



ECVS

Exhibitors' Manual

34th Annual Scientific Meeting

3-5 July 2025, Antwerp, Belgium

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 94 07 email: info@ecvs.org web: www.ecvs.org

Welcome to Atypical Antwerp!

Last year in this place it said „Welcome to Valencia - finally!“ And this year we can say the same for Antwerp. Just like Valencia after the cancelled 2020 meeting, Antwerp had to patiently await its turn after the original plans for the 2021 Annual Scientific Meeting had to be converted to a purely online congress (the first in the history of the ECVS and a very successful one).

Now, four years later, we can finally welcome the ECVS community, friends and supporters to Flanders. And it was well worth the wait! Besides its historic centre with numerous museums, the art nouveau districts and diamonds (if you have the funds), there is much to see and discover in „Atypical Antwerp“.

And it's easy to see with a good consciousness: Our venue, the iconic Flanders Meeting & Convention Centre „A Room with a ZOO!“ is one of the easiest venues to reach by train, being directly adjacent to the Belle Époque international station linking to the European rail network. Antwerp can be easily reached from Brussels by train within less than an hour (also see our travel advice in this brochure).

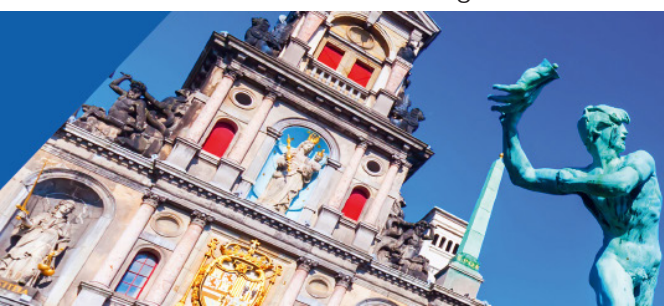


Flanders Meeting & Convention Center Antwerp (photo: Visitflanders)

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.

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1. Venue

The ECVS Annual Scientific Meeting 2025 takes place at

Flanders Meeting & Convention Centre Antwerp (FMCCA)

„A Room with a Zoo!“

Koningin Astridplein 20-26

2018 Antwerp

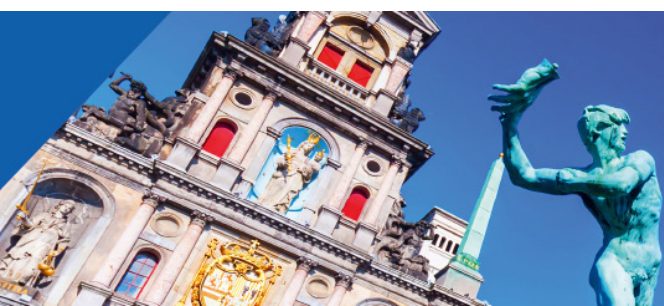
Belgium

<https://www.aroomwithazoo.com/en/>

2. Deliveries & Storage

Please be aware that the congress venue is located in a very central part of Antwerp, and *vehicles can neither stop nor park in the street for unloading*. Delivering vehicles must drive into the venue's loading bay, which can hold two trucks at a time (see „Deliveries at a Room with a ZOO“, p. 17). The deliveries and pick-up schedule will therefore be coordinated by the assigned logistics partner DB Schenker.

Shipping instructions and tariffs are detailed in the „Shipping instructions ECVS 2025“ (p. 8-15) and „Tariff and Instructions ECVS 2025“ (p. 16) documents included in this brochure.



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3. Installation & taking down

Installation is possible from Thursday, 3 July, 07:00 a.m. and needs to be finished before 03:00 p.m. Upon special request, the facilities can be made available on Wednesday, 2 July for installation already.

Taking down starts Saturday, 5 July after the last coffee break (04:00 p.m.) and needs to be completed by 07:00 p.m.

4. Exhibition hours

Exhibition hours are as follows:

Thursday, 3 July

03:00 - 04:30 p.m.

