



Sponsorship & Exhibitor booklet



29th European Crystallographic Meeting
Rovinj, Croatia
August 23rd to 28th, 2015

ecm29.ecanews.org

www.facebook.com/29thEuropeanCrystallographicMeeting





Dear friends, colleagues, partners and fellow crystallographers,

The 29th European Crystallographic Meeting (ECM29) will be held in Rovinj, a coastal Croatian town where subtle Mediterranean grace, traditional hospitality and rich history and culture coalesce in a unique and incomparable blend. Rovinj is a true pearl of the Croatian northern Adriatic, located on the western Istrian coast, in the very heart of Europe, with a century long tradition in tourism, wide range of accommodation and convention facilities, as well as the unique natural and cultural treasures in and around the city. Rovinj is suitably connected to the world, as it is just 40 km away from the international Pula airport, while the airports of Rijeka and Trieste are cca. 100 km away. Pula international airport is very well connected to a number of major European cities during the summer season (which is the time when ECM29 will take place). A brand new highway connects Rovinj with the Slovenian border (70 km), while its other branch leads to the Croatian national capital, Zagreb (240 km). For our colleagues coming from central Europe, a useful piece of information could be that you can easily reach Rovinj from Munich, Milan, Vienna, Budapest or Belgrade, in just six hours drive or so.

The ECM29 venue is the Adris Exhibition and Convention Centre. Located just steps away from the historical centre of Rovinj, within the walking distance from the majority of hotels, from the city port and from the bus station, this fascinating convention venue is a renovated old tobacco factory complex which offers all the activities of the ECM29 to be organized "under a single roof". The complex is protected by law as a historical monument of the *fin-de-siècle* industrial architecture. The exhibition Hall A is envisaged to be a unique living room of the ECM29 where commercial exhibition and poster sessions will be held along with refreshments during the official breaks. The access to four lecture Halls is directly connected to the exhibition Hall.

All visitors coming to Croatia from within EU/EEC are allowed to enter with their valid ID or passport, and citizens of many countries outside EU/EEC can also enter Croatia without visa. Croatia is also recognized as one of the safest tourist destinations in the world. The Organizing Committee, with its partners from Globtour Event (PCO), Maistra (owner of the conference centre), as well as from the Croatian national tourist board, will make every effort to insure the safety and well-being of all participants of the ECM29. We are very much looking forward to seeing you in Rovinj in 2015. Should you require any additional information, please consult our website (ecm29.ecanews.org) and Facebook profile (www.facebook.com/29thEuropeanCrystallographicMeeting). You are cordially invited to join us from 23rd to 28th August 2015 and share with us your recent research results, show us your newest achievements, do business, meet old friends and enjoy the splendour that Rovinj and ECM29, can provide. We look forward to welcoming you here.

Sincerely,

Aleksandar Višnjevac, *chair of the ECM29 Organizing Committee*

Nenad Ban, *chair of the ECM29 Programme Committee*

Andreas Roodt, *president of the European Crystallographic Association*

Sponsorships

ECM29 offers three specially designed sponsorship packages, along with many individual sponsorship opportunities.

The **Diamond sponsor** obtains an exclusive package of individual sponsorship items which, if purchased individually, would be significantly more expensive. The buyer of this package, which will also be recognized as the main ECM29 contributor, shall obtain a 35% discount (see page 3).

ECM29 offers three attractive **Platinum sponsor** packages. Their buyers will obtain a 30% discount with respect to the prices of the individually offered sponsorship items (see page 4).

ECM29 offers five **Golden sponsor** packages, with a 20% discount with respect to a simple sum of prices of the individually purchased sponsorship items (see page 5).

The packages are tailor made, but the conference organiser will do every effort to adapt them to the special needs and interests of the sponsors.

In addition to three sponsorship packages, the ECM29 organiser offers number of sponsorship items which can be purchased individually (see page 6).

For the sponsorship booking form, see **Appendix 1**, p. 16

For the shipping manual, see **Appendix 2**, p. 19

For handling tariff and shipping order form, see **Appendix 3**, pp. 21-22

All prices for sponsorship packages and individual sponsorship items are given without VAT.

Diamond Sponsor (main contributor, one available)

23.000,00 EUR

- Exhibition space 24 m² (Built walls as needed, four el. sockets, four tables, up to 16 chairs, eight complimentary registrations fees)
- Right to register four additional participants by the exhibitors' registration fee rate
- Refreshments during the official breaks
- Keynote lecture sponsorship (KN by choice)
(Logo on screen, posters in the meeting room)
- Three Microsymposia sponsorships (MS by choice)
(Logo on screen, posters in the meeting room)
- Billboard in exhibition area (4 m x 2 m)
- Delegate bag inserts (A4 sheet + CD/DVD)
- Conference centre signage¹
- Three commercial posters
- Logo on delegate bags **or** lanyards **or** USB sticks **or** badges (first choice)²
- Advertisement in the programme book (prime location, one page/colour)
- Logo with link at the ECM29 official website³
- Website banner (45 days)⁴

¹ The organiser will provide basic conference centre signage (A4 colour printed sheets) at its cost. If the sponsor wished to have more sophisticated signs (flags, boards or similar), these should be provided and shipped to us by the relevant deadline (see deadlines).

