



EXHIBITION MANUAL

*Beurs van Berlage, Amsterdam, the Netherlands
2-5 June 2019*

INTRODUCTION

It is with great pleasure to invite you for the 13th Congress of the European – African Hepato-Pancreato-Biliary Association in Amsterdam in 2019. The meeting will be held right in the city centre of Amsterdam in the Netherlands from Sunday June 2nd till Wednesday June 5th 2019.

The Netherlands is known for its evidence based research and high-quality, practice-changing nationwide randomized controlled trials in HPB surgery over the last decades. Besides this high quality research Amsterdam is known for its free way of thinking and open minded way of living. This combination gives all possibilities for an exciting E-AHPBA meeting in summer 2019 and an excellent opportunity for active interaction between HPB specialists and leading industrial partners on cutting edge technology and other innovative treatments.

The congress venue is the Beurs van Berlage which was built as stock exchange at the end of the 19th century and hosted the marriage of the king and queen of the Netherlands. It is located in the heart of Amsterdam city centre and therefore has a great accessibility via Schiphol airport and Amsterdam central train station from all major cities in Europe.

We will provide a scientific programme containing state-of-the art lectures and symposia organized by the E-AHPBA programme committee.



CONTACT INFO

Congress and Exhibition Management

E-AHPBA Congress Secretariat
Congress Company
P.O. Box 2428
5205 CK 's-Hertogenbosch
The Netherlands
Project manager: Jerry Gaspersz
P: +31 (0)73 700 35 00 | E: eahpba2019@congresscompany.com
W: www.e-ahpba2019.com

Exhibition Services, shell scheme and furniture rental

A-booth
Project manager: Tom Spronk
Project manager
P: +31 (0)75 - 6225581
Email: tom@a-booth.nl

Transportation and shipments

Today's Logistics B.V.
Event logistics managers: Udo Smit / Peter Busscher
Phone: +31 (0) 348 478016
Email: events@todayslogistics.nl

Conference and Exhibition venue Beurs van Berlage

Beurs van Berlage
Contact: Annabel ten Hag
Phone: +31(0)20 531 33 65
Email: atenhag@beursvanberlage.com

Address of the Beurs van Berlage:

Damrak 243
1012 ZJ Amsterdam
The Netherlands
[Website](#)



EXHIBITION DATES AND HOURS

Set up:

Sunday 2 June 2019 10:00 – 23:00 hrs*

* Please contact the Congress Secretariat in case you would like to deviate from these hours.

Before bringing your promotional materials and other necessities to your booth, please come to the registration desk in order for us to know that you have arrived. You will be handed over your badge(s). Exhibition Management unfortunately cannot provide move-in assistance.

Exhibition hours:

Monday 3 June 2019 08:00 – 21:00 hrs

Tuesday 4 June 2019 07:00 – 18:15 hrs

Wednesday 5 June 2019 07:00 – 16:45 hrs

Booths must be staffed at all times during exhibition hours.

Dismantling:

Thursday 5 June 2019 17:00 – 23:00 hrs

Exhibits must be ready at 08:00 hrs on Monday 3 June and remain intact until 16:45 hrs on Wednesday 5 June.

EXHIBITION FACILITIES

General

The commercial exhibition will run concurrently with the 13th Congress of the European-African Hepato-Pancreato-Biliary Association, E-AHPBA 2019. See above for exhibition hours.

As you can see on the floor plan (see link) the exhibition area and food and beverage facilities are all located in the same area.

At the exhibition, participants will have the opportunity to discuss informally and to get orientated on the new developments brought forward by exhibiting companies.

The E-AHPBA 2019 organizers assign exhibition sites to sponsors/exhibitors. Binding assignments were made prior to the congress and will be confirmed in writing by the E-AHPBA 2019 Congress Secretariat. The name of your company will be displayed on your booth as recognition to the participants.

Booths

There might be two types of booths (see further on next page):

1. Standard shell scheme
2. Open space, with stand building from exhibiting company



For each 6sqm exhibitor, the following is included:

- 1 table
- 2 chairs
- 1 power outlet.

The maximum height for all stands is 2.5 metres along the side and 4 metres in the middle.



1. Standard shell scheme

For an example of the standard shell scheme booth, please see the picture. Please note: the shell scheme walls, the fascia and the carpeting on the picture are **not** included.

Materials, equipment, labor and additional facilities/services

Standard shell scheme and any other requirements, materials and furniture can be ordered via:

Exhibition Services, shell scheme and furniture rental

A-booth

Project manager: Tom Spronk

Project manager

P: +31 (0)75 - 6225581

Email: tom@a-booth.nl

2. Open space, with stand building from exhibiting company

Each exhibiting company / sponsor, is allowed to build its own booth. However, stand building of raw space booths (space only) can commence once the design has been approved by the venue. A design in the form of a stand design with clear measurements must be submitted 2 weeks before the event starts. All designs must meet fire regulations.

