



Exhibition and Sponsor Manual

**35th Annual Meeting of the ETA
10th - 14th September 2011
Jagiellonian University
Kraków, Poland**

Status: July 19, 2011



COMMITTEES

Honorary Committee:

Prof. Karol Musiol, Rector of the Jagiellonian University
Prof. Andrzej Lewinski, President of the Polish Thyroid Association
Prof. Andrzej Milewicz, President of the Polish Society of Endocrinology

Local Organizing Committee

Chairman: Barbara Jarzab, Gliwice,
Co-Chairman: Wojciech Nowak, Kraków
info@eta2011.com

Members from Gliwice

Zbigniew Wygoda
and
Kamil Gorczewski
Daria Handkiewicz-Junak
Michal Kalemba
Jolanta Krajewska
Aleksandra Kropinska
Aleksander Skoczylas
Sylwia Szpak-Ulczok
Malgorzata Oczko-Wojciechowska
Tomasz Olczyk
Lech Wedrychowicz
Emilia Wilk

Members from Kraków

Alicja Hubalewska-Dydejczyk
and
Agata Baldys-Waligórska
Filip Golkowski
Aleksandra Gilis-Januszezwska
Marta Kosecka-Matyja
Dorota Pach
Grzegorz Sokolowski
Malgorzata Trofimiuk

ETA Executive Committee

President: Peter Laurberg, Denmark
President-Elect: Theo Visser, The Netherlands
Secretary: Luigi Bartalena, Italy
Treasurer: George J. Kahaly, Germany

Ana Aranda, Spain
Leonidas Duntas, Greece
Robin Peeters, The Netherlands
Agnieszka Piekuelko-Witkowska, Poland
Kris Poppe, Belgium
Martin Schlumberger, France
Graham Williams, United Kingdom
Mariastella Zannini, Italy

GENERAL INFORMATION

EXHIBITION OFFICE

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 35th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and sponsoring should be addressed to:

EndoScience
Endokrinologie Service GmbH
Hopfengartenweg 19, 90518 Altdorf, Germany
Tel.: +49 (0) 187-97424-11 Fax +49 (0)9187-97424-71
euro-thyroid-assoc@endoscience.de

Contact persons:
Martin Then: then@endoscience.de
Silke Winkelhofer: winkelhofer@endoscience.de

EXHIBITION AND SPONSORSHIP OPPORTUNITIES

The ETA Annual Meeting offers a unique platform to increase your company presentation, to form relationships and enhance your profile in the thyroid field. **The commercial exhibition** includes a display of products, devices and services designed to support the field of thyroid diseases.

EXHIBITION VENUE

The commercial exhibition will take place in the designated areas of the Jagiellonian University:

Auditorium Maximum of the Jagiellonian University
Basement level
Krupnicza Str 33
31-126 Kraków, Poland
www.kampus.uj.edu.pl/auditorium.htm

DATES TO REMEMBER

July 4 Technical manual for exhibitors / approval of stands and final exhibition plan
July 15 Delivery of complete program of the booked symposium
August 8 Deadline for placing all orders for your exhibition booth
September 1 Deadline for catering orders

EXHIBITION SCHEDULE

The commercial exhibition will commence on Sunday, 11th September and finish on 14th September.

Set-up:	Saturday, 10 th Sept.	10.00 – 18.00 hrs
Opening times:	Sunday, 11 th Sept.	8.30 – 18.30 hrs
	Monday, 12 th Sept.	8.30 – 16.00 hrs
	Tuesday, 13 th Sept.	8.30 – 18.00 hrs
	Wednesday, 14 th Sept.	8.30 – 12.00 hrs
Dismantling:	Wednesday, 14 th Sept.	12.00 – 21.00 hrs

All times may be subject to change.

See also page 8 for detailed information

BOOTHS*

Booth Space per company is unlimited upon availability.

Each company is allowed an unlimited number of sales representatives per booth, provided they wear the congress identification badge (badges can be preordered through the Congress secretariat). The identification badge will allow access to the exhibition area only.

