

**2<sup>nd</sup> CONGRESS  
EUROPEAN ALIGNER SOCIETY**

FEBRUARY 16-18, 2018  
Hilton Molino Stucky Venice  
Venice, Italy

**EXHIBITOR TECHNICAL MANUAL**



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# INTRODUCTION

## DATES

The 2<sup>nd</sup> European Aligner Society Congress will take place **from Friday 16<sup>th</sup> to Sunday 18<sup>th</sup> February 2018.**

## DEFINITIONS

In this manual, the following terms are defined as:

**Exhibition:** The trade exhibition being held in conjunction with the European Aligners Society Congress.

**Exhibitor:** Includes any person, firm, company or corporation and its employees to whom space has been allocated for the purpose of exhibiting at the commercial exhibition.

**Premises:** The Hilton Molino Stucky Hotel, Venice, Italy.

## MEETING ORGANISERS

European Aligner Society  
48 London House  
172 Aldersgate Street  
London EC1A 4HU  
Contact: Dr. Leslie Joffe  
Tel: +44 207 600 7598  
Mobile: +44 780 220 2612  
Email: [office@eas-aligners.com](mailto:office@eas-aligners.com)

## MEETING MANAGERS

ICO SRL Società Unipersonale  
Via Lorenzo Marcello  
Lido di Venezia 30126  
Italy  
Contact: Marco Moschin  
Tel: +39 041 52 62 530  
Email: [ico@icorganization.it](mailto:ico@icorganization.it)

## EXHIBITION VENUE

Hilton Molino Stucky Venice  
Giudecca 810,  
Venezia 30133  
Italy  
Contact: Federica Copes  
Assistant Convention & Events Sales Manager  
Tel: +39 041 27 232 54  
Fax: +39 041 27 233 08  
Email: [federica.copes@Hilton.com](mailto:federica.copes@Hilton.com)

## WEBSITE

For further information and continuous updates regarding the European Aligner Society Congress please visit the website:

<https://www.eas-aligners.com/2nd-eas-congress-venice-italy/>

## TIMETABLE

Please find below a timetable of the important deadlines for the meeting. Further information on each item can be found on the listed page within this manual.

Item	Deadline	Page
Exhibitor badge form	Friday, December 1, 2017	6 and 18
100 word editorial for program	Friday, December 8, 2017	7
Adverts in final program (if booked)	Friday, December 8, 2017	7
Delegate bag inserts – hard copies (if booked)	Friday, December 8, 2017	8
Self Build stands – proposal (if applicable)	Friday, December 8, 2017	12

## HOW TO GET THERE

Travel and transfer information is available at:

[www3.hilton.com/en/hotels/italy/hilton-molino-stucky-venice-VCEHIHI/maps-directions/transfer-information.html](http://www3.hilton.com/en/hotels/italy/hilton-molino-stucky-venice-VCEHIHI/maps-directions/transfer-information.html)

## EXHIBITION OPENING TIMES

The official exhibition opening times are as follows:

**Friday 16<sup>th</sup> February 17:30 - 20:30**

**Saturday 17<sup>th</sup> February 09:00 - 19:00**

**Sunday 18<sup>th</sup> February 09:00 - 16:00**

Exhibitors will be allowed into the exhibition area 30 minutes prior to opening and may also leave 30 minutes after closing. Please check with the Organisers if additional time is required. All stands must be open and fully staffed during the official exhibition opening hours as stated above.

The Exhibition will be held in the Foyer area which is adjacent to the Venetian Ballroom Plenary lecture theatre on 2 sides. The delegate breakout/lunch area will be in the Exhibition Rooms to give exhibitors the maximum amount of time to engage with delegates.

The Exhibition Floor Plan will be posted online on the EAS website as it develops.

## EXHIBITOR PARTICIPATION

### EXHIBITOR BADGES

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition and lunch areas ONLY.

Exhibitor badges will be allocated as follows:

2 for 6sqm of exhibition space booked, and

4 for 12sqm of exhibition space booked.

Additional stand personnel will be charged a registration fee of 175 €

**Please complete the enclosed order form by Friday 1<sup>st</sup> December 2017 confirming your company name as you wish it to appear on the badge.**

Tea, coffee and lunches will be provided for registered exhibitors.

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition. Company name badges may be collected from the registration area during the official registration opening hours.

## SOCIAL EVENT

There will be Welcome Drinks and Buffet on **Friday evening 16<sup>th</sup> February**.

The Welcome Reception will be held in the Exhibition area of the Hilton Molino Stucky and is included in the registration fee.

There are no organised tours during the Congress but information about what to do in Venice will be available to Congress registration desk or at the hotel reception. Otherwise, Venice is yours to enjoy as you please.

