a word attachment, **no later than September 5, 2004** to: mlelcuk@kenes.com

3.14 Fire Procedures

Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire. Exhibitors are advised that the Venue has stringent regulations governing materials used on site during the Exhibition.

3.15 Floral & Furniture

If you need assistance or wish to place an order, please refer to the official contractor list

3.16 Hostesses

Personnel such as hostesses, must be registered in the normal way, and will be counted as part of your personnel allocation for the stand. Companies interested in hiring hostess for stand, hospitality and extra meeting activities, should contact: The official contractor.

3.17 Internet Access – see Communications

3.18 Leaflet Distribution

Leaflets may not be distributed from anywhere but the exhibition stands. Leaflets distributed from any other location throughout the venue may be removed or destroyed by the Organizers.

3.19 Laser Products

Any Exhibitor demonstrating or using laser products must submit full details to be used to the Organizers for final approval no later than September 15, 2004. Failure to submit adequate details may result in the display being prohibited.

Companies must provide suitable fire extinguishers and warning notices

3.20 Noise Levels

Companies planning to have any audiovisual equipment on their stand should note that all audio speakers must be facing inwards on the stand and not facing the gangways. No visual or audible nuisance may be caused to any Exhibitor by any other Exhibitor's stand activities

3.21 Occupation of Stand Space

Unless otherwise agreed in writing by the Organizers, exhibitors are not authorized to sublet, share or transfer their stand space.

In the event of an exhibitor failing to take possession of his stand, the Organizers have the right to re-allocate the stand and all monies paid shall be forfeited.

3.22 Security

Exhibitors are requested to use common sense precautions at all times to ensure that all company personnel wear their identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to a uniformed member of staff at the Registration desks.

Staff will be on duty to ensure that all persons entering the venue have a name/company name badge. Any person without a badge may not be admitted to the venue.

3.23 Shell Scheme Extras

Shell Scheme extras may be ordered directly from the officially appointed stand contractor.

3.24 Stand Personnel

All stands must be staffed throughout the open hours of the exhibition. Canvassing in the gangways, public areas of the building, car parks and approaches is prohibited.

3.25 Storage

The Edinburgh International Conference Centre has no storage facilities for empty containers and other materials required for the exhibition. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom, doors to which must have a vision panel. The venue does not have any storage facility for materials left on-site outside of tenancy times. Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.

3.26 Terms and Conditions of Exhibiting

Attention is drawn to the Terms and Conditions of Exhibiting as contained within the Invitation to Industry and at the back of this Manual.

3.27 Timetable

BUILD-UP

Set up times:	Sunday, 3 October 2004	07:00 – throughout
	Monday, 4 October 2004	07:00
Decoration:	Monday, 4 October 2004	07:00 – 09:00

All stands must be completed and excess products and packaging materials removed no later than 07.00hrs on Monday, October 4 2004.

EXHIBITION HOURS

Monday, 4 October, 2004	09:30 – 17.00
Tuesday, 5 October, 2004	09:00 – 17.00
Wednesday, 6 October, 2004	09:00 – 17:00
Thursday, 7 October, 2004	09:00 – 12:00

Please note that power goes off each night 15 minutes after the close of the exhibition unless a 24-hour supply has been specifically ordered.

DISMANTLING

Thursday, 7 October from 12.00 until 18.00

Dismantling of the stands before the official closing of the exhibition is not permitted. Move out must be completed on Thursday, 7 October by 18.00.

Any equipment, display aids or material left after 18.00 will be considered discarded and abandoned.

It is the responsibility of the exhibitors to ensure that their contractors observe this regulation.

The exhibitors will be charged for the removal of any material left behind after this date

3.28 Trolleys

Please note that trolleys for moving exhibits, brochures, etc are not available from the Organizers. Exhibitors are therefore advised to make their own arrangements.

STAND CONSTRUCTION – SECTION 4

- 4.0 Damage to the Premises
- 4.1 Double Decker Stands
- 4.2 Electrical Services
- 4.3 Flooring and floor loading
- 4.4 Floor Plan
- 4.5 Free Build Stands
- 4.6 Height Limits
- 4.7 Name boards
- 4.8 Rigging
- 4.9 Shell Scheme
- 4.10 Shell Scheme Extras
- 4.11 Stand Cleaning

4.0 Damage to the Premises

The use of screws, bolts, hooks and other assembly devices (e.g. adhesives, adhesive tapes) in and on the buildings, and the painting and wallpapering of parts of buildings is strictly prohibited. Should any damage occur, the Exhibitor/Stand Contractor responsible will be invoiced for any reparation charges incurred.

4.1 Double Decker Stands

Double-decker stands (i.e. two-storey designs) are not permitted

4.2 Electrical Services

Please refer to the contractor list

Electrical mains in the exhibition area are supplied by the EICC

The official contractors must make all electrical connections

For safety reasons the use of coiled extension leads and double adapters are not permitted within the exhibition area. Total loading must not exceed the wattage of the socket ordered and multi-points must not be connected from adjacent multi-points.

It is NOT permitted to take electricity from an adjacent stand, even with the consent of the stand holder.

4.3 Flooring

The flooring in exhibition hall is carpet

4.4 Floor plan & Alphabetical List of Exhibitors

Please refer to the exhibition floor plan for the exact location of your stand

4.5 Free Build Stands

Please see the following free build regulations.

Free build stands are allocated on the basis of space only. This means that NO STAND SERVICES ARE PROVIDED. Free build exhibitors are particularly reminded of the following points:

- a) Drawings of ALL proposed free build stands MUST be submitted to the Organizers and the venue for approval NO later than **September 5 2004**
- b) Stand plans must be accompanied by specifications of all construction materials/fittings being employed on the stand and by fire resistance certificates for the materials and fittings.
- c) Island sites must allow accessibility from all four aisles.
Failure to comply with any of the afore-mentioned could result in non- approval of your stand.

4.6 Height Limits

Please note the maximum height limit for stands at IGCS 2004 is 3.5m

4.7 Name boards

Each shell scheme stand will be provided with a name board to each open side of the stand. Please complete the enclosed order form

4.8 Rigging

Rigging from the ceiling is not permitted.

4.9 Shell Scheme Stands

4.10 Shell Scheme Extras

Please refer to the contractor list for the provision of shell scheme and shell scheme extras.

The shell scheme is an Octonorm system made of white aluminum, and white painted hardwood panels.

The shell scheme stand will be provided with:

Shell scheme

2x 500-watt basic power supply (provides as a double socket)

Fascia panel with stand number and name

2 spotlights

4.11 Stand Cleaning

The Organizers are responsible for the cleaning of the aisles and public areas within the Exhibition. Exhibitors requiring stand cleaning should complete and return the enclosed order form with the appropriate payment.

