EXHIBITION MANUAL

Full details of the scientific program and local information are available in the **2nd announcement** which can be downloaded at www.escp.eu.com
If you would like to receive printed 2nd announcements, please contact Carla Fitzpatrick

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Key Contacts

ESCP Exhibition Co-ordination

Integrity International Events
The Coach House, 7 St. Alban's Road
Edinburgh EH9 2PA, UK

Contact: Carla Fitzpatrick
Direct: +44 7985 289765
Office: +44 131 624 6040
Switchboard: +44 131 624 6040
Fax: +44 131 624 6045
E-mail: carla.fitzpatrick@integrity-events.co.uk

Venue details:

Messe Wien Exhibition & Congress Center
Reed Messe Wien GmbH
Messeplatz 1,
PF 277
A-1021 Vienna
Tel: +43 (0)1 727 20 - 2315
Web: www.messecongress.at

Venue notes: The exhibition will take place in the open area made up of the Stolz Rooms and Foyer and Lehar 1, located on the ground floor of the Messe Congress Center. Registration takes place in the Congress Center Foyer on the ground foor. Main meeting sessions will take place in the Strauss Room.

Shipping / Delivery / Lifting / Storage of Materials:

Merkur Expo Logistics GmbH
Rheinstrasse 2
D-65760 Eschborn
Germany

Contact: Bernd Blum
Tel: +49 6173 966 950 11 (direct)
Tel: +49 6173 966 950 (main number)
Fax: +49 6173 966 9529
E-mail: bernd.blum@merkur-expo.com
Web: www.merkur-expo.com

Merkur Expo Logistics have been appointed by ESCP to manage the shipping of all exhibition materials to the event. **All stand deliveries and delegate bag inserts must be sent to Merkur in Germany**. *The hotel does not have facilities to safely receive and store advance deliveries and ESCP cannot take responsibility for any advance deliveries sent directly.*

Audio Visual Equipment Provider

Video Promocion, S.L.
c./ Antonio de Nebrija , nº 35
Parque Empresarial El Pinillo
29620-Torremolinos, Málaga, SPAIN

Contact: Christian du Welz
Tel: +34 952378391
Fax: +34 952378392
E-mail: vp@videopromocion.com
Web: www.videopromocion.com

Vienna Accommodation

Integrity International Events
The Coach House, 7 St. Alban's Road
Edinburgh EH9 2PA, UK

Contact: Alison Hunter
Office: +44 131 624 6040
Fax: +44 131 624 6045
E-mail: events@integrity-events.co.uk

Local Exhibition Services Provider

Expoxx Messebau GmbH
Messeplatz 1
A -1021

Contact: Michael Thaller
Tel.: 0043 (0) 1 72720 6220
Fax: 0043 (0) 1 72720 6109
Email: Michael.Thaller@expoxx.at

Stand contractor services also available

Forms and Deadline Dates

Form completion/ deadline date	Return to	Deadline Date	√
Company logo and information form for ESCP website and final programme form	ESCP	Monday 16 April	
Accommodation booking cut off date	ESCP	Wednesday 13 June	
Advance satellite symposia programmes for approval	ESCP	Friday 20 July	
Stand Designs Plans for space only stands (PDF or paper copies)	ESCP	Friday 10 August	
Stand risk assessment and Certificate of Conformity to be sent to ESCP	ESCP	Friday 24 August	
Delegate bag form	ESCP	Friday 24 August	
Electrial	Expoxx	Friday 24 August	
Furniture & optional extras for stand form	Expoxx	Friday 24 August	
Audio visual & computer equipment order form	Video Promocion	Friday 31 August	
Exhibitor pass order form	ESCP	Friday 31 August	
Lifting requirements notification (by email)	Merkur Expo	Friday 7 September	
Stand catering requirements (by email)	Gerstner	Friday 7 September	
Delivery of delegate bag inserts	Merkur Expo	Sample deadine to ESCP: Friday 14 Sept Delivery date to Merkur: Wed 19 Sept	
Delivery of exhibition materials	Merkur Expo	Wednesday 19 – Friday 21 September	

Accommodation

Hotel booking deadline: Wednesday 13 June 2012

Accommodation is available for 2012 via the ESCP Secretariat, but hurry – there is another large congress in town from Friday. We recommend you BOOK YOUR HOTEL AND FLIGHTS EARLY – full details are available at www.escp.eu.com/vienna/accommodation

All exhibitors have now been contacted to offer assistance with hotel allocations; if you have not yet confirmed your requirements, please contact us URGENTLY if you wish us to to help you. **Rooms go on sale to delegates from Thursday 12 April, so please ACT NOW!**

Alison Hunter
ESCP Secretariat
c/o Integrity International Events
The Coach House, 7 St. Alban's Road
Edinburgh EH9 2PA, UK

Tel: +44 131 624 6040
Fax: +44 131 624 6045
E-mail: events@integrity-events.com

Please note that Friday night rooms are limited due to ESMO; the ESCP timetable has been revised in order that delegates can travel home on Friday evening. Please only request Friday night if absolutely necessary and we will suggest hotels that can accommodate this – *subject to availabililty.*

Once we have confirmed your preferred hotel, we can then send you a group booking form and then an invoice which must be fully prepaid **by 13 June. Rooms not prepaid by this date will be released.**

Please refer to the website for full hotel listing, details of booking procedure for groups, and terms and conditions.

