

# 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 “**Support**.” The “CCIB Operations Manual” with regulations particular to this convention center can be found on this page under “CCIB Regulations.”

## **ORDER FORMS**

Please return to the Congress website at [www.worldgicancer.com](http://www.worldgicancer.com) and click on “**Support**.” To retrieve the following order forms for materials at the CCIB please download the pdf “Exhibition Order Forms.”

- Catering for Symposia
- Internet, Telephone and Fax
- Audiovisuals 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 “**Support**” and download the pdf “**EXHIBITION MANUAL**” for information about the exhibition regulations.

**ESMO International Symposium:  
10th World Congress on Gastrointestinal Cancer  
Important Dates and Deadlines for Satellite Symposia**

| <b>Item</b>   | <b>Due Date</b>         | <b>Submit To</b> |
|---|-------------------------|------------------|
| Abstract Submission Deadline  | <b>14 February 2008</b> | Imedex           |
| Certificate of Insurance Due to Viajes Iberia   | <b>13 March 2008</b>    | Viajes Iberia    |
| Satellite Symposia Draft Agenda Deadline  | <b>28 March 2008</b>    | Imedex           |
| Company Information for Pocket Program  | <b>10 April 2008</b>    | Imedex           |
| Advertisement Deadline for Final Program Book and Pocket Program  | <b>10 April 2008</b>    | Imedex           |
| Application Deadline for Ancillary or Concurrent Meetings   | <b>1 May 2008</b>       | Imedex           |
| Satellite Symposia Final Agenda Deadline  | <b>1 May 2008</b>       | Imedex           |
| Last Day to Reserve Space in the Congress Delegate Bag for an Insert  | <b>12 May 2008</b>      | Imedex           |
| Satellite Symposia Food & Beverage and Additional Equipment Orders  | <b>13 May 2008</b>      | Viajes Iberia    |
| Sample Inserts for Congress Bags Due for Approval   | <b>19 May 2008</b>      | Imedex           |
| Satellite Symposia Staff Registration Form  | <b>19 May 2008</b>      | Imedex           |
| Supporter Complimentary Full Registration Form  | <b>19 May 2008</b>      | Imedex           |
| Notification to Viajes Iberia of Shipping and Materials Arrival   | <b>26 May 2008</b>      | Viajes Iberia    |
| Delegate Bag Inserts Received by RESA in Barcelona – must ship separately from exhibition items and label as Delegate Bag Inserts | <b>13 June 2008</b>     |                  |
| All Other Items Received by RESA in Barcelona – Last Day  | <b>13 June 2008</b>     |                  |

# ESMO International Symposium: 10th 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  
Website: [www.ccib.es](http://www.ccib.es)

## Satellite Symposia Management

Viajes Iberia Congresos  
Fontanella 21-23, 4º 1ª  
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®, LLC  
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: Ms. Kelly Jackson

## Shipping Supplier

RESA Internacional Events, SL  
C/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet  
Barcelona, Spain  
Tel.: + 34 93 233 4745/ 4744/ 4743  
Fax: + 34 93 263 1894  
E-mail: [mpastor@resainternacional.com](mailto:mpastor@resainternacional.com)  
Contact: Ms. Marta Pastor

## Housing Management

Viajes Iberia Congresos  
Fontanella 21-23, 4º 1ª  
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

Requirements:

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: 10 April 2008

### DEADLINE FOR ADVERTISEMENTS: 10 APRIL 2008

Please forward all advertisements to:

Ms. Kelly Jackson

Email: [k.jackson@imedex.com](mailto:k.jackson@imedex.com)

## Advertising Specifications for Pocket Program

Requirements:

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: 10 APRIL 2008

Please forward all advertisements to:

Ms. Kelly Jackson

Email: [k.jackson@imedex.com](mailto:k.jackson@imedex.com)

## **SATELLITE SYMPOSIA INFORMATION**

### **ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer Guidelines for Commercial Supported Satellite Symposia**

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

#### **1. Confirming a Satellite Symposium Timeslot and Location**

Support contract for Platinum, Gold, Silver or Bronze level support must be signed by the supporting company's representative and received by Imedex before a time and location will be assigned.

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 ESMO International Symposium: 10th 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.

