



# European Foot and Ankle Society Advanced Symposium 4<sup>th</sup>-5<sup>th</sup> December 2014 Tower Hotel, Genoa, Italy

## EXHIBITION SCHEDULE

	DATES	OPENING HOURS
Build-up of Stands	Thursday 3rd December	14:00-18:00
Opening Hours	Friday 4 <sup>th</sup> December Saturday 5 <sup>th</sup> December	08:00 – 17:00 08:00 – 16:30
Breakdown	Saturday 5 <sup>h</sup> December	*16:00 – 18:00
<i>*Breakdown can commence immediately following the final coffee break scheduled 15:30-16:00</i>		

### VENUE

The location for the symposium is Genoa, Italy, and the venue is the Tower Hotel which is close to Genoa Airport.



### LOCATION

**The Tower Hotel is a business hotel which is easily accessible whether you arrive at Genoa Airport or if travelling by car.**

Airport: Exit Arrivals and you will see the hotel immediately in front.

By Car: From Milan/Torino/Sanremo/France A10 (all directions). Follow signs to Genoa Airport and exit motorway. After toll proceed to the airport and the hotel is on the right.

### STAND LOCATIONS

Coffee breaks and lunch will be served in the Exhibition Area, as per the diagram below.

The Organisers have indicated as clearly as possible on the exhibition plan the location of the stands. *However, the Organiser cannot be held responsible for any small differences which may arise between the measurements indicated on the plan and those appearing on site. The stand numbers on the reservation plan may be altered when setting up the final exhibition plan.*

### RENT

Standard spaces of approximately 3x2m (6m<sup>2</sup>) each are available for rent at a cost of €2,750 per unit or €3,500 for a 4m x 2m (8m<sup>2</sup>) space. **Please note this price is for space only and there is no booth build requirement for this exhibition.** Exhibitors are responsible for providing their own

pop-up or table-top displays or arranging their own build if required and which should not exceed the allocated space.

### **EXTRA SPACE**

There is a possibility of larger 12m<sup>2</sup> spaces at positions in the centre of the room but these would require 'floating stands' and independent booth build as they are in central positions.

### **FURNITURE, ELECTRICITY**

1 table + 2 chairs will be provided for basic stands with no extra charge. Access to 1 electrical socket is provided but heavy electricity requirements must be notified in advance and may incur an extra charge.

### **EXHIBITION STAFF BADGES**

3 staff badges are included per 6 m<sup>2</sup> space for the 2 day event

4 staff badges per 8m<sup>2</sup> space for the 2 day event

6 staff badges per 12m<sup>2</sup> space for the 2 day event

**Extra Staff Badges** are available at €100 per badge per event (2 day badge) to a total maximum as follows;

Max 5 staff badges per 6 m<sup>2</sup> space

Max 6 staff badges per 8m<sup>2</sup> space

Max 8 staff badges per 12m<sup>2</sup> space

### **PAYMENT**

In order to secure the booking the total payment is required with the reservation form. If payment has not been received one month out from the Conference the organisers reserve the right to reallocate the space. Deposits will not be refunded unless the cancellation procedure outlined in the "Conditions, Rules and Regulation" is adhered to.

### **CLAIMS**

While every precaution will be taken to secure the Conference site, The Tower Hotel, the European Foot and Ankle Society and the Organiser decline any responsibility whatsoever in relation to theft, loss or damage to material/equipment which may occur.

