



10th International Congress of Neuroimmunology



10th ESNI COURSE
European School
of Neuroimmunology

Sitges (Barcelona, Spain) October 26th - 30th, 2010



EXHIBITORS' KIT
www.isni2010.org



10th International Congress of Neuroimmunology

10th ESNI COURSE - European School of Neuroimmunology
Sitges (Barcelona, Spain) - 26-30 October 2010

Dear Exhibitor,

this kit contains useful information for your participation in the 10th International Congress of Neuroimmunology which will take place in Sitges (Barcelona, Spain), Hotel Melià Congress and Convention Centre, from October 26th to 30th, 2010.

Please read it carefully and be sure to send within the deadlines indicated all forms/information required.

The kit includes:

- ✓ Key information
- ✓ Exhibition area rules and regulations
- ✓ Exhibition area map and legend
- ✓ Application for furniture and services
- ✓ Exhibitors registration form
- ✓ Regulations compliance form

For more information, please contact:

Mrs Francesca Mariani
ISNI 2010 Organising Secretariat

EEM International Congress
Via Elio Lampridio Cerva, 167
00143 Rome – Italy

phone +39 06 5193499

fax +39 06 5194009

e-mail secretariat@isni2010.org

We take this opportunity to remind you that all update of the congress scientific program will be available in the official conference web site www.isni2010.org.

We remain at your disposal for any further assistance or information you may require.

Looking forward to welcoming you in Sitges!

Best regards,

Francesca Mariani
ISNI 2010 Organising Secretariat



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Key Information

Organising Secretariat:

General Organisation, Sponsoring Exhibition, Registration, Abstracts



International Congress Services

Via Elio Lampridio Cerva, 167
00143 Rome – Italy

phone +39 06 5193499

fax +39 06 5194009

e-mail secretariat@isni2010.org

web www.isni2010.org

Congress venue & place of exhibition:

Hotel Melià Sitges
Joan Salvat Papasseit, 38
Sitges - Barcelona – Spain

web www.melia-hotels.com/en/hotels/melia-sitges-0807.html

Stand construction & decoration:

Monday October 25th, 2010 08:00 – 20:00

Exhibition dates:

Tuesday October 26th, 2010 09:00 – 18:00

Wednesday October 27th, 2010 09:00 – 18:00

Thursday October 28th, 2010 09:00 – 18:00

Friday October 29th, 2010 09:00 – 18:00

Saturday October 30th, 2010 09:00 – 13:00

Dismantling:

Saturday October 30th, 2010 13:00 – 23:00

Stand material pick up by courier:

Monday November 2nd, 2010 09:00 – 18:00 (November 1st is public holiday: All Saints' Day)



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Dates to remember:

- ✓ **October 8th, 2010** – send back Exhibitors registration form & Regulation Compliance form
- ✓ **October 13th, 2010** – send back the order for furniture/services

Special requests:

An application for furniture and services is enclosed herewith. Prices for flowers/plants and stand catering services are not included and will be sending upon request.

Please make your order by sending the application by email or fax to the Organising Secretariat **before October 13th, 2010**.

For every special request not included in the application, please contact the Organising Secretariat by email at secretariat@isni2010.org.

Condition of payment:

Conditions of payment are mentioned on invoice/confirmation. In any case, payment has to be made before opening the exhibition; if not, the participation cannot be guarantee and the rental fee remains due. All prices for exhibit space and services are indicated in Euro.

Cancellation:

When an exhibit space confirmed in writing is cancelled, the rental fee is still due. In case the exhibit space can be let again, there is a cancellation fee of 30% to be paid for administrative expenses.

Assignment of space/eligibility for exhibiting:

Orders for exhibit space, technical installations and exhibition services can only be accepted when requested in writing by filling out the sponsorship contract. Only products and services in direct connection to the topic of the congress will be allowed to be displayed.

Stand construction:

The stand construction is the exhibitor's concern, unless booth construction has been requested. No ceiling suspensions are allowed.



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Mailing address:

Stand equipment and display material shipped by airmail or courier should reach the congress site no later than **October 24th, 2010**. It should be sent directly to the Hotel Melià Sitges and must be addressed to:

Hotel Melià Sitges
Joan Salvat Papasseit, 38
Sitges - Barcelona – Spain
phone 0034 93 8110811

Attention Mrs Aida Soler Perez – Mrs Camila de Vita

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Exhibitors registration:

Exhibitors do not have to register as a regular participants but will have an exhibitor pass. A number of free exhibitor's passes will be allowed depending on the sponsor category and must be ordered by filling out the enclosed registration form to be sent to the Organising Secretariat within **October 8th, 2010**. If you exceed the number of free passes allowed, you can make further registrations online at the exhibitor's registration fee which is 150 Euros, meals included.

