



ECVS

Exhibitors' Manual

27th Annual Scientific Meeting
5-7 July 2018, Athens, Greece

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

Welcome!

It is a great pleasure for the ECVS to welcome you as an exhibitor to the 27th Annual Scientific Meeting in Athens, Greece. 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_2018.php

For further questions, our PCO K.I.T. Group GmbH Dresden will be at your disposal any time.
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1. Deliveries & Storage

Deliveries will be accepted from Saturday, 30 June 2018.

The size of the boxes should not exceed 0.9 m width and 1.9 m height.

Please mark delivery labels as per the address details below:

Athenaeum InterContinental Athens

Security Department (TM)

89-93 Syngrou Av.

117 45 Athens

Greece

For ECVS 2018 Annual Meeting

Exhibiting Company

Will be claimed by Mr/Ms.....

To be delivered in the guest storeroom at -1 level

Storage during the event

There will be a guest storeroom on level -1 for cases and items. 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 meeting venue at the end of the event or on Monday, 9 July at the very latest. If your materials will not be picked up directly after the meeting on Saturday, please bring them to the guest storeroom on -1 level. Make sure that all items are labeled correctly incl. the name and phone number of a contact person as well as the courier to pick up the boxes.





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2. Installation & taking down

Installation is possible from Thursday, 5 July, 07:00 a.m. and needs to be finished before 03:00 p.m. (start of registration).

Taking down starts Saturday, 7 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, 5 July

03:00 - 04:30 p.m. (registration)

At 08:00 p.m., all exhibition staff is cordially invited to the welcome reception at the Athenaeum InterContinental.

Friday, 6 July

10:30 - 11:00 a.m. (morning coffee break)

12:30 - 02:30 p.m. (lunch break*)

03:30 - 05:00 p.m. (afternoon coffee break)

Saturday, 7 July

10:00 - 11:15 a.m. (morning coffee break)

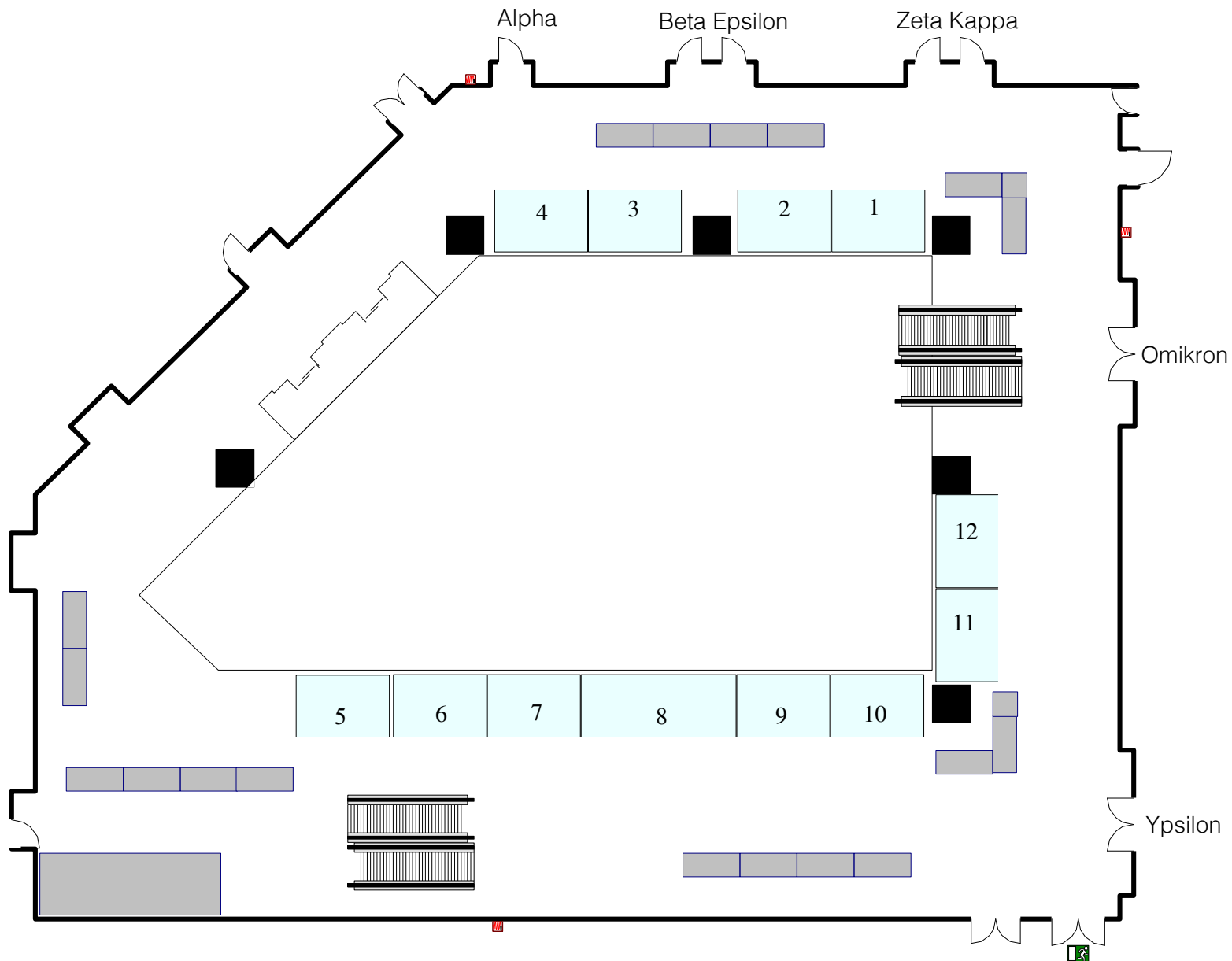
12:30 - 02:15 p.m. (lunch break*)