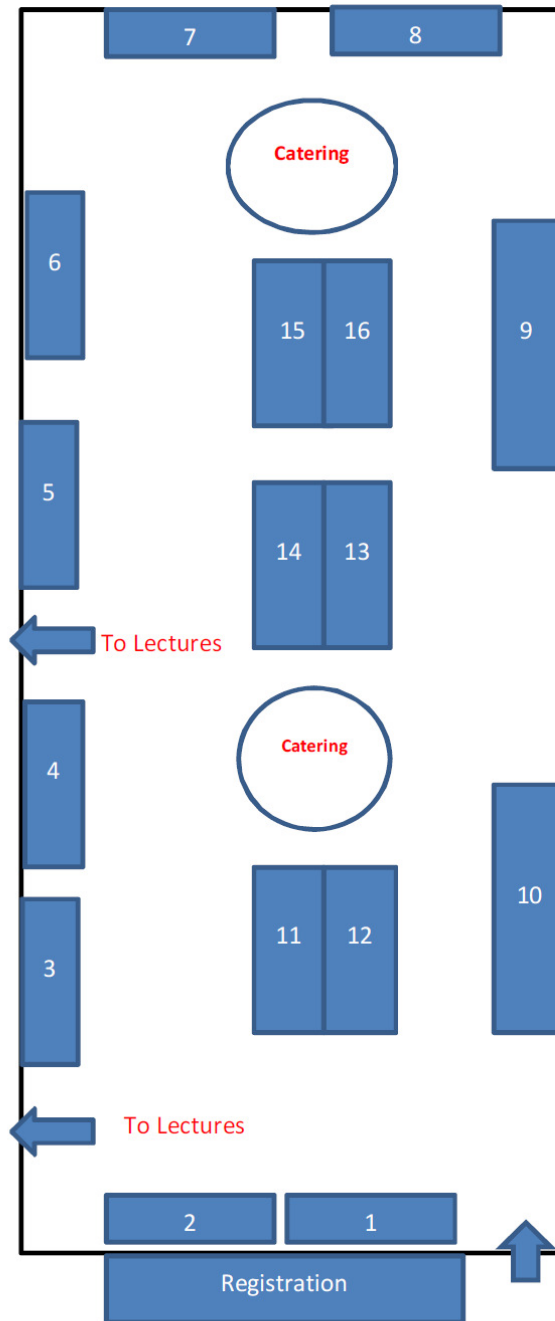


# European Foot and Ankle Society

## *Advanced Symposium*

4<sup>th</sup>-5<sup>th</sup> December 2015

### EXHIBITION PLAN



Note: All spaces on this plan are 6m<sup>2</sup> other than spaces 9 and 10 which are 8m<sup>2</sup>



