

12th FENS Forum of Neuroscience

11-15 July 2020 | Glasgow, UK

Organised by the Federation of European Neuroscience Societies (FENS)

Hosted by the British Neuroscience Association (BNA)



Exhibitors' Technical Manual

FENS | Federation of
European
Neuroscience
Societies

BNA British
Neuroscience
Association

www.fens.org/2020

Dear Exhibitor,

This Technical Manual contains important information and is designed to assist you in preparing for FENS 2020 Exhibition.

The Exhibition will be held in conjunction with **12th FENS Forum of Neuroscience and hosted by the British Neuroscience Association (BNA) - to be held in Glasgow, UK from July 11-15, 2020.**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with posters and cash bar located in the exhibition area.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Forum.

For your convenience, the manual has been divided into sections:

- Section 1: General Information
- Section 2: Exhibition Floor Plan, List of Exhibitors
- Section 3: Exhibition Services
- Section 4: Technical Information
- Section 5: Official Contractors
- Section 6: Shipping Instructions
- Section 7: Order Forms
- Section 8: The SEC Centre – Rules and Regulations

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Glasgow and wish you a successful Forum and Exhibition.

Kind Regards,

Elianne Baran Ganot
Global Manager, Exhibitions & Industry Operations



E: eganot@kenes.com | T: 41 22 9080488 Ext 921 | M: +972 54 6787921

WWW.KENES.COM



Table of Contents

Section 1: General Information

- Forum Secretariat
- Forum Dates
- Sponsorship and Exhibition Sales Contact
- Exhibition Manager
- Project Manager
- Registration
- Hotel Accommodation
- Venue Address
- Forum Website
- Exhibition Related Table
- Exhibition Timetable at-a-glance
- Off Exhibition Information

Section 2: Exhibition Floor Plan, List of Exhibitors

- Exhibition Floor Plan
- List of Exhibitors

Section 3: Exhibition Services

- Exhibitors Badges
- Access to the Exhibition Hall During Set-up and Dismantling
- On Site Exhibition Manager Desk
- “K-Lead” Application – Barcode Scanner Application

Section 4: Technical Information

- Space Only Stands
- Space Only Stands - Risk Assessment
- Design and Safety Forms
- Space Only Build up Rules
- Shell Scheme Stands
- Fascia Sign
- Technical Information and Regulations for Shell Scheme Stands
- Costume Made Booth Design
- Exhibition Hall
- Floor
- Raised floor/Platform
- Build-Up Height
- Electricity and Electrical Installations
- Stand Cleaning
- Event Services Order forms by Venue
- Waste Removal
- Furniture Rental

- Internet & Wi-Fi
- Storage
- Security
- Accommodation
- Stand Catering
- Loading / Unloading and Parking
- Rules and Regulation
- Code of Conduct at FENS Forum
- Sustainability at the FENS Forum

Section 5: **Official Contractors**

- Stand construction \ Additional Stand Fittings \ Electricity \ Furniture Rental \ Graphics and Signage
- Security and Hostess \ Cleaning Services \ Plants & Floral Arrangements \
- Catering Services
- Freight Handling & Customs Clearance Agent

Section 6: **Shipping Instructions**

Section 7: **Order Forms**

- Badges
- Lead Retrieval Wireless Barcode Reader
- Constructor Services Order Forms

Section 8: **The SEC Centre – Rules and Regulations**

Section 1: General Information

FENS 2020 Forum Organiser - Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488 | Fax: +41 22 906 9140 | E-mail: fensforum2020_administration@kenes.com

Forum Dates

Saturday, July 11 until Wednesday, July 15, 2020.

Sponsorship and Exhibition Sales Contact

Noa Freilich Pollack

Tel: +49 15 251087775 Ext 900 | E-mail: nfreilich@kenes.com

Exhibition Manager

Elianne Baran Ganot

Tel: +972 3 9727 921 Ext 921 | E-mail: eganot@kenes.com

Project Manager

Dana Izraeli

Tel: +41 22 908 0488 Ext 281 | E-mail: dizraeli@kenes.com

Registration

Adi Braunstein

Tel: +972 3 9727398 Ext 398 | E-mail: azur@kenes.com

Hotel Accommodation

Anna Ivanova

Tel: +41 22 908 0488 Ext 292 | E-mail: aivanova@kenes.com

Hotels Listing: <https://hotels.kenes.com/congress/FENS20>

Venue

SEC Centre

Exhibition Way,

Glasgow G3 8YW, UK

T: +44 141 248 3000

www.sec.co.uk

Forum Website

For updated information regarding the Forum, please visit the website: <https://forum2020.fens.org/>

DELEGATE WARNING:

There is an increasing number of fake websites claiming to offer registration services. We would like to alert all members and delegates to be aware of possible scams, and only use trusted online registration and accommodation services for bookings. Registration to the Forum is possible only via the Forum website.

Exhibition Related Table

Responsible For (Please refer to your signed contract)	Deadline	Contact Person
Hotel Reservation for Staff	As soon as possible	Anna Ivanova aivanova@kenes.com
Company Profile	Monday, 11 th May, 2020	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com/fo/#/profile
Designed Stand Approval		
Text for Fascia (Shell Scheme Stands Only)		
Lead Retrieval Wireless Barcode Reader		
Badge Order *Available only after submitting company profile		
Electricity, Furniture Rental, Shell Scheme Extras, Graphics/Signage	Friday, 10 th April, 2020 A surcharge of 20% will be imposed on orders sent after this date	ECS Manus Curran design@ecs.ie Order Forms: https://forum2020.fens.org/ecs_order_forms/
Stand Cleaning	Friday, 26 th June, 2020	SEC technical.services@sec.co.uk
Catering	Friday, 26 th June, 2020	Fiona.McGibbon@sec.co.uk
Internet and WIFI	Monday, 11 th May, 2020	Elianne Baran Ganot eganot@kenes.com

Delivery	Deadline	Contact Person
Door to Door Shipments	For this service please contact MERKUR No later than Friday July 3, 2020	Zehavit Akerman akerman@merkur-expo.com
Airfreight Shipments - Arrival to Recommended Airport		
Shipment via Germany Advance Warehouse	No later than Friday, July 3, 2020	
Exhibition Goods - Direct Deliveries to Forum Venue	Friday, July 10, 2020	
	For this service please contact MERKUR	
Move Out	No later than Wednesday, July 15, 2020	