03:15 - 04:30 p.m. (afternoon coffee break)

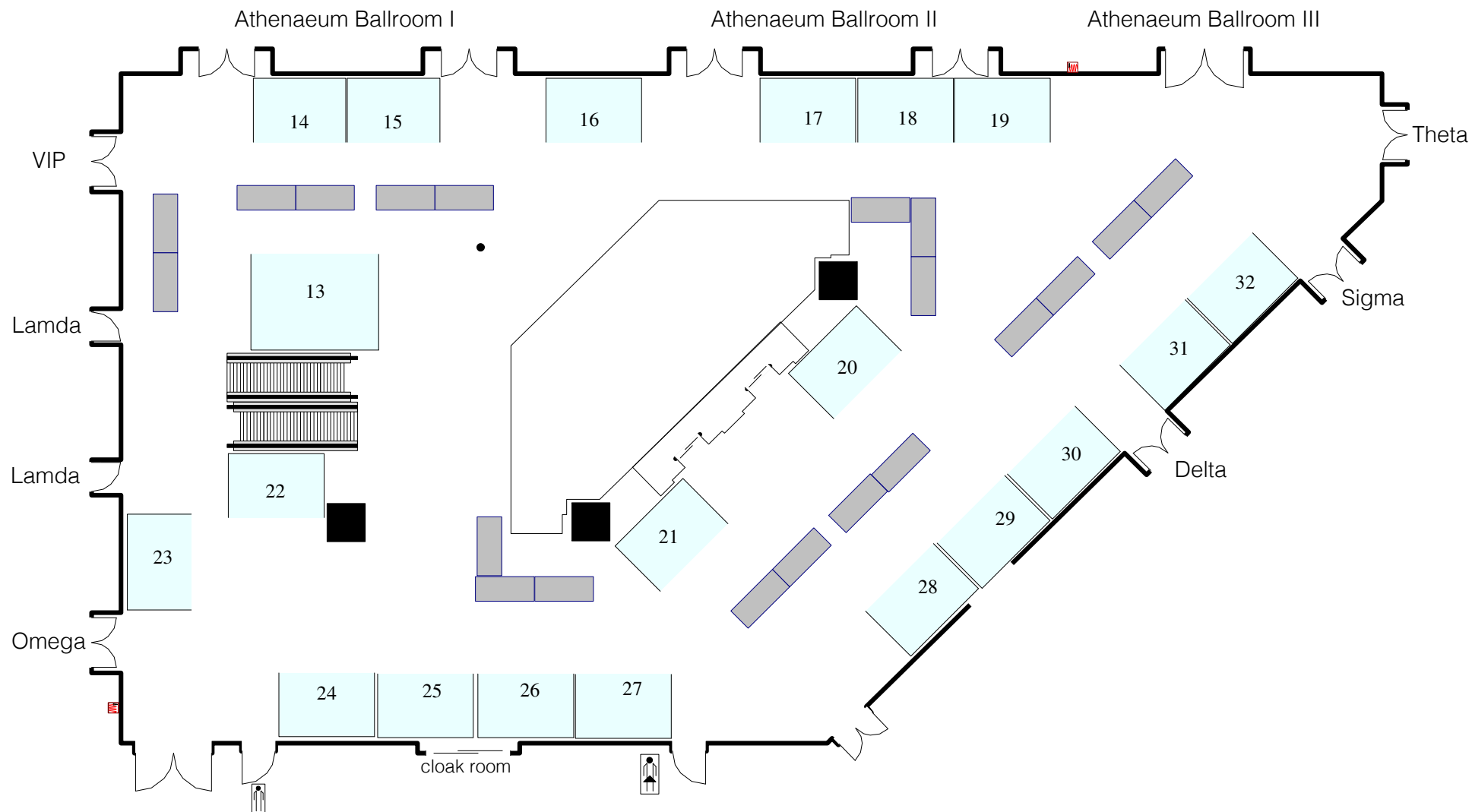
*) Lunch for exhibition staff will be available approx. 30 minutes before the start of the lunch break.



