



TOXINS 2015

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins

Exhibitor's Manual



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A) Exhibitor's Form

Please complete this form in block letters and return it duly signed to:

Pacific World Portugal
By October 30, 2014

Phone: +351 21 392 0371
Email: exhibitionlisbon@pacificworld.com

Company _____

Address _____

Phone/Fax: _____

E-mail: _____

Contact Person: _____ Booth No.: _____

- ☐ We will bring our own booth and submit our booth design to the Organizing Committee – Exhibition Services with visible indication of the dimensions (length, width, height). Should we be interested in ordering additional items, we will order the desired items from the official suppliers via the corresponding order forms.

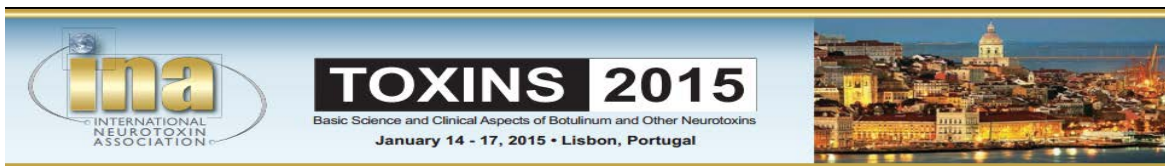
The Exhibitor that intends to set up its own booth must present a copy of the booth design, including measurements, to the INA by e-mail to exhibits@neurotoxins.org by October 30, 2014 in order to obtain written approval and authorization.

By signing and submitting this form the Exhibitor agrees to and accepts without restriction the General Terms and Conditions and Technical Guidelines stipulated in Section C as well as the conditions mentioned on this form.

Date: _____ Company Stamp: _____

Print Name: _____

Signature: _____



B) Exhibitor's Booth Information

Exhibition Opening Hours

Thursday, 15 January – Opens: 7:00 AM – 8:30 AM & 12:00 PM – 14:30 PM

Friday, 16 January – Opens: 7:00 AM – 8:30 AM & 12:00 noon – 14:30 PM

Saturday, 17 January – Opens: 7:00 AM – 9:00 AM

Dismantling Exhibits:

Saturday, 17 January – 12:00 noon – 16:00 PM

Exhibitor Badges:

Exhibitors will receive

- 2 free registrations per 1.5 x 3 m²
- 4 free registrations per 4 x 5.5 m² booth

These badges provide access to the Exhibition Hall, lunches, coffee breaks and Welcome Reception.

Booth Inventory: Your booth is equipped with the following inventory:

2.45-m high back drape – black

1- m high side rail – black

1-2– m draped table – black

1 0.177- m x 1.1-m ID sign

1 Waste basket

2 Chairs

Additional equipment is available for rental using the enclosed forms.

Delivery of Materials On Site

Booth Materials: Monday, 12 January, 2015

Congress Bag Inserts: Tuesday, 13 January, 2015

Booth Set-up: Wednesday, 14 January, 2015 – All Day

Address for Delivery of Materials:

Prior to Conference: Storage Address - Pacific World Exhibitor Manager

Armazém Imexsa

Mr. José Santos

Rua D. Arrozeias – Vila Bosque

Ota

2580-243 Alenquer

Portugal

During Conference:

Corinthia Hotel, Av. Columbano Bordalo Pinheiro 105, 1099-031, Lisbon, Portugal

For deliveries at the congress venue, please use the delivery label on page 34



C) General Terms & Conditions and Technical Guidelines

In the following General Terms & Conditions and Technical Guidelines, the term “Exhibitor” refers to any company or organization that has made a successful application for space allocation in the exhibition to be organized in the framework of the Congress of the International Neurotoxin Association (INA; TOXINS 2015), or any agent or representative acting on behalf of the Exhibitor. The term “Organizers” refers to Pacific World Portugal.

The following General Terms & Conditions and Technical Guidelines are accepted by the Exhibitor on enrolment and are applicable to the relations established between the Exhibitor (its staff and subcontracted entities) and the Organizers. These General Terms & Conditions and Technical Guidelines shall be considered part and parcel of the contract for the booking of exhibition space and services secured from the Organizers.

In case of a breach of any of the General Terms & Conditions and Technical Guidelines the Organizers may order the immediate closure of the booth.

1. General Conditions for the Use of the Exhibition Areas

1.1 Inventory of Fixtures – Damage

The Exhibitor accepts the premises, equipment and materials as provided and notes their condition and functional state. The Exhibitor must return them in the same condition and state at the agreed time, having complied with the following provisions:

It is strictly prohibited to hang anything (even a sign) on the ceilings and walls without prior authorization. Within its booth area the Exhibitor must get prior authorization from the INA to wrap or hang anything on the pillars (e-mail: www.exhibits@neurotoxins.org). If any material or equipment (whether entrusted to the Exhibitor free of charge or subject to payment) disappears or is damaged, it must be repaired or replaced by the Exhibitor.

The Exhibitor will be charged for any damage it may cause to the floors. The Exhibitor must take all necessary precautions to ensure the protection of the floors.

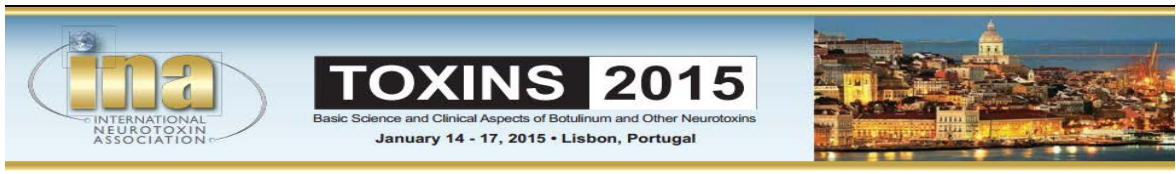
1.2 Signs

The posting of signs within the rented areas is subject to the approval of the Organizers.

