

ISMB / ECCB 2007



Exhibition dates: July 22 – 25, 2007
Austria Center Vienna (ACV)
Vienna, Austria

EXHIBITORS' MANUAL

ISMB / ECCB 2007

exhibition dates: July 22 -25, 2007 – Austria Center Vienna (ACV), Vienna - Austria

Dear Exhibitor,

We cordially welcome you to ISMB / ECCB 2007 and herewith provide you with all important exhibition-related information and on our additional services and their conditions for ordering.

GENERAL INFORMATION

1) Conference Venue

Austria Center Vienna (ACV)
Bruno Kreisky-Platz 1, 1220 Vienna, Austria
View the conference venue web site [here](#)

2) Exhibitor Schedule

• Set-up / Exhibitor Move in:

Saturday, July 21 - Exhibitors with their **own booths: 09:00 – 19:00**
 - Exhibitors with **rental booths: 12:00 – 19:00**
All crates must be removed in the evening for overnight cleaning.

• Exhibition Hours

Sunday, July 22	09:30 – 17:30
Monday, July 23	09:30 – 17:30
Tuesday, July 24	09:30 – 16:30
Wednesday, July 25	09:30 – 14:00

• Dismantling / Exhibitor Move out:

Wednesday, July 25 14:00 – 18:00

3) Delivery Information / In-house Transport (Shipping Instructions)

Your booth is located on the entrance level (= OE).

- If you use your own freight forwarder, he must contact the official freight forwarder "IML" upon his arrival at ACV, as in-house delivery will be handled by IML.
- If you work with IML, you will be advised directly by them.
- If you deliver yourself or with your stand builder, you must follow the following access route:
In the TUNNEL (= Leonard-Bernstein-Strasse) go to the END OF THE TUNNEL and turn right at the sign "Saturn Tower".
(Do NOT take the first illuminated exit on the right to "Austria Center Vienna"!)
You must deliver via the freight elevator to your booth.

Please contact IML if you need to rent a forklift or need any other in-house transport services as well as for storage of empty crates.

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4) Important Addresses

Conference & Exhibition Organisation:

International Society for Computational Biology
c/o Pharmaceutical Sciences Building, Room 3230
9500 Gilman Drive, MC 0743
La Jolla, CA 92093-0743 USA

Exhibitor Support / Local Exhibition Management

Media-Plan

International Exhibitions & Advertising
Helferstorferstrasse 2, 1010 Vienna/Austria
Contact: Bettina Kreiner, e-mail: bettina.kreiner@media.co.at
Phone: +43/1/536 63–35, Fax: +43/1/535 60 16

Congress Homepage

<http://www.iscb.org/ismbeccb2007/>

Hotel Accommodation

For accommodation information, visit the housing website at:
<http://www.iscb.org/ismbeccb2007/housing/>

Mondial Congress & Events
Mondial GmbH & Co. KG
Operngasse 20B, 1040 Vienna, Austria
housing07@ismbconf.org

In house forwarding agent / on-site handling agent

IML

ACV, Bruno-Kreisky-Platz 1, 1220 Vienna/Austria
Contact: Robert Kokoschik or Paul Schmidt
Phone: +43/1/260 69-2205, Fax: +43/1/260 69-2204
e-mail: robert.kokoschik@iml-vienna.at or paul.schmidt@iml-vienna.at

Catering

Eurest

ACV, Bruno-Kreisky-Platz 1, 1220 Vienna/Austria
Contact: Markus Koll, Verena Sommerluksch
Phone: +43/1/260 69-2465, Fax: +43/1/260-69-2469
e-mail: bankett@eurest.at

5) Exhibitor Registration

ISMB/ECCB Exhibitors receive three (3) exhibit hall passes. Instructions will be provided by steven@iscb.org regarding details on how to sign up. Exhibitors wishing to purchase conference registration can do so at: <http://www.iscb.org/ismbeccb2007/registration/>
Sponsors receiving exhibitor booths as part of their sponsorship will receive instructions for registration sign-up from steven@iscb.org

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6) Venue specifications & standbuilding heights

Floor: grey stone – carpet is obligatory

Max. stand building height: 2.50 m (for booths 25 – 38)

3.50 m (for booths 1 – 14)

only with approval of stand design by Media-Plan

deadline to submit layout: June 1, 2007

7) General Rules / Conditions for Participation in the Exhibition

Badges

All exhibitors must register with the Conference Registration Desk to receive an official ISMB/ECCB 2007 conference name badge. The badge will be required for admission to the Exhibition Hall. A special "private" registration site will be set up for exhibiting companies to register their personnel. We will send under separate cover a notice with instructions on how to register. If you have not received the URL and instructions for badges by May 15, 2007, please contact Steven Leard (steven@iscb.org) to obtain the instructions.

