



ISHNE
MOSCOW 2011

14th Congress of the International Society for
Holter and Noninvasive Electrocardiology (ISHNE)

Exhibitor Manual



International Society for Holter and Noninvasive
Electrocardiology (ISHNE)

www.ishne2011.ru

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Russian Society for Holter monitoring and Noninvasive
Electrophysiology (ROHMNE)

26-28 April, 2011, «Renaissance Moscow» Hotel, Moscow, Russia

Dear Exhibitor!

We are happy to welcome you as an Exhibitor of ISHNE 2011!

The Manual you are reading now has been made up to guide you through the preparation for the exhibition in the frames of the Congress. It contains information on the exhibition itself, exhibition venue, stand construction.

We are asking you to pay special attention to the deadlines indicated in the Manual and provide us with the required information before the specified dates. Meeting the deadlines will ensure proper stand construction and timely and precise delivery of all additional equipment and services to your stand with no late-order surcharges.

Sign «(!)» is used to mark the points that require your special attention.

(!) Please note Orders for additional equipment/services received later than three weeks before the official beginning of setting-up will be subject to a 50% surcharge. We do not accept orders later than two weeks before the official beginning of setting-up. On-site (during setting-up) orders will be subject to a surcharge of 100% and services will be provided upon availability.

Following the regulations in this Manual you will contribute to the general smooth operation of the exhibition and avoid any possible organizational, construction and financial problems.

For matters and regulations not covered in this manual, please contact the Organizer.

We thank you for your cooperation and look forward to welcoming you at ISHNE 2011!

Faithfully yours,
ISHNE 2011
Organising Committee

Exhibition Schedule (preliminary)

Monday April 25	15:00 – 20:00	Exhibitor registration and move-in
Tuesday April 26	08:30 09:00 – 18:30	Opening of the Exhibition Hall Congress and exhibition
Wednesday April 27	08:30 09:00 – 18:30 20:00	Opening of the Exhibition Hall Congress and exhibition Congress dinner
Thursday April 28	08:30 09:00 – 18:15 18:15 – 20:00	Opening of the Exhibition Hall Congress and exhibition Move-out of exhibits

DEADLINES

1 March 2011	Deadline for exhibitor information for the congress Program
18 March 2011	Deadline for additional equipment orders
18 March 2011	Deadline for the fascia board information
25 March 2011	Deadline for booth scheme confirmation
4 April 2011	50% surcharge will apply on all additional equipment orders

Congress Venue

Address: Renaissance Moscow Hotel
18/1, Olympiysky Prospekt, Moscow, Russia.



Renaissance Moscow is one of the leading and most popular hotel complexes in Moscow offering its customers a high level of service and comfort of a hotel and all state-of-the-art conferencing facilities.

Renaissance Moscow is now a joint venture of Marriott International and the Moscow Government. The hotel is located in the downtown close to the All-Russia Exhibition Centre and the Olympiysky Sport Centre within 10 min. drive from the Kremlin. In 2009 the hotel was renovated to meet international requirements and welcome its customers from all over the world.

Participation fee includes:

- equipped exhibition space (in accordance with your Application form);
- exhibitor badges;
- accreditation of a number of representatives of the Exhibitor at the Congress (according to the Contract);
- delegate's kit with Congress materials (for accredited representatives of the Exhibitor only);
- participation in all official scientific events in the frames of the Congress (for accredited representatives of the Exhibitor only).

Registration

Exhibitors as well as Congress participants will receive badges that will be permanent passes to the Congress halls and the Exhibition area.

Please, register representatives of your company who will work at your booth.

Registration procedure

1. Click "Online registration" on the top panel of the website www.ishne2011.ru or follow this link http://www.ishne2011.ru/Online_Reg-eng.html.
2. After that click "**ON-LINE REGISTRATION**", then "**Start registration**" buttons.
3. As you fill in the registration form please indicate **in the Comments box that you are an Exhibitor**.

On completion of the registration form you will find yourself on the Order page where you'll be able to order and pay for hotel accommodation, excursions and gala-dinner tickets.

(!) You will also see that there is a registration fee to be paid. This does not concern Exhibitors and will be changed by the Organizer later on.

(!) Please note that participation fee includes a limited number of free accreditations at the Congress (according to the Contract).

Please send a list of people who will be working at your booth to daria.simakova@monomax.org

Company Information

Exhibitor information will be placed in the Congress Program. Please, provide us with your company contact details, brief description of the company and its activity in English and Russian (if possible) using **FORM 1** before **01 March 2011**.