-1 Level Lobby



-2 Level Lobby





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5. Equipment

Each booth is equipped with one table (183 x 75 x 75 cm, covered with baize felt) and two chairs, provided by ECVS.

All further equipment is to be ordered by the exhibiting company directly from the supplier with the separate Excel order form and will be invoiced directly.





Events ■ Production ■ Audio Visual Support

EXHIBITION CATALOGUE**Electricity Section 1**

1) E100: Basic Booth Electricity Supply	80€
2) E500: Extra 500W power supply	120€
3) E1000: Extra 1000w power supply	160€

Note: NO Electrical supply will be provided for any booths. Should the exhibitor require a basic electrical package (power with a 4-socket multi plug) this is Item 1 (E100) and needs to be pre-ordered on the provided ordered form.

Items 2 & 3 (E500 & E1000) require the purchase of Item 1 (E100).

Should the exhibitor require additional electrical installation within their stand (E500 or E1000), a separate mail should be sent to Pro Events for consultation & pricing.

The exhibitor's electrical contractor is not obligated to carry out such tasks beyond the above mentioned unless otherwise agreed.

EXHIBITION CATALOGUE

Furniture Section 2



CODE: C-S.06 / Rotating bar-stool, White – 40€



CODE: BsT.01 / Transparent Bar-stool – 45€



CODE: CODE: C-S.07a / Bar-stool, white leather - 40€



CODE: C-S.07 / Bar-stool, black leather - 40€



CODE: GHT1 GHOST ARM CHAIR - 40€



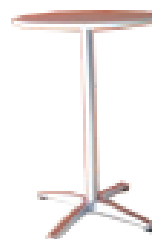
CODE: GHT2 GHOST CHAIR - 35€



CODE: PT1 PANTON WHITE CHAIR - 35€



CODE: PT2 PANTON BLACK CHAIR - 35€



CODE: D-T.09 / Crystal Round table – 70€

DIMENSIONS: D 90 x 75 (H)



CODE: D-T.07a / Round Bar table – 60€

DIMENSIONS: D 60 x 100 (H)



CODE: F.01 Aluminium showcase, grey panel – 120€

DIMENSIONS: 100 x 50 x 200 (H)



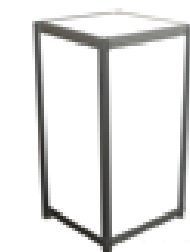
CODE: F.02/ Showcase aluminum, glass – 120€

DIMENSIONS: 100 x 50 x 200 (H)