Food and Beverage

Exhibitors requiring food and beverage can do so by contacting: Eurest Catering

Contact: bankett@eurest.at

Tel.: +43 1 260 69 2465

Fax: +43 1 260 69 2469

Damage to Premises

No nails, screws or other fixtures may be driven into any part of the premises including the floors. Nor may any part of the premises be damaged or disfigured in any way. Should any damage occur, the Exhibitor will be invoiced for repair charges incurred.

Demonstrations

Demonstrations and other special activities must be located so that crowds will be comfortably contained within the contracted display space and not blocking any of the aisles. Distracting activities are subject to adjacent exhibitor and ISMB/ECCB approval. ***Exhibitors may not play loud music on their stand.***

Exhibitor After Hours Access

Exhibitors are allowed access to their stands during set up and tear down hours as well as one hour prior to and one hour after official opening hours. Exhibitors requiring access beyond these times, must receive approval from an ISMB representative at the Exhibition Registration Desk.

Helium Balloons

Helium ball are **not permitted** at the Austria Center Vienna (ACV)

Indemnification

It is understood that the exhibitor assumes entire responsibility for and agrees to protect, indemnify, defend and save ISCB, ECCB, ISMB/ECCB, Austria Center Vienna, and their respective consultants, agents, directors, employees, licensees and assigns them harmless from

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and against all claims, losses and damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or the use of or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of ISCB, ECCB, ISMB/ECCB, Austria Center Vienna or its employees and agents.

Insurance

Proof of insurance must be provided upon request. Exhibitors are to have a rider on their current insurance policy to cover loss of, theft of or damage to their exhibit or other personal property while it is located at or is in transit to or from the Austria Center Vienna. The exhibitor shall indemnify the Austria Center Vienna, MediaPlan, ISCB, ECCB and ISMB/ECCB against, and hold it and its representatives harmless from complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibits use of display space. The Austria Center Vienna, MediaPlan, ISCB/ECCB and ISMB/ECCB shall have no liability for loss, damage or theft, through any cause, of goods, hand carried items, exhibits, or other materials owned, rented or leased by the exhibitor. Personal effects, souvenir handouts and other small, easily removed valuable items should not be left unattended. In no event ISCB, ECCB and ISMB/ECCB have any liability for incidental, consequential, special, indirect or punitive damages for any harm arising from, or related to, the use of exhibit space under the contract agreement.

Leaflet Distribution

Leaflets may not be distributed from anywhere other than the exhibition stand without receiving prior permission from the Organizers. Leaflets displayed or distributed at any other point throughout the venue, without prior permission, will be removed and destroyed by the Organizers.

Parking

Limited parking is available at Austria Center Vienna. Exhibitors are encouraged to use public transit or to use taxi as recommended by the hotel. Discounted transit passes are available to June. Please visit: <http://www.iscb.org/ismbeccb2007/transit/>

Security

ISCB/ISMB will provide security in the exhibit area during all off-hours and will take reasonable precautions to safe guard exhibitor's property. Exhibitors are encouraged to remove any valuable items from the exhibit area each evening.

Travel Visa Application

Please ensure to review the Visa information carefully located at: <http://www.iscb.org/ismbeccb2007/faq/#visa>

General Conference Information

General information is available by visiting: <http://www.iscb.org/ismbeccb2007/faq/>

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8) TECHNICAL RULES AND REGULATIONS / AUSTRIA CENTER VIENNA (ACV)

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1. SET-UP AND INSTALLATION OF STANDS

The exhibitor shall be entitled to erect, equip and furnish his stand at his own discretion, taking into account the rules, regulations and instructions issued by ACV with regard to safety, as well as general and aesthetic design. Multi-storeyed stands shall be prohibited (Exception: see item 1.4. / para 3).

The erection of exhibitor-owned pavilions and exhibition halls on ACV premises shall only be possible if the necessary permit by the building-inspection authorities has been obtained. Prior to applying for a permit to the respective authorities, an understanding shall be reached with ACV with regard to the site, the erection, as well as the equipment and furnishings of such constructions.