Timetable

Please find below an overview of the meeting. **For the full scientific programme , please go the weblink: http://www.escp.eu.com/vienna-2012/scientific-program**

DATE	TIME	ACTIVITY
Tuesday 25 September	09:00	**Space only exhibitor access (phased access, times will be confirmed)**
	14:00	Schell scheme stand set-up commences (access on request)
Wednesday 26 September	08:00 - 15:00	**Access to shell scheme exhibitors (can be accessed from previous afternoon if required – subject to request)**
	08:00 - 13:00	Anorectal and Pelvic Floor Ultrasound Course *(supported by BK Medical)*
	09:00 – 19:00	Registration desk open (open from 07:30 for Ultrasound Course attendees)
	12:00 – 13:30	Workshop - How to write a paper (John Nicholls)
	13:30 – 13:45	**Official Opening**
	13:45 – 14:45	Symposium 1: Staging
	14:45 – 17:00	Video Surgery
		Clinical Trials Update
	16:00 – 17:00	**Coffee break in exhibition area - STANDS TO BE STAFFED PLEASE**
	15:00	**STAND COMPLETION DEADLINE**
	16:00 – 21:00	**Exhibition open to delegates**
	17:00 – 17:30	Keynote lecture 1: 35 years of ileoanal anastomosis
	17:30 – 18:30	Free Papers (Strauss)
		Free Papers (Lehar 2/3)
	18:30 – 19:30	**Diamond Sponsor** Covidien Satellite Symposium
	19:00 – 21:00	**Welcome event with fork buffet dinner - STANDS TO BE STAFFED PLEASE**
Thursday 27 September	07:30 – 18:30	**Exhibition area open to delegates**
	07:30 – 19:00	Registration open
	07:30 – 10:00	Core Subject Update
	08:30 – 09:30	**Satellite symposium slot**
	10:00 – 11:00	Symposium: Rectal Cancer
	11:00 - 11:30	**Coffee/Exhibition/Posters – STANDS TO BE STAFFED PLEASE**
	11:30 - 12:00	Keynote lecture : Colorectal cancer screening: Now and How (ASCRS lecture)
	12:00 – 13:00	Oral posters session (Strauss)
		Oral posters session (Lehar 2/3)
	13:00 - 14:00	**Lunch/Exhibition/Posters – STANDS TO BE STAFFED PLEASE** Lunchtime Poster Session - Panel review of 45 of the best 90 posters

	14:00 – 15:30	6 best Free papers / visiting fellows
	15:00 – 16:30	Coffee break in exhibition area - **STANDS TO BE STAFFED PLEASE**
	15:30 - 16:00	Keynote lecture 3: Frontier between colorectal and gynaecological surgery: Is it time for pelvic surgeons?
	16:00 – 17:00	Symposium: Pelvic floor disorders
	17:00 – 17:30	Oral posters session (Strauss)
		Oral posters session (Lehar 2/3)
	17:30 – 18:15	ESCP Annual General Meeting
	18:15 – 19:15	**Diamond Sponsor Covidien Satellite Symposium** COVIDIEN positive results for life
	20:00	Meal out at Griechenbeisl - **must be pre-booked**
Friday 28 September	**07:00 – 08:00**	**Sapphire sponsor LifeCell Satellite Symposium** LifeCell A KCI Company
	07:30 – 14:30	**Exhibition area open to delegates**
	07:30 – 17:30	Registration desk open
	08:00 – 09:00	Free Papers (Strauss)
		Free Papers (Lehar 2/3)
	09:00 – 10:00	Symposium 4: Proctology
	10:00 – 10:30	Keynote lecture 4: SNS - time for critical appraisal
	10:30 – 11:00	**Coffee/Exhibition/Posters – STANDS TO BE STAFFED PLEASE**
	11:00 – 12:30	Consultants' Corner
	12:30 – 13:00	Keynote lecture 5: Metastatic CRC - what about the primary
	13:00 - 14:30	**Lunch/Exhibition/Posters – STANDS TO BE STAFFED PLEASE**
		Lunchtime Poster Session - Panel review of 45 of the best 90 posters
	13:00 – 15:00	Trainee Surgeons Workshop and Lunch
	13:15 – 14:30	**Sapphire Sponsor Ethicon Satellite Symposium** Ethicon Endo-Surgery Colorectal
	13:15 – 14:30	**Sapphire Sponsor Medtronic Satellite Symposium** Medtronic
	14:30 – 15:30	Free Papers (Strauss)
		Free Papers (Lehar 2/3)
	14:30	**Exhibition close and break down commence**
	15:30 - 16:30	Symposium 5: New Technology
	16:30 - 17:30	Oral posters session (Strauss)
		Oral posters session (Lehar 2/3)
	17:30	**Close of meeting**

Exhibition Location

The exhibition will be built on the ground floor in the open area of the Stolz Rooms, Stolz foyer and part of Lehar. Delegates will pass through this area when going from registration to the Strauss where plenary sessions take place. The exhibition area will be the focal point for delegate coffee breaks and lunch arrangements. Poster boards will also be located on this floor in the foyer outside Lehar and Strauss.

Exhibition Opening Hours

Exhibition stands must be available to delegates at the times detailed below:

- Wednesday 26 September: 16:00 – 21:00 (Welcome event 19:00 - 21:00)
- Thursday 27 September: 07:30 – 18:30
- Friday 23 September: 07:30 – 14:30

We request that your stand is manned during all breaks as detailed on the timetable; **you may not dismantle your stand prior to 14:30 on Friday 28 September.**

Build Up

Space Only Exhibitors
On **Tuesday 25 September** access for build up will be from **09:00 until 20:00** hours.
On **Wednesday 26 September** access for build up will be from **08:00 until 15:00** hours.

Shell Scheme Exhibitors
Shell scheme built stands will be available to exhibitors **from 08:00 on Wednesday 26 September**: all stand set up should be completed by 15:00 on Wednesday afternoon ready for opening at 16:00 hrs. If more time is needed for build up then please send your request to Carla Fitzpatrick.

Please make sure that build up is completed on time and that all unwanted materials and rubbish are disposed of, and not left in the exhibition walkways or behind stands. A health and safety inspection will be carried out at the end of Wednesday prior to opening on Thursday.

Please see the table below for further information relating to individual stands.

