



EXHIBITOR'S MANUAL

2nd World Congress of the International Society of Physical and Rehabilitation Medicine - ISPRM

“Reflection on Advances in Rehabilitation - Future Challenges”

Prague, Czech Republic, May 18-22, 2003



Website: www.kenes.com/physical

Dear Exhibitor,

This Exhibitor Services Manual is designed to assist you in preparing for a successful event and contains important information. Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later!

The Exhibition will be held in conjunction with the ISPRM Congress at the Prague Hilton Hotel from May 18 until May 22, 2003. The floor plan has been designed to maximise the exhibitor's exposure to the delegates with all poster sessions, coffee and lunch breaks taking place in the exhibition area.

The manual has been divided into sections as below, for your convenience:

- Section 1** Contact details & General Information
- Section 2** Exhibition Floor Plan, Schedule, Timetable & List of Exhibitors
- Section 3** Exhibition Services
- Section 4** Official Contractors
- Section 5** Technical Information
- Section 6** Customs, Freight Forwarding Clearers, Storage & Transportation
- Section 7** Rules & Regulations
- Section 8** Order Forms & Equipment

The official contractors for the exhibition will endeavour to support you with any additional services that you may require.

On behalf of ISPRM and all of their members, we thank you for your participation and support.

We look forward to working with you towards the event and on-site at the Hilton Hotel In Prague, Czech Republic.

If there is anything we can do to facilitate your stand set up, please do not hesitate to contact us.

Warm regards,

Michal Lelcuk
Exhibition Manager

Table of Contents

Section 1: General Exhibition Information	
▪ Congress Secretariat	4
▪ Exhibition Opening Times	4
▪ Exhibition Management	4
▪ Industry Liaison & Sales	4
▪ Opening Session	4
▪ Smoking	4
▪ Travel & Accommodation	4
▪ Venue	5
▪ Website	5
▪ Welcome Reception	5
Section 2: Exhibition Floor Plan, Schedule, Timetable & List of Exhibitors	
▪ Exhibition Floor Plans	6
▪ Exhibition Schedule	8
▪ Exhibition Timetable At-a-Glance	8
▪ List of Exhibitors	9
Section 3: Exhibition Services	
▪ Catalogue Entry	10
▪ Exhibitors' Badges	10
▪ Service Passes	10
Section 4: Official Contractors	
▪ Audiovisual Equipment	11
▪ Customs Clearance	11
▪ Electrical Connections	11
▪ Flowers & Furniture Rental	11
▪ Freight Handling Agents	11
▪ Stand Catering	11
▪ Stand Cleaning	11
▪ Stand Contractor	11
Section 5: Technical Information	
▪ Access and Move-In	12
▪ Additional Stand Fittings & Rental Furniture	12
▪ Audiovisual Equipment	12
▪ Build – Up Height	12
▪ Build-Up Times	12
▪ Designed Stands	12
▪ Dismantling\Break Down	13
▪ Electricity and Electrical Installations	13
▪ Exhibition Desk	13
▪ Inspection of Stand Space	13
▪ Parking Facilities	13
▪ Security	13
▪ Shell Scheme Stands	13
▪ Stand Catering	14
▪ Stand Cleaning	14
▪ Technical Details	14
▪ Waste Removal	14

Section 6: Customs, Freight Forwarding Clearers, Storage & Transportation

- Customs Clearance15
- Insurance of Goods15
- Lorries and Trucks15
- Manpower15
- Shipping Instructions15
- Storage15
- Trolleys15

Section 7: Rules & Regulations

- Damage to the Premises16
- Disposal of Material16
- Financial Obligations16
- Fire Insurance (compulsory)16
- Fire Regulations (general)16
- Hanging of Posters, Banners etc.16
- Insurance (compulsory)16
- Liability Insurance16
- Promotional Activities16
- Settlement of Invoices for Technical Services17
- Special Effects17

Section 8: Order Forms & Equipment

- Exhibitor Badges Order Form18
- Exhibition Booth Sketch19
- Electrical Installations20
- Fascia Details for Stands21
- Service Passes Order Form22
- Shell Scheme Stand Order Form23
- Shipping Instructions24

- Hilton Hotel Coffee Break Menus27

- Freight Forwarders Price List

- Stand Equipment ORDER FORM A
(Carpet, Chairs, Tables, Racks)

- Stand Equipment (continued) ORDER FORM B
(Other, Electrical Appliances)

- Stand Equipment (continued) ORDER FORM C
(Additional Stand Equipment)

- Audiovisual Equipment ORDER FORM D
- Floral Decoration ORDER FORM D
- Stand Cleaning ORDER FORM D
- Telephone Lines ORDER FORM D

- Summary Sheet

- Stand Equipment Photographs

SECTION 1: GENERAL EXHIBITION INFORMATION

Congress Secretariat ISPRM 2003

Kenes International Building
P.O.Box 56, Ben-Gurion Airport
70100, Israel
Tel: +972 3 972 7500
Fax: +972 3 972 7555
Email: isprm@kenes.com
Website: www.kenes.com/physical

Exhibition Opening Times

Sunday, May 18 2003	19:30 – 20:30
Monday, May 19 2003	09.00 – 17.30
Tuesday, May 20 2003	09.00 – 17.30
Wednesday, May 21 2003	09.00 – 17.30
Thursday, May 22 2003	09.00 – 17.30

Exhibition Management

Contact: Ms. Michal Lelcuk
Kenes International Building
P.O.Box 56, Ben-Gurion Airport
70100, Israel
Tel: +972 3 9727 523
Fax: +972 3 9727 555
E-mail: mlelcuk@kenes.com
Website: www.kenes.com

Industry Liaison & Sales

Contact: Mr. Michael Foreman
Suite 77
176 Finchley Rd
London, NW3 6BT, UK
Tel: +44-(0) 20-8953 4333
Fax: +44-(0) 20-8953 6333
Cell: +44-(0) 7939 027193
E-mail: mforeman@kenes.com

Opening Session

The Opening Session and Keynote Lecture will take place in the Congress Hall at 18:30.

Smoking

The ISPRM Congress is a non-smoking meeting.

Travel and Accommodation

ISPRM - Registration and Accommodation Dept
Kenes International Building
P.O.Box 56, Ben-Gurion Airport
70100, Israel
Tel: +972 3 9727500
Fax: +972 3 9727555
E-mail: isprm@kenes.com

For further information and accommodation forms, please visit the meeting website:
www.kenes.com/physical

Venue

The Prague Hilton Hotel

Pobrezni 1
18600 Prague 8
Czech Republic
Tel: + 42 2 248 41111
Fax: + 42 2 248 42378
Website: www.prague.hilton.com

The Hilton Prague is conveniently located on the right bank of the Vltava River, within walking distance of the city centre, full of local attractions, fine shops, a lively night-scene and historical sights. All major motorways are easily accessible and the Prague Ruzyně Airport is 20 minutes away by taxi. The main railway station is situated nearby and the bus and underground stations are only 5 minutes walk away.

