

Exhibition Manual



www.ssiem2019.org

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Exhibition Overview- General Information

Exhibition Dates and Venue Address

SSIEM Annual Symposium

Conference Dates: 3 – 6 September, 2019
Exhibition Dates: 3 – 6 September, 2019
Venue: De Doelen ICC Rotterdam
Address: Schouwburgplein 50, 3012 CL Rotterdam, The Netherlands
Website: <https://www.dedoeleniccrotterdam.nl/en/>

The Venue Overview

To see the Venue Overview please click [here](#)

To see the Exhibition Hall Floorplan please click [here](#)

Exhibition Timetable

Construction Hours	
Sunday, September 1	08:00 – 17:00
Monday, September 2	08:00 - 22:00
Exhibition Opening Hours	
Tuesday, September 3	09:00 - 18:30
Wednesday, September 4	09:00 - 18:00
Thursday, September 5	09:00 - 15:30
Friday, September 6	09:00 - 14:00
Breakdown Hours	
Friday, September 6	14:30 - 23:00

For safety reasons, breakdown cannot commence before the official end of the exhibition (Friday September 6th, 2019 at 14.00) and until all visitors have left the exhibition floor spaces.

Removal of all goods and stand build materials and collection of material from stands by your appointed company cannot commence before that time. PLEASE ENSURE ALL BELONGINGS ARE REMOVED FROM YOUR STAND OR LABELED FOR COLLECTION – ANY ITEMS LEFT UNCOLLECTED AFTER 23:00HRS ON FRIDAY 6 SEPTEMBER WILL BE REMOVED AND DISCARDED. Exhibitors must ensure that any return shipments are clearly labelled (including contact details & shipment destination) and ready for collection from their stands by their appointed company.

Online Exhibition Manual

Please use the online exhibition manual that has been send by you.

This online exhibition manual is designed to give you the opportunity to place and modify your orders and upgrade your booth to make your exhibition a real success. All A-Booth orders will be delivered directly to your stand.

Up to and including **August 26, 2019** you can place orders through this on-line manual. In order to indicate the location of orders for your stand such as a storage, (additional) power, a plasma screen mounted to the stand wall etc., please use the Grid for Stand-lay out which you can download [here](#).

Contact details

Symposium Team - Organizing Secretariat

Congress Director
Nicolette van Erven Email: info@ssiem2019.org

Project Manager
Kris Helders Email: info@ssiem2019.org

Project Manager
Marjolein Verweij Email: info@ssiem2019.org

Project Manager
Leandra Hubers Email: info@ssiem2019.org

Registration Coordinator
Els Bakker Email: info@ssiem2019.org

Exhibition- Sponsorship Coordinator
Janine Kooistra Email: info@ssiem2019.org

Ralph Kerschbaumer Email: ker@studio12.co.at

Official Service Contractor

3480 DB Harmelen
The Netherlands
Email: contact@congressbydesign.com
Phone: + 31 88 0898101
Website: <https://congressbydesign.com/>

SSIEM Liaison Officer

Ralph Kerschbaumer Email: ker@studio12.co.at

Exhibition and Sponsoring Support SSIEM 2019

Society for the Study of Inborn Errors of Metabolism (SSIEM)