Stand number	Stand size	Notes	Max stand height
1, 4	4m wide x 3m deep	Shell scheme or space, open on three sides	3
2, 3	4m wide x 4m deep	Shell scheme or space, open on two opposite sides	3
5, 7	3m wide x 2m deep	Shell scheme only , open on two sides	3
6	3m wide x 2m deep	Shell scheme only , open on one side	3
8,9	3m wide x 3m deep	Shell scheme or space, open on three sides	3
10	4m wide x 3m deep	Shell scheme or space, open on three sides (2 long sides must be left open)	3
11	2m wide x 2m deep	Shell scheme only, open on two sides	3
12, 13	3m wide x 2m deep	Shell scheme only, open on one side	3
14	3m wide x 2m deep	Shell scheme only, open on two sides	3
15, 16	5m wide x 4m deep	Shell scheme or space, open on two sides	3
17, 21, 29, 33	3m wide x 3m deep	Shell scheme only, open on two sides	3
18, 19, 20, 30, 31, 32	3m wide x 3m deep	Shell scheme only, open on one side	3
22	3m wide x 2m deep	Shell scheme only, open on two sides	3

23, 24, 25, 26, 27	3m wide x 2m deep	Shell scheme only, open on one side (please note 27 will be next to a higher stand - 28)	3
28	4m wide x 2m deep	Shell scheme only	7
34	5m wide x 4m deep	Shell scheme or space, open on three sides	7
35	4m wide x 4m deep	Shell scheme or space, open on three sides	7
36	5m wide x 4m deep	Shell scheme or space, open two sides	7
37	4m wide x 4m deep	Shell scheme or space, open on one or two sides	7

Breakdown

Breakdown will begin at 14:30 on Friday 28 September and no exhibits should be removed before this time. Breakdown must be completed by 20:00. Any exhibition materials remaining at 20:00 will be disposed of and the cost of removal will be passed to the exhibitor.

Merkur will coordinate return shipments of goods they are handling, these will be removed as a first priority and further collections will be scheduled by ESCP following that. We advise you to book handling of return courier services with Merkur in order to ensure a swift and efficient dispatch of materials back to you.

Any exhibitors making their own arrangements for courier collections must do so independently of ESCP, and ESCP cannot take any responsibility for arrangement of collection after Exhibitors have left.

Furniture & Shell Scheme (booth) Fittings — deadline date: Friday 24 August

For practical reasons and to ensure a consistent and professional appearance, ALL 3m x 2m stands have a shell scheme package included in the stand price.

A shell scheme package for larger stands is available to order at additional cost. Please contact Carla Fitzpatrick on carla.fitzpatrick@integrity-events.co.uk if you would like to place an order.

The shell scheme package includes:

- Partition walls as specified in the table above - white H250cm in Alu System
- Fascia boards facing the gangways
- Carpet tiles 50 x 50 – blue (other colours on request only)
- 1 spot light 75 W on lighting track per 3 m² booked
- Fascia board company name lettering max. 20 letters in Arial black
- 1 x table 80x80
- 2 x chairs Comodo blue (upholstered)
- 1 x electric main connection up to 1 kW incl. 1 triple socket outlet and power consumption (please note if you purchase additional electrical connections, additional consumption charges will apply

If you require the shell scheme package and this is not detailed on your Sponsor Agreement, **please notify Carla Fitzpatrick immediately**.

Expoxx are appointed to handle all orders for additional orders such as furniture, plants, additional lighting, sockets etc. The price lists along with order forms are available on the ESCP website. Please complete the relevant Expoxx order form(s) and return directly to them. Expoxx terms and conditions can be found at the end of this manual and on the order forms.

Please note the following penalties that will apply to your order if it is not received by the deadline date:

- **25% surcharge** for orders placed after 24 August and until Friday 14 September
- **50% surcharge** for orders placed after Friday 14 September

Please note that no supplies can be guaranteed after the deadline date of 24 August 2011

Audio Visual and Computer Equipment — Deadline date: Friday 31 August

If you require any additional audio visual or computer equipment please e-mail Video Promocion at vp@videopromocion.com by **Friday 31 August** and they will be pleased to provide a quotation.

Please note that ESCP cannot provide technical support for any equipment that has not been ordered via Video Promocion.

Electrical Connections — Deadline date: Friday 24 August

Shell Scheme

All stands with a shell scheme are supplied with 1 x electric main connection up to 1 kW incl. 1 triple socket outlet and power consumption**.** If you require additional connections and power this must be pre-ordered. The order form can be found on the ESCP website and should be sent to **Carla Fitzpatrick**, carla.fitzpatrick@integrity-events.com no later than Friday 24 August.

Space only stands

All electrical connections must be pre-ordered (please use the order form on the ESCP website). Consumption for space only stands will be charged according to the tariff shown on the order form.

Internet

At the time of printing this manual, internet provision is not finalized, however it is hoped that all exhibitors will have access to free WiFi in the exhibition area (speed to be confirmed).

Carpet/Flooring/Walls

Shell Scheme: blue carpet is provided within the cost of shell scheme. Other colours are available on request by e-mail **to Carla Fitzpatrick**.

Carpet is not provided for space only stands but can be ordered if required. All stands must have carpet or an alternative, approved floorcovering to ensure that no damage is caused to the congress center floor.

Space only stands: any exposed wall space may only be used to fix materials to with the use of **Blu-Tac** or a similar proprietary brand, any damagae caused to walls may result in charges; exhibitors are fully responsible for any charges arising from damage caused by contractors during build up, open hours and breakdown and ESCP will not accept responsibility for such damage.

Catering — Deadline: Friday 7 September

It is not permitted to bring in any food or drinks from outside the Messe Wien Exhibition & Congress Center. Exhibitors will be provided with drinks and snacks during build up and coffee breaks and lunch during open hours as part of your Exhibitor Pass entitlements. If you wish to order additional stand refreshments, please e-mail **Carla Fitzpatrick**, carla.fitzpatrick@integrity-events.com who will be pleased to assist you.

Stand Cleaning — Deadline: Friday 24 August

The exhibition area will be cleaned each morning for the duration of the build up and conference. However individual stands will not be cleaned unless it is ordered separately.

If you require a stand cleaning service please contact **Carla Fitzpatrick**, carla.fitzpatrick@integrity-events.com no later than Friday 24 August.