# FINAL PROGRAM & DELEGATE BAG INSERTS

## EDITORIALS IN THE FINAL PROGRAM

Each exhibitor is entitled to a maximum of 100 words (excluding name and address details) free editorial copy in the final program.

Please submit your company details (as specified below) and editorial **by Friday 8<sup>th</sup> December 2017 to [office@eas-aligners.com](mailto:office@eas-aligners.com)**

## CONTACT DETAILS

to be submitted (as you wish them to appear on the Final Program):

### COMPANY

#### NAME

#### MAILING ADDRESS

#### POST CODE

#### COUNTRY

#### TEL (Including country and area codes)

#### FAX (Including country and area codes)

#### WEBSITE

Exhibitors who do not return the form by the specified deadline will have only name and address included.

## ADVERTS IN THE FINAL PROGRAM

If you have pre-booked an advert in the final program, please submit your advert according to the below spec to Les Joffe - [office@eas-aligners.com](mailto:office@eas-aligners.com) **by Friday, 8<sup>th</sup> December 2017.**

The EAS Congress program will be 190mm x 250mm in size and full colour.

The dimensions of the advertisements will be as follow:

### Full Page Advertisement

190mm wide by 250mm high with 3mm bleed.

**Artwork** should be supplied as PDF.



## DELEGATE BAG INSERTS

If you have pre-booked an insert in the delegate bag, please submit a PDF version of the insert to [office@eas-aligners.com](mailto:office@eas-aligners.com) by **Friday 8<sup>th</sup> December 2017** for approval. Inserts can be maximum A4 format and 1 page, double sided, subject to approval by Organiser.

After the insert is approved, you will be asked to send 1300 copies to the following address **by Wednesday February 14<sup>th</sup> 2018**

Hilton Molino Stucky Venice  
Giudecca 810  
Venezia 30133  
Italy  
Contact: Federica Copes  
Assistant Convention & Events Sales Manager  
mail: [federica.copes@Hilton.com](mailto:federica.copes@Hilton.com)

### **Ref: European Aligner Society Congress 16-18 February 2018; Inserts for EAS; Company Name**

Please note that the last receiving date is **Thursday, 15<sup>th</sup> February 2018**, if the inserts have not been received by the deadline date we will be unable to insert them in the delegates' bags.

If you are interested in an insert and you have not pre-booked it, please contact [office@eas-aligners.com](mailto:office@eas-aligners.com) by **Friday, 12<sup>th</sup> January 2018**.

# INSTALLATION AND DISMANTLING

## INSTALLATION TIMES

Exhibitors and their appointed stand contractors will be allowed access from the following times:

**Friday 16<sup>th</sup> February 10:00 - 17:00** for space only exhibitors  
and

**Friday 16<sup>th</sup> February 15:00 - 17:00** for exhibitors with shell build included

All exhibits must be completed to the satisfaction of the Organisers and must be fully staffed and ready for the official exhibition opening at 17:30 on Friday 16<sup>th</sup> February.

## DISMANTLING/BREAKDOWN TIMES

The exhibition will officially close at 16:00 on Sunday 18<sup>th</sup> February. Breakdown of stands may NOT commence before this time.

Breakdown will be between the following hours: 16:00 - 20:00

Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time of 16.00 on Sunday 18<sup>th</sup> February.

Exhibitors and their appointed stand contractors will be responsible for any charges incurred if Hilton Molino Stucky is not clear by the stated time of 20.00 on Sunday 18<sup>th</sup> February.

## BUILD UP HEIGHT

The maximum building height for those stands other than space only stand is 3.0m

## OFFICIAL STAND CONTRACTORS

The stand contractor for the 2<sup>nd</sup> EAS Congress at Hilton Molino Stucky Hotel:

ENDAR

Project Managers: Luca Caruti, Carlotta Mazzoleni

Tel: +39 041 5238440 / 5286866

Fax: +39 041 5286846

Email [eascongress@endar.it](mailto:eascongress@endar.it)

Website [www.endar.it](http://www.endar.it)

## UNLOADING/LOADING DETAILS

All materials must be delivered to:

Hilton Molino Stucky Hotel

Giudecca 810

Venezia 30133

Italy

## TROLLEYS

Please note that trolleys for handling exhibits, brochures, etc. are not available from the Organisers. Exhibitors are therefore advised to make their own arrangements.

## SHIPPING AND FREIGHT INFORMATION

Exhibitors will make their own arrangements regarding freight forwarding of exhibition stands and materials to Hilton Molino Stucky Hotel.

## DIRECT DELIVERIES TO HILTON MOLINO STUCKY VENICE

Please be advised that neither the Organisers nor Hilton Molino Stucky can accept deliveries on an exhibitor's behalf. Arrangements **MUST** be made for a stand/company representative to be available when deliveries are made. Deliveries **CANNOT** be made prior to Wednesday 14<sup>th</sup> February 2018, as the organisers do not have tenancy prior to this date. Any deliveries made prior to this date will be turned away.