Website

For updated information regarding the Congress, please visit the website: www.kenes.com/physical

Welcome Reception

Sunday, May 18 2003

19:30 – 20:30

You are cordially invited to the Welcome Reception to be held in the exhibition area on Sunday, May 18 2003 at 19:30 hours. We therefore suggest that exhibitors plan to man their stands during this time.

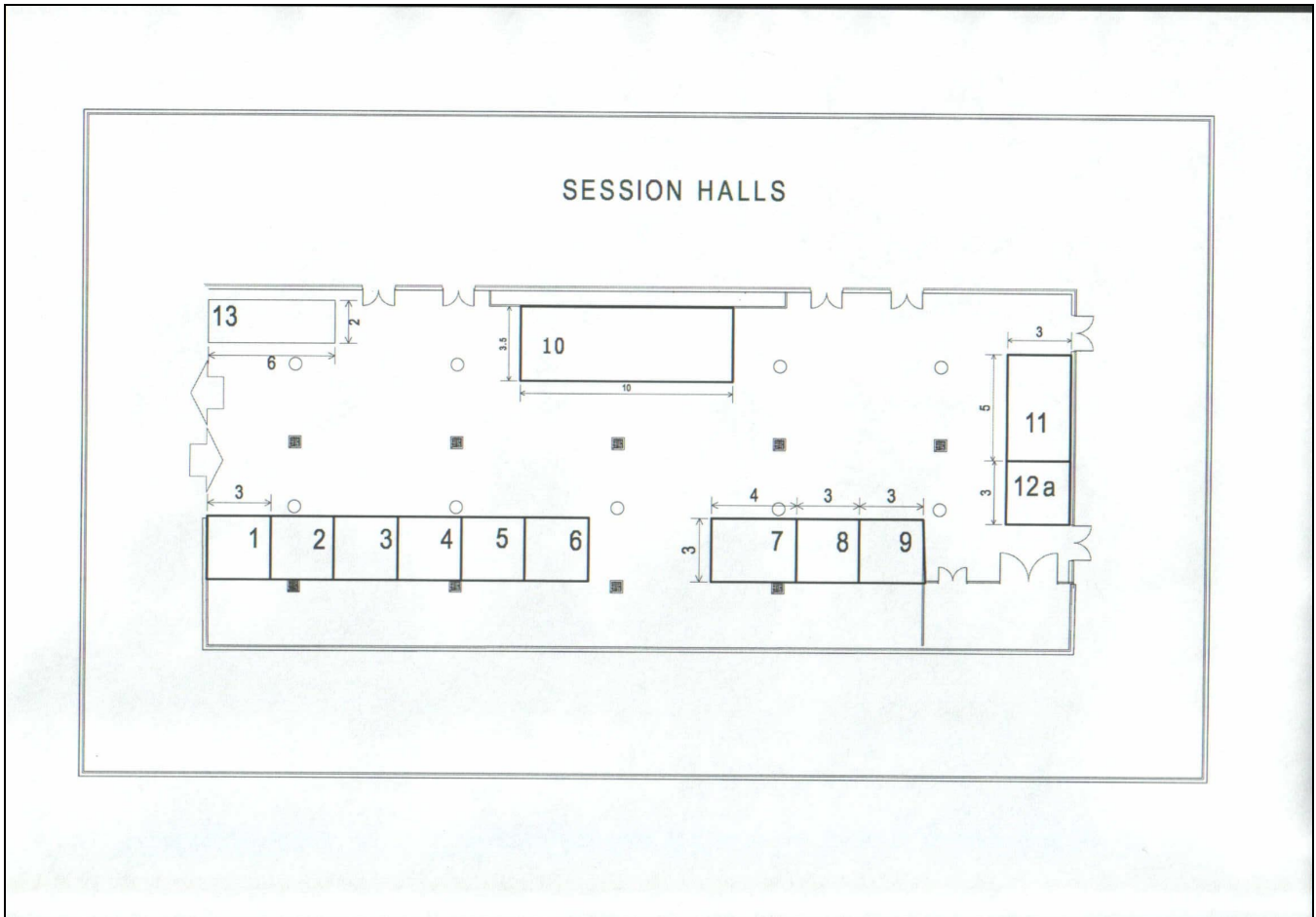
SECTION 2: EXHIBITION FLOOR PLAN, SCHEDULE, TIMETABLE & LIST OF EXHIBITORS:

FLOOR PLAN - (as of March, 2003)