# European Foot and Ankle Society

## Advanced Symposium

**4<sup>th</sup> - 5<sup>th</sup> December 2015**  
**Tower Hotel, Genoa, Italy**

SPONSORSHIP ITEM	BENEFIT TO SPONSOR	COST
<b>EXHIBITION SPACE</b>	<ul style="list-style-type: none"> <li>• 3m x 2m (6m<sup>2</sup>) space in exhibition area Friday 4<sup>th</sup> and Saturday 5<sup>th</sup> December</li> <li>• Acknowledgement in Final Programme and on Screen in Lecture Theatre</li> <li>• Exhibitor Staff Name badges to include Coffee and lunch break catering</li> <li>• Onsite Delegate List</li> </ul>	<b>6m<sup>2</sup> - €2,750</b> <b>8m<sup>2</sup> - €3,500</b> <b>12m<sup>2</sup> - €5,500</b>
<b>LUNCH WORKSHOP</b> <b>Friday 4<sup>th</sup> December</b> <b>40 minute workshop 13:50-14:30</b>	<ul style="list-style-type: none"> <li>• Meeting Room x 30 pax with Room Hire included</li> <li>• 40 Minute Workshop Opportunity</li> <li>• Workshop Advertised in Preliminary Programme PDF on website</li> <li>• Company Logo in Preliminary and Final programmes</li> <li>• Excludes AV and catering which can be reserved if required</li> </ul>	<b>€2,750</b>
<b>LUNCH WORKSHOP</b> <b>Saturday 5<sup>th</sup> December</b> <b>40 minute workshop at 12:40-13:20</b>	<ul style="list-style-type: none"> <li>• Room Hire Meeting Room x 30 pax</li> <li>• 40 Minute Workshop Opportunity</li> <li>• Workshop Advertised in Preliminary Programme PDF on website</li> <li>• Company Logo in Preliminary and Final programmes</li> <li>• Excludes AV &amp; catering which can be reserved if required</li> </ul>	<b>€2,750</b>
<b>DELEGATE BAGS</b>	<ul style="list-style-type: none"> <li>• Company Name and Logo on Delegate Bags</li> <li>• Acknowledgement in Programme and on screen in Lecture Theatre</li> </ul>	<b>€1, 500</b> <b>+ Sponsor to supply bags</b> <b>€2,000 if bags to be supplied</b>
<b>INSERT DELEGATE BAGS</b>	<ul style="list-style-type: none"> <li>• 1 insert per delegate bag</li> <li>• Acknowledgement in Programme</li> </ul>	<b>€500 + supply insert</b>
<b>ADVERTISEMENT</b> <b>(Preliminary &amp; Final Programme)</b>	<ul style="list-style-type: none"> <li>• Preliminary Programme circulation 3,500 EFAS Members by post and online at <a href="http://www.efas.co">www.efas.co</a></li> <li>• Preliminary Programme PDF included on EFAS website to view &amp; download from until December 2015</li> <li>• Final Programme at event</li> </ul>	<b>Rates:</b> Preliminary and Final Programmes Outside Back - €1,500 Internal Page - €750
<b>ONSCREEN ADVERTISEMENT</b>	<ul style="list-style-type: none"> <li>• PDF Advertisement displayed on screen in lecture theatre during the breaks in the programme</li> <li>• Friday 6<sup>th</sup> December 09:00-18:00: €500</li> <li>• Saturday 7<sup>th</sup> December 08:00-17:00: €500</li> <li>•</li> </ul>	<b>Friday 4<sup>th</sup> Dec</b> <b>€500</b>
		<b>Sat</b> <b>5<sup>TH</sup> Dec</b> <b>€500</b>
<b>VENUE SIGNAGE</b>	<ul style="list-style-type: none"> <li>• Directional Signage at Venue branded Company Logo</li> </ul>	<b>€500</b>



# European Foot and Ankle Society *Advanced Symposium*

4<sup>th</sup>- 5<sup>th</sup> December 2015

Tower Hotel, Genoa, Italy

## EXHIBITION & SPONSORSHIP RESERVATION FORM

### 1. Company Details (Please print clearly)

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Invoice Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Sponsorship Options

Ref.	Description	Detail/Cost		Please Tick ✓
A	Exhibition Space (6m <sup>2</sup> , 8m <sup>2</sup> , 12m <sup>2</sup> ) Spaces 9 and 10 are 8m <sup>2</sup> Spaces 11/12, 13/14 and 15/16 are individual 6m <sup>2</sup> or together 12m <sup>2</sup> . Note if booking as 12m <sup>2</sup> your own independent booth build and floating stand design will be essential.	Stand Number and m <sup>2</sup> required		
B	Lunch Workshop	€2,750 Friday 4 <sup>th</sup> December		
		€2,750 Saturday 5 <sup>th</sup> December		
C	Delegate Bags	€1,500 & Supply Bags		
		€2,000 & EFAS supply Bags		
D	Insert ( 1 product brochure or flyer)	€500		
E	Advertisement - PRELIMINARY PROGRAMME Only if Reserved Prior to 1 <sup>st</sup> May 2015	Outside back cover (Col) €1,500		
		Inside Cover (Col) €600		
		Internal (Col) €750		
F	Advertisement - FINAL PROGRAMME Reserve Prior to 1 <sup>st</sup> October 2013	Outside back cover (Col) €1,500		
		Inside Back (Col) €600		
		Internal (Col) €750		
G	Onscreen Advert in Lecture Theatre	Friday 4 <sup>th</sup> December - €500		
		Saturday 5 <sup>th</sup> December - €500		
H	Venue Signage	€500		
		SUB- TOTAL	€	

### 3. Select Exhibition Space

Please indicate your top 3 preferences for space in the boxes below and we will allocate the best available according to your preference.  
Note: space is allocated on a first come first served basis. The Exhibition plan is subject to change.

