



GYNECOLOGICAL ENDOCRINOLOGY

THE 18TH WORLD CONGRESS

7-10 MARCH 2018
FLORENCE, ITALY



WWW.ISGE2018.COM

EXHIBITORS MANUAL

Dear Sponsors and Exhibitors,
 as Core Professional Congress Organizer of the International Society of Gynecological Endocrinology (ISGE) I'm pleased to welcome you to the 18th World Congress of Gynecological Endocrinology that will be held in Florence, Italy, in March 7-10 2018 at the Firenze Fiera Convention Centre.

This Sponsors and Exhibitors Services Manual contains all the information to assist you in preparing for your presence at the Congress (both scientific events and exhibition), and is not designed to replace, in any way, the personal agreements drawn up with each Company.

Please take your time to read all its content thoroughly, to fill in the forms correctly and to make sure that you comply with the deadlines.

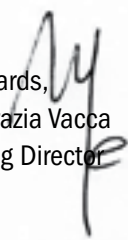
If you are not the person directly responsible for the set-up and dismantling of your company's stand, please forward this information to the correct person.

If you have any question, require special assistance or explanation on any rules please do not hesitate to contact our Organizing Secretariat's staff who will be pleased to help you at the following numbers:

Biomedical Technologies Srl
 Phone: +39 070 340293 Fax: +39 070 307727
 Contact person:
 Ms Francesca Milia f.milia@btcongress.com

We look forward to seeing you in Florence, Italy and wish all of us a successful Congress and Exhibition.

Best regards,
 Maria Grazia Vacca
 Managing Director



General information

Contacts	3
Deadlines and timing	4
Congress Area Map	5
Advertising and company logos	6

Symposia

Hall equipment and setup	8
Additional services for symposia	9

Handling & Shipments

Shipping guidelines	11
---------------------	----

Form A

LABEL Domestic Shipment	16
LABEL International Shipment	17

Exhibition area

Exhibition area	19
Booth setup and dismantling	21

Enclosures

Enclosure 1	22
-------------	----

Order forms & Shipping labels

Form B Certificate of compliance with regulations	37
Form C1 Wiring diagram	38
Form C2 Furnishing materials	39
Form D1 Declaration of ex post fire-retardant treatment	40
Form D2 Declaration that ex post fire-retardant treated material has been used	41
Form E Electrical fittings	42
Form F Furniture order form	51
Form G Cleaning service and wifi	54
Payment module	55



Organizing secretariat

Biomedical Technologies srl

www.btcongress.com

Main Office

Via P. Cugia 1 - 09129 Cagliari - Italia

T. +39 070340293

F. +39 070307727

Marketing

T. +39 068546198

Congress Venue

Firenze fiera

Piazza Adua, 1 - 50123 Firenze, Italy

T. +39 055 49.721

F. +39 055 49.73.237

info@firenzefiera.it - www.firenzefiera.it

Scientific secretariat

isge@tiscali.it

Congress website

www.isge2018.com

Administrative, organizing matters and exhibit spaces

Francesca Milia

Phone: +39 070 340293

f.milia@btcongress.com

Registrations, billing, accounting, prior authorization of the Italian medicines agency, ECM, AMA and CME credits

isge2018reg@btcongress.com

Accommodation

hotelbooking@btcongress.com

Shipping - Forwarding agent

Mercure

Merkur Expo Logistics GmbH

Rheinstrasse 2 | 65760 Eschborn

Tel. +49 617396695 0

Fax +49 617396695 29

marco.dinges@merkur-expo.com

alberto.rubino@merkur-expo.com

markus.meyer@merkur-expo.com

Hostess Service

Samarcanda Servizi srl

Via Ragazzi del 99, 78 - 50141 Firenze - Italy

Tel. +39 055413997 - Fax +39 055413997

Mrs Olivia Iori - info@samarcandaservizi.it

Catering

Gerist

Via G. Fabroni, 74 50134 Firenze

Tel. +39 0554633692 - Fax +39 0554633708

Ms Elisabetta Andrei e.andrei@gerist.it

AV Equipments & technical assistance

Firenze Fiera:

Sandra Maione maione@firenzefiera.it

Gruppo Visio

Jacopo Tagliabue tagliabue@studiovisio.it

Booth furnitures and services

Firenze fiera

Please fill enclosed Forms p. 51



DEADLINES AND TIMING

January

30 January

Send to f.milia@btcongress.com:

- Company profile and company logo
- Advertising page for the final programme
- PDF previews of leaflets for bags or display
- Stands setting-up projects
- Order forms for Booth services (see from page 37)

February

19 February

✈ Arrival shipments by Air; Airport of Arrival: Frankfurt / Main (FRA)

27 February

- Time Slot Request
- Arrival warehouse

March

BUILD-UP

Passi perduti

Tuesday 6 08:00-19:00
 Wednesday 7 08:00-11:30

Affari 0

Wednesday 7 08:00-19:00

EXHIBITION

Passi perduti

Wednesday 7 13:00-21:00
 Thursday 8 09:00-17:30
 Friday 9 09:00-18:00

Affari 0

Thursday 8 08:00-17:00
 Friday 9 08:30-18:15
 Saturday 10 08.30-14.15

Extra-time must be requested to Francesca Milia (f.milia@btcongress.com) and will be charged and invoiced separately

Empty crates need to be moved out before 11.00 on Wednesday 7 March

SECRETARIAT

PASSI PERDUTI

Wednesday 7 08:00-19:00
 Thursday 8 08:00-18:15
 Friday 9 08:00-19:30

PALAZZO AFFARI

Thursday 8 08:30-17:00
 Friday 9 08:00-18:15
 Saturday 10 08:00-14:15

DISMANTLING

Passi perduti

Friday 9 18:00-24:00

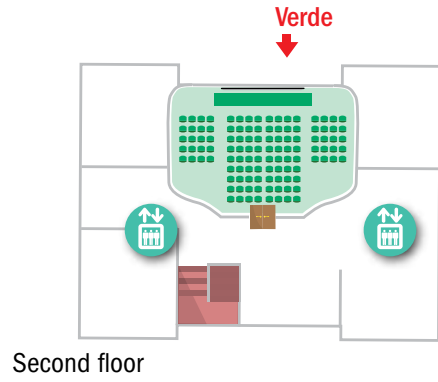
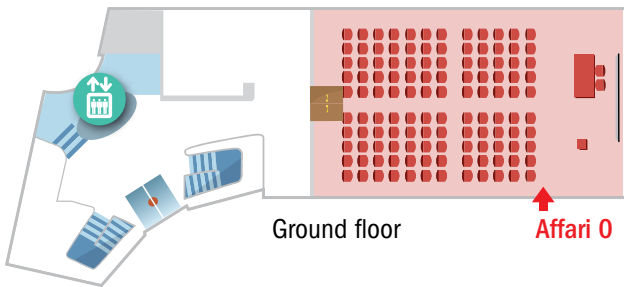
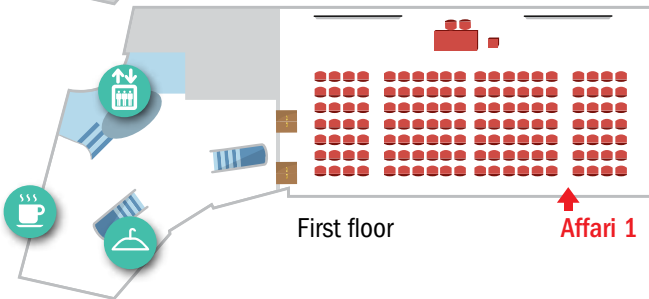
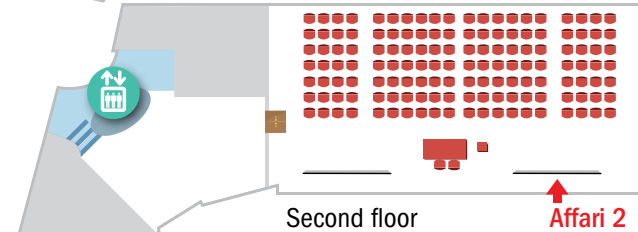
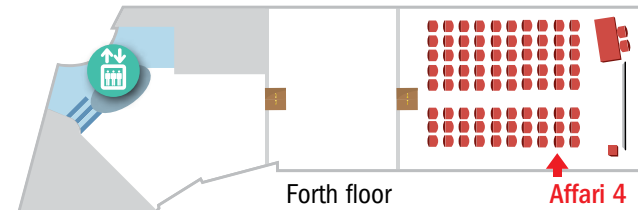
Affari 0

Saturday 10 14:00 onwards

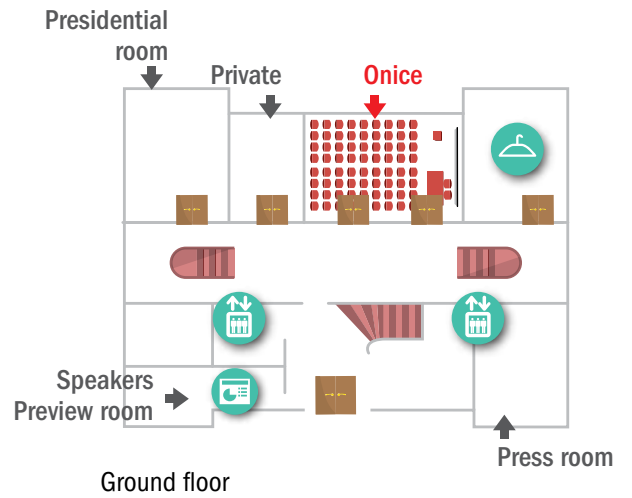
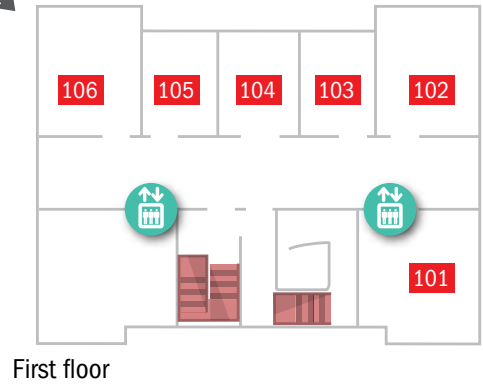
On Saturday the Secretariat Desk will be moved to Palazzo Affari



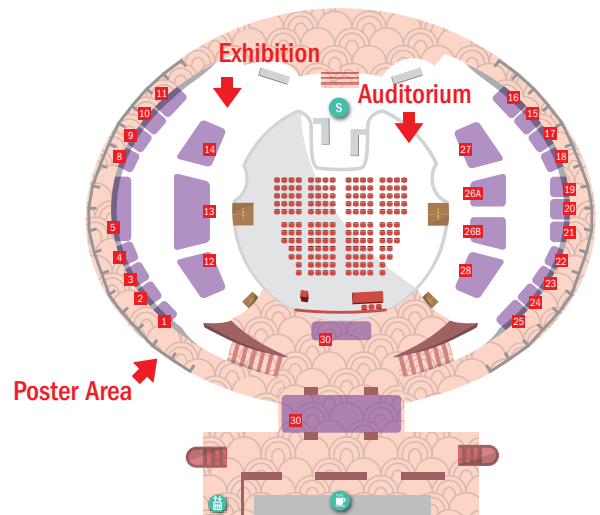
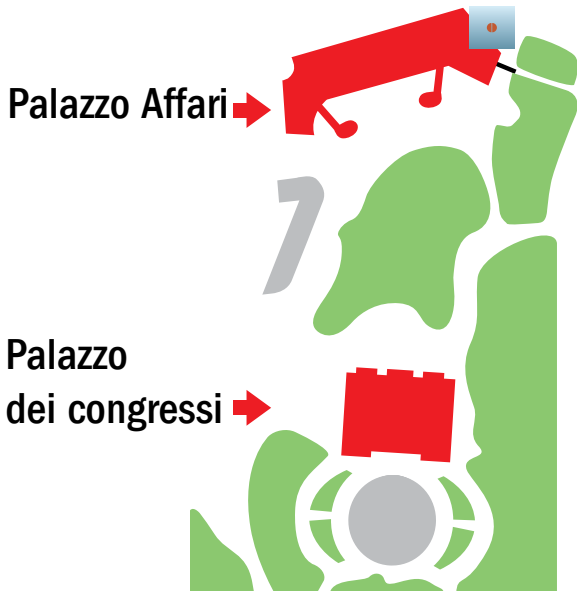
CONGRESS AREA MAP



Meeting Rooms
(available upon rental)



Main entrance





ADVERTISING AND COMPANY LOGOS

Advertising in the final program

The sponsors that have an advertising page in the final programme will have to send the pdf file by January 26th 2018.