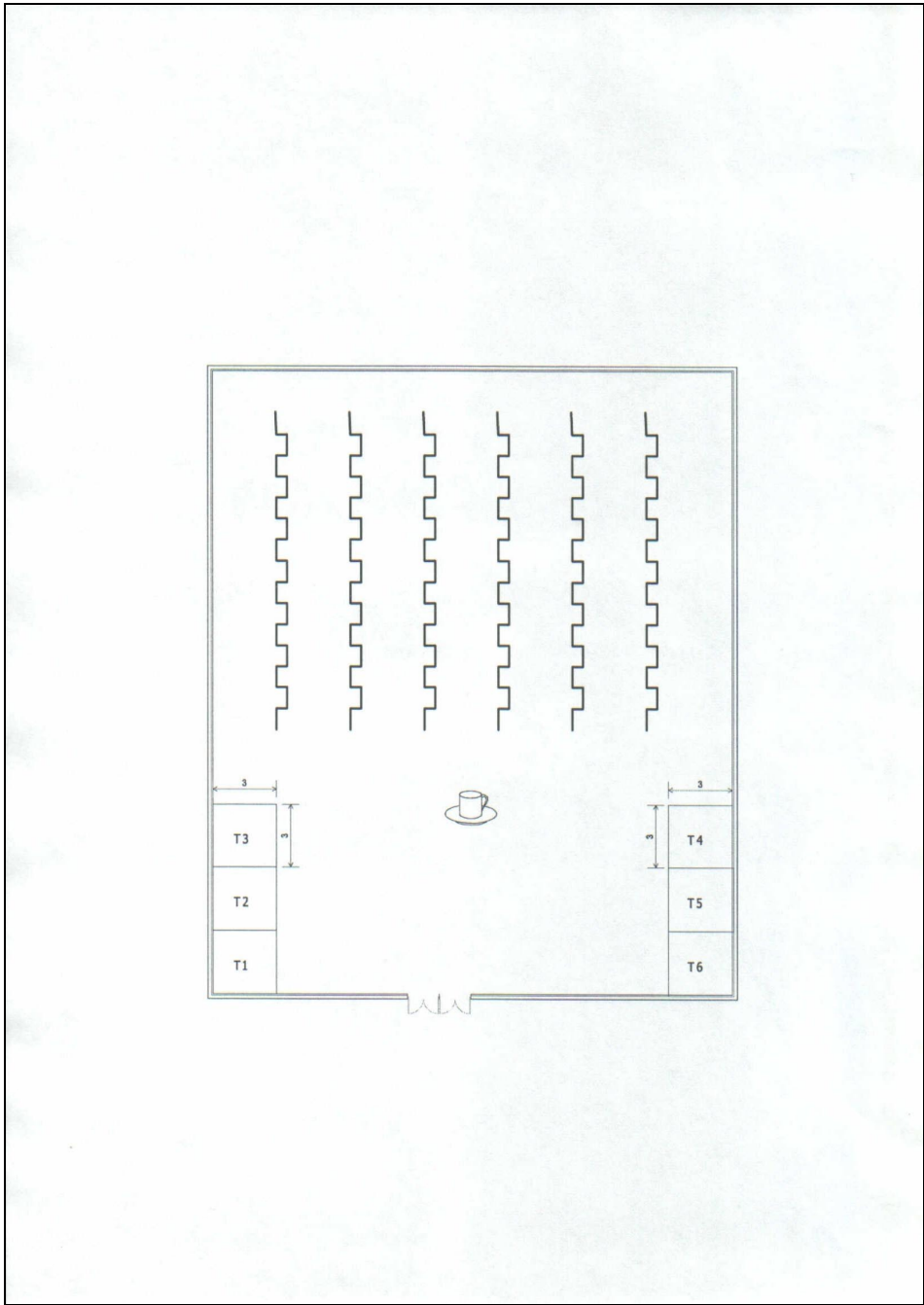
The final floor plan will be sent to exhibitors in April 2003, together with an updated list of exhibitors.

The Exhibition will be held in two areas of the Congress Centre – in the Foyer and in the Marquee adjacent to the Congress Centre.

FOYER FLOORPLAN



MARQUEE FLOORPLAN



EXHIBITION SCHEDULE

Submit Exhibition Forms	Deadlines	Tick Box Upon Completion
Audiovisual Equipment	April 11, 2003	
Designed Stand Approval	April 11, 2003	
Electricity & Electrical Appliances	April 11, 2003	
Exhibitors Badges\Exhibitors Registration	April 11, 2003	
Furniture Rental	April 11, 2003	
Floral Arrangements	April 11, 2003	
Hotel Reservation for Staff	As soon as possible	
Listing in Exhibition Guide	April 5, 2003	
Name on Fascia of Standard Stand	April 11, 2003	
Payment of Invoice Balance	Must be received in full before Exhibition opens	
Service Passes	April 11, 2003	
Stand Equipment	April 11, 2003	
Stand Cleaning	April 11, 2003	
Telephone Connection	April 11, 2003	

Exhibition Timetable At- a -Glance

Build up - Designed Stands Set-up – Standard stands Decoration	Sunday, May 18	07.00 – 16.00
	Sunday, May 18	10.00 – 16.00
	Sunday, May 18	16.00 – 17.00
Opening Session	Sunday, May 18	18.30 – 19.30
Welcome Reception	Sunday, May 18	19.30 – 20.30
Exhibition Opening Hours	Monday, May 19	09.00 – 17.30
	Tuesday, May 20	09.00 – 17.30
	Wednesday, May 21	09.00 – 17.30
Dismantling / Breakdown	Thursday, May 22	09.00 – 17.30
	Thursday, May 22	17:30 – 22:00

LIST OF EXHIBITORS (as of March, 2003)

ALLERGAN LTD

ARNOLD PUBLISHERS

ARTHROCARE EUROPE AB

CREATEK S.R.L

EMS BIOMED

EMS ELECTRO MEDICAL SYSTEMS SA

IOS PRESS

3RD ISPRM CONGRESS

4TH ISPRM CONGRESS

MEDOC

MONDUZZI EDITORE

NESS EUROPE B.V.

NOLDUS INFORMATION TECHNOLOGY BV

OXFORD INSTRUMENTS MEDICAL

REHA-STIM

TAYLOR & FRANCIS UK

UNIFORM DATA SYSTEM FOR MEDICAL REHABILITATION

SECTION 3: EXHIBITION SERVICES

Catalogue Entry - Listing in Exhibition Guide

A 100-word Exhibitor Company/Product profile (including name of firm\address\tel\fax\e-mail address and website) will be published in the List of Exhibitors featured in the Final Program and must be submitted electronically to: http://www.kenes.com/Physical/centry_form.asp or by e-mail to mlelcuk@kenes.com

Please note the deadline for submission of these details is April 5, 2003.

Exhibitor Registration\Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Each exhibitor will receive two complimentary exhibitor badges for the first 9sq.m of space rented and another one for each additional 9sq.m or part thereof. The exhibitor badges give free access to the exhibition area, the coffee breaks, Welcome Reception and lunch during lunchtime. Any additional exhibitors will be charged an exhibitor registration fee of €170 (please see the enclosed order form for exhibitor badges, page 18).

Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk on site.

Service Passes

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service passes are free of charge and will be mailed in advance (they are also available at the Exhibition Manager's desk on-site). Please indicate the number of passes requested on the enclosed order form, (page 22).

SECTION 4: OFFICIAL CONTRACTORS

Audiovisual Equipment:

Please order your requirements using the enclosed order form included at the back of this manual (Order Form D).

Customs Clearance:

Danzas s.r.o.
Trade Fairs & Events
Podebradská 28
190 00 Praha 9
Czech Republic

Tel/Fax: + 420 266 311 173

Contact Persons: Mrs Knopová / Mrs Simková

Electrical Connections:

EXPOSALÉ s.r.o.
Skolska 3
250 92 Sestajovice
Czech Republic

Tel: + 420 281 962 262-3

Fax: + 420 281 961 285

E-mail: skarkova@exposale.cz

Website: www.exposale.cz

Contact Person: Ms. Linda Skarkova

Electrical installations must be handled through the official contractor.
Please order your requirements using the enclosed order form (Order Form B).

Flowers and Furniture Hire:

Please order your requirements using the enclosed order forms (Order Forms A, B, C, and D).