HANDLING OF EXHIBITS - SECTION 5

- 5.0 Shipping and Forwarding
- 5.1 Delivery and Lifting of Exhibits
- 5.2 Shipping Instructions
- 5.3 Custom Clearance
- 5.4 Storage

5.0 Shipping and Forwarding

The official & exclusive shipping and site handling contractor is:

DHL FREIGHT

Danzas GmbH

Trade Fairs & Events Vienna

Trabrennstr/Halle D/3.Stock

A-1020 Wien

Austria

Tel: +43 (0)1 728 31 60 21

Fax: +43 (0)1 728 31 60 90

Contact: Karma Knoll

Email: karma.knoll@dhl.com

5.1 Delivery and Lifting of Exhibits

Exhibits should NOT be sent to the exhibition area prior to Thursday, 3 October 2004. You must arrange for a representative to be on your stand to accept goods since the organizers are unable to accept deliveries on your behalf.

To ensure the safe and efficient entry of exhibits, we have appointed the under mentioned lifting contractor. No other lifting/handling contractor will be permitted to operate within the hall.

DHL FREIGHT

Danzas GmbH

Trade Fairs & Events Vienna

Trabrennstr/Halle D/3.Stock

A-1020 Wien

Austria

Tel: +43 (0) 1 728 31 60 21

Fax: +43 (0) 1 728 31 60 90

Contact: Karma Knoll

Email: karma.knoll@dhl.com

If you require assistance for unloading, unpacking, empty case/package storage, repacking, lifting or positioning of your exhibits in the hall please contact: DHL Freight Danzas GmbH directly.

5.2 Shipping Instructions

Please refer to the instructions at the end of this section.

5.3 Custom Clearance

It is the Exhibitor's responsibility to make sure that the correct customs clearance formalities are carried out for equipment and products arriving from outside UK. The Organizers may not be held responsible for any difficulties that may arise in connection with such formalities. DHL Freight Danzas GmbH can offer the following services:

- Custom clearance
- Labour/forklifts
- Insurance (transportation/storage)
- Storage of empty packing cases

Please complete and return the order form contained at the back of this section

5.4 Storage

There are NO storage facilities at EICC for empty cases and other materials required for the exhibition. These must not be stored in or outside the stands but must be removed from the building.

Exhibitors should contact the official site-handling agent, DHL Freight Danzas GmbH for the removal of all boxes, packing materials, etc prior to the opening of the exhibition.



Shipping guide lines and recommendations

DHL FREIGHT DANZAS GMBH has been appointed as official on site logistics contractor and as such is the only company operating forklifts trucks and provide storage at the above event. Below you will find information on the services we offer and guidance as to how to dispatch shipments to the event

Freight Forwarding

As the official and sole on site service provider we can also provide your company with first class transport services by air, ocean and road. You will have the knowledge that all your requirements will be carried out by one competent partner who is aware of all requirements. We would be pleased to make a detailed offer for your comparison. There will be a person responsible for each hall and they can track your shipment from point of collection to delivered stand. Should you choose to use another company to provide transport services to the event please make sure that he will be given the following guidelines. Please also inform us with name of your transport company when completing the lifting / storage order form.

Airfreight

All consignments should be sent freight prepaid to Birmingham BHX and consigned as follows:

Yorkshire Exhibition Services Ltd
c/o DHL Danzas Air & Ocean Birmingham Airport
10th Biennial Gynecologic Cancer Society 2004
Edinburgh/Scotland

We recommend that you will use the combined invoice and packing list for non-European community as proforma invoice (see sample attached). All Airway bills should be faxed or e-mailed as soon as they are available, together with a copy of the proforma invoice.

Yorkshire Exhibition Services Ltd have bond facilities available allowing you to temporary import goods by air to the event without having to pay VAT and Duty upon importation in the UK.

We recommend that latest flight arrival of exhibits at Birmingham airport should be 24th September 2004.

Sea freight

All consignments should be sent freight prepaid to UK port and consigned to:

Yorkshire Exhibition Services Ltd
C/o DHL Danzas Air & Ocean
13th World Clean Air Congress
Hall Stand
Edinburgh/Scotland

Wherever possible, please use "Express" Bills of Lading – if not, Bills of Lading should be sent via courier together with a copy of the pro forma invoice and fax /e-mail all documents once provided to you by your forwarder. We have again customs bond facilities available for ocean freight movements. We recommend latest arrival of vessel at UK port should be 20th September 2004 for FCL shipments and 17th September for LCL shipments.

Road freight

Please instruct your transport company to deliver your goods at the agreed delivery day. All transport vehicles will be routed via the lorry park and access to hall will only be allowed if you have been included in the delivery schedule. Each driver must have a delivery note containing name of exhibitor, hall and stand number. Following these steps will make sure that your delivery vehicle will have easy access and be off loaded without delay.

Health & Safety regulations in place at the venue for this event will not allow the use of tail lifts, hiab or any other means of self off loading. Stand fitting contractors wishing to off load per hand will not be allowed access into halls with own vehicles or parking at any of the dedicated VE doors.

Express/courier shipments

If your company consigns shipments by express courier operators please note that the organiser cannot accept delivery to stand on exhibitor's behalf.

In order that shipments still reach you on the stand we recommend that all these shipments to be dispatched to our on site warehouse where we can sign and receive it on your behalf. Delivery to stand will then be arranged upon your arrival. A nominal fixed charge of £ 55,00 plus VAT is applicable for this service.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to start of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer. Payments per VISA/MasterCard either on site or per postal order can also be made.

Contact :

DHL FREIGHT / DANZAS GMBH

Karma Knoll

e-mail: karma.knoll@dhl.com

Phone 0043 1 728 31 60 21 Telefax 0043 1 728 31 60 90

LIFTING & STORAGE ORDER FORM

DHL FREIGHT DANZAS GMBH
 TRADE FAIRS & EVENTS
 TRABRENNSTR 5 / HALLE D / 3 STOCK
 1020 WIEN
 AUSTRIA
 Tel: +43 1 728 31 60 21
 Fax: +43 1 728 31 60 90
 Karma.knoll@dhl.com



QUANTITY OF EXHIBITS & Any special lifting requirements
 Please state as follows:
 LENGTH, WIDTH & HEIGHT & WEIGHT of each item in cm
 TOTAL GROSS WEIGHT OF SHIPMENT in kgs
 TOTAL VALUE FOR CUSTOMS PURPOSES (if required)

SERVICES REQUIRED. (Tick as necessary)

- Lifting from transport to stand and ex stand back to transport
- Re-lifting on stand for erection / dismantling or positioning
- Storage of empty cases during event
- Storage of goods for delivery during show
- Customs clearance for Imports and Exports
- Supply of labour for working on stand
- Transportation from your factory to and from the venue

EXHIBITOR NAME..... Telephone.....

ADDRESS.....Tel efax.....