1.3 Dismantling

It is strictly prohibited to begin dismantling before 12:00 noon on 17 January, 2015.

The exhibition area must be completely cleared on 17 January, 2015 by 16:00 pm. If an Exhibitor has not cleared its booth in due time, the Exhibitor will be charged any additional costs incurred by the Organizers, without prejudice to the measures taken to vacate the booth.



1.4 Noise

The projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of television sets is permitted as long as it does not disturb other Exhibitors or delegates. The sound should always be kept at a low volume. The Organizers reserve the right to determine at what point a sound constitutes interference with others and if the sound needs to be lowered in volume or discontinued. If the Organizers judge that a disturbance is being caused, the Exhibitor is to cease the activity immediately. If the Exhibitor does not comply immediately, the Organizers reserve the right to make the necessary arrangements at the expense of the Exhibitor. Every entertainment activity must be individually approved by the Organizers. Please contact Pacific World Portugal at exhibition@pacificworld.com for further details and to submit a request for approval.

1.5 Publicity

The Exhibitor shall limit its publicity to the space it has booked and occupies.

2. Booth Specifications

The Exhibitor is entitled to either have its own booth and to handle its set up according to the time schedule or to use a shell scheme.

Requests to hang materials from the ceiling will be evaluated on a case-by-case basis, taking into consideration the dimensions and weight of each item.

2.1 Ceiling Height

The height of each booth is restricted. Please refer to the technical specifications (item 3).

2.2 Booth Set-up

Only booths approved and authorized by the Organizers shall be constructed.

The Exhibitor that intends to set up its own booth must present a copy of the booth design, including measurements, to the INA by e-mail to exhibits@neurotoxins.org by October 30, 2014, in order to obtain written approval and authorization.

3. Technical Specifications

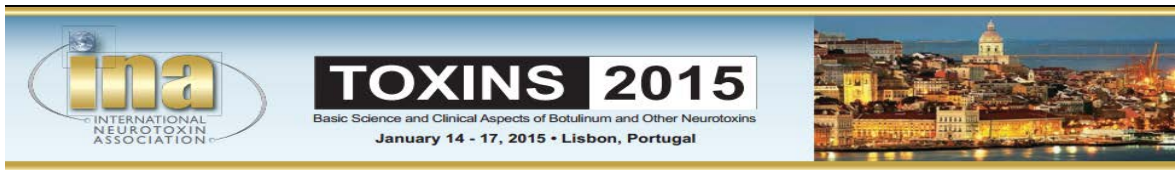
Conference center: 1st floor

Floor material: marble

Maximum building height: 2.98 m

Maximum floor load: 200 kg/m² (total floor load)

Cargo elevator measurements: height: 2.183 m / depth: 2.079 m / width: 1.090 m



4. Delivery

4.1 Delivery and Removal of Booth Construction

Unloading of trucks and carrying of packages to (and from) the booth is the responsibility of the Exhibitor. The local approved freight forwarders can help the Exhibitor with this.

Please note that ramps are not available at the congress centre entrance. The dimensions of the stairs are 2.11 m x 1.41 m. It is the Exhibitor's responsibility to provide ramps if needed. Hotel staff are not authorized to carry any materials into the hotel.

Forklift equipment for the placing and removal of heavy materials can be ordered from the official freight forwarder. Please refer to Order Form O.

When unloading and moving heavy materials, please remember that the floor material is marble, which is a very fragile material. Caution should be exercised at all times to avoid damaging the floors. Any damage to the floor caused in the process of unloading and moving materials will be the responsibility of the Exhibitor.

All suppliers and dispatchers must register at the Security Department located at the garage entrance: Av. Columbano Bordalo Pinheiro, 105 – 1099-031 Lisboa. Following registration and depending on the materials' size and weight, delivery and unloading of materials can be effected through the garage (-1 floor with access to the cargo elevator) or through the congress centre entrance.

5. Cleaning and Disposal of Waste Materials

5.1 Cleaning

The Organizers can provide daily cleaning of common areas in the exhibition areas.

The daily cleaning of the booth is to be ordered and paid for by the Exhibitor (see order form I).

5.2 Disposal of Waste Materials

Waste disposal is not included in the booth rental.

Exhibits or other items brought into the exhibition area must be removed immediately after the end of the event on Saturday, January 17, 2015, 18:00 pm at the latest. If the Exhibitor fails to do so, the Organizers are empowered to remove and store the items at the Exhibitor's expense.

The Organizers and the Hotel shall not be liable in case of loss or damage to delivered packages or for packages not removed by the Exhibitor.

6. Ordering of Exhibitor Services

Order forms for the services offered by the official service contractors are included in this Exhibitor's Manual. Order forms should be sent to the supplier before October 30, 2014. Orders received after this date or on site may cause considerable delay in build-up procedures. All services and supplies are subject to availability. Services ordered after the deadline will incur the following surcharges:

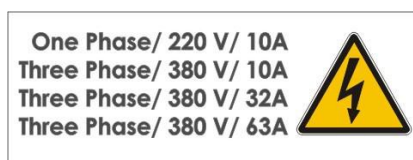
- 30% until the beginning of the set-up
- 50% during the period of the exhibition

All services will only be rendered after the supplier has received full payment. For further questions regarding the services, please contact the supplier.

7. Electricity

The electric current is 220/380 volts with a 50-period frequency.

Depending on the location of the Exhibition, the Exhibitor may usually choose one of the power scales given below



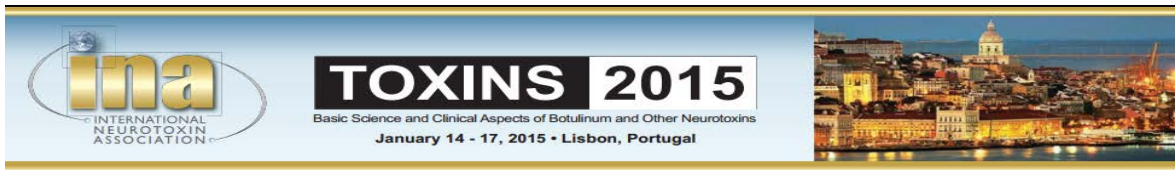
Electric loads of a reactive nature (electric motors, triggered lights, etc.) installed in an Exhibitor's booth must be duly compensated so that the power factor of the electrical installation is equal to or greater than 0.94.