Contact person: Ralph Kerschbaumer, Corporate Liaison Officer

130-132 Tooley Street

LONDON SE1 2TU

United Kingdom

Phone: +43 512890438

E-mail: corporateliaison@SSIEM.org

Web: www.ssiem.org

Stand building

A-Booth B.V. Exhibition Services

Tom Spronk - Project Manager

Skoon 37

1511 HV Oostzaan

The Netherlands

Phone: + 31 (0) 75-622 55 81

Fax: + 31 (0) 75-622 55 82

Email: tom@a-booth.nl

Transportation and shipments

Today's

Event logistic managers: Udo Smit / Peter Busscher

Phone: +31 (0)348 478016

E: events@todayslogistics.nl

W: <https://todays-logistics.com/ssiem-2019>

Location

De Doelen

Gabrielle Molewijk

Email: G.Molewijk@dedoelen.nl

Scanners

Fielddrive

Pascal Lagadec

Email: pascal@fielddrive.eu

Exhibitor Checklist

For what	Till when	To whom	Specs
Logo for website & Printed Materials	Upon signing the Agreement	SSIEM Liaison Officer Ralph Kerschbaumer ker@studio12.co.at	*.jpg, 300 dpi High Resolution - 280 (width) x 120 (height)
Exhibitor Receipt form (signed)			Complete relevant form
Names for Delegate Registrations	July 31 st	SSIEM Liaison Officer Ralph Kerschbaumer	With full details as per registration form
Names for Exhibitor Registrations		ker@studio12.co.at	Last Name/First Name Position / e-mail
Advertising Materials			
Advertisements File Format: high resolution *.pdf file	July 21 st	SSIEM Liaison Officer Ralph Kerschbaumer ker@studio12.co.at	Dimensions Final Program (A5 format) Full Page: 21cm (h) x14,8cm (w) & 5mm bleed, Fonts: outlined (Convert to Curves) Half Page: 10,5cm (h) x14,8 (w) cm & 5mm bleed, Fonts: outlined (Convert to Curves)
Bag insertion sample in pdf file	August 15 th		For International Scientific Committee Approval
Material for Booths:			
Standard Shell Scheme Sign in and order at: http://ssiem.aboothmanual.nl/	August 5 th (early bird fee) August 26 th (online manual closes)	A-Booth B.V. Tom and Maaike www.a-booth.nl tom@a-booth.nl	* Wall panel white 250cm high x 100cm width, mounted in aluminum frame construction. Lightning, one spot LED 15 watt on rail per 3sqm. One (1) power socket of 1KW incl. main connection. Company name with stand number (max. 20 characters) Font: Helvetica (height 8 cm) Anthracite Carpet One sitting table ø80 and two chairs both anthracite.
Booth Design Submission			For space only booths
Orders for extras (Furniture, IT services etc.)			Complete relevant forms
Material for Bag Insertion	August 26 th	Today's Logistics BV Tasveld 14 3417 XS Montfoort The Netherlands Ref: SSIEM-Inserts plus your company name	Date of delivery to the venue- 3500 pcs

A – Z of Information

Accommodation

Rotterdam offers an excellent choice of accommodation in a range of hotels.

Please find more information about the accommodation options on the [website](#).

Audio-visual/IT requirements

If you require any additional technical facilities for your symposium or stand, please contact the venue.

Please find below an overview of the cost for audio-visual facilities. Please note that the deadline for ordering extra audio-visual facilities is August 23, 2019.

Communication facilities	Total fee	Day fee
Wired Internet access	€ 189,00	€ 63,00
Laptop (windows office)	€ 289,50	€ 96,50
Screens		
LCD screen 42 inch on standard (without internal computer)	€ 585,00	€ 195,00
LCD screen 55 inch on standard (without internal computer)	€ 822,00	€ 274,00
LCD screen 60 inch on standard (without internal computer)	€ 1.096,50	€ 365,50
LCD screen 70 inch on standard (without internal computer)	€ 1.371,00	€ 457,00
LCD screen 90 inch on standard (without internal computer)	€ 2.625,00	€ 875,00
Power		
125 Amp (60kW)	€ 525,00	€ 175,00
63 Amp (30kW)	€ 307,50	€ 102,50
32 Amp (15kW)	€ 225,00	€ 75,00
16 Amp (6,5kW)	€ 142,50	€ 47,50
Stand cleaning (dusting and vacuuming) € 2,50 per m2 with a minimum of € 12,50 per day		
The above prices are excluding VAT and based on the price level of 2019.		

De Doelen provides electricity from central points, based on 100 watts per square meter per stand space. From there, the current can be continued by the stand builder.

Badges and Passes

Please note: No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Exhibitor Badges: Exhibitor badges are required for all personnel working on your stand during the open period. These badges will entitle you to entry to the exhibition area. There is no access to the scientific sessions.

Complimentary exhibition passes are allocated as stated in your Exhibitor/ Sponsor Agreement. If you require additional exhibitors' badges you can book these at the same time at a cost of € 200. A full exhibitor registration can also be booked at a cost of € 550.

Registration desk in the registration area located at the Meeting Hall. Exhibitor registrations and passes are allocated following the level of the booked sponsor package and include:

- Full registrations (attendance scientific sessions, coffee breaks, lunches, Get Together, Poster Walk)
- Exhibitor passes (access to exhibition area, Get Together, coffee breaks and lunches)

Build-up and Breakdown

Please refer to the Exhibition Timetable on **page 3**.