In case of non-compliance with the above-mentioned rules, regulations and instructions, ACV shall be entitled to carry out any such improvements or modifications that it may deem necessary, at exhibitor's expense.

ACV shall not assume any liability for the safety of the stand construction, nor for the erection of the stand, and its equipment and furnishings.

The exhibitor shall carry out immediately and prior to the beginning of the exhibition (at any rate prior to a next inspection by the authorities) any structural or other alterations of the stand equipment and furnishings, as well as specific operating measures that the authorities - in the course of the mandatory inspection prior to any exhibition - may request in the interest of the general public.

The set-up and installation work shall be finished by the deadline fixed for the set-up and installation work, at the latest, and all packaging materials shall be removed from the stand. If ACV thinks that the equipment and furnishings and/or the set-up and installation of the rented stand site will not be completed on time, prior to the deadline, ACV shall be entitled to take all measures that it may deem necessary. Any and all costs arising therefrom shall be borne by the exhibitor, who shall not be entitled to any claim for reimbursement that may derive from such an intervention.

1.2. STAND DESIGN AND APPROVAL PROCEDURE

Immediately after having been assigned a stand site, every exhibitor shall inform himself in person and on site of the location, as well as the dimensions of any furnishings, such as, in particular, fire-alarm systems, electricity feeder boxes, water supply and drainage connections, columns, etc., and, if applicable, he shall communicate this information to the person responsible for erecting the stand.

Drawings and sectional views of the ceiling, as well as a description of the construction shall also be submitted whenever the exhibitor plans to fit ceilings of any kind.

Stand structures that have not been approved or do not comply with the Technical Guidelines shall not be deemed to have been admitted and shall be removed or modified.

1.3. GUIDELINES FOR STAND ERECTION

At all times, all hall entrances and exits, including emergency exits, passageways and accesses, staircases, etc. shall be kept free and clear of any obstacles over their full width and shall not be locked.

The fire-protection installations, such as hand-fire extinguishers, fire-alarm systems, hydrants, etc., shall remain visible and accessible at all times. They shall neither be removed nor obstructed.

Exhibitors shall not drill, put bolts or nails into walls, ceilings, floors or columns of the building. The walls and columns shall not be exposed to the load of stands or exhibited material.

Light-weight intermediate ceilings, advertising objects, banners and posters, lightings fixtures, etc. may not be suspended from the ceiling or parts of the exhibition premises.

Inflammable materials, such as jute, crepe paper, cardboard, corrugated board, natural fiber mats, and inflammable plastic materials, etc., shall not be used to construct or clad stand, nor for decorative purposes.

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8) TECHNICAL RULES AND REGULATIONS / AUSTRIA CENTER VIENNA (ACV)

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Prior to the erection of the stand, all floor surfaces in the area of the rented stand shall be fully covered for protection by non-adhesive carpeting.

During erection and disassembly of the stand, specific protective measures or special care shall be taken in the passageways of the exhibition premises, in order to avoid any damage to the floors. For cutting and shaping wood only machines with a collector shall be used.

Painting and wall covering/upholstering work shall only be permitted in the exhibition halls, if the floors are covered with PVC sheet material.

1.5. ROOFING

One-storey stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.

1.6. FLOOR LOADING CAPACITIES

The floor has a load capacity of 5 kN/m².

The maximum transport weight of individual loads shall not exceed 25 kN when equally distributed on 4 wheels.

If the exhibited objects exert a bigger load on the floors, the exhibitor shall provide a load-distribution support, the type and size of which shall be determined in agreement with the ACV. In the exceptional event that a structural engineer must be consulted, his fees shall be borne by the exhibitor

2. USE AND DISPLAY OF OBJECTS

If the exhibitor wishes to exhibit, use, display or store inflammable or explosive objects, or burning or glowing articles, or items emitting radioactive or ionising radiation, or liquid gas bottles and/or other pressurised gas bottles on the premises that ACV operates, he shall inform ACV thereof in advance in due time. In any event, the display, use, presentation and storage of such objects shall require the approval of ACV, as well as of the competent authorities, to the extend necessary.

The rules and regulations, provisions and instructions of ACV and the authorities shall be observed during every use of the above-mentioned items. The foregoing shall apply, in particular, to rules and regulations, provisions and instructions that were, or may be, issued for safety reasons.

ACV shall not assume any responsibility whatsoever for objects of any kind (machinery, devices, etc.) that are brought to the Austria Center Vienna

3. DELIVERY AND REMOVAL OF STAND CONSTRUCTION - MATERIAL AND DISPLAY OBJECTS

The exhibitor shall deliver and remove the display objects and any stand construction material at his own expense and risk.