#### **3. Satellite Agenda Approval**

The scientific agendas 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 28 March 2008 and should be sent to Kelly Jackson at [k.jackson@imedex.com](mailto:k.jackson@imedex.com). This 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 supporting company must inform Imedex of their agreement and submit a modified agenda. 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 agenda by the Congress scientific committee.

Significant changes made to the agenda will require reevaluation by the Congress scientific committee.

The final, approved agenda should be sent to Kelly Jackson at Imedex at [k.jackson@imedex.com](mailto:k.jackson@imedex.com) by 1 May 2008, for publication in the Congress program book.

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

Expenses for speakers not already speaking at the ESMO International Symposium: 10<sup>th</sup> World Congress on Gastrointestinal Cancer (including travel, honoraria and accommodation) are the responsibility of the supporting company. For speakers who are not part of the scientific program for the ESMO International Symposium: 10<sup>th</sup> World Congress on Gastrointestinal Cancer, the supporting company must also provide Congress registration.

Travel and accommodations for speakers already participating in the scientific program of the ESMO International Symposium: 10<sup>th</sup> World Congress on Gastrointestinal Cancer will be covered by the Congress organizer provided they are not asked to arrive early or stay late for industry supported activities, and provided that the event is a sanctioned event. Please refer to [www.worldgicancer.com](http://www.worldgicancer.com) for the scientific agenda and confirmed speakers. The Congress organizer will cover economy class tickets (European faculty) or business class tickets (US faculty), 3 nights hotel (European faculty) and 4 nights hotel (US faculty) at the AC Barcelona, as well as an incidental allowance of \$200. Should commercial supporters wish for their faculty to stay at an alternative hotel the hotel then becomes the expense of the commercial supporter.

Although Imedex understands that some of the ESMO International Symposium: 10<sup>th</sup> World Congress on Gastrointestinal Cancer scientific program speakers may have committed to participating in an industry supported satellite symposium, please be aware that policy does not permit speakers to repeat lectures given during industry supported satellite symposia. Speakers who are giving talks during the ESMO International Symposium: 10<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, satellite supporters, 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
- In house sound system with ability to handle 2 microphones

**All meeting rooms are setup in banquet style round tables + chairs, with a head-table (with 4 chairs) on a platform.** All staging costs are the responsibility of the symposium organizer. If a company supporting 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 with the reset of the room after their satellite is completed.

**Please contact Viajes Iberia Congresos directly by 13 May 2008 for any additional services.**

Additional services will incur additional costs to the supporter.

Please contact Kelly Jackson at Imedex at [k.jackson@imedex.com](mailto:k.jackson@imedex.com) should you wish your symposia recorded for a web capture and be posted on [www.worldgicancer.com](http://www.worldgicancer.com). There is an additional fee for this service.

## 7. Signage Limitations

No more than ten (10) signs may be placed in the general areas of the Congress no earlier than five (5) hours before the satellite is to begin. Only eight (8) signs can be placed in the CCIB foyer on level zero: two at each escalator and two at each door. No signage may be placed in the exhibit hall except within the physical limits of the supporter'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. Additional signs, outside of these guidelines, will be removed by the organizer.

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 if received by 1 May 2008.

All signs must contain the phrase "Held in conjunction with the ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer."

## 8. Room Setup and Food Service

All food and beverage is at the expense of the supporter. Supporters 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 700 people, you must guarantee food and beverage for at least 700 people.

The standard room set for luncheon satellite symposia is banquet with a head-table (with 4 chairs) on a platform. All staging costs are the responsibility of the symposium organizer. If a company supporting 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, in the satellite symposia and in the hospitality suites must be purchased through Viajes Iberia Congresos by 13 May 2008. 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 ESMO International Symposium: 10th 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 2008 for approval.

| <b>Black Out Times for Ancillary or Concurrent Meetings</b> |                         |                       |                         |
|---|-------------------------|-----------------------|-------------------------|
| <b>Wednesday 25 June</b>                                    | <b>Thursday 26 June</b> | <b>Friday 27 June</b> | <b>Saturday 28 June</b> |
| 15:00 to 19:00  | 8:00 to 21:00           | 8:00 to 20:45         | 8:00 to 17:00           |

## 10. Delegate Bag inserts

Supporters are allowed one delegate bag insert per symposium. The material may not be larger than A4-format and not heavier than 30 grams per piece. If an additional item is placed in the delegate bag the cost is €5,000 per item.

