



# Gastro intestinal

**C A N C E R**

**28 June - 1 July 2006  
Barcelona, Spain**

Organized in partnership with the European  
Society for Medical Oncology 

# **SATELLITE SYMPOSIUM MANUAL**

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### **CCIB REGULATIONS**

Please return to the Congress Website at [www.worldgicancer.com](http://www.worldgicancer.com) and click on “CCIB Regulations” for regulations particular to this convention center.

## **ORDER FORMS**

Please return to the Congress Website at [www.worldgicancer.com](http://www.worldgicancer.com) and click on “**Satellite Order Forms**” to retrieve the following order forms for materials at the CCIB.

- Catering for Symposia
- Internet, Telephone and Fax
- Audio-Visual and Computers
- Hostesses, Waiters and Security Guards
- Cleaning and Plants

## **EXHIBITION MANUAL**

Please return to the Congress Website at [www.worldgicancer.com](http://www.worldgicancer.com) and click on “**EXHIBITION MANUAL**” for information about the Exhibiton Regulations

## 8<sup>th</sup> World Congress on Gastrointestinal Cancer

### Important Dates and Deadlines for Satellite Symposia

Item	Due Date	Submit To
Abstract Submission Deadline	<b>24 February 2006</b>	Imedex
Satellite Symposia Draft Agenda Deadline	<b>31 March 2006</b>	Imedex
Company Information for Pocket Program	<b>13 April 2006</b>	Imedex
Advertisement Deadline for Final Program Book and Pocket Program	<b>13 April 2006</b>	Imedex
Ancillary Events Proposal	<b>28 April 2006</b>	Imedex
Application Deadline for Ancillary or Concurrent Meetings	<b>1 May 2006</b>	Imedex
Satellite Symposia Final Agenda Deadline	<b>15 May 2006</b>	Imedex
Last Day to Reserve Space in the Congress Delegate Bag for an Insert	<b>15 May 2006</b>	Imedex
Sample Inserts for Congress Bags Due for approval	<b>22 May 2006</b>	Imedex
Satellite Symposia Staff Registration Form	<b>22 May 2006</b>	Imedex
Sponsor Complimentary Full Registration Form	<b>22 May 2006</b>	Imedex
Satellite Symposia Food & Beverage and Additional Equipment Orders	<b>22 May 2006</b>	Viajes Iberia
Notification of Shipping and Materials Arrival	<b>29 May 2006</b>	Viajes Iberia
Delegate Bag Inserts Received by RESA in Barcelona– must ship separately from exhibition items and label as Delegate Bag Inserts	<b>19 June 2006</b>	
All Other Items Received by RESA in Barcelona – Last Day	<b>19 June 2006</b>	

# 8<sup>th</sup> World Congress on Gastrointestinal Cancer

## Key Contact Information

### Congress Location - CCIB

(Centre de Convencions Internacional de Barcelona)  
Rambla de Prim 1-17  
08019 Barcelona, Spain  
Tel.: + 34 93 278 0763  
Fax: + 34 93 278 0764  
Website: [www.ccib.es](http://www.ccib.es)

### Satellite Symposia Management

Viajes Iberia Congresos  
Fontanella 21-23, 4<sup>o</sup> 1<sup>a</sup>  
08010 Barcelona, Spain  
Tel.: +34 93 510 1005  
Fax: +34 93 510 1009  
E-mail: [congresos.barcelona@viajesiberia.com](mailto:congresos.barcelona@viajesiberia.com)  
Website: [www.viajesiberiacongresos.com](http://www.viajesiberiacongresos.com)  
Contact: Ms. Elena Martin

### Congress Secretariat

Imedex<sup>®</sup>, Inc.  
4325 Alexander Drive  
Alpharetta, Georgia 30022 USA  
Tel.: +1 (770) 751 7332  
Fax: +1 (770) 751 7334  
Email: [meetings@imedex.com](mailto:meetings@imedex.com)  
Website: [www.worldgicancer.com](http://www.worldgicancer.com)  
Contact: Mr. Mark Althoff