Freight Handling Agents:

Please contact Danzas s.r.o. (details as above), for further information.

Stand Catering:

Individual stand catering may be ordered directly through the Prague Hilton Hotel.
Please find enclosed sample menus for your convenience (pages 27 and 28).

Stand Cleaning:

Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean.

Stand cleaning may be ordered on a daily basis using the enclosed order form (Order Form D).

Stand Contractor (for additional stand fittings, audiovisual equipment, flowers and furniture hire):

EXPOSALÉ s.r.o.
Skolska 3
250 92 Sestajovice
Czech Republic

Tel: + 420 281 962 262-3

Fax: + 420 281 961 285

E-mail: skarkova@exposale.cz

Website: www.exposale.cz

Contact Person: Linda Skarkova

Please use the enclosed order forms (A, B, C and D) to order your requirements.

SECTION 5: TECHNICAL INFORMATION

Access & Move-In:

Vehicles can unload/load exhibition materials in the parking area by the Hotel foyer.
All materials should be brought in through the Congress hall foyer outside entrance door.

The dimensions of the entrance door of the foyer (exhibition hall) are 2m x 2m.

For manpower, storage and trolleys, please see Section 6 entitled: "Customs, Freight Forwarding Clearers, Storage & Transportation".

Additional Stand Fittings & Rental Furniture:

Please complete the enclosed order forms (A, B, and C) with your requirements and return to:
EXPOSALÉ s.r.o.

Skolska 3
250 92 Sestajovice
Czech Republic

Tel: + 420 281 962 262-3

Fax: + 420 281 961 285

E-mail: skarkova@exposale.cz

Website: www.exposale.cz

Contact Person: Linda Skarkova

Audiovisual Equipment:

Please complete the enclosed order form (D) with your requirements and return to
Exposale s.r.o., at the above address.

Build – Up Height:

The maximum building height is 2.5m.

Build-Up Times:

Designed Stands	Sunday, May 18	07:00 – 16:00
Standard Stands	Sunday, May 18	10:00 – 16:00

Empty crates and packaging material must be removed after completion of set-up.

All stands must be completed by 16.00 on Sunday, May 18 2003. Empty packaging material should be removed so that the exhibition area can be cleaned. Decoration of stands may continue till 17.00.

Designed Stands:

Exhibitors who build their own stands are required to submit a scale drawing (including elevation views) to the Exhibition Manager, Ms. Michal Lelcuk for approval by April 11, 2003.

Please send this either by e-mail to: mlelcuk@kenes.com or fax to: + 972 3 9727 555.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

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

Each exhibiting company should let us know the name and details of their construction company in advance.

Work cannot commence until the exhibitors hold the Organizers' approval of their booth layout.

Dismantling:

Thursday May 22, 2003

17.30 – 22.00

Dismantling of the stands before the official closing of the exhibition is not permitted. Move out must be completed on Thursday, May 22, 2003 by 22.00.

Any equipment, display aids or material left after 22.00 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 that date.

Electricity and Electrical Installations:

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

To ensure maximum safety, all electrical connections to the power supply can only be carried out by the official contractor (please see enclosed order form, page 20).

The daily power supply to booths will be switched on 1 hour before the exhibition's opening and will be switched off 1 hour after closing time.

Electrical appliances can be ordered using Order Form B at the end of this manual.

Exhibition Desk:

Please approach the Exhibition Manager's desk upon arrival to register and collect badges and exhibition material. Please note that permission to enter the exhibit area will be only granted to companies upon completion of all payments. We thank you for your understanding and cooperation concerning this matter.

The Exhibition Service Desk providing technical on-the-spot assistance for the duration of the exhibition will be located in the exhibition area.

Inspection of Stand Space:

Any defects or damage to the stand space that may be noticed upon arrival on-site must be reported to the Organizers. Any damage noticed after departure will be invoiced to the exhibitor.

Parking Facilities:

The hotel has its own car park with a daily parking charge of 1.66 Euro per hour. (Please note this price is correct at time of going to print).

Security:

The Organizers will provide security guard service in the exhibition hall during off-show hours. Neither the Prague Hilton Hotel nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of, any goods. Exhibitors are fully responsible for the security of their stand and equipment. Individual stand security may be ordered through the Organizers.

Shell Scheme Stands:

An official stand contractor who is responsible for all standard stand construction has been appointed to ensure the smooth and efficient installation and removal of the exhibition.

A standard booth is included in your space rental.

Standard stands consist of: white painted hardwood panels in aluminium frame; sign bearing name of exhibiting firm in standard lettering; electrical socket and basic lighting.

Companies using standard stand construction should kindly indicate how your company name should appear on the fascia of your booth.

For furniture hire and additional exhibit elements, please contact the official stand contractor or refer to the enclosed order forms at the end of this manual.

Stand Catering:

The catering is exclusive to The Prague Hilton Hotel with an extensive menu available that may be ordered directly through the hotel. Sample menus are included at the end of this manual (pages 27 and 28).

Stand Cleaning:

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.

Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean.

The daily cleaning of each stand (including vacuuming and emptying of dustbins) is obligatory and has to be ordered from the official contractor (please see enclosed Order Form D).

Technical Details:

Maximum usable height: 2.5 m.

Floor: The floor consists of marble tiling.

Ceiling hangings are not permitted.

Waste Removal:

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.

Any discarded waste (including promotional material left behind,) will be removed by the Organizers at the expense of the exhibitor concerned.

SECTION 6: CUSTOMS, FREIGHT FORWARDING CLEARERS, STORAGE & TRANSPORTATION

Customs Clearance:

Danzas has been appointed the official forwarding agent and clearance agent for this congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the exhibition hall.

Danzas s.r.o.

Trade Fairs & Events
Poděbradska 28
190 00 Praha 9 / Czech Republic
phone / fax: 00420 266311173
Contact Persons: Mrs Knopova / Mrs Simkova

Insurance of Goods:

All Cargo should be insured from point of origin.

Lorries & Trucks:

Some exhibitors may be sending their materials by articulated lorry or truck. **PLEASE NOTE** that under Czech law, articulated lorries and trucks are not allowed to enter the city of Prague between the hours of 10pm on Saturday Nights until Midnight on Sunday Nights. Please bear this in mind when coordinating transportation logistics. Danzas (details as above) will be able to assist you further with this matter.

Manpower:

Those requiring this service should kindly contact the Exhibitions Manager Ms. Michal Lelcuk, for further details and price quotations.

Please send your request either by e-mail to:
mlelcuk@kenes.com or fax to: + 972 3 9727 555.