² Out of these four advertisement opportunities, the diamond sponsor can choose one. Other three will be offered to platinum sponsors, on the "first-come-first-served" principle.

³ A special section of the ECM29 website is dedicated to sponsors. Diamond sponsor will have the first position, platinum and gold sponsors will follow, and all other sponsors will be placed after the package buyers, according to the sponsorship amount spent.

⁴ Website banner is placed on top of the website. Up to five commercial banners will be interchanged each day starting with the beginning of the registration (Nov. 23rd, 2014). Diamond sponsor may choose 45 days during which it will be displayed (along with the other four), platinum sponsors may choose 30 days etc.

Platinum Sponsors (three available)

15.800,00 EUR

- Exhibition space 12 m² (Built walls as needed, two el. sockets, two tables, up to eight chairs, four complimentary registration fees)
- Right to register additional two participants by the exhibitors' registration fee rate
- Refreshments during the official breaks
- Keynote lecture sponsorship⁵
(Logo on screen, posters in the meeting room)
- Three Microsymposia sponsorships⁵
(Logo on screen, posters in the meeting room)
- Billboard in exhibition area (4 m x 2 m)
- Delegate bag insert (A4 sheet)
- Two commercial posters
- Logo on delegate bags **or** lanyards **or** USB sticks **or** badges (first come first served)²
- Advertisement in the programme book (one page/colour)
- Logo with link at the ECM29 official website³
- Website banner (30 days)⁴

⁵ Sponsored KN and MSs can be chosen by platinum (and golden in case of MSs) sponsors on the "first-come-first-served" principle. However, diamond sponsor has the priority of choice.

Golden Sponsors (five available)

8.000,00 EUR

- Exhibition booth 6 m² (Built walls as needed, one el. socket, one table, up to four chairs, two complimentary registration fees)
- Right to register one more participant by the exhibitors' registration fee rate
- Refreshments during the official breaks
- Three Microsymposia sponsorships⁵
(Logo displayed on screen, posters in the meeting room)
- Billboard in exhibition area (4 m x 2 m)
- Delegate bag insert (A4 sheet)
- One commercial poster
- Advertisement in the programme book (half page/colour)
- Logo with link at the ECM29 official website³
- Website banner (15 days)⁴

Individual Exhibition & Sponsorship Opportunities

Scientific events	Cost	Real Cost
Plenary lecture sponsorship Logo on screen + posters in the meeting room	1.600,00 €	YES
Keynote lecture sponsorship Logo on screen + posters in the meeting room	1.300,00 €	YES
Microsymposia sponsorship Logo on screen + posters around the area	500,00 €	YES
Workshop/Symposium during the lunch break Entire workshop will be branded by the sponsor	3.000,00 €	Catering
Student bursary sponsorship ⁶	700,00 €	NO
Best poster award sponsorship	1.300,00 €	YES

Exhibition area & Conference centre	Cost	Real Cost
Exhibition booth (6 m ² built exhibition booth unit, one table, up to four chairs, one electrical socket – 220 V, two complimentary registration fees per booth unit)	3.600,00 €	NO
Registration desk sponsorship Registration desk will be branded by the sponsor	3.000,00 €	YES
Billboard on the wall in the exhibition Hall	2.000,00 €	YES
Conference centre signage	3.000,00 €	YES
Commercial poster	200,00 €	YES

Promotional opportunities ⁷	Cost	Real Cost
Logo on delegate badges	5.000,00 €	YES
Logo on delegate bags	5.000,00 €	YES
Logo on delegate USB sticks	5.000,00 €	YES
Logo on delegate lanyards	5.000,00 €	YES
Programme book – first page advertisement	2.000,00 €	NO
Programme book – back cover advertisement	2.000,00 €	NO
Programme book - one colour page advertisement	1.600,00 €	NO
Programme book - half colour page advertisement	1.000,00 €	NO
Delegate bag insert (A4 sheet)	600,00 €	YES
Delegate bag insert (CD or DVD)	1.500,00 €	YES
Logo with link at the ECM29 official website	500,00 €	NO
Banner at the ECM29 official website ⁸	40,00 €	NO

⁶ Bursary sponsorship covers the registration fee as well as the accommodation costs for a student.

⁷ All exhibition and sponsorship materials have to be provided by sponsors. Local production is available at a cost.

⁸ The price is set per day for an exchangeable banner (up to five daily) placed on the top of the official ECM29 website.