Exhibition Timetable at-a-glance

Set-Up	Friday, July 10, 2020 Exhibition Set-up for Space only Stands	12:00-19:00
	Saturday, July 11, 2020 Exhibition Set-up for all stands	07:30-19:00
Exhibition Opening	Sunday, July 12, 2020	09:00-17:30
	Monday, July 13, 2020	09:00-17:30
	Tuesday, July 14, 2020	09:00-17:30
	Wednesday, July 15, 2020	09:00-14:15
Dismantling	Wednesday, July 15, 2020	14:15-22:00

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

****Dismantling of the stands before the official hour is not permitted.**

Off-Exhibition Information

Please note that participants will be walking through the Exhibition area to access the posters areas which will be active before and after the exhibition opening hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

Please note:

It is the exhibitor’s responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

PLEASE NOTE:

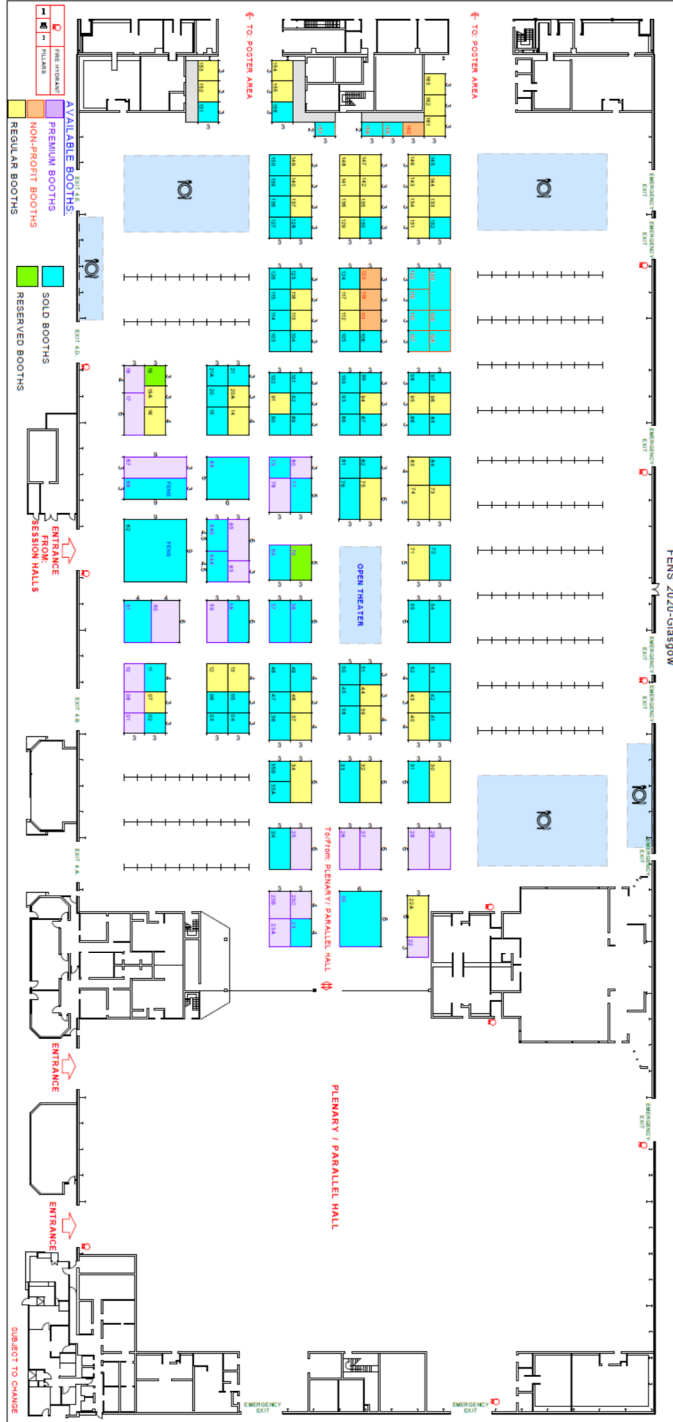
Empty crates and packaging material must be removed after set-up and no later than Saturday, July 11, 2020 at 16:00.

All aisles must be clear of exhibits and packaging materials to enable cleaning. Any equipment, display aid or other material left behind on Wednesday, July 15, 2020 after 22:00 will be considered discarded and abandoned.

Section 2: Exhibition Floor Plan & List of Exhibitors

(Updated as of February 2020)

*Subject to change, please see updates via the online Virtual floor plan [here](#).



Company Name	Booth #	Booth Type	Stand Size (sqm)
10X Genomics	74	Space	15
3Brain	96	Shell	9
3I Intelligent Imaging Innovations	14	Shell	12
Abcam	57	Shell	18
Advanced Targeting Systems	105	Shell	9
AHF analysentechnik	124	Shell	9
Akoya Biosciences	116	Shell	9
ALA Scientific Instruments	21 Shared A	Shell	4.5
Alpha Omega	40 Shared B	Shell	6
ANT Neuro	63	Shell	9
Antibodies Incorporated	19 shared A	Shell	3
Applied Scientific Instruments	23B	Shell	12
Atlas Antibodies	13	Space	12
ATLAS Neuroengineering	131	Shell	9
Aves Labs	19 shared B	Shell	3
Axion Biosystems	81	Shell	9
Backyard Brains	04	Shell	9
Basi	11	Space	12
Bernstein Network Computational Neuroscience	136	Space	9
Binaree	149	Shell	9
Bio Research Center	87	Shell	9
Biolegend	50	Shell	9
Biopac Systems	93	Space	9
Biosynth Carbosynth	42	Shell	9