All deliveries should be addressed as follows:

European Aligner Society Congress 16-18 February 2018

**Exhibitor company name**

**Exhibitor's contact name + mobile number**

c/o Hilton Molino Stucky Hotel

Giudecca 810

Venezia 30133

Italy

Please note that all packages should be clearly labelled with the stand number and company name.

## ON SITE SERVICES AND STORAGE

Exhibitors will make their own arrangements with the Hilton Molino Stucky hotel in regard to on-site services and storage. Delivering service of packages/parcels/materials from Hilton storage area into exhibition area will not be charged, nor is

storage charged in the few days prior and following the event. However, any extra services need to be arranged with Hilton and will be charged to individual companies.

### **STOCK DELIVERIES**

Exhibitors needing to re-stock their stands during the meeting should make arrangements with the Organisers to do so prior to the official Exhibition Opening Times. NO deliveries will be permitted during the hours of opening.

### **FLOOR PLAN**

The floor plan as shown on the EAS website Information for Exhibitors at the time of printing. The layout has been prepared for maximum use of space, facilitation of floor traffic and attendee and exhibitor satisfaction. Every effort is made to accommodate exhibitor requests for space and position on the floor, however, the EAS Organising Committee reserves the right to change, if deemed necessary, the location and layout of stands.

### **FLOORING/FLOOR LOADING**

As the exhibition area is covered by carpeting and marble tiles, extreme care should be taken to avoid any damage thereto. Any reparation necessary at the end of the exhibition will be charged to the individual exhibitor concerned.

### **INSURANCE**

Neither the Organisers, nor Hilton Molino Stucky Hotel, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

### **LIABILITY INSURANCE**

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance covering all injuries to persons and damages that might cover in connection with the exhibition. We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer and provide a copy to EAS by December 1<sup>st</sup> 2017.

# STAND CONSTRUCTION

## EXHIBITION SPACE ONLY - FREEBUILD STANDS

Free build stands are allocated on the basis of space only. This means that NO STAND SERVICES AND STAND FURNITURE IS PROVIDED AS FOLLOWS:

- 6 sq. mtrs = 1 table 120 x 80 cms, 2 chairs, 2 exhibitor badges
- 12 sq. mtrs = 2 tables 120 x 80 cms, 4 chairs, 4 exhibitor badges

These items will be supplied if needed - please inform [office@eas-aligners.com](mailto:office@eas-aligners.com) if these items are not required.

Additional exhibitor badges can be available at 175 € per person.

- No stand may exceed the height of 3m unless prior written approval obtained from the Exhibition Managers.
- It is the responsibility of the free build exhibitor to observe the European standard fire and health and safety regulations.
- All structures, materials, special designs, unusual constructions and all signs shall conform and comply with all relevant Statutory Authority regulations. Copy of certification must be made available onsite in case of security inspection.
- It is every free build exhibitor's responsibility to provide some sort of partition between themselves and their neighbours.

## SHELL SCHEME STANDS

Shell scheme systems are being provided by **ENDAR** and Exhibitors who have reserves space with shell scheme will have these erected by **ENDAR**. The size of the shell schemes are standard 2m x 3m or 2m x 6m and any company wishing to change dimensions should contact [office@eas-aligners.com](mailto:office@eas-aligners.com)

# ANCILLARY SERVICES

## ANCILLARY SERVICES

**ENDAR** Exhibition Services are able to provide exhibitors with the following ancillary services:

- Shell scheme extras
- Name Boards
- Carpets & Furniture
- Extra electrical requirements

To order these items, please contact the **ENDAR** Exhibition Service directly at

### **ENDAR**

Project Managers: Luca Caruti, Carlotta Mazzoleni

Tel: + 39 041 5238440 / 5286866

Fax: + 39 041 5286846

Email: [eascongress@endar.it](mailto:eascongress@endar.it)

Website: [www.endar.it](http://www.endar.it)

## INTERNET CONNECTION

Internet connection can be ordered through the IT form at the back of the manual.

Internet connection (either wired or wireless) for the duration of the event will be charged 25,00€ per 24 hrs usage.

## REFRESHMENTS

To encourage delegates to frequent the exhibition, lunch, tea and coffee will be served within the Exhibition Area during the official refreshment breaks.

## STAND CATERING

The official caterers for the exhibition are The Hilton Molino Stucky. As Hilton Molino Stucky are the sole suppliers for all catering services, exhibitors are not allowed to supply their own food and drink. If you wish to order food & beverage at your stand, please contact the Hilton Molino Stucky.