CODE: C-S.08 / Counter, white – 70€

DIMENSIONS : 100 x 50 x 100 (H)



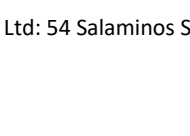
CODE: C-S.08a / Counter, grey – 70€

DIMENSIONS : 100 x 50 x 100 (H)



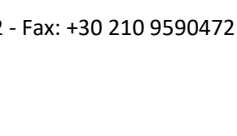
CODE: C-S.09 / Counter, white – 60€

DIMENSIONS : 50 x 50 x 100 (H)



CODE: C-S.09a / Counter, grey – 60€

DIMENSIONS : 50 x 50 x 100 (H)





CODE: F.03/ Showcase aluminum, glass, lock – 100€

DIMENSIONS : 100 x 100 x 50 (H)



CODE: F.05/ Cupboard – 70€

DIMENSIONS: 100 x 50 x 80 (H)



CODE: R.F.01 / Reception counter bar – 160€

DIMENSIONS: 106 x 41 x 106 (H)



CODE: R.F.02 / Curved reception bar desk – 180€

DIMENSIONS: 150 x 40 x 100 (H)



CODE: R.F.10 / Folded display rack, A4 – 60€



CODE: R.F.11 / Floor coat hangers – 30€

EXHIBITION CATALOGUE

AV Section 3

CODE: AV1 / 42" PLASMA MONITOR ON STAND

COST: €350

CODE: AV2 / 50" PLASMA MONITOR ON STAND

COST: €450



CODE: AV3 / 24" HD MONITOR

COST: €100



CODE: AV4 / DVD Player

COST: €50



CODE: AV5 / Laptop

COST: €250



CODE: AV6 EU MULTI PLUG (4 or 5 sockets)

COST: €15



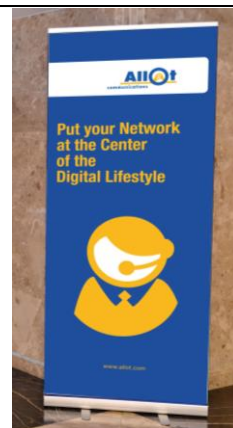
CODE: AV7 ADAPTOR PLUG (UK to Greek)

COST: €5



EXHIBITION CATALOGUE

Printing Services Section 4



CODE: PS1 PRINTED ROLL-UP BANNER DIMENSIONS L0.80 x H2m (artwork provided by client)

COST: €145



CODE: PS2 DIGITALLY PRINTED SELF STANDING BACK WALL DIMENSIONS L2.60 x H2.50 (artwork provided by client)

COST: €650

TERMS & CONDITIONS:

- All prices are quoted NET in € and do not include VAT 24% which will not be additional if a foreign-established (non-Greek) company is invoiced directly.
- All payments to be made via direct bank wire transfer.
- Prices are for Pre-exhibition orders and refer to hire for entire event duration. Late orders placed within 1 week before the exhibition opening will be charged a late order fee of 10%. Any on-site orders will be subject to 30% price increase + applicable transportation costs as outlined below.
- Direct delivery to exhibition venue to include transportation costs calculated at 20% of total order amount.
- Total advance payment of all orders required no later than 10 working days prior to delivery.
- One working week notice of cancellation is required before hire commencement in writing to the company to avoid a full rate charge for the whole of the hire period.
- At the discretion of Pro Events a charge of not less than 25% of the total quoted hire charge may be made in respect of cancelled orders. If a cancellation is made after the order has been delivered to the site the Hirer will be invoiced for the full hire charge.
- All displayed items are subject to current availability. Depending on rental season stock items may be subject to limited quantities.
- Pro Events reserves the right without prior warning to make substitutes of a reasonable similar quality for items that are unavailable.
- The Hirer is responsible to indemnify Pro Events in respect of any loss or damage to any of the hired items during the period of hire.
- All items are based on a rental and not selling basis. Rental Prices include all the days of the exhibition and 1 day set up.

For any further questions and/or information needed please contact Deppie Vergi via email deppie@proevents.gr or Themis Ntalagiorgos via email themis@proevents.gr

Thank you!