1<sup>st</sup> Preference: ☐ 2<sup>nd</sup> Preference ☐ 3<sup>rd</sup> Preference ☐

### 4. Payment Instructions

#### PAYMENT SUMMARY

TOTAL € \_\_\_\_\_

#### Please note the following;

- All fees are quoted in Euro (€).
- Credit card payments will be processed through an **Event Plus** Client Account and charges will appear as such on your statement.

#### Cancellation Policy for Space Confirmed

- Cancellations received in writing can only be refunded if the space is re-sold. A €75 administration charge will be withheld.

Payment may be made by **Bank Transfer in Euro or by Credit Card**.

A. **Credit Card Payments** will be processed through an **Event Plus** Client Account and charges will appear as such on your credit card statement.

Credit Card: Please Tick ✓ **VISA** ☐ **Mastercard** ☐

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date \_\_\_\_\_ Security Code\* \_\_\_\_\_

\*last 3 digits of code on back of card

Signature \_\_\_\_\_

Date \_\_\_\_\_

B. For direct transfers the **Bank Details** are as follows;

Please send an invoice for payment ☐

Bank: Allied Irish Bank  
Account Number: 36983593  
Sort Code: 93 34 06  
Address: Georges Street, Dun Laoghaire, Co. Dublin, Ireland  
IBAN: IE38AIBK93340636983593  
Swift Code: AIBKIE2D  
Ref: Gen15

#### PLEASE RETURN BOOKING FORM & PAYMENT DETAILS TO:

**EFAS Secretariat**  
76A Upper Georges Street  
Dun Laoghaire  
Co. Dublin  
Ireland  
Tel: +353-1-2302591  
Fax: +353-1-2302594  
E-mail: [efas@eventplus.ie](mailto:efas@eventplus.ie)  
Website: [www.efas.co](http://www.efas.co)



# ***Advanced Hindfoot Symposium***

**4<sup>th</sup> - 5<sup>th</sup> December 2014**

**Tower Hotel, Genoa, Italy**

## **EXHIBITION RULES & REGULATIONS**

### **ALTERATION OF LOCATION AND SIZE OF STAND**

The Organiser shall be entitled to alter the space rented by the Exhibitor and to undertake limitation of the area rented. Such limitation can only be made against a corresponding reduction of the stand rental but shall not render the Organiser liable to pay compensation.

Furthermore, the Organiser shall be entitled to within 30 days after receipt of the signed application without assigning any reason and without incurring liability to damage - to cancel the lease entered into, against reimbursing any stand rental paid at the time of cancellation.

### **ASSEMBLY AND LAYOUT OF STANDS**

All communication regarding stands must be channelled through EFAS. All articles shall be displayed and stands ready for exhibition not later than 08:00 hours on Friday 4<sup>th</sup> December 2014. The exhibitor shall be bound to comply with the regulations issued by the Organiser, the Fire Authorities, the Health Authorities and any other authority and in other respects to comply with the "Rules and Regulations" submitted to each Exhibitor.

Exhibitors may not obstruct or allow goods, decorative materials, furniture etc. to obstruct or fill passages and open spaces. Any articles, goods or packing materials placed in entrance areas, obstructing fire escapes or fire extinguishers corridors etc., or in the grounds or surroundings of Tower Hotel without written permission to do so will be removed at the expense and risk of the Exhibitor concerned. No inflammable decorations or exposed flames may be used at any time. All decorative material of paper and inflammable fabric must be made fireproof.

### **CLAIMS**

The Organiser declines any responsibility whatsoever in relation to theft, loss or damage to material/equipment, which may occur.

### **REMOVAL OF ARTICLES EXHIBITED**

Exhibited articles may not be removed from the Exhibitor's stand until the exhibition is closed. Breakdown of stands should take place after 16:00 Hours on Saturday 5<sup>th</sup> December 2015.

The Organisers shall be entitled at the risk and expense of the Exhibitor to remove all articles, exhibition material etc. which has not been removed by the exhibitor before expiry of the time limit outlined above.