*see also page 7

REGISTRATION & FEES

REGISTRATION FEES (in Euro, €)			
	Before June 15 th	June 16 th -Aug. 31 st	Sept. 1 st –On site
Ordinary Member	125	150	200
Senior Member	125	150	200
Corresponding Member	225	250	350
Junior Member < 35y	60	80	100
Student/Res. fellow <30y	125	150	200
Non-Member	450	500	550
Accompanying person*	30	40	50

*includes name badge and welcome reception only

Gala Dinner 75 € (Booked out)

Excursion to Wieliczka 40 €

No. of tickets to both events is limited

Congress registration for exhibitors Exhibitors will be entitled to one free registration for the scientific program and 2 free registrations with a stand larger than 15 sqm. If the stand size is over 30 sqm and/or your company is organising a satellite symposium you are entitled to 4 free registrations for booth staff.

PAYMENT

Terms of payment

The invoice amount is due within 30 days of receipt of invoice. Invoicing will be carried out by EndoScience Endokrinologie Service GmbH.

SATELLITE SYMPOSIA

Organisation of the satellite symposia and distribution of time slots are the responsibility of the Treasurer and the Standing Office. Title and programme of the satellite symposia will be determined by the sponsor and submitted to the scientific programme committee for approval.

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (loudspeaker and microphones, beamer, laptop, laser pointer)
- Special signing

Sponsors can produce their own invitations for the satellite symposium, which will be included in the congress bags free of charge. Costs for printing or dispatching of invitations are not included in the symposium package.

Dates for satellite symposia

Sponsors can book a satellite symposium on the days stated below.

Date	Time	Price	Status
Saturday, 10 th Sept.	17.00 - 18.30	30.000 €	Available
Sunday, 11 th Sept.	Early Riser / 7.00 - 8.00	20.000 €	Available
Sunday, 11 th Sept.	Lunch / 13.00 - 14.00	25.000 €	Booked
Sunday, 11 th Sept.	18.30 - 20.00	30.000 €	Booked
Monday, 12 th Sept.	Early Riser / 7.00 - 8.00	20.000 €	Booked
Monday, 12 th Sept.	Lunch / 13.00 - 14.00	25.000 €	Booked
Tuesday, 13 th Sept.	Early Riser / 7.00 - 8.00	20.000 €	Available
Tuesday, 13 th Sept.	Lunch / 13.00 - 14.00	25.000 €	Booked
Wednesday, 13 th Sept.	Early Riser / 7.00 - 8.00	20.000 €	Available

Organisers of the satellite symposia

EndoScience Endokrinologie Service GmbH
Hopfengartenweg 19, 90518 Altdorf, Germany
Tel.: +49 (0) 187-97424-11 Fax +49 (0)9187-97424-71
euro-thyroid-assoc@endoscience.de
www.eurothyroid.com

Dates

Binding registration of the satellite symposium with title
by 28th February 2011

Delivery of complete program of the booked symposium
by 15th July 2011

SPONSORING OPPORTUNITIES

The selection of **sponsorship opportunities** provides solutions for any size of company. Let us help you to get the sponsorship options that will deliver the rewards you seek from your participation in this meeting.

Satellite Symposium (only for Corporate members of the ETA)	Will be negotiated directly with the Treasurer
Exhibition Booth	500 €/m ²
Insertion of merchandising in congress bags	1.000 €
Sponsoring of lunches on Sunday	5.000 €
Sponsoring of lunches on Monday	5.000 €
Sponsoring of lunches on Tuesday	5.000 €
Sponsoring of the coffee breaks	2.500 € each
Sponsoring of the badge and lanyards	10.000 €
Advertisement in the final program	1.500 €
Congress bag	10.000 €
Internet point	To be confirmed
Abstract book	To be confirmed

N.B.: Prices do not include VAT

All sponsorship opportunities include acknowledgement of the sponsorship in the main programme.

Meeting rooms in the congress centre

There are a limited number of conference rooms within the congress centre. If you require a room for a special meeting please contact Mrs. Silke Winkelhofer: Winkelhofer@endoscience.de.