Designs can be sent to:

Beurs van Berlage

Contact: Annabel ten Hag

Email: atenhag@beursvanberlage.com

Materials, equipment, labor and additional facilities/services

Any other requirements, materials and furniture can be ordered via A-booth, as stated above and on the Contact info page.

FLOORPLAN

See the last page of this Exhibition manual. The floor plan will also be visible on the E-AHPBA 2019 web site: <https://www.eiseverywhere.com/ehome/322617/696325/>

ACCESSIBILITY AND SHIPPING

Deliveries

Light stand materials can only be delivered on Sunday 2 June from 13:00 hrs, after all stands are up.

Please be aware that, because of its unique location right in the center of the old city of Amsterdam, **there is no parking** at the Beurs van Berlage. Therefore, we advise you to make use of Today's Logistics, mentioned below for your shipment and deliveries.



Shipping, freight and material storage

It is not possible to ship your exhibition materials/equipment to the venue in advance. All materials that need to be shipped can only be delivered on Sunday 2 June 2019.

For shipment and delivery please use: <https://todays-logistics.com/eahpba-2019>

Today's Logistics B.V.

Event logistics managers: Udo Smit / Peter Busscher

Phone: +31 (0) 348 478016

Email: events@todayslogistics.nl

CONDITIONS FOR STAND BUILDING

Stand building, placement and finishing

For the purposes of building a stand, exhibitors are not permitted to damage floors, walls, roofs or other parts of the lounges or the building by using nails, screws, glue, paint, cello tape or other fixing materials. Therefore, stands, stand panels and/or stand parts must always be constructed as free-standing.

Stands, stand panels and/or stand parts must be painted and sawn to size in advance. The stands must be prefabricated, so to speak. By prefabricated we mean that the stands are made to fit beforehand, so that they only need to be assembled in the Exhibition area. Think of the following activities: sawing, painting, sanding/grinding and other preliminary work.

Any damage resulting from the stand building will be charged to the stand builder.

Heights and other measures

In connection with the general view through the building, public access and the proper functioning of the air conditioning system, the maximum height for stands is 2.50 m. (external dimension measured from the floor).

Mounting and removal of exhibition goods

Goods that are displayed must be kept within the building line of the stand space; movable parts may not move beyond the building line of the stand, not even to demonstrate the action of the exhibited goods.

Displayed goods must be set up in such a way that the view of the exhibition spaces and the surrounding stands is not inhibited or inhibited as little as possible.

Unightly objects (in the opinion of the organisers) on stands that are visible to the public (such as coat racks, etc.) must be screened off.

Exhibited goods may not be covered during the hours that the exhibition is open to the public. The organisers have the right to remove (or order the removal of) any covering, without incurring any liability on their part.

Boxes, cases, etc. may not be stored behind the stand walls; only the stand itself may be used for the storage of goods.

For other matters not described in this set of regulations the instructions of the Duty Manager should always be followed immediately.

Tape or self-adhesive expressions may not be used. You can use our suspension points for communication expressions.



RULES AND REGULATIONS

General regulations

Exhibitors promoting (medical) products for human use must comply with the relevant regulations in the Netherlands and the European Union. Exhibition Management and the E-AHPBA 2019 Organizers do not accept any responsibility or liability whatsoever with respect to unauthorized or illegal promotional activities by exhibitors.

The E-AHPBA 2019 organizers reserve the right to demand removal of unauthorized or illegal promotional items in case exhibitors do not respect the relevant regulations.

Exhibitors must follow instructions by Exhibition Management at all times.

It is forbidden to undertake:

- Any works that affect smoke ducts, water pipes, electrical or telephone circuits, water conduits of drain pipes, freight-lift, glass windows, heating equipment or any other part of the building.
- Any drilling of holes in walls, ceilings or floors.
- Any displacing of doors, fixing receiving aerial.
- Any creating effects by pyrotechnical generators and loud explosions, explosions with sparks, flames or fumes.
- Any other activities that may affect the normal functioning of the university's properties or cause damage to the same.

Any damage to the venue or other properties will be repaired at the exhibitor's expense.

All matters and issues not covered by this manual are at the discretion of Exhibition Management.

General instructions regarding safety installations

- Respect the routes towards the different exits. The width of the passageways leading to the exits must be at least equal to the width of the corresponding exit.
- Never hide or block an emergency exit. Never hide the safety lighting in the lounges or the lighting which indicates the direction of the exits or the luminous signs pointing out the exits.
- Never hide electrical equipment boxes or other technical installations.
- Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.
- Do not interfere with the smoke extraction systems by covering the fresh air vents situated in the lower part of the walls of the rooms.
- Do not create installations exceeding 2.5 meters in height in order not to interfere with the proper functioning of the fire detection and automatic sprinkler system installations.
- Leave all means of fire alarm and firefighting clearly visible and completely unobstructed.
- In case of emergency or when first aid is needed, contact the the congress coordinators at the registration / information desk
- Stands must not be cluttered with packaging and merchandise as this could constitute a fire risk.