Symposium supporters must reserve a place in the delegate bag by 12 May 2008 and must submit a sample of the material for authorization of format and content to Imedex by 19 May 2008. Please contact Imedex for availability and pricing.

The deadline, quantity and shipping instructions must be strictly followed, including the use of the delegate bag insert shipping label on page 25. Material not related to activities taking place during the ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer will not be authorized.

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 labeling on page 25 on the outside of each item sent, which includes any delegate bag inserts delegate bag inserts must be shipped separately from any exhibition materials.

**11. Printed Materials for Symposia**

All printed materials for a symposium including signs, delegate bag inserts and materials to be handed out during the meeting must contain the statement “Held in conjunction with the ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer.”

**ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer  
25 – 28 June 2008, Barcelona, Spain**

**Supported Satellite Symposia Schedule  
as of 30 December 2007**

(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>Supporter</u>     | <u>Location</u> | <u>Time Room is Available</u> | <u>Time Out of Room</u> |
|---------------------------------|----------------------|-----------------|-------------------------------|-------------------------|
| <b><u>Thursday, 26 June</u></b> |                      |                 |                               |                         |
| <b>Lunch Satellites</b>         |                      |                 |                               |                         |
| 12:45 – 14:15                   | Pfizer               | 116-117         | 9:30                          | 16:00                   |
| 12:45 – 14:15                   | Sirtex               | 113-115         | 9:30                          | 16:00                   |
| 12:45 – 14:15                   | Bayer                | 111-112         | 9:30                          | 16:00                   |
| <b>Non-competing Satellite</b>  |                      |                 |                               |                         |
| 19:00 – 20:30                   | F. Hoffmann-La Roche | 116-117         | 16:00                         | 22:00                   |
| <b><u>Friday, 27 June</u></b>   |                      |                 |                               |                         |
| <b>Lunch Satellites</b>         |                      |                 |                               |                         |
| 13:15 – 14:45                   | F. Hoffmann-La Roche | 116-117         | 9:30                          | 16:00                   |
| 13:15 – 14:45                   | Merck Serono         | 113-115         | 9:30                          | 16:00                   |
| 13:15 – 14:45                   | Available            | TBD             | 9:30                          | 16:00                   |
| <b>Non-competing Satellite</b>  |                      |                 |                               |                         |
| 18:45 – 20:15                   | sanofi-aventis       | 111-117         | 16:00                         | 22:00                   |
| <b><u>Saturday, 28 June</u></b> |                      |                 |                               |                         |
| <b>Lunch Satellites</b>         |                      |                 |                               |                         |
| 13:15 – 14:45                   | Amgen                | 116-117         | 9:30                          | 16:00                   |
| 13:15 – 14:45                   | ESO                  | 113-115         | 9:30                          | 16:00                   |
| 13:15 – 14:45                   | Available            | TBD             | 9:30                          | 16:00                   |

## **CONGRESS INFORMATION AND REGULATIONS**

### **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 satellite supporters 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 satellite supporters, 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 satellite supporter formally declares that their 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 satellite supporters or other areas of the CCIB.

## **Other Regulations and Conditions:**

### **1. Definitions**

In the following regulations and conditions, the term 'supporter' 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 ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer, or any agent or representative acting on behalf of the supporter. The term 'secretariat' relates to Imedex.

### **2. Legal Condition**

The application for satellite symposia space is legally binding on the supporter 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 supporter 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 supporter 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 supporter, to cancel the allocation of satellite symposia space to the supporter and to forfeit all sums paid by the supporter.

### **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 supporter 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 supporter shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the supporter, 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 supporter 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 13 March 2008.

### **8. Room Decoration**

Under no circumstances may the supporter 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 supporter, 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 supporter's stand or the space hired by the supporter. 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 supporter 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.

All advertisements for a symposium described above must contain the phrase "Held in conjunction with the ESMO International Symposium: 10th World Congress on Gastrointestinal Cancer"

### **10. Disposal of Waste**

It is the responsibility of the supporter 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 supporter 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 7 April 2008. The supporter 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 supporter to ensure that their 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/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet  
Barcelona, Spain

Tel.: + 34 93 233 4745/ 4744/ 4743  
Fax: + 34 93 263 1894

E-mail: mpastor@resainternacional.com  
Contact: Ms. Marta Pastor

### GI 2008 BARCELONA SHIPPING INSTRUCTIONS

Dear Satellite Supporter,

We kindly ask you for 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  
edemiguel@resainternacional.com

Marta Pastor  
Tel.: (+34 93) 233 4748  
Fax: (+34 93) 263 1894  
mpastor@resainternacional.com

#### 2. Services:

Resa offers the following services:

- Onsite 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 and 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 9<sup>th</sup> June 2008.



