



W.S.R.M.

JUNE 24-26, 2007

ATHENS - GREECE

www.wsr2007.com

Technical Manual

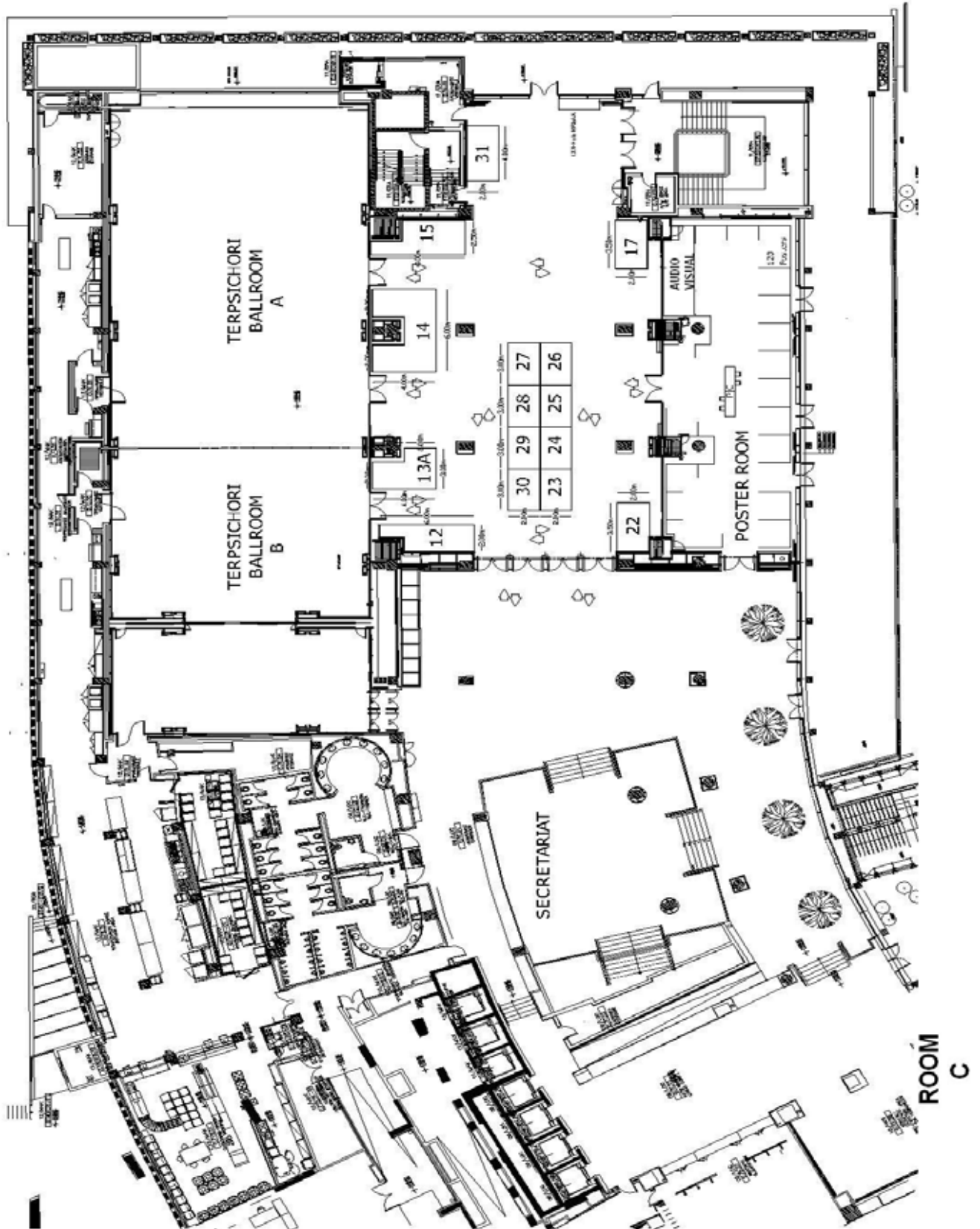
**IV CONGRESS
OF THE WORLD SOCIETY
FOR RECONSTRUCTIVE MICROSURGERY**



Exhibitor Listings

Comp. Name	Booth Number	CONSTRUCTION TIME	BREAKDOWN TIME (26/6/07)
MAD INFO SERVICES LTD	12	08.00-12.00	---
ORTHOMEDICAL S.A	13a	08.00-12.00	---
	13b		
STRYKER SA	14	08.00-12.00	---
SYNTHES SA	15	08.00-12.00	---
	16		
COOK IRELAND	17	08.00-12.00	19.00-22.00
COSTAS A. PAPAELLINAS HELLAS SA	18	08.00-12.00	19.00-22.00
CMA Microdialysis AB	19	08.00-12.00	19.00-22.00
	20		
	21		
	22		
ARTHROSIS S.A.	23	08.00-12.00	---
IAMEX S.A.	24	08.00-12.00	---
IAMEX S.A.	25	08.00-12.00	---
KONO SEISAKUSHO CO. LTD	26	08.00-12.00	19.00-22.00
VAMVAS MEDICALS	27	08.00-12.00	---
IAMEX S.A.	28	08.00-12.00	---
IAMEX S.A.	29	08.00-12.00	---
ARTHROSIS S.A.	30	08.00-12.00	---
WALDEMAR LINK	31	08.00-12.00	---
WISEPRESS	32	08.00-12.00	---

Exhibition Floor Plan



IV CONGRESS OF THE WORLD SOCIETY FOR RECONSTRUCTIVE MICROSURGERY
ATHENS HILTON HOTEL, 24-26 JUNE 2007

Introduction

Dates

The IV Congress of the World Society for Reconstructive Microsurgery (WSRM) will be held at the Athens Hilton Hotel from Sunday 24 June to Tuesday 26 June 2007.

Exhibition Office:

SVORONOS TRAVEL
WSRM 2007 Congress Organizers
5, Apollonos Str.
105 57 Athens – Gr
Tel. : +30 210 32 44 932
Fax: +30 210 32 50 660
Email: info@wsrm2007.com
Web site: www.wsrm2007.com
Contact: Mrs Marilena Palli

Exhibition Venue

The exhibition will take place in :
Athens Hilton Hotel
46, Vassilisis Sofias Avenue,
115 28 Athens – Gr
Tel.: +30 210 72 81 000
Fax: +30 210 72 81 111
Web site : http://www1.hilton.com/en_US/hi/hotel/ATHHITW-Hilton-Athens/index.do

Exhibition Dates and Opening Times

Set up times:	Saturday 23, June 2007, 08.00 – 14.00	
Exhibition Open Times:	Sunday, 24 June 2007	07.30 – 17.00
	Monday, 25 June 2007	07.30 – 18.00
	Tuesday, 36 June 2007	07.30 – 18.00

Registration Opening Times