### Shipping Supplier

RESA Internacional Events, SL  
C/Botánica, 62 – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
P.O. Box: Apartado de Correos 2045  
08908 – Hospitalet  
Barcelona, Spain  
Tel.: + 34 93 233 4745/ 4744/ 4743  
Fax: + 34 93 263 1894  
E-mail: [edemiguel@resainternacional.com](mailto:edemiguel@resainternacional.com)  
Contact: Ms. Elisa de Miguel

### Housing Management

Viajes Iberia Congresos  
Fontanella 21-23, 4<sup>o</sup> 1<sup>a</sup>  
08010 Barcelona, Spain  
Tel.: +34 93 510 1005  
Fax: +34 93 510 1009  
E-mail: [congresos.barcelona@viajesiberia.com](mailto:congresos.barcelona@viajesiberia.com)  
Website: [www.viajesiberiacongresos.com](http://www.viajesiberiacongresos.com)  
Contact: Ms. Elena Martin

## **Advertising Specifications for A4-sized Program Books**

### **Preferred methods:**

1) A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) A4 size advertisement negative, right reading, emulsion down, 4 color process film, a disk or, Mac based media containing the original artwork and fonts (not in QuarkXPress Passport).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Program Book ads are likely to have a gripper edge of .25" at all sides due to production technique.

3) Deadline for Ads: 13 April 2006

## **Advertising Specifications for ½ A4-sized Pocket Program**

### **Preferred methods:**

1) ½ A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) ½ A4 size advertisement negative, portrait orientation, right reading, emulsion down, 4 color process film, or a disk containing the original artwork and fonts (not in QuarkXPress Passport, or Mac based media).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Pocket Program ads are likely to have a gripper edge of .25" at all sides due to production technique.

## **DEADLINE FOR ADVERTISEMENTS: 13 APRIL 2006**

Imedex<sup>®</sup>, Inc.  
4325 Alexander Drive  
Alpharetta, GA 30022  
+1 (770) 751 7332  
+1 (770) 751 7334 Fax  
Contact: Mark Althoff  
Email: m.althoff@imedex.com

# 8<sup>th</sup> World Congress on Gastrointestinal Cancer

## Guidelines for Commercial Sponsored Satellite Symposia

Sponsors at the Platinum, Gold, Silver and Bronze levels of support are invited to hold industry sponsored Satellite Symposia during designated timeslots for an additional fee. Timeslots and meetings rooms are assigned by Imedex based on level of support and by the date the symposium timeslot was requested and confirmed.

### 1. Confirming a Satellite Symposium Time Slot and Location

Sponsor contract for Platinum, Gold, Silver or Bronze level support must be signed by the sponsoring company's representative.

Imedex will assign Satellite Symposia space and reserves the right to change the location of the satellite symposium space at any time.

### 2. Unapproved Therapies

Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor is Imedex supporting those products or services for their sole promotion at the 8<sup>th</sup> World Congress on Gastrointestinal Cancer. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and Imedex bears no responsibility in case of a complaint based on such laws.

The content of the symposia must be non-commercial and offer objectivity in the presentation. It is the responsibility of the sponsor and organizer to ensure that proper disclosure is provided to the audience regarding any industry-related financial ties of the faculty and any off-label uses of products discussed.

### 3. Satellite Program Approval

The scientific programs of all Satellite Symposia must be submitted to Imedex for approval by the Congress Scientific Committee to avoid overlap with the official scientific program. A preliminary draft agenda is due to Imedex by 31 March 2006 and should be sent to Mark Althoff at [m.althoff@imedex.com](mailto:m.althoff@imedex.com). The preliminary draft agenda should include the title of the satellite symposium, chair(s), speakers and the titles of all presentations. The results of the review will be announced approximately 2 weeks after receipt of the agenda.

If modifications are required, the sponsoring company must inform Imedex of their agreement and submit a modified program. Approval will be issued within two weeks of receipt of the modified program.

Invitations to potential faculty and chairs for any Satellite Symposia can only be issued after approval of the program by the Scientific Committee.

Significant changes made to the program will result in reevaluation by the Scientific Committee.

The final, approved program should be sent to Mark Althoff at Imedex at [m.althoff@imedex.com](mailto:m.althoff@imedex.com) by 15 May 2006, for publication in the Congress Program Book.

