

IVBM 2018 HELSINKI

SPONSOR/EXHIBITOR INFORMATION FOR IVBM2018

Venue

Finlandia Hall
Mannerheimintie 13, 00100 Helsinki

Exhibitors' Doors:

- for heavy equipment, stand constructions etc., door K5
- for exhibitors bringing lighter material, brochures etc, doors K4/M4



Exhibition Area

The exhibition area is in Restaurant Halls 2-3 and in Helsinki Hall foyer, in the 2nd floor of Finlandia Hall. It is adjacent to the main lecture halls and poster areas. Lunch and Coffee will be served in the exhibition area during the breaks indicated in the programme at the conference web site (see <http://research.med.helsinki.fi/cancerbio/IVBM/program.html>)

Exhibition set-up times

| | | |
|----------------|-------------|--|
| Sunday, June 3 | 12:00-17:00 | WS Expo Group will build booths and bring pre-ordered furniture, AV-equipment etc. to the booths |
| | 17:00-19:00 | Exhibitors' stand decoration time |

Exhibition dismantling time

Thursday, June 7 10:00-12:00

Kindly note that the exhibition area should be ready and decoration completed latest by 19:00 on Sunday, June 3 when the Welcome and Opening Session ends and first coffee break starts at the exhibition area.

Exhibition opening hours during the congress

| | |
|-------------|-------------|
| Sun, 3 June | 19:00-21:00 |
| Mon, 4 June | 08:15-18:30 |
| Tue, 5 June | 08:15-18:30 |
| Wed, 6 June | 08:15-18:30 |
| Thu, 7 June | 08:15-10:00 |

Use of exhibition area

It is forbidden to handle paints in the exhibition area. Signs and other material can be hung from poster stands, exhibition stands or similar structures. Fixing exhibition materials on the walls is strictly forbidden.

Hanging things from the ceiling must be agreed upon separately with Finlandia Hall Event Coordinator. There are fixed supporting points on the ceiling which can be used for hanging materials. An elevating platform and a driver can be ordered from Finlandia Hall Event Coordinator at additional cost. The hanging of the materials must be done by a professional decorator; this is to ensure all security issues are taken into consideration. Finlandia Hall does not provide decoration services.

Waste management and cleaning

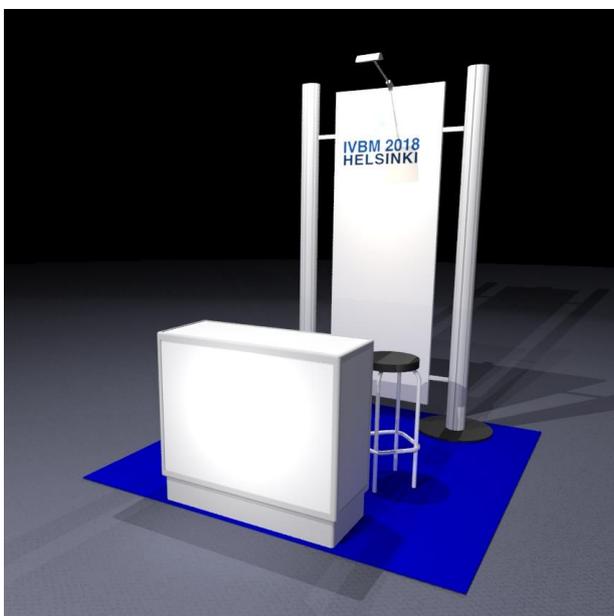
Finlandia Hall takes care of the general cleaning of the exhibition premises. Exhibition stand cleaning will be charged separately and it must be booked at latest 21 days before the event. Cleaning of the stands includes wiping and/or vacuuming the floor or free table surfaces, emptying of the waste bins and removal of the waste.

Finlandia Hall organizes recycling sets for set-up and dismantling of the exhibition. Finlandia Hall is committed to ISO 14001 environmental program and therefore we also expect our clients to follow it. Any waste left for Finlandia Hall to take care of will be charged separately.

Should you have food catering in your stand, kindly order bio waste bins from Finlandia restaurant.

Stands

4 m2 stand package



6 m2 stand package



The exhibition stand packages include the following:

- selected exhibition space
- booth constructions as specified on the IVBM2018 web site http://research.med.helsinki.fi/cancerbio/IVBM/Sponsorship_opportunities.pdf
- company logo printed on the back wall of the stand and the desk
- electricity at the stand
- use of the exhibition stand and exhibition area during the exhibition and during build-up and dismantling
- information and coordination services during the build-up and dismantling of stands and during the exhibition
- one (1) complimentary exhibitor registration per stand including lunches and coffees
- company name in the exhibitor listing in the Meeting Program and the mobile app
- company name and logo at the meeting web site
- carpet (*please choose the color of the carpet using the WS Expo Group order form attached!*)
- cleaning of public areas, excluding the stand areas which are under exhibitors' responsibility

Ordering additional furniture and stand constructions

The stands can be tailored at your own cost by our exhibition builder WS Expo Group according to your needs.