Bio-Techne	61	Space	24
Bitbrain	143	Shell	9
Blackrock Microsystems	36	Space	12
Boehringer Ingelheim			0
Bordeaux Neurocampus	111	Shell	9
Brain Products UK	134	Shell	9
Brainxell	20A	Shell	9
Bright Instruments	17	Shell	18
British Neuroscience Association	08	Shell	9
Bruker	52	Shell	12
Cairn Research	15 Shared B	Shell	6
Cambridge Electronic Design	53 Shared B	Space	6
Cell Press	35a	Space	9
Cell Signaling Technology	80	Shell	9
CERVO Brain Research Centre	160	Shell	6
Changchun New Industries Optoelectronics Technology	45	Shell	9
Chroma Technology	132	Shell	9
CMA Microdialysis	9e	Space	5
Consortium for Public Outreach on Animal Research	109	Shell	9
CoolLED	151	Shell	9
Coulbourn Instruments	9f	Space	5
Crest Optics	20	Shell	9
Data Sciences International	9i	Space	8
Datwyler	99	Space	9
De Gruyter	133	Shell	9
Digitimer	127	Shell	9

Elsevier	35b	Space	9
Enzo Life Sciences (ELS)	92	Shell	9
European Brain Council	123	Shell	9
European College of Neuropsychopharmacology	110	Shell	6
Federation of European Neuroscience Societies	62	Space	81
Federation of European Neuroscience Societies	66	Space	27
Femtonics	68	Space	36
Fine Science Tools	33	Shell	18
Funakoshi	158	Shell	6
Gene Tools	101	Shell	9
Genetex	114	Shell	9
Harvard Apparatus	09a	Space	5
HEKA Elektronik Dr. Schulze	9c	Space	5
Hello Bio	85	Shell	9
Human Brain Project	120	Shell	18
Iconeus	56	Space	18
Inscopix	77	Shell	15
International Brain Research Organization	107	Shell	9
International Neuroinformatics Coordinating Facility - INCF	122	Shell	9
Jackson ImmunoResearch	79	Space	9
John Wiley & Sons	19A	Shell	9
Kent Scientific Corporation	69	Shell	15
Lafayette-Campden Neuroscience	64a	Shell	13.5
Laser2000	27A	Shell	9
LI-COR Biosciences	21A	Shell	9
Logos Biosystems	47	Space	9

Lohmann Research Equipment	94	Space	9
Luigs & Neumann	03	Space	9
MagVenture	161	Space	9
MAVIG	38	Space	12
Max Planck Gesellschaft	147	Space	9
Max Planck School of Cognition	135	Space	9
MaxWell Biosystems	91	Shell	9
MBF Bioscience	145	Shell	9
Merck	70	Space	15
Metris	07	Space	9
Mightex Systems	103	Shell	9
Miltenyi Biotec	49	Space	12
MIT Press	106	Shell	9
Molecular Devices	12	Shell	12
Moor Instruments	126	Space	9
MRC Harwell Institute	118	Shell	9
Multi Channel Systems	9g	Space	5
Narishige International	86	Shell	9
Neuralynx Europe	05	Shell	9
Neurex	159	Shell	6
Neurocenters in Germany	141	Space	9
NeuroNexus	40 Shared A	Shell	6
Neurophotometrics	117	Shell	9
NeuroPro	67	Space	27
Neuroschools Germany	148	Space	9
Neuroservices-Alliance	95	Shell	9

NeuroStar	90	Space	9
Neuro-Sys	44	Shell	9
Neurotar	97	Shell	9
Nikon Instruments	41	Space	12
Noldus Information Technology	48	Shell	12
Npi electronic	21 Shared B	Shell	4.5
OCB Systems	139	Space	9
Olympus Europe	54	Space	18
OriGene Technologies GmbH	89	Shell	9
Panlab	9b	Space	5
PhenoSys	84	Shell	12
Phosphosolutions	19 Shared C	Shell	3
Pinnacle Technology	104	Shell	9
Plexon	64b	Shell	13.5
PLOS	146	Shell	9
Princeton University Press	157	Shell	6
Proteintech	82	Shell	9
Psychology Software tools	112	Space	9
Rapp Optoelectronic	15 Shared A	Shell	6
Research Diets	125	Shell	9
Research in Germany	142	Space	9
Ripple	02	Shell	9
Rogue Research	24	Space	18
Royal Society Publishing	119	Shell	9
RWD Life Science	102	Shell	9
Science Products	53 shared A	Space	6

Science/AAAS	100	Shell	9
Scientifica	58	Space	18
Sensapex	23	Space	12
Soterix Medical	98	Shell	9
SpikeGadgets	01	Space	9
Springer	113	Shell	9
STEMCELL Technologies	28A	Shell	9
Stoelting Europe	06	Shell	9
Stratech Scientific	128	Shell	9
Sutter Instrument	31	Shell	18
Synaptic Systems	150	Shell	9
Systemx UK	43	Shell	9
Tecniplast	37	Shell	12
The CAJAL Advanced Neuroscience Training Programme	108	Shell	9
The Physiological Society	144	Shell	9
Thermo Fisher Scientific	75	Shell	18
Thomas RECORDING	88	Space	9
THORLABS	55	Space	18
Tokyo Chemical Industry	46	Shell	9
Transnetyx	138	Space	9
TSE Systems	76	Space	18
Tucker-Davis Technologies	51	Space	9
Ugo basile	72	Shell	15
View Point	156	Space	9
VisitScotland			0

Warner Instruments	9h	Space	10
World Parkinson Coalition	162	Shell	6
Wuhan OE-bio	16	Shell	12
Zantiks	115	Shell	9

(Updated as of Feb 26, 2020)

*Please see updates via the online exhibitor list [here](#).

Section 3: Exhibition Services

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the personal name and the Exhibiting Company's name.

Unless noted otherwise in your agreement, exhibitor badges are provided per booth size (sqm) booked, as detailed below.

Please register your staff members receiving the complimentary badges online via the link which will be sent to you by the Registration Department.

Booth Size in Sqm	Number of Complimentary Badges
2 sqm	2 Badges
9 sqm	3 Badges
12 sqm	4 Badges
15 sqm	5 Badges
18 sqm	7 Badges
24 sqm	9 Badges
27 sqm	11 Badges
28 sqm	11 Badges
30 sqm	12 Badges
36 sqm	15 Badges
48 sqm	20 Badges

Exhibitor registrations allow access to the exhibition area and to the scientific sessions.