Badges & Entry — Deadline: Friday 31 August

Complimentary entitlements are as follows:

	Delegate Registrations	Exhibitor Passes
Diamond sponsors	2	10
Sapphire Sponsors		7
Emerald Sponsors		5
Exhibitors		1 per 3 square metres

Each pass covers build up refreshments, coffee breaks (Wednesday to Friday), buffet lunch on Thursday and Friday, and the welcome drinks and buffet dinner on Wednesday.

TO ORDER EXHIBITOR PASSES; please complete the **Exhibitor Pass Order Form** and return to **carla.fitzpatrick@integrity-events.com**. **Additional passes can be purchased at a cost of €200 per person.** Any passes requested above the inclusive amount will be invoiced to you and must be fully paid before build up commences. Passes will be available for collection from the beginning of build up on Tuesday 25 September. These passes may be used during build up as well as during open days.

TO ORDER DELEGATE REGISTRATIONS
If you wish to register and pay for individual delegate(s) for the conference you may do so by using the online booking system; you can link to online registration via the ESCP Website at www.escp.eu.com/Vienna.

To book a group of delegates:

1. Contact Emma Anderson or Alison Hunter at the ESCP Secretariat to obtain a link to group online registration (events@integrity-events.com)
2. Complete the group registration form (*compulsory fields are names, address, telephone and email - please enter the delegate's email address, not your own*!)
3. Payment can be made online (for the group as a whole) by visa or mastercard, or you can send pay by cheque by selecting the "invoice" option. If you have chosen this option, please make arrangements for the cheque to reach us **no later than Friday 14 September**. If you need to receive an invoice prior to sending a cheque, please contact Emma or Alison.

Registrations that remain unpaid after 14 September will be cancelled and delegates will have to register and pay on site.

Complimentary Contractor Passes: will be required for contractors working during build up on Tuesday 25 & Wednesday 26 September.Please confirm the number of contractor passes you require and send names by email to **Carla.fitzpatrick@integrity-events.com** (no order form required) and arrange for contractors to collect them at the Messe Congress Center when they arrive. In order to prevent delegates coming into the build up area, no one will be allowed in without a contractor pass during build up. Badges must be worn at all times. Please note contractor passes will not be valid once the Congress commences.

Passes will be available for collection on-site from Tuesday 25 September from 09:00 at the **ESCP Registration Desk** which is located in the Congress Center foyer.

Floor plan

A working floor plan is in use until all stands are finalized, and a final floor plan will be sent to you approximately two weeks prior to the meeting. If you have any queries before this time please contact Carla Fitzpatrick on **carla.fitzpatrick@integrity-events.com**

Stand Designs (space only stands) — deadline: Friday 10 August

All space-only exhibitors are required to submit stand designs by Friday 10 August in either PDF or paper format

Risk Assessment (space only stands) and Certificate of Conformity — deadline: Friday 24 August

All space-only exhibitors are required to submit a risk assessment for your stand. Please contact Carla Fitzpatrick if you require assistance with this, or wish us to send you an example of what is required.

All exhibitors are requested to provide a Certificate of Conformity.

Storage

There is no storage available within the exhibitition area, and exhibitors are advised to make provision for storage within your stand. If you have materials that need to be stored securely, please contact Merkur who can provide on-site secure storage, costs approximately €65 per cubic metre. Boxes must be properly packed and clearly labeled, and will be removed to store on Wednesday, and returned on Friday when break down commences.

Delivery/Shipping of Materials — delivery deadlines: 17-19 September *(see below)*

Merkur Expo Logistics GmbH are the official Forwarding and Storage Agent appointed by ESCP for this conference.

Contact: Gernot Iven
Tel: +49 6173 966 950
E-mail: Gernot.iven@merkur-expo.com

They will arrange to deliver materials to your stand on Tuesday 25 or Wednesday 26 September. We strongly recommend this if you are sending goods of value. Deliveries being handled by Merkur will have first priority of access to the exhibition area.

Your delivery should be sent to:

European Road freight: Delivery address: Merkur Expo Logistics GmbH Zum Weissen Stein 9 56587 Oberhonnefeld Tel: +49-6173-966 950 Arrival Deadline: **19 September 2012**	**Non-European Freight / Airfreight** Air Way Bill address Merkur Expo Logistics GmbH Gernot Iven Tel: +49-6173-966 950 Arrival deadline: **17 September , 2012** Airport of Destination: Frankfurt (FRA) **Please do not ship to any other airport than Frankfurt (FRA)**

Documents required for Non-European freight only:

*proforma-invoice
*optional Carnet ATA for temporary imports

Your delivery for your stand should be labeled as follows:

The name of the event:	**ESCP Meeting, Vienna**
Exhibition venue:	**Messe Wien Exhibition & Congress Center**
Exhibition dates:	**26-28 September 2012**
Exhibitor name:	***Your company name***
Stand number	***Your stand number***

Please do not pack delegate bag inserts with stand materials, they will NOT be included in the delegate bag if you do!

Domestic Shipments

Consigning-address

Merkur Expo Logistics GmbH
c/o ESCP 2012
Messe Wien Exhibition & Congress Center
Reed Messe Wien GmbH
Messeplatz 1,
PF 277
A-1021 Vienna

All work undertaken is subject to the German Forwarding Terms and Conditions (ADSp), copy available on request. Transport-insurance will only be covered by special request. Point of fulfillment is Frankfurt/M.

Please do not ship pharmaceutical products, foods and drinks without prior reconfirmation with us (applicable for non-EU-exhibitors only)

Important information for exhibitors not using Merkur Services:

Please note that whilst we have asked the Messe Congress Center to log all deliveries for ESCP, we **cannot** guarantee their safety. **WE STRONGLY ADVISE THAT YOU SHIP YOUR ITEMS WITH MERKUR. Deliveries sent via Merkur will be given first priority.**
Delegate bag inserts sent independently of Merkur's service must arrive on, and not before, Friday 21 September; any other (stand) deliveries must arrive on, or after Monday 24 September.