Shipping Instructions:

Please read the shipping instructions that are included at the end of this manual (pages 24 -26).

Storage:

The Prague Hilton Hotel does not have any storage space. For storage of empty packaging and exhibition material, please make arrangements with the freight-handling agents.

Trolleys:

Please note that trolleys are not available from the Organizers. Exhibitors are therefore advised to make their own arrangements.

The Prague Hilton Hotel is UNABLE to accept deliveries on behalf of the exhibitors.

SECTION 7: RULES & REGULATIONS

Binding for all exhibitors and their subcontractors

Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Financial Obligations

Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provided.

Fire Insurance (compulsory)

Exhibitors must be insured against fire. Insurance coverage must be taken out, or confirmed, by April 11, 2003 if the exhibitor has his own insurance coverage.

Fire Regulations (general)

Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the Prague Hilton Hotel is not allowed without prior written authorization.

Insurance (compulsory)

Neither the Organizers nor the Prague Hilton Hotel, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

The Organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees 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.

Liability Insurance

You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.

We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

The Exhibition management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Settlement of Invoices for Technical Services

The exhibitors will be sent an invoice for technical orders prior to the exhibition. This invoice is to be settled before the opening of the exhibition.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

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

RULES AND REGULATIONS

Further details of regulations regarding the exhibition or exhibition hall must be in accordance with the Terms and Conditions detailed in the Invitation to Exhibit. Please refer to the Exhibition Prospectus available on the website: www.kenes.com/physical



Order Form for Exhibitor Badges

Each exhibitor will receive two complimentary exhibitor badges for the first 9sq.m of space rented and another one for each additional 9sq.m or part thereof. The badges will be issued in the name of the company without indication of the names of stand personnel.

Stand space rented (sq.m)	Maximum Free Badges	We require the following free exhibitor badges	Extra Exhibitor Badges @ €170
6 - 9	2		
12 - 18	3		
27	4		
36	5		

Name of company

Stand number

Address

Name and signature

Date

These badges may be collected from the Exhibition Manager during the build-up or on the days of the exhibition.

Please return this form by April 11, 2003 to:

Michal Lelcuk (Ms)
 Exhibition Manager
 Tel: +972 3 9727523, Fax: +972 3 9727555
 Email: mlelcuk@kenes.com



Please return a sketch of your exhibition booth with measurements (height, width, and depth) by April 11, 2003 to:

Exhibition Management

Michal Lelcuk (Ms)
Exhibition Manager
Administrative and Technical Offices:
Kenes International Building
PO Box 56, Ben Gurion Airport 70100, Israel
Tel: +972 3 9727523, Fax: +972 3 9727555
Email: mlelcuk@kenes.com

Exhibiting Company _____ Booth Number _____

Contact person _____



Name on Fascia on Standard Stand

Companies using standard stand construction – please indicate how your company name should appear on the fascia of your stand (maximum of 20 letters for stand)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of
 Company.....

Stand
 Number.....

Address

Name and
 Signature.....

Date

Please return this form by April 11, 2003 to:

Michal Lelcuk (Ms)
 Exhibition Manager
 Tel: +972 3 9727523; Fax: +972 3 9727555
 Email: mlelcuk@kenes.com



Service Passes Order Form

Please supply Free Service passes

Name of Exhibiting Company

Stand No

Name of Stand Contractor

Contact Person(s).....

Mailing Address.....

.....

Tel Fax.....

E-mail.....

Name and Signature

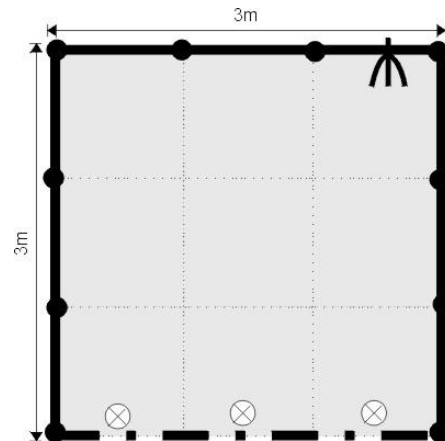
Date.....

Stand contractors and staff must wear service passes during the entire set-up and dismantling period.
Service passes are free of charge and will be mailed in due course (please indicate address).

Please return this form by April 11, 2003 to:

Michal Lelecuk (Ms)
Exhibition Manager
Tel: +972 3 9727523; Fax: +972 3 9727555
E-mail: mlelcuk@kenes.com

SHELL SCHEME STAND 3 x 3 m



The following equipment is included :

- ❑ 9 sqm basic stand construction (white walls, silver elox construction)
- ❑ 3 m fascia board
- ❑ company name on the fascia board
- ❑ power supply – 230V, 16A, 50 Hz, 3,5 kW (incl. consumption)
- ❑ 3 x spotlight adjustable 60 W
- ❑ 1 x extension cable 3m with 3 power socket 10A

If you require other stand equipment (tables, chairs, stand cleaning, floral decoration, audiovisual equipment, etc.) and services, please refer to the enclosed order forms.

PLEASE NOTE :

➤ ***Shell scheme stands in the Congress Hall Foyer:***

The shell scheme stands do not include carpeting. There are marble tiles on the floor in the Foyer. If you require carpeting, please refer to the enclosed order forms.

➤ ***Shell scheme stands in the Marquee:***

The shell scheme stands do not include carpeting. There will be the red carpet covering the whole Marquee. If you require another colour of carpet, please refer to the enclosed order forms.



Danzas s.r.o.

Trade Fairs & Events

Poděbradská 28

190 00 Praha 9

Tel./Fax: 00420 266311173

e-mail: Jaroslava.Knopova@cz.danzas.com

Dagmar.Simkova@cz.danzas.com

Dear Exhibitors,

We are very pleased to inform you that Danzas s.r.o., Trade Fairs & Events will be able to coordinate all of your logistics requirements regarding your participation at the ISPRM Congress at the Hilton Hotel in Prague.

To ensure the smooth handling of your consignments we recommend that you engage the services of Danzas Trade Fairs & Events offices or their corresponding partners in your country for a complete logistics package "door to door" from your warehouse in your country or any other warehouse / country up to your exhibition stand at the Hotel Hilton in Prague.

This logistics package includes:

- pick up from exhibitor's warehouse
- customs clearance and handling at country of export
- sea / air / truck and /or combination of transport
- customs clearance and handling at our warehouse or at the Hilton Hotel
- storage prior to and after the Congress
- return transport to the exhibitors warehouse
- insurance of your cargo

If you decide not to use our agent, please could you hand over our shipping instructions to your freight forwarder to ensure that your goods are correctly despatched with proper documents for a smooth delivery to your stand.