A Designated link will be sent to you to during March in order to collect the names for the free Registrations included in your booking.

If you wish register any **additional** staff members as additional Exhibitor attendee of the FENS Forum please contact:

Adi Braunstein Tel: +972 3 9727398 Ext 398 | E-mail: azur@kenes.com

Exhibitor badges are to be collected onsite at the dedicated pre-paid registration stations for Exhibitors exclusively, located in the Registration area from 09:30, Saturday, July 11. Badges will not be mailed in advance.

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Management office on-site.

On-site Exhibition Management Desk

The Exhibition **Management** Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area. If you have any queries regarding your participation at FENS 2020, please feel free to contact the Exhibition Manager: Elianne Baran Ganot | Tel: +972 3 9727 921 Ext 921 | E-mail: eganot@kenes.com

“K-Lead” Application – Barcode Scanner Application (no device is included)

Lead Retrieval systems are a helpful tool for receiving participants’ contact information when they visit your stand. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor’s comments for each lead.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit **€ 450** (Additional 4% service charges will be added for payments by credit card)
- Cost per unit INCL Device **€ 620** (Additional 4% service charges will be added for payments by credit card)

The Application should be installed on your company/personal device. Operational information will be sent on request.

Please Note:

- In the light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice here [Kenes will not share delegate’s personal data with third parties without their consent](#). Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegates’ badges contain information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

To order K-Lead please refer to the online Exhibitor's Portal <https://exhibitorportal.kenes.com>

Deadline: Monday, May 11th 2020

Section 4: Technical Information

Space Only Stands

- Exhibitors using independent contractors are required to submit the following for the organiser approval:
- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed stand to be built.
- A list of all electrical appliances to be installed in the stand.
- The name and contact details of their construction company.

Please submit your order through the **Kenes Exhibitor's Portal**: <https://exhibitorportal.kenes.com>

Deadline: Monday, May 11, 2020.

Please note that according to United Kingdom regulation, the following documents MUST be submitted, in order to comply with HSE legislation and the CDM 2015 Regs.

The following information *must be received no later than 28 days in advance* of your tenancy:
Designed Stand Approval Designs & safety forms must also be approved by the Safety Manager:

Phil Fellows via phil.fellows@dimeevents.com

Tel: +44 (0) 1799 551950

Mob: +44 (0)7967719120

Design and Safety Forms – IMPORTANT

Full stand plans and visuals, showing all dimensions and elevations
None generic Risk Assessment
Method Statement
Public Liability Insurance, which must be in date at the time of the event, and cover ALL days and MUST be a minimum of £5m

Finally, if there's anything else that you require, please contact our H&S Event Manager who will be very happy to assist you.

- Designed Stand Approval:
Designs & safety forms must also be submitted to Safety Manager
Phil Fellows
phil.fellows@dimeevents.com
 Tel: +44 (0) 1799 551950
 Mob: +44 (0)7967719120

Space only Build up rules:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- All space-only booths should have a separation wall between them and the neighbours.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- If you have floor platform at your stand higher than 4.5 cm, you are required to provide a ramp for handicapped access.
- Advertising on the boundary with other stands is prohibited.
- Multi-level structures are not permitted.
- The **Maximum Build-Up Height for space booth is 5 m**
- The **Maximum Build-Up Height for shell scheme booth is 2.5 m**
- **If the structure is above 4m** then stand plans should be approved by a structural engineer and the build signed off onsite.
- Shell scheme stands build-up is according to the Maximum Build-Up Height area of the booth.
- Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.
- Any part facing neighbouring stands that is above 2.5 m in height needs to be designed with neutral surfaces (white or grey).
- Rigging is allowed in coordination with SEC. Costs and further information on banner rigging can be obtained through the SEC. We would recommend that the bottom of your banner is no lower than 5m from the floor. Please see the online Rigging Order Form for your information below: <https://forum2020.fens.org/rigging-2020-2021-2/>
- The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the exhibitor's layout is approved by the Organisers.
- If you require additional stand equipment (Furniture, Graphics, etc.), please contact ECS - Manus Curran at design@ecs.ie.

Shell Scheme Stand

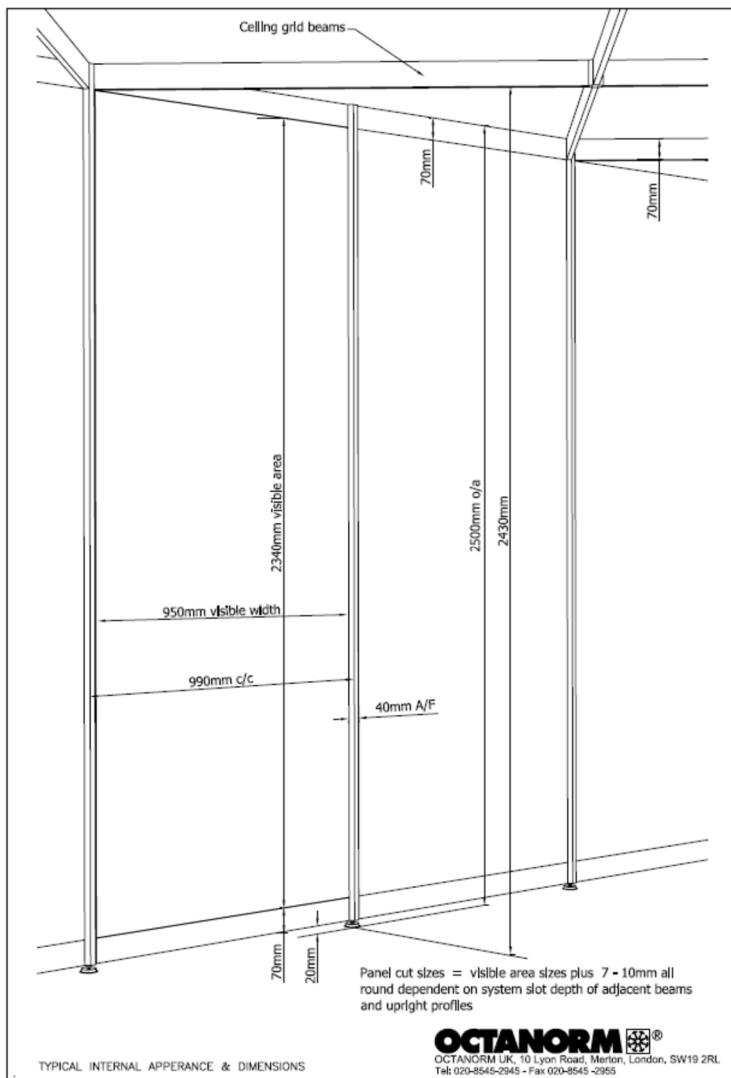
Shell Scheme which have been pre-booked with Kenes includes the following:

- Standard Octanorm Shell Scheme system with white insert panels
- Fascia with exhibitor name
- Spotlights on track
- Carpet
- Electricity (1 KW)
- Visible panel size (Wide & Size): 2340mm x 950

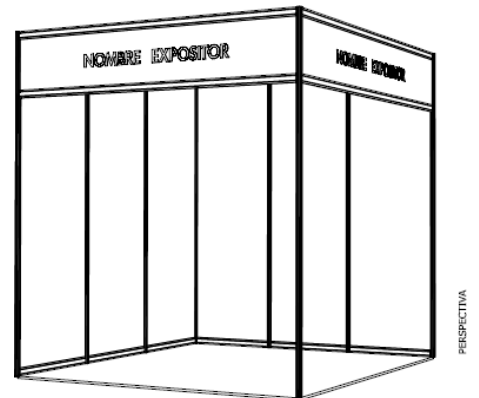
Stand package hire does NOT include:

- Furniture
- Stand Cleaning

Shell Scheme Stands that will be located in the Exhibition and their Maximum Build-Up Height is 2.5m
Actual panel size (Wide & Size): 2500mm x 990 (This is the required print size)



For illustrative purpose only



Fascia Sign

Please submit the company name for your fascia panel of the stand via Kenes Exhibitors Portal no later than Monday, May 11th 2020: <https://exhibitorportal.kenes.com>

Please Note:

15 characters, including spaces, may be written on your fascia for every meter of fascia length. Please pay attention to the use spelling, capital and lower-case characters.

If your fascia text is not received by the deadline, we will provide you with a fascia title as per your company name submitted in your profile. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.

Corner stands are provided with two open sides and fascia panel on each open side.

To ensure a smooth and efficient installation and dismantling of your stand, an official stand contractor has been appointed (See SECTION 5: Official Contractors).

Special offer:







You may book a Furniture package at a special price.

The package includes:

- 1 table
- 2 chairs

Please contact the Exhibition Manager: Elianne Baran Ganot at eganot@kenes.com

Order From may be found on the next page.

Code	Description	Colour	Cost	Qty	Total
F2	Monza White Circa Table & 2 White timber Chairs		Euro 180		
F22	Black High Table & 2 Black/Chrome Swivel High Stools		Euro 220		
F9	White High Table & 2 White/Chrome Swivel High Stools		Euro 220		
TT01	6' Trestle Table With Cover and 2 Upholstered chairs		Euro 120		
TT02	4' Trestle Table With Cover and 2 Upholstered chairs		Euro 100		
A36	Add 10 Up A4 Literature Stand to packs above		Euro 100		
			Sub total		
			VAT @ 20%		
			Total		

Furniture Package Order Form

Please complete this form and return by e-mail to Elianne Baran Ganot eganot@kenes.com

Name of Company: _____

Booth# _____

Street: _____

City _____

Zip Code _____

Country _____

VAT# _____

Contact person: _____

e-mail: _____

Package Code: _____

Please note that you will receive an invoice by e mail.
You may either pay by bank transfer or credit card.
Credit card payment will incur 4% service charge.

- * All items are on rent basis.
- * Rate is for the full duration of the exhibition and does not include VAT if applicable.
- * All furniture items included in the package are not exchangeable.
- * When cancellation is made the entire value of the reservation will be charged.
- * Any loss or damage to the equipment/furniture will be at the exhibitors' expense.

Authorization for Credit Card Charges

Dear Sirs,

In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in **your own handwriting** and sign.

Name of Company: _____

We authorize 'Kenes Group organizers of FENS Forum to make the charge of _____ for **Furniture Package fees.**

for Conference: **FENS 2020.**

Credit Card details to be charged: _____

Number: _____

Expiration date: _____

Name of Card holder: _____

Address: (as per Credit card records): _____

Telephone number: _____

Security digits (on the back of the credit card): _____

Date: _____

SIGNATURE of Card holder: _____

Technical Information and Regulations for Shell Scheme Stands

- All basic shell scheme booths will be designed and built by the official stand contractor.
- All booths are on rental basis.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor.
- No additional booth-fitting or display may be attached to the standard booth structure.
- No free-standing booth-fitting or display(s) may exceed a height of 2.5 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No tape, nail or fixture of any kind allowed to be affixed to the partitions, floor, ceiling or fascia. **Exhibitors are held liable for any damage to booth fixtures**, fittings at the Congress.
- If you wish to put posters or anything on the Shell Scheme Stands, the builder will be able to provide you with small mounting hooks or TESA strips at the service desk. Kindly note that these are the only available options in order to avoid any damage.
- All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth, they must submit all lighting distribution details and pay the light connection charges to the official stand contractor.

Costume Made Booth Design

Showcase your business in front of competitors with display booths for exhibitions that are impressive and extraordinary.

We produce modular, interesting and prominent display booths in the area and make sure you develop a quality product for you to be mobile and last for various exhibitions.

Contact us for further details at: Exhibition Manager: Elianne Baran Ganot | Tel: +972 3 9727 921 Ext 921 | E-mail: eganot@kenes.com



Hall Specification

Exhibition Hall

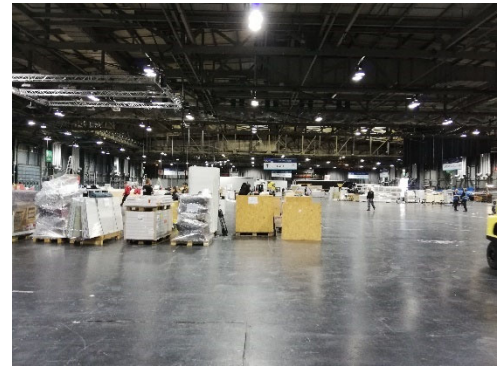
The exhibition will be held in Hall 4 on the Ground Level of the SECC.