It is not required that your symposium be accredited. The 8<sup>th</sup> World Congress on Gastrointestinal Cancer has been submitted to the UEMS/ EACCME and ESMO for accreditation. Should you wish to submit your scientific agenda for review and accreditation by these bodies please consult the following websites for details: [www.eaccme.be](http://www.eaccme.be) and [www.esmo.org](http://www.esmo.org).

#### **4. Satellite Speaker Guidelines**

All speaker expenses (including travel, honoraria and accommodation) are the responsibility of the sponsoring company, regardless of the speaker's role in the 8<sup>th</sup> World Congress on Gastrointestinal Cancer scientific program. Imedex must be informed of what speaker expenses are being covered by each sponsoring company.

For speakers who have no role in the 8<sup>th</sup> World Congress on Gastrointestinal Cancer, the sponsoring company must also provide Congress Registration.

Although Imedex understands that some of the 8<sup>th</sup> World Congress on Gastrointestinal Cancer scientific program speakers may have committed to participating in an industry sponsored satellite symposium, please be aware that policy does not permit speakers to repeat lectures given during industry sponsored Satellite Symposia. Speakers who are giving talks during the 8<sup>th</sup> World Congress on Gastrointestinal Cancer Scientific program must be sure that this presentation contains new material.

Invitations to potential faculty and chairs for any Satellite Symposia can only be issued after approval of the program by the Scientific Committee.

#### **5. Admission to Satellite Symposia**

Admission to the Satellite Symposia Area, Level 1, is open to all exhibitors and attendees with Congress Badges. Special badges with access only to the Satellite Area will be available for symposium staff and vendors at the congress registration desk.

#### **6. Audiovisual Equipment and Room Specifications for Satellite Symposia**

The following audiovisual equipment is included in the rooms at the CCIB for each Satellite Symposia:

- (1) Video data projector
- (1) Screen
- Inhouse sound system with ability to handle 2 microphones

**Any additional items and technical staff must be ordered through Viajes Iberia Congresos by 22 May 2006** (see order forms), and will incur additional costs to the sponsor.

Please contact Mark Althoff at [m.althoff@imedex.com](mailto:m.althoff@imedex.com) at Imedex should you wish your symposia recorded for a web capture to be posted on [www.worldgicancer.com](http://www.worldgicancer.com).

#### **7. Signage Limitations**

No more than four (4) signs may be placed in the general areas of the congress no earlier than five (5) hours before the satellite is to begin. Only two (2) signs can be placed in the CCIB foyer on level 0. No signage may be placed in the exhibit hall except within the physical limits of the sponsor's booth. No signs may be placed outside the CCIB or in the hotel lobbies. Signs may not be larger than 1 meter wide by 2 meters tall.

All satellites are listed in the congress agenda section of the program book and satellite agendas will be listed in the satellite agenda section of the program book.

#### **8. Room Set and Food Service**

All food and beverage is at the expense of the sponsor. Sponsors for Luncheon Satellite Symposia must guarantee food and beverage quantities equal to or greater than the number of seats for which the room is set. *For example, if you have a room set for 500 people, you must guarantee food and beverage for at least 500 people.*

The standard room set for Luncheon Satellite Symposia is banquet style with a head-table (with 4 chairs) and standing lectern set on a raised platform in the front of the room. If a company sponsoring a satellite symposium chooses to change the room setup, and the CCIB is able to accommodate this request, the company must pay any costs associated with the change and costs associated with the reset of the room after their satellite is completed.

Food items served in the Exhibition Hall, Satellite Symposia and in the hospitality suites must be purchased through Viajes Iberia Congresos by 22 May 2006. Please note that there is no increase over the CCIB prices for any items ordered through Viajes Iberia Congresos.

**9. Black out times for Ancillary or Concurrent Meetings**

Ancillary or concurrent activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the 8<sup>th</sup> World Congress on Gastrointestinal Cancer must be approved by Imedex. Clear identification of the organizer, the purpose, the targeted participants, and the full program must be submitted by 1 May 2006 for approval.