Transport vehicles shall access and leave the area only shortly prior to and after loading operations.

Exhibitors will not be reimbursed for waiting times. Transport vehicles may be parked on ACV premises only in exceptional cases and only with the written approval of ACV, as well as against a charge.

An official forwarding-agent operates from the Austria Center Vienna. Please refer to the page for freight forwarding information.

The exhibition material shall be hoisted by means of the available freight elevator: to halls and foyers of the Centre with 3 elevators for 3 tons each and 1 elevator à 5 tons The loading surface is 6.20 by 3.20 m, the maximum loading height is 3.10 m (3.50 m).

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8) TECHNICAL RULES AND REGULATIONS / AUSTRIA CENTER VIENNA (ACV)

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4. STORAGE OF EMPTIES

Empties can be stored only against a charge – please contact the freight forwarding agent.

5. STAND REMOVAL

Prior to the end of an event, exhibited objects shall not be removed from the stand, and stand shall not be disassembled.

The exhibitor shall be responsible for leaving the rented site after disassembly and removal of the stand in the same condition that ACV made it available to him. If ACV discovers any damage or littering, it shall arrange for all repair and cleaning operations, the costs of which ACV will charge to the exhibitor.

If the stand is not disassembled and removed in due time, ACV shall be entitled, at exhibitor's cost,

- a) to arrange for the removal and storage of any materials, objects or packaging materials of the exhibitor that were left on the site,
- b) to restore the stand to the same condition in which it was made available to the exhibitor.

In the above-mentioned cases, ACV shall have the right to charge all warehousing costs and other expenses to the exhibitor. The exhibitor shall bear the risk for materials, objects and packaging materials during their storage.

If the exhibitor does not collect any materials, objects or packaging materials within three months after the end of the exhibition, they shall become the property of ACV thereafter, unless the exhibitor has reached a written agreement with ACV concerning the storage and warehousing of the materials, objects or packaging materials. The exhibitor may not claim from ACV any reimbursement for himself or third parties, if ACV becomes the property owner, as described above

6. TECHNICAL SUPPLIES

Exhibitor requests concerning the connection of electricity and communication lines can be ordered with the appropriate forms.

The exhibitor and persons under his responsibility shall not make any alterations to lines and connections.

The exhibitor shall comply with the terms of ACV, as well as with the regulations of the Austrian Postal and Telecommunications Administration and the utilities companies. The exhibitor shall observe all safety regulations valid in Austria. Any violations thereof shall result in an immediate cut-off from supply systems, without the exhibitor being entitled to claim damages

All rooms are fitted with three-phase current, 3 x 400/230 volts, and alternating current, 230 volts, with a frequency of 50 cps, secured by Protective Neutral Earthing (PNE) and in the exhibition halls by Residual Current Device (RDC). ACV shall not be liable for any loss or damage arising from technical breakdowns.

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FREIGHT FORWARDING INFORMATION

Please refer also to the attached transport information, tariff and documents.



IML – MESSE LOGISTIK GMBH

We are proud to inform that the Organizer, the Exhibition Management and the Convention Center have appointed IML – Messe Logistik GmbH as their international freight forwarder, customs broker and on-site handling agent for ISMB / ECCB 2007.

We are able to offer our full transport service to you as exhibitor, your stand contractor, printer or other supplier.

The following is an overview of our services:

- pick up at your premises
- transport arrangements by road, air or sea
- customs clearance on temporary or permanent basis or under Carnet-ATA
- storage before delivery
- inbound delivery directly to your booth during the official move-in hours
- handling of empties
- repacking of your exhibits
- transport arrangements for return shipments

As official freight forwarder we are obliged to provide first class service. By using our service, you can be sure that we will follow up with your needs and that the material handling will be coordinated with yourself, the exhibition manager, the stand contractor and the show-site responsible. Also a representative of IML will be available on-site during move-in, exhibition hours and move-out to be your one-stop contact.

Due to the restricted access to the Show-Site, we kindly ask you for a regular update of your shipments.

For additional information please do not hesitate to contact

IML – Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisky-Platz 1
1220 Wien
Phone: +43/1/26069-2205
Fax: +43/1/26069-2204
e-mail: robert.kokoschik@iml-vienna.at
or
e-mail: paul.schmidt@iml-vienna.at

We are looking forward to being of service and wish you all success at this event.