The electrical power distribution per phase within the booth must be equalized so as not to create any imbalance amongst the phases.

All of an Exhibitor's electrical installations must comply with applicable official rules and regulations, and particular attention must be paid to the Safety Regulations for the Use of Electric Power (RSIUEE).

The Exhibitor must select an electrician who is officially licensed by the Power Services of the Ministry of Industry and Energy and who will be responsible for setting up the electric installations in each booth.

The charge for connecting the electric power to each booth's meter shall be borne by the Organizers. Each Exhibitor must first submit a blueprint of its electrical installation for approval before it may be set up.



Each booth's electrical installations must be connected to one or more fuse boxes, according to the required amount of power and that made available by the Organizers. Each Exhibitor shall supply its own fuse boxes. One of these fuse boxes shall act as the main fuse box for the booth. If this is not possible, each fuse box shall serve a clearly defined area. No connections in one area may be made to a fuse box in another area.

Each fuse box in a booth must contain:

- Cables that are appropriate for the amount of power installed;
- Unipolar circuit breakers appropriate for the amount of power installed;
- Highly sensitive (30 mA) differential circuit breakers with an instant cut-off should there be an earthing (grounding) defect. Note: This circuit breaker could also act as a general unipolar circuit breaker.
- Automatic circuit breakers of the fuse type to protect all power outlets.

The distribution of electricity from the booth's fuse box to the various pieces of machinery that require it shall be by a doubly insulated, earthed (grounded) cable.

Flexible, single insulation (FV) cables are expressly forbidden. Lightly sheathed (VVD, FVD, etc.) wires or visible type V conductors are also expressly forbidden.

After the electrical installations of a booth are complete, the Exhibitor shall request that the Organizers perform an inspection and, when approval is obtained, that the electrical power be connected to the booth.

Should the amount of power consumed in a booth be greater than that requested, resulting in triggering of the circuit breakers, the Organizers may restore the supply of power upon payment of an additional connection fee to be established, according to technical and functional availability.

The Exhibitor must take all appropriate measures to guarantee that properly licensed employees of the Organizers have easy access to the place where their electrical installation is connected to the permanent power outlets.

The Organizers reserve the right to send properly licensed employees to inspect an Exhibitor's electrical installations at any time and to cut off the power supplied to a booth should the safety conditions be considered unsatisfactory or should there have been any undue changes to the installation itself. In the latter case, the Exhibitor may, after proceeding with the required modifications, apply for the power to be reconnected to this installation. This shall only be done after a new inspection of the installation and the payment of the applicable reconnection fee.

The Exhibitor shall defray the cost of any lighting within their booth.



8. Regulated Activities

It is absolutely prohibited for the Exhibitor to order technical services (audiovisual, electricity and phone connections), etc., from nonofficial International Neurotoxin Association suppliers, as these services are exclusively provided by the suppliers approved by the Organizers and listed on page 18.

The production and use of audio and film recordings, as well as the use of radio and TV recordings, shall require written approval from the Organizers.

Commercial photographs can only be taken by the company authorized by the Organizers. Any selling or other commercial activity shall require the approval of the Organizers.

9. Security – Access Control

An identification badge provided by the Organizers is required to enter the congress facilities.

The Corinthia Hotel Lisbon and the Organizers cannot be held liable for any loss, damage or theft occurring to goods left in the booth.

Individual security at the stand can be requested by the Exhibitor at his own expense from the Organizers.

10. Safety and Fire Protection

Under no circumstances should anyone obstruct the emergency exits wholly or partially or interfere with the visibility and access to extinguishers and fire hydrants.

Except in the case of previous authorization by the Organizers, the Exhibitor cannot perform demonstrations using any type of material or equipment using an open fire.

Except in the case of previous authorization by the Organizers, the Exhibitor cannot exhibit equipment emitting ionizing or radioactive rays.

The Organizers are entitled to determine the conditions under which the said equipment can be exposed.

Except in the case of previous authorization by the Organizers, the deposit and use of bottles containing liquid gas inside the building is not allowed.

Should the Exhibitor wish to use laser light, the energy of the beam cannot exceed 2.5 mW/m^2 . For higher power, the laser beam must be completely shielded.



11. Venue-Specific Rules

The present regulation includes the rules that regulate the organization of fairs, exhibitions, and other events (catering services, shows, commercial presentations, etc) at Corinthia Hotel.

Those specific rules are part of the “General Rules” for using the hotel facilities.

The scope, dates, duration and opening hours of fairs, exhibitions and other events are defined in a specific document written by Corinthia Hotel.

11.1 Exhibited Products

Presentation and distribution of any products that can harm other Exhibitors or visitors or damage the pavement and/or existing construction or violate environmental standards is not allowed. Exhibition of products that are prohibited by law is not allowed.

Products on display are not allowed to have any reference to price, save in exceptional cases, which must always have explicit written authorization.

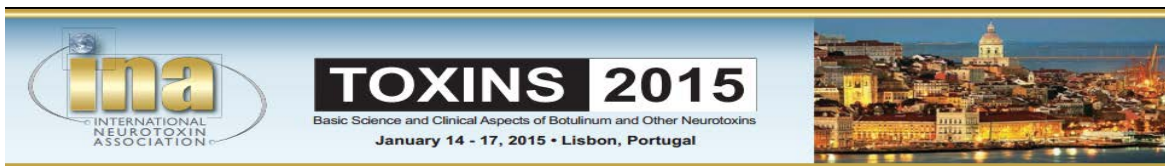
Special authorization from the Organizers is required for products whose weight exceeds 200 kg/m²

11.2 Set Up/Dismantling of Stands

Set up and decoration of stands can only begin on the first day of set up after the Organizer’s approval.