If you intend to ship your goods separately, please follow our shipping instructions and advice arrival of your consignment to our above mentioned contact address.

Please do not hesitate to contact us if you require any further information.

We look forward to our successful cooperation and remain with best regards

Danzas s.r.o.

Jaroslava Knopová / Dagmar Šimková

Business transactions are subject of the General Forwarders Conditions of the Czech Forwarders Associations, latest edition.



Danzas s.r.o.

Trade Fairs & Events
Poděbradská 28
190 00 Praha 9

Tel./Fax: 00420 266311173

E-mail: Jaroslava.Knopova@cz.danzas.com
Dagmar.Simkova@cz.danzas.com

GENERAL SHIPPING AND DELIVERY INSTRUCTIONS

Consignments are to be shipped to our address as follows:

Danzas s.r.o.
Trade Fairs & Events
Poděbradská 28
190 00 Praha 9 / Czech Republic
phone / fax: 00420 266311173
person in charge: Mrs Knopová / Mrs Šimková

Customs office of destination: Praha – Zdice – code 1765

Notice: Goods are destined for ----- (name of Exhibition/Congress, name of Exhibitor, Stand-Number)

Deadlines:

- * to a terminal or Prague Airport: 4 working days before the day of opening
- * to our address : 2 working days before the day of opening
- * to the address of congress or exhibition: 1 working day before the day of opening

Pre-advice:

The following documents and information are to be forwarded 48 hours before the arrival of your shipment in Prague:

- * copy of transport documents (B/L, AWB, CMR...)
- * copy of customs documents (ATA-Carnet, Invoice/Packing list...)
- * written instructions for customs clearance / handling – information who will be your representative to receive the cargo

Some exhibitors may be sending their materials by articulated lorry or truck. **PLEASE NOTE** that under Czech law, articulated lorries and trucks are not allowed to enter the city of Prague between the hours of 10pm on Saturday Nights until Midnight on Sunday Nights. Please bear this in mind when coordinating transportation logistics. Danzas will be able to assist you further with this matter.

Customs documents:

- * ATA Carnet / power of Authority - for temporary import of exhibits /standbuilding material
- * Proforma invoice / Packing list - for final import of brochures / give-aways
- * Invoice / Packing list - for final import of exhibits

It is necessary to declare in each invoice even in proforma –invoice for brochures/give aways:

- declaration of the goods incl. Harmonized Customs (Brussels) Tariff number
- quantity of each item
- unit price and total price of each item!
- number of packages – gross and net weight
- delivery condition: DDU Prague
- please include the following on each proforma:

"These goods are without commercial value – value for customs purposes only.
The goods are for distribution free of charge."

Please be informed that brochures / give-aways are liable to the duty / VAT.

Packing / Marking of cases:

All exhibitors are requested to use strong packing for the transportation which can withstand unpacking, storage and repacking of the goods.

All packages are to be clearly marked on 2 sides as follows:

Name of the exhibition.....
Name of exhibitor
Hall..... Stand.....
Case number
Gross.....Net.....weight
Dimensions in cms.....

Insurance:

We highly recommend that adequate insurance is taken out for all your exhibition material, against all risks of transport / return transport and handling movements during the exhibition.

Terms of payment:

Exhibitors who are not using the services of Danzas Trade Fairs & Events offices or their authorised agents must pay handling charges by remittance in advance or in cash / by credit card in our office in Prague.

Our bank details are:

EUR - account: 9973280/0300 with ČSOB a.s., Hollarova 5, 70237 Ostrava; SWIFT: CEKOCZPPOST

USD - account: 521199/0400 with Dresdner Bank CZ a.s., Hlinky 144, 60300 Brno; SWIFT: DRESCZPXXX

General conditions:

We cannot take any responsibility for lost or damaged packages and their contents.

Our liability ends upon the unloading of the goods to the exhibition stand, even if the exhibitor or his representative is not present. In case of return transport our liability begins with the picking up of the goods from the exhibition stand, even if transport documents are previously deposited at our office.

If you need further information from our side, please do not hesitate to contact us.

Danzas s.r.o.

Jaroslava Knopová / Dagmar Šimková

Business transactions are subject of the General Forwarders Conditions of the Czech Forwarders Association, latest edition.



COFFEE BREAK MENUS

Your choice of coffee or tea EUR 2.50 per cup

To which we serve upon request:

Assorted Cookies	EUR 1.00	per piece
Croissant	EUR 2.00	per piece
Croissant filled with Jam or Almond Cream	EUR 2.00	per piece
Danish Pastries	EUR 2.00	per piece
Doughnut	EUR 2.00	per piece
Chocolate Brownies	EUR 2.00	per piece
Fruit Tartlets	EUR 2.00	per piece
Selection of Cakes	EUR 2.00	per piece
Czech Pastries	EUR 2.00	per piece
English Fruit Cake	EUR 2.00	per piece
Fruit Basket	EUR 3.00	per portion
Sliced Seasonal Fruit	EUR 4.00	per portion

SUNRISER EUR 6.00

Freshly Brewed Coffee or Tea, Selection of Danish Pastries and Home-Made Cookies

QUICK AND SWEET EUR 6.00

Freshly Brewed Coffee or Tea, Danish Pastries, Croissant, Chocolate Brownies

AFTERNOON COFFEE BREAK EUR 6.00

Freshly Brewed Coffee or Tea, Doughnuts, Tramezzini Sandwiches, Fruit Basket

SWEET & SAVOURY EUR 6.00

Freshly Brewed Coffee or Tea, Open Faced Sandwiches, Fruit Tartlets

BEAUTY FARM EUR 6.00

Freshly Brewed Coffee or Green Tea, Banana breads, English Fruit Cake

PRAGUE CONCERT EUR 6.00

Freshly brewed Coffee or Tea, Hot Chocolate
Assorted Mini Kolace, Babovka Cake

FITNESS BREAK EUR 7.00

Freshly Brewed Coffee or Tea, Decaffeinated Coffee, Herbal Teas, Whole Fruit Basket
Seasonal Vegetable Crudites with Avocado Dip, Finger Sandwiches

PLEASE ORDER REQUIREMENTS DIRECTLY THROUGH THE PRAGUE HILTON HOTEL



COFFEE BREAK MENUS

FRUIT TREE BREAK EUR 8.00

Freshly Brewed Coffee or Tea, Tropical and Red Fruit Teas, Fruit Skewers with Honey Yoghurt Dip, Fresh Fruit Basket, Warm Pancake with Maple Syrup and Wild Berries Compote