Car Parking

There are several secure car parks in the immediate vicinity. Tickets for Parking Schouwburgplein 1 and 2 are available at reduced rates from De Doelen.

Catering

For catering at the stand please contact de Doelen

Gabrielle Molewijk

G.Molewijk@dedoelen.nl

For catering at a hospitality suite please contact Maitre Frederic

Maitre Frederic

Sabine Hollink

s.hollink@maitrefrederic.nl

Contractors

SPACE ONLY stands may employ the stand contractor of their choice. **Please note** to contact our courier (Todays Logistics) and inform them about your contractor so that they can make sure the stand materials can be delivered at the venue.

SHELL SCHEME stands (and additions to shell scheme) must use the official organizing secretariat and address the request to their coordinator, Ralph Kerschbaumer / ker@studio12.co.at

If you are employing a contractor to build your stand (SPACE ONLY), it is essential that your contractor is fully aware of the relevant forms, deadlines and their responsibilities under all health and safety legislation.

Please ensure that all of your contractors are fully competent to carry out the jobs allocated to them. To be able to provide to you the best possible service, we offer our **early bird fees** for orders received up to and including **August 5, 2019**. After this date we unfortunately have to charge a surcharge. Also we cannot guarantee that requested items are available for orders placed after this date. All prices mentioned are on a rental basis, VAT excluded and, unless mentioned differently, for the full exhibition period.

Couriers

Any courier requirements you have should be arranged direct to the courier by yourself or through the official Symposium forwarder:

Today's Logistics

Event logistic managers: Udo Smit / Peter Busscher

Phone: +31 (0)348 478016

E: events@todayslogistics.nl

W: <https://todays-logistics.com/ssiem-2019>

Deliveries/Collections

It is not permitted to deliver any goods directly to the ICC De Doelen or at the attendance of the ICC De Doelen staff. The goods will not be accepted. ICC De Doelen cannot be held responsible for any loss or damage at your goods. Any costs involved will be charged directly to the sender. Please send any goods to the freight forwarder:

Today's Logistics

Event logistic managers: Udo Smit / Peter Busscher

Phone: +31 (0)348 478016

E: events@todayslogistics.nl

W: <https://todays-logistics.com/ssiem-2019>

Disabled Visitors

All exhibition halls, meeting rooms and public areas are accessible by wheelchair.

All toilets have access for disabled visitors, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. **Note for exhibitors:** all stands should be readily accessible to disabled visitors.

Distribution of Promotional Material

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc in any part of the exhibition hall or at the entrance to the event, in the hallways or conference rooms.

Electrical Services / Lighting

The power supply within the Venue is as follows:

- Single Phase: 220-240 V, 50 Hz

All space only areas must fill in the online manual (via a-booth) in order to secure electrical supply according to their needs.

Every shell scheme construction is provided with power socket of 1Kwatt.

Please ensure you order a sufficient number of sockets to prevent overloading.

Elevators

There are multiple elevators in the venue. These all have different measurements, please check the overview of measurements [here](#).

You can enter the venue through the following two entrances:

Kruisstraat 2

Kruisplein 50

At both entrances is a loading dock to make sure all your equipment can enter the building.

Fire Safety and Emergency procedures

For the Venue's Fire Safety & Emergency Procedures please refer to the [relevant document](#). Please ensure that all stand staff are aware of the emergency procedures and are familiar with all fire exits.

First Aid

If you need assistance during your time at De Doelen ICC Rotterdam please address your request to the Registration area, operating at the Venue or call +31 612 156 307.

Hallways

Hallways shall be kept unobstructed at all times and exhibits shall not project into hallways.

Hostesses

Hostesses for your stand can be arranged through the hostess agency Kronenburg,

Kronenburg

Ingrid

E: info@kronenburg.nl

Insurance

Neither the Organisers nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein.

Exhibitors are reminded they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

Internet

The venue offers free WIFI service for all Symposium days. You can use the access code **SSIEM2019** throughout the conference dates (3-6 September 2019).

Lead Retrieval

During the Symposium you can scan all badges of the participants that will visit your booth or stand. To scan these badges you can purchase scanners for during the Symposium. These scanners cost €300 per scanner.

Please contact the [Symposium Secretariat](#) to purchase these scanners.

