Welcome!

It is a great pleasure for the ECVS to welcome you as an exhibitor to the 26th Annual Scientific Meeting in Edinburgh, Scotland. We very much appreciate your support and hope that the conference will meet your expectations.

This brochure contains all relevant information about the congress location, the exhibition area and infrastructure as well as delivery information, exhibition hours, setting up and taking down schedules.

Content

1. Deliveries & storage
2. Installation & taking down
3. Exhibition hours
4. Floor plans
5. Equipment and order forms

Further information

Further information about the scientific programme as well as practical information on travel and accommodation can be found at https://www.ecvs.org/services/asm_2017_preview.php

The ECVS Office will be at your disposal for further questions any time.
+41 (0)44 635 84 92, info@ecvs.org
1. Deliveries & Storage

Deliveries will be accepted from Friday, 7 July 2017. Please mark delivery labels as per the address details below.

Exhibiting Company
Stand Number
ECVS Annual Scientific Meeting
The EICC Loading Bay
Off the West Approach Road
The Exchange
Edinburgh EH3 8EE
phone: +44 (0)131 300 3000

Storage during the event

There is limited storage for exhibition items within the venue. As such, the EICC asks that arrangements are made for large cases and items to be stored offsite. Smaller stand materials may be stored on the stand.

Storage after the event

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event.

Items may be left in the EICC Loading Bay for a short period of time. Please speak to a member of the EICC team if you require items to be stored for more than one working day. Charges may apply for items left for longer than this period.

Please complete an Exhibition Storage Form for any left items which are being collected by a courier.

Please note that it is the responsibility of the exhibitor to complete all forms relating to International Shipping correctly.

http://www.eicc.co.uk/exhibiting/deliveries-storage/
2. Installation & taking down

Installation is possible on Wednesday, 12 July, 09:00 a.m.-05:00 p.m. and on Thursday, 13 July, 09:00 a.m.-03:00 p.m. (start of registration).

Taking down starts Saturday, 15 July after the last coffee break (04:30 p.m.) and needs to be completed by 07:00 p.m.

3. Exhibition hours

Exhibition hours are as follows:

Thursday, 13 July
03:00 - 04:30 p.m. (registration)

At 08:30 p.m., all exhibition staff is cordially invited to the welcome reception in Strathblane Hall.

Friday, 14 July
10:00 - 11:30 a.m. (morning coffee break)
12:00 - 02:30 p.m. (lunch break*)
04:00 - 05:00 p.m. (afternoon coffee break)

Saturday, 15 July
10:00 - 11:00 a.m. (morning coffee break)
12:30 - 02:30 p.m. (lunch break*)
03:30-04:30 p.m. (afternoon coffee break)

*) Lunch for exhibition staff will be served approx. 30 minutes before the start of the lunch break.
**EICC floor plans & capacities**

- **Level 3**: The Pentland Suite
- **Level 1**: The Galloway Suite & Atrium Café
- **Level 0**: Main Entrance, The Strathblane Hall, The Atrium & The Lomond Suite
- **Level -1**: Conference Organiser’s Room, Menteith & Lowther
- **Level -2**: The Cromdale Hall, The Lennox Suite, Moffat & Lammermuir
### Level -2, Cromdale Hall, exhibition area

<table>
<thead>
<tr>
<th>Room name</th>
<th>Theatre</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>Cabaret of 8</th>
<th>Dinner</th>
<th>Reception</th>
<th>Area (sq ft)</th>
<th>Area (sqm)</th>
<th>Height (ft)</th>
<th>Height (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cromdale Hall</td>
<td>1,000</td>
<td>400</td>
<td>640</td>
<td>850</td>
<td>1,200</td>
<td></td>
<td>12,755</td>
<td>1,185</td>
<td>12'5&quot;</td>
<td>3.8</td>
</tr>
</tbody>
</table>
Cromdale Hall (exhibition hall) floor plan

Legend:
- Buffet station
- Pillar (fixed structure)