The ADV page size: 105mm x 140mm + 3mm bleedings in pdf format - high quality;

Company Description

Sponsors are required to send their company profile by January 26th 2018 that will be published on the congress app.

It should consist in a presentation text (maximum 800 characters including spaces) plus website and contacts.

Company Logo

All sponsors' logos will be displayed on the official congress website. Each company has to send

- Company logo in .eps or .ai format - press quality;

DEADLINE

JAN 30

Company Description

***compulsory**

Company Logo

***compulsory**

Advertising in the final program

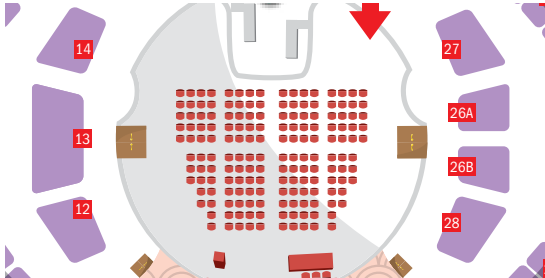
Materials must be sent to f.milia@btcongress.com



SYMPOSIA



HALL EQUIPMENT AND SETUP



Hall AUDITORIUM

(basement Palazzo dei Congressi)

3 Professional wireless microphone for interventions

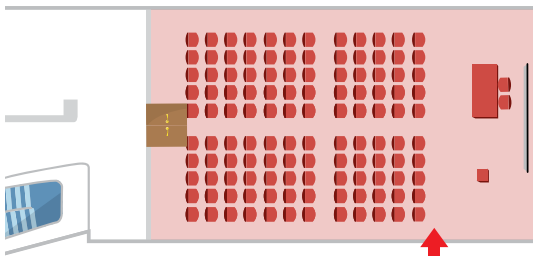
1 LCD Projector Resolution 1024x768

1 Plasma monitor 42"16:9 in front of the Presidency

1 Podium with Plasma Screen 42 "16:9

Table Presidency width: 675cm; height: 80cm

for details visit: <http://congresscenter.firenzefiera.it/en/auditorium>



Hall AFFARI 0

(ground floor Palazzo Affari)

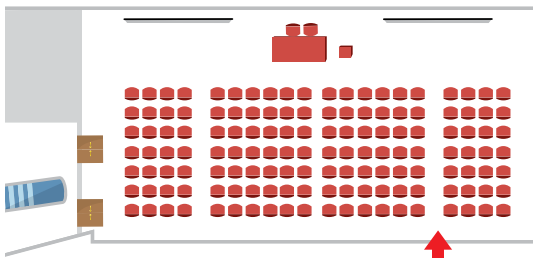
x LCD Projector, Resolution 1024x768

1 Monitor LCD 15" on the table Presidency

1 Podium

Table Presidency width: 376cm; height: 80cm

for details visit: <http://congresscenter.firenzefiera.it/en/ground-floor>



Hall AFFARI 1

(first floor Palazzo Affari)

2 LCD Projector, Resolution 1024x768

1 Monitor LCD 15" on the table Presidency

1 Podium with Plasma Screen 42 "16:9

Table Presidency width: 376cm; height: 80cm

for details visit: <http://congresscenter.firenzefiera.it/en/first-floor>

The illustration above are indicative, you can find here the technical plans: <http://congresscenter.firenzefiera.it/en>



ADVERTISING AT THE CONGRESS

Advertising flyers

Approval

Any flyer including the Congress logo or the ISGE logo has to be approved beforehand by the Organizing Secretariat, Biomedical Technologies. Send your flyer for approval to marketing@btcongress.com.

Advertising Flyers in Congress bags

It is allowed to include advertising flyers of your Symposium/Lecture/Debate in the congress bags. Flyer Format required: A4 Open format with one or more pages. See page 11 for shipping information.

Send PDF of leaflets for bags or display **JAN 30**

Bag inserts to reach warehouse **FEB 27**

Distribution of advertising flyers

• in the Congress halls

Distribution of flyers at the entrance or exit of a specific congress hall is possible only by the Company sponsoring a session in that same hall.

• in the Exhibition Area

Sponsoring Companies are not allowed to distribute flyers in the exhibit area, except in the area right in front of their booth. Flyers distribution can be organized from the beginning of the Congress, also by means of hostesses and stewards hired by the Sponsoring Company.

• during networking events

Only companies sponsoring social events are allowed to distribute their advertising flyers at the entrance or inside the venue where the social event they are sponsoring is taking place.

Totem and roll-up banners

It is allowed to place up to 3 totem or roll-up banners in the path between the entrance of the venue and the Hall where the Symposium/Lecture/Debate is taking place, starting from 30 minutes before the beginning of the session. The totem and roll-up will have to be removed 30 minutes before the end of the session.



ADDITIONAL SERVICES FOR SYMPOSIA

Symposia audio registration and filming

Upon request it will be possible to register the sponsored symposia.

Voting system

If you need an electronic voting system during your symposium please contact Firenze Fiera (info@firenzefiera.it).

Food and beverage

Food and beverage can be only supplied by Gerist, No food is allowed inside Palazzo dei Congressi. Water and coffee machines are allowed inside the booths and can be served directly by the company staff.

Gerist

Via G. Fabroni, 74 50134 Firenze
Tel. +39 0554633692 - Fax +39 0554633708



HANDLING & SHIPMENTS



SHIPPING GUIDELINES



Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and drayage contractor for ISGE 2018, Firenze. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Firenze. Please follow the instructions closely.

General Informations

The handling of your shipment will be charged as **per official handling tariff**.

All shipments must be preadvised by using the attached **order form sheet**.

Please use only attached **labels**.



Domestic shipments (coming from Italy only) can be sent to the venue directly. Please follow the “Domestic shipment” procedure. Deliveries without Time Slot Confirmation will face waiting times.



International shipments must be sent via our warehouse in Frankfurt. Please follow the “International shipment” procedure. Shipments sent to the venue directly will face waiting times, delays or even loss.

The Handling procedure “International shipments” is also applicable for shipments of **printed matters**.

FEB 19

Arrival shipments by Air
Airport of Arrival: Frankfurt / Main (FRA)

BUILD-UP

Passi perduti

Tuesday 6 08:00-19:00
Wednesday 7 08:00-11:30

FEB 27

Time Slot Request

DISMANTLING

Affari 0

Wednesday 7 08:00-19:00

Passi perduti

Friday 9 18:00-24:00

Affari 0

Saturday 10 14:00 onwards

Shipments which are left behind at the stands after the official break down period will be removed at the exhibitor’s expense.

Our responsibility terminates upon delivery of the exhibitors’ shipment at the stand during the build-up-period regardless if the exhibitor is present or not.



Domestic Shipments coming from Italy

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only.

Vehicles have to leave the unloading area immediately after unloading is finished. All vehicles must arrive at a pre-appointed time for unloading.

Please request your preferred unloading time slots by sending the attached order form sheet to Merkur Expo until 27th of February, 2018.

Delivery address for national shipments:

Merkur Expo Logistics GmbH

c/o ISGE 2018, Firenze

Firenze Fiera

Exhibitor Name: _____

Stand Number: _____

Piazza Adua 1

IT- 50123 Firenze

Contact Person: Alberto Rubiño

Tel: +39 3663721090/ 0049(0) 15110313721

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.



International Shipments

All International shipments must make use of our advanced receiving warehouse.

Please do not send courier shipments direct to venue unless confirmed from our side.

Your shipment must arrive to our warehouse latest 27th of February, 2018 and must be pre-advised and labeled with attached **shipping label**.

Delivery address for International shipments:

Merkur Expo Logistics GmbH

c/o Schmidt Peterslahr

Auf dem Höhchen 2

D-56587 Oberhonnefeld, Germany

c/o ISGE 2018, Firenze

Exhibitor Name: _____

Stand Number: _____

Please get in contact with us for shipments related to **customs clearance**. We will send you all necessary documentations (invoices, packing lists etc.) for the inbound of your shipment. Please do not send shipments without confirmation from our side.

Shipments arriving without preadvise will be charged with 75,00 Euro + expenses as per outlay in addition to the handling tariff.

Shipments arriving to the venue directly without confirmation from us and registered time slot will be charged with 75,00 Euro additional to the official handling tariff and have to face waiting times until the next available time slot.

Please do not send any restricted products respectively get in contact with us to proof if any of your goods are subject to further documentation.



Maximum Weight & Dimensions

All goods, except small shipments which can be hand-carried, must be delivered on pallets and must not exceed the dimensions and weights below as there is only a limited elevator available. Merkur will unload all vehicles by forklift, and will deliver to stands. It is essential therefore that all goods are safely packed and labeled with the official congress labels. Merkur will not take any responsibility for damages caused by insufficient packaging.

Maximum Weight: 2000 kgs

Maximum Dimensions: 195x115x140 cm.

In case you have a bigger shipment please let us know and we contact you to assist you in the process.

[It is not possible go inside of Firenze Fiera with 13,6 Meters trucks](#)

Storage and Empties

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

If you require accessible storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. It is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official **ISGE 2018, Firenze Forwarding & Handling Tariff**. All work undertaken is subject to the Italian Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition, D.L. (decreto legge 285 / 286/05) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice.

Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact Details

Address: Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn

Phone: +49 6173 966 95 0

Fax: +49 6173 966 95 29

Email: marco.dinges@merkur-expo.com / alberto.rubino@merkur-expo.com markus.meyer@merkur-expo.com

FORM A

HANDLING



GYNCOLOGICAL
ENDOCRINOLOGY
THE 18th WORLD CONGRESS

DEADLINE: FEBRUARY 27TH
PLEASE SUBMIT THE COMPLETED FORM TO
F.MARCO.DINGES@MERKUR-EXPO.COM, ALBERTO.RUBINO@MERKUR-EXPO.COM,
MARKUS.MEYER@MERKUR-EXPO.COM OR FAX +49 6173 966 95 29

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt
Please return by e-mail or fax

27th February, 2018
marco.dinges@merkur-expo.com
alberto.rubino@merkur-expo.com
markus.meyer@merkur-expo.com
| +49 6173 966 95 29

Please indicate:

Domestic Shipment (Subject to confirmed time slot)
International Shipment via advanced warehouse

Preferred time slot (only subject to national shipments and direct deliveries)	
Volume of shipment (number of pieces, weight and volume)	
Type of shipment (Exhibition goods, standfitting material, printed matters)	

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	

Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT # / UID	
Master / Visa card #	
Holder	
Expiry date	
Security code	

- ⇒ Merkur Expo Logistics is sole official forwarder for ISGE 2018, Firenze.
- ⇒ Please see official handling tariff on the following page
- ⇒ All shipments must be preadvised by using this form sheet
- ⇒ Please take care of logistical handling instructions
- ⇒ Do not use courier service for your shipments
- ⇒ All shipments must be labelled with the official congress labels provided with the shipping instructions



OFFICIAL HANDLING TARIFF

Air Freight / Sea Freight	
From free arrival assigned port up to free delivered booth (Minimum per shipment 333,00 kgs)	1,20 Euro / kgs
Outlay fee	10 %
Airport charges, storage fees etc. will be charged as per outlay	
International shipments via advanced warehouse	
Exhibition Goods From free arrival warehouse up to free delivered booth (Minimum per shipment 3 cbm)	75,00 Euro / cbm
Printed Matters/ Small Shipments up to 25 kgs (No Minimum)	75,00 Euro / cbm
Domestic shipments / Direct deliveries to venue	
From free arrival show site up to free delivered booth, unloading included (Minimum per shipment 3 cbm)	90,00 Euro / cbm
7,5 to truck	650,00 Euro
Sprinter Van	325,00 Euro
Printed Matters / Small Shipments up to 25 kgs (No Minimum)	95,00 Euro / cbm
Additional services	
Handling of empties including pick up, storage and return (Minimum per shipment 2 cbm)	65,00 Euro / cbm
Storage of exhibition goods (Minimum per shipment 2 cbm)	80,00 Euro / cbm
Forwarding Commission * applicable for every shipment	55,00 Euro
Labeling (if shipment arrives unlabeled) (Minimum 25,00 Euro)	7,50 Euro / Piece
Customs Formalities	
Temporary Importation on Carnet ATA, per shipment / document	150,00 Euro
Temporary Importation on Commercial Invoice, per shipment / document	150,00 Euro
Customs Bond Fee (Minimum 75,00 Euro)	1.5 % of CIF Value
Permanent Importation, per shipment / document	150,00 Euro
Fee for outlay of Duties & Taxes	10 %
Customs Inspection, per shipment / document	55,00 Euro
Special clearance (food, beverages, pharmaceuticals, restricted products etc.)	On request
Special Requests	Tariff on site
SAME RATES APPLY FOR OUTBOUND SERVICES	

Exclusives:

- ❖ Above rates do not include VAT and insurance premiums
- ❖ Overtime Surcharges (17:00 – 20:00) additional 25 %
- ❖ Overtime Surcharges (20:00 – 08:00) additional 50 %
- ❖ Saturday Surcharges additional 50 %
- ❖ Sunday Surcharges additional 50 %
- ❖ Holiday Surcharges additional 100 %
- ❖ Late Arrival Surcharge 25 % (Deadlines as per Shipping Instructions)
- ❖ 1 cbm equivalent to 333 kg
- ❖ Subject to ADSp Terms and Conditions, copy available on request
- ❖ Fee for not pre-advised shipments 75,00 Euro / shipment
- ❖ For invoices not paid until the official move-in date an outlay-fee of 5% will be applicable.

If you have any questions please don't hesitate to contact us at any time!



**INTERNATIONAL
SOCIETY OF
GYN
ENDOCRINOLOGY**
THE 18th WORLD CONGRESS

LABEL DOMESTIC SHIPMENT

Shipper Name:		
Shipper Address:		
Type of shipment (Bag Inserts or Exhibition Goods, please indicate)	Bag Inserts (to be delivered to bag Insert line)	Exhibition Goods (to be delivered to stand)
Number of pieces:		
Weight:		

To be delivered to:

Merkur Expo Logistics GmbH
c/o ISGE 2018, Firenze
Firenze Fiera
Exhibitor Name: _____
Stand Number: _____
Piazza Adua 1
IT- 50123 Firenze
Contact Person: Alberto Rubiño / Tel. +39-366-372-1090 / +49 (0) 15110313721



Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn | Germany
Tel.: +49 6173 966 95 0 | info@merkur-expo.com | www.merkur-expo.com



Shipper Name:		
Shipper Address:		
Type of shipment (Bag Inserts or Exhibition Goods, please indicate)	Bag Inserts (to be delivered to bag Insert line)	Exhibition Goods (to be delivered to stand)
Number of pieces:		
Weight:		

To be delivered to:
 Merkur Expo Logistics GmbH
 c/o Schmidt Peterslahr
 Auf dem H6hchen 2
 D-56587 Oberhonnefeld, Germany
 c/o ISGE 2018, Firenze
 Exhibitor Name: _____
 Stand Number: _____

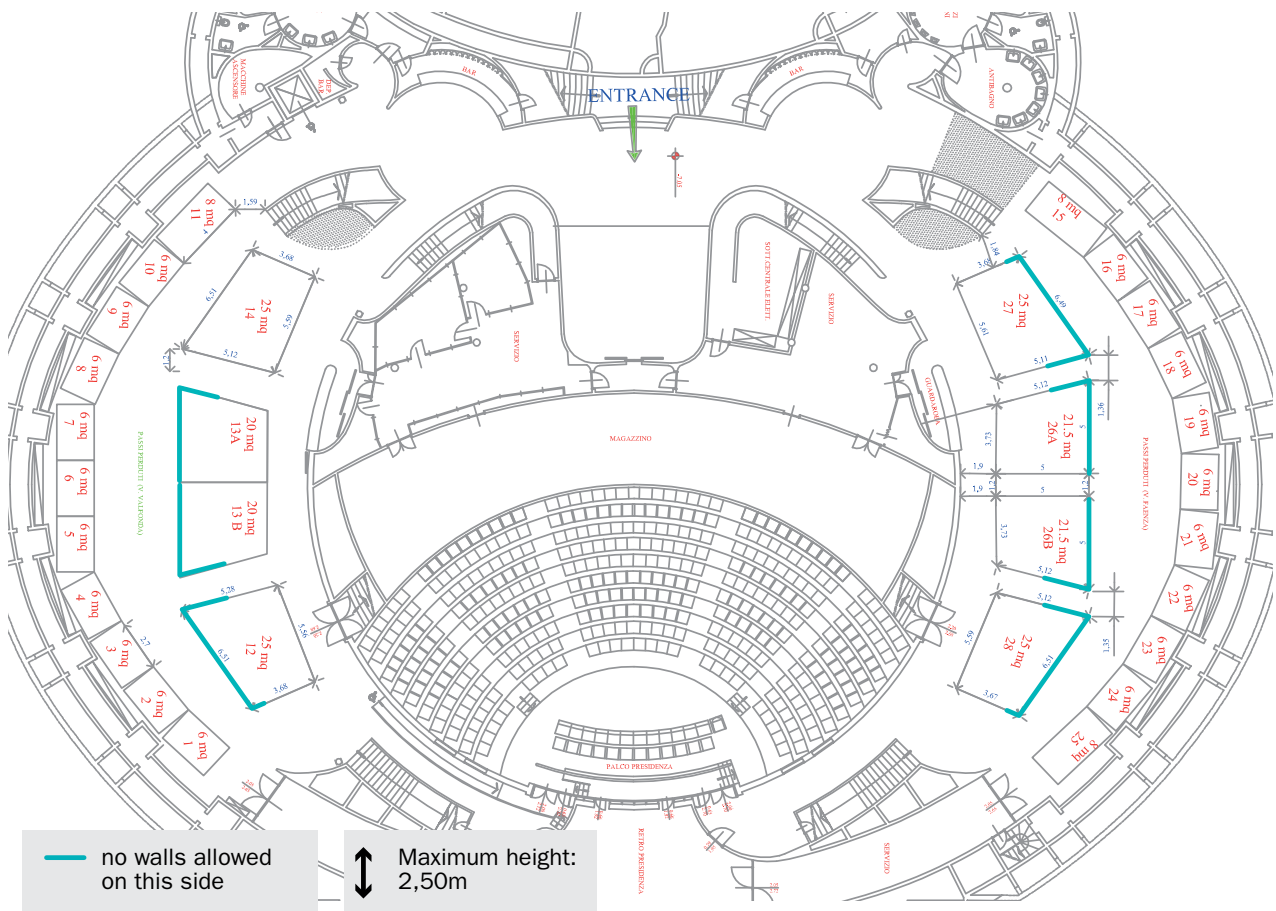




EXHIBITION AREA



EXHIBITION AREA



Booth Configuration and construction

Exhibitors are strongly encouraged to build their own stands open, with no wall panels or with a minimum percentage of wall panels. The maximum height is 2,50 metres.

The exhibit space includes:

- Raw floor space-only
- Electrical service available throughout the exhibition area (electricity for the each exhibit space is agreed in each contract)
- Cleaning of public areas
- General exhibit hall security (Guard service)
- Exhibitors manual

The exhibit space does not include:

- Display booth
- Daily cleaning service of the rented area
- Furniture
- Supplementary equipment
- Telephone lines
- Insurance and any other items not included in the item "included".



EXHIBITION AREA

Set up project

Exhibitors are required to submit to Biomedical Technologies Srl the set up project of their stand by January 30 2018 to allow the check of compliance with safety regulations. While setting up the exhibition spaces, the exhibitor companies must respect the size limits and the characteristics outlined in this manual, as well as the safety and quality standards.

No work in the stand is permitted after the exhibition is opened. Any extra hour will have to be approved by the Organizing Secretariat and an extra cost will be applied.

Extra power supply

It will not be possible to apply on site for extra power supply. Exhibitors in need of extra power supply are required to apply at least 20 days before the starting date of the Congress. Please see the enclosed form E (see page 42)

Additional Services

All additional services like furniture, accessories, electrical requirements, floor carpeting, stand cleaning are the responsibility of the Exhibitor. All measurements shown on the floor plan are approximate and Biomedical Technologies reserves the right to adjust the floor plan as may be deemed necessary to meet the needs of the exhibition.

Payments

Payments shall be done in accordance with the terms and conditions foreseen in the Confirmation Order already sent to you.

DEADLINE

JAN 30

**Receipt for stands setting-up projects
Receipt of order forms for Booth services**

Materials must be sent to f.milia@btcongress.com



BOOTH SETUP AND DISMANTLING

BUILD-UP

Passi per duti

Tuesday 6 08:00-19:00

Wednesday 7 08:00-11:30

Affari 0

Wednesday 7 08:00-19:00

EXHIBITION

Passi per duti

Wednesday 7 13:00-21:00

Thursday 8 09:00-17:30

Friday 9 09:00-18:00

Affari 0

Thursday 8 08:00-17:00

Friday 9 08:30-18:15

Saturday 10 08.30-14.15

DISMANTLING

Passi per duti

Friday 9 18:00-24:00

Affari 0

Saturday 10 14:00 onwards

Unloading and handling of shipping

In order to facilitate a smooth running of the unloading operations exhibitors/stand builders are required to adhere to the guidelines of Merkur Expo Logistics.

Please see p.11 for further information.

