EUROPEAN SOCIETY FOR BIOMEDICAL RESEARCH ON ALCOHOLISM

13th Congress of ESBRA

Exhibitors’ Manual

Vienna, Austria
September 4 – 7, 2011
Please note that all information in this manual is preliminary and subject to alterations!

GENERAL INFORMATIONS – EXHIBITORS

We would like to provide you with useful information concerning the upcoming 13th Congress of the European Society for Biomedical Research on Alcoholism, September 4 – 7, 2011.

CONGRESS VENUE:
General Hospital Vienna / AKH Wien
Lecture Hall Centre / Hörsaalzentrum
Währinger Gürtel 18 – 20, 1090 Vienna, Austria

EXHIBITION MANAGEMENT
Vienna Medical Academy
Alser Str. 4, 1090 Wien
Contact person: Mirjam Uebelhör
Tel: 0043/1 405 1383 16 / 0043/ 650 812 8555 (onsite)
E-mail: esbra2011@medacad.org

SETUP OF EXHIBITION:
Sunday, September 4 from 08:00 – 13:00 hrs; all construction works must be finished on Sunday, September 4, 2011 at 13.00 hrs, no more construction work is allowed after that. Stand decoration is of course still allowed after this time. The congress will be officially opened on Sunday, September 4 at 15.30 hrs with an opening session in the lecture hall 1 and a consequent welcome cocktail in the exhibition area. From 14:00 – 15:30 the first free oral communication sessions will be hold.

DISMANTLING OF EXHIBITION:
Dismantling is possible on Wednesday, September 7, 13:30 – 17:00 hrs, subsequent to the closing session.

Please strictly do not make any noise by packing up your material or dismantling the stand construction before the end of the last session as the lecture hall is right next to the exhibition area.

EXHIBITION SERVICE DESK / REGISTRATION DESK – CHECK IN
Exhibitors and their contractors should check-in at the Exhibition Service Desk / Registration Desk upon arrival at the congress venue to receive further instructions.

Opening Hours Exhibition Service Desk / Registration Desk:
Sunday, September 4 08.00 – 19.00 hrs  Exhibition Service Desk / Registration Desk
Monday, September 5 07.30 – 19.00 hrs  Registration Desk / Exhibition Service Desk
Tuesday, September 6 07.30 – 19.00 hrs  Registration Desk / Exhibition Service Desk
Wednesday, September 7 08:30 – 14:30 hrs  Registration Desk / Exhibition Service Desk

Contact:
Mirjam Uebelhör
Congress Organisation
1090 Vienna, Austria
e: mu@medacad.org
p: 01 405 1383 16
f: 01 407 8274
**OCCUPATION OF EXHIBIT SPACE**

If an exhibitor has not taken up his stand space on September 4, 2011 at 19.00 hrs and has not informed the exhibition management of a late arrival, the exhibition management may dispose of his stand space without notice or proof of default. The agreed price remains due in full and exhibitors are not entitled to any compensation.

**BOOTH ATTENDANCE:**

Per company 1 full registration and two exhibitor badges are included (if no other arrangements were made). Exhibitor badges give free access to the exhibit area and to the welcome cocktail but not to the scientific lectures. Included are the refreshments which are free for conference participants during the official coffee and lunch breaks.

The full registration also includes the access to the scientific lectures and the Reception at the City Hall.

For regular registrations of further employees please visit [www.medacad.org/esbra2011](http://www.medacad.org/esbra2011).

Please send the names of the employees being present at the booth during the congress to the exhibition management prior to the meeting, latest until August 15.

**DELIVERY OF GOODS / COLLECTION OF GOODS**

An early delivery is possible (an early set up is not possible). Please send the material on August 31 from 08:00 – 14:00 hrs to the congress venue, marked as follows:

Company name : (your company name)
Contact person onsite : (name of the employee being present during build up plus contact telephone number onsite)
Gross weight : kgs.
Package no. : (number of case/total number of cases)

Please fill in the last line correctly, as this ensures that you will receive all the cases. For example: 2/5 indicates that this case is the second case out of 5 cases in total. Material not labelled as stated above might not be accepted by the general hospital.