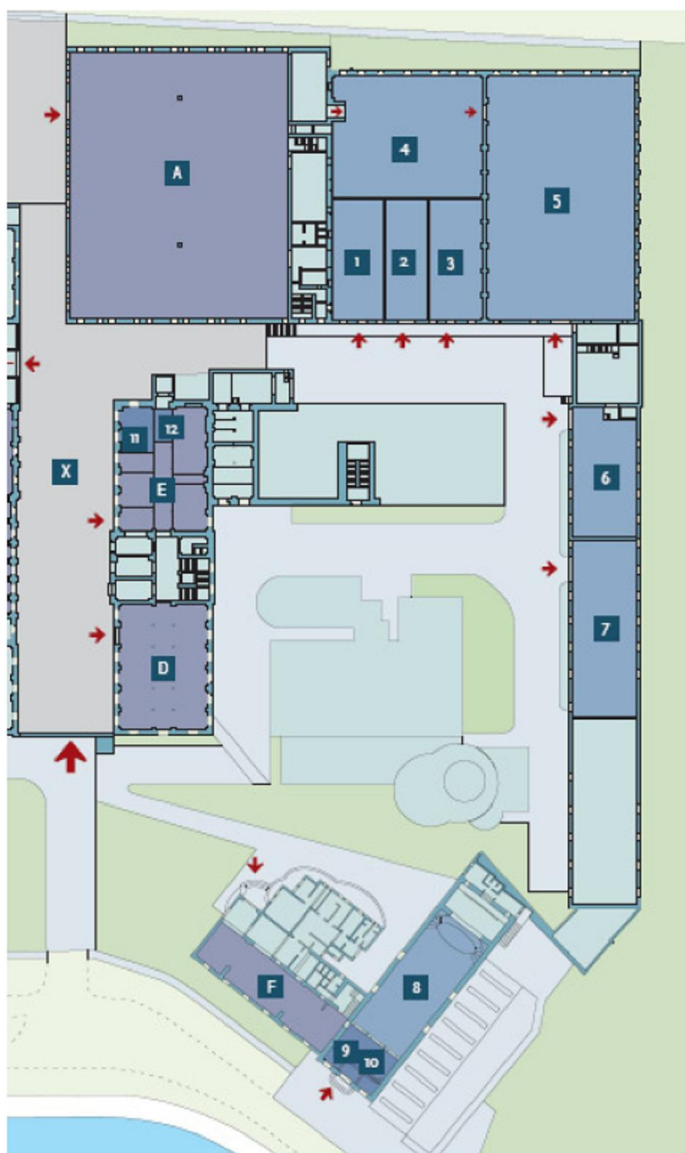


Social events	Cost	Real Cost
Daily coffee break sponsorship (four days available; two coffee breaks a day) Coffee break branded by the sponsor; includes: coffee, mineral water – still and sparkling, tea, juice, tea cookies	At cost	YES
Conference dinner sponsorship Conference dinner branded by sponsor (paraphernalia, posters around the area and a 5 min speech)	3.000,00 €	YES
Cultural event sponsorship (posters around the area, programme with the company logo)	2.000,00 €	YES
Special prizes ceremony sponsorship (posters around the area and a 5 min speech)	1.500,00 €	YES
Welcome reception sponsorship (paraphernalia, posters around the area and a 5 min speech)	3.500,00 €	YES
Student mixer sponsorship (paraphernalia, posters around the area and a 5 min speech)	2.000,00 €	YES

**The above prices do not include VAT.*

ECM29 VENUE – Adris Exhibition & Convention Centre

The 29th European Crystallographic Meeting will be held from 23rd August until 28th August 2015. No official events will take place in the exhibition Hall A on 23rd August and we hope that the exhibitors will join the opening party with the delegates. The opening party will be outside to take advantage of the typically excellent seasonal weather in Rovinj; in the case of bad weather we will be forced to move it into the exhibition Hall A therefore we would ask the exhibitors to be available. The exhibition will open officially on the 24th August. The commercial exhibition will be opened during the four working days of the conference starting on Monday, 24th (from 9:00 AM) and ending on Thursday, 27th of August, 2015 at 6:00 PM. The ECM29 venue is the Adris Exhibition and Convention Centre (AECC). The exhibition centre will be open and available for building and equipping the booths from Saturday, 22nd of August, 2015, at 7:30 AM to 8:00 PM, and Hall will remain open until Friday, 28th of August, 2015, at 3:00 PM.