<b>Black Out Times for Ancillary or Concurrent Meetings</b>			
<b>Wednesday 28 June</b>	<b>Thursday 29 June</b>	<b>Friday 30 June</b>	<b>Saturday 1 July</b>
15:00 to 19:00	8:00 to 19:30	8:00 to 19:35	8:00 to 17:00

**8<sup>th</sup> World Congress on Gastrointestinal Cancer  
28 June – 1 July 2006, Barcelona, Spain**

**Sponsored Satellite Symposia Schedule as of 6 March 2006**  
*(Times and room assignments are subject to change based on the scientific agenda)*

**Satellite Symposia Scientific Programs may not exceed 75 minutes in length**

<u>Date/Time/Item</u>	<u>Sponsor</u>	<u>Location</u>	<u>Time Room is Available</u>	<u>Time Out of Room</u>
<b><u>Thursday, 29 June</u></b>				
<b>Lunch Satellites</b>				
12:45 – 14:15	Merck KGaA	TBD	9:30	16:00
12:45 – 14:15	Pfizer	TBD	9:30	16:00
12:45 – 14:15	<i>Available</i>	TBD	9:30	16:00
<b>Non-competing Satellite</b>				
18:40 – 20:10	sanofi-aventis	TBD	16:00	22:00
<b><u>Friday, 30 June</u></b>				
<b>Lunch Satellites</b>				
13:15 – 14:45	F. Hoffmann-La Roche	TBD	9:30	16:00
13:15 – 14:45	<i>Available</i>	TBD	9:30	16:00
13:15 – 14:45	sanofi-aventis	TBD	9:30	16:00
<b>Non-competing Satellite</b>				
18:15 – 19:45	F. Hoffmann-La Roche	TBD	16:00	22:00
<b><u>Saturday, 1 July</u></b>				
<b>Lunch Satellites</b>				
12:45 – 14:15	European School of Oncology	TBD	9:30	16:00
12:45 – 14:15	<i>Available</i>	TBD	9:30	16:00
12:45 – 14:15	<i>Available</i>	TBD	9:30	16:00

## **Congress Rules, Regulations and Conditions**

*Please also see CCIB Rules and Regulations on the Congress website*

### **1. Hanging Banners and Posters and Respecting the Installations**

The placing of posters, banners, stickers or similar items, on the walls, floors, ceilings or columns inside or outside the CCIB is strictly prohibited. Applications for hanging posters or banners, or the items mentioned above, can be made to Viajes Iberia Congresos and will be considered.

Furthermore, the décor of the CCIB and any of the items rented within the building must be respected at all times, without adding to, moving or hiding anything present.

### **2. Health and Safety Legislation**

Imedex and all exhibitors upon entering the premises agree to adopt all measures of safety and control established by the Municipal Government of Barcelona and by the management of the CCIB.

Imedex and all exhibitors, upon entering the premises, agree to observe the norms in force on safety, particularly in regard to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the Exhibition.

The exhibitor formally declares that his/her staff are insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the CCIB any possible claim or involvement in these matters.

Neither Imedex nor the CCIB will be responsible for any item or material that has not been removed once the event is finished.

The construction of stands using construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is strictly prohibited.

### **3. Noise**

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb the rest of the exhibitors or other areas of the CCIB.

## Other Regulations and Conditions:

**1. Definitions** - In the following regulations and conditions, the term 'Sponsor' describes any company or organization that has made a successful application for Satellite Symposia space allocation in the technical exhibition to be organized in the framework of the 8<sup>th</sup> World Congress on Gastrointestinal Cancer, or any agent or representative acting on behalf of the sponsor. The term 'Secretariat' relates to Imedex.

**2. Legal Condition** - The application for Satellite Symposia space is legally binding on the Sponsor pending its acceptance in writing by the Secretariat.

**3. Location** - The Satellite Symposia will be held at the CCIB, the Congress venue.

**4. Amendment of the Schedule** - While every effort is made to preserve the published schedule of the Satellite Symposia, the Secretariat shall be entitled to vary the times and/or layout if it is believed by the organization to be in the best interest of the Congress. The Sponsor shall have no claim against the Secretariat in respect of any change of times or layout.