EXIT
Tech Desk
ENTRANCE
Cromdale Foyer

Premium 10sqm
Premium 12sqm
Premium 15sqm

31 Premium 10sqm
29 27
30 28
36 Premium 12sqm

22 20
13 15
12 14

33
9

2 5 7
4 6

1 34
10 11
16 17
35

18

32 Premium 15sqm

24
23
37

26 25
38
5. Equipment

Each booth is equipped with*)
- a 6ft trestle table with baize
- 2 chairs

A shell scheme booth and additional equipment can be booked via

EL Event Services Scotland shellschemascotland@gmail.com, +44 (0)1592 749 796

Please find details on the following pages. Orders to be placed until 23 June at the very latest. Please order from EL Event Services Scotland directly with the separate Excel order form.

Telecom & A/V equipment

Please order directly from the EICC with the enclosed order forms.

*) Table and two chairs are included in the package price and provided by ECVS. All further equipment is to be ordered by the exhibiting company and will be invoiced directly.
## Furniture Hire Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table and Chair Sets 1830mm X 760mm Trestle Table covered with a WHITE cloth. Including 2 Banquet style chairs BLUE padded base &amp; back</td>
<td>£56.00</td>
</tr>
<tr>
<td>Additional Table including White cloth</td>
<td>£36.00</td>
</tr>
<tr>
<td>Additional Banquet style chairs BLUE padded base &amp; back</td>
<td>£10.00</td>
</tr>
<tr>
<td>Black Tub Chairs</td>
<td>£85.00</td>
</tr>
<tr>
<td>Pop up Literature stand</td>
<td>£20.00</td>
</tr>
<tr>
<td>Furniture Hire Package</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>3m X 2m Shell Scheme Stand White panels to 3 walls including a fascia panel to the front of the stand space 6 sq M</td>
<td>A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</td>
</tr>
<tr>
<td>3m X 2m Shell Scheme Stand White panels to walls including a fascia panel to both the front and 1 x side 6 sq M</td>
<td>A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</td>
</tr>
<tr>
<td>5m X 3m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M</td>
<td>A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</td>
</tr>
<tr>
<td>5m X 2m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M</td>
<td>A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</td>
</tr>
<tr>
<td>6m X 2m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M</td>
<td>A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</td>
</tr>
<tr>
<td>Furniture Hire Package</td>
<td>Price</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>POWER 1500mm long LED mounted behind the front fascia panel</td>
<td>£75.00</td>
</tr>
<tr>
<td>POWER Single socket fitted to the back wall of the stand</td>
<td>£75.00</td>
</tr>
<tr>
<td>Aluminium Poseur Table 600mm Diameter 1150mm High</td>
<td>£35.00</td>
</tr>
<tr>
<td>Aluminium Bar stool with low back</td>
<td>£15.00</td>
</tr>
<tr>
<td>Black Padded Stool</td>
<td>£30.00</td>
</tr>
</tbody>
</table>
## Furniture Hire Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>White High gloss Square coffee table, L550mm x W550mm x H450mm</td>
<td>£15.00</td>
</tr>
<tr>
<td>Walnut frame Coffee Table with Graphite Grey gloss inlay top, L900mm x W600mm x H400mm</td>
<td>£35.00</td>
</tr>
<tr>
<td>White Waste Bin including bin liner</td>
<td>£15.00</td>
</tr>
</tbody>
</table>

16th May 2017

EL EVENT SERVICES SCOTLAND LTD, 1 PITKEVY GARDENS, GLENROTHES, FIFE, KY6 3EG - Company Reg SC434584
Exhibition ICT Order Form

**Event:** European College of Veterinary Surgeons  
**Date of Conference:** Wednesday 12th – Saturday 15th July 2017

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with pre-payment, to the Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

*Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).*

<table>
<thead>
<tr>
<th>Company Stand No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone No</td>
</tr>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Authorised Signatory</td>
</tr>
</tbody>
</table>