**Delivery Address:**

General Hospital Vienna / AKH Wien
Lecture Hall Centre / Hörsaalzentrum
Kongress ESBRA 2011
Att. Martina Thaller
Währinger Gürtel 18 – 20
1090 Vienna, Austria

There are two possibilities for delivery at the congress venue, either in the parking garage if you only need to carry up small things or though the fright elevator at the back of the Lecture Hall Centre. In case you want to use the delivery through the fright elevator someone from the exhibition management needs to be onsite, therefore please contact [esbra2011@medacad.org](mailto:esbra2011@medacad.org) prior to arrange a time for delivery.

The fright elevator is 2 meters high, 1,90 meters wide and 2,7 meters deep with a maximum capacity of 3,5 tons.

Please keep in mind that the set up day is a Sunday, check carefully if you need any services on this day. Also, trucks heavier than 7,5 tons are not allowed to drive in Austria on weekends (Saturday 15.00 hrs to Sundays, 22.00 hrs) or during the nights (22.00 – 05.00 hrs).
DESIGN STANDARD STANDS

No stand construction is included in the exhibit space fee; the fee only includes the rental of a table, two chairs and an electricity connection. If companies bring and build their own stand please contact the exhibition management prior to the meeting or contact our suggested partner for stand construction.

Our suggested partner for stand construction is:
MVM KG - Mitro VeranstaltungsManagement
Mag. Nora Mitro
Schimekgasse 28, 1230 Wien
T + 43 676 5952936
office@MitroVM.at
www.MitroVM.at

The exhibition management will provide a desk and 2 chairs as well as an electricity connection. The allocation of the stand sites will be handled strictly on a first come, first serve basis (only platinum, gold and silver sponsors reserve the right to choose the preferred stand sites). The final stand allocation will be announced on August 12, 2011.

Heavy exhibition material must be discussed with the exhibition management prior to the meeting.

ADDITIONAL FURNITURE

Our suggested partner for renting additional furniture (e.g. high cocktail tables, bar stools) is:
MVM KG - Mitro VeranstaltungsManagement
Mag. Nora Mitro
Schimekgasse 28, 1230 Wien
T + 43 676 5952936
office@MitroVM.at
www.MitroVM.at

Please order any additional furniture directly with our suggested partner or your preferred partner. Any costs for additional furniture have to be paid by the exhibiting companies.

Please instruct the chosen company as follows:
Address for delivery: see section “Delivery of goods / Collection of goods”
Time for delivery and collection of furniture: according to the sections “Setup of exhibition”, “Dismantling of exhibition” and “Delivery of goods / Collection of goods”

FLORAL DECORATION

Our suggested partner (see enclosed price list) for renting floral decoration is:
Pflanzen Pertl Vermietungs GmbH
Donaufelderstraße 121a
1210 Vienna
Tel: +43/1/7283540
Fax: +43/1/7289329
office@pflanzenpertl.at

Please order any floral decoration directly with our suggested partner or your preferred partner. Any costs for floral decoration have to be paid by the exhibiting companies.

Please instruct the chosen company as follows:
Address for delivery: see section “Delivery of goods / Collection of goods”
Time for delivery and collection of furniture: according to the sections “Setup of exhibition”, “Dismantling of exhibition” and “Delivery of goods / Collection of goods”
CONSTRUCTION REQUIREMENTS FOR SELF BUILT STANDS
The maximum building height for self built stands is 2.20 m for all stand walls and objects inside the stand (height measured from the floor of the exhibition area and not from a technical/raised floor) and cannot be exceeded.

A copy of the stand design, showing exact measurements and height (in cm), must be presented to the Exhibition Management for approval before August 15, 2011.

Individual flooring of self built stands is allowed upon agreement with the exhibition management.

Heavy exhibition material must be discussed with the exhibition management.

WASTE DISPOSAL
Exhibitors and their stand contractors and other suppliers are obliged to dispose of the bulky waste that is generated during the construction and dismantling periods. Empty boxes or left over promotional materials after the congress can be disposed by the congress venue.

STORAGE OF EMPTIES
Empties (carton boxes, crates, boxes of display systems etc.) may not remain in your booth, behind the booth or in the aisles. Contact the exhibition management onsite for storage of your empties.