Halls & Rooms

- A – Exhibition Hall
- D – Registration desk
- E – HQ & HelpDesk
- 1,2,3,5,6,7,8 – Lecture Halls
- 4 – Auxiliary exhibition Hall
- 9,10,11,12 – Meeting rooms

Events & Sessions:

- Plenary lectures – Hall 5
- KN lectures – Hall 5 and 8
- MS – Halls 1,2,3,6,7 and 8
- Poster session – Hall A
- Comm. exhibition – Hall A
- Refreshments – Hall A
- Special prizes – Hall 5 or 8
- Opening ceremony – Hall 5
- Welcome reception – X

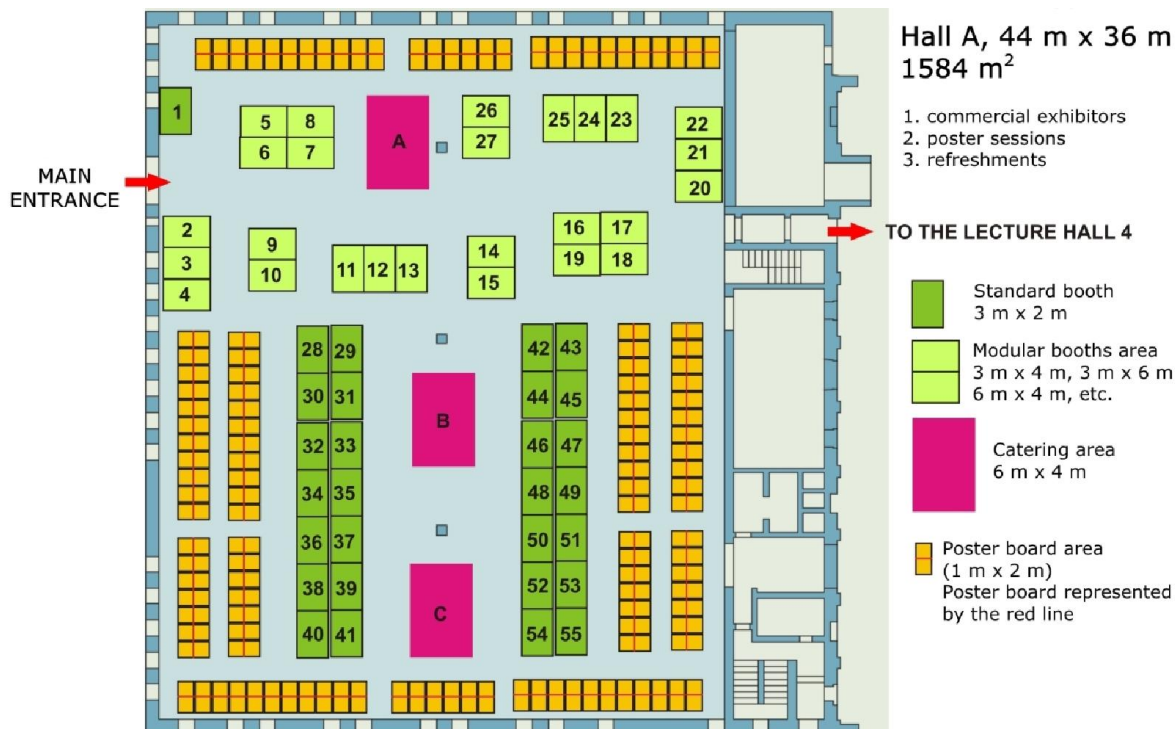
Meetings:

- ECA council – Hall 8
- ECA EXEC – Room 10
- IG – 1,2,3,5,6,7,8,9,11 and 12
- ECM30 PC Meeting – Hall 7

Floor plan of the Adris Exhibition and Convention Centre Rovinj (AECC Rovinj)

Hall A – Exhibition Area

Hall A of the Adris Exhibition and Convention Centre will host commercial exhibition, poster sessions and refreshments.



Floor plane of the Hall A

With its area of 1584 m² (44 m x 36 m, height: 6.9 m), this modular space will host the commercial exhibitors' booths (boothard booth units of 3 m x 2 m, and their multiples), as well as the poster boards. Refreshments will be served there as well, which will make this Hall the genuine living room of the ECM29, enabling participants to mingle, discuss and do business while enjoying food and drinks. 350 posters can be easily accommodated simultaneously in this room, leaving more than 1000 m² for the commercial exhibition and catering. The auxiliary exhibition Hall 4 (see the floor plan of the AECC above) will, if needed serve for the additional poster boards, as well as an additional more quiet, refreshment corner. The main entrance to Hall A is a huge, industrial door coming directly from the parking area, while the Hall itself is, via Hall 4, connected to four conference Halls (1,2,3 and 5).

BOOTH INFORMATION

Exhibitors have the option of taking either a boothard booth (shell scheme) or a "space only" site. However, the booth price quoted includes the cost of the shell scheme.

Boothard Booth (shell scheme)

All in-line booths will be provided with shell scheme unless requested otherwise. Shell scheme booths will consist of modular system in plain white Melamine panels, 2.5 m high. The ceiling of the booth is open. Each booth will also be provided with a fascia panel with a name board. Name boards will be plain white with black lettering and will contain the company name. Each booth will also be provided with a table and up to four chairs, as well as with one electrical socket. The maximum height for displays inside the shell scheme is 2.4 m and the maximum display width panels are 946 mm. If any damage occurs, the exhibitor will be charged accordingly.