Floor

- The exhibition floor is concrete with a black latex screed finish
- Maximum floor load: 5 Tons per Sqm
- No vehicle having an axle load in excess of 20 tons shall be brought into the hall.
- Floor loadings in excess of the above may be permitted on application to and with the approval of the SEC.

MAXIMUM MEASURES to access the exhibition space:

Door No.	Hall	Door Height
VE Door 3.1	Hall 3	4.9
VE Door 3.2	Hall 3	4.9
VE Door 3.3	Hall 3	4.8
VE Door 4.3	Hall 4	4.9
VE Door 4.4	Hall 4	5.4



Raised Floor/Platform

Please note that if your stand has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.

Build-Up Height

- The **Maximum Build-Up Height for space booth is 4 m**
- The **Maximum Build-Up Height for shell scheme booth is 2.5 m**
- **If the structure is above 4m**, stand plans should be approved by a structural engineer and the build signed off onsite.
- Shell scheme stands build-up is according to the Maximum Build-Up Height area of the booth.
- Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Any part facing neighbouring stands with mutual walls that is above 2.5 m in height needs to be designed with neutral surfaces (white).

Electricity and Electrical Installations

Electrical box is reserved exclusively for ECS (the official Booth builder) if you wish to order electricity contact:

ECS - Manus Curran - design@ecs.ie

According to the regulations, electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

To ensure maximum safety, all electrical connections to power supply can only be carried by the official contractor.

Important:

The daily power to the booths will be switched on 30 minutes before the Exhibition's opening and will be switched off 15 minutes after closing time.

Stand Cleaning

Cleaning services are reserved exclusively for SEC Centre, which is in charge of cleaning the aisles and communal areas of the exhibition spaces. For ordering daily stand cleaning, please refer to the online order forms.

Event Services Order forms by Venue

<https://forum2020.fens.org/wp-content/uploads/sites/51/2020/03/EVENT-SERVICES-2020-2021.pdf>

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

Furniture Rental

If you would like to rent furniture, please refer to the order forms at the end of this manual or online at: https://forum2020.fens.org/ecs_order_forms/
contact: Manus Curran design@ecs.ie.

Internet and Wi-Fi

Free Wi-Fi access suitable for basic web browsing will be provided to all Forum visitors. Kindly note, this is a public connection. Should you require an internet connection for any product demonstrations at your exhibition stand, we recommend ordering a designated, private, wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

Exhibitors who wish to order WIFI connection to their booth please submit your order via Kenes

Exhibitors Portal no later than Monday, May 11th 2020: <https://exhibitorportal.kenes.com>

- **Creation of Wi-Fi networks is forbidden. Wi-Fi should be ordered from the organiser directly, information may be found under Wi-Fi section.**

Storage

If additional storage is needed, please contact the Exhibition Manager to check availability at eganot@kenes.com.

Security

Neither the organisers nor SEC Centre can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.

Hotel Accommodation

Kenes Group is offering exhibitors specially reduced rates for various hotels around the Forum venue and in the city centre. In order to book a room online or for Information, pictures, location and rates please view the hotel accommodation page: <https://hotels.kenes.com/congress/FENS20> or email us to: booking@kenes.com

For group booking (10 rooms and more) please contact Anna Ivanova at aivanova@kenes.com

Catering

Catering and the sale of all food and beverage on site are reserved exclusively for SEC.

Avoid the queue! SEC Food will offer special lunch packages to exhibitors, to be ordered and delivered to booths during lunch-time.

If you wish to order Catering services for your booth, please contact: Fiona McGibbon at Fiona.McGibbon@sec.co.uk

Note: The catering manager, Fiona McGibbon at Fiona.McGibbon@sec.co.uk, should be informed of any food or beverage which are served to customers.

Loading / Unloading and Parking

For information regarding loading bay, please refer to the shipping instructions at the end of this manual. Only MERKUR can operate machinery inside (forklifts, etc.) to unload/load trucks. Security at the entrance will allow access to the loading bay considering its capacity.

Entry to the loading area is subject to confirmed time slot & pre-alert.

Every van/ truck/ car needs a time slot for unloading. After they finish unloading the vehicle, they need to leave the loading bay.

- **Loading/unloading area:**
- **VIP parking area:** Car Park 5 is the exhibitors car park. The organisers can issue you with car park passes - Cars, trucks and vans can have access to car park 5 if they have the required pass
- **Public paid parking area:**

For more information about getting there, please click [here](#).

Meeting Rooms, Hospitality suites and Branding opportunities

Should you wish to book a meeting room, hospitality suite, or check further branding and signage options at the venue – please be in touch with **Noa Freilich Pollack**

Tel: +49 15 251087775 Ext 900 | E-mail: nfreilich@kenes.com

Further information is available here: <https://forum2020.fens.org/promotional-advertising-opportunities/>

Rules and Regulations - Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

It is strictly forbidden to smoke inside the building at any time due to the technical guidelines of the SEC.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organisers, the management of the Berlin Messe and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Liability

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in anyway, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment **must be including earphones**, no speakers are allowed into the stand so that it does not disturb neighbouring exhibits.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Distribution of balloons filled with a gas that is lighter than air is not allowed.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

SEC Centre Rules

Please note the following SEC rules all exhibitors, contractors and sub-contractors must adhere to the rules below.

Exhibitors must adhere to the following rules, including full responsibility and liability for the damage to property, employees, visitors, contractors and subcontractors and any 3rd parties.