3.1) Delegate bag inserts.

Please kindly note that all the delegate bag inserts must be labelled as follows:

**RESA Internacional Events, SL  
C/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet  
Barcelona, Spain**

**FAO: MARTA PASTOR**

**EVENT: GI CANCER CONGRESS 2008  
SUPPORTER: XXXXX  
TOTAL NO OF PIECES: XX  
PIECE NUMBER: XX OF XX**

3.2) Direct deliveries to the CCIB venue:

***Direct deliveries/collections to/from the venue are only accepted during show build up and break down days, this is only Monday, 23<sup>rd</sup> June & Saturday, 28<sup>th</sup> June 2008.***

Access of big trucks and trailers to offloading area is restricted due the limitation of space, please send us preadvise with arrival date & time and we will advise you of which access will be available.

Any deliveries/collections arriving out of the show dates will be refused. If your transport is arriving out of these dates please consign it to our advanced warehouse (see below).

3.3) Advanced warehouse shipments:

Consign to: RESA TREBIG HANDLING  
C/ Atlantic 107-109 (ZAL)  
08040 Barcelona, Spain

Notify to: GI 2008 BCN / Name of Satellite Supporter / Stand Nr

3.4) Airfreight / seafreight shipments:

Consign to: RESA Internacional Events, SL  
C/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet  
Barcelona, Spain

Notify to: GI 2008 BCN / Name of Satellite Supporter / 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 Satellite Supporter to pay the transport charges on their behalf (a 10% prepayment fee will be charged for this service).**



## 1. 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 Internacional Events, SL  
C/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet, Barcelona, Spain

Ref: GI 2008 BCN / Name of Satellite Supporter / Stand Nr.

Only consumable commodities 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, total nr. of boxes and the following sentence: "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 Events 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.

## 2. 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.

## 3. 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 Satellite Supporter'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

Account: 0081 0557 1000 0100 5101  
IBAN: ES17 0081 0557 1000 0100 5101  
SWFIT: BSABESBB



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

Please fax or e-mail this form to Marta Pastor of RESA on +3493 2631894 or mpastor@resainternacional.com

**GI CONGRESS 2008 BARCELONA**

**SATELLITE SUPPORTER DETAILS**

|  |                       |                |
|--|-----------------------|----------------|
| <b>Satellite Supporter 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 check which of the below services you require)

|  |   |
|--|---|
| <p><b>1. DOOR TO DOOR SERVICE</b><br/>         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><br/>         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><br/>         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><br/>         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><br/>         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><br/>         Please specify:</p> <p style="text-align: right;"><input type="checkbox"/></p>  |

Continued on next page

**APROXIMATE SHIPMENT DETAILS**

(To be completed if using options 2,3 or 4 only)

|   |
|---|
| <b>Name/Address 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><br><b>Weight:</b> kgs<br><b>Type of goods:</b>         |
| <b>Value:</b><br><b>Dimensions:</b>   |
| <b>Date Goods required on stand:</b><br><b>Aprox. Time:</b>                         |

Please note: All services received from Resa Expo Logistic will be invoiced directly after the event if prior arrangements are not in place. Each Satellite Supporter 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 Epxress credit cards. Bank transfers should be sent to following account number: BANC SABADELL, Avenida Madrid, 188 / 08028 Barcelona 0081 0557 19 0001029711 / SWIFT: BSABESBB / IBAN : ES17 0081 0557 19 0001029711



RESA Internacional Events, SL  
C/Ciencias s/n – Entrada de Mercancías  
Recinto Ferial Gran Via M2  
08908 – Hospitalet  
Barcelona, Spain

Tel.: + 34 93 233 4745/ 4744/ 4743  
Fax: + 34 93 263 1894

E-mail: mpastor@resainternacional.com  
Contact: Ms. Marta Pastor

## FORWARDING TARIFF CCIB 2008 BARCELONA

The following rates apply for shows held at at the CCIB venue during year 2008 unless other agreements with appointed forwarders or organizers apply, please kindly check with us for confirmation.