Dismantling of stands

The Exhibition area is available for dismantling on: **Friday 9 March - from 18.00 to 24.00**

No dismantling will be allowed prior to this time.

Exhibits shall not be removed and displays shall not be dismantled either partially or totally, before the closing time on the last day of the congress.

The exhibition area shall be left free of persons and objects by 24.00 on Friday 9 March

Any exception to this times schedule must be requested and approved in advance by Biomedical Technologies Srl.

Without specific prior request the building up and dismantling will not be allowed out of the congress centre hours.

Exhibitor badges

All individuals representing an exhibiting company are required to register as an exhibitor and wear the appropriate badge.

This applies to personnel staffing a particular booth for the duration of the exhibition as well as for those who will be visiting for a short period of time.

Insurance

It is the responsibility of each Exhibitor to have insurance against property damage, theft, fire, injury and any other forms of property loss or injury.

Exhibitor disputes

Exhibitors agree that any legal disputes or actions between Biomedical Technologies and an Exhibitor resulting from the participation in the exhibition will be governed by the laws of Italy.



ENCLOSURES

ENCLOSURE “1”

TECHNICAL SAFETY REGULATIONS

INTRODUCTION

FIRENZE FIERA is committed to implementing the necessary precautions and complying with the relevant requirements set forth in current Italian regulations in order to guarantee the maximum safety of both people and property (Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements). For this reason, it is vital that, in addition to taking the maximum care and attention to avoid situations that may cause fire and, more generally, danger of any kind, the End-user and/or Organizer should scrupulously observe with the rules and prohibitions set out herein.

End-users and/or Organizers are, therefore, requested to carefully fill in all the enclosed forms and statements.

During the inspection phases, FIRENZE FIERA will be assisted by qualified technicians who will carry out all the operations necessary in order to verify that the electrical systems and furnishing materials used fully comply with the Compulsory Safety Regulations.

FIRENZE FIERA shall reserve the right to remove any materials which are inflammable or in any case considered to be dangerous, to disconnect any electrical systems considered unsuitable as well as to take every precaution necessary in order to guarantee overall safety.

Before the event begins, the End-user and/or Organizer should check that the appropriate inspection certificate has been issued for the stand and/or congress-exhibition area. Moreover, for the duration of the event, the End-user and/or Organizer should undertake to maintain the furnishings of the congress/exhibition area in the same condition as at the time of the preliminary inspection.

End-users, Organizers, Companies, Service Cooperative Societies and self-employed workers should use all the Personal Protective Equipment (PPE) required by the relevant regulations in full compliance with the provisions of Heading III of Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements .

The End-user and/or Organizer should request any clarification of a technical or procedural nature concerning these regulations directly from:

FIRENZE FIERA – S.p.a.

Viale Filippo Strozzi, 1 - Fortezza da Basso

50129 Florence Tel. (+39-055)49721 - Fax (+39-055)490573

INDEX

SECTION I GENERAL REGULATIONS

Art. 1 – Scope of application and responsibilities.

SECTION II ELECTRICAL SYSTEMS AND POWER SUPPLY

Art. 2 – Electrical systems.

Art. 3 – Electrical power supply.

Art. 4 – Cutout switch.

Art. 5 – Electrical leads.

Art. 6 – Connections and shunts.

Art. 7 – Outlets and plugs.

Art. 8 – Light fittings.

Art. 9 – Protection of leads from overcurrents.

Art. 10 – Transformers and voltage regulators.

Art. 11 – Grounding.

Art. 12 – Quality of materials and electrical appliances.

Art. 13 – Inspections.

Art. 14 – Standards and regulations.

Art. 15 – Wiring diagram.

SECTION III FIRE PREVENTION

Art. 16 – Safety and fire prevention obligations of the End-User.

Art. 17 – Furnishing materials.

Art. 18 – Materials fireproofed at origin.

Art. 19 – Materials with ad hoc certification.

Art. 20 – Materials subjected to ex post fire-retardant treatment.

Art. 21 – Observance of standards and regulations.

SECTION IV

**ACCIDENT PREVENTION AND SAFETY PRECAUTIONS, REQUIREMENTS AND PROHIBITIONS IN COMPLIANCE WITH THE FOLLOWING ITALIAN REGULATIONS:
LEGISLATIVE DECREE 9th APRIL 2008 n. 81, MINISTERIAL DECREE 10th MARCH 1998**

Art. 22 – Prohibitions.

Art. 23 – Requirements.

Art. 24 – Safety forms and compliance with regulations

SECTION I

GENERAL REGULATIONS

ART. 1 SCOPE OF APPLICATION AND RESPONSIBILITIES

1) These regulations set down the rules restricting the use of Firenze Fiera's congress and exhibition areas for safety purposes.

2) In accordance with and as a consequence of art. 19 of the "General Conditions", both the Organizer and End-user shall be responsible for complying with the contents of these regulations.

The Organizer shall mean whosoever has been granted the temporary use of the congress and exhibition areas by virtue of a specific contract stipulated with Firenze Fiera.

The End-user shall mean whosoever has been granted the temporary use of the congress and/or exhibition areas by virtue of a specific contract stipulated with the Organizer.

3) Any person carrying out work in any capacity inside Firenze Fiera's congress and exhibition areas should undertake to use all the Personal Protective Equipment (PPE) required by the relevant regulations and in compliance with Heading III of Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements .

4) The individual Organizers and End-users shall provide the following to Firenze Fiera:

- a) certificate of compliance with regulations;
- b) wiring diagram;
- c) statement regarding the layout materials used;
- d) certificate regarding the fireproofing of inflammable materials (where applicable);
- e) statement regarding the correct use of the above materials (where applicable).

Firenze Fiera, either directly or through its assigned consultants, shall inspect all the documentation provided and shall carry out systematic tests on the electrical systems (assessment of compliance with CEI regulations 64-8/7-711), as well as sample checks on layout materials (fire prevention regulation checks).

SECTION II

ELECTRICAL SYSTEMS AND POWER SUPPLY

ART. 2 ELECTRICAL SYSTEMS

Any electrical systems in addition to those provided and installed by Firenze Fiera should be realized by the End-user in compliance with current regulations as well as the specific provisions of these Regulations.

ART. 3 ELECTRICAL POWER SUPPLY

a) The electrical supply to stands shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery.

b) The use of refrigerators, electric calculators, computers, small fans and suchlike is permitted.

c) The use of motors, stoves and electric convector heaters and, in general, appliances other than the office machinery and small domestic appliances mentioned above, is strictly prohibited.

d) The display of working electrical appliances of a different type than normally allowed may be permitted in special cases.

In this event, the End-user shall submit a written request for specific authorization to Firenze Fiera. The granting of such authorization shall be dependent upon compliance with all the other rules laid down in these regulations, as well as any special instructions.

The Organizer shall be held jointly responsible in the event that the End-user should act without prior authorization from Firenze Fiera.

e) Electricity shall be provided within the limits permitted by Firenze Fiera's installations through single-phase electrical boxes offering a maximum electrical supply of 3 kW at 230V-50Hz.

The electrical boxes are fitted with a 16A double-pole magneto-thermal switch equipped with high sensitivity (30mA) differential relay and an IEC 309 2 x 16A+T outlet at 230V 50 Hz.

In the event that the End-user requires a power supply greater than 3 kW, Firenze Fiera can supply two or more boxes of the type described above, or 9 kW three-phase + neutral supply boxes, equipped with a 16A four-pole magneto-thermal switch and an IEC 309 3 x 16A+N+T outlet at 400V 50 Hz.

The End-user should make a specific request for an increased power supply at least 30 (thirty) days before the event begins. Requests shall be granted according to the technical availability of the Distributor.

ART. 4 CUTOFF SWITCH

a) The differential magneto-thermal switch installed in the supply box (single phase or three phase), constitutes the main cutoff switch for the electrical system supplied by the same.

Therefore, no further control and protection devices are required if the stand and/or congress-exhibition area system has only a single circuit.

b) In the event that the system consists of several circuits, or small domestic appliances are used, the End-user should undertake to install an electrical board containing a cutoff switch or general disconnecting switch for the system, as well as several automatic circuit breakers or fuses deriving from the same, in order to protect each of the circuits powered by the system.

c) For three phase systems with a power supply greater than 9 kW, the End-user should undertake to install a high sensitivity (30mA) magneto-thermal cutoff switch with differential relay. The container for the electrical panel mentioned in point b) should comply with CEI regulations and have minimum IP44 protection. Furthermore, the cutoff switch and the electrical board should be placed in a position which is accessible to the End-user and Firenze Fiera's personnel.

ART. 5 ELECTRICAL LEADS

a) Unipolar or multipolar cables produced according to CEI 20-22 II or CEI 20-22 III regulations with 450V/750V insulation should be used for wiring the stands and/or congress-exhibition areas, even for reduced voltage circuits. All the cables should bear the relevant symbols on the sheath.

b) In special cases, such as, for example, shunting a connection to lighting appliances of a length no greater than 1 m, the cables supplied with the lamp can be used.

The minimum sections permitted for leads are as follows:

- 2.5 sq. mm for distribution dorsal boards common to 2 or more lighting appliances;
- 1.5 sq. mm. for shunts to individual appliances.

Cable installation may only be carried out in one of the following ways:

- free-hanging: only for multicore cables in inaccessible positions;
- installed inside protective tubes, channels or coiled sheaths (for external use), which comply with the 850°C incandescent wire test, with IP4X degree protection: below the walking surface and in all other cases.

c) Cables should not be subjected to mechanical stress i.e. used to support hanging light fittings or placed under furnishing elements and, where necessary, they should be secured with appropriate collars and U bolts.

d) The characteristics of any cables of foreign manufacture should be comparable with the above provisions and it shall be the duty of the End-user to provide the relevant technical documentation regarding the same, as listed in art. 1 and, in any case, in compliance with current EC directives. No cable winders of any kind shall be permitted.

ART. 6 CONNECTIONS AND SHUNTS

1) Connections between leads should be carried out exclusively in the following ways:

- by means of terminals with self-extinguishing insulating lining inside connector blocks;
- IEC 309 multi-outlet shunts;
- protected bus ducts with minimum IP4X protection and fitted with special plugs;
- electrified track at a height of no less than 2.5m from floor level fitted with special plugs.
- connector blocks containing multiple outlet units.

2) The connector blocks should be made of metal or thermoplastic material, in compliance with current CEI regulations (850 °C incandescent wire test). Moreover, they should be supplied with a screw-on cover and have minimum IP4X or IPXXD protection. The inlets for the cables, tubes and sheaths in the connector blocks should be equipped with a suitable cable press connector or core hitch.

ART. 7 OUTLETS AND PLUGS

1) The fixed plug outlets for end user connection should have IP4X or IPXXD degree protection, a horizontal connection axis and be mounted on socket boxes.

IEC 309 type movable plug outlets should be used. Movable outlets with multiple receptivity (multiple socket outlets) may only be used inside a connector block fitted with a cover.

2) Plug outlets with a capacity of more than 16A should be equipped with an electrical and mechanical interlocking system. Connection cables for movable equipment with the installation characteristics mentioned above should be as short as possible. For this purpose the outlets should be installed as close as possible to the utilizer. Adaptors which comply with current regulations and bear the Italian Mark of Quality or a European equivalent, may be used to power a single appliance with a rating of no more than 150W.