GREEN BREAK (Vegetarian) EUR 9.00

Freshly Brewed Coffee or Tea, Selection of Herbal Teas, Open Sandwiches with Lettuce, Tomato and Cucumber Vegetable Brochette with Cream Cheese, Avocado Dip, Sliced Seasonal Fruit, Dried Nuts and Sultanas Muffins

HIGH AFTERNOON TEA EUR 10.00

Freshly Brewed Coffee or Tea, Muffins, Cookies and Scones with Orange Marmalade and Whipped Cinnamon Cream, Mini Eclairs With Chocolate Mousse Tramezzini Sandwich Filled with Smoked Salmon and Horseradish Cream

CHOCOLATE BREAK EUR 10.00

Freshly Brewed Coffee or Tea, Hot Chocolate Chocolate Chip Cookies and Brownies Roast Banana and Chocolate Cake Mini Pancake with Chocolate and Almond Sauce

GOURMET BREAK EUR 10.00

Freshly Brewed Coffee Or Tea, Mini French Pastries, Pistachio, Chocolate and Vanilla Creme Brulée, Home-Made Mini Pizza With Mozzarella, Anchovies and Capers, Open Baguette with Paris Ham and Brie

SANDWICH BREAK EUR 11.00

Freshly Brewed Coffee or Tea, Selection of Open and Finger Sandwiches (Ham, Cheese, Roast Beef, Tuna) Whole Meal Buns with Lettuce, Cucumber, Tomato and Egg Salad

ORIENTAL DELIGHT EUR 11.00

Freshly Brewed Coffee and Tea, Fresh Peppermint Tea Assorted Mini Oriental Pastries (Date Sweet Rolls, Nut Pastries, Baklava) Lamb Pastries in Yoghurt Sauce, Lemon Chicken Skewers with Humus Dip

Coffee Breaks Including Orange Juice EUR 3.00 per person additionally

PLEASE ORDER REQUIREMENTS DIRECTLY THROUGH THE PRAGUE HILTON HOTEL

DANZAS s.r.o.

Trade Fairs and Events

Poděbradská 28

CZ-190 00 Praha 9

phone / fax: 00420 2 66311173

e-mail: Jaroslava.Knopova@cz.danzas.com

Dagmar.Simkova@cz.danzas.com

FORWARDING TARIFF

for treatment of fair and exhibition goods in Czech Republic valid from 1st July 2002

1. HANDLING CHARGES

EUR

- | | | |
|------|---|-----------------------------------|
| 1.1. | complete truck loads - unloading or loading
m/m
(from free arrival truck exhibition hall up to free delivered stand) | 19,50/100kgs
130,-/consignment |
| 1.2. | air cargo, groupage / post consignments
m/m consignment
(pick up from the airport / groupage terminal / post office,
transport to exhibition ground / delivery to stand) | 90,-/100kgs
90,-/consignment |

2. ADDITIONAL CHARGES for item 1.1-1.2.

- | | | |
|------|---|----------------|
| 2.1. | heavy lift charges for packages from 250 upto 3000kgs | 25% from rate |
| 2.2. | for transport to floors or galleries | 25% from rate |
| 2.3. | for unpacked goods | 25% from rate |
| 2.4. | for voluminous goods | 50% from rate |
| 2.5. | for delivery on Saturdays, Sundays, Holidays | 100% from rate |

3. CUSTOMS CLEARANCE

3.1.	opening or cancellation of temporary admission, its prolongation if any or definitive import m/m max.	consignment consignment	10,50/100kgs 50,-/consignment 220,-/consignment
3.2.	drawing up customs declaration plus each customs item		5,-/declaration 3,-/item
3.3.	cancellation or issuing of tranzit permit		25,-/permit
3.4.	reimbursement for the cutoms security m/m max.		0,5% of the value 10,-/consignment 350,-/consignment
3.5.	reimbursement for paid duty and VAT		10% of amount
3.6.	ATA-Carnet-handling		80,-/Carnet
3.7.	issuing of TIR-Carnet		50,-/Carnet

4. HANDLING WITH EMPTIES

4.1.	pick up from the stand, transport to the warehouse, storing during the fair / delivery to the stand so near as possible m/m 1/3 gross weight will be used as base for calculation		32,-/100kgs 32,-/consignment
------	--	--	---------------------------------

5. WAREHOUSE HANDLING

5.1.	transport to the warehouse incl. loading and unloading m/m		24,50/100kgs 45,-/consignment
5.2.	storage incl. storing in / storing out		19,-/100kgs/week

6. LABOURS AND LIFTING EQUIPMENT			EUR
6.1.	worker	m/m 1 hour	30,-/hour
6.2.	fork lift	upto 3,5 tons	85,-/hour
6.3.	crane-capacity	upto 16 tons	165,-/hour
6.4.	trolley	m/m 1 hour	15,-/hour
6.5.	providing packages with straps		1,-/1 meter
6.6.	labelling / marking		1,-/pc
7. OTHER SERVICES			
7.1.	postage, papers, phone/fax - fixe tax		30,-/consignment
7.2.	issuing of survey report		130,-/consignment

Each part of 100kgs will be charged as full 100kgs
Each fraction of hour will be charged as full hour.

In case, that transport to the exhibition/return transport will not be ordered/effectuated by *DANZAS Messen CZ*
VAT of 22% and VAT of 5% will be charged as follows:
22% VAT will be charged to the customs clearance - item No.3
5% VAT will be charged to other handling charges - item No.1,2,4,5,6 and 7.

HANDLING CHARGES NOT COVERED BY ANY FORWARDING AGENT ARE TO BE PAID
TILL THE END OF THE EXHIBITION EVENT.

The liability of the forwarding agent ends upon unloading of goods at the exhibitors stand, even if the exhibitor or his representative is not present. In case of return transport, liability of the forwarding agent begins with the picking up of goods from the stand, even if transport documents are previously deposited at the office of the forwarding agent.

Business transactions are subject of the General Forwarders Conditions of the Czech Forwarders Association, latest edition.