**5. Postponement or Abandonment** - The Secretariat reserves the right to postpone the Congress including the Satellite Symposia, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Satellite Symposia, the Secretariat will not be held liable for expenses incurred other than the cost of holding a satellite symposium.

**6. Bankruptcy or Liquidation** - In case the Sponsor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the Secretariat shall be at liberty to terminate immediately the contract with the sponsor, to cancel the allocation of Satellite Symposia space to the Sponsor and to forfeit all sums paid by the Sponsor.

**7. Security and Insurance** - Neither the Secretariat nor its contractors shall be responsible for the safety of any Satellite Symposia materials or other property of the Sponsor or of any person, or for the loss, damage or destruction by theft or fire or from any other cause to such Satellite Symposia materials or other property, or for loss, damage or injury sustained by any Satellite Symposia materials or any other persons. The Sponsor shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the Sponsor, his staff, agent or personnel hired on a temporary basis to staff the Satellite Symposia stand. As the Secretariat and its contractors will accept no responsibility for any of the foregoing matters, the Sponsor should affect his own insurance against any risk of loss, damage, injury or liability. Evidence that such an insurance has been obtained should be sent to Viajes Iberia not later than 1 March 2006.

**8. Room Decoration** - Under no circumstances may the Sponsor increase the Satellite Symposia space beyond the room(s) that has been allocated. Any damage caused by their acts of negligence will be the responsibility of the sponsor, who will be required to indemnify the Secretariat and its contractors against any claim arising from such damage. No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the CCIB. Any fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization.

**9. Advertising** - All printed matter or advertisements of any kind, including information on display or intended for distribution on or outside the premises of the Congress Center is strictly limited to the Sponsor's stand or the space hired by the Sponsor. Failure to observe this procedure, in particular regarding distribution of promotional documents in the vicinity of entrances or exits or without the written permission of the Secretariat, shall render the sponsor liable to an advertising fee of up to 25% of the total exhibit space cost. Exhibiting companies are to comply with all national and international rules and regulations related to advertising and promotion of products and services as part of their Satellite Symposia.

**10. Disposal of Waste** - It is the responsibility of the Sponsor to ensure that all debris and waste material including boxes for packaging arising from preparing for the Satellite Symposia are completely removed from the Satellite Symposia area prior to the opening of the Satellite Symposia. Failure to comply with this procedure shall render the Sponsor liable for the cost of clearance by the Secretariat or its contractor.

**11. Special Hazards** - Any Satellite Symposium which may be regarded as constituting a special risk or hazard must notify the Secretariat as soon as possible and not later than 24 March 2006. The sponsor must at his own expense comply with any conditions or safety precautions the Secretariat, venue licensor or local authorities may impose.

**12. Health and Safety at Work** - It is the responsibility of the Sponsor to ensure that his/her employees, Satellite Symposia organizers and staff and temporary staff comply with the latest legislation regarding health and safety at work.

**13. Storage** - If you require storage during the Satellite Symposia please contact Viajes Iberia Congresos. An additional charge will apply.

# Shipping/Delivery Information



Resa Internacional Events, SL  
C/Botánica, 62 – Entrada de Mercancías  
Recinto Ferial Gran Vía M2  
P.O. Box: Apartado de Correos 2045  
08908 – Hospitalet  
Barcelona, Spain

Tel: + 34 93 233-4745 / -4744 / -4743  
Fax: + 34 93 2631894  
E-mail: edemiguel@resainternacional.com

## GI 2006 BARCELONA SHIPPING INSTRUCTIONS

Dear Exhibitor,

We kindly ask you to read carefully this important information concerning logistics at the CCIB and Spanish customs regulations, in order to avoid any delays on the handling and transport of your goods:

### 1) Contact Details:

Elisa de Miguel  
Tel.: (+34 93) 233 4758  
Fax: (+34 93) 263 1894  
E-mail: edemiguel@resainternacional.com

Pablo Martinez  
Tel.: (+34 93) 233 4745  
Fax: (+34 93) 263 1894  
pmartinez@resainternacional.com

### 2) Services:

Resa offers the following services:

- On site handling and reception of goods
- Rental of equipment
- Manpower supply
- Storage prior and post event
- Handling of empties
- Local collections & deliveries
- Customs formalities
- Worldwide freight forwarding (by air, sea and/or road)
- Packing services
- Insurance

For further services not specified above, please kindly contact us, we will be glad to assist you.