ART. 8 LIGHT FITTINGS

1) Light fittings should be installed at a height of over 2.50 m from floor level or, in any case, in places which are not accessible to the public.

2) Only lighting appliances with housing that has minimum IPXXD degree protection or unbreakable shields, mesh or other suitable mechanical lamp protection devices may be installed in areas which are accessible to the public.

3) The housing of any lighting appliances which are located within reach of the public should not reach temperatures higher than those set down in the CEI regulations: 80°C in normal operating conditions.

4) False ceilings and existing installations, particularly the water pipes of the automatic sprinkler fire extinguishing system on the ceiling of the exhibition pavilions, should not be used as supports for hanging lighting elements.

5) Halogen lamps should always be equipped with special tempered glass shields or protective metal grilles. The lamps should not exceed 300W.

Light fittings should also be located at a suitable distance from any combustible objects being illuminated. In particular, with regard to spotlights and small projectors, the following distances should be observed:

- up to 100W: at least 0.5m
- from 100 to 300W: at least 0.8m

6) Cold cathode discharge tubes or lamps (neon tubes) with high-tension feeders should be housed in metal cases and assembled as indicated in CEI regulations EN 50107-1 (conformable to CT 54 CEI).

7) The installation of lighting elements on surfaces or supports in combustible material is forbidden unless the same have been built for mounting on furnishing elements and bear the "F" mark. Wooden materials which are fire resistant at origin or which have been subjected to ex post fire retardant treatment are considered to be **combustible materials**.

8) The lighting, for demonstrative purposes, of table lamps or lights displayed may be permitted, in compliance with CEI regulations, as long as the following conditions are met:

- the location of the appliances is stable and removed from public passageways;
- the appliances being used are kept under constant surveillance by stand and/or congress-exhibition area personnel;
- all the rules set down in these Regulations regarding the power supply system of the appliances in question have been observed;
- the appliances may be powered using cables supplied by the manufacturer which are no more than 1 m long.

9) Power supply systems involving naked conductors shall not be permitted either at low voltages (12, 24, 48V) or at 230V.

ART. 9 PROTECTION OF LEADS FROM OVERCURRENTS

1) The protection of leads from overcurrents should be carried out in accordance with the criteria established by CEI Regulations. For this purpose, magneto-thermal switches or fuses may be used inside the stand's electrical board, down-line from the main cutout switch.

The protection devices indicated above should be coordinated with the lead sections, based on the criteria set down in the regulations mentioned and CEI tables.

2) Particular care should be taken to protect any low-tension circuits from overcurrents remembering that, for the same amount of power transmitted, the currents are much higher compared with normal mains voltage circuits.

ART. 10 TRANSFORMERS AND VOLTAGE REGULATORS

1) The use of transformers and voltage regulators for powering low or high voltage lighting systems is permitted as long as they are installed inside adequately ventilated metal or PVC boxes with IPXXB protection, equipped with cable presses or in the container supplied by the manufacturer, if suitable for installation.

2) The transformers and regulators should have maximum current protections on the single outlet circuit with manual reset (magneto-thermal switch or fuse). Moreover they should be located in a well-ventilated position and out of reach of the public.

ART. 11 GROUNDING

1) The light fittings and any other metallic masses included in the stand and/or congress-exhibition areas furnishings should be connected to the grounding system of the exhibition pavilions by means of N07V-K type protection leads with the section size required by CEI regulations and yellow-green colored insulation.

2) The connection of metallic masses should be carried out using feedthrough screws with nuts, washers and cable terminals of the right measurements, or pipe clamping collars supplied with terminals, or other methods which ensure the effectiveness and permanence of the connections.

3) For metallic masses consisting of several separate parts, the unipotentiality should be ensured by means of suitable continuity connections realized in the ways described above.

ART. 12 QUALITY OF MATERIALS AND ELECTRICAL APPLIANCES

1) The End-user shall be obliged to use materials and electrical appliances of excellent quality and characteristics which comply with existing CEI Regulations.

In particular, materials and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used.

2) Firenze Fiera shall reserve the right to prohibit the use of materials and appliances which do not comply with current regulations. In the case of the appliances and cables used for previous layouts, it shall be the End-user's duty to verify the integrity of the same.

ART. 13 INSPECTIONS

The electrical system of the stand and/or congress-exhibition area shall be inspected (even immediately before the event begins) in compliance with article 711.6 of CEI regulations 64-8/7-711.

ART. 14 STANDARDS AND REGULATIONS

For anything not explicitly mentioned in these regulations, compliance with current CEI regulations shall be required.

Failure to comply with the regulations and other rules contained in these Regulations, with regard to the electrical systems, may result in the disconnection of any electrical systems which do not comply with the necessary safety requisites, at FIRENZE FIERA's unquestionable discretion.

ART. 15 WIRING DIAGRAM

Electrical systems for the stands and/or congress-exhibition areas may only be connected to Firenze Fiera's power grid by presenting the duly completed "Statement of workmanlike compliance of the system" (Italian Ministerial Decree 22.01.08 n. 37), along with all the compulsory enclosures.

SECTION III FIRE PREVENTION

ART. 16 SAFETY AND FIRE PREVENTION OBLIGATIONS OF THE END-USER

1) In order to demonstrate compliance with the Technical Regulations, the End-User should present the following to the Technical Bodies appointed by Firenze Fiera during the setting-up phase of the stands and/or congress-exhibition areas:

- a statement listing the materials used for furnishing the exhibition space, with an indication of the quantities (surface areas) used;
- documents certifying the compliance of the materials used with the fire reaction requisites set down in article 17 below. A sworn translation into Italian of any certification drawn up by foreign Institutions or laboratories should be provided.

ART. 17 FURNISHING MATERIALS

1) **All materials** used for furnishing the exhibition space should comply, as a whole, with the fire reaction properties as specified below:

- **Flooring use**

	Italian class	European class
I	Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2)

- **Wall use**

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0), (B-s1,d1), (B-s2,d1)

- **Ceiling use**

	Italian class	European class
I	Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0)

The documents listed in the following articles 18 to 20 inclusive should be provided for each of the materials used in order to verify compliance with the classification requisites requested.

ART. 18 MATERIALS FIREPROOFED AT ORIGIN

These are materials whose fire resistant properties have been determined during manufacture.

The following documents should be presented in order to verify the above characteristics:

- a) Copy of the material's **Certificate of Approval** issued by the Ministry of the Interior to the manufacturer of the material;
- b) **Declaration of compliance** of the material with the approved prototype signed by the vendor of the material;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

ART. 19 MATERIALS WITH AD HOC CERTIFICATION

The Fire Reaction Certificate may take the form of an “ad hoc” certificate issued to the user by a laboratory authorized by the Ministry of the Interior.

“Ad hoc” certificate shall mean a test certificate which has not been issued for the purpose of placing a product on the market, pursuant to art. 10 of the Italian Ministerial Decree dated 26.06.84.

The End-user should present the following documentation to Firenze Fiera:

- a) A copy of the **“ad hoc” Certificate** for the material issued by the authorized laboratory;
- b) **Declaration of compliance** of the material used with the prototype, signed by the End-user;
- c) **Declaration by the End-user** that the material in question has been used for furnishing the stand and/or congress-exhibition area (**Form C**).

ART. 20 MATERIALS SUBJECTED TO EX POST FIRE-RETARDANT TREATMENT

1) These are materials whose fire resistant properties are altered through the application of fire-retardant paint products. In this case the following documents should be presented to Firenze Fiera:

- a) Declaration by the person who carried out the fire-retardant treatment, giving the date on which the said treatment was carried out, stating that the conditions of application imposed by the manufacturer of the fire-retardant product and set down in the technical specifications for the paint have been observed. Form D should be used for this purpose. It should, however, be specified that the fire-retardant treatment shall be only considered valid for a maximum of 6 (six) months;
- b) Copy of the Manufacturer's Certificate (Pilot Certificate), giving the conditions of use and application of the fire-retardant product;
- c) Copy of the Transport Document or Invoice documenting the purchase of the fire-retardant product by the person carrying out the treatment;
- d) Declaration by the End-user that the fire-retardant treated material has been used for furnishing the stand and/or congress-exhibition area (Form C).

Treatments using the products listed in the Italian Ministerial Decree dated 06.03.92 which have been carried out in a workmanlike manner shall be considered valid for **5 (five) years** from the date on which the treatment is carried out. These paints may only be used on wooden materials, with the following exceptions:

- veneered materials with wood slices or strips using thermo-plastic type resin based glues;
- cellular or strip structured assemblies with air cavities or cavities filled with miscellaneous materials.

2) Fire-retardant treatment certificates compiled in a way other than those described above shall not be considered valid.

ART. 21 OBSERVANCE OF STANDARDS AND REGULATIONS

1) Whilst confirming the provisions set down in these Regulations, End-users shall also be obliged to comply, without fail, with all existing fire prevention standards and legislation.

2) Firenze Fiera shall reserve the right to take samples of the furnishing materials used which are considered to be "unsuitable" and send the same to an authorized laboratory in order to verify their compliance with fire prevention regulations.

3) In the event of the partial non-observance of the requisites set down in the regulations concerning the fire reaction of the materials used, Firenze Fiera shall reserve the right to assess the possibility of authorizing the End-user to operate within the stand and/or congress-exhibition area in derogation of the above. This possibility shall, however, be dependent upon the adoption of alternative and equivalent safety and fire prevention measures, to be agreed with the persons appointed by Firenze Fiera and the Fire Department.

Any additional expenses which may arise from the adoption of such measures shall be charged to the End-user or, in the event of the default of the same, to the Organizer.

SECTION IV

ACCIDENT PREVENTION AND SAFETY PRECAUTIONS, REQUIREMENTS AND PROHIBITIONS IN COMPLIANCE WITH THE FOLLOWING ITALIAN REGULATIONS: LEGISLATIVE DECREE 9th APRIL 2008 n. 81 AND SUCCESSIVE MODIFICATIONS AND SUPPLEMENTS, MINISTERIAL DECREE 10th MARCH 1998

ART. 22 PROHIBITIONS

It is forbidden to:

- smoke inside the pavilions;
- recharge forklifts, pallet transporters and other battery operated machinery inside the pavilions (and, in any case, in enclosed spaces) .
- use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment etc..) ;
- use inflammable glue, varnish and /or paint;
- use mobile forklifts with an internal combustion engine inside the exhibition pavilions;
- introduce inflammable objects of any description which are not treatable with fireproof varnishes (paper, cardboard, rubber tires, textiles and plastic coverings, tulle etc.);
- introduce motorized vehicles into the pavilions for exhibition purposes without the express permission of Firenze Fiera;
- use incandescent electrical equipment;
- introduce refrigerators and cooling devices without prior consent from the Ente Fiera;
- use naked flames (candles, stoves, heaters etc..) inside the pavilions ;
- use radiating heaters inside the pavilions; outside use must be agreed upon with Ente Fiera and each element must be provided with a certificate of conformity for the working mechanism;
- use glass surfaces unless they are safety glass (for example visarm and wired glass);
- use combustible compressed or liquid gas tanks inside the pavilions. Outside use may be authorized by prior agreement with Firenze Fiera, with a storing limit of 75Kg and a certificate of conformity by a qualified installer for the connecting equipment.
- use inert gas canisters of any size and/or capacity. In special cases, they may be authorized by Firenze Fiera and only if all the regulations regarding the subject have been respected;
- use temporary ceilings to partially cover exhibition and congress spaces. They may be allowed with prior authorization by Ente Fiera for a maximum of 1/3 of the stand area for continuous coverings or for strips spaced at least 1m apart with the following characteristics:
 - a) grated ceilings or similar coverings if of solid, non-combustible or fireproof material, adequately fixed to the ceiling, with openings of not less than 5cm x 5cm and with rafters not thicker than 1 cm (aluminum, steel, metal wire, fireproof or fireproofed wood etc.);
 - b) netted ceilings made of fabric or synthetics having a fire reaction class not exceeding 1 (one) and openings in the mesh not smaller than 5mm x 5mm.
- introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are

allowed if adequately fixed and of a reasonably small dimension.