Please indicate if you require a forklift service. This will be charged at €50.00 for build up and €50.00 for breakdown.

Access
The Messe Congress Center does not allow deliveries/unloading at the main entrance. All deliveries will be directed to the delivery door into Stolz/Lehar.
Please note that the doors into the exhibition-area have a width 1.8m and height of 2.10m.

Unloading

Larger deliveries and unloading requirements must be scheduled with ESCP. Please confirm your delivery vehicle requirements by email to Carla Fitzpatrick; an allocated unloading time will be advised to you and will be limited to this particular time slot.

Parking of Trucks: there are areas near the Stolz/Lehar entrance for a short waiting period whilst unloading. The are no parking facilities for large trucks at the Messe Wien. The nearest parking area for trucks is at the motorway service area "Wien Auhof" on motorway "Westautobahn A1" approx. 15 km away from the "Messe Wien".

Delegate Bag Inserts

advice deadline: Friday 14 September
delivery deadline: Wednesday 19 September

Exhibitors are allowed free inserts into delegate bags as detailed in your sponsor agreement. Please follow precisely the guidelines below:

- Send 1200 copies to **Merkur Expo** (DIRECT DELIVERIES TO VIENNA CANNOT BE GUARANTEED TO BE INCLUDED)
- The overall size of the insert should be no larger than A4.
- Please send a **sample** to Integrity Events by **Friday, 14 September** (front page will suffice to identify it)
- All inserts must be sent to arrive at **Merkur Expo** no later than **Wednesday 19 September**. Any inserts received after this time will not be inserted into the delegate bags.
- All inserts **must** be sent to the appointed forwarding agent, Merkur Expo. They will arrange to deliver them to the Messe Congress Centre by lunchtime on Monday 24 September.
- Please package and label delegate bag inserts **separately** from any other materials you are sending for your stand, otherwise they will not be included in the delegate bag.

The delivery address is:

Consignee:
Merkur Expo Logistics GmbH
Zum Weissen Stein 9
56587 Oberhonnefeld
Tel.+49-6173-966 950

Notify/place of delivery:
Messe Wien Exhibition & Congress Center
Reed Messe Wien GmbH
Messeplatz 1,
PF 277
A-1021 Vienna

Tel: +43 (0)1 727 20 - 2315

All deliveries must be marked with the following details:

The name of the event:	**ESCP Meeting, Vienna** **Delegate Bag Insert**
Exhibition venue:	**Messe Wien Exhibition and Congress Center**
Exhibition dates:	**26-28 September 2012**
Deliver to Merkur date	**Wednesday 19 September 2012** **FAO: ESCP Secretariat**
Exhibitor name:	***Your company name***
Content	**Leaflets for delegate bags**

Lifting

Deadline: Friday 7 September

If you are not arranging shipment and delivery to your stand by Merkur, and you require lifting of heavy materials from your vehicle to your stand, this must be pre arranged in advance with ESCP (*and provided by Merkur on site)*. A cost of €50 for delivery and €50 for uplift (if needed end of show) will be charged by ESCP for these services on behalf of Merkur. Please e-mail with details of your requirements (no order form applies).

Vehicle Parking

The nearest parking garage within walking distance is "Parkhaus A" (not suitable for large trucks). Single (one day) or multiple parking tickets may be ordered at the price of approx €6.70 per day.

Please see page 12 for details relating to parking large vehicles. If you wish to book car parking space(s), please contact Carla Fitzpatrick.

Security

No provision is made for surveillance services at the Messe Wien Congress Centre. It is the responsibility of each Exhibitor to ensure that stands are staffed during opening hours, and that when un-staffed, any valuable items are locked away, as delegates will have full access to stands as they come and go at any time. Please note the stipulated times at which we request you are present on your stand; at other times, delegates are free to browse but you do not have to be present.

Exhibitors are expected to arrange insurance cover against theft and/or bodily injury and property damage. ESCP cannot accept any responsibility for loss of valuables left unattended. Exhibitors are also required to contact the Organisers and notify the venue management concerning material which is of specific value.

Contractor/exhibitor badges must be worn and displayed clearly throughout the period.

ESCP Website and Final Programme — Deadline: Monday 16 April

ESCP Website: each exhibitor is entitled to a 25 word entry on the website, together with their company logo and hyperlink to their company website. Please supply a high resolution RGB/JPG logo for this listing, together with name, description (up to 25 words) and a web link.
Note: max logo width will be 200 pixels, depending on its proportions.

Final Programme: unless otherwise specified the 25 word entry displayed on the website, company logo and contact details will be printed in the final programme. Please complete the relevant form email it back to: **carla.fitzpatrick@integrity-events.com**

Please refer to the sponsor document for additional Diamond, Sapphire and Emerald sponsors entitlements. We will contact you directly regarding individual website and newsletter requirements.

Additional Sponsorship Opportunites

There are many different ways to raise your companies profile at this year's congress via sponsorship of print materials i.e. pens, notepads etc or sponsorship of individual sessions. Please refer to the sponsorship information document or contact Carla Fitzpatrick for additional information.

Social Events

NEW EVENT: Welcome Drinks and Buffet Supper
Wednesday 26 September, 19:00 – 21:00
Included in delegate registration fee *(additional fees apply for Accompanying Persons)*
All delegates are invited to attend this new format event which will be held at the Messe Wien Congress Center in the exhibition area following the close of conference sessions.

ESCP "Meal Out" at Griechenbeisl
Thursday 27 September, 20:00
Ticket price €80 (early), €90 (late) €100 (on-site)

Join us for a distinctly informal meal out with your colleagues at one of Vienna's most charming traditional restaurants.

Griechenbeisl is one of the city's "old charm Vienna" restaurants with stone floors, vaulted ceilings and dark wood surroundings. It claims to be the oldest restaurant in Vienna, and Mozart apparently ate there! It comprises a number of smaller rooms that all link, and with upper level rooms being accessed by a narrow stone spiral staircase. The restaurant is centrally located, not far from Schwedenplatz and the U1/U4 metro lines.