On site registration will begin on Saturday 23 June. Registration desks will be located at the lobby of Athens Hilton Hotel. The registration desks and the Conference Secretariat will be open during the following hours:

Saturday, 23 June 2007	17.00 – 21.00
Sunday, 24 June 2007	07.00 – 17.00
Monday, 25 June 2007	07.00 – 18.00
Tuesday, 36 June 2007	07.00 – 17.00

Scientific Posters

Scientific posters will be located next to the exhibition area.

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Scientific Sessions

Exhibitors are not permitted to attend the Scientific Sessions unless they have registered as full delegates for the Conference. To register as a delegate, please complete the Registration Form at www.wsr2007.com

Congress Documentation

Exhibitors are entitled to a Congress briefcase containing the documentation that will be given to delegates. This will ensure that Exhibitors have relevant Congress information on their stands. You will receive your Congress briefcase when you collect your exhibitor name badges from the Registration Desk.

Terms and conditions of Exhibiting

These terms are the contractual agreement between the Organizer and the Exhibiting Firm (Exhibitor/s)

Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed, signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded.

Obligations and Rights of the Exhibitor

Registration implies full acceptance by the Exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the Exhibitor.

By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition.

The exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligations and Rights of the Organizer

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors. The Organizer reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting Exhibitor.

Cancellation

In case of cancellation received (in writing), above policy will be applicable.

Liability Insurance

The Organizer provides general guard services and third party insurance at the exhibition site. Equipment and all related display materials installed by Exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors. The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended coverage policy.