### 3) Consignment Instructions:

We will require to be notified of all the shipments (delegate bag inserts, promotional material and/or stand fittings) for this show by Monday 12 June 2006.

#### 3.1) Exhibition materials / Advanced warehouse:

Please consign all exhibition materials to the following address:

RESA TREBIG HANDLING  
GI 2006 / Name of Exhibitor  
C/Atlántic 107-109  
Zona de Actividades Logísticas  
08040 – Barcelona, Spain

**Important: Kindly note that all the delegate bag inserts must be labelled as follows:**

**RESA TREBIG HANDLING  
C/Atlántic 107-109  
Zona de Actividades Logísticas  
08040 – Barcelona, Spain**

**FAO: ELISA DE MIGUEL  
GI CANCER CONGRESS 2006  
DELEGATE BAG INSERTS / SPONSOR: XXXXX  
TOTAL NO OF PIECES: XX  
PIECE NUMBER: XX OF XX**

#### 3.2) Stand building material / Direct truck deliveries to CCIB:

**Direct deliveries/collections to/from the venue are only accepted during show build up and break down days, from 26 to 27 June 2006 and 1 July 2006, Please consign shipments arriving outside these dates to our Advanced Warehouse (point nr. 3.1):**

CCIB / RESA  
Ronda Litoral / Salida 24  
Access - Parking Centro Comercial  
/ Parking CCIB  
08020 - Barcelona, Spain

Ref: Name of exhibitor / Stand nr.

Access of big trucks and trailers to offloading area is restricted due the limitation of space, please send us preadvice with arrival date & time and we will confirm your offloading booking time.



### 3.3) Airfreight / seafreight shipments:

Consign to: RESA  
C/Botánica, 62 – Entrada de Mercancías  
Recinto Ferial Gran Vía M2  
08908 – Hospitalet  
Barcelona, Spain

Notify to: GI 2006 / Name of exhibitor / Stand Nr.

Important: Please send always shipments on conditions “prepaid”, that means with all transport charges paid up to destination. Shipments arriving with conditions “unpaid” (transport charges to be paid at destination), will be refused, unless we are given clear instructions by the exhibitor to pay the transport charges on his behalf (a 10% prepayment fee will be charged for this service).

## 4) Customs documents / regulations (for shipments outside the EU):

### 4.1) Definitive entries: Promotional materials to be consumed during the show.

- Invoices for permanent import must be addressed to: RESA  
C/Botánica, 62 – Entrada de Mercancías  
Recinto Ferial Gran Vía M2  
08908 – Hospitalet  
Barcelona, Spain
- Ref: GI 2006 / Name of exhibitor / Stand Nr.

Only consumable materials such as brochures, giveaways, and other promotional materials can be cleared on definitive basis. Please state full description of items with values, nr. units, total weight and total nr. of boxes.

Please state on the invoice: “Samples not for sale, value for statistical purposes”

### 4.2) Temporary entries: Goods returning to origin after the show.

The CCIB does not have a free bond status; therefore we strongly recommend the use of ATA Carnet. With this document you will save extra costs and delays on the delivery of your items to the stand.

On the ATA carnet Resa Internacional must be shown as authorized representative (field nr. 3).

Please avoid the use of proforma invoice for temporary imports



#### 4.3) Arrival deadlines

Airfreight shipments:	5 working days before requested delivery date
Seafreight shipments:	5 working days before requested delivery date
Roadfreight shipments:	3 working days before requested delivery date

Pre-advises must be sent via fax or e-mail with full documentation 3 days before arrival of the cargo to Barcelona.

#### 5) Agents network

Our recommended agent in your country is specialized on exhibition freight forwarding and will be able to assist you on the preparation of your shipment. Our agent will give you a professional advice and will offer you an all-in package covering all the steps until your items are returned back to origin. A list of our agents worldwide is available on request.