This is a great opportunity to entertain! If you would like to bring guests and book one of these semi private rooms, please contact Alison Hunter or Emma Anderson at the ESCP Secretariat.

Tours
Please refer to the website www.escp.eu.com/Vienna for full information.

TERMS AND CONDITIONS – MESSE WIEN EXHIBITION & CONGRESS CENTER

Please refer to page 17

GENERAL TERMS AND CONDITIONS ('terms') OF EXPOXX MESSEBAU GMBH (Expoxx)

I. GENERAL CONDITIONS

1. Offers and contractual relationships: All contractual relations between Expoxx and clients/customers (hereinafter to be referred to as the 'customer') shall be solely subject to these 'terms'. All other contradictory or deviating conditions mentioned by the customer shall only be accepted on condition they have been explicitly approved by Expoxx. In cases of hire or purchase the additional conditions in sections II and III shall also apply. Once the customer has signed an order it shall be binding and irreversible. Expoxx shall be entitled to accept this order within 30 days by way of provision/completion, or the sending of written confirmation, or by issuing an invoice for part payment according to point 9. In order to be binding for Expoxx, written confirmation must be provided by Expoxx. Quotes or offers written by Expoxx shall be non-binding.

2. Customer cooperation: On order placement the customer shall also become obliged to ensure proper and punctual provision of all documentation according to the dates agreed (i.e. plans, models, permits, and guidelines for execution etc.) that shall be necessary for completion of the order by Expoxx. This documentation must be provided in such a form as to ensure faultless completion of the order. In particular, the customer shall be responsible for the collection of, and payment for (at his/her own expense), all permits required for the execution of the order. All samples of materials and building methods provided for inspection must be approved and returned in due time; otherwise they shall be considered to have been authorised 'without correction'. The exhibition stand must be occupied at the agreed handover time.

3. Copyrights and patents: All documents compiled in the course of the making of an offer or during contractual dealings (particularly drafts, plans and models) remain subject to complete ownership by Expoxx and may not be made accessible to third parties, published or copied without receiving prior permission from Expoxx. The customer may only use such documents for the sole purpose agreed. If a contractual relationship does not materialise or is subsequently cancelled, all such documentation must be returned to Expoxx immediately.

4. Declaration of approval according to the data protection law: The customers approves the right of to use information provided in the order (customer details), and to approve the forwarding of such information to, and usage by the other related companies affiliated to Expoxx Messebau GmbH (DVR no. 0577677), such as System Standbau (DVR no. 08075833) , Reed Messe Salzburg Gesellschaft m.b.H. (DVR no. 0079944), Reed Messe Wien GmbH (DVR no. 2108555) and Reed CEE GmbH (DVR no. 3003805) (hereinafter 'associated businesses'), each for the purpose of marketing their own products and services. Approval can be rescinded at any time rendering any further use of data inadmissible.

5. Declaration of approval according to the telecommunication law: The exhibitor hereby permits Expoxx and its associated businesses to inform the former about their goods and services. The exhibitor is entitled to revoke this permission at any time.

6. Permission to advertise: Furthermore, the customer shall permit Expoxx and its associated companies to use customer details, company names and corporate logos, as well as pictures of stands erected by, or erected according to plans made by, Expoxx for the latter's own advertising purposes (such as for addition to reference lists, presentation on the internet, entries in customer magazines or in other forms of advertising).

7. Rescission: If (a) the customer is in arrears with payments to Expoxx or to any of the other affiliated companies, regardless of whether these debts stem from this or other orders; and/or (b) debt clearing or insolvency proceedings have been initiated against the customer or are pending, Expoxx shall be entitled to withdraw from the contract and to withhold the provision of services, regardless of the duty of the customer to pay. Should Expoxx choose to withdraw from the contract the customer shall be liable to pay the agreed cancellation fee.

8. Prices: All prices are quoted net, plus the applicable statutory VAT rate, plus all other taxes, duties and contributions due on placement, acceptance, execution and completion of the order (i.e. legal transaction fees and advertising duties). Price information pertains to deliveries and services at the exhibition centres in Vienna and Salzburg; sales prices are quoted ex works in Vienna. At other points of service expenses, allowances, handling and transportation costs may be invoiced separately. Additional services not included in the offer shall be invoiced at the actual price of services and goods used.

9. Conditions of payment: Expoxx reserves the right to demand a part payment of 50% of the order value on receipt of the order. Invoices must be paid net in full on receipt, without deductions. Should the customer fail to pay on time, he/she

shall be subject to default interest payments of 12% p.a. The customer shall not be entitled to offset such debts with counter claims, regardless of their nature, nor to refuse to pay sums due.

10. Changes in fees and prices: Should prices or fees change (i.e. transport, forwarding or energy prices), charges shall be based on the prices and fees valid at the moment of service provision.

11. Our standard conditions for cancellations are as follows: A fee of 50% of the contract total is charged for cancellations received no less than 2 weeks (14 days) before the event begins. A fee of 75% of the contract total is charged for cancellations received no less than 1 week (7 days) before the event begins. A fee of 100% of the contract total is charged for cancellations received less than 1 week (7 days) before the event begins.

12. Choice of legal basis: Austrian law shall apply. The United Nations Convention on Contracts for the International Sale of Goods shall not apply. Legal Venue is Vienna, inner City.

13. Limited liability: Expoxx shall only be held liable for damage caused by deliberate or grossly negligent behaviour and only for positive damage.

II. SPECIAL RENTAL CONDITIONS

14. Usage: Rental objects may be solely used for the agreed purpose and may not be used by third parties. They must be subjected to the least wear, tear and stress as possible. Under no circumstances may frame connecters, poles, supports, frames or wall boards be drilled into, nailed, painted or covered with stickers or adhesives of any kind.