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

Friday, 4 July

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

12:45 - 02:30 p.m. (lunch break*)

04:00 - 04:30 p.m. (afternoon coffee break)

Saturday, 5 July

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

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

03:10 - 04:00 p.m. (afternoon coffee break)

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





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5. Equipment

Each exhibition booth is equipped with one table and two chairs provided by ECVS. *Please inform [Julia von Känel](#) if you do not need this standard equipment.* Please note that the standard set provided by ECVS cannot be replaced by other furniture of your choice.

All further equipment and installations (such as shell scheme booths) are to be ordered by the exhibiting company directly from the dedicated webshop (provider: alter expo).

Companies building their own stands can also order carpet from alter expo, and **please note that power supply must be ordered from the webshop.**

Webshop for exhibition booths and equipment: <https://webshop.alterexpo.be/ECVS25>
Please log on to the webshop using your individual web token (provided by ECVS).

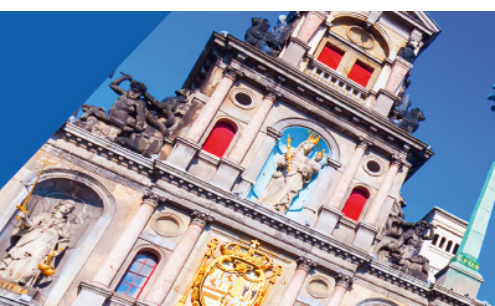
6. Stand Catering

Catering at one's own exhibition stand is allowed, but exhibitors must not bring food and beverages into the building from outside. All catering must be ordered exclusively through the in-house catering company. The stand catering menu is enclosed at the end of this brochure.

Orders are to be sent directly to Hanne Stylen hanne.stylen@kmda.org, +32 (0)491 16 47 44.

Billing:

- Orders above a total amount of EUR 1'000 will be invoiced to the ordering company directly.
- Orders below a total amount of EUR 1'000 will be invoiced to the congress organiser (ECVS) who will re-charge the incurred amount to the respective exhibitor after the congress.



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7. Travel Advice

The Antwerp congress centre 'A Room with a ZOO' is one of the easiest venues to reach by train, being almost the continuation of the adjacent Belle Époque international station linking to the European rail network. Antwerp can be easily reached from Brussels by train within less than an hour and has some direct international flight connections as well.

Further information, a link to special Lufthansa Group airline fares, and a dedicated hotel booking link are available from our website at <https://www.ecvs.org/annual-scientific-meeting/2025.php#Accommodation>

8. Contacts for Exhibitors

Please note the following contacts for various inquiries around the Annual Scientific Meeting and exhibition:

ECVS / congress organisation

Julia von Känel
jvonkaenel@vetclinics.uzh.ch
+41 (0)44 635 94 07

or

K.I.T. Group GmbH Dresden (PCO)
Jessica Heimbecher
heimbecher@kitdresden.de
+49 (0)351 65 57 31 38

Stand equipment

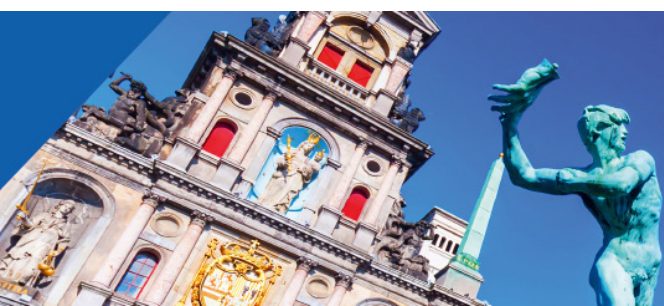
alter expo
Thomas Vandererven
tv@alterexpo.be
+32 (0)9 216 06 67