Should there be a breach of any regulation on assembly and decoration of stands and/or a breach of a technical nature, the Organizers are authorized to carry out the necessary procedures to correct it, which may involve closing the booth. The costs resulting from this corrective action will be charged to the Exhibitor.

Opening and closing times for assembly and disassembly of exhibits will be set by the Organizers together with the Organizing Committee. Work outside the established times requires express written authorization from the Organizers and involves the payment of an overtime fee, according to the price list.



11.3 Technical Rules

During set up and decoration of booths, the Organizer and their Exhibitors must comply with the following rules:

- Stands must not exceed a general height of 2.90 m
- Assembly of stands that include the construction of a second level must have explicit authorization from the Organizer.
- The usable area of second level and decorative elements that measure over 2.90 m height must lay back from the edge of the stands by at least 1.5 m.
- Hotel installations, such as fire hydrants, extinguishers, loudspeakers, television monitors, and smoke detectors, must not be tampered with.

Building of stands on site anywhere in the exhibition area of the Hotel is strictly forbidden, as well as the use of cutting machines, welding machines, sanders and spray guns. Stands must be designed and prepared so that they require only assembly of the component parts.

The available electrical power to be used is 220/380 Volts–50 cycles and is provided according to the terms stipulated by EDP (Electricity of Portugal). In case of a power failure or cut by EDP, electricity will only be provided for the emergency exits (exclusion of exhibition and event circuits).

All electrical set ups must be approved by the Organizers and the connections to the general mains can only be made by the same services. Neither the Organizers nor the Hotel will be responsible for connecting apparatus to the mains that do not correspond to the information provided, and the Exhibitors must name the person responsible for the stand's electrical installation. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the Exhibitors. It is essential that the Exhibitor specify the power needed in the booth.

Requests for water and drain connections as well as electricity and telecommunications must be made in writing to the Organizers. Requests for special lines or circuits must be processed through the Organizers 20 (calendar) days in advance of the date set for set up of the Exhibit. Estimates will be provided for all special circuits or lines.

Any suspension/rigging from the ceiling requires authorization from the organizers and from the Hotel and can only be done by an approved supplier, subject to specific estimate. Requests must be made 20 (calendar) days prior to the date set for the opening of the Exhibit, and must include the suspension/rigging project and the weight to be suspended, so that its feasibility can be addressed by the Hotel's Technical Department.



Use of the walls of pavilions to suspend or post exhibits, decorations, construction or posters/signs is prohibited.

Requests for all cleaning services must be made to the Organizers. General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is the Exhibitor's responsibility.

Disassembly of the stands and removal of materials cannot begin before the time officially set for closing the exhibition, except where special authorization is granted by the Organizers.

Disassembly of the stands and removal of exhibited material must be concluded within the times set by the Hotel and accepted by the Organizer. In the event of failure by the Exhibitor to comply with this deadline, the Organizers are authorized to remove the materials and charge all costs resulting from the measures taken to do so to the Exhibitor.

The premises must be handed over to the Hotel in the same condition in which they were made available to the Exhibitor, and all costs required to achieve this are the responsibility of the Exhibitor. Repair of occasional damage caused by carelessness or the requirements of stand assembly, as well as the cost incurred in such assembly, are the sole responsibility of the Exhibitors.

The Exhibitors are responsible for all damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as the action of the subcontracted firms, when these firms harm visitors and other Exhibitors.

11.4 Customs, Official Price List

Exhibitors should contact the Organizers' official forwarding agent, RNTRANS (e-mail: fairs@rntrans.pt) for information concerning customs operations, product transportation and their conveyance within the premises.

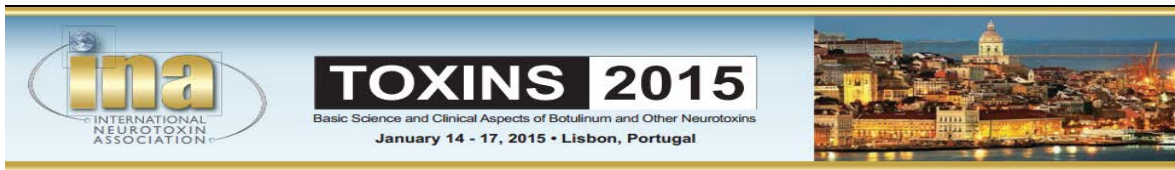
11.5 Conference Centre Access

Exhibitors' badges must be visible at all times. These badges provide access to the exhibition hall, lunches, coffee-breaks and the Welcome Reception.

11.6 Insurance and Security

Exhibitors must ensure safekeeping of their products in the times stated above and arrange for a specific insurance policy covering the period of their participation in the exhibition, which should cover any instances of robbery and/or theft. Exhibitors are forbidden to allow their staff to remain in the stands after the daily closing time.

It is the responsibility of the INA to obtain civil liability insurance protection against any material or bodily harm suffered by registered Exhibitors or visitors.



11.7 Obligations and Sanctions

Stands must be open during the exhibition's opening hours and a representative of each Exhibitor must be present at all times.

Advertising in the exhibition's premises must comply with rules of the "Código de Práticas Legais em Matéria de Publicidade" of the Câmara de Comércio Internacional (International Chamber of Commerce's Code of Legal Practice in Advertising Matters).