Should company representatives and exhibitors be interested in participating in the scientific program, regular registration can be made online by filling out the congress registration form.

All exhibitors badges will be available for pick up at the congress secretariat as from Monday October 25th, 2010 from 16:00 to 19:00.

Exhibitors listing

The list of sponsors/exhibitors is available in the relevant page of the congress website www.isni2010.org and will be published in the final scientific program.

Scientific and social program:

For any further information on the scientific and social program, please visit the congress website www.isni2010.org

House rules & regulations:

The rules and regulations of the Hotel Melià Sitges apply and are binding to all exhibitors. They are enclosed herewith, copies can be provided upon requests.

Please fill out and send back the Regulations compliance form within **October 8th, 2010**.



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Hotel Melià Rules & Regulations

1. Access to the venue will be through the doors indicated by Hotel Security personnel.
2. Floors will be covered with carpeting or wooden planks to protect the existing marble or carpet underneath (subject to the conditions imposed by the maintenance department)
3. All stands will comply with electric power protection in low-tension regulations and will be protected by differential and magneto-thermic protection. The client will be responsible that all power cables to the stand from the switch boxes distributed throughout our facilities be a 1000 V cable to the sub-switch box in the stand.
4. All power connections will be carefully carried out and the connecting leads will be inside the connection boxes.
5. Any electrical installation or electrical material needed by the stands will be provided by the client unless requested specifically from the hotel a minimum of 15 days beforehand and will be invoiced for them.
6. All supports for technical elements such as lights, screens, loudspeakers, etc. must be placed on supplementary elements so that they are not hooked onto the ceilings or walls of the venue or meeting rooms.
7. The electric power provided by the Hotel for each stand (3x2) will be 600 W. Any additional power will be invoiced to the client.
8. The Client must send a blueprint for the distribution of the stands one month before the function so that the Hotel technician can approve it. **The Emergency Doors must be left clear and unimpeded and the same applies to fire prevention elements.**
9. Pasting or nailing material on the walls, doors, curtains, furniture, ceilings or any other Hotel furnishing elements or installations is not permitted without previous written authorization from the Hotel Director.
10. Workers from companies setting up the installations must carry identification and, if the Hotel so requests, present their TC-2 form payment receipts to Social Security authorities. Workers must be informed of the safety regulations for the prevention of work risks.
11. Smoking, eating and drinking are strictly forbidden during set-up in the venue. The hotel will indicate special areas for these activities.
12. The client will cover and be responsible for the following points:
 - a) Putting up signs both inside and outside the hotel. The hotel will indicate possible locations.
 - b) Cleaning and maintenance of stands. Security of objects in the exhibit area, meeting rooms and auditorium.
 - c) Furniture or other accessories for the stands.
13. The client will be responsible for informing all personnel involved in setting up the function of the above regulations and will name a foreman for setting up and dismantling by all the companies contracted until the tear down is terminated.
14. The client will be responsible for leaving the facilities in perfect order when tear down is terminated and will be responsible for the removal of planks, carpeting and any other remaining materials related to the setting up.



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15. The use of smoke machines or helium tanks is prohibited throughout the premises of the hotel. Likewise, any other elements that could cause any damage to the premises of the hotel will be forbidden.
16. For set-ups and dismantling that result in a substantial amount of material to be discarded the client is required to hire a rubbish container through the hotel in order to place all the discards from the event. The price per container is from 260,56 € + 16% VAT.
17. All shipments addressed to the hotel may arrive a maximum of two working days prior to the start of the event.

The timetable for loading and unloading is from 9:30-17:00 h. uninterrupted.

The hotel must be provided sufficient advance notice of any shipment that would exceed its storage capacity (greater than 2 pallets), so its warehousing can be arranged. This service may result in an additional charge to the client.

The hotel does not have personnel for loading and unloading lorries and it is the client's responsibility to transfer the material to the designated area.

Once the event has ended the Hotel reserves the right to accept or not accept material to be left in storage (according to the volume of packets), for a maximum of two days. From the third day on, the hotel will not be responsible for its storage-

The following information is essential in order to ensure the storage and proper shipment of your shipment:

Name of the group and final destination (client):

Name and number of the stand (if applicable)

Name of the person in sales or conventions responsible for the event

Date of the event

Name of the meeting room (differentiate between packets with gifts or documentation to be distributed in rooms, or to the staff room, etc).