- access the exhibition and congress areas with motorized vehicles in general;
- introduce animals of any description into the exhibition and congress areas;
- use electrical or manual loading platforms except in the phases of set up and dismantling of the exhibition and congress spaces;
- cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations;
- lean anything extraneous on the sprinkler system, the ceiling, the pylons, the rafters, or any other part of the exhibition and congress structure;
- have set-up and dismantling personnel for the exhibition and congress spaces present after hours without explicit written permission by Firenze Fiera;
- cover in any way, even partially, the air ventilation intake openings at the base of the pylons in the exhibition and congress pavilions,
- apply fireproofing to materials inside the exhibition or congress pavilions;
- keep carton boxes or other packing material at the stand or use them as a support;
- leave the electricity on at the stand and/or in the exhibition-congress space without the presence of personnel and, in any case, after the opening hours of the event except in the case of a prior agreement with Ente Fiera;
- use loudspeakers or any other source of sound which could create disturbance, without express permission from Firenze Fiera;
- introduce materials and/or products to the exhibition-congress spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the persons present;
- introduce to the exhibition-congress spaces unbound fibers of any description that are not bagged;
- obstruct internal and/or external corridors and emergency exits with decorating materials, products, packing materials and similar items during set-up and dismantling and during the entire period of the event .
- use equipment or fixtures inside the Firenze Fiera pavilions which do not comply with the current safety regulations and legislation;
- tamper with or damage in any way the furnishings or premises of the exhibition -congress spaces;
- introduce heavy concentrated weights without prior authorization from Firenze Fiera.

ART. 23 REQUIREMENTS

1) Any floor coverings should be positioned in such a way as not to constitute an obstacle (for example, presence of steps, swollen floor surfaces, etc.) in full compliance with Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements .

Packaging and materials of a particularly cumbersome nature should be immediately removed from the congress-exhibition areas at the expense and care of the End-user.

Occupation of communal areas and corridors should be limited to loading/unloading operations and handling. Particular care should be taken not to hamper the transit of other vehicles and never to block the safety exits.

2) During the set-up and disassembly phases, entry to the congress and/or exhibition areas shall only be permitted to commercial vehicles displaying the appropriate permit previously distributed to End-users, and only during the hours indicated. Parking inside the congress and/or exhibition areas should be limited to the time strictly necessary for unloading and loading operations, after which the vehicles should be immediately removed from the maneuvering areas.

ART. 24 SAFETY FORMS AND COMPLIANCE WITH REGULATIONS

- Form A:** Certificate of compliance with regulations
- Form B:** Wiring diagram
- Form C:** Furnishing materials
- Form D:** Declaration of ex post fire-retardant treatment
- Form E:** Declaration that ex post fire-retardant treated material has been used

It is compulsory to fill in **Forms A, B and C**, whereas **forms D and E** are only compulsory if ex post fire retardant treated materials are used as part of the stand fittings.

The End-users should duly fill in these forms and send them to:

f.milia@btcongress.com or fax +39 070307727
before January 30

The completed forms should be sent to FIRENZE FIERA within the time limit stated above. The event to which the forms refer should be stated on the envelope.

These Safety Regulations have been drawn up in full compliance with Italian Legislative Decree 9th April 2008 n. 81 and successive modifications and supplements , in agreement with all the internal and external prevention and safety persons appointed by Firenze Fiera S.p.A.

Firenze Fiera spa

Sede legale e operativa: Piazza Adua 1 - 50123 Firenze, Italy | Tel. +39 055 497 21 | Fax +39 055 497 3237

CCIAA di Firenze, P.IVA 04933280481- Capitale Sociale € 21.843.977,76 | info@firenzefiera.it | www.firenzefiera.it



ORDER FORMS AND COMPLIANCE

FORM B

CERTIFICATE OF COMPLIANCE WITH REGULATIONS



GYNecOLOGICAL
ENDOCRINOLOGY
THE 18th WORLD CONGRESS

DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727

The Legal Representative _____
of the Company (full corp. name) _____
Country _____ | State _____
Address _____ | City _____
Zip _____ | Phone _____ | Fax _____
Booth n° _____ | Brand _____

Declaration

- I have been given a copy of the Technical Safety Regulations and have read all the articles and declare that I will be personally responsible for ensuring that the exhibition space that I will set up will conform to the technical regulations issued by FIRENZE FIERA S.p.A. for the exhibition spaces;
- I hereby hold harmless from any and all liability the organising body and third parties in any way involved in the event and renounce all claims and/or recourses against the organising body and aforementioned third parties for any harm to persons or damage to the property of others in the event of failure to implement the provisions of the Regulations;
- I will indemnify any damage suffered directly by the organising body or third parties.

Date

Stamp and signature

FORM C1

WIRING DIAGRAM



GYNECOLOGICAL
ENDOCRINOLOGY
THE 18TH WORLD CONGRESS

DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727

The Legal Representative _____
of the Company (full corp. name) _____
Country _____ State _____
Address _____ City _____
Zip _____ Phone _____ Fax _____
Booth n° _____ Brand _____

ELECTRICAL INSTALLATION DATA OF THE STAND

The installation will be implemented by
the following Company _____
the Exhibitor (after verification by a licensed company
as per Italian Ministerial Decree 22.01.08 n.37)

1. ELECTRICAL BOARD

Does the installation have its own electrical board?

YES NO

IF YES:

is the circuit breaker differential magneto thermal (30mA),
with _____ poles of _____, Amperes

is the circuit breaker magneto thermal, but the users
are protected by secondary differentiated switches
the circuit breaker is _____ type

_____ type switches derived from
the circuit breaker are provided

The electrical board container is:

IP44 metal

IP44 non-flammable plastic

The cables leading out of the board have cable clips

2. CONDUCTORS

The installation employs the following cables:

CEI 20-22 multipolar cables

_____ silicon type cables

3. JUNCTIONS AND DISTRIBUTION

The cable junction are executed:

by terminals in metal function boxes

by terminals in non-flammable plastic junction boxes

by IEC 309 multipin connectors

by IEC 309 plugs and sockets

by protected busbars

4. LIGHT FITTINGS

The following are utilised in the installation:

in housings with IP44 minimum protection

above 2.50 m or inaccessible, in housings with

IP20 minimum protection

IF (IP20) LIGHT FITTINGS ARE USED:
with lamps at an height of less than 2.50 metres
above public passages, they are segregated:
by heat resistant glass
non-flammable polycarbonate screens
fine mesh metal grilles

5. FEEDERS AND TRANSFORMERS (if any)

Feeders and/or transformers housed in:

ventilated metal containers

non-flammable plastic containers

(electronic transformers only)

Protection by means of fuses on the primary
and secondary circuits of the transformer

6. OTHER LIGHTING USERS (if any)

There will be the following:

Connected by CEE protected plugs and sockets

7. ANY OTHER INFORMATION ON THE INSTALLATION

Was the electrical installation of the stand already mounted
in the previous Edition of the event? YES NO

Date

Stamp and signature

FORM C2

FURNISHING MATERIALS



GYNCOLOGICAL
ENDOCRINOLOGY
THE 18th WORLD CONGRESS

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Country _____ | State _____
Address _____ | City _____
Zip _____ | Phone _____ | Fax _____
Booth n° _____ | Brand _____

The installation will be implemented by the following Company _____ the Exhibitor
Only the materials indicated below, in the quantities stated and with the following certificates attached will be used.

1. WALLS COVERING (Type and sup. sq. m.)	Certificate
_____	_____
_____	_____
2. FLOORS COVERING: (Type and sup. sq. m.)	
_____	_____
_____	_____
3. CURTAINS: (Type and sup. sq. m.)	
_____	_____
_____	_____
4. CHAIRS: (Type and sup. sq. m.)	
_____	_____
_____	_____
5. TABLES: (Type and sup. sq. m.)	
_____	_____
_____	_____
6. UPHOLSTERIES	
_____	_____
_____	_____
7. PREVIOUSLY FIREPROOFED MATERIALS: (type)	
_____	_____
_____	_____
8. OTHERS: (type)	
_____	_____
_____	_____

The stand will be equipped with n. _____ fire extinguishers, type approved for class A, B, C fires, with a nominal capacity of 6 to 9 kg.

Date

Stamp and signature

FORM D1

DECLARATION OF EX POST FIRE-RETARDANT TREATMENT



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Certificate to be filled in by the company that performed the fireproofing (*)

Company (**) _____

Country _____ | State _____ | Zip _____

Address _____ | City _____

has duly fireproofed the following materials:

1) description of the material treated _____

2) dimensions (sq. m.) _____

3) trade name of the product utilised for the fireproofing _____

4) quantity of the product used (Kg.) _____

5) date of the operation _____

6) type of use of the fireproofed material _____

we attach for said material a copy of the pilot Certificate No. _____

of _____ issued by _____ (***)

stating the fire reaction class of the material which the manufacturer of the fireproofing product refers to in relation to the conditions of use and installation.

We attach a copy of delivery note No. _____ of _____

relating to the purchase of the fireproofing product.

The Company that carried out the fireproofing accepts full civil and criminal liability for the performance of the fireproofing treatment and expressly declares that:

- the manufacturer's conditions for the application of the fireproofing product have been strictly complied with;
- after fireproofing, the material has not been washed, ironed, vacuum-cleaned etc.;
- the material has been stored in a totally dry place after the treatment.

* Progressive number of the form (a form D type form complete with certificates must be filled in for each material that is fireproofed).

** Indicate the name of the company that carried out the fireproofing.

*** Give the name of the authorised laboratory that carried out the fire reaction test.

Date

Stamp and signature of the legal representative

FORM D2

DECLARATION THAT EX POST FIRE-RETARDANT TREATED MATERIAL HAS BEEN USED

DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727



GYNecOLOGICAL
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THE 18TH WORLD CONGRESS

The Legal Representative _____

of the Company (full corp. name) _____

Country _____ | State _____

Address _____ | City _____

Zip _____ | Phone _____ | Fax _____

Booth n° _____ | Brand _____

Declares

- That the previously fireproofed material referred to in Form D will be used to set up said stand;
- The fireproofed material has not been washed, ironed, vacuum-cleaned etc.;
- After fireproofing, the material has been stored in a totally dry place.

Date

Stamp and signature of the legal representative

FORM E

ELECTRICAL FITTINGS ORDER FORM



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Company (full corp. name) _____
Country _____ | State _____
Address _____ | City _____
Zip _____ | Phone _____ | Fax _____
Booth n° _____ | Brand _____

Check your contract to verify how much electricity you have already included before ordering.