Any damage to floors or walls caused by the use of materials such as synthetic adhesives shall be repaired by the Exhibitor within the dismantling period. Failing that, the premises shall be returned to its original state at the expense of the Exhibitor. The use of thumbtacks and/or nails is prohibited. The Exhibition area does not have pipes for tap water.

### **SALES AND PUBLICITY**

The display or handing out of publicity material, samples, etc. outside the area of the stands is not permitted. Samples may only be handed out by the Exhibitors on their own stand.

The Exhibitor must not promote companies, which are not listed on the Exhibitors List and have not been notified in writing to the Organisers as Exhibitors. Sound reproduction systems may only be played at normal speaking volume. Demonstrations involving the use of noisy machinery are only permitted on a limited scale. The Organisers reserve the right to restrict such demonstrations to certain times. The sale of food and beverages at the stand is forbidden.

### **TRANSFER OF SPACE**

Exhibitors are not permitted to sublet their stand or lend it to a third party in part or whole. Exhibitors may not exchange stands without the written consent of the organiser.

## **EXHIBITION REGISTER**

**All Exhibitors will be listed in the final programme provided space has been booked and the payment has been completed prior to the print deadline.**

## **RESPONSIBILITY**

The Organiser is only responsible for fault or neglect on the part of the Organiser's permanent staff. The Exhibitor shall not be liable for personal injury and damage to property caused by himself, his agents or by his equipment and activities. No responsibility can be accepted by the Organiser, the European Foot and Ankle Society or Tower Hotel, Genoa for injury to life or limb or damage to property. All exhibited articles and decorative material shall be the Exhibitor's responsibility and the Exhibitor shall display great diligence in the protection of his goods and exhibits and all easily transportable items of value must be stored when the stands are unattended. The Exhibitor is responsible for taking out appropriate insurance cover. The Organiser disclaims all responsibility for damage done to the exhibited articles, exhibition material, etc. and injury caused by stoppage of electric current and water supply, floods and earthquakes etc.

## **COMPLAINTS**

Any complaint shall forthwith and not later than the closing of the exhibition be sent by registered letter to the Organiser.

## **FORCE MAJEUR**

In case of war, immobilisation, strike, lockout, fire, regulations of the authorities or other circumstances beyond the control of the Organiser, such as Acts of God, which might render it impossible or difficult to carry through an arrangement, the Organiser shall be entitled to remove in whole or part the arrangement to another premises, to postpone the arrangements to another time or to cancel the agreement, and the Organiser shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the rental paid.

## **ADOPTION OF LAW**

The exhibitor recognises by his signature that any legal matter between him and the Organiser arising out of his contract - including the interpretation of the contract entered into between him and the Organiser shall be adjudicated and decided upon according to Scottish Law.

## **ALTERATION IN THE REGULATIONS**

The Organiser reserves the right to alter the present regulations with immediate effect in the event that order from the Authorities or other compelling reasons might make it necessary.

## **CANCELLATION**

In order to obtain any refund of the stand rental, notification of cancellation of exhibition space must be received in writing by the Organiser. If cancelled space is re-sold a refund of the amount less a €75 administration charge will apply. If cancelled space is not re-sold no refund will be made.

## **SPECIAL ARRANGEMENTS**

Special arrangements, if any, between the Organiser and the Exhibitor that are not included in the agreement shall only be binding when accepted in writing by the Organiser.

## **SHIPMENTS**

The exhibition management or the venue are not liable for any damage caused by late shipments or un-cleared items from customs and will not take any administrative issues including relating to customs payments. In case of question or clarification on customs you should contact an official shipper/logistics agent directly.

### **EFAS**

**76A Upper Georges Street  
Dun Laoghaire  
Co. Dublin, Ireland**

**Tel: +353-1-2302591, Fax: +353-1-2302594 Email: [efas@eventplus.ie](mailto:efas@eventplus.ie), Website: [www.efas.co](http://www.efas.co)**