Please, provide us with your company logo. The logo should be in *curves in Corel Draw 12*.

If the Organizer does not receive this information before the specified date, your contact details in the Application form will be used.

Hotel Accomodation

All information on hotel accommodation is available on the Congress website <http://www.ishne2011.ru/Hotel%20accomodation.html>.

(!) Please, observe the deadlines strictly. We are also asking you to plan your trip carefully and make sure your booking is exactly what you need and is final. If necessary, please, order early check-in or/and late check-out. This will help avoid unnecessary changes and charges.

Visa Support

All information on visa support is available on the Congress website <http://www.ishne2011.ru/Visa-eng.html>

For further information regarding hotel accommodation and visa support please contact

Ms. Elena Valueva
E-mail: ishne2011@onlinereg.ru
Tel/fax: +7 (495) 726-5135
Official web-site: www.ishne2011.ru

Delivery and Collections

(!) Exhibitor shall be fully responsible for delivery and collection of exhibits, printed materials etc. onsite. Representatives of the Organizer shall not bear responsibility and are not entitled to receive (or sign for receiving) Exhibitors' packages.

We draw you special attention to the fact that Russian customs procedures are more complicated than in Europe or other regions. Therefore please make sure you choose your forwarding agent well in advance and your forwarding agent is a reliable company that has experience of forwarding goods to Russia.

All packages should be sent directly to *Renaissance Moscow Hotel*. Please make sure you indicate the address correctly:

Renaissance Moscow Hotel
Floor 4, Angara Hall, Booth # _____.
18/1, Olympiysky Prospekt, Moscow, Russia

Please indicate that the package is for the **Exhibition in the frames of ISHNE 2011 Congress**.

(!) It is strictly forbidden to store empties in the exhibition hall. Please, make sure that your forwarding agent takes care of the storage issue.

Move-in/Move-out Letter

To facilitate the move-in/out procedure the Organizer will draw up one Move-in Letter with a list of all exhibits and equipment of all the exhibitors. Please send a list of exhibits and equipment you are going to move-in to daria.simakova@monomax.org before **08 April 2011**.

Security

During the Congress and the Exhibition there will be general hotel security. The Organizer entrusts the safeguarding and maintaining general security to the Renaissance Moscow Hotel security service.

(!) The Organizer does not bear any responsibility for loss or/and damage caused to exhibits in booths by burglary, theft, fire or any injury inflicted on exhibitor's personnel or visitors. The exhibitors are, therefore, advised to take all necessary precautions to prevent such loss or/and damage to their exhibits or injury to personnel or visitors. It is highly recommended that exhibitors insure their property for the fair period. In the event of accident, please inform the Organizer as soon as possible.

We are also asking you to make sure at least one company representative is present at your booth at all times during the Exhibition working hours.

What is a standard booth?

Standard booth construction consists of light aluminum framework and white laminated panels. Each wall panel is 2,5m high and about 1m wide (top and bottom frames included). Meroform/Octanorm construction system is used for standard stand construction.

A standard booth package includes wall-to-wall-carpet, set of furniture and basic lighting equipment.

(!) The items and quantities of the standard booth package are fixed and are **NOT EXCHANGEABLE** for other items. Refunds on partial use cannot be made either.

You can order additional equipment using **FORM 2** before **18 March 2011**. Make sure you ordered all the equipment you may need well in advance to avoid any inconveniences onsite or late-order surcharges.

Late-order surcharges

Additional equipment orders sent to the Organizer later than **01 April 2011** are subject to a 50% surcharge. Additional equipment orders received later than **10 April 2011** will not be accepted.

On-site orders (during setting-up only) will be provided upon availability with a 100% surcharge.

Booth Arrangement

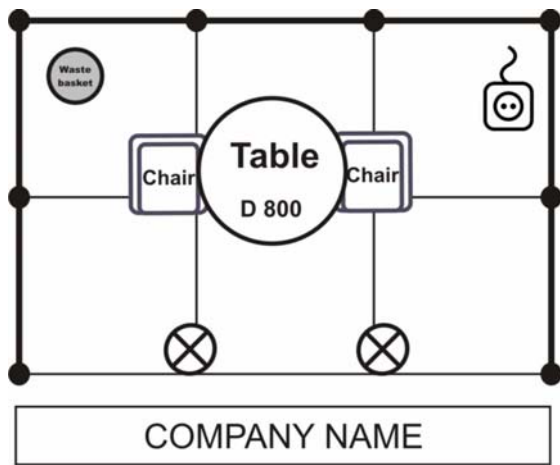
- we will draw a scheme of your stand and send it to you for approval;
- your booth will be constructed in accordance with the confirmed scheme (if the scheme confirmation has not been sent to the Organizer before **25 March 2011** your booth will be constructed and equipment lay-out is up to the Organizer).