18. The client is responsible for the transfer of this information to all the people involved in the set up and dismantling of their event. The client will name a person to serve as interlocutor for the setting up and removal for all the contractors until the final dismantling of the event.
19. **The hotel reserves the right to distribute these norms to the different exhibitors individually.**



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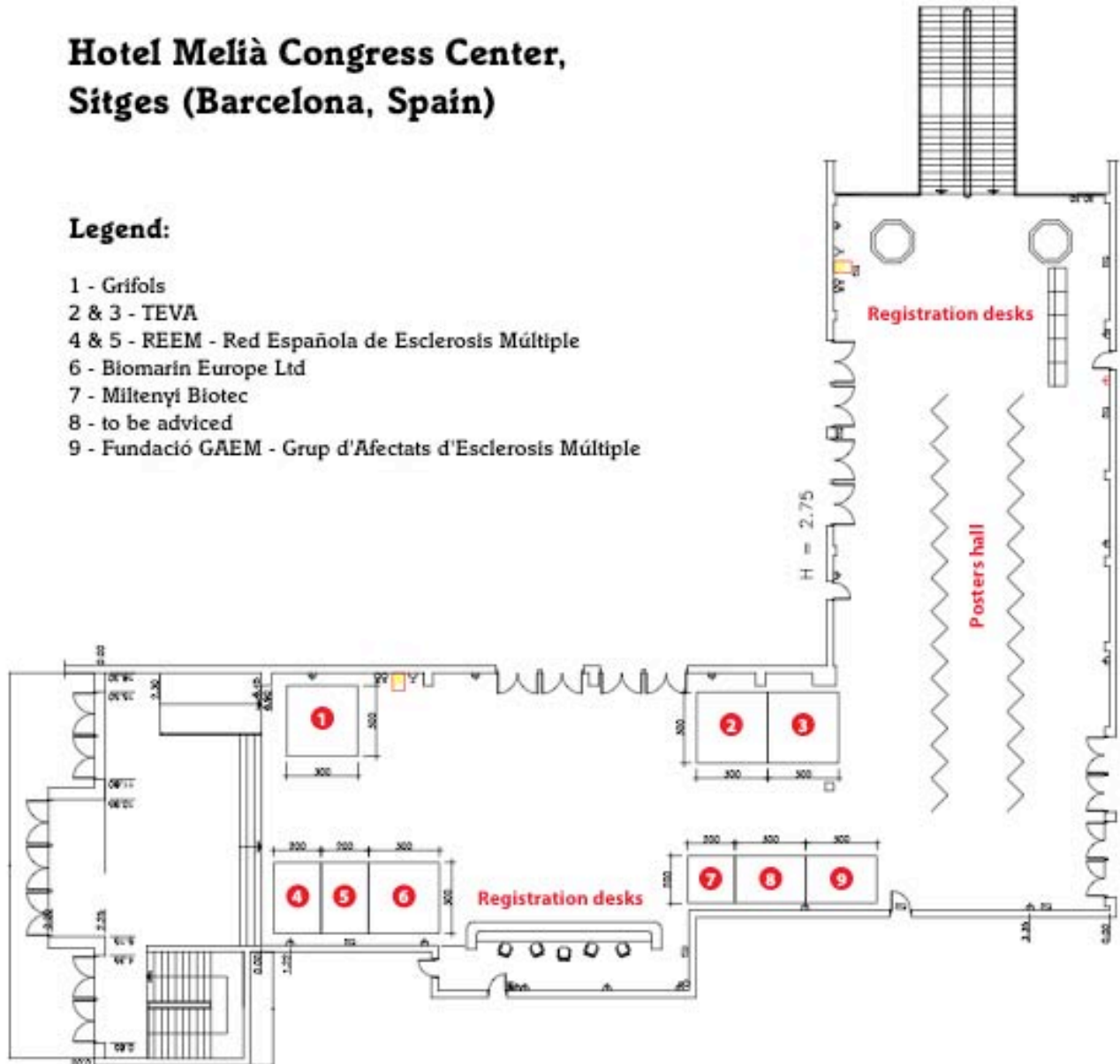
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Exhibition floorplan

**Hotel Melià Congress Center,
Sitges (Barcelona, Spain)**

Legend:

- 1 - Grifols
- 2 & 3 - TEVA
- 4 & 5 - REEM - Red Española de Esclerosis Múltiple
- 6 - Biomarín Europe Ltd
- 7 - Miltenyi Biotec
- 8 - to be advised
- 9 - Fundació GAEM - Grup d'Afectats d'Esclerosis Múltiple