.....E-Mail.....

REPRESENTATIVE IN CHARGE OF STAND

STAND NUMBER.....HALL NUMBER.....

Please return all order forms by Friday 3rd Sepytember 2004
 Our business is transacted under BIFA trading conditions that exclude or limit our liability.
 A copy of the relevant set of conditions will be supplied on request.

TERMS AND CONDITIONS - SECTION 6

These terms are the contractual agreement between the Organizer and the Exhibiting Firm (Exhibitor/s).

Application To Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed, signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded.

Obligations And Rights Of The Exhibitor

Registration implies full acceptance by the Exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the Exhibitor.

By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition.

The Exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation And Rights Of Organizer

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants.

Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors.

The Organizer reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting Exhibitor.

Cancellation

In case of cancellation received (in writing) as per the above policy.

Liability Insurance

The Organizer provides general guard service and third party insurance at the exhibition site. Equipment and all related display materials installed by Exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors.

The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents through full and comprehensive insurance, and shall hold harmless the Organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

Exhibition Regulations

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The organizer reserves the right to alter the general layout or limit the space allotted to each exhibitor postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action.

Should any contingency prevent the holding of the exhibition, the organizers will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment.

Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed by strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition.

No display may be dismantled or packing started before the designated hour.

It is the exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands permanently manned during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment on the exhibit application form. Should the exhibitor fail to make a payment on time, the exhibition manager is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for nonfulfilment of contract.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the exhibition manager's desk.

The Organizer ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

The provision of refreshments to the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to exhibitors must be handed back in their original condition.

In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to exhibitors.

The organizers will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

The EICC - SECTION 7

7.0 Access to the EICC

7.1 Facility for Disabled People

7.3 House regulations

ACCESS TO THE EICC***Access to the Edinburgh International Conference Centre*****BY RAIL**

There are two stations in Edinburgh: Waverley and Haymarket Station.

Where possible, delegates should alight at Haymarket.

From Haymarket Please follow directional signage to the EICC.

From Waverley To walk from Waverley to the EICC, delegates should leave the Station by the Princes Street exit. Turn left on to Princes Street and walk along to the Caledonian Hotel, about half a mile. From there they should follow directional signage to the EICC.

Alternatively there are plenty of taxis available at the station. The journey time is approximately 10 minutes, costing approximately £3.00. Journey times are obviously dependent on traffic flow and time of day.

BY BUS

Edinburgh is well served by a large network of inter city coaches.

There is one Bus Station in Edinburgh; St Andrew Bus Station situated at St Andrew Square.

The EICC is within 5 minutes walk of numerous bus routes in Edinburgh. Numbers 2 and 12 depart approximately 200 yards from the entrance to the EICC on Morrison Street and run every 15 minutes between 0700 – 2330hrs. There are regular city bus services to Lothian Road and Shandwick Place. Delegates should follow directional signage from Lothian Road and Shandwick Place to the EICC.

For bus details and timetables please contact:

Lothian Regional Transport
27 Hanover Street
Edinburgh

Telephone: 0131 555 6363
(Open Mon – Sat from 0830 – 1800hrs) 24 hr enquiry line

Or check their web-site at www.lothianbuses.co.uk

BY CAR

- From West** Via M8, A8, Haymarket, Torphichen Street, Morrison Street
- From East** Via A1, Princes Street, Shandwick Place, Torphichen Street, Morrison Street
- From South** Via A720, Braid Road, Morningside Road, Bruntsfield Place, Earl Grey Street, Torphichen Street, Morrison Street.
- From North** Via Forth Road Bridge, A90, Queensferry Road, Queensferry Street, Melville Street, Shandwick Place, Torphichen Street, Morrison Street
- From North via Stirling** M9, A8, Haymarket station, Torphichen Street, Morrison Street

CAR PARKING

The Morrison Street Car Park has 400 spaces. It is a 24 hour car park and is operated by CDL (Chamber Developments Ltd). Under a special arrangement with CDL we can reserve up to 150 spaces at this car park. CDL will issue vouchers, which you can distribute to your delegates. They will be required to display this voucher when using the car park. Once you have specified the start time of your reservation CDL will hold the spaces for 2 hours after this specified time before releasing any unclaimed spaces to the general public. The hourly rate is £1.00, the cost for 6 - 8 hours is £5.90 and the cost for over 8 hours is £6.90. The rate for parking from 1600 until 0600hrs is £1.50.

Contact: Cheryl Syman on 0131 477 7000.

There are 200 spaces on Semple Street, underneath the Scottish Widows building. Thistle Parking operates the car park and we do not have any special arrangement with them.

Contact telephone number: 0131 225 7480.

The EICC Morrison street car park is also operated by CDL. There are 88 spaces at a cost of £8.50 daily.

Contact: Cheryl Syman on 0131 477 7000

There are 750 spaces at the Castle Terrace 24-hour car park. This is operated by NCP and we do not have any special arrangement with them. The hourly rate is £1.20 and the daily rate is £9.50 (24 hours).

BY AIR

Edinburgh Airport is only 8 miles west of the city centre with excellent coach, taxi and ample car parking facilities.

The taxi journey is approximately 30 minutes. Journey times are obviously dependent on traffic flow and time of day.

The coach journey time to the city centre is approximately 25 minutes. Journey times are obviously dependent on traffic flow and time of day.

Delegates travelling by coach are advised to alight at Haymarket Railway Station. From there they should follow directional signage to the EICC.

Edinburgh Airport: 0131 333 1000

FACILITIES FOR DISABLED PEOPLE

The Centre is fully accessible for disabled people. Blue Badge holders are able to park outside the main doors of the Conference Centre on Morrison Street as per normal legislation.

There is a disabled access door adjacent to the revolving doors at the main entrance to the centre. The door is an automatic sliding door operated by push button from the outside and infra-red sensor from the inside.

All areas of the centre are reached by lift. All lifts have braille buttons and spoken messages indicating which floor the lift is on and whether the doors are opening or closing. Additionally, all lifts have grab bars in them for any delegate with poor mobility.

We have telephone points throughout the Centre with lowered phones for wheelchair users.

On each floor of the Centre there are two adapted toilets, with grab rails; emergency buttons; lowered mirrors and fittings. Currently these toilets only allow for either a left or a right lateral transfer, not both.

In the Pentland auditorium we have an Induction Loop which is located in the central section of seats from row F to the rear of the auditorium. To use this the delegate switches their hearing aid to the "T" position to hear the same sound as the rest of the delegates. In the Lomond Suite we have an infra-red system to assist people with hearing impairments. The delegate is issued with a necklace receiver, where the delegate needs to switch their hearing aid to the "T" position, or a set of headphones. Both methods provide direct access to the same sound that is being heard by the rest of the delegates. In the smaller committee rooms, we can install a portable Induction Loop system if required. There is also an Induction Loop fitted at the main entrance desk.