For all inquiries regarding the booth tenancy and commercial exhibition, please contact us at: sponsorsECM29@globtour.hr

Additional Booth Equipment

For the booth tenancy and for the additional booth equipment purchase, please complete the sponsorship booking form and contact us at: sponsorsECM29@globtour.hr



Booth A



Booth B

You can choose between booth A (shell scheme) and booth B (shell scheme)

CONTACTS

EXHIBITION & SPONSORS	sponsorsECM29@globtour.hr
REGISTRATION & ACCOMMODATION	registrationECM29@globtour.hr
TRAVEL & VISAS	travelECM29@globtour.hr
COURIER & ON SITE HANDLING	courierECM29@globtour.hr

IMPORTANT DATES FOR EXHIBITORS

23rd April 2015

All final payment must be received to avoid cancellation of the booking.

7th May 2015

Sample of all Delegate bag inserts must be sent to conference organiser for approval.

7th May 2015

No refund will be given after this date.

1st – 18th August 2015

All materials must be shipped to the conference venue no earlier than August 1st and no later than August 18th 2015.

18th August 2015

All delegate bag inserts must arrive at the courier packing depot to be included into the delegate bags.

22nd - 23rd August 2015

Build-up of the exhibition; Access to the exhibition Hall for build-up of the booths will be granted on: 22nd from 7:30 AM to 8:00 PM and 23rd from 7:30 AM to 5:00 PM

23rd August 2015

Final cleaning of the exhibition space from 5:00 PM to 5:45 PM

24th – 27th August 2015

Access to the exhibition Hall will be granted from 8:30 AM to 6:30 PM. Exhibition open from 9:00 AM to 6:00 PM.

27th August 2015

Dismantling of the exhibition Hall A can take place after the last session. Access to the exhibition Hall will be granted until 10:00 PM.

28th August 2015

Conference closes. The booths must be dismantled by 3:00 PM.

GENERAL INFORMATION

Exhibitors' registration & accommodation

All exhibitors must be officially registered for the participation to the ECM29. Registration for the conference opens at November 23rd, 2014. Sponsorship packages buyers as well as simple booth tenants will be registered free of charge, according to the terms and conditions (two complimentary registration fees per booth unit). Commercial registration allows access to all scientific sessions, commercial and poster exhibition and refreshments during the official breaks. For registration and accommodation booking details, please contact sponsorsECM29@globtour.hr.

Exhibition desk

The Exhibition desk will be situated in the exhibition area, Adris Exhibition and Convention Centre, during the build-up, breakdown and exhibition opening hours. All exhibition enquiries should be directed to this Desk. Messages for exhibitors may also be left at the Desk.

Advert specification

A5 print specification; Full page full colour advert. Files to be supplied as high resolution 300 dpi A5 document set up (148 mm x 210 mm), ideally with 10 mm quiet zone and 3 mm bleed. If possible could all fonts be outlined/pathed or embedded. Acceptable file formats are: PDF, JPG, TIFF, AI, EPS.

Promotional materials & Delegate bag inserts

Sample of all Delegate bag inserts must be sent for approval before May 7th, 2015 to sponsorsECM29@globtour.hr. All Delegate bag inserts and promotional materials must arrive to the venue no earlier than August 1st, 2015 and no later than August 18th, 2015. The exhibitor is responsible for all charges of transport and custom clearance for all materials shipped to the venue, up to this depot.

The delivery address: ECM29 Rovinj 2015, Globtour Event
Adris grupa, Vladimira Nazora 6, 52210 Rovinj, Croatia
Attn. Mr. Branko Juričić; phone: +385-(0)52-800-338
Company name / booth number

Internet Access

Wi-Fi internet is available throughout the exhibition area.

Insurance

The organiser will not accept responsibility for lost or damage items. Exhibitors are advised to protect their expenditure against abandonment and cancellation or curtailment of the event.

Payment - terms & conditions

A non refundable deposit of 30% of the total sponsorship amount must be submitted along with the completed Sponsorship booking form (Appendix 1) to secure your booking. **Final payment must be received by April 23rd, 2015.** After this date, all sponsorships must be paid fully at the time of booking. Payment can be made by bank transfer or by a credit card. Bookings made without payment or invoice details will not be considered as confirmed.

General cancellation conditions apply for all exhibitors. No refund will be made after May 7th 2015.

Cancellation of Conference/Alteration to Conference - It is a condition of this booking that Croatian Association of Crystallographers and Globtour Event d.o.o. have the right for any reason beyond their control to alter or cancel, without prior notice, the Conference or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Conference and that ECM29 shall not, subject as after mentioned, be liable for any loss, damage, expenditure or any inconvenience caused as a result of such alteration or cancellation.

ECM29 preferred courier

The preferred courier service for ECM29 is **Lagermax AED Croatia Ltd.**

Lagermax Lagermax AED Croatia Ltd. has been appointed as the official logistics contractor and as such is the only company providing forklift trucks and storage at the event.