GENERAL RULES AND TECHNICAL STANDARDS

Access for Deliveries

The congress venue is the Auditorium Maximum of the Jagiellonian University.

Auditorium Maximum of the Jagiellonian University

Krupnicza Str 33, 31-126 Kraków, Poland

The technical exhibition will take place in the Basement of the Auditorium Maximum of the Jagiellonian University.

Please use the entrance: ul. Krupnicza 33, 31-126 Krakow, Poland.

Booth Construction

The maximum building height is between 2,10 m and 3,10 m.

For a proposal (stand construction) please contact:

Mazurkas Travel

Magdalena Gizicka

Phone: + 48 – 22 – 389 4165

eta-cracow@mazurkas.com.pl

All material, including scenery, drapes, signs used in the construction of an exhibit booth must be flame-retardant and have to conform with the Fire and Police Regulations.

Catering

Any kind of catering services (also in the exhibition) will be provided exclusively by:

Mazurkas Travel

Magdalena Zawitkowska

Phone: + 48 – 22 – 389 4159

Email: eta-cracow@mazurkas.com.pl

Please place your order prior to the event to avoid delay.

Cleaning

General: The cleaning of the aisles will be arranged by Mazurkas Travel once a day.

Booth: The exhibitors are responsible for the cleaning of their booths. If you require booth cleaning please contact:

Mazurkas Travel

Magdalena Gizicka

Phone: + 48 – 22 – 389 4165

e-mail: eta-cracow@mazurkas.com.pl

Carrier / Forwarding / Delivery / Storage / Onsite Handling

For deliveries, forwarding services, storage services or rental of forklifts, please contact:

ExpoSped

Mr. Piotr Kopański

Prądyńskiego 12/14 street

01-222 Warsaw, Poland

Phone: + 48 – 22 – 256 7171

Fax: + 48 – 22 – 256 7173

Email: p.kopanski@exposped.com.pl

Please find enclosed the ExpoSped Shipping Guidelines and order form.

General Exhibition Conditions

Hanging and Slings

Due to the low maximum building height hangings are not allowed.

Hall Floor

The floor in the Basement of the Auditorium Maximum of the Jagiellonian University is made of concrete. It is highly recommended to use carpet in the booths.

Insurance

The Organizer of 35th ETA Meeting has:

- public liability insurance which covers all injuries to persons during the event
- liability to any movable property which uses the organizer of the event, which will be damaged or lost during the event
- responsibility of the organizer to the owner of the venue

Nevertheless you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

Observance of Statutory / Rules and Regulations

With respect to the use of the agreed exhibit space, the content of a luncheon symposium or breakfast satellite symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.

Orders

Please make sure to place all orders of equipment and catering in good time to ensure successful implementation. Deadline for catering orders is Thursday, 1 September 2011.

Parking

Commercial parking spaces for cars are available:

National Museum: 1, 3 Maja Av.

Cracovia Hotel: Al. F. Focha 1 Str

Parking spaces for trucks are available: 3 Maja Av.

Security

A general security (not stand security) will be provided.

Set-up and Dismantling

Set-up:

Sat 10 September 2011, 10.00 - 18.00 h

Dismantling:

Wed 14 September 2011, 12.00 – 21.00 h

The dismantling of stands may not commence until after the close of the exhibition on the last day. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the exhibitor's expense and risk. The costs of transporting and destroying stand construction and packaging material and similar shall likewise be charged to the exhibitor. Repair of damage to the exhibition rooms shall be charged to the exhibitor and may be carried out only on the lessor's instructions and by firms commissioned by the latter.

Waste Disposal

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their stands. Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge. Each exhibitor is self-responsible for waste disposal during construction and dismantling.

If you need to order a waste container please contact:

Mazurkas Travel

Magdalena Gizicka

Phone: + 48 – 22 – 389 4165

e-mail: eta-cracow@mazurkas.com.pl

Water

Please be aware that no water and drainage connections are available in the exhibition area.