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Exhibition Regulations

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor, postpone the exhibition or transfer it to another site of unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors are obliged to ensure that their stands are permanently staffed during the Exhibition opening hours. Payment is to be made in accordance with the conditions of payment on the Exhibition Application Form. Should the Exhibitor fail to make a payment on time, the Exhibition Manager is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for non-fulfilment of contract.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

Terms of Payment

Payment must be made in the form of a bank transfer. The Organizing Committee accepts no liability on any kind of money loss. Checks are not accepted.

- A 30% of the total amount for space rental and/or business opportunity accompanying the application form
- Full payment plus 19% VAT before May 15th, 2007

Failure to pay by the above dates cancels space reservation and results in consequent loss by the exhibitor of the amounts already deposited and authorizes the Organizing Committee to allocate the space to third parties.

The Organizing Committee reserves the right to modify or cancel any arrangement stated in the sponsorship and exhibition announcement, should they judge it necessary for the progress of the IV WSRM Congress.

Occupation of Stand Space

The Exhibitor, his servants, agents, employees and contractors may enter the building at the time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organisers have the right to re-allocate the stand and all monies paid shall be forfeited. In the event of the Exhibitor failing to occupy the said space by the advertised opening of the show the Exhibitor Organizers are authorized to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Installation and Break Down of Exhibits

Exhibitors will be advised when they may commence installation and break down of exhibits. Exhibitors are prohibited from commencing such installation and break down until the times designated.

The Exhibitor is responsible for the safety of his products, displays and stand. During break down period no material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after break down. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Exhibition Organisers. Break down and removal of exhibits may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Exhibition Organisers.

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Stand Construction and Services

For insurance, security reasons and to adhere to regulations stipulated by the stated venue, the Exhibition Organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all activities during installation and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without prior consent of the Exhibition Organisers.

Banners and Posters

Banners are not permitted within the exhibition unless approval has been given by the Exhibition Organisers. Please submit any proposals for rigged banners above stands with the working drawings.

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers. Posters may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the Exhibition Area. It is prohibited to display notices, including sponsors' logos, within the foyer.

Obstruction of Gangways and Open Spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organisers at the Exhibitor's expense and risk.

Conduct of Exhibitors and Representatives

- **Annoyance:** The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- **Microphones/Audio Visual Equipment:** The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Exhibition Organisers reserve the right to prohibit their use if in the Exhibition Organisers' opinion this is the case.
- **Publicity Material:** Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organisers.
- **Projected Images:** Projected images, however generated, may not play onto aisles or onto other stands.
- **An Exhibitor may not, except by express written permission of the Exhibition Organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's.** The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition Organisers. The Exhibition Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.

Gas-Filled Balloons

The used of gas-filled balloons is strictly prohibited.

Damage to the Venue Premises

No nails, screws or other fixtures may be driven into any part of the Premises, including floors, nor may any part of the Premises be damaged or disfigured in any way, including the use of Sellotape, Velcro, gaffa tape, etc. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

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Liability

The Exhibition Organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the venue, the Organising Committee and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organisers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

Insurance

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

Restricted Use

All obligations under the Terms and Conditions shall not be cancelled or affected by any reason of the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain or the failure of any local authority or other body to grant any necessary licence, permission or approval.

Storage

No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition or inform the Congress Organizers accordingly by filling in the relevant form (see page 15)

Items Left on Site

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

Compliance with Rules and Regulations

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers. The Exhibition Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition Organisers is final and decisive on any question not covered in the foregoing Rules and Regulations.

The Exhibition Organisers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Exhibition Organisers may occupy the Premises and with the policies of insurance affected by the Exhibition Organisers.

All Exhibitors should note that participation at the exhibition implies acceptance of these Rules and Regulations.

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GENERAL INFORMATION

Business Centre

An office providing fax and photocopying facilities is located at the mezzanine of Athens Hilton Hotel. These services are used at your own expense.

Customs Clearance

It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad.

Deliveries

Deliveries cannot only be made, and will not be accepted otherwise by the Venue, in June 21 and 22, 2007. Deliveries should be addressed as follows:

Exhibitor's Name

Stand No.+

**WSRM Athens Hilton Hotel
46, Vassilisis Sofias Avenue
115 28 Athens
Greece**

Tel.: +30 210 72 81 000, Fax: +30 210 72 81 111

Parking

There is a car park at the premises of Hilton. No trucks are allowed.