Deliveries and logistics

DB Schenker
Fairs.NL@dbschenker.com
+31 (0)30 410 04 50

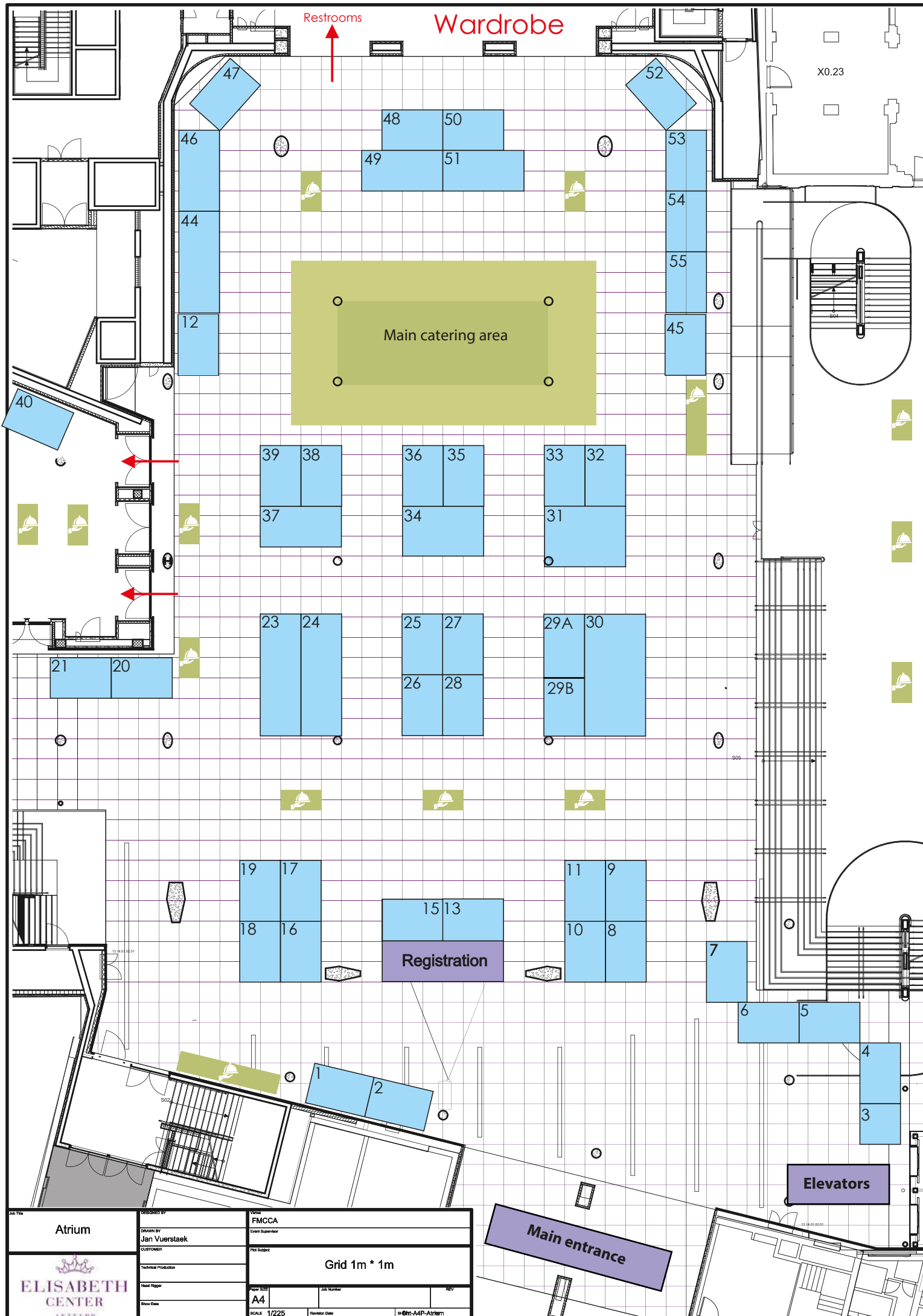
Stand catering

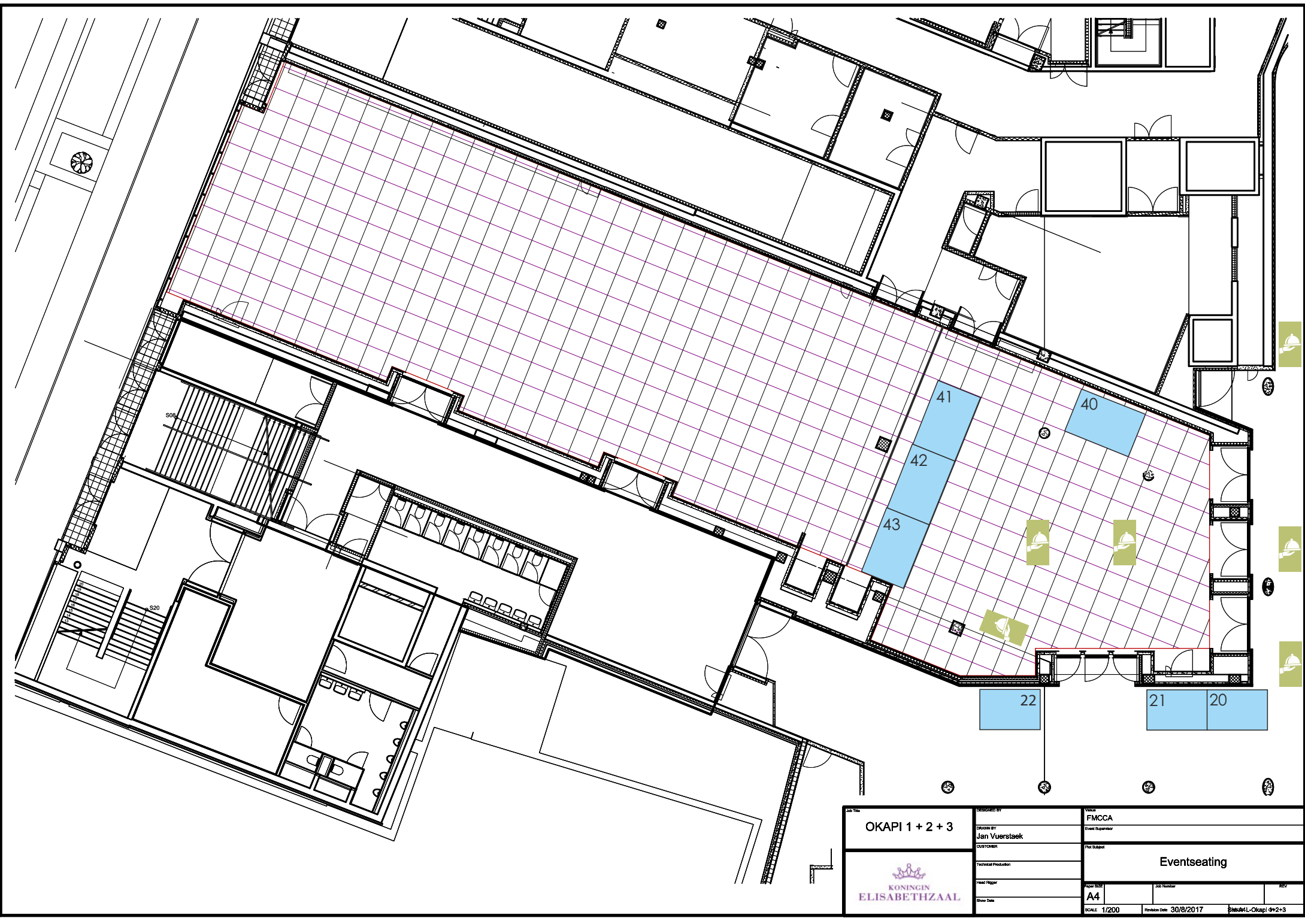
Flanders Meeting & Convention Centre Antwerp (FMCCA)
Hanney Stynen
hanne.stynen@kmda.org
+32 (0)491 16 47 44




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Job Title	DESIGNED BY	Vendor
OKAPI 1 + 2 + 3	DRAWN BY	FMCCA
	Jan Vuerstaek	Event Supervisor
	CUSTOMER	Plot Subject
	Technical Production	Eventseating
Paper Size	Head Rigger	Job Number
A4	Show Date	REV
SCALE 1/200	Revision Date 30/8/2017	Sheet L-Okapi 0+2+3



34TH ANNUAL SCIENTIFIC MEETING ANTWERP, BELGIUM 3–5 JULY, 2025



Dear Exhibitor,

ECVS has appointed DB SCHENKER as logistics provider for the ECVS 2025 Antwerp. DB SCHENKER Fairs seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to any kind of heavy machinery.