Exhibitors are forbidden to do the following, and violation of this rule will lead to sanctions which can involve closing the stand:

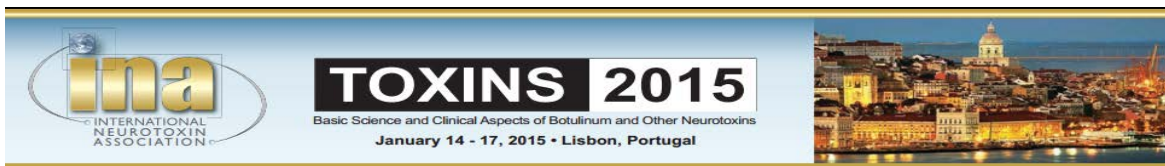
- Corporate advertising
- Advertising that makes a direct comparison with third-party articles and/or products, whether associated with other Exhibitors or not
- Distribution of flyers and/or promotional materials outside their stands except with official written authorization from INA
- All advertising which may in any way harm or bother other Exhibitors or visitors
- Distribution of balloons filled with a gas that is lighter than air
- Promotion of products other than those on display and/or in another industrial and/or business activity other than the Exhibitor's

The following activities must have the Organizer's approval:

- The performances of tests or staging of contests
- The setup of sound production equipment with a loudness capacity exceeding 60 dB in the stands.

The INA may have the articles on display in the stands reproduced, photographed, or filmed, and it may use their reproduction for purposes exclusively connected with this activity, namely the production of promotional materials.

Photographs or films of the stands outside opening hours require explicit written authorization from the Organizers.



D) Contact Details & Meeting Administration

Organizing Committee:

Ivan Pimienta
30 Broad Street, 25th Floor
New York, NY 10004
Phone: (212) 500-4613
E-mail: exhibits@neurotoxins.org

Exhibition Warehouse:

Attn: Pacific World Exhibition Manager
Armazém Imexsa
Mr. José Santos
Rua D. Arroteias – Vila Bosque
Ota
2580-243 Alenquer
Portugal
Phone: +351 933 41 30 65
E-mail: exhibitionlisbon@pacificworld.com

Congress Secretariat:

Rose Puleo
30 Broad Street, 25th Floor
New York, NY 10004
Phone: (212) 500-4672
E-mail: info@neurotoxins.org

Congress Venue:

Corinthia Hotel Lisbon
Av. Columbano Bordalo Pinheiro 105
1099-031 Lisbon, Portugal
Phone: +351 21723 63 63
Mrs. Cristina Marinho
E-mail: cristina.marinho@corinthia.com