- **Observance of Regulations** etc - to observe all the Relevant Legislation and Regulations, to communicate to your respective contractors, sub-contractors, agents and servants such of the provisions of the Relevant Legislation and Regulations and of this Agreement as affect them and to procure the observance thereof by such persons;
- **Observance of Codes of Practice** - to observe and procure that all your contractors and sub-contractors shall observe the Codes of Practice from time to time issued by the Advisory, Conciliation and Arbitration Service pursuant to the Employment Protection Act 1975 in their dealings with their respective employees working at the Centre.
- **Smoking** – In line with legislation applicable from 26.03.2006 smoking is not permitted within the premises or in any enclosed spaces within the Centre.
- **Electricity** - not to use or install or permit or suffer to be used or installed any supplementary plant for the generation or supply of electricity and to take all supplies of electricity from us or as we shall direct unless we shall have given our prior written consent to your obtaining such supplies otherwise than from us or as we shall direct;
- **Risk** - that you shall bring to the notice of all your contractors, sub-contractors and agents that all goods and other property brought into the Centre or the Premises are brought at the owner's risk and that we do not accept any such goods or other property into our charge or control and shall not be in any way responsible for any theft, loss or other damage in respect of such goods or other property;
- **Consumables** - not to sell or provide nor to permit any person other than our nominated franchisee to sell or provide tobacco, smokers' requisites, beverages, alcoholic drinks, food, ice cream, sweets, confectionery and any other consumable refreshments of any nature whatsoever in the Premises or at the Centre.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Code of Conduct at FENS Forum

FENS Forums are professional scientific meetings that provide a respectful, harassment-free and inclusive environment for all participants, regardless of gender identity, sexual orientation, disability, appearance, ethnicity, race, national origin, age or religion.

All Delegates, including speakers, exhibitors, media and staff, and other participants are expected to behave with integrity and respect towards other delegates attending or involved with the FENS Forum and/or any related event or activity.

FENS is committed to informing the Forum delegates about the code of conduct for meeting attendees. Likewise, FENS is committed to installing procedures and guidance for appropriate reporting of unacceptable behaviour of any kind.

The present Code of Conduct is not a legal document or prescriptive in nature. It supplements, but does not affect, the application of other relevant policies, regulations, rules and laws, including laws regulating the premises in which the FENS Forum takes place and any applicable host country agreement. FENS complies with such policies and will report all inappropriate conduct accordingly. The full Code of Conduct that can be found on the FENS Forum website:

<https://forum2020.fens.org/code-of-conduct/>

Sustainability at the FENS Forum

FENS is convinced of the central value that comes from bringing researchers from a broad range of neuroscientific disciplines together every second year to discuss and advance their research agendas. While the FENS Forum accomplishes exactly that, FENS is aware that in doing so, there is an associated negative impact on the environment.

FENS is dedicated **to minimising the environmental impact of the Forum** and firmly believes that we all have a part to play in preserving our future for generations to come, both locally and across the globe. In collaboration with a leading sustainability advisory organisation, [CO2logic](#), FENS has therefore devised a strategy **to take concrete actions to reduce the environmental impact of the Forum** through sustainability initiatives embedded throughout the entire planning process. **FENS action will be trifold:**



Reduce and minimise the use of energy, resources and waste



Maximise recycling in a responsible way



Enable delegates to offset the carbon emissions from their air transport when they register.

1 What actions has FENS taken for the Forum?

Advised by CO2Logic, FENS has carefully considered the event organisation and prioritised actions within areas with the greatest environmental impact. Initiatives for energy conservation and emission reduction are being implemented for the Forum. The Forum's footprint will be audited after its completion by CO2Logic in order to evaluate the Glasgow Forum and identify areas for improvement in next editions of the FENS Forum. Remaining emissions from the Glasgow Forum will be offset by FENS.

2 How can you take part?

Delegates are invited to take part in this initiative as well, to offset the carbon footprint associated with their travel and to choose low-carbon options when they attend the Forum.

In addition, FENS encourages attendees to participate in an action that aims to support the Woodland Trust in Scotland that works to improve local environmental diversity. As part of the registration process, attendees are invited to make a 5-euro donation in support of the Loch Arkaig pine forest, a local sustainability and biodiversity project in the Scottish Highlands ([learn more](#)). **Each delegate's donation will be fully matched by FENS.**

3 Responsible Production.

FENS encourage exhibitors to produce responsibly for their exhibition at FENS, and encourage exhibitors to print less, less mass manufacturing of giveaways, reduce waste, manufacturing locally, and choose recyclable, bio-degradable, sustainable options for products.

Section 5: Official Contractors

Stand construction \ Additional Stand Fittings \ Electricity \ Furniture Rental \ Graphics and signage \ Cleaning Services for shell Scheme only

Manus Curran

Tel: + 353 (0)45 409420



Email: design@ecs.ie

Website: www.ecs.ie

If you would like to rent furniture, please refer to the order forms at the end of this manual or online:

https://forum2020.fens.org/ecs_order_forms/

contact: Manus Curran design@ecs.ie.

Internet and WIFI / Additional Security

Elianne Baran Ganot

Tel: +972 3 9727 921 Ext 921 | E-mail: eganot@kenes.com

Catering Services

SEC Food

Fiona McGibbon

E-mail: Fiona.McGibbon@sec.co.uk

Security and Hostess \ Cleaning Services \ Plants & Floral Arrangements

SEC Centre

Exhibition Way,

Glasgow G3 8YW, UK

T: +44 141 248 3000

Email: technical.services@sec.co.uk

Website: www.sec.co.uk

Event Services Order forms by Venue

<https://forum2020.fens.org/wp-content/uploads/sites/51/2020/03/EVENT-SERVICES-2020-2021.pdf>

Freight Handling & Customs Clearance Agent

Merkur

Zehavit Akerman Tel: +49 69 747 848

Tel: +972 8 914 6382

Mobile: +972 52 511 4982

Email: akerman@merkur-expo.com

Section 6: Shipping Instructions

Kindly note that Merkur Expo Logistics GmbH is the sole official on-site agent nominated by Kenes Group to handle all in/out shipments arriving to this congress.