STAND EQUIPMENT

ORDER FORM "A"

Please send the order form to :

EXPOSALÉ Ltd., Mrs. Linda Škarková, Školská 3, 250 92 Šestajovice, Czech Republic
 tel.: +420 / 281 962-3, fax: +420 / 281 961 285, e-mail: skarkova@exposale.cz, http://www.exposale.cz

Exhibitor:

Company:

Invoice address:

Contact person:

E-mail:

Telephone :

Fax:

STAND EQUIPMENT	Size in cm	Unit	Price in EUR	Qty	Total in EUR
I. Carpet					
carpet ordinary grey + protection foil		m2	14		
carpet ordinary - other colour + protection foil		m2	16		
required colour					
Total in EUR					

II. Chairs					
chair chrome padded		pc	14		
chair chrome plastic		pc	10		
chair folding		pc	8		
chair bar		pc	24		
ratan armchair		pc	110		
ratan seat for 2 person		pc	220		
Total in EUR					

III. Tables					
table laminate (white or black)	80 x 80 / 70	pc	30		
table laminate (white or black)	80 x 60 / 70	pc	28		
table laminate (white or black)	60 x 60 / 70	pc	26		
table laminate (white or black)	120 x 80 / 70	pc	32		
ratan table round 60 cm		pc	110		
table laminate (white or black)	140 / 70	pc	76		
table laminate (white or black)	90 / 70	pc	34		
table laminate (white or black)	60 / 70	pc	29		
table bar (white or black)	60 / 115	pc	47		
Total in EUR					

IV. Racks for leaflets					
rack for leaflets "A" big		pc	17		
rack for leaflets "A" little		pc	11		
rack for leaflets "Carousel"		pc	25		
Total in EUR					



STAND EQUIPMENT

ORDER FORM "B"

Please send the order form to :

EXPOSALÉ Ltd., Mrs. Linda Škarková, Školská 3, 250 92 Šestajovice, Czech Republic
 tel.: +420 / 281 962-3, fax: +420 / 281 961 285, e-mail: skarkova@exposale.cz, http://www.exposale.cz

Exhibitor:

Company:

Invoice address:

Contact person:

E-mail:

Telephone :

Fax:

		Size in cm	Unit	Price in EUR	Qty	Total in EUR
V. Other equipment						
	cabinet lockable	80 x 35 / 86	pc	28		
	hanger wall		pc	9		
	hat and coat hanger		pc	9		
	waste basket		pc	4		
Total in EUR						

VI. Electrical Appliances						
	spotlight adjustable (60 W)		pc	18		
	reflector halogen adjustable (150 W)		pc	24		
	reflector halogen adjustable (300 W)		pc	37		
	spotlights showcase 220V, (100W)		pc	12		
	gass-filled reflector (200W)		pc	58		
	extension cabel 3m with 3 socket 10A		pc	11		
	fridge 110l (0,1 kW)		pc	101		
	freezer 110l (0,2kW)		pc	125		
	tea - kettle fast (2kW)		pc	38		
	el.cooker 2 plates (2 kW)		pc	38		
	kitchen with water heater (3,5 kW)		pc	139		
	switchboard - supply 32A, N, Earth, 3 phases		pc	173		
	turn table up to 60kg, 3/min (5W)		pc	95		
	turn table up to 60kg, (5W), middle outlet (up to 1kW), regulation of rotatio		pc	133		
Total in EUR						



SERVICE

ORDER FORM "D"

Please send the order form to :

EXPOSALÉ Ltd., Mrs. Linda Škarková, Školská 3, 250 92 Šestajovice, Czech Republic
 tel.: +420 / 281 962-3, fax: +420 / 281 961 285, e-mail: skarkova@exposale.cz, http://www.exposale.cz

Exhibitor:

Company:

Invoice address:

Contact person:

E-mail:

Telephone :

Fax:

VIII. AUDIOVISUAL EQUIPMENT			Size in cm	Unit	Price in EUR	Qty	Total in EUR
Colour TV 72cm				day	65		
Colour TV 51 - 55cm				day	58		
Colour TV 36 cm				day	54		
BTV Philips combo 63 combination TV + video VHS				day	78		
BTV Philips combo 55 combination TV + video VHS				day	76		
BTV Philips combo 36 combination TV + video VHS				day	71		
SVHS Panasonic				day	61		
DVD Nintaus - Karaoke (all norms)				day	51		
DVD Philips				day	58		
VHS Philips (SVHS player, 7 head, insert)				day	59		
Computer PC Pentium II + 15" monitor				day	85		
Computer PC Pentium II + 17" monitor				day	92		
Computer PC Pentium III + 17" monitor				day	98		
Server LINUX ISDN				day	150		
Monitor 17"				day	76		
Modem 56 Kbps US Robotic				day	48		
Laser printer HP Laser Jet				day	86		
HP Desk Jet 930C				day	87		
Total in EUR							

IX. STAND CLEANING			Size in cm	Unit	Price in EUR	Days	Total in EUR
cleaning (every evening)				day/ 1stand	20		
Total in EUR							

X. TELEPHONE LINE, ISDN LINE			Size in cm	Unit	Price in EUR	Qty	Total in EUR
telephone line (incl.advance payment for calls 150 EUR)				pc	285		
ISDN line (incl.advance payment for calls 150 EUR)				pc	610		
Total in EUR							

XI. FLORAL DECORATION			Size in cm	Unit	Price in EUR	Qty	Total in EUR
ikebana small				pc/event	25		
ikebana big				pc/event	35		
ficus Benjamini up to high1,5 m				pc/event	38		
ficus Benjamini up to high1,9 m				pc/event	45		
Total in EUR							



2nd World Congress of the
**International Society of
Physical and Rehabilitation Medicine - ISPRM**
'Reflection on Advances in Rehabilitation - Future Challenges'
Prague, Czech Republic, May 18 - 22, 2003

SUMMARY

Please send summary together with order forms to :

EXPOSALÉ Ltd., Mrs. Linda Škarková, Školská 3, 250 92 Šestajovice, Czech Republic
tel.: +420 / 281 962-3, fax: +420 / 281 961 285, e-mail: skarkova@exposale.cz, http://www.exposale.cz

Exhibitor:

Company:

Invoice address:

Contact person:

E-mail:

Telephone :

Fax:

SUMMARY

		Price in EUR
I.	Carpeting	
II.	Chairs	
III.	Tables	
IV.	Racks for Leaflets	
V.	Other Equipment	
VI.	Electrical Appliances	
VII.	Additional Stand Equipment	
VIII.	Audiovisual Equipment	
IX.	Stand Cleaning	
X.	Telephone Line, ISDN Line	
XI.	Floral Decoration	
Total price in EUR		

We hereby order the services indicated in the order forms.

Date

Stamp and Signature

STAND EQUIPMENT PHOTOGRAPHS

EXPOSALÉ Ltd. Mrs. Linda Škarková, Školská 3, 250 92 Šestajovice, Czech Republic
tel.: +420 / 281 962 262-3, fax: +420 / 281 961 285, e-mail: skarkova@exposale.cz, http://www.exposale.cz