Lagermax AED Croatia Ltd. can supply first class transport services to and from the venue by air, road and express.

Please note that the official courier has been appointed as the official and exclusive on-site handling contractor.

Should you choose to use another company to provide transport services to the event, please make sure that they receive our shipping manual.

Please see Appendix 2 for the information on the services offered & guidance as how to dispatch shipments to the event. Please see Appendix 3 for handling tariff & order form.

Return transport can be organized by the official on-site freight handling agency.

Deadline for Order Form is 1st August 2015

A full set of documents must be sent to:

Lagermax AED Croatia Ltd.
for international forwarding, Franje Lučića 23, 10000 Zagreb, Croatia



ATTN: Mr. Marko Livajić
PHONE: +385-(0)1-344-0509
FAX: +385-(0)1-344-0501
MOBILE: +385-(0)91-344-0540
E-Mail: courierECM29@globtour.hr
WEB: www.lagermax-aed.hr
www.lagermax.com

If you would prefer to use another courier company to deliver your items, please contact the conference organiser for delivery and pick up information,
sponsorsECM29@globtour.hr

TECHNICAL INFORMATION

Goods loading

Goods may be taken into the exhibition Halls one hour before the opening latest.

Empties

Empties must be removed from the booth as promptly as possible, at latest on August 23rd until 4:00 PM and stored at the exhibitors' risk. It is strictly forbidden to place anything in the aisles outside your booth area, thereby blocking the access route for other transportation. The organisers retain the right to remove and store all packaging remaining in the aisles, at the expense of the exhibitor. Please allow sufficient time for return delivery to your booth and ensure that all empties are labelled with your company name and booth number.

Electrical supply

Exhibitors MUST NOT interfere with the Hall's electrical supply in any way. Please note that only use of silent generators is permitted. The electrical supply in the exhibition Hall is boothard single phase 220 V 50 Hz. If needed, exhibitors must provide their own adaptors.

Cleaning and waste

Circulation space is cleaned daily. Booths are not cleaned by the organiser. Exhibitors are responsible for taking away all of their materials after the event. Additional cleaning service is available on request.

Fire precautions

In accordance with local regulations, all materials used in constructional work, displays etc., must be effectively fire-proofed to minimum M2 European boothard. Counter backs and curtains must be cut off at least 150 mm clear of the floor. Packing materials, litter and the like must be removed from the exhibition area and gangways. All emergency exits must remain clear and accessible. Exhibitors must comply with any instructions given by the organisers to avoid risk.

Smoking policy

All exhibition venues are strictly no smoking.

Temporary staff hire

If you require staff help during the exhibition opening hours (hostesses, security and alike) please contact sponsorsECM29@globtour.hr NO LATER THAN 1st of August 2015.

APPENDIX 1

Sponsorship Booking Form

Payment Conditions: A non refundable deposit - 30% of the total sponsorship amount. Final payment must be received by April 23rd, 2015

Event Name	29th European Crystallographic Meeting, Rovinj, Croatia		
Company Name / Booth No.			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Phone	
E-mail		Mobile	

Sponsorship items

To book the desired sponsorship, please send completed, signed and scanned application form(s) to sponsorsECM29@globtour.hr. Please note that you can check either one of the packages, or the desired individual sponsorship opportunities.

Package / Item	Cost*	Selection
Packages		
Diamond sponsor (only one available)	23.000,00 €	
Platinum sponsor (three available)	15.800,00 €	
Golden sponsor (five available)	8.000,00 €	
Scientific Events		
Plenary lecture sponsorship	1.600,00 €	
Keynote lecture sponsorship	1.300,00 €	
Microsymposia sponsorship	500,00 €	
Workshop/Symposium during the lunch breaks	3.000,00 €	
Student bursary sponsorship	700,00 €	
Best poster award sponsorship	1.300,00 €	
Exhibition area & Conference Centre		
Exhibition booth (please specify booth No(s))	3.600,00 €	
Registration desk sponsorship	3.000,00 €	
Billboard (4 m x 2 m)	2.000,00 €	
Conference centre signage	3.000,00 €	
Commercial poster	200,00 €	
Promotion Opportunities		
Logo on delegate badges	5.000,00 €	
Logo on delegate bags	5.000,00 €	

Logo on delegate USB sticks	5.000,00 €	
Logo on lanyards	5.000,00 €	
Programme book – first page advertisement	2.000,00 €	
Programme book – back cover advertisement	2.000,00 €	
Programme book - one colour page advertisement	1.600,00 €	
Programme book - half colour page advertisement	1.000,00 €	
Delegate bag insert (A4 sheet)	600,00 €	
Delegate bag insert (CD or DVD)	1.500,00 €	
Logo with link at the ECM29 official website	500,00 €	
Banner at the ECM29 official website	40,00 €	
Social events		
Daily coffee break sponsorship	At cost	Day 1 2 3 4
Conference dinner sponsorship	3.000,00 €	
Cultural event sponsorship	2.000,00 €	
Special prizes ceremony sponsorship	1.500,00 €	
Welcome reception sponsorship	3.500,00 €	
Student mixer sponsorship	2.000,00 €	

Packages, items and booths will be allocated on a first come first served basis.