STAND CATERING
If you wish to have any catering on your stand, please contact Mr. Klaus Tockner from the official catering partner to receive an according proposal:

Klaus Tockner
"Grüner Kreis" Gemeinnützige Aus- und Fortbildung GesmbH
1010 Wien, Rudolfsplatz 9
Tel: 0043 (0)1 523 86 54-12
Fax: 0043 (0)1 523 86 54-30
Mobile: 0043 (0)664 651 83 43

Exhibitors can bring a coffee machine with them. It is also allowed to serve any other drinks (other than coffee/tea) or food on your stand.

PARKING PRIVATE CARS
For parking your private car there is a parking garage at the congress venue, see costs below:

<table>
<thead>
<tr>
<th>Lump sum tickets</th>
<th>Unit prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hour ticket</td>
<td>EUR 32.40</td>
</tr>
<tr>
<td>Every 2 hours</td>
<td>EUR 2.70</td>
</tr>
</tbody>
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Contact: Vienna Medical Academy  
Mirjam Uebelhör  
Congress Organisation  
Alser Str. 4  
Uni Campus, Building 1.17  
1090 Vienna, Austria  
e: mu@medacad.org  
p: 01 405 1383 16  
f: 01 407 8274
INSURANCE:
There is no general insurance for the exhibited articles. Neither the organising office “Vienna Medical Academy” nor the congress Venue “General Hospital Vienna” or the ESBRA will assume liability for stolen or missing goods.
In registering for the ESBRA 2011 exhibition, exhibitors agree that neither the organising committee nor the congress office or the ESBRA assume any liability whatsoever. Exhibitors are requested to make their own arrangements for health and travel insurance.

LIABILITY & THEFT PREVENTION
Neither the exhibition management, nor the congress organisers, the congress venue and/or the ESBRA can accept responsibility for the security and safety of the booths, their contents and exhibitors’ staff. Neither can they accept responsibility for damage to or theft of any goods whatsoever. Participation in the exhibition is at the risk of the exhibitor under all circumstances.
The exhibition area will not be closed and locked during the night, and it is a public area during the day. Please do not leave any valuables like laptops or personal valuables stored at your booth overnight.

GENERAL TERMS:
The exhibition booth can only be used for the display of own goods but not for the sale of these goods. When receipting orders the legal regulations have to be observed. The congress organisation does not resolve disputes of interest between exhibitors.
Advertising material and handouts can only be issued within the exhibition booth.

GUIDELINES FOR EXHIBITORS – CONGRESS VENUE
At all times, all emergency exits (including passage ways and staircases) shall be kept free and clear of any obstacles over their full width.
Exhibitors must not drill, put bolts or nails into walls, ceilings, floors or columns of the building.
Note: ESBRA does not allow any cutting and shaping of wooden parts in the exhibition area. Neither does ESBRA allow any painting in the exhibition area.
Exhibitors are liable for any damage caused by themselves, or by a third party commissioned by them, to any parts of the congress venue, inside and outside during build-up, operation and dismantling of their stands, or any other time. Repairs or replacement resulting from the disregard of these regulations will be at the sole expense of the exhibitor.
Please only use adhesive material/tape which will not damage the colouring of the walls.

Please note:
* No-smoking-rule within the exhibition area
* Inflammable decoration on the booths is prohibited.
* The stocking of empty boxes behind the exhibition booth is prohibited.
* Open flames, cooking material, lasers and other dangerous equipment of this kind are forbidden.
RECOGNITION / BENEFITS OF EXHIBITORS
All exhibitors will be listed in the final programme and on the Website after the exhibition management received the company logo in high resolution.
Also included in the price for 6m² is one conference bag including all conference material.

HOTEL ACCOMMODATION
Exhibitors should contact the exhibition management concerning hotel bookings at the Hotel Regina (headquarters hotel) at a special rate.

We will exert ourselves in order to make this congress a success and we are hoping for your understanding. Please do not hesitate to contact us for any further inquiries.

We are looking forward to welcoming you in Vienna.
Kind regards,

Mirjam Uebelhör
Exhibition Management