Contact details:

Merkur Expo Logistics GmbH Zehavit Akerman

Tel: +49 69 747 848 | Mob: +972 52 511 4982 | Email: Akerman@merkur-expo.com

Range of services:

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

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue. Exhibitors and stand builders are prohibited from using trolleys during set-up and dismantling periods. The shipping instructions are provided to assist with your preparation for the correct and timely dispatch of materials to the congress. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Material Handling Form

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. Airway bill number

Exhibitors and stand builders may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). Merkur has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section. Handling rates are based on the incoming weight of shipments. Merkur must have payment before forwarding freight.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent. Shipments sent directly to the venue prior to **Friday July 10th, 2020** will be refused by SEC Centre.

Insurance of Goods

All cargo should be insured from point of origin.

To view the full FENS 2020 Shipping Instructions, including Tariffs, Material Handling please click the relevant links:

- Material Handling Form
- Shipping Instructions
- Tariff

Shipping Labels must be attached to boxes/pallets and should be provided by Merkur via e-mail
Please approach Merkur at Akerman@merkur-expo.com

Please Note:

- All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.
- It is necessary that each Exhibitor provide information on how they are going to move this machinery to the stand and if they carry it with wheels, depending on the weight, it would be necessary to protect the floor on this route by putting some wooden panels on the floor.

For any questions/clarifications, please contact Ms. Zehavit Akerman from Merkur

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: Akerman@merkur-expo.com

Dear Exhibitor/Stand Builder,

Merkur Expo Logistics GmbH is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to FENS 2020 Conference.

We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, *Merkur Expo Logistics* is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details

Merkur Expo Logistics GmbH

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

Brexit

A Brexit deal has been agreed in principle with the EU.

Both the UK and the EU need to approve and sign the withdrawal agreement. They will then start to negotiate new arrangements. There would be a transition period to prepare for new rules.

The UK could still leave with no deal if the withdrawal agreement is not approved by 31 January 2020, or at the end of a transition period.

Therefore, please make sure to contact MERKUR one month before the congress for final instructions.

The shipping instructions are provided to assist with your preparation for the correct and timely dispatch of materials to the congress. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions.
- Tariff .
- Material Handling Form .

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.).
2. Way of transport (road freight, carrier services, airfreight, ocean).
3. Airway bill number Exhibitors and stand builders may choose to use their own services to deliver their goods to the venue door.

Onsite Handling

No other company is permitted to deliver, operate, and handle goods inside the venue. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items).

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section.

Merkur must have payment before forwarding freight.

Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent. Shipments sent directly to the venue prior to **10 June , 2020** will be refused by Conference Centre.

Contact Details

MERKUR EXPO LOGISTICS GMBH

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-Mail: akerman@merkur-expo.com

Please note these important dates:

Service	Deadline
Door to door	For this service please contact MERKUR
Airfreight Shipments	For this service please contact MERKUR
Shipment via German advance Warehouse	No later than Friday 3 July , 2020
Exhibition goods - Direct Deliveries to Congress Venue	Friday, 10 July , 2020
Move out – dismantling	Wednesday ,15 July , 2020

Shipment Categories

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) **Insert-for participant bags**
- (2) **Marketing and display**
- (3) **Exhibition goods-for exhibition stand only**

Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment

Please contact MERKUR for timetable, shipping instructions and labels.

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F D E M HÖHCHE N 2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50
FENS 2020/ Exhibitor's name

4. Direct Deliveries to Congress Venue

SEC Centre
Exhibition Way,
Glasgow G3 8YW, UK

Domestic Cargo / Courier Shipments

Trucks access to the exhibition loading area

Please note that each truck from 7.5 ton will be charges registration fee (€185-€ 250)

Truck access is free for those who are using the official agent for unloading / reloading.

Courier Shipments – Customs cleared only

It is not recommended to use a courier service especially for a non-European shipment.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the local customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number, invoice and packing list.

All Courier shipments must be send under DDP terms (Delivery duty paid).

Please contact MERKUR for shipping labels to each of the categories.

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment Terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached **Material Handling form/payment confirmation** and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

MERKUR team wish you a successful experience!

HANDLING RATES –FENS 2020

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	£ 175.00
Up to 250 kg	£ 2.35 / Kg
Up to 500 kg	£ 1.60 / Kg
Above 500 kg each additional kg	£ 1.40 / kg

Airport taxes, storage, fees etc. will be calculated as per outlay
Outlay fees + **10% for pre payment** £125.00 Min

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage	
Per CBM	£ 68.00
Min	£185.00

3. Direct Delivery to Venue

From free arrival venue up to free delivered stand, first time spotted:

Per CBM	£ 68.00
Min	£ 185.00
Truck 7.5t	£ 730.00
Truck 13.6 M	£1,350.00

4. Courier Shipments direct to venue

Up to 50 kg	£150.00
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5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	£160.00
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Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice	£190.00
Each additional customs tariff	£ 21.00
Customs bond fee 2.5% CIF Value	Min £150.00
Transit document	£ 95.00

permanent Importation

Per shipment / per document / per exhibitor £165.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax
+ 10% for pre payment

Use of customs broker import tax registration £ 95.00

Customs inspection £130.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Handling of empties (per CBM or part off) £ 60.00 / CBM
(Min 2 CBM)
- Full goods storage £ 65.00 / CBM
(Min 2 CBM)
- Forwarding commission - per order / shipment £ 65.00
- On-site representative for service / support £ 45.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

- ❖ **1 CBM= 333 KG , 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**

Section 7: Order Forms

The following orders are to be filled and submitted through the Kenes Exhibitors' Portal:
<https://exhibitorportal.kenes.com>. Each exhibitor will be contacted with login details to access the Kenes Exhibitor's Portal.

- Company Profile
- Exhibitor Badges
- Furniture package for Shell Scheme Stand only (Optional)
- Fascia for Shell Scheme Stand only
- Stand design and full details of Construction Company – for “Space only” stands
- Lead Retrieval Wireless Barcode Reader (K-Lead App, Mini Scanner) Deadline:
Monday, May 11th, 2020

If you require any additional services which do not appear in this manual, please contact:

Kind regards,

Elianne Baran Ganot

Global Manager, Exhibitions & Industry Operations



E: eganach@kenes.com | T: 41 22 9080488 Ext 921 | M: +972 54 6787921

Section 8: SEC Centre – Rules and Regulations and Important Venue Information for Exhibitors.