*The above prices do not include 25% VAT.

I would like to book open space without booth walls; please contact sponsorsECM29@globtour.hr

I would like to book additional booth equipment; please contact sponsorsECM29@globtour.hr

Payment terms and conditions

A non refundable deposit of 30% of the total sponsorship amount must be submitted along with the completed Sponsorship booking form (Appendix 1) to secure your booking.

Final payment must be received by April 23rd 2015.

If payment has not been received by this deadline the booking will be cancelled.

All bookings made after **April 23rd 2015** must be paid in full at the time of booking.

Payment can be made by bank transfer or by a credit card in Euro.

I accept the terms of payment.

Credit Card Payments

THIS IS TO AUTHORISE GLOBTOUR EVENT D.O.O. TO CHARGE MY CREDIT CARD:

AMERICAN EXPRESS DINERS CLUB MASTER/EUROCARD VISA

CREDIT CARD NUMBER: _____ CVC: _____

EXPIRY DATE: _____

CARDHOLDER NAME: _____

(Last name)

(First name)

THE CARDHOLDER'S SIGNATURE ACKNOWLEDGES THAT GLOBTOUR EVENT* CAN CHARGE THIS CREDIT CARD.

CARDHOLDER SIGNATURE: _____

Bank Transfer Payments

Globtour Event d.o.o.
Trg N. Š. Zrinskog 1/1
10000 Zagreb
CroatiaBank Account: 2484008 1500190961
Raiffeisenbank Austria d.d.; Petrinjska 59
IBAN: HR83 2484 0081 5001 9096 1
SWIFT: RZBHHR2X
Phone: +385-(0)1-4881-108
Fax: +385-(0)1-4812-277

*Globtour Event has been appointed as the official and exclusive PCO for the ECM29.

Cancellation Terms

General cancellation conditions apply for all exhibitors. No refund will be made after May 7th, 2013.**Cancellation of Conference/Alteration to Conference** - It is a condition of this booking that ECM29 and/or its Agents have the right for any reason beyond their control to alter or cancel, without prior notice, the Conference or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Conference and that ECM29 and/or its Agents shall not, subject as after mentioned, be liable for any loss, damage, expenditure or any inconvenience caused as a result of such alteration or cancellation. **I accept the terms of cancellation.**

SIGNATURE: _____

DATE: ____ / ____ / ____

Please send to:**ECM29 2015, Globtour Event d.o.o., Trg N. Š. Zrinskog 1/1, 10000 Zagreb, Croatia****Tel: +385(0)1-488-1100 Fax: +385-(0)1-481-2277****Mail: sponsorsECM29@globtour.hr****Web: ecm29.ecanews.org**

APPENDIX 2

Shipping Manual

Lagermax AED Croatia Ltd. has been appointed as the official logistics contractor and as such is the only company providing forklift trucks and storage at the above event.

Our company can supply first class transport to and from the venue by air, road and express.

Should you choose to use another company to provide transport services to the event, please make sure that they will be given our shipping manual.

1. ESSENTIAL DATES	
BUILD-UP (7:30 AM – 8:00 PM)	22 nd August 2015
BUILD-UP (7:30 AM – 5:00 PM)	23 rd August 2015
OPENING HOURS (8:30 AM – 6:30 PM)	24 th to 27 th August 2015
DISMANTLING (starts after the last sessions)	27 th - 28 th August 2015

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM	1 st August 2015

A FULL SET OF DOCUMENTS MUST BE SENT TO:



Lagermax AED Croatia Ltd.

for international forwarding, Franje Lučića 23, 10000 Zagreb, Croatia

ATTN: Mr. Marko Livajić

PHONE: +385-(0)1-344-0509

FAX: +385-(0)1-344-0501

MOBILE: +385-(0)91-344-0540

E-Mail: courierECM29@globtour.hr

WEB: www.lagermax-aed.hr

www.lagermax.com

3. TRANSPORT INSTRUCTIONS

3.1. ROAD FREIGHT / AIRFREIGHT

Please contact us to receive a booking confirmation of your preferred time & date for offloading/reloading your vehicle for direct unloading.

Road freight / airfreight via holding warehouse

We offer a consolidation service via our warehouses in Zagreb or Rijeka, Croatia, from where we will dispatched a direct truck to and from venue. Please view official tariff for charges for this service.

3.2. EXPRESS / COURIER SHIPMENTS

If your company consigns shipments by express/courier services, please note that courier companies usually fail to deliver during the build-up period of an exhibition and also the organiser cannot accept delivery on the exhibitor`s behalf.

In order that these shipments still reach you on the booth we recommend that all shipments to be dispatch to arrive at our local warehouse.

We will then arrange for the shipment to be delivered to your booth.

Please view our official tariff for charges for these services.

4. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the General Terms and Conditions for Croatian Freight Forwarders.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor`s booth even if the exhibitors or his representative is not present. For the return transport the liability begins with the collection from booth and, even if the transport documents were handed over to the forwarder before. We can supply you with a full quote for transport insurance cover upon request.

5. GENERAL TERMS AND CONDITIONS

Charges are in EUR and subject to VAT. Please supply your VAT Number on our order form.

Currency conversion will be accomplished based on the Croatian National Bank exchange rate for EUR on the day of service accomplishing.

Any other services not covered by this tariff will be charged according to our expenses or by agreement.

We require payment off all chargers, as advised by us, prior to the start of the exhibition. Settlement can be made by bank-transfer. Personal or foreign cheques are not acceptable nor are credit cards.

All services must be prepaid.

Terms and conditions of performing dispatch, delivery and shipments can be found on the ECM29 website.

APPENDIX 3

Official Handling Tariff

Official Forwarding & Handling Tariff

	Description	Price	Unit
1. Custom Clearance Formalities			
Custom clearance formality		0,5%, min 35,00 €	Of custom value
Each additional tariff headings (first 3 headings included in pos 1.)		1,50 €	tariff number
Customs Bond Fee (Temporary Importation)		Upon request – courierECM29@gl-obtour.hr	
Presentation to customs of Carnet A.T.A.		35,00 €	Per input/output document
2. Handling			
Lifting for Unloading or Reloading	Direct handling at venue ex truck on to Booth or ex Booth onto truck	3,50 €/100 kg min 10,00 €	per 100 kg 1 cbm = 330 kg 1 ldm = 1650 kg
Manipulation at LMX warehouse		3,00 € min, 8,00 €	Per EU pallet
Unloading/Reloading of bulk goods		2,50 € / 100 kg min 8,00 €	Per 100 kg 1 cbm = 330 kg 1 ldm = 1650 kg
3. Storage (bonded and non-bonded warehouse)			
Palleted goods		0,23 €/pallet/day min 5,00 €	EU pallet
Bulk goods (cartons, oversized shipments, ...)		0,13 €/100 kg/day min 3,50 €	per 100 kg 1 cbm = 330 kg 1 ldm = 1650 kg
4. Delivery			
Delivery to venue		Upon request – courierECM29@gl-obtour.hr	
5. Other services			
Stock insurance		Upon request	
Insurance – Full transport insurance is available		Upon request	
Additional work		11,00 €	per man/per hour
Order processing service charge		1,00 € / per input/output min 2,50 €	Per input/output document
Surcharges – add to price	After 6:00PM week days/Saturdays/Sundays/ Bank Holidays	Add to items 50 %	Per lifting for Un/Re Additional man work Delivery

ORDER FORM – handling – storage – freight

Please indicate the services below which you require from the official Freight Contractor

Exhibitor name:		Hall:	Booth No:	
1.	Receive and storage goods into warehouse before/after exhibition:		Date of arrival:	
2.	Unloading from vehicle direct to booth:		Date and time of arrival:	
3.	Reloading to vehicle direct from booth:		Date and time of collection:	
4.	Manual labor for help on booth (unskilled):		Date and time:	
5.	Fork lift needed (inc. skilled personnel):		Date and time:	
6.	International/domestic transportation from your location to venue and return via:	ROAD:	AIR:	OTHER:
7.	Custom clearance formalities for export/import:		Value of goods for Customs purposes:	
8.	Storage of empties:	YES		NO
9.	Other:			
If you are using our service of transportation/custom clearance please enter data:				
6.a	LOADING ADDRESS:		Country:	
6.b	LOADING DATE: (Date and working hours/contact no.)		Terms of delivery (INCOTERMS):	
6.c	Description of Exhibits/Cases:	Weight:	Dimensions and no. of coli (quantity): (l x w x h)	
6.d	Special notes (dangerous goods, fragile, Non-stackable goods...)			
6.e	Would you like a separate quotation for insurance:	NO	YES if yes – value of the shipm:	
6.f	UNLOADING ADDRESS:	Hall:	Booth No:	Contact person/mobile:
7.a	IMPORT CUSTOM CLEARANCE: (Forwarder and place)		EXPORT CUSTOM CLEARANCE: (Forwarder and place)	
Fill it for shipments that are transported from/to/through the countries that are not member of EU				
THE AGREED PRICE:			DATE:	
CUSTOMER'S NAME, ADDRESS, VAT NUMBER				
CONTACT: (responsible person and phone number)			STAMP AND SIGNATURE: (customer)	
DEADLINE FOR RETURN OF ORDER FORM:		2nd August, 2015		