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Application for furniture

Exhibitor _____ Stand n. _____

Address _____

ZIP code _____ City _____ Country _____

e-mail _____ fax _____

N.	Article	Unit price Euro	Q.ty	Total price Euro
103/104	White or black chair	10,50		
604	Director's chair	18,50		
610	Jacobsen chair	24,00		
602	Z chair	31,20		
611	Swivel chair with wheels	38,50		
612	Gala chair	55,00		
121	Jacobsen round table	42,70		
108	White round table	42,70		
606	White office crystal table	160,00		
666	3 drawers furniture	30,70		
107	Office grey table	55,00		
115	Fridge	98,00,		
144	Standing coat rack	44,00		
110	Brochures holder	36,80		
609	Wastepaper basket-ashtray	34,00		
111	Adjustable rack	38,50		
112/113/114	Podium	94,00		
106	Stool Jacobsen	42,70		
603	Wassily armchair	82,70		
101/102	White or black armchair	37,40		
605	Wassily centre table	41,40		
109	Metallic centre table	38,60		
158	Monophasic socket	27,50		
159	Double monophasic socket	38,00		
	TOTAL			

Please fax your order to the Organising Secretariat within October 13th, 2010



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SOLICITUD DE ARTICULOS COMPLEMENTARIOS

MOBILIARIO FURNITURE					
					
SILLA BLANCA WHITE CHAIR REF.103/104	SILLA DIRECTOR CINE DIRECTOR'S REF.604	SILLA JACOBSEN JACOBSEN CHAIR REF.610	SILLA Z Z CHAIR REF.602	SILLA RUEDAS CHAIR WITH WHEELS REF.611	SILLA. GALA GALA CHAIR REF.612
					
MESA JACOBSEN JACOBSEN TABLE REF.121	MESA REDONDA WHITE ROUND TABLE REF.108	MESA CRISTAL OFFICE GLASS TABLE REF.606	BUC 3 CAJONES 3 DRAWERS REF.666	MESA DESPACHO GRIS GREY OFFICE TABLE REF.107	FRIGORIFICO FRIDGE REF.115
					
PERCHERO PIE STANDING COAT RACK REF.144	MUEBLE FOLLETO BROCHURE HOLDER REF.110	PAPELERA CENICERO WASTEPAPER BASKET-ASHTRAY REF.609	MUEBLE ESTANTERIA BOOKCASE REF.111	PEANA MODULAR PODIUM REF.112//113/ 114	TABURETE STOOL REF.106
					
SILLON WASSILY WASSILY ARMCHAIR REF.603	SILLON NEGRO BLACK ARMCHAIR REF.101/102	MESA CENTRO WASSILY WASSILY LOW TABLE REF.605	MESA CENTRO METALICA METALLIC CENTRE TABLE REF.109		



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Exhibitors Registration Form

Company name _____ Stand n. _____

Free exhibitors registrations

1. Name and surname _____

2. Name and surname _____

Fee exhibitors registrations

1. Name and surname _____

2. Name and surname _____

3. Name and surname _____

4. Name and surname _____

Total _____ fee exhibitors registration at Euro 150,00 each. Total Euro _____

The exhibitor registration fee includes: access to the exhibition area, coffee breaks and lunch boxes.

Meal coupons request:

Please provide n. _____ meal coupons at 32,00 Euros each. Total Euro _____

Meal coupon includes two coffee breaks and one lunch box.

Form of payment:

Credit card: Visa Mastercard American Express

Card number _____ Security code _____

Card holder _____ Expiry date _____

Signature _____ Date _____

Please fax this form to the Organising Secretariat within October 8th, 2010



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Regulations Compliance Form

The legal representative (name & surname) _____

Company name _____ Stand n. _____

Address _____

ZIP code _____ City _____ Country _____

e-mail _____ fax _____

exhibitor at the 10th International Congress of Neuroimmunology
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Declares:

- that she/he has received a copy of the Hotel Melià Congress Centre Rules & Regulations, as part of the exhibitor's kit, and that he has read all the articles. She/he underlines that it is under own personal responsibility that she/he shall set up his exhibition stand, respecting the above mentioned regulations;
- that she/he releases EEM International Congress and any other third parties involved in the event from liability whatsoever, and that she/he waives any future claim towards EEM and any third parties for any damage caused to persons and/or objects in case of non-compliance of the regulations;
- that she/he shall compensate EEM International Congress and other third parties any direct damage caused by her/him.

Date _____

Stamp and signature _____

Please fax this form to the Organising Secretariat within October 8th, 2010