Booth decoration regulations

1. Exhibitors are not allowed to make any alterations to the structure of the standard booths or remove any parts of the standard booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should contact the Organizer. In the event of infringement of the given condition Exhibitors are obliged to pay the **penalty at the rate of 100%** of the cost of dismantled / changed equipment / designs.
2. No additional booth fitting or display may be attached to the shell of standard booth structure.
3. No standard booth fitting or display may exceed 2,5 m in height
4. The Fascia Board is the property of the Chief Constructor. Therefore, no decoration / company logo is allowed on it. Please use **FORM 2** to order your company Logo on the fascia board. Please use **FORM 2** to send us your company name the way you want it to appear on your stand sign. If we do not receive this form before **18 March 2011**, your company name will be written according to the application form.
5. **(!) Drilling holes in, nailing, stapling or gluing items to the walls or causing any other damage to booth equipment is strictly prohibited. Brackets, hooks and regular scotch are recommended for hanging display items. It is not allowed to use double-sided scotch-tape. Exhibitors are liable for any damage caused to their booth fixtures and fittings at the exhibition. In case of loss / damage of the property Exhibitor pays cost of the lost / damaged property in the triple size of its rent.**
6. **(!) Orders cancelled later than 04 April 2011 are subject to a 50% fine of the invoice amount. Orders cancelled on-site are to be paid 100% of the invoice amount.**

Standard Booth Packages




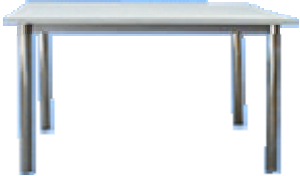




	4 sq.m	6 sq.m	9 sq.m	12 s.qm	15 sq.m
Fascia board with company name	+	+	+	+	+
Table, d=80cm	1	1	1	1	1
Chair	2	2	2	3	4
Information counter, 110x100x50cm	-	1	1	1	1
Spot-light	1	2	2	2	2
Waste basket	1	1	1	1	1
Electric socket (220V)	1	1	1	1	1
Additional wall element	-	-	-	-	1
Door extensible	-	-	-	-	1










Additional Equipment

If you have ordered a standard booth, please – if required - order additional equipment using **FORM 2**. Please submit this FORM to the Organizer by **18 March 2011** latest.

(!) Orders for additional equipment received later than 1 April 2011 are subject to a surcharge of 50%. Additional equipment orders received later than 10 April 2011 will not be accepted. On-site (during setting-up only) orders are subject to a surcharge of 100% and are provided upon availability.

Display table 50x100 (h=75 cm) € 47	Display table 100x100 (h=75 cm) € 57	Table, round, d=75 cm € 30	Table, rectangular, 120x78 cm € 30
			
Chair € 16	Bar stool € 25	Information counter, 110x100x50cm € 55	Information counter, radial € 90
			

Lockable cupboard	Showcase 100x50 (h=100 cm)	Showcase 50x100 (h=250 cm) with lighting	Brochure holder
€ 55	€ 85	€ 115	€ 30
			
Door extensible	Spot-light 50W	Halogen spot-light 150W	
€ 65	€ 16	€ 20	
			

Dear Exhibitor!

Should you have any question, do not hesitate to contact the Technical Secretariat of ISHNE 2011!

Contact person for all questions considering exhibition:

Daria Simakova.

ishne2011@inbox.ru

daria.simakova@monomax.org

Tel/Fax: +7(495)726-51-35

Contact person for all questions considering hotel accommodation, obtaining of Russian visa and transfers: **Elena Valueva.**

ishne2011@onlinereg.ru

Tel/Fax: +7(495)726-51-35

Official web-site of the Congress: www.ishne2011.ru

Your Personal Checklist

- Do you have a valid passport?**
- Have you applied for a visa?**
- Have you made your travel arrangements?**
- Have you arranged the shipment of your goods / exhibits?**
- Have you checked all the forms and regulations?**
- Have you checked / ordered you booth equipment?**
- Have you registered all the on-site staff on-line?**
- Have you sent the information of your company for the Congress Program?**
- Have you sent your company logo in the required format?**

(!) The Organizer shall not bear the responsibility for any inconvenience due to not adhering to the deadlines and/or not following the rules and regulations.