Exhibitors are not allowed to distribute or give away any item of food or drink (even if promotional gifts) without the express written consent of the EAS Organising Committee. Such requests are to be made in writing 30 days before the event to [office@eas-aligners.com](mailto:office@eas-aligners.com)

## STAND CLEANING

The Organisers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Each exhibitor is obliged to keep their stand and surrounding areas perfectly clean. The Hilton Molino Stucky undertakes a full evening clean of communal areas outside the exhibition open hours. During the opening times, it is the exhibitors' responsibility to keep the stand area clean. However, exhibitors' special requests can be addressed to Hilton and a price can be set depending on service.

# HOTEL ACCOMODATION

## ACCOMODATION

EAS has negotiated advantageous room rates with Hilton Molino Stucky for the duration of the Congress

Hilton Guest Rooms - single	186,50 €
Hilton Guest Rooms - double	224,50 €

Rates are valid per room and per night and include breakfast, VAT and Service Charge.

Exhibitors will make their own reservations using the Hilton on-line booking option - Personalised Online Groups (POG): [www.hilton.com/en/hi/groups/personalized/V/VCEHIHI-GEASC-20180211/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/V/VCEHIHI-GEASC-20180211/index.jhtml?WT.mc_id=POG).

HiltonLink reservation system will be opened and available for reservations until December 16<sup>th</sup> 2017. After December 16<sup>th</sup> 2017, any additional room reservation will be confirmed based upon Hotel's availability. We suggest you book your journey and hotel in advance.

Bookings will be guaranteed by the exhibitor's credit card. The Credit Card will be charged for accommodation fees upon Hilton Link reservation. Exhibitors are responsible for settling their own bill incidental charges together with Venice City Tax upon departure. Credit card details will be required during check-in and upon check-out.

## CONGRESS CANCELLATION POLICY

Requests for refunds must be received in writing or by email (and acknowledged) to the EAS Office by February 2, 2018. There will be a 50% refund if the cancellation is received by February 2, 2018. Cancellations received after this date will not be accepted.



### **HOTEL CANCELLATION POLICY**

Cancellation of rooms booked through Hilton is free of charge when communicated 8 weeks prior to arrival, calculated as December 16<sup>th</sup> 2017. In case of cancellations and or reductions received after December 16<sup>th</sup> 2017, exhibitors will be charged the amount of the cancelled / reduced nights. The Hotel will charge an Early Departure Fee equivalent to the daily room rate for those who depart prior to their confirmed departure date and do not give a 24-hour notice to the hotel. In case of No Show, the Hotel will charge the entire stay.



# GENERAL

## **COURIERS**

Neither Hilton Molino Stucky nor EAS Organising Committee are responsible for arranging couriers.

## **FIRE PROCEDURES**

All exhibitors are reminded to comply with any reasonable instructions to avoid the risk of fire.

## **FIRST AID**

In the event of an emergency or illness, please contact a member of the Hilton or EAS Organising staff at the Registration Desk.

## **LANGUAGE**

The official language of the meeting is English. It is intended that there will be translation of Plenary Hall lectures into Italian, Spanish, German, French and Japanese.

## **SECURITY**

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk. It is the stand manager's duty to ensure that no person touches or approaches the article concerned until security personnel, the organisers or the police arrive.

## **SMOKING**

Smoking is not allowed anywhere inside the venue and not immediately outside the main entrance.

## ORDER FORM FOR EXHIBITOR BADGES

Two exhibitor badges will be complimentary for 6sqm, and four exhibitor badges for over 12sqm of exhibition space. Additional stand personnel will be charged a registration fee of 175 € to cover catering costs.

The badges will be issued in the name of the company without indication of the names of stand personnel.

Company name	Stand number	Total sqm	Maximum free badges	Extra Exhibitor badges at 175 € per badge
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NAME OF COMPANY .....

STAND NUMBER .....

ADDRESS .....

EMAIL .....

NAME AND SIGNATURE .....

DATE .....

These badges may be collected from the registration area during the official registration opening hours.

**Please return this form by Friday 1<sup>st</sup> December 2018 to:**

Dr. Les Joffe  
European Aligner Society  
48 London House  
172 Aldersgate Street  
London EC1A 4HU  
Telephone: +44 207 600 7598  
Email: [office@eas-aligners.com](mailto:office@eas-aligners.com)

## DISCLAIMER

The Information provided in this Technical Manual has been prepared by the European Aligner Society to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, the EAS shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

September 2017



ARE YOU READY TO BECOME INVISIBLE?

📍 EAS  
EUROPEAN ALIGNER SOCIETY  
48 LONDON HOUSE  
172 ALDERSGATE STREET  
LONDON EC1A 4HU  
UNITED KINGDOM

☎ +44 780 220 2612

✉ [office@eas-aligners.com](mailto:office@eas-aligners.com)

[www.eas-aligners.com](http://www.eas-aligners.com)