If you are interested in ordering additional furniture, customized stand constructions or other structures, please use the WS Expo Group Oy Ltd order forms attached.

Carpet is included in the exhibition stand packages. Please **select the color of the carpet for your stand** using the attached WS Expo Group order form.

The order form should be sent by e-mail to andreas.franzen@wsexpogroup.fi by **May 11th**.

Logo originals for exhibition stands

All stand packages include logo on backwall and desk. For an extra charge, you can order a full print for the backwall/desk.

Please send your company logo directly to our exhibition builder WS Expo Group to andreas.franzen@wsexpogroup.fi in vector format, if possible PDF or EPS file, all fonts

converted to curves, CMYK (Coated Fogra 39), no bleeds or cropmarks. The logo should be sent **by May 11th**.

Exhibition furniture and stand construction deliveries

If you are bringing your own furniture and stand constructions, please use entrance K5

The lift for goods by entrance K5:

- Door height 2.10 m
- Door width 1.10 m
- Cage depth 2.60 m
- Load 1,000 kg.

The use of entrances and lifts must be agreed with Finlandia Hall Event Coordinator.

Transport and storage of materials

Suomen Messulogistiikka Oy (SMLog) is the official logistic partner of the conference secretariat. Their business covers all logistic services for international congresses and exhibitions.

Kindly note that there is no storage space at the venue. Please contact Suomen Messulogistiikka for detailed logistic instructions.

Contact details:

Suomen Messulogistiikka Oy

Project manager David Palomo

Email: David.Palomo@SMLog.fi

Tel: +358 50 430 7082

Catering

Finlandia Hall has exclusive catering rights. Exhibitors may not serve any food products brought to the stand themselves apart from their own company`s sweets or other such products. The catering services should be ordered in advance from the restaurant, e-mail restaurant@finlandiatalo.fi. Please mention ENC 2016 when ordering catering services.

Registration to IVBM2018

During IVBM2018 the stand personnel should wear their name badges, which are to be obtained on-site from the ENC 2016 registration desk. **All exhibitor representatives manning the stands and/or participating in the event are required to register in advance by filling the on-line registration form. unless otherwise agreed.**

The on-line registration form for IVBM2018 and information regarding accommodation can be found on the event web site at:

<http://research.med.helsinki.fi/cancerbio/IVBM/index.html>

Each exhibitor/booth has one complimentary congress registration. **The registration fee for Additional Exhibitors is 290 €/person (Early fee until March 31st) or 340 €/person (Late fee) and includes the Welcome Receptoin on June 3 and Helsinki City Reception on June 4 as well as lunches and coffees as indicated in the program.**

Tickets to the Nordic Night on June 5th can be purchased at 50 € (booking through the on-line form).

How to register your free participants:

- open the on-line form and fill in your contact details (and invoicing address if you wish to pay for additional bookings, e.g. accommodation, against invoice); at the end of the first page, choose Exhibitor/Sponsor
- on the next page, choose Free exhibitor representative
- on the following pages, place your orders for social events and specify any additional requirements (diet e.g.); you can also book accommodation via the on-line form

- payments can be settled by credit card (Visa/Eurocard/Mastercard) or against invoice (EUR 14 invoicing fee will be added)

Accommodation

The organizers have booked room quotas for participants in nearby hotels. To take advantage of these IVBM2018 room blocks, make your booking through the on-line registration form.

Security

Finlandia Hall is responsible for fire protection and general order, but not for any damage to or loss of goods, structures or other materials on the stands.

Insurance

The exhibitor must take out any liability and goods insurance he sees necessary at his own expense. Finlandia Hall will not assume any responsibility for property stored or left on the premises.

Finlandia Hall Ltd cannot be held responsible for any damage caused to the property of exhibitor or any third party during installing, exhibition or dismantling.

Additional information

Additional information concerning the exhibition and sponsoring details can be obtained from the Conference Office:

CONFEDENT INTERNATIONAL

Korkeavuorenkatu 30 A

00130 Helsinki, Finland

E-mail: ivbm2018@confedent.fi

Attachment: WS Expo Group order forms