### From arrived to CCIB up to delivered on booth:

- 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

### From Resa warehouse up to delivered on booth:

- Offloading, intermediate storage and delivery to booth: 45,00 € /m3  
(minimum 3 cbm)
  
- Reception & delivery of small shipments (up to 50.-Kg): 50,00 € /shipment

Express deliveries with dedicated vehicle are not included and will be charged according to the volume / weight of goods (shipments arriving from last build up day onwards will be considered express deliveries).

### Charges from collected at the Airport up to delivered on booth (excluding airline / storage charges, agent fees):

Transfer from airport to booth: 1,25 € /Kg

Minimum 150.-Kg /Shipment

1 Cbm = 167 Kg

Express deliveries with dedicated vehicle are not included, and will be charged according to the volume / weight of goods (shipments arriving from last build up day onwards will be considered express deliveries).



**Rental of lifting equipment and staff, only for works on stand:**

|                                  |                |
|----------------------------------|----------------|
| Forklift 3 tons (min. 2 hours):  | 85,00 € /hour  |
| Forklift 4 tons (min. 2 hours):  | 90,00 € /hour  |
| Forklift 5 tons (min. 2 hours):  | 105,00 € /hour |
| Handlift (min. 2 hours):         | 18,00 € /hour  |
| Worker (min. 4 hours):           | 27,00 € /hour  |
| Packer / Foreman (min. 4 hours): | 40,00 € /hour  |

Other equipments available on request

**Storage:**

5.1) Empties:

|  |              |
|--|--------------|
| Collection, storage and re-delivery of empties:<br>(minimum 2 cbm) | 40,00 € /cbm |
|--|--------------|

5.2) Full goods:

|  |              |
|--|--------------|
| Collection, storage and re-delivery of goods:<br>(minimum 2 cbm) | 50,00 € /cbm |
|--|--------------|

**Customs Formalities:**

6.1) Temporary clearance (samples for exhibition):

- ATA Carnet:

|                              |          |
|------------------------------|----------|
| ATA Carnet Import Clearance: | 140,00 € |
| ATA Carnet Export Clearance: | 140,00 € |

- Proforma Invoice:

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

|                   |                                    |
|-------------------|------------------------------------|
| Customs bond fee: | 1,5 % of value<br>150,00 € minimum |
|-------------------|------------------------------------|

The CCIB does not have free bond status, we strongly recommend the use of ATA Carnet for temporary imports.



6.2) Definitive Clearance (consumable commodities such as brochures or giveaways):

|                        |                 |
|------------------------|-----------------|
| Import up to 12.000 €: | 135,00 € /entry |
| Up to 18.000 €:        | 255,40 € /entry |
| Up to 24.000 €:        | 280,90 € /entry |
| Up to 36.000 €:        | 350,00 € /entry |

Use of Resa import tax registration number: 45,00 € /entry

Definitive export clearance: 135,00 € /entry

Duties, Taxes & Customs Inspections are excluded, these will be charged according to official outlay + 10% deferment fee (minimum charge 30,00.-€.)

**Additional:**

Service fee per shipment, inbound and/or outbound: 45,00 € /each way

**Surcharges to be applied on sections nr. 1), 2), 4):**

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

**Return charges:**

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

Excluded:     - VAT  
                  - Insurance  
                  - Any other service required

**ESMO International Symposium:  
10<sup>th</sup> World Conference on Gastrointestinal Cancer**

**Satellite Symposia Staff Registration**

Please contact Kelly Jackson at [k.jackson@imedex.com](mailto:k.jackson@imedex.com) for the form to secure badges for staff that will have access only to the satellite symposia area of the CCIB (hostess, AV staff, and organizers).

These badges will not have access to any scientific session or the Exhibition Area.

**Forms must be returned by 19 May 2008**

## **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 12 May 2008. Sample Inserts are due to Imedex for approval by 19 May 2008.**

**Boxes containing Delegate Bag Inserts must be received by RESA in Barcelona by 13 June 2008.**

**EMSO International Symposium:  
10<sup>th</sup> World Congress  
on Gastrointestinal Cancer**

**DELEGATE BAG  
INSERTS**

**(Your Company Name)**