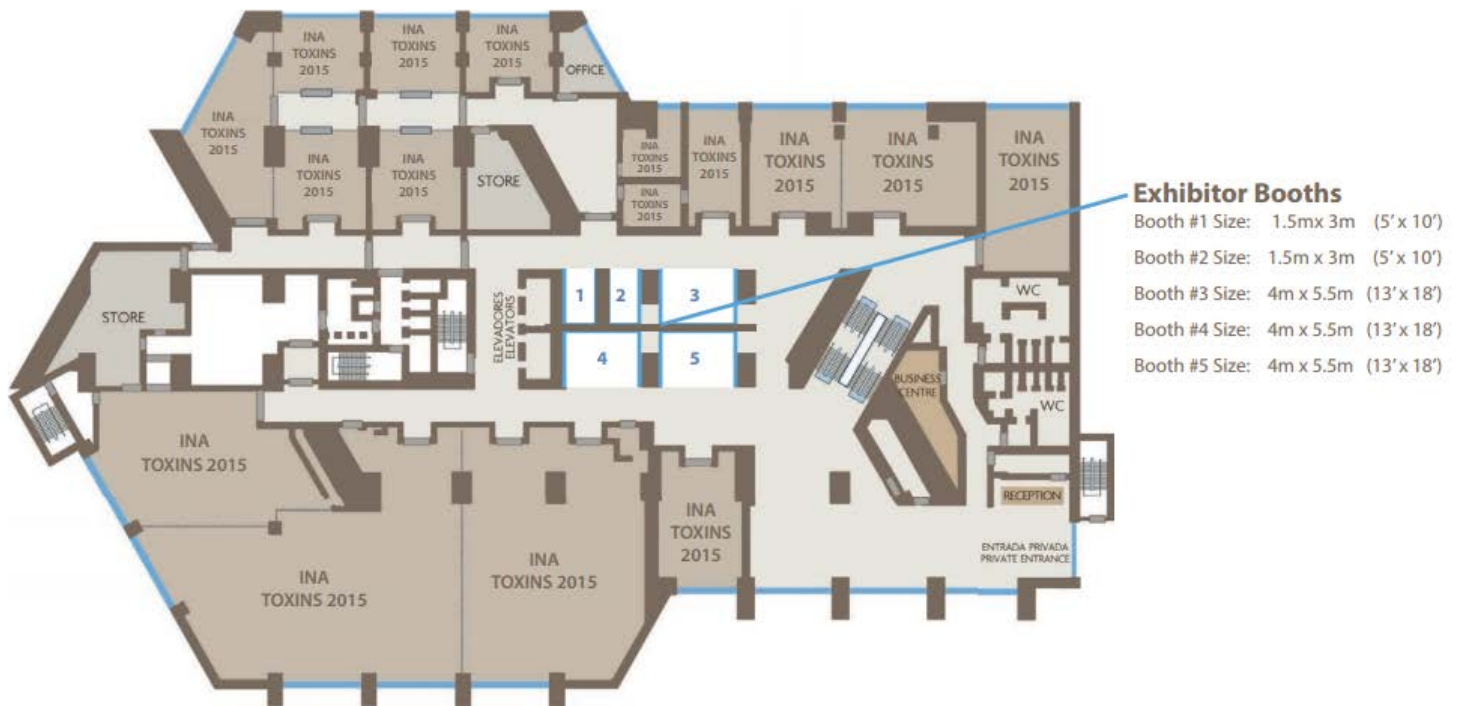
Congress Website: www.toxins2015.org

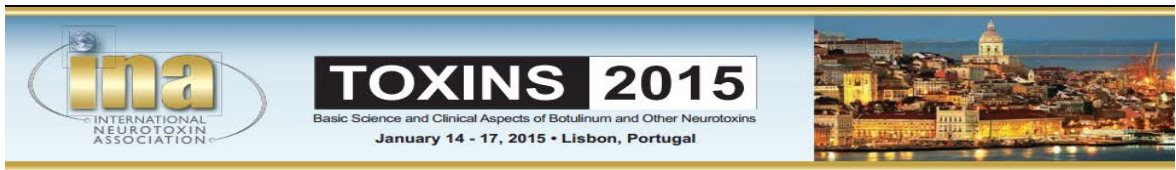


E) Dates to Remember/Submission

Service/Item	Deadline	Order Form/Label	Submit to:
Exhibitor's Form	October 30th, 2014	A	exhibitionlisbon@pacificworld.com
Booth design (Submission)	October 30th 2014		exhibitionlisbon@pacificworld.com
Electrical Connections	December 15 th 2014	H	exhibitionlisbon@pacificworld.com
Telephone and Data Connections	December 15 th 2014		exhibitionlisbon@pacificworld.com
Cleaning & Staff	January 12 th 2015	I	exhibitionlisbon@pacificworld.com
Shell Scheme	December 15th 2014	J	exhibitionlisbon@pacificworld.com
Additional Booth furniture	December 15 th 2014	K	exhibitionlisbon@pacificworld.com
Audiovisual Equipment	December 15 th 2014	L	exhibitionlisbon@pacificworld.com
IT Equipment	December 15 th 2014	M	exhibitionlisbon@pacificworld.com
Plant Rental	December 15 th 2014	N	exhibitionlisbon@pacificworld.com
Customs, Transportation, Storage	December 15 th 2014	O	exhibitionlisbon@pacificworld.com
Booth Material Shipment	January 9 th 2015	P	Exhibition Manager – Pacific World
On-site Booth Material Delivery	January 12 th 2015	Q	Corinthia Hotel

F) Exhibition Overview





G) Approved Suppliers

Mains Electrical Connection
Telephone and Data Connection
Computer equipment
Audiovisual equipment
Shell scheme
Furniture rental
Electrical Installations
Plant rental

Pacific World Portugal
Exhibition Manager
ATT: Mr. José Santos
Email: exhibitionlisbon@pacificworld.com
Phone: +351 933 413 065



Warehouse Services
Dates: From 29th December 2014 – 10th January 2015
Delivery to:

Address: Pacific World Exhibition Manager
Armazém Imexsa
Mr. José Santos
Rua D. Arrozeias – Vila Bosque
Ota
2580-243 Alenquer
Portugal

H) Mains Electrical Connection Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
By December 15th, 2014 at the latest.



Phone: + 351 933 413 065
Email: exhibitionlisbon@pacificworld.com

Company:

Address:

E-mail: Contact: Signature :

Phone: Fax:

We hereby confirm the following order: (One power supply is mandatory!)

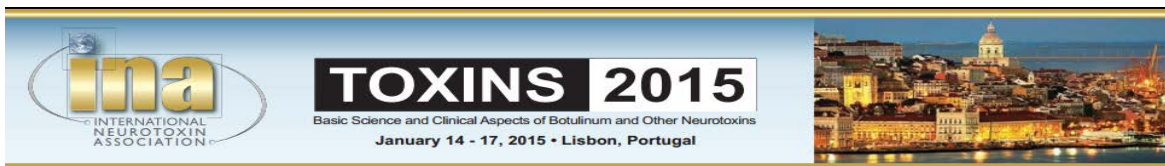
Description	Electrical supply		Euro	Total in Euros
Power supply incl. consumption	220V/10A	<input type="checkbox"/>	198,00	
Power supply (24 hours)	220V/10A	<input type="checkbox"/>	290,00	
Three-phase supply	220V/380V/3 x 16A, CEE 16A outlet	<input type="checkbox"/>	On Request	
Three-phase supply	220V/380V/3 x 32A, CEE 32A outlet	<input type="checkbox"/>	On Request	
Three-phase supply	220V/380V/3 x 63A, CEE 63A outlet	<input type="checkbox"/>	On Request	

Please indicate below the desired connection point (s) at your booth!

Order forms must be received by Pacific World Portugal – Exhibition Services by **October 30th 2014**. Orders received after this date will be subject to an additional fee of 30% and 50% for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full payment must be made to secure the order (order will only be processed on receipt of payment!)

Payment conditions: 100% with the application, which is only valid after payment!

Prices excl. 23% VAT



I) Staff & Cleaning Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
by December 15, 2014 at the latest.



Phone: +351 933 413 065
Email: exhibitionlisbon@pacificworld.com

VAT-ID N°: Booth N°:

Company:

Address:

E-mail: Contact: Signature :

Phone: Fax:

Staff	N°	Euro/hour	Total in Euros
Technician for computer Installation		On Request	
Electrician		On Request	
Booth security		On Request	
Hostesses, hosts (English speaking)	(minimum 4 hours)	On Request	

DATES / TIMES Requested!

Cleaning and Waste Disposal		Price	Total in Euros
Cleaning of stand Cleaning of floor	On(dates)	m ² /day Eur 6,50	
120 L refuse sack for mixed refuse	Only on (date) Daily:.....	P/ unit Eur 40,00	

You are requested to place the ordered waste disposal bags in front of your stand at the end of the day, so they can be collected from the cleaning staff. The waste disposal bags cannot be removed when they are within the exhibition stand.

Waste disposal bags, or other materials which were not communicated to Pacific World Portugal – Exhibition Services and are left back in the venue of the exhibition will be charged an additional cleaning fee of EURO 185,00 per m³ waste (plus staff expenses and management charge).

Order forms must be received by Pacific World Portugal – Exhibition Services by **December 15th 2014**. Orders received after this date will be subject to an additional fee of 30% and 50 % for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full payment must be made to secure the order (order will only be processed on receipt of payment).