#### 6) Payment of services:

Delivery/collection charges to/from the exhibition area, storage of your empty boxes during the event or any other service rendered by Resa on your behalf is not included on the exhibitor's stand fees, and will be paid directly to Resa or to our nominated agent in your country.

If no prior arrangements are in place, invoices should be settled prior to booth delivery for the inbound movement, and before departure of goods for the outbound movement. We accept Mastercard, VISA and American Express credit cards. Bank transfers shall be sent to the following account nr:

BANC SABADELL  
Avenida Madrid, 188  
08028 Barcelona, Spain

Account: 0081 0557 1900 0102 9711

IBAN: ES17 0081 0557 1900 0102 9711

SWFIT: BSABESBB



C/Botánica 62 - Entrada de Mercancías  
 Recinto Ferial Gran Via M2  
 P.O.Box: Apartado de correos 2045  
 08908 - Hospitalet  
 Barcelona, Spain

**FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM**

Please fax or e-mail this form to Elisa de Miguel of RESA INTL on +3493 2631894 or edemiguel@resainternacional.com

**NAME OF EVENT / SHOW:**      **GI 2006 BARCELONA**

**EXHIBITOR DETAILS**

<b>Exhibitor Name:</b>		
<b>Address:</b>		
<b>ZIP Code:</b>	<b>Country:</b>	
<b>VAT Nr.(only for European companies):</b>		
<b>Tel.:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Hall nº at Exhibition:</b>	<b>Stand nº:</b>	
<b>Contact person on stand:</b>	<b>Cell Phone nº:</b>	

**SERVICE OPTIONS** (Please tick which of the below services you require)

<p><b>1. DOOR TO DOOR SERVICE</b>          Resa's nominated agent in your country will arrange pick up from your domicile and deliver through to stand. If you choose this option you'll get complete contact details of our agent.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>2. FROM ARRIVAL AIRPORT / PORT TO STAND.</b>          Your own freight forwarder will get the goods to Barcelona airport or port and we will arrange Customs clearance, transport to showsite and delivery to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p><b>3. FROM ADVANCE WHSE TO STAND</b>          Your own freight forwarder/courier company will deliver to advance warehouse, already customs cleared. We will transport to showsite and deliver to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>4. ON-SITE UNLOADING ONLY</b>          You will make your own arrangements to get the goods to the showsite, we will unload direct from your vehicle to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p><b>5. EMPTY CASE STORAGE</b>          Please tick if you'll have empty boxes, crates or other packing material to be stored during the event in order to be used for the return shipment.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p><b>6. OTHER SPECIFIC REQUIREMENTS</b>          Please specify:</p> <p style="text-align: right;"><input type="checkbox"/></p>

**APROXIMATE SHIPMENT DETAILS** (To be completed if using options 2,3 or 4 only)

<b>Name of own Freight Forwarder:</b>	<b>Tel.:</b>
<b>Estimated Date Goods due to arrive Airport/Port/Advanced Warehouse/Showsite:</b>	
<b>Nº.of pieces/Trucks:</b>	<b>Weight: kgs Type of goods:</b>
<b>Value:</b>	<b>Dimensions:</b>
<b>Date Goods required on stand:</b>	<b>Aprox.Time:</b>

Please note: All services received from Resa International Events SL will be invoiced directly after the event if prior arrangements are not in place. Each Exhibitor is individually responsible for payment of all items/services requested on this form. All accounts must be settled before delivery to the venue for inbound movement, and before departure of goods for the outbound movement. We accept VISA, Mastercard and American Express credit cards. Bank transfers should be sent to following account number: BANC SABADELL, Avenida Madrid, 188 / 08028 Barcelona, Spain 0081 0557 10 0001005101/ SWIFT: BSABESBB / IBAN : ES17 0081 0557 10 0001005101



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## FORWARDING TARIFF CCIB BARCELONA 2006

### 1) From arrived to CCIB up to free delivered on booth:

#### 1.2) Exhibition material:

- Offloading and direct delivery from truck to booth: 15,00 € /m3
- Minimum/shipment 95,00 €
  
- Reception & delivery of small shipments (up to 50.-Kg): 50,00 € /shipment

#### 1.2) Standbuilding material:

- Please see point 4, rental of equipment

### 2) From Resa warehouse up to free delivered on booth:

- Offloading, intermediate storage and delivery to booth: 45,00 € /m3  
(minimum 3 cbm)

**3) Free out & transfer from Airport up to booth (excluded airline / storage charges, agent fees):**

up to 100 Kg (minimum):	135,00 €
each additional 100 Kg:	18,00 € /100.-Kg

1 Cbm = 300 Kg

Express deliveries with dedicated vehicle are not included, and will be charged according to the volume / weight of goods.