We have a wheelchair platform lift, which can be utilised to take wheelchair users on to stages in the Lomond Suite breakout rooms; Cromdale Hall; and Strathblane Hall.

There are three spaces in the front of the Sidlaw and Fintry auditoria, which are available for wheelchair users. There are also six wheelchair spaces in the Pentland Auditorium.

We have good links with the Scottish Association of Sign Language Interpreters and can provide interpreters for all conferences at a reasonable fee. Additionally, information can be passed on regarding brailing of conference information or transferring written information onto tape for any delegates with a visual impairment.

CLIENT & CONTRACTOR GUIDELINES

The EICC is committed to operating in an environmentally friendly manner and to maintaining the high standards of décor, fixtures and fittings, in order that all clients, customers and contractors experience the same quality of service. We want you to return to the Centre and for us to be able to provide you with the same high quality facilities that you see today.

In view of this, please assist us by following these simple guidelines:

Care of the Building

1. Please do not fix anything to walls, e.g. Sellotape, Velcro, Gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to the EICC.
2. The VIP (33-person capacity) and Fireman's lift (8-person capacity) are to be used for authorised personnel only. All equipment must be transported to different floors via the Goods hoist. Please note that the goods hoist is operated by swipe card control, which you can obtain by prior arrangement with EICC Security.
3. Carpet tiles and ceiling tiles may not be uplifted or removed by anyone other than EICC personnel.
4. No vehicles may enter the carpeted area of the Exhibition Hall without prior permission. Permission will only be given for display purposes. The Event Planner will be able to advise on the conditions for this.
5. No vehicles may enter the Auditoria without prior permission. Permission will only be given for display purposes. The Event Planner will be able to advise on the conditions for this.
6. All furniture and fittings should be used for the correct purpose only eg. no standing on or laying of equipment on chairs.
7. Due care should be taken at all times, when transporting equipment around the building, to avoid any damage to doors and the fabric of the building.
8. All damage, however small, must be reported prior to leaving the premises. All damage to the building and fixtures and fittings (internal and external) will be assessed by the appropriate EICC personnel and charges may be levied where necessary.
9. All subcontractors should acknowledge and observe any request from EICC personnel with respect to the use of the building and its culture.
10. All flooring/walls, fittings/fixtures are to be protected appropriately when sawing and painting etc, where necessary for Exhibition or set build. All debris is to be collected and disposed of appropriately. Prior arrangement must be sought.
11. All technical equipment provided by the Subcontractors should have a current PAT Test Certificate and should be in 'as new' condition.

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12. All equipment provided by a subcontractor should be clearly labelled with the subcontractors name and contact details.
 13. Please note that the weight restriction for the East Patio is 7.5 tonnes.

Health & Safety

All personnel entering the Edinburgh International Conference Centre must comply with all current Health and Safety legislation.

You personally, and any of your team, are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform the Event Planner or Duty Manager.

1. In no circumstances should the Goods Hoist door sensors be blocked at any time. The car preference key provided in the lift should be used to lock off the lift on that floor with its doors open. The key is held with Security in the Loading Bay. The user shall sign out the key and return when completed.
2. Pedestrian operated vehicles, eg. trolleys, should be used safely avoiding damage to the building fabric at all times.
3. All floor cabling must be made safe and kept neat and tidy at all times.
4. All access equipment must be in safe, clean condition and if appropriate, tested before being used on the premises.
5. Risk Assessments should be provided by Production Companies for all Events
6. No EICC access equipment should be used without receiving clearance and instruction, if appropriate, from the EICC technician responsible for that area.
7. No EICC lifting equipment ie. LX bars and chainhoists etc. should be used without receiving clearance and instruction, if appropriate, from the EICC technician responsible for that area.
8. Hardhats and safety harnesses and other protective / safety equipment / clothing should be provided by the contractor and worn if the event risk assessments warrant it.
9. All Pyrotechnics and smoke provided by the subcontractor should be cleared for use through the EICC Procedure TE10. The Technical Manager for the event will work through the procedure in conjunction with the subcontractor.

Services

1. Power and telephone sockets may only be used with prior permission. Charges will be levied as appropriate. Please see the additional cost document for appropriate charges.

Security

1. All clients, delegates or contractors who enter the building through the main entrance before commencement of their event, are to report to the Concierge where they will be signed into the building and issued with a visitors pass.

Clients, delegates or contractors who enter the building through the Loading Bay are to report to the Security office in the loading bay where they will be signed into the building and issued with a visitors pass.

2. As a requirement of our Emergency Procedures, all passes are to be handed in before leaving the building.
3. Emergency Evacuation Procedures must be adhered to. In the event of an alarm sounding all persons visiting the building are required to take instructions from EICC staff with regards to what actions are to be taken. Unless otherwise advised, all alarms are to be treated as real.
4. No vehicles are permitted to park on the east patio area.
5. Parking is not available in the Loading Bay. All visitors are to unload their vehicle, after signing in with security, and then remove the vehicle to the nearest parking facility. Goods unloaded from vehicles in the loading bay can be secured in the secure incoming goods cage at the visitor's request.
6. If the client produces a delivery schedule, it is their responsibility to ensure that all person(s) on the list adheres to the timetable.
7. In the event that clients, contractors or delegates require to leave equipment at the EICC for uplift by a courier or any other means, a client storage form must be completed and passed to the security officer in the loading bay.

The goods will be stored in the secure cage until the courier arrives to uplift the items. It is the responsibility of the person(s) and/or company leaving the goods to arrange for their removal. Goods will be retained at the EICC for a maximum of 48 hours.

General Code of Conduct

1. All sub-contracted employees working in the building to be of a clean and tidy appearance at all times.
2. All sub-contracted employees working on evening functions should be dressed appropriately for the style of function being worked on.
3. Food and drink is not permitted into the auditoria at any time. As a guideline, this includes stage areas.
4. There is **no smoking** permitted within the EICC unless otherwise stated. With prior permission, smoking can on occasion be permitted in the Strathblane Hall, Lomond suite, Cromdale Hall or Cromdale Foyer.
5. During build up and break down, please respect others working in the building and keep noise levels to a minimum where possible.

6. Horseplay and breaches of Health & Safety rules will not be tolerated within the building. The EICC reserves the right to refuse an individual entry to the building if these guidelines are not followed.

Environmental Issues

EICC is committed to the prevention of pollution and reducing any negative impact on the environment. We have identified significant environmental aspects associated with your event.

Our internal 'Green' team has already drawn up environmental programmes such as energy efficiency, waste management and delegate transport. We welcome your contribution to minimising the impact to the environment.