Payment conditions: 100% with the application, which is only valid after payment
Prices excl. 23% VAT

J) Shell Scheme Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
by **October 30th, 2014** at the latest.



Phone: +351 933 413 065
Email: exhibitionlisbon@pacificworld.com

VAT-ID N°: Booth N°:

Company:

Address:

E-mail: Contact: Signature :

Phone: Fax:

We hereby confirm the following order:

The rental price applies to a stand of at least 6 m² in surface area:

- Aluminium frame construction, white wall panels.
- Flameproof carpeting, (please tick colour).
- 3 spots on fascia board.
- Cabling and 10 A monophase electric board. **(Power is not included)**
- 1 double sided fascia w/ company name (30 cm high).
- 1 round table, 2 chairs.

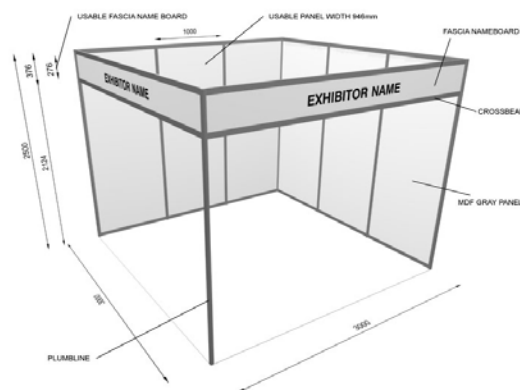
Price per m²: 145,00 Eur

We order ___m x ___m = _____m²

Carpet Colour: Red ☐ Blue ☐ Beige ☐
Grey ☐ Green ☐

Our stand is a:

- ☐ Corner Stand ☐ Row Stand
☐ Island Stand ☐ End Stand



Please enter text for fascia: _____

Additional Material for the Booth	Euros	N°	Total in Euros
Cabin 1m x 1m with lockable door	199,00		
Carpet, extra colour :	28,00/m ²		

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Prices excl. 23% VAT

K) Additional Rental Booth Material Order Forms

K1 Furniture Order Form 1

Please complete this form in block letters
and return it duly signed to

Pacific World Portugal

ATT: Pacific World Exhibition Manager
by **October 30th, 2014** at the latest.



Phone: +351 9933413 065

Email: exhibitionlisbon@pacificworld.com

VAT-ID N°:

Booth N°:

Company:

Address:

E-mail: Contact: Signature :

Phone: Fax:

Ref.	Description	Euro	N°	Total in Euros
01.C1	GLASS CUBE 40 cm X 40 cm	22,00		
01.CR3	3 ATTACHED GLASS CUBES	58,00		
01.CR9	9 ATTACHED GLASS CUBES	150,00		
01.CR12	12 ATTACHED GLASS CUBES	175,00		
01.GR1	ROUND GLASS GONDOLA	98,00		
01.GR2	OVAL GLASS GONDOLA	149,00		
03.ART	CABINET W/ SLIDING DOORS	72,00		
03.ART1	CABINET W/ DISPLAY	85,00		
03.ART2	DISPLAY	118,00		
03.ART3	DISPLAY W/ CABINET & LIGHT	149,00		
03.ART4	DISPLAY COUNTER	85,00		
03.BL6	3 DRAWER BLOCK	36,00		
05.BCV	WIRE COUNTER 1.20 m	78,00		
05.BL	GLASS COUNTER 0.80 m	98,00		
05.BAL	GLASS COUNTER 1.20 m	118,00		
05.BB	BAR / RECEPTION COUNTER	78,00		
06.EV1	STEEL BOOKCASE - STRAIGHT / INCLINED	60,00		
07.MB1	LOW COFFEE TABLE . SQUARE	31,00		
07.MB2	LOW COFFEE TABLE . RECTANGULAR	49,00		
07.MB3	LOW COFFEE TABLE . TRIANGULAR	33,00		
07.MTV	TV/VIDEO TABLE	33,00		
07.MVG1	VIP . ROUND GLASS TABLE	64,00		
07.MVG3	ELITE . ROUND TABLE	60,00		
07.MCHP	ROUND CHOPSTICK TABLE . BLACK	54,00		
07.MCHC	ROUND CHOPSTICK TABLE . CHROME	54,00		
07.M4P	ROUND TABLE . GREY	63,00		
07.MAI	ROUND TABLE . ALUMINIUM	63,00		
07.MAT	ROUND TEK WOOD TABLE	63,00		
07.MVR	ELITE . MEETING TABLE	120,00		
07.MVR1	VIP . MEETING TABLE	148,00		
07.MRF	BEECH WOOD WORK TABLE	119,00		
07.MA	HIGH BAR TABLE . INOX	53,00		



K2 Furniture Order Form 2

Please complete this form in block letters
and return it duly signed to

Pacific World Portugal

ATT: Pacific World Exhibition Manager

by October 15th 2014 at the latest.



Phone: +351 933 413 065

Email: exhibitors.espo2016@pacificworld.com

VAT-ID N°:

Booth N°:

Company:

Address:

E-mail:

Contact: Signature :

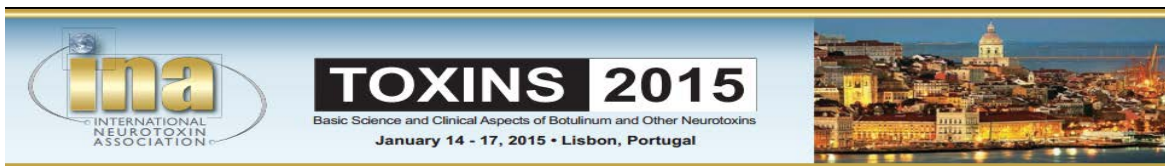
Phone:

Fax:

Ref.	Description	Euro	N°	Total in Euros
07.M110	HIGH BAR TABLE . GREY	54,00		
07.MA1	HIGH BAR TABLE	60,00		
07.MC	ROUND CATERING TABLE 1.8 m	149,00		
07.SC2	RECEPTION DESK 1.30 m	63,00		
08.BB	BAR STOOL	22,00		
08.BB1	BAR STOOL . ALUMINIUM	27,00		
08.BB2	BAR STOOL . "FORMA"	30,00		
08.CCE	PADDED CHAIR	15,00		
08.CP	PVC CHAIR	18,00		
08.CR	DIRECTOR'S CHAIR	22,00		
08.AL	ALUMINIUM CHAIR	17,00		
08.CAT	TEKWOOD CHAIR	22,00		
08.CF	BEECHWOOD CHAIR	22,00		
08.CB	WHITE CHAIR	25,00		
08.CC	LEATHER CHAIR	39,00		
08.CA	ACRYLIC CHAIR	29,00		
08.CPLM	CHAIR W/ FOLDING TABLE	38,00		
08.CRD	OFFICE CHAIR W/ WHEELS	32,00		
08.MPV	DIRECTOR MAPLE	43,00		
08.MPV2	EXECUTIVE MAPLE	55,00		
08.MVIP	LEATHER MAPLE	65,00		
08.M1	MAPLE WITHOUT ARMRESTS	99,00		
08.S1	SOFA . SINGLE	129,00		
08.S2	SOFA . DOUBLE	186,00		
09.C3	3 ATTACHED WIRE CUBES	41,00		
09.CR6	6 ATTACHED WIRE CUBES	79,00		
09.CR9	9 ATTACHED WIRE CUBES	110,00		
09.CR12	12 ATTACHED WIRE CUBES	121,00		
10.PE	DISPLAY PANEL W/ BASE	31,00		
10.PE1	DISPLAY PANEL	21,00		
10.EPF	BROCHURE HOLDER	44,00		

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Payment conditions: 100% with the application, which is only valid after payment, Prices excl. 23% VAT



K3 Furniture Order Form 3

Please complete this form in block letters
and return it duly signed to

Pacific World Portugal

ATT: Pacific World Exhibition Manager
by **October 30th, 2014** at the latest.



Phone: +351 933 413 065

Email: exhibitionlisbon@pacificworld.com


















































Ref.	Description	Euro	N°	Total in Euros
10.CP	WASTE PAPER BIN	10,00		
10.PC	ASH STAND W/ WASTE PAPER BIN	15,00		
10.BG	HAT & COAT STAND	21,00		
10.EC	FASHION DISPLAY	42,00		
10.CAB	CLOTHES HANGER	1,00		
10.FRB	REFRIGERATOR 50 L	98,00		
10.FRG	REFRIGERATOR 140 L	180,00		
10.PL	PULPIT	90,00		
10.T1	TABLE TOMBOLA	130,00		
11.CJ1	FURNITURE PACK 1	295,00		
11.CJ2	FURNITURE PACK 2	99,00		
11.CJ3	FURNITURE PACK 3	109,00		
11.CJ4	FURNITURE PACK 4	149,00		
11.CJ5	FURNITURE PACK 5	159,00		
11.CJ6	FURNITURE PACK 6	119,00		
11.CJ7	FURNITURE PACK 7	159,00		
11.CJ8	FURNITURE PACK 8	161,00		
11.CJ9	FURNITURE PACK 9	110,00		
11.CJ10	FURNITURE PACK 10	121,00		
11.CJ11	FURNITURE PACK 11	105,00		
11.CJ12	FURNITURE PACK 12	299,00		
C5	White Chair	119,00		

Order forms must be received by Pacific World Portugal – Exhibition Services by **December 15th 2014**. Orders received after this date will be subject to an additional fee of 30% and 50 % for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full payment must be made to secure the order (order will only be processed on receipt of payment).

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Prices excl. 23% VAT

K4 Furniture Order Form 4



						
Ref.: 08.CP P	Ref.: 08.CP CZ	Ref.: 08.CP AM	Ref.: 08.CP AM	Ref.: 08.CP V	Ref.: 08.CP A	Ref.: 08.CP VD
						
Ref.: 08.CCE	Ref.: 08.CR P	Ref.: 08.CR VD	Ref.: 08.CR A	Ref.: 08.CR V	Ref.: 08.CF	Ref.: 08.CF
						
Ref.: 08.CAT	Ref.: 08.AL	Ref.: 08.CPLM	Ref.: 08.CRD	Ref.: 08.MPV	Ref.: 08.MPV2	Ref.: 08.MVIP
						
Ref.: 08.BB	Ref.: 08.BB1	Ref.: 08.CA B	Ref.: 08.CA CZ	Ref.: 08.CA V	Ref.: 08.CB	Ref.: 08.CC
						
Ref.: 08.BB2 CZ	Ref.: 08.BB2 P	Ref.: 08.S1 B	Ref.: 08.S1 P	Ref.: 08.S1 V	Ref.: 08.M1	Ref.: 07.MCHP
						
Ref.: 07.MCHC	Ref.: 07.MRF	Ref.: 07.SC2	Ref.: 07.MAT	Ref.: 07.MAI	Ref.: 07.MVG1	Ref.: 07.MVG2
						
Ref.: 07.MVG3	Ref.: 07.MVG3	Ref.: 07.MVR	Ref.: 07.MVR1	Ref.: 07.M4P	Ref.: 07.M110	Ref.: 07.MA1

K5 Furniture Order Form 5

						
Ref.: 07.MA	Ref.: 07.MB1	Ref.: 07.MB2	Ref.: 07.MB3	Ref.: 03.ART P	Ref.: 03.ART B	Ref.: 03.ART F
						
Ref.: 03.ART2	Ref.: 03.ART3	Ref.: 03.ART1	Ref.: 03.ART4	Ref.: 05.BB	Ref.: 03.BL6	Ref.: 01.C1
						
Ref.: 01.CR3	Ref.: 05.BAL	Ref.: 01.CR9	Ref.: 01.GR1	Ref