15. Liability and return of goods: Regardless of the question of guilt, the customer shall be held liable for loss of, or damage to, rented objects from the point of handover to the point of return. In cases of damage or loss Expoxx shall be entitled to invoice the customer for the price of new replacements for missing or damaged objects.

16. Complaints: As a rule rental objects are used on a number of occasions and are thus not classified as being brand new. Small deviations in the versions, dimensions and colours available can not be categorised as faults. Only complaints handed-in in writing before the start of the fair can be accepted. If the customer collects the rental objects himself/herself complaints shall only be entertained if the handover was made to the customer in person.

17. Handover of rental objects: If the exhibition stand is not occupied when the rental objects are delivered, on being deposited the said objects shall be considered to have been handed over correctly and properly.

18. Rental prices / surcharges: If a written order is received by Expoxx less than 2 weeks prior to the start of the show a last-minute surcharge of 20% on the listed price will be charged. All prices are intended for a maximum rental period of 7 days. A surcharge of 15% shall be charged for an event lasting up to 10 days. Special agreements shall be made with each individual customer for events lasting more than 10 days. If rental objects are returned late, the customer shall be liable to pay Expoxx for all actual resultant costs or losses. A minimum of 15% of the full order value shall be charged in such cases.

III. SPECIAL SALES CONDITIONS

19. Retention of title: The goods delivered shall remain the property of Expoxx until the purchase price and all other debts existing at the time of delivery have been paid in full. Any payment gained from the selling-on of any goods delivered shall be forfeited a priori to Expoxx. The customer shall be obliged to inform his/her customer of this cession and to demand the said customer pay directly to Expoxx only. Alternatively, a bank guarantee covering the total order value can be accepted in its place. The costs of a bank guarantee shall be borne by the customer.

20. Packaging and forwarding: Packaging and forwarding costs are invoiced separately. Expoxx only delivers on account and at the risk of the customer. No liability shall be accepted on the part of Expoxx. The recipient must certify all cases of damage immediately and report them to the forwarding agent.

21. Complaints: Any faults, damage or omissions must be reported in writing within 2 days of receipt of goods, otherwise all claims for damages shall be rendered null and void.

HOUSE RULES

1.1 Admission to the fair site
Access to the fair site requires a valid admission ticket issued by Reed Messe Wien GmbH ("the Company"). Visitors may only enter the fair site during opening hours; exhibitors and their staff may gain admission at the times indicated in the Technical Services Kit.
Children under 14 are only admitted in the company of an adult. Visitors may not take prams or bulky goods into the halls.
Animals are not permitted on the fair site.

1.2 Vehicular traffic on the fair site
Drivers must observe traffic restrictions indicated by one-way, direction, no stopping and no entry signs, etc., posted in accordance with the 1960 Highway Code and amendments, and the amended 1971 Road Traffic Act.
Officers of the police and emergency services responsible for supervision of the fair site are entitled to issue orders at variance with the above regulations.

2.1 Advertising
Billposting, distribution of leaflets and all forms of off-stand advertising activities must be reported to Reed Messe Wien GmbH and are subject to charges.
The use of loudspeaker equipment by exhibitors or third parties for advertising or announcements is prohibited.
No trading or advertising activities may be carried on within the fair site premises or areas for which the fair management is responsible without the permission of Reed Messe Wien GmbH.
The mounting, erection or installation of advertising billboards or other advertising artefacts of any kind, other than by Reed Messe Wien GmbH, shall be commissioned by, and at the expense of tenants, and shall be performed by licensed tradesmen. Written certification by the latter as to the storm-proof erection or immovable mounting and securing by dual fixtures of the item(s) in question shall be sent to the Company by registered mail not later than three days before the commencement of the event for presentation to the authorities.
Tenants are fully liable in civil and criminal law for any injury to persons or damage to property arising from advertising or advertising surfaces mounted, erected or installed at their instigation.

3.1 Supervision of stands
For safety reasons tenants, or their representatives identified by exhibitors', staff or move-in/move-out passes, shall inspect tenants' occupied stands prior the commencement of the event. Only persons able to produce identification in the form of an exhibitor's, staff or move-in/move-out pass shall be employed at stands.

3.2 Packing materials and waste
Paper and other refuse may not be deposited on the floor but must be disposed of in the bins provided for this purpose.
For safety reasons packing materials may not be stored within the confines of stands, on stand roofs, behind pavilions or at other outdoor locations. Exhibitors are responsible for the daily removal of all their packaging materials from the premises of the fair site during assembly of their stands.
The use of wastepaper baskets or refuse bins made of inflammable materials is prohibited.
In the event of failure to remove packaging materials on a daily basis the fair management reserves the right to order the removal of all the materials concerned at the expense of the exhibitor. The latter shall have no right to compensation by Reed Messe Wien GmbH for the said materials.

3.3 Cleaning
Exhibitors shall keep the rental space in a clean and orderly condition. Cleaning shall be performed daily, starting two hours before the opening of the fair.
To this end exhibitors and their staff will be granted admission to the exhibition premises from this time onwards.

3.4 Conduct at the stand
Exhibitors undertake to employ trained personnel at their stands during the event. The good manners customary in business shall be observed. The rules of fair competition shall be strictly observed throughout the event.

Exhibitors and their agents shall desist from:
- noisy product demonstrations;
- calling out to visitors;
- announcing fair discounts, special price offers or hire purchase terms;
- arguments with competitors; and
- the use of live animals for advertising purposes, except at agricultural shows.

3.5 Consumer surveys, autograph sessions, photography, etc.
All consumer surveys, tests and competitions, visits by celebrities accompanied by autograph sessions, and filming, at trade fair premises, require the written consent of Reed Messe Wien GmbH. The photographing, drawing, copying or touching of exhibits is prohibited.

3.6 Noise prevention
In order to prevent excessive machine noise exhibitors shall, if necessary, use sound absorbers, exhaust silencers, soundproof confinements or shields. Demonstrations of machines, musical instruments, loudspeakers, bells, sirens, high-frequency appliances, etc., which are associated with noise or other forms of disturbance, may only take place at times reserved for this purpose by Reed Messe Wien GmbH.
The Company reserves the right to restrict or prohibit such demonstrations. Exhibitors shall have no claim to compensation in the event of such prohibition.
Exhibitors shall be liable for all damage arising from demonstrations in consequence of failure to observe prohibitions issued by Reed Messe Wien GmbH.