DB Schenker is looking forward to arrange all logistics for your company;

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

To ensure the safety of our guests and create an efficient process, only DB Schenker employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises. This also applies for the electrical loading and unloading of trucks. Other parties are only allowed to use manually powered equipment.

If you want to use forklift service, storage before, during and after the event or if you have any questions, need assistance for special arrangements or require further information, please contact us anytime.

Wishing you a successful event at ECVS 2025 in Antwerp.

Schenker Logistics Nederland B.V.

Fairs, Events & Special Logistics

Branch office Amsterdam

Europaplein 53

1078 GZ Amsterdam, The Netherlands

Phone : +31(0)30 4100450

Operations/requests : fairs.NL@dbschenker.com



1. Addressing regulations

Please address your exhibition goods as follows:

Commodity Description:

fairs and exhibition goods for **Name of exhibition**, Antwerpen

Parcel & Courier:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Ankerweg 18, door 103
1041 AT, Amsterdam

Notify: < **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >

Airfreight:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics

Notify: < **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >

Oceanfreight:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics

Notify: Schenker Logistics Nederland B.V.
< **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >



2. Shipping schedule

To guarantee in time delivery of your exhibition goods to the booth, below deadlines have to be met:

Sea freight (FCL/LCL)	= latest 13 june at the Port of Rotterdam
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Air freight	= latest 20 June at Schiphol airport
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Road freight	= latest 27 June at our Warehouse Ankerweg 18 Amsterdam
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Please send us all dates of the transport (i.e.: AWB, B/L, Consignment, Tracking Numbers for courier shipments) in advance via email, before shipping.

3. Labelling / Packaging

For the packing of your goods, we recommend using stabile, waterproof and re-closable packing material. These materials should resist the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift- and pallet truck.

Wood packing requirements apply in the European Community.

Fumigation must be arranged for all wooden packing materials in the country of origin before shipping to Rotterdam. Exception for packing made entirely of plywood / wood chip board.

To verify that the wooden packing has undergone heat treatment or Methyl Bromide treatment the following data should be marked / stamped onto the outside of the wooden packing clearly visible.

- *IPPC Logo*
- *ISO country code (= xx)*
- *Unique number assigned to the company that has carried out the fumigation, namely a national plant protection organization (= OOO)*
- *Method of fumigation (=YY) - HT: heat treatment / MB: Methyl Bromide*

4. Documentation

Each shipment has to be accompanied by a full set of documents.

Sea freight

- 2 original and 3 copies of Bill of lading
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 copy of insurance policy (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Airfreight

- 2 copies of air waybill (AWB)
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Road freight

In order to avoid any problems with customs authorities, please present all necessary customs documents such as T-form, Carnet ATA etc., certificate of origin / preference (if applicable*) to our office upon arrival at Rotterdam. *(G.S.P. FORM-A, EUR.1, ATR.1)

Commercial invoice / packing list

For the handling of your goods, commercial / proforma invoices are required. These should contain at least the following information:

- Full address of the exhibitor, hall and booth number (as consignee or notify)
- Detailed description of the goods (incl. model and serial number/s)
- Value of every single item as well as total (CIF)-value
- Country of origin or manufacture

It is also possible to use a combined commercial invoice/packing list. This form should contain the above mentioned details as well as number of pieces, weight and dimensions.

It will be of assistance to categorize the goods as follows:

- exhibits
- display stand materials
- brochures, gifts and other give away items

5. Customs and import regulations

For entry / importation of non-community goods, which are imported from third countries, a customs procedure is necessary. If you wish DB Schenker to take care of your customs clearance, we require a signed and stamped power of attorney and commercial invoice. Please get in contact with us in case you intend to send goods.

Permanent import

The release for free circulation either takes place upon entering the European Community or following transit procedures. When importing third country goods customs duty and import turnover taxes have to be paid. In addition, for certain commodity groups such as coffee, tobacco, spirits and sparkling wine excise taxes have to be paid.