Dangerous products

Compressed gas: Air, nitrogen and carbon dioxide are permitted. Other gases are strictly FORBIDDEN.

Inflammable liquids: All inflammable liquid containers introduced into the stands must be empty (paint or varnish tins, bottles of perfume, aerosol sprays etc.).

The exhibition of motor vehicles is forbidden.



Radioactive products: Subject to authorisation.

Give-aways and selling

Customary descriptive product literature, documentation and small give-away items may be distributed from the booth. The nature of such literature/documentation/items needs to comply with the regulations for the promotion of medicinal products for human use in The Netherlands and the European Union.

Exhibition Management does not allow food/beverage service from the exhibitor's booth without prior permission. Please contact the Congress Secretariat for details.

Contests, lotteries, games of chance, market research activities (such as structured interviews) and selling of goods or services are not allowed.

Security

Exhibitors must make provisions for safeguarding their goods, materials, equipment and display at all times. Small-sized valuable goods will be stored overnight in a safe place by Exhibition Management upon request. Contact Exhibition Management on-site for practical arrangements.

Since no security is available outside exhibition hours, we strongly recommend using the above-mentioned storage possibility.

Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.

Violations

Violation of any of these regulations on the part of the exhibitor, his employees or agents shall nullify the right to occupy space, and such exhibitor shall forfeit to Exhibition Management and the E-AHPBA 2019 Organizers all monies that have been paid.

Liability

The E-AHPBA 2019 Organizers, Exhibition Management and Beurs van Berlage Amsterdam do not accept liability for any loss of, or damage to exhibitor's properties.

Exhibitors are advised to take out insurance through their own sources for loss of, or damage to properties, and injury to persons, resulting from the perils of fire, lightning, windstorm, smoke or any other occurrences.

The exhibitor shall at all times protect, indemnify, save and keep harmless the E-AHPBA 2019 Organizers, Exhibition Management and the Beurs van Berlage Amsterdam against and from any and all loss, cost, damage, liability, or expenses which arises out of or from or by no reason of any act or omission by the exhibitor, his employees or agents.



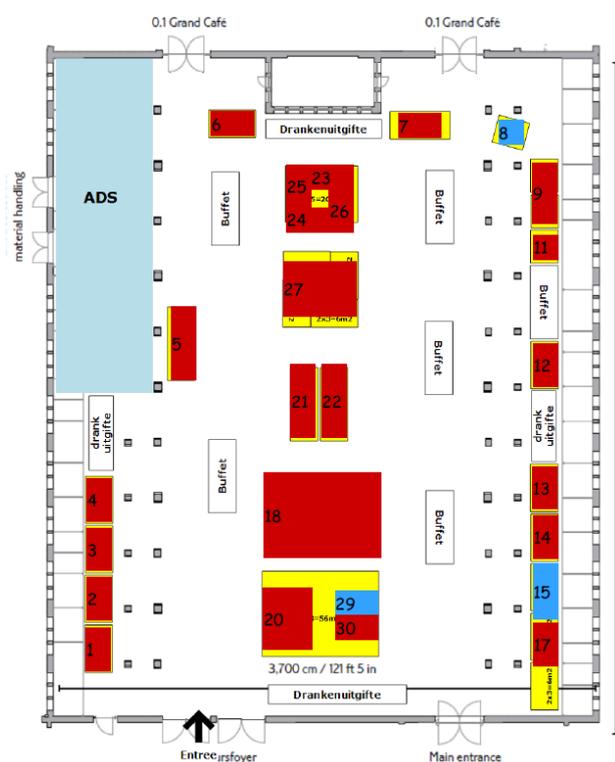
REGISTRATION stand personnel

In order to register your stand personnel, please follow the link:
<https://www.eiseverywhere.com/322617?categoryid=3136420>

Floor plan exhibition

The 'live' floor plan of the exhibition can also be found on the E-AHPBA web site [here](#).

E-AHPBA 2-5 June 2019
Beurs van Berlage, Amsterdam



Company name	Stand number
Advanced Accelerator Applications Benelux	25
AngioDynamics	6
Biocompatibles UK Ltd	17
BK Medical	5
BOWA electronic GmbH & Co. KG	14
CAScination AG	4
Erbe Elektromedizin GmbH	9
Fresenius Kabi Nederland BV	7
FUJIFILM	24
Integra Lifesciences Services	22
IntraOp Europe GmbH	26
IntraOp Europe GmbH	26
Intuitive Surgical	20
Ipsen Farmaceutica BV	13
Johnson & Johnson Medical NV	18
KARL STORZ SE & Co. KG	3
MeVis Medical Solutions AG	30
Medtronic	27
Mylan	15
Olympus Nederland	21
Organ Assist	11
Sirtex Medical Europe GmbH	12
Söring GmbH	2
Thompson Surgical Instruments, Inc.	1
Tricomed Medizintechnik GmbH	23