Please assist the EICC in reducing waste production by following our three 3 R's principles. (**R**educe, **R**e-use and **R**ecycle)

As you may be aware, it is possible to recycle waste generated by your event. Where possible, please sort your recyclable waste into different categories:

- Glass & Bottles
- Paper & Cardboard (including magazines, brochures, etc)
- Plastic Cups & Plastic Bottles
- Aluminium Cans
- Wood
- Other recyclable items ie. copier and printer toner cartridges, etc.

Please contact our Cleaning team to dispose of the waste once sorted and collated. Please note that an additional charge may be levied in order to dispose of excessive waste.

All clients are responsible for disposal of the waste created by their events. For large events and exhibitions, a skip can be hired through the Event Planner for collection and disposal of non-recyclable waste. In line with the UK Government policy to adhere to 'Polluter Pays Principle' (PPP), a charge may be levied.

If you have any queries on any of the above guidelines please contact the Duty Manager or Event Planner. Thank you for you support and compliance.

Please sign below to acknowledge that you, and any staff for whom you are responsible on site, have read and understood the EICC's Client and Contractors Guidelines.

Signed by **Printed Name**

Job Role

Name of Company

Address

.....

Telephone No

ODER FORMS

Additional services

Audio visual Equipment order form

Communication Order form

Contractor Badge Requirements

Exhibitor Badges

Floral Decoration

Furniture Hire order form

Loading\Unloading Permit

Name Board

Power Order Form

Stand Catering Order Form

Cash Catering Menu Tariff

Stand Cleaning Order Form

Storage Form

ADDITIONAL SERVICES DOCUMENT



Please note:

- These are 2004 prices which are subject to increase for future years
- All prices quoted are excluding VAT
- Delivery/Collection – where applicable £10.00 each way, per delivery

ITEM		COST			
➤ BANNER HANGING		£30.00 per Engineer, per hour			
➤ BUSINESS & MEDIA CENTRE					
Dedicated Secretarial Staff charged per hour A4 typed sheet		By Quotation By Quotation			
Photocopies:		0 – 30	31 – 60	61 – 100	100 +
A4 single		£0.20	£0.17	£0.15	£0.10
A4 double		£0.25	£0.22	£0.18	£0.15
A3 single		£0.35	£0.30	£0.25	£0.20
Colour Photocopies:	A4 single sided				£1.50
	A3 single sided				£2.00
Acetates:	Black & White				£1.50
	Coloured				£2.00
Laminates:	A4 sheets				£2.00 per sheet
	A3 sheets				£3.00 per sheet
Faxes:	National, per sheet (£0.85 for each following sheet)				£1.10
	Europe, per sheet (£1.50 for each following sheet)				£2.20
	International, per sheet (£2.00 for each following sheet)				£3.30
Hire of Photocopiers: Plus – copy charge @ £0.03 per copy		£180 per week + use of paper			
Internet use with full Office package and colour printing. Individual e-mail can be received, please request further details.		By Quotation			
Printing from Discs: (Delegates/Clients)	Black & White:				£0.10 per sheet
	Colour:				£0.50 per sheet
Paper:	Ream of A4				£5.00
	Box of A4 (5 reams)				£20.00
	Ream of A3				£8.00
	Box of A3 (5 reams)				£32.00
Badge holders:		By Quotation			
Typing and printing of name badges/place settings:		By Quotation			

<p>➤ EXHIBITION CLEANING</p> <p>Cleaning of Exhibition Stands is charged per square metre.</p>	<p>£3.00 / sqm</p>														
<p>➤ FAX MACHINES (including DDI line)</p>	<p>£185.00 per week + units at £0.20 each</p>														
<p>➤ FLIPCHARTS</p> <p>1 x flipchart, paper pad and set of pens are included in the room hire charge. There is a charge for additional flipcharts, paper pad and set of pens.</p>	<p>£20.00 per flipchart £6.00 per pad & pens</p>														
<p>➤ FLOWERS/FOLIAGE</p> <p>For stage in auditorium, registration areas, catering, and exhibition areas.</p> <p><i>As an example:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">1.5m specimen plant (<i>overall height 1.8m</i>)</td> <td style="text-align: right;">£38.00</td> </tr> <tr> <td>1.8m specimen plant (<i>overall height 2m</i>)</td> <td style="text-align: right;">£48.00</td> </tr> <tr> <td>1m length trough display (Green – <i>overall height 1m</i>)</td> <td style="text-align: right;">£38.00</td> </tr> <tr> <td>1m length trough display (Colour – <i>overall height 1m</i>)</td> <td style="text-align: right;">£42.00 per metre</td> </tr> <tr> <td>Stage display, low level planting - with added flowering plants</td> <td style="text-align: right;">£28.00 per metre</td> </tr> <tr> <td>Complete flowering trough</td> <td style="text-align: right;">£42.00 per metre</td> </tr> <tr> <td>Trough sizes are 500 x 200 x 200mm</td> <td style="text-align: right;">£48.00</td> </tr> </table>	1.5m specimen plant (<i>overall height 1.8m</i>)	£38.00	1.8m specimen plant (<i>overall height 2m</i>)	£48.00	1m length trough display (Green – <i>overall height 1m</i>)	£38.00	1m length trough display (Colour – <i>overall height 1m</i>)	£42.00 per metre	Stage display, low level planting - with added flowering plants	£28.00 per metre	Complete flowering trough	£42.00 per metre	Trough sizes are 500 x 200 x 200mm	£48.00	<p>By Quotation</p>
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<p>➤ FORK LIFT TRUCK & DRIVER</p> <p>Fork lift truck and driver can be hired for a minimum of 4 hours. We recommend that this is adopted when large vehicles require to be off loaded.</p> <p>Please note this service needs to be booked in advance.</p>	<p>£45.00 per hour</p>														
<p>➤ HOSTS</p> <p>Charged per hour, per Host for a minimum of 4 hours for permanent staffing of any area/front door.</p> <p>Guidelines as per the Taylor Report should be adhered to all times.</p>	<p>£15.00 per hour</p>														
<p>➤ LUGGAGE ATTENDANTS</p>	<p>£15.00 per person, per hour</p>														
<p>➤ ORIENTATION GUIDES</p> <p>EICC pocket sized orientation guides are available throughout the building for the duration of each conference.</p> <p>Orientation guides can be sent to clients before the commencement of their conference. The first 50 will be sent free of charge, thereafter there will be a per copy charge.</p>	<p>£0.25 per copy</p>														
<p>➤ PHOTOGRAPHER</p>	<p>By Quotation</p>														