Electrical fittings

		quantity
1 kW power line	€ 43.00	_____
2 kW power line	€ 78.00	_____
3 kW power line	€ 109.00	_____
4 kW power line	€ 150.00	_____
5 kW power line	€ 180.50	_____

2 kW variable light control box for 300 W halogen lamps, complete with electrical lines (lamps excluded)	€ 142.00	_____
150 W halogen lamp	€ 18.50	_____
1000 W spotlight with coloured gelatin filters (up to 10 articles)	€ 60.00	_____
50 W spotlight	€ 30.50	_____
75 W spotlight (up to 40 articles)	€ 36.50	_____
500 W spotlight (up to 20 articles)	€ 50.50	_____
1000 W spotlight	€ 67.50	_____
Auditorium light support	€ 240.00	_____

TOTAL WITHOUT VAT € _____

VAT 22% € _____

(vat applied for Italian companies only)

TOTAL € _____

Date

Stamp and signature

FURNITURE TARIFF LIST 2017

Not free-standing shelves



01

Tubular aluminium with
3 laminated shelves
(light grey) h250x100x30

€ 41,00



02

Tubular aluminium with
3 laminated shelves
(dark grey) h250x100x30



03

"DIPLO" metal shelves
with 4 adjustable shelves
h250x100x30

€ 44,00



04

Laminated frame with 3
slanted shelves (grey)
h250x100x30

€ 42,00



05

Laminated frame with 3
shelves (white)
h250x100x30

€ 42,00



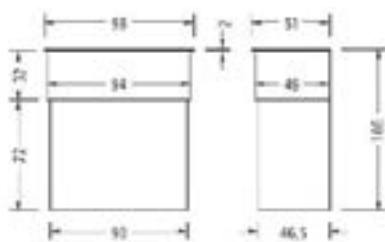
06

Laminated frame with 4
shelves (grey)
h250x100x30

The hire of materials is understood to be for the entire duration of the event and includes assembly and disassembly

FURNITURE TARIFF LIST 2017

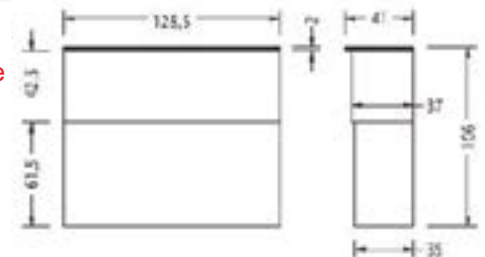
Reception desk



01

Laminated double door Reception desk (grey)

€ 89,00



02

Laminated double door Reception desk (white)

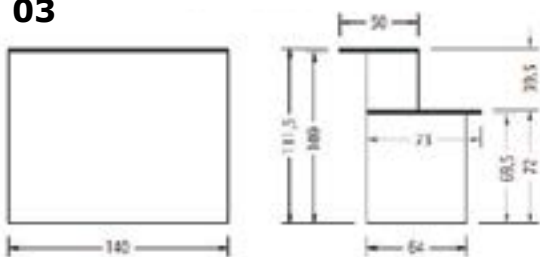
€ 89,00



Double top Reception desk (grey)

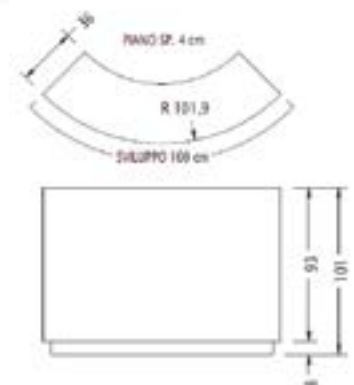
€ 106,00

03



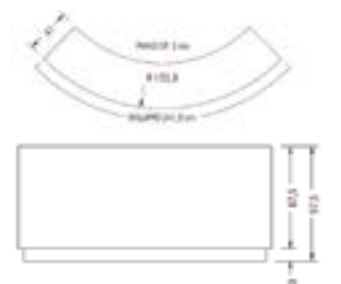
04 € 205,00

Curved Reception desk (small size) availability n. 16



Curved Reception desk (larger size) availability n.6

05 € 270,00



FURNITURE TARIFF LIST 2017

Armchairs



01 Black fabric tubular armchair
€ 36,00



02 Blue leather tubular armchair
availability n. 10
€ 36,00



03 Black leather tubular armchair
availability n.15
€ 36,00



04 Executive office chair
availability n. 20
€ 60,00



05 Black "Wassili" armchair
availability n.12
€ 60,00



06 White fabric armchair
availability n.8
€ 90,00



07 Red fabric seat
€ 22,00

FURNITURE TARIFF LIST 2017

Sofas



01 Ecrù fabric sofa
availability n. 40
cm. 145x80

€ 83,00



02 Curved sofa (fabric colour at choice)
availability n.4 - cm. 250x100

€ 199,00



03 White fabric seat
availability n.2
cm. 170x50

€ 120,00



04 White fabric seat
availability n. 12
cm. 200x100

€ 199,00



05 Black eco-leather sofa - availability n. 10
cm. 130x70

€ 83,00



06 Round white fabric seat - availability n. 4
cm. 95 diam.

€ 130,00

FURNITURE TARIFF LIST 2017

Chairs and Stools



01 € 8,50
Grey fabric "Congress" chair



02 € 11,50
Congress chair with armrest



03 € 15,50
Chair with writing-arm



04 € 8,50
Metal folding chair "Meco"



05 € 8,50
Black folding chair "Flip"



06 € 8,50
Grey folding chair "Flip"



07 € 12,00
"Crystal" polycarbonate chair



08 € 17,00
Black stool with seatback



09 € 17,00
White stool with seatback



10 € 10,50
White stool



11 € 10,50
Black stool

FURNITURE TARIFF LIST 2017

Tables



01 Dark grey table 120x80x75h € 55,50



02 White table 120x70x75h € 55,50



03 Table 120x80x75h top cherry wood € 55,50



Black/white low table
40x40 / 50x50

04 € 22,50



White low table
05 € 28,00



06 Grey round table diam.80x75h € 37,50



07 Black table 70x50x75h € 14,00



08 High table h 110 - top diam. 60 € 45,00

The hire of materials is understood to be for the entire duration of event and includes assembly and disassembly

FURNITURE TARIFF LIST 2017

Various furniture



01

€ 60,00

02

Chest on wheels (white/grey)
h60x50x50



03

€ 40,00

Display cubes (grey)
cm. 40x40x40 - 60x45x45- 80x50x50



04

€ 27,00

Coat rack with 30 hangers



05

€ 5,50

Wastebin



06

€ 23,00

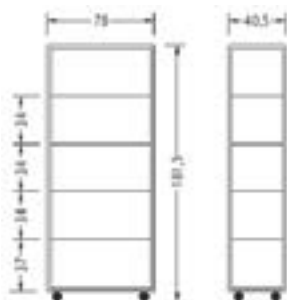
Coat hanger



07

€ 66,00

Mini fridge
h85x55x61



Glass show case
h180x77x41

08

€ 139,00



09

€ 60,00

Plexiglass brochure rack
h138x30



10

€ 49,00

Cupboard - 2 doors
h75x90x45

FURNITURE TARIFF LIST 2017

Modular panels - Carpet



01 Panel (h 345 x 100/50)
covered in grey fabric € 60,00

02 Laminated double door (h345x200)
opening h200x180 € 227,00
swing door

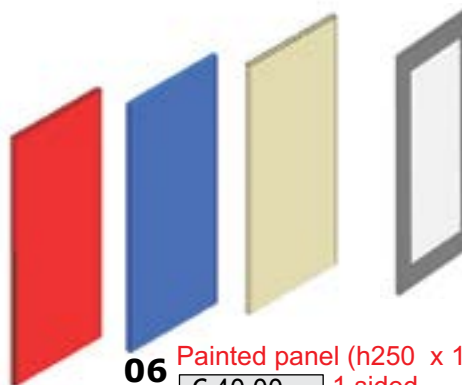


03 Grey laminated panel (h 250 x 100/50) € 22,50

04 Dark grey door panel (h 250x100) € 44,00



05 Panel (h 160 x 100)
white/grey € 28,00



06 Painted panel (h250 x 100/50) light colours
€ 40,00 1 sided € 52,00 2 sided

07 Painted panel (h250x100/50) dark colours
€ 65,00 1 sided € 75,00 2 sided

08 Fabric lined panel (h250x100/50)
colour at choice € 47,50 1 sided

09 Fabric lined panel (h250x100/50)
colour at choice € 58,50 2 sided

10 Glazed panel (h250 x 100)
laminated frame (dark grey) € 66,00



11 Carpet - needle-punched felt (choice of colour)

For stands € 6,50/sqm

For large areas € 6,00/sqm

For walkways or islands € 6,00/sqm

FORM F

FURNITURE ORDER FORM

1/3



GYNECOLOGICAL
ENDOCRINOLOGY
THE 18th WORLD CONGRESS

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Company (full corp. name) _____

Country _____ | State _____

Address _____ | City _____

Zip _____ | Phone _____ | Fax _____

Booth n° _____ | Brand _____

Order form for the following furnishings

Item		Quantity	Notes/indications
- Reinforced cupboards (up to 2 articles)	€ 129.50	_____	_____
- Flagstaff (350 h.)	€ 5.00	_____	_____
⊕ p.47 Coat stand	€ 23.00	_____	_____
- National flag with pole	€ 13.50	_____	_____
- Small personalised flags (excluding graphics)	€ 5.00	_____	_____
- Token box	€ 9.00	_____	_____
- Safe			(estimate upon request)
⊕ p.47 Chest on wheels (50x50x60 h.)	€ 60.00	_____	_____
⊕ p.47 Wastebin	€ 5.50	_____	_____
- Large grey PVC basket	€ 8.50	_____	_____
⊕ p.47 Display cube (40x40x40h./45x45x60 h./50x50x80h)			
fabric-covered top	€ 51.50	_____	_____
grey colour	€ 40.00	_____	_____
- Beige sky "Pozzetto" sofa (up to 10 articles)	€ 83.00	_____	_____
- Two seat "ecru" sofa	€ 83.00	_____	_____
⊕ p.44 Rectangular fabric sofa (up to 12 articles)	€ 199.00	_____	_____
⊕ p.44 Semicircular fabric sofa (up to 4 articles)	€ 199.00	_____	_____
- Round white fabric sofa (up to 4 articles)	€ 130.00	_____	_____
- Aluminium fascia 30 h. (excluding graphics)	€/m.13.00	_____	_____
- Photocopier			(estimate upon request)
- Charge per rented photocopier copy	€ 0.05	_____	_____
- A3 photocopy	€ 0.23	_____	_____
⊕ A4 photocopy	€ 0.12	_____	_____
- p.47 Mini fridge	€ 66.00	_____	_____
- Customised graphics and logo			(estimate upon request)
- Flipchart	€ 40.00	_____	_____
⊕ Corridor sign	€ 5.00	_____	_____
- p.47 Cupboard – 2 doors, with inside shelf and lock (90 x 45 x 75 h.)	€ 49.00	_____	_____

ALL SERVICES HAVE TO BE PAID BY BANK TRANSFER OR CREDIT CARD WITHIN 15 DAYS BEFORE THE CONGRESS

FORM F

FURNITURE ORDER FORM

2/3



GYNECOLOGICAL
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DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727

