



**2nd EUROPEAN CONGRESS ON PREVENTIVE,
REGENERATIVE AND ANTI-AGING MEDICINE**

18-20 March 2010 • Milan

Show Timetable

BUILD UP:

Wednesday 17th March 14:30 - 18:00 All Exhibitors

OPENING TIMES:

Thursday 18th March 08:00 – 18:45

Friday 19th March 09:00 – 18:45

Saturday 20th March 09:00 – 17:30

BREAKDOWN:

Saturday 20th March 17:30 – 22:00 All Exhibitors

Important Deadlines

COMPULSORY	DEADLINE
Fascia Name Board Form (All Exhibitors)	March 5 th 2010
Health & Safety Declaration Form (All Exhibitors)	March 1 st 2010
Exhibitor Badges	March 5 th 2010
OPTIONAL	
Audiovisual Equipment	ASAP
Additional Electrical Requirements	ASAP
Furniture	ASAP
Internet Access	Access cards available to purchase onsite
Stand Catering	ASAP
Additional Stand Cleaning	ASAP

Key Team Contacts

Project Director

Matt Thompson Tel: + 44 (0) 20 8846 2906 E: mthompson@tarsus.co.uk

Sales

John Hooke Tappin Tel: + 44 (0) 20 8846 2910 E: jhooke-tappin@tarsus.co.uk

Servane Collette Tel: + 44 (0) 20 8846 2909 E: scollette@tarsus.co.uk

Operations/Logistics

Katherine Skinner Tel: + 44 (0) 20 8846 2747 E: kskinner@tarsus.co.uk

Marketing & Conference

Solenne Singer Tel: + 44 (0) 20 8846 2763 E: ssinger@tarsus.co.uk

GENERAL INFORMATION

ACCOMMODATION

Aristea have been appointed as the official hotel reservations agent for ECOPRAM 2010.

Aristea

Tel: 02 620 227 313

Email: milano@aristea.com

Please [click here](#) to make a hotel reservation.

AUDIO VISUAL

If you need to order a plasma screen, computer or other audiovisual equipment for your stand please visit the venue exhibitor services weblink that you should have already received along with your login details. If you have not yet received this information please contact Katherine Skinner at kskinner@tarsus.co.uk

NB Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed. The Organisers reserve the right to switch off offending music/presentations.

BADGES & PASSES

Each exhibiting company will be allocated the following:

- **10 x exhibitor passes**

Please send details of Exhibitor Badges required directly to kskinner@tarsus.co.uk including full name, job title and company name for each badge. Alternatively, please complete and return the Exhibitor Badge order form found in the Exhibitor Manual on the show website.

Exhibitor Badges will be available for collection onsite and will be valid both in the Exhibition and in the Conference Rooms. **PLEASE NOTE THAT EXHIBITOR PASSES DO NOT INCLUDE LUNCH.** There will be a bar/café open for you to obtain lunch/refreshments. **NB** Full access delegate passes are available for you to invite your guests – these passes include access to all conference

sessions. Please contact aviner@tarsus.co.uk with details of the guests you would like us to invite for you.

BREAKDOWN INSTRUCTIONS

Please refer to the exhibition timetable above. The exhibition closes at 1730hrs on **Saturday 20th March**. Under no circumstances may breakdown commence before this time due to health and safety regulations.

CARPET

All Shell Scheme Stands will be carpeted in light grey.

CATERING

There will be a bar/café open for the duration of the event. Exhibitors should note that **LUNCH IS NOT INCLUDED IN YOUR STAND PACKAGE**. A stand catering service is also available – there is a form in the venue exhibitor services weblink .

CHILDREN

We regret that no one under the age of 18 will be permitted access to this Exhibition. This rule also applies to Exhibitors' and Contractors' children during the build-up, open and breakdown periods.

CUSTOMS CLEARANCE

EXPOTRANS SpA are the official customs brokers for ECOPRAM 2010.

For further information, please contact them on:

EXPOTRANS SpA

Email: Fabio.malensek@expotrans.it / laura.arcolin@expotrans.it
Umberto.ferro@expotrans.it

☎: +39 / 93.15.756 Ext 230 – 231 - 232

Contact: Fabio Malensek / Laura Arcolin / Umberto Ferro

DAMAGE TO HALLS

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. drilling of holes, the use of nails and screws, glue, welding). The application of paint, paper or adhesive to the walls and columns of the halls is not permitted. The Organiser will pass on any charges to the exhibitor for damage to the exhibition halls caused by the exhibitor, his staff or contractors.

DELIVERY OF EXHIBITS

Please note the venue is unable to accept deliveries direct to the Exhibition Hall. Therefore, please ensure that you use EXPOTRANS SpA to take delivery of your items.