➤ PORTERS			
<p>Charged per hour, per additional porter, for a minimum of 4 hours. A dedicated porter can be made available for larger events and exhibitions at the same cost and we would recommend booking this service for non-palletised loads.</p> <p>Please note this service needs to be booked in advance.</p>		£15.00 per hour	
➤ POSTER BOARDS		By Quotation	
➤ POWER			
<p>Note: Power outlets are terminated in Cee form sockets.</p> <p><u>Weekly Power charges as follows</u></p>			
Single Phase:	10 amp		£85.00
	16 amp		£145.00
	20 amp		£175.00
	32 amp		£260.00
	63 amp		£490.00
	125 amp		£945.00
Three Phase:	10 amp	3 phase	£175.00
	16 amp	3 phase	£275.00
	20 amp	3 phase	£345.00
	32 amp	3 phase	£495.00
	63 amp	3 phase	£975.00
	125 amp	3 phase	£1,920.00
Use of 13 amp single phase socket in foyer areas		£50.00	
Cabled 13A supply. 13 amp supply with extension lead, supplied and fitted by the EICC.		£75.00	
<p><i>All rates are inclusive of installation, testing, consumption and removal.</i></p> <p><i>Overnight maintained supplies can be provided subject to a 20% surcharge.</i></p> <p>Additional power requested on the event day will incur a 30% surcharge.</p>			

➤ REGISTRATION DESKS (up to 10)	As available – free of charge
➤ REGISTRATION STAFF (for a minimum of 4 hours)	£15.00 per hour, per person
➤ ROPES & POLES	Free of charge
<p>➤ SAIL RIGGING & DE-RIGGING</p> <p>The labour cost for hanging sails at the front of the building and flags on the roof level is charged per hour, per engineer.</p> <p>The EICC currently holds a stock of flags for some countries. Additional flags will be sourced by the EICC and the cost quoted to the client.</p>	<p>£40.00 per hour</p> <p>By Quotation</p>
<p>➤ SEATING</p> <p>To remove seating in the Pentland/Fintry & Sidlaw Auditoria. Additional work on quotation – to include materials.</p>	£16.00 per seat
➤ CLASSROOM STYLE IN PENTLAND SUITE	Facility Fee - £12,000.00 (max. 460)
<p>➤ SECURITY</p> <p>Charged per hour, per Security Officer for a minimum of 4 hours for dedicated event security.</p> <p>Guidelines as per the Taylor Report should be adhered to at all times.</p> <p>Additional Security Equipment eg. Microwave Intruder Units, Area Detection Units, Electronic Archways, Metal Detectors.</p> <p>X-ray/Search Officers, Additional Services</p>	<p>£17.00 per hour</p> <p>By Quotation, on request</p> <p>£24.00 per hour</p>
<p>➤ SIGNAGE</p> <p>If signage is required, please request a copy of our Signage Document, which includes dimensions.</p>	By Quotation
<p>➤ TECHNICAL</p> <p><u>Production</u></p> <p>Full Production Services including set design & presentations can be undertaken by the Production Team. For further information log on to: www.eicc.co.uk/services/technical</p> <p>Please also request the Technical Standard Room Package forms.</p>	

<p><u>Computerised Speaker Preview</u></p> <p>This is a centrally supported Speaker check-in area. It allows Speakers to load up their PowerPoint presentations and deposit their 35mm slides or videos.</p> <p><i>Please request form TE62 for further information and also the Standard Quotation forms.</i></p> <p><u>Facility Fee</u></p> <p>The EICC reserve the right to charge a Facility Fee if EICC Technical Productions are not contracted for the event.</p>	
<p><u>Gobos</u> (with company logos)</p> <p>These are etched metal discs inserted into standard theatre lanterns to project logos on to walls or floors in foyer areas and auditoriums (see also <u>Moving Lights</u>)</p> <p>Initial generation of gobo from client artwork £130.00 Each copy of logo to be projected £12.00 Cost of rigging gobos in Auditoria Free of charge Cost of rigging gobos in Foyers £30.00 each Black and white glass gobo's – initial generation of gobo from client artwork £130.00 Each copy of gobo thereafter £47.00 each</p>	
<p><u>Lighting</u></p> <p>Inspirational Lighting schemes can be designed specifically for individual clients to add impact to events.</p> <p>These schemes will enhance conferences, launches, receptions or themed events.</p> <ul style="list-style-type: none"> - Standard Strathblane Reception Lighting £900.00 - Standard Lomond Lighting £650.00 <p>Lighting designed and installed to client specification in Strathblane Foyer for evening events. By Quotation</p> <p>Themed lighting in Lomond Suite for evening events. By Quotation</p>	
<p><u>Moving Lights</u></p> <p>These allow you to create exciting lighting effects (which can even incorporate your own logo – see <u>Gobos</u>) for your opening ceremony and throughout your presentations.</p>	From £1,100.00 per day
<p><u>Sound Equipment</u></p> <p>Hand held diversity radio microphone (ideal for Q & A Sessions)</p>	£40.00 per day

<u>Video & Data Display Equipment</u>	
<u>Pentland Auditorium</u> Barco G5 DLP Video & Data Projector – 5000 ANSI Lumens	£1,250.00 per day
<u>Sidlaw/Fintry</u> Barco RLM G5 Video & Data Projector – 2200 ANSI Lumens.	£600.00 per day
Barco 6400 Video & Data Projector	£450.00 per day
<u>Lomond Suite</u> Sony VPPLX31 Data & Video projector.	£300.00 per day
<u>Galloway Suite</u> Plasma Screen 50" (<i>subject to availability</i>). Sony VPPLX30 Sony VPPLX600	£350.00 per day £200.00 per day £150.00 per day
Alternative projectors can be supplied subject to quotation.	
VHS Video Player	£40.00 per day
29" monitor	£50.00 per day
27" monitor	£40.00 per day
21" monitor	£30.00 per day
15" TFT LCD Monitor	£70.00 per day £210.00 per week
18" TFT LCD Monitor	£115.00 per day £345.00 per week
Interface if required	£35.00 per day
<u>Video Conferencing (Auditoria)</u> Equipment at the EICC end (384kbps) with static camera shot. This requires to be used in conjunction with a projection system (<i>see Video & Data Display Systems</i>). This allows you to perhaps have keynote speakers who would not have been able to attend your conference. You can also have audience question and answer session with them and perhaps also incorporate <i>Voting Systems</i> into these sessions for added benefit.	from £1,800.00 per day
<u>Executive Soutra Room</u> Video Conferencing (excluding room hire)	half day £400.00 full day £800.00
<u>Question & Answer sessions</u> Equipment at the remote end (384kbps) This excludes line usage, which will be charged at £0.20 per unit.	By Quotation By Quotation
<u>Video Walls</u>	