4.1 Special regulations concerning stand assembly and equipment
a) The erection of pavilions, kiosks, lean-to roofs, special advertising objects, towers, aerials, construction cranes, the installation of gas and water connections, particularly large stand or hall decorations, stand heating systems, the demonstration or operation of espresso machines, steam or pressure cookers, compressors, steam or compressed air driven machinery, lifting equipment and suchlike, industrial heaters, fryers, cookers or hot-plates, welding equipment, propane gas systems, gas or oil fired furnaces, h.v. fluorescent lighting systems, advertising films of 35 mm gauge upwards, operation of apparatus for payment, and the exhibition or use for exhibition purposes of inflammable, explosive, radioactive, burning or red-hot materials, must be reported to the Technical Services Department of Reed Messe Wien GmbH and shall require the Company's permission as well as an official permit, if applicable.
b) Electric radiators with exposed elements may only be operated for short periods, for demonstration purposes.
c) For safety, heating and ventilation reasons, it is officially forbidden to build over any areas of the stand walls containing power lines, or heating or ventilation vents.
d) In accordance with the by-laws of 1949 and amendments, only fireproof materials or materials impregnated with flame-proof substances may be used for stand furnishings. The authorities must be furnished with binding certification confirming the use of flame-proof paints and impregnations. The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.
e) For safety reasons welding and spraying work within the confines of the trade fair premises (exhibition halls, etc.) is officially prohibited. Only fireproof adhesives may be used for gluing work within the exhibition premises.
f) Only electric soldering irons may be used for soldering work.
g) No objects, including signs or advertisements, may project into the visitors' aisles.
h) All exits must be kept unlocked during the opening hours of the fair. Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be kept free from obstructions at all times.
i) The use of naked flames and open fires is prohibited.
j) The suspension of signs, displays or loads from exhibited cranes, masts, etc., is officially prohibited for safety reasons. Reed Messe Wien GmbH is entitled to restore exhibits to their previous state by requiring the immediate removal of objects suspended in a manner contravening the regulations. Failure of the exhibitor to remove such objects forthwith upon being required to do so shall entitle the Company to remove the said items at the expense and risk of the exhibitor, or to evict the exhibitor from the stand with immediate effect, in which case Paragraph 13 of the Organizers' Rules & Regulations shall apply.
k) Proof of the safety of double-decker stands, in the form of a report from a competent company, must be furnished.
l) Any structural or other modifications to stands, or specific operational procedures, required by the authorities (Mag.-Abt. 35/V, etc.) as a result of the official inspection of the fair premises performed before every event in the interests of public safety, must be carried out by the exhibitor without delay, before the opening of the event or at the latest prior to the next official inspection.
Stand lettering is at the discretion of exhibitors, but must include the company name and address, and may not extend beyond the agreed stand height or project into the visitors' aisles.

Stand furnishing shall comply with the current regulations of Reed Messe Wien GmbH and the Vienna City Council By-laws dated 29 Dec. 1949, Mag.-Abt. 7/4050/49

4.2 Exhibition and demonstration of vehicles
Vehicles may only be exhibited and demonstrated within the areas officially designated by the authorities, and in compliance with all official regulations. Steps must be taken to ensure the stability of vehicles displayed.
When being driven to and from demonstration areas moving parts of these vehicles, such as cranes, swivel arms or tippers, may not be actuated on routes frequented by visitors. Draught animals must be kept on reins or chains.

4.3 Smoking ban
Smoking is prohibited in all transit areas of halls. Signage to this effect shall be prominently displayed in a number of places.
Smoking is permitted at stands, provided that ashtrays are provided in prominent positions. However, the authorities may impose smoking bans.

4.4 Electrical installations
Exhibitors' notice is drawn to the need to observe the special regulations contained in the by-laws dated 29 Dec. 1949 and the Reed Messe Wien GmbH rules & regulations in respect of the installation of all forms of electrical equipment.
Installation work may only be performed by licensed companies which are answerable to the authorities.
Connection to fuse boxes may only be carried out by companies authorized by Reed Messe Wien GmbH.
The installation of neon lights and demonstration of electric ovens or heaters of all kinds require a written permit from Mag.-Abt. 36 and Mag.-Abt. 35, Dresdner Strasse 75, A-1200 Vienna, which must be obtained by the exhibitor.
Electric radiators and heaters with exposed elements may only be operated for short periods, for demonstration purposes.
Only three-phase 400/230 V 50 Hz current is available throughout the fair premises.
At the time of the official inspection the relevant reports on the wiring including official form VD 390 (information on connections) must be presented to the Technical Services Department for submission to the authorities.

4.5 Instructions by fair officials and obligation to provide information
Exhibitors are obliged to grant official supervisory staff and accredited representatives of Reed Messe Wien GmbH access to their stands.
Exhibitors, their staff and all visitors to the fair must obey the instructions of the above officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.
Exhibitors are also obliged to provide reporters with accreditation from the Company's press office with information.

4.6 Penalties
Failure by organizers, exhibitors or visitors to comply with clauses 1.1, 1.2, 3.2, 3.6, 4.1, 4.2, 4.3 or 4.4 of the house rules is subject to the penalties stipulated by the Vienna City Council by-laws dated 29 Dec. 1949, Mag.-Abt. 7-4050/49, concerning local police regulations for trade fairs.

Approved by Magistratsabteilung 35 Ref. no. MA 35-V/2-18216/28/85
of 5 March 1987 as per § 22 of the aforementioned by-laws.
Head of Department Dipl.-Ing. Lenz (Senatsrat)

Reed Exhibitions
Messe Wien

Reed Messe Wien GmbH, Messeplatz 1, P.O. Box 277, A-1021 Vienna