**4) Rental of lift equipment /Labors for standbuilding material / works on stand:**

Forklift 3 tons (min. 2 hours):	70,00 € /hour
Forklift 4 tons (min. 2 hours):	75,00 € /hour
Forklift 5 tons (min. 2 hours):	97,00 € /hour
Handlift (min. 2 hours):	18,00 € /hour
Worker (min. 4 hours):	25,00 € /hour
Packer / Foreman (min. 4 hours):	40,00 € /hour

*Other equipments available on request*

**5) Storage:**

6.1) Empties:

Collection, storage and re-delivery of empties: (minimum 3 cbm)	38,00 € /cbm
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6.2) Full goods:

Collection, storage and re-delivery of goods: (minimum 3 cbm)	50,00 € /cbm
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**6) Customs Formalities:**

6.1) Temporary clearance (samples for exhibition):

- ATA Carnet:

ATA Carnet Import Clearance:	135,00 €
ATA Carnet Export Clearance:	135,00 €

- Proforma Invoice:

Temporary import clearance:	175,00 €
Re-export clearance:	175,00 €

Customs bond fee:	2 % of value
	150,00 € minimum

This show does not have free bond status, we strongly recommend the use of ATA Carnet for temporary entries

**6.2) Definitive Clearance (consumables such as brochures, giveaways):**

Up to 12.000 €:	155,00 € /entry
Up to 18.000 €:	265,00 € /entry
Up to 24.000 €:	280,00 € /entry
Up to 36.000 €:	350,00 € /entry

Duties, Taxes & Customs Inspections excluded, will be debited according to official outlay + 10% advanced payment fee (minimum charge 30,00.-€.)

**7) Additional:**

Service fee for shipment, for inbound / outbound:	45,00 € /each way
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**8) Surcharges to be applied on sections nr. 1), 2), 3), 4), 5):**

Overtime (18:00 – 20:00h):	25%
Overtime (20:00 – 08:00h):	50%
Saturdays:	75%
Sundays/Public Holidays:	100%

**9) Return charges:**

Same as points 1), 2), 3), 4), 5), 7), 8), 9)

Excluded:

- VAT
- Insurance
- Any other service required

## 8<sup>th</sup> World Conference on Gastrointestinal Cancer

### Satellite Symposia Staff Registration

Please use this form to secure badges for staff that will have access only to the Satellite Symposia area of the CCIB (hostess, AV staff, organizers). These badges will not have access to any scientific session or the Exhibition Area.

First/Given Name	Last/Family Name	City	Country

The following section must be completed:

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Title of Satellite

---

Date and Time of Satellite

---

Contact Name

---

Company Name

---

Mailing Address

---

City/State/Postal Code

Country

---

Telephone

Fax

---

Email

Please return by **22 May 2006** via fax +1(770) 751 7334, attention: Client Relations.

## **Delegate Bag Insert Sample Shipping Label**

In order to assist the RESA and Imedex staff in making sure your delegate bags arrive at the CCIB in time for insertion into the Congress bags, you must include the following labeling on the outside of each item sent which includes any Delegate Bag Inserts. Delegate Bag Inserts must be shipped separately from any exhibition materials.

**The last day to make a reservation for space in the Delegate Bag is 15 May 2006. Sample Inserts are due to Imedex for approval by 22 May 2006.**

***Boxes containing Delegate Bag Inserts must be received by  
RESA in Barcelona by 19 June 2006.***

**8<sup>th</sup> World Congress  
on Gastrointestinal Cancer**

**DELEGATE BAG  
INSERTS**

**(Your Company Name)**