These can create stunning visual displays for foyers or as an exciting alternative to projectors in auditoriums.	By Quotation
<u>Voting System</u> This allows you to ask your audience prepared and spontaneous questions and receive instant analysed results from wireless handsets letting you and your audience get more from your presentations. These results can be used immediately or printed out for future use.	By Quotation
➤ TELEPHONES 1 x cordless telephone for organisers – free of charge. Additional DDI telephones ISDN2 lines * <i>Charges apply when services are booked in advance.</i> * Surcharges will apply if additional services are booked on the event day.	Free of charge £85.00 £170.00
➤ TOASTMASTER	By Quotation
➤ WALKIE TALKIES/RADIO EQUIPMENT Walkie Talkie Hire	From £14.00 per radio, per day including chargers. Other radio equipment, on request subject to quotation.
➤ WATER COOLERS • Water cooler machine • Bottles of Water • Box of 2000 cups	£20.00 £10.00 each £40.00 per box
➤ WASTE – SKIP HIRE 6.1 cubic metre skip container (price includes delivery and collection of skip, segregation of waste and landfill tax).	£200.00
➤ WATER For exhibition use – including consumption, installation, drainage and any length of use.	Subject to Quotation

EXHIBITION COMMUNICATIONS ORDER FORM

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with pre-payment, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following telecommunication requirements:-

No required	Item Description	Unit Price (£)	Total Value (£)
	<i>Direct Dial Telephone (DDI)</i> (units charged at £0.20 each)	85.00	
	<i>ISDN Line</i> (units charged at £0.20 each)	170.00	
	<i>Fax Machine</i> (units charged at £0.20 each)	185.00 per week	
	<i>Leased Line Internet Connection</i> (Single connection, presented as RJ45 or Wireless – please specify)	285.00 per week	
	Other		
		Sub Total	
		Plus VAT @ 17.5%	
		Grand Total	

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Delivery :			
Required From		Until	

The number of units used will be charged at £0.20 per unit (excluding VAT).

A DDI rings in direct but external calls are made via the EICC switchboard on a 'Dial 9' basis. International or trunk call barring can be arranged.

An invoice will be issued for the number of units used directly after the Event.

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to :-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

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Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

AUDIO VISUAL EQUIPMENT ORDER FORM
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Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following Audio Visual requirements :-

No required	Item Description	Unit Price (£) <i>Daily charge</i>	Total Value (£) <i>Weekly charge</i>
	VHS/SVHS Multistandard Video Recorder / Player	40.00	120.00
	29" Video Monitor	50.00	150.00
	27" Video Monitor	40.00	120.00
	21" Video Monitor	30.00	90.00
	50" Plasma Screen	350.00	1050.00
	15" TFT LCD Monitor	70.00	115.00
	18" TFT LCD Monitor	115.00	200.00

	<i>Other</i>		
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		Sub Total	
		Plus VAT @ 17.5%	
		Grand Total	

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Delivery :			
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to :-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

**Telephone Number : 0131 300 3000
Fax Number : 0131 300 3030**



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Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

CONTRACTOR BADGE REQUIREMENTS

Event: IGCS 2004

Date of Conference: 03 – 07 July 2004

Contractors will be provided with badges for the duration of their build and de-rig during the Conference.

Contractor badges will be available for collection from Security Control within the EICC Loading Bay, off the West Approach Road .

Contractors will be required to display their badges throughout the times that they are on site. These must be handed in when leaving each day and will be re-issued as necessary.

Please complete this form and forward it to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE** or fax it to the Event Planning Department on (0131) 519 4062.

This form must be returned no later than **10 September 2004**.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company			
Address			
	Postcode		
Telephone No		Fax No	
Area Working In		E-Mail Address	
EICC Contact			
Badge Requirements			
1.			
2.			
3.			
4.			

FLORAL DISPLAY ORDER FORM

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

The Edinburgh International Conference Centre can arrange floral decoration for your stand or display area. Please find below details of services which can be provided and an order form for your requirements. Please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH EH3 8EE**.

Forms must be received 14 days before Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following floral displays :-

No. required	Item description	Unit Price (£)	Total Value (£)
	1.5m specimen plant <i>(overall height 1.8m)</i>	£40.00	
	1.8m specimen plant <i>(overall height 2m)</i>	£50.00	
	1m length trough display <i>(Green – overall height 1m)</i>	£40.00	
	1m length trough display <i>(Colour – overall height 1m)</i>	£45.00 per metre	
	Stage display, low level planting	£30.00 per metre	
	- with added flowering plants	£45.00 per metre	
	Complete flowering trough	£50.00	

	<i>Other</i>		
		Sub Total	
		Plus VAT	
		Grand Total	

NOTE: Trough sizes are 500 x 200 x 200mm

Should you require any additional services not listed above or wish to specify particular colours for arrangements, please contact the Event Planning Department for a quotation and further discussion.

Date and Time of Delivery:			
Required from		Until	

All orders should be accompanied by dates, times and a drawing (in box below) to show the required position of floral decorations on the stand.

Please return this form with your payment to:-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

--

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to :-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

FURNITURE HIRE ORDER FORM

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

Furniture is available to stand holders through EICC Ltd. Should you require items of furniture, please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following furniture requirements :-

No required	Item Description	Unit Price (£)	Total Value (£)
	<i>4ft Burgess Trestle Table with blue baize</i>	20.00	
	<i>6ft Burgess Trestle Table with blue baize</i>	25.00	
	<i>Boss Linking Chair</i>	15.00	
	<i>Other</i>		
	<i>Other</i>		
		Sub Total	
		Plus VAT @ 17.5%	
		Grand Total	

Prices quoted are for the duration of the exhibition providing the total hire period does not exceed 14 days.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Installation:			
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing showing the required position of services on the stand.

Please return this form with your payment to :-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number : 0131 300 3000

Fax Number : 0131 300 3030

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to :-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

LOADING / UNLOADING PERMIT

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

Contact Name			
Stand Number/ Contact in Building			
Unloading			
Date	Time	From:	To:
Loading			
Date	Time	From:	To:
Vehicle Type			
Registration Number			

Please complete this form and return it to the Exhibition/Event Organiser

Please note: Access to the Loading Bay is via The Western Approach Road

Once unloaded, vehicles must be moved off site, as the EICC is unable to provide Exhibitor Parking. Secure Lorry Parking is available in Portobello, please contact Secure Coach Parks Ltd, Sir Harry Lauder Road, Portobello, Edinburgh. Tel: 0131 669 1911 Fax: 0131 669 1951

POWER ORDER FORM

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

The Edinburgh International Conference Centre can arrange power for **Space Only Stands**. Please find below details of services which can be provided and an order form for your requirements. Please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH EH3 8EE**.

Forms must be received 21 days before Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following power :-

No. required	Item description	Unit Price (£)	Total Value (£)
<u>Single Phase</u>			
	10 amp supply	85.00	
	16 amp supply	145.00	
	20 amp supply	175.00	
	32 amp supply	260.00	
	63 amp supply	490.00	
	125 amp supply	945.00	
<u>Three Phase</u>			
	10 amp supply	175.00	
	16 amp supply	275.00	
	20 amp supply	345.00	

	32 amp supply	495.00	
	63 amp supply	975.00	
	125 amp supply	1,920.00	
		Sub Total	
		Plus VAT	
		Grand Total	

Note: 13 amp supply will be provided as part of the shell scheme package.