Item		Quantity	Notes/indications
Ⓞ p.48 Needle-punched felt carpet (choice of colour)			
for large areas	€ per sq.m. 6.00	m ² _____	_____
for walkways or islands	€ per sq.m. 6.00	m ² _____	_____
for stands	€ per sq.m. 6.50	m ² _____	_____
- Platform h.60-70, wood on iron structure covered with carpet	€ per sq.m.55.00	m ² _____	_____
- Grey painted metal rod	€ 13.50	_____	_____
Ⓞ p.48 Panel h. 250 width = 50-100, covered in fabric			
1 sided	€ 47.50	_____	_____
2 sided	€ 58.50	_____	_____
Ⓞ p.48 Wooden painted panel h. 250 width = 50-100			
1 sided light colours	€ 40.00	_____	_____
2 sided light colours	€ 52.00	_____	_____
1 sided dark colours	€ 65.00	_____	_____
2 sided dark colours	€ 75.00	_____	_____
Ⓞ p.48 White panel h. 250 width = 50-100, covered in PVC	€ 28.00	_____	_____
Ⓞ p.48 Grey laminated panel h. 250 width = 50-100	€ 22.50	_____	_____
- White laminated panel 100 x 200 h. (Palacongressi)	€ 22.50	_____	_____
- Glazed panel 100 x 250 h.	€ 66.00	_____	_____
- Wooden platform h. 20 - 40 - 50, covered in carpet with choice of colour	€ per sq.m. 40.00	_____	_____
- Graphic stand for 50 x 70 posters (graphics excluded)	€ 28.00	_____	_____
- Speaker's lectern with lighting	€ 125.00	_____	_____
Ⓞ p.43 Fabric-covered tubular armchair	€ 36.00	_____	_____
Ⓞ p.43 Armchair in black leather on wheels	€ 60.00	_____	_____
- Door in dark grey laminated 100 x 250 h.	€ 44.00	_____	_____
- Brochure rack in plexiglass (30 x 138 h.)	€ 60.00	_____	_____
Ⓞ p.42 Double door reception counter in grey laminated (90 x 45 x 105 h.)	€ 89.00	_____	_____
Ⓞ p.42 Two floor reception counter in grey laminated (140 x 70 x 105 h.)	€ 106.00	_____	_____
Ⓞ p.41 Diplo metal shelves, lacquered metal dark grey 4 adjustable shelves (90 x 30) (not free-standing, panel 250 h. to be added)	€ 44.00	_____	_____
Ⓞ p.41 Laminated shelves, frame grey laminated with 3 dark grey laminated shelves (100 x 30 x 250 h.) (not free-standing, panel 250 h. to be added)	€ 42.00	_____	_____
Ⓞ p.41 Aluminium shelves, tubular aluminium with 3 grey laminated shelves (100 x 30 x 250 h.) (not free-standing, panel 250 h. to be added)	€ 41.00	_____	_____
Ⓞ p.45 Metal "congress" chair, fabric-covered seat and back	€ 8.50	_____	_____
Ⓞ p.45 Metal "congress" chair with writing-boards	€ 15.50	_____	_____
Ⓞ p.45 Metal "congress" chair with armrests	€ 11.50	_____	_____
Ⓞ p.45 Folding "mecc" chair, grey lacquered metal	€ 8.50	_____	_____
Ⓞ p.45 "Crystal" chair in polycarbonate	€ 12.00	_____	_____
- Aluminium "relax" chair	€ 12.00	_____	_____

ALL SERVICES HAVE TO BE PAID BY BANK TRANSFER OR CREDIT CARD WITHIN 15 DAYS BEFORE THE CONGRESS

FORM F

FURNITURE ORDER FORM

3/3



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THE 18TH WORLD CONGRESS

DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727

Item	Quantity	Notes/indications
⦿ p.45 High-back metal stool	€ 17.00	_____ _____
⦿ p.45 High (75h) and low (45h) stool without back	€ 10.50	_____ _____
⦿ p.47 Clothes rack with 30 hangers	€ 27.00	_____ _____
⦿ p.46 Low table in dark grey laminated (40 x 40 x 45 h.)	€ 22.50	_____ _____
⦿ p.46 Competitive examination dark grey laminated table (70x50x73 h.)	€ 14.00	_____ _____
- Aluminium relax table h. 75	€ 30.00	_____ _____
⦿ p.46 Dark grey laminated table (120 x 80 x 75 h.)	€ 55.50	_____ _____
- Rectangular cloth-covered table 120 x 80	€ 77.00	_____ _____
⦿ p.46 "Standing up" table, h. 105, with dark grey laminated top 40 x 40 or diameter 60	€ 45.00	_____ _____
⦿ p.46 Round dark grey laminated table, h. 75, diameter 80	€ 37.50	_____ _____
- Telefax (estimate upon request)		
- Tendiflex	€ 27.00	_____ _____
- Crush barrier I = 250 x 90 h.	€ 10.50	_____ _____
⦿ p.47 Illuminated glass show case 77 x 41 x 180 h.	€ 139.00	_____ _____
- Outdoor Door mat	9€ per sq.m m ²	_____ _____
TOTAL WITHOUT VAT		€ _____
VAT 22%		€ _____
(vat applied for Italian companies only)		
TOTAL		€ _____

CHARGES FOR DAMAGE TO MATERIALS

Telephone equipment	€ 90.00	Extinguisher kg. 50 – exhausted	Anthracite colour double door	Tendiflex	€ 205.00
Coat stand	€ 78.00	(recharge included)	200 x 345 h.	Divider	€ 90.00
Flag	€ 135.00	€ 310.00	50 W and 75 W spotlight	Illuminated glass show case	
Electric pendant with sockets	€ 48.00	150/300 W halogen lamp	500 W spotlight	77 x 41 x 180 h.	€ 380.00
Telephone Line	€ 16.00	€ 45.00	1000 W spotlight		
3 kW and 9 kW power supply boxes	€ 175.00	Mini fridge	€ 300.00		
Chest on wheels	€ 105.00	€ 205.00	Diplo metal shelves		
2 kW variable light control box for halogen lamps	€ 230.00	Adjustable blackboard	€ 165.00		
Wastebin	€ 14.00	€ 175.00	Laminated shelves		
Toilette basket	€ 18.00	Corridor sign	€ 195.00		
Grey PVC basket	€ 38.00	€ 20.00	Aluminium shelves		
Key	€ 7.00	Window lock	€ 195.00		
Display cube	€ 120.00	€ 15.00	Metal "congress" chair		
Toilet paper distributor	€ 50.00	Cupboard – 2 doors	€ 60.00		
Soap distributor	€ 50.00	€ 120.00	Metal "congress" chair with armrests		
Extinguisher kg. 6 – removed	€ 135.00	Reception counter	€ 70.00		
Extinguisher kg. 6 - exhausted (recharge included)	€ 105.00	€/m. 190.00	"Meco" chair		
		Panel 200/250 h., breakage (per side)	€ 60.00		
		€ 105.00	High-back metal stool		
		Panel 345 h., breakage (per side)	€ 100.00		
		€ 165.00	High and low stool		
		Glazed panel	€ 55.00		
		€ 180.00	Clothes rack		
		Wooden dais, 125x125x15	€ 68.00		
		€ 105.00	Low laminated table (40 x 40 x 45 h.)		
		Graphic stand	€ 55.00		
		€ 70.00	Rectangular laminated table (120 x 80 x 75 h.)		
		Speakers' lectern	€ 175.00		
		€ 860.00	Round laminated table (diameter 80)		
		Tubular armchair	€ 130.00		
		€ 215.00			
		Door in dark grey laminated 100 x 250 h.			
		€ 320.00			
		Anthracite door 100 x 345 h.			
		€ 410.00			

Date

Stamp and signature

ALL SERVICES HAVE TO BE PAID BY BANK TRANSFER OR CREDIT CARD WITHIN 15 DAYS BEFORE THE CONGRESS

FORM G

CLEANING SERVICE AND WIFI ORDER FORM

DEADLINE: JANUARY 30TH

PLEASE SUBMIT THE COMPLETED FORM TO F.MILIA@BTCONGRESS.COM OR FAX +39 070307727



gynecological
endocrinology
THE 18th WORLD CONGRESS

Company (full corp. name) _____

Country _____ | State _____

Address _____ | City _____

Zip _____ | Phone _____ | Fax _____

Booth n° _____ | Brand _____

ASKS FOR THE FURNISHING OF THE FOLLOWING SERVICES

1) CLEANING SERVICE

Daily charge of € 1 per sq. m. of stand cleaned per day.

From the day _____ to _____ March included.

Price: Total square meters: _____ x number of days: _____

The work of cleaning stands includes the following services:

- cleaning of the trampling level;
- cleaning of ashtrays and wastepaper basket;
- cleaning of furnishings but those one exposed.

2) WIRELESS CONNECTION

Up to 50 connections	€ 10 each
100 connections	€ 700
500 connections	€ 1500
1000 connections	€ 2000
Over 1000 connections	€ 3000

QUANTITY

TOTAL AMOUNTS

1) Cleaning service € _____

2) Wireless connections € _____

TOTAL WITHOUT VAT € _____

VAT 22% € _____

(vat applied for Italian companies only)

TOTAL € _____

Date

Stamp and signature

PAYMENT BY BANK TRANSFER

Account name Biomedical Technologies Srl
Bank BNL - Banca Nazionale del Lavoro - Branch of Pisa - Piazza dei miracoli
IBAN IT 65 010 0514 0040 0000 0016244 - SWIFT BIC BNLITRRLIX

PAYMENT BY CREDIT CARD AUTHORIZATION

Kindly complete this form and send it back by e-mail: d.formisano@btcongress.com fax: +39 070 307727

I/we _____ Vat Number _____

Country _____ City _____ Zip _____ Phone _____

Address _____

Place of birth _____ Date of birth _____ Email _____

ONLY FOR ITALY - Codice Fiscale _____

Hereby authorize "Biomedical Technologies srl" to debit my:

American Express Card Visa Card Master Card To the value of € _____

For the following arrangements prepared on my behalf:

Card Number _____ Expiring date _____

Card ID/card Validation code (3 or 4 digit code found on the back of the card, on the front in the American Express) _____

Full Name of card Holder _____

I hereby accepted the above agreement

PERSONAL DATA PROTECTION-LAW N. 196/2003

Personal data collected directly and/or through third parties by controller and processor Biomedical Technologies, Main Office in Cagliari Via Cugia 1, are processed in printed, computing and telematic form for fulfilling contractual and lawful obligations as well as for the effective handing of business relations. The email addresses provided may be used by Biomedical Technologies to send advertising materials on events similar to those subject of the present business relations.

The non-submittal of data, where not compulsory, will be evaluated from case to case by the controller and the resulting decisions to be made will take into account the importance of the required data in respect of the business relations, management. Data may be disclosed in Italy and/or abroad, strictly in accordance with the above-mentioned purposes, and consequently processed, only in relation to the mentioned purpose, by other persons: professionals and consultants as well as by persons allowed to access to your personal data according to National or Community regulations. If necessary, for the above-mentioned reasons, your data may be disclosed to third parties. For the same reasons, our partners and/or employees may process your data in their capacity of executors or processors. The persons concerned may exercise all the rights set forth in art. 7 of L.n. 196/2003 (including the rights of data access, corrections, updating, objects to data processing and cancellation). The processor "pro tempore" is the legal representative of the company.

DATE

STAMP AND SIGNATURE

Biomedical Technologies srl www.biomedicaltechnologies.com

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Capitale Sociale 10.500,00€

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