Temporary import

By placing a transit procedure a security equal to the import duties has to be deposited at the customs office of departure. After the proper execution of the transit procedure the security will be reimbursed by the customs office of departure.

The customs clearance can be either handled by us or a customs agent.



6. Liability and insurance

Our liability ends upon delivery of the exhibition goods to the booth, even without presence of the exhibitor and only resumes again with the acceptance of the goods at the booth. We do not assume liability for any goods left in the empty crates, boxes or packing material. Waiting times according the rules of the fair organisation are not our responsibility.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office at the fairground.

The goods are not insured by Schenker Logistics Nederland B.V., unless written on the order services are always at the risk of the customer. All transactions are subject to the Dutch Forwarding conditions, in the latest version deposited by FENEX at the Registry of the District Court at Rotterdam, Arnhem, Breda and Rotterdam. The general conditions are at all time available for inspection, can be consulted via the website of FENEX and will be sent to you upon request free of charge.

We recommend signing a global fairs and exhibition insurance agreement to ensure you against any losses or damages of transportation as well as during the exhibition. Surely, we can arrange such an insurance if required. If you renounce this comprehensive insurance protection we would like to acknowledge you that in this case the continuous liability on the basis of the Dutch Forwarding Conditions (FENEX) will be effective.



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Email: fairs.NL@dbschenker.com

www.dbschenker.nl

TARIFF AND INSTRUCTIONS ECVS 2025

1. Airfreight (1 cbm = 167 kgs volume weight)

Handling from free arrival Amsterdam airport up to exhibition stand one-time spotted or vice versa.

Excluding: *Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods.*

Basic Service Charge		on request
incl. Handling Charge	per beg. cbm	on request

2. Sea Freight (1 cbm = 1000 kgs volume weight)

FCL Handling from free arrival Rotterdam seaport up to fairground, not unloaded or vice versa.

Excluding: *Demurrage and detention costs, Fumigation, Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods.*

20ft GP / 40ft GP / 40ft HQ	per Container	on request
Other types of containers	per Container	on request

LCL Handling from free arrival Rotterdam seaport up to exhibition stand one-time spotted or vice versa.

Excluding: *Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods.*

Local LCL seaport charges		per outlay
Basic Service Charge		on request
incl. Handling Charge	per beg. cbm	on request

3. Road Freight/ Courier (1 cbm = 300 kgs volume weight)

Handling from free arrival designated warehouse up to exhibition stand one-time spotted or vice versa.

Excluding: *Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods.*

Courier shipment up to	max. 25 kgs	€	142.50
Basic Service Charge		€	75.50
incl. Handling Charge	per beg. cbm	€	93.-

4. Customs Formalities

Excluding: *Special customs procedures for food, beverages and weapons.*

Temporary import/ final import/ duty free import	per clearance	€	151.50
Import customs examination	per shipment	€	108.50
Bond Fee on CIF value	Minimum %1	€	20.-
Temporary export/ final export	per clearance	€	151.50
Export customs examination per shipment	per shipment	€	108.50

Deadlines and Consigning Instructions

Road freight: Deadline for arrival warehouse = as per hand-out

CMR Consignee: TBA

CMR Notify: Same as consignee

c/o Exhibition: Exhibitor Name: Hall/ Stand No:

5. Equipment and Manpower

Forklift/EPT up to 2.5 to with driver	per beg. . hr - min. 1hr	€	89.50
Forklift up to 5.0 to with driver	per beg. . hr - min. 1hr		on request
Worker/ Labourer	per beg. hour - min. 3 hrs	€	74.50
Pallet Truck	per day	€	92.-

6. Storage of empty and full packing material

Handling of empties	per piece / per started cbm (min. 3 cbm)	€	68.50
Handling of full goods per piece / per started cbm (min. 3 cbm)	per piece / per started cbm (min. 3 cbm)	€	88.25

7. Excluding

Administration / File Fee		€	39.-
Overtime Surcharge Mo - Fr / 16h00 - 08h00		%	50
Saturday Surcharge		%	50
Sunday / Public Holiday Surcharge		%	100
Late arrival / pre alert surcharge / Arrivals after deadline		%	30
Transports to / from fairground			on request
Transports to / from Brussels airport / Antwerp seaport			on request
Standard Insurance	per way	€	20.-

Contact us! We are looking forward to work with you on this project and realize a logistics package tailored to your needs.