*Do you require a 24 hour guaranteed power supply?

 YES

 NO

Please return this form with your payment to :-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number : 0131 300 3000

Fax Number : 0131 300 3030

Cheques should be made payable to Edinburgh International Conference Centre Ltd,
or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

LEITH'S

EXHIBITION STAND CATERING FORM

EVENT NAME: IGCS 2004

ROOM &

STAND NO. _____ EVENT DATE: 03 – 07 July 2004

QUANTITY	ITEM	DATE REQUIRED	TIME TO BE DELIVERED	PRICE
<i>Example. 2</i>	<i>Flasks of Coffee</i>	<i>Sat 17 July</i>	<i>8am</i>	<i>£8.85</i>

PLEASE COMPLETE AND RETURN 2 WEEKS PRIOR TO EVENT TO:
LEITH'S AT THE EDINBURGH INTERNATIONAL CONFERENCE CENTRE,
MORRISON STREET, EDINBURGH, EH3 8EE.

TEL: 0131 519 4008

FAX: 0131 519 4064

E-MAIL: katye@eicc.co.uk

On behalf of the named organisation below, I request the provision of food and beverage service for the duration of the event. I agree that Leith's at the EICC invoice shall be proper evidence of the charge for the service provided and I undertake that such invoice will be paid upon preparation, **BEFORE** departure from the Conference Centre.

Company Name: _____

Name of person responsible for payment: _____

Address: _____

Signed: _____ Date: _____

Method of payment: Cash Company Cheque Visa Mastercard

For Visa & Mastercard please write the account name and number below.

Name on Card _____ Number _____ Expiry Date _____

Cash Catering Menu Tariff 2004

Coffee/Tea Flasks (5 cups)	£8.85
Plate of Biscuits	£6.25
Muffins	£1.25 each
2 Croissants with Preserves and Butter	£2.50
Sandwiches (per round)	£3.95
Savoury Filled Baguettes	£3.95
Smoked Chicken Salad	£7.50
Fresh Fruit Basket (for 10 people)	£14.95
Basket of Dry Snacks (for 10 people)	£31.15
Selection of Canapés	price varies

The above prices for flasks of coffee includes cups, saucers, milk and sugar. Baskets of biscuits are charged on a consumption basis. This selection represents our most frequently requested lines, should these not meet your requirements we are happy to discuss any alternatives.

All prices include VAT at 17.5%.

Cash Bar Tariff 2004

Soft Drinks

Mineral Water	£3.65 per litre
Fruit Juice	£4.35 per litre
Baby Mixers and Fruit Juices	£1.15 per bottle
Cans of Soft Drinks (eg Coca Cola)	£1.10 each

Wines and Champagnes

House Wine	£3.30 per glass £17.25 per bottle
House Sparkling Wine	£19.95 per bottle
House Champagne	£39.95 per bottle

Beer and Lager

Becks Bier	£3.00 per bottle
Budweiser	£3.00 per bottle

Spirits, Brandies, Liqueurs, Ports

Available on request

All details are correct at the time of printing, however you may be advised of slight variations in specifications and prices, should circumstances dictate.

STAND CLEANING ORDER FORM

Event: IGCS 2004

Date of Conference: 03 – 07 October 2004

Individual stand is available to stand holders through EICC Ltd. Should you require daily stand cleaning, please complete the order form and forward it, with **pre-payment**, to the **Event Planning Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following service:-

Total Number of Sq.m	Requirements	Unit Price (£)	Total Value (£)
	<i>Exhibition Cleaning – cleaning of stands is charged per square metre</i>	£3.00 / sqm	
	<i>Other</i>		
	<i>Other</i>		
		Sub Total	
		Plus VAT @ 17.5%	
		Grand Total	

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date(s) and approximate time that stand should be cleaned :			
Required from		Until	

Please return this form with your payment to:-

**The Event Planning Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number : 0131 300 3000

Fax Number : 0131 300 3030

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

Expiry Date

CLIENT STORAGE FORM
Event: IGCS 2004**Date of Conference:** 03 – 07 October 2004

Name of Client :	
Name of Contact for stored items :	
Company :	
Address :	
Telephone Number :	
Number of Items to be stored :	
Description of Items to be stored :	
Storage Area : (Please Tick appropriate one)	<ul style="list-style-type: none"> • Client Store • Cage in Loading Bay • Loading Bay
Date when items will be collected :	
Name of Person/Courier collecting :	
Client Signature :	
Duty Manager/ Event Planners signatures :	

Exhibitors stands, exhibits and literature on stands are not accepted into the custody or control of the Edinburgh International Conference Centre. Items left at the EICC is at the individual's own risk. Arrangement must be made for items left to be uplifted. These arrangements must be confirmed to the EICC.



ORDER FORM
Booth Fascia

Deadline for receipt order form
September 10th 2004

Please return to:
Michal Lelcuk
Fax: +972 3 972 7555
Email: mlelcuk@kenes.com

Stand Number _____

One name board with company name and stand number is supplied for the basic shell scheme. Please print clearly below exactly how you wish your company name to appear on your name board (maximum size 22 letters including spaces):

If you do not respond before the deadline of September 10th, a name board will automatically be provided as per your application form.

Company Name _____

Contact Name _____

VAT/Fiscal Identification Nr _____

Address _____

City _____ **Country** _____

E-mail: _____ @ _____

Tel: _____ **Fax** _____

Name to be indicated on the stand fascia (maximum 22)

Date: _____

Company stamp & Signature _____

ORDER FORM

Exhibitor Badges

Deadline for receipt order form and payment September 15, 2004

Return to:
 Michal Lelcuk
 Fax: +972 3 972 7555
 Email: mlelcuk@kenes.com

Company _____

Stand No _____

Contact Name _____

Address _____

Tel _____ Fax _____

Email _____

All stand personnel are required to register. 2 complimentary exhibitor badges for the 1st 9 sq m and thereafter 1 x complimentary badge per 12 sq m, up to a maximum of 5. Additional stand personnel are charged at \$195 per exhibitor registration.

Registered stand personnel will receive:

- Badge with Company name
- Access to the Exhibition Hall
- Entrance to Welcome Reception
- Tea/Coffee during official breaks
- Lunches

A maximum of 25 letters can be printed on the badge. Please indicate in the box below how you would like your Company name to appear:

These badges are for Company personnel and will not entitle access to the Congress Scientific Sessions.

Please indicate the total number of badges required:

Description	Cost	Quantity
Free Badges	€0.00	
Extra Badges	€195.00	
Total		

An invoice will be sent for all additional badges required.