Please supply the following telecommunication requirements:-

<table>
<thead>
<tr>
<th>No required</th>
<th>Item Description</th>
<th>Daily Charge (£)</th>
<th>Weekly Charge (3-7 days) (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direct Dial Telephone (DDI) (including £10.00 worth of calls)</td>
<td>95.00</td>
<td>95.00</td>
</tr>
<tr>
<td></td>
<td>Fax Machine including DDI line</td>
<td>195.00</td>
<td>195.00</td>
</tr>
<tr>
<td></td>
<td>Wired Internet Connection</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>Wireless Internet Connection</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>Laptop</td>
<td>200.00</td>
<td>450.00</td>
</tr>
<tr>
<td></td>
<td>Desktop PC</td>
<td>200.00</td>
<td>450.00</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Plus VAT @20%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Please note that ISDN Lines are specialist connections and are therefore not suitable for internet access.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

The number of units used will be charged at £0.20 per unit (excluding VAT).

An invoice will be issued for the number of units used directly after the Event.

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to:-

The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE

Telephone Number: 0131 300 3000
Fax Number: 0131 300 3030
Email: amyb@eicc.co.uk

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name: Bank of Scotland
Bank Address: Princes Exchange, 3 Early Grey Street, EDINBURGH, EH3 3BN
Sort Code: 80-11-30
Account No: 00814171
Account Name: Edinburgh International Conference Centre
IBAN: IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC: BOFSGB21001

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please note we do not accept American Express.

Please complete your details in the boxes below:-

Cardholder Name ____________________________

Credit Card No ________________ ________________ ________________ ________________

Expiry Date ________________

Security Code ________________
### Audio Visual Equipment Order Form

**Event:** European College of Veterinary Surgeons  
**Date of Conference:** Wednesday 12th – Saturday 15th July 2017

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with pre-payment, to the Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.

Forms must be received at least 14 days before the conference commences. Late orders will incur a 30% surcharge.

*Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).*

<table>
<thead>
<tr>
<th>Company</th>
<th>Stand No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone No</td>
<td>Fax No</td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Authorised Signatory</td>
<td></td>
</tr>
</tbody>
</table>

Please supply the following Audio Visual requirements :-

<table>
<thead>
<tr>
<th>No required</th>
<th>Item Description</th>
<th>Daily charge (£)</th>
<th>Weekly Charge (3-7 days) (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>42” Plasma Screen</td>
<td>200.00</td>
<td>550.00</td>
</tr>
<tr>
<td></td>
<td>50” Plasma Screen</td>
<td>300.00</td>
<td>850.00</td>
</tr>
<tr>
<td></td>
<td>61” Plasma Screen</td>
<td>400.00</td>
<td>1150.00</td>
</tr>
<tr>
<td></td>
<td>80” Plasma Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total

Plus VAT @ 20%

Grand Total
Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

<table>
<thead>
<tr>
<th>Date and Time of Delivery</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required from</td>
<td>Until</td>
</tr>
</tbody>
</table>

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

*Please return this form with your payment to :-*

**The Event Design Department**  
Edinburgh International Conference Centre  
The Exchange  
Morrison Street  
EDINBURGH  
EH3  8EE

*Telephone Number:  0131 300 3000  
Fax Number:  0131 300 3030  
Email: amyb@eicc.co.uk*

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

<table>
<thead>
<tr>
<th>Bank Name:</th>
<th>Bank of Scotland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Address:</td>
<td>1 Castle Terrace, EDINBURGH, EH1 2DP</td>
</tr>
<tr>
<td>Sort Code:</td>
<td>80-11-30</td>
</tr>
<tr>
<td>Account No:</td>
<td>00814171</td>
</tr>
<tr>
<td>Account Name:</td>
<td>Edinburgh International Conference Centre</td>
</tr>
</tbody>
</table>

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

*Please complete your details in the boxes below:-*

**Cardholder Name**  

**Credit Card No**  

**Expiry Date**  

**Security Code**