Lost and Found

Lost and found items can be recovered at the Registration Desk.

Photographer

The Conference Organisers have arranged a professional photographer to cover the Symposium and take general photos from the exhibition area and conference halls during scientific sessions.

If you require a tailor made service of a photographer please contact the Symposium Organizers.

Security

The Symposium Organizers will control general security arrangements for the exhibition and ensure the premises are adequately patrolled.

Whilst the Symposium Organizers will make reasonable arrangement for security coverage, they and the venue are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc in drawers, cupboards or on exhibits on your stands.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are high risk periods so you are recommended to work in pairs, so that your stand is staffed at all times.

Stand Information

A-Booth B.V.

Tom and Maaïke

www.a-booth.nl

tom@a-booth.nl

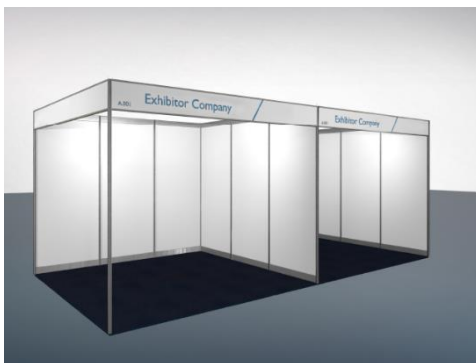
<http://ssiem.aboothmanual.nl/>

SHELL SCHEME SPECIFICATION:

Standard Shell Scheme includes:

- Wall panel white 250cm high x 100cm width, mounted in aluminum frame construction.
- Lightning, one spot LED 15 watt on rail per 3sqm.
- One (1) power socket of 1KW incl. main connection.
- Company name with stand number (max. 20 characters)
Font: Helvetica (height 8 cm)
- Anthracite Carpet
- One sitting table ø80 and two chairs both anthracite.
-

PLEASE NOTE THAT ALL EXHIBITION STAND SIDES FACING TOWARDS THE AISLE, ENTRANCES AND FEATURES WILL HAVE OPEN SIDES (NOT WALLED)



Rules and regulations state that stand material has to be returned in the same state as when delivered (no holes, glue residues, etc.).

SPACE ONLY SPECIFICATION:

Exhibitors are responsible for building their own displays.

- The build height is -in principle- 230 cm unless otherwise indicated in your agreement.
- A stand number panel must be displayed to each open side of the stand.
- **On divided sites Exhibitors are responsible for erecting and decorating side and back walls facing on to their stand areas to a minimum height of 250 cm.** Walls above this height must be clad and decorated on both sides from 250cm upwards by the Exhibitor who has erected them.
- In the event that the Exhibitor fails to erect clad and decorate such walls to the Organisers satisfaction the Organisers reserve the right to remedy such walls at the expense of the Exhibitor. The minimum height for dividing walls is 250 cm. This is also the maximum height.
- Exhibition Area has a marbled floor and therefore it is prerequisite to lay your own carpet.

Storage

Please note that the Venue does not have any storage facilities, therefore, no deliveries will be accepted prior to your tenancy times or during the conference. In case you want to store large volume objects, all enquiries should be directed to:

Today's Logistics

Event logistic managers: Udo Smit / Peter Busscher

Phone: +31 (0)348 478016

E: events@todayslogistics.nl

W: <https://todays-logistics.com/ssiem-2019>

Venue

SSIEM Symposium 2019 will be held at De Doelen in Rotterdam, a city-centre, state-of-the-art venue for conferences and concerts. Which is just a short walk from good hotels and Rotterdam Central Station. The latter is reached by direct bus from Rotterdam The Hague Airport, and is only 20 minutes by train from Schiphol Airport Amsterdam.

Rules and regulations of the venue regarding exhibition can be found [here](#).

Visa Requirements/Letter of Invitation

Visa regulations depend on your nationality and country of origin. Please contact your local Embassy / Consulate for full and official instructions on the specific visa regulations and application procedures that apply to you. It is the responsibility of the participant to obtain a visa, if required. Individuals requiring an official Letter of Invitation can contact the Conference Secretariat. The Letter of Invitation does not financially obligate the Congress organizers in any way. All expenses incurred in relation to the Congress are the sole responsibility of the attendee. If you wish to receive a Visa invitation letter, please contact the [Symposium Secretariat](#).