And certainly, during your project roll-out we guarantee you an on-site delegation that will accompany your move-in and move-out!

Deliveries at A Room with a ZOO

LOADING DOCK

ADDRESS

Carnotstraat 12
2060 Antwerp
België
+32 492 25 01 25

Important information

- There is no parking possibility in the Carnotstraat.
- The loading dock is only available for (un)loading, parking is not possible.
- Trucks/buses can park at
 - Parking Metropolis/Decathlon (tram 1 & 6)
 - Parking Makro (tram 5 & 10)
 - Parking Desguinlei (Wezenberg) (tram 2 & 6)

The loading dock is located at the ground floor and can be reached via the Carnotstraat.

Loading dock	Space for 2 big trucks (max. 18m long) next to each other.
Loading platform	90cm height 2 loading bridges, both d 3m x b 2m
Freight elevator (no people)	b 3m x d 8m x h 4m Direct access to the central hall (Atrium), level -1, 0 en +1 (stage Queen Elisabeth hall)
Other elevators	b 1m x d 1,3m x h 2,2 m Capacity 1 ton Access to other levels <i>Elevator to the Bird rooms (I+2): depending on the materials, the elevators need protection, which means an additional cost</i>



ELISABETH CATERING

BOOTH CATERING

DRINKS

	excl. VAT
Chaudfontaine blue · 25 cl · 1 glass	€ 2,50
Chaudfontaine red · 25 cl · 1 glass	€ 2,50
Soft drink · 20 cl · 1 glass	€ 2,50
Coca-Cola	
Coca-Cola Zero	
Sprite	
Fanta	
Chaudfontaine blue · 1L · 6 glasses	€ 5,50
Chaudfontaine red · 1L · 6 glasses	€ 5,50

ALCOHOLIC DRINKS

	excl. VAT
Pils · Non-alcoholic pils 25cl · 1 glass	€ 3,00
Bottle cava · 75 cl · 6 glasses	€ 28,00
Bottle white house wine · 75 cl · 6 glasses	€ 23,00
Bottle red house wine · 75 cl · 6 glasses	€ 23,00
Bottle Champagne · 75 cl · 6 glasses	€ 45,00

SNACKS

	excl. VAT
Miniwraps · carpaccio · pepper sauce · hamper 40 pcs	€ 92,00
Miniwraps · chermoula · vegetarian mince · marinated cabbage · hamper 40 pcs	€ 92,00
Baguette · 'smos' cheese · 10 cm · hamper 40 pcs	€ 92,00
Mini cereal bread roll · carrot tapenade · gherkin · hamper 40 pcs	€ 92,00
Mini viennoiserie · hamper 135 pcs	€ 80,00
Mini patisserie, personalised with your logo · 200 pcs	€ 350,00
Bowl with candy, Napoleon and Chokotoff · 225 pcs	€ 50,00
Bowl with Celebrations, mini candy bars · 296 pcs	€ 65,00
Apples Granny Smith · bowl 18 pieces	€ 27,00
Strawberries · per 10 trays (seasonal)	€ 35,00
Clementines · crate 3 kg (seasonal)	€ 19,50



Chermoula is a marinade/relish from Algerian, Libyan, Moroccan and Tunisian cuisine, similar to a pesto from Italy. Chermoula is made from lemon, garlic, cumin and fresh herbs such as parsley, coriander and mint.

PRACTICAL INFORMATION

- External catering is not allowed in the Elisabeth Center Antwerp..
- Catering for consumption at the exhibition booth can be ordered for exhibitors and delegates..
- Bread rolls and wraps are presented on a tea stand with paper napkins.
- The order is delivered at the booth.

CHERISHING NATURE