For further information, please contact them on:

EXPOTRANS SpA

Email: Fabio.malensek@expotrans.it / laura.arcolin@expotrans.it
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Contact: Fabio Malensek / Laura Arcolin / Umberto Ferro

DILAPIDATIONS

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be made good at the exhibitor's own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items.

DISABLED FACILITIES

The venue has no architectural features that deny access to the disabled. There are 2 lifts on both the first and second floors and all toilets have disabled facilities.

ELECTRICAL SERVICES

If you have ordered a **Shell Scheme Stand**, you will automatically receive the following **electrical items** as part of your stand package (per 9sqm stand):

Shell Scheme Stands:

2 x spotlights

1 x electrical socket

If you intend to power items exceeding the maximum Wattage, you will need to

order additional power using the electrical form found in the venue exhibitor services weblink that you have been sent.

FIXINGS TO BUILDING

Exhibitors may not fix or attach anything to the structure of the building.

FURNITURE HIRE

Exhibitors wishing to order additional furniture can do so using the exhibitor services weblink that has been sent out. If you have not yet received this link or if you have any questions please contact Katherine Skinner at kskinner@tarsus.co.uk

GANGWAYS – BUILDUP & BREAKDOWN

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.

Emergency gangways **MUST** be kept clear at all times.

HEALTH & SAFETY

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition.

Information regarding **Health & Safety** can be found in the exhibitor manual and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully. Please note that during build up, the venue will not permit entry to people wearing open-toe shoes/sandals, for health and safety reasons. All exhibitors must complete and return the Health and Safety Declaration Form and return it to the organiser no later than 1st March 2010.**

INSURANCE

All exhibitors should have adequate public liability insurance to cover their participation at this event.

LIFTING & HANDLING

EXPOTRANS SpA have been appointed as the official Lifting contractors for the exhibition and can assist you with your shipping and customs clearance. We strongly recommend you use **EXPOTRANS SpA** for your shipping requirements as they are experienced at clearing your goods through customs and will also be onsite during the exhibition to assist you.

For further information, please contact them on:

EXPOTRANS SpA

Email: Fabio.malensek@expotrans.it / laura.arcolin@expotrans.it
Umberto.ferro@expotrans.it

☎: +39 / 93.15.756 Ext 230 – 231 - 232

Contact: Fabio Malensek / Laura Arcolin / Umberto Ferro

NAMEBOARD

As a **Shell Scheme** exhibitor, you automatically get a sign on your stand indicating your company name. Please complete the name board form found in section 4 of the exhibitor manual no later than **5th March 2010** specifying the name board details you require. **If this information is not provided, your company name will be taken from our records and we cannot guarantee that it will be correct.**

NOISE LEVELS

Noise levels must be kept below 80 decibels & must not cause annoyance to neighbouring exhibitors and / or the public. In the case of dispute the Organisers decision is always final.

OPENING HOURS

The Exhibition will be open between 0900hrs – 1845hrs on Thursday / Friday and between 0900hrs – 1730hrs on Saturday. Please refer to the “**Exhibition Timetable**” in the front of this section for further details.

SECURITY

The organisers will provide security during the event and at night. The Exhibition is not a secure environment – please do not leave items unattended at any time.

'SHELL SCHEME' STANDS

If you have booked a **Shell Scheme stand** you will receive the following:

- Carpet (light grey)
- White wall panels
- 1 x table
- 3 x chairs
- 1 x brochure rack
- 2 x spotlights
- 1 x electrical socket
- 1 waste paper bin
- Fascia with Company Name & Stand Number

SHIPPING

See **Delivery of Exhibits** above

STAND CLEANING

The hall gangways and exhibition stands will be cleaned before the show opens and each evening. If you have any rubbish please put it in the gangways in the evening and it will be removed – likewise, if you have any items/boxes that should not be disposed, please do not place them in the gangways or they may be removed as waste. Additional stand cleaning can be ordered via the venue if required. Please contact kskinner@tarsus.co.uk for further information.

Show Contractors

Accommodation, Transfers and Visa Information

Aristea

Tel: 02 620 227 313

Email: milano@aristea.com

Please [click here](#) to make a hotel reservation.

Electrics / Shell Scheme / Furniture

You should by now have received a weblink from the venue allowing you to place any additional orders that you require – if you have not yet received this information please contact Katherine Skinner at kskinner@tarsus.co.uk

The contact e-mail address at the venue for all additional orders is as follows:-

E-mail: ecopramexpo@fieramilanocongressi.it

Freight & Shipping

EXPOTRANS SpA

Email: Fabio.malensek@expotrans.it / laura.arcolin@expotrans.it
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