Security

Exhibitors are requested to use common-sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Organisers' Office immediately. The security provided by the Organisers has been implemented to prevent unauthorised access to the hall and not to secure the contents of your stand. Each stand is responsible for their property and necessary precautions should be taken.

Smoking Policy

Exhibitors should note that there is a no smoking policy throughout the Exhibition Area.

Stock Deliveries

Exhibitors needing to re-stock their stands during the exhibition should make arrangements to do so prior to opening times. No deliveries will be permitted during exhibition open hours.

Trolleys

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc.

STAND CONSTRUCTION / DISMANTLE – SPACE ONLY

Loading times for stand parts and accessories have been specified at page 2

Loading for booth parts and accessories is possible via Vendiri Str. entrance, with the limit of 70 cm. width per item boxed. Any bigger items or boxes should be loaded in the Congress Venue Exhibition Hall via Michalakopoulou Str. entrance with the assistance of the crane provided by the Congress Organizers.

Please fill in the relevant fields at the STAND DRAWING SUBMISSION FREE BUILT FORM

Free-build stands are allocated on a space only basis. This means that no stand services are provided. **No stand may exceed a height of 3 metres** unless prior approval has been obtained from the Exhibition Organisers.

Free-build exhibitors are reminded of the following points:

Drawings of all free build stands must be submitted for approval to the Exhibition Organisers no later than Monday, 7 May 2007. It would be helpful if you could also let us know whom you have appointed as your contractor to build the stand.

It is every free-build exhibitor's responsibility (if sharing a space only site) to provide partition walls between themselves and their neighbours. These walls **must** be a minimum of 2.5m in height and be cleanly decorated on both sides above 2.5m.

A crane will be available during the dismantle time of the booths at Michalakopoulou Str. Exhibition area entrance. The use of the crane is in first come – first serve basis.

No exhibitor will be permitted to span an aisle by ceiling or floor covering.

STAND CONSTRUCTION / DISMANTLE – SHELL SCHEME

(for loading exact time, see page 2)

Shell Scheme Stands

The following company has been appointed as official contractor for the provision of shell scheme and shell scheme accessories:

Exposystem SA

Address L. Anthousas & Samou 1, 15349 Anthousa – Attiki, Greece

Tel: +30 – 211 - 12 04 400, Fax no : +30 – 211 - 12 04 444,

E-mail address: Imaninos@exposystem.gr. Web site: <http://www.exposystem.gr> . Contact person Mr. Lambros Maninos.

Name Boards

Each stand will also be provided with a fascia covered in white Foamex to each open side with a name board. Name panels will be white with black lettering and will display the company name.

SERVICES AND PRODUCTS

Please note that all exhibitors should complete Order Forms marked with an asterisk * and take particular note of deadline dates.

*** Contact Details**

- 1 Accommodation
- 2 * Exhibition Guide Editorial
- 3 * Stand Drawing Submission
- 4 * Exhibitor Name Badges
- 5 * Shell Scheme and Name Boards (shell)
- 6 Shell Scheme Accessories & electrical
- 7 Audio Visual Requirements
- 8 Stand Catering
- 9 Lifting, Shipping and Storage
- 10 Stand Furniture

Accommodation

A number of hotel rooms have been booked at preferential prices for the Congress in a walking distance to the venue.

Editorial – Exhibition Guide

Each exhibitor may have a maximum of 50 words of free editorial copy in the Exhibition Guide. Please note deadline date.

Stand Drawing Submission

Drawings of all free build stands must be submitted for approval to the Exhibition Organisers **no later than Monday, 7 May 2007.**

Exhibitor Name Badges

Exhibitors will receive two company name badge for every 6 square metres of exhibition space purchased. These badges will give exhibitors access to the exhibition only. Additional badges can be purchased for 100 € per badge.

Exhibitor name badges will be prepared in advance for all exhibitor personnel.

Exhibitor personnel badges are for the use of company personnel only for stand manning purposes, including hostesses and games-related staff, and should not be used by companies to bring visitors into the exhibition. All exhibitor name badges are to be collected on site by the stand contact. The contact will be responsible for distributing the badges to the relevant personnel.

Audio-Visual Requirements

Audio-visual equipment will be provided by Andreadis Audiovisual SA. Address: 11, Missiodakos Str., 11524 Athens, Greece. Tel: +30-210-69 30 535, Fax:+30-210-69 30 561. E-mail : mp@andreadisav.gr . Contact person : Mr. Manos Peponas

Exhibitor Catering

There are morning and afternoon refreshment breaks as mentioning in the scientific programme. Lunch for exhibitors will be available 30 minutes prior to delegates breaking for lunch to allow exhibitors to staff their stands during the delegates' lunch breaks. All catering will take place within and above the exhibition area.

Furniture

Exposystem SA has been appointed as the official contractor for the provision of all furniture.

Insurance

While we take every precaution to protect your property during the exhibition, we are not responsible for any loss or damage and recommend that you take out your own insurance cover.

Contact Details Form

For ease of Order Form completion, we ask all exhibitors and/or their stand builders to complete the undernoted details. This will reduce the amount of information needed on the Order Forms.

EXHIBITOR

Name Stand No

Address

.....

Contact Email.....

Tel No Fax No

STAND BUILDER

Name

Building for Stand No

Address

.....

Contact Email.....

Tel No Fax No

Please complete and return this form until MAY 7 2007

Accommodation Form

EXHIBITOR

Name Stand No

Address

Contact Email.....

Tel No Fax No

The Conference Secretariat will endeavour to meet all accommodation requests. However, should your preferred accommodation choice be unavailable, the Conference Secretariat reserves the right to make your booking at the nearest available alternative

HOTEL ACCOMMODATION REQUEST

Hotels & Rates

Category	Hotel	Standard Single	Standard Double	Extra Bed
De Luxe	Hilton Athens www.athens.hilton.com	<input type="checkbox"/> 195€	<input type="checkbox"/> 215€	<input type="checkbox"/>
De Luxe	Athens Holiday Inn www.hiathens.com	<input type="checkbox"/> 165€	<input type="checkbox"/> 175€	<input type="checkbox"/>
****	Best Western Ilisia Hotel www.bestwestern.com	<input type="checkbox"/> 105€	<input type="checkbox"/> 115€	150€ (Family Room)

Accommodation details

Arrival Date Departure Date Nr of nights

Accommodation total amount

For each room, a two hundred Euro (200€) deposit is REQUIRED

Remaining amount to be paid BEFORE May 15th, 2007

Cancellations: Cancellations notices must be forwarded to Svoronos Travel via fax or email. For refund purposes, the following deadlines shall apply:

- Before February 28th, 2007 - 25€ Administration fees
- Before April 30th, 2007 - 200€ cancellation fees
- After May 1st, 2007 - No deposit refund
- May 1st, 2007 - Full accommodation payment must be received

General reservation terms

- Room rates quoted in Euro, per room, per night, including Buffet Breakfast and all applicable taxes.
- The above mentioned rates are valid only from June 22 until June 30, 2007. Any extension will be handled upon request.
- Accommodation forms will be handled on a first come first serve basis.
- No reservation will be handled without the accommodation form duly completed and accompanied by the full credit card details or bank transfer receipt.
- Accommodation confirmation will be sent within 7 working days of the properly filled in accommodation form receipt.
- Hotel voucher will be sent, after full prepayment has been received (deadline May 1st, 2007)

PAYMENT BANK DETAILS : ALPHA BANK, Branch 120, Filellinon Str., Athens , Account no. : 12000 232000 0528

Swift code: CRBAGRAAXX, IBAN code: GR33 0140 1200 1200 0232 0000 528, Name SVORONOS TRAVEL

Please complete and return this form until MAY 7 2007

Exhibition Guide Editorial

EXHIBITOR

Name Stand No

Address

Contact Email.....

Tel No Fax No

INSTRUCTIONS

- Each Exhibitor may have a maximum of 50 words free editorial in the Exhibition Guide. Company name, address and contact name will be included in addition to this. **Please email your copy to info@wsrm2007.com**
- The Email address and Website will be published in lower case letters.
- Please also e-mail your *company logo* in a .jpg format at the address: info@wsrm2007.com
- Please note : Editorials must be *returned by May 7* to be included in the Exhibition Guide **as well as** company's logo.
- Exhibitors not returning copy will have name and address only included.

NAME BOARDS

Each stand will be provided with a fascia covered in white Foamex to each open side with a name board. Name panels will be white with black lettering and will display the company name.

PLEASE FILL INN THE NAME THAT SHOULD APPEAR IN THE FASCIA

COMPANY NAME: _____

Please complete and return this form untill MAY 7 2007

STAND DRAWING SUBMISSION FREE BUILD

EXHIBITOR

Name Stand No

Address

Contact Email.....

Tel No Fax No

VERY IMPORTANT

- Please note that your stand should not exceed 3m in height
- **It is important to receive your stand drawing by 7 May 2007.**
- **Please send the stand drawing at the e-mail address: info@wsrm2007.com**

BOX DIMENTIONS

Loading / Storage

	width (x)	height (x)	length	YES/NO
Number of boxes.....	dimentions.....(x)(x)storage.....	
Number of boxes.....	dimentions.....(x)(x)storage.....	
Number of boxes.....	dimentions.....(x)(x)storage.....	
Number of boxes.....	dimentions.....(x)(x)storage.....	

VERY IMPORTANT:

The dimentions of the boxes containing the booth parts are relevant to the Congress Exhibition Hall entrance and exit

Due to lack of storage space at the Congress Venue any kind of box will be stored elsewhere if storage is requested to the Congress Organizers

It is of utmost importance to know the dimentions in order to make all the nessecary arrangements for the storing facilities

STORING SPACE IS CHARGED 42 per sq.m with the minimum of 84.00

Please complete and return this form untill MAY 7 2007

EXHIBITOR NAME BADGES

EXHIBITOR

Name Stand No

Address

.....

Contact Email.....

Tel No Fax No

INSTRUCTIONS

- Companies are entitled *to one exhibitor name badge for each three square metres* of exhibition stand space booked. Thereafter, extra badges can be ordered at €100. You will be invoiced automatically for any additional badges over your allocation.
- Please note that first name/surname and company will appear on pre-ordered badges as ordered at the badges section of this form. Titles will not be shown.
- Additions and amendments to badges for stand personnel will be accepted until 7 May 2006.
- Any *changes* to the names on this list after the deadline submission date *will be charged at 10*, per name badge.
- Personnel, such as hostesses, mechanics or game-related staff must be registered in the normal way and will be counted as part of your personnel allocation for the stand.

BADGES

First Name.....Surname.....

First Name.....Surname.....

First Name.....Surname.....

First Name.....Surname.....

First Name.....Surname.....

Company Name.....

Size of stand: ____ sq.m. (x) 2 badges per 6sq.m.: allocation ____

Please complete and return this form until MAY 7 2007

STAND CATERING

EXHIBITOR

Name Stand No

Address

.....

ContactEmail.....

Tel No Fax No

INSTRUCTIONS

- **Any kind of stand catering CAN ONLY be provided by Athens Hilton Hotel.**
- Whether you're catering to impress your customers, to keep your exhibition team refreshed, or a little of both, they will be pleased to supply anything from tea and coffee to a full buffet lunch.
- They will take your orders for food and drink and deliver it to your stand. Sandwiches, canapés, snacks, mini pastries, bottles of wine and beer are just some of the items available from our stand order services.
- We would request that stand catering orders are placed well in advance, but no later than seven working days prior to the event. Early orders will be given priority. Late orders will be subject to availability and there will be no guarantee of delivery time

To arrange for stand catering selector forms to be sent to you, please complete this form and fax it to Congress Organizers : +30-210-32 50 660

REQUEST

Exhibition Name the Federation of European Societies for Surgery of the Hand
Exhibition Date 27 - 30 June 2007

TYPE OF REQUESTED FOOD.....

.....

TYPE OF REQUESTED BEVERAGES.....

.....

Please complete and return this form until MAY 7 2007

DISCLAIMER

The Information provided in this Technical Manual has been prepared by Concorde Services to assist the exhibitors. Whilst every care has been taken to ensure that the details are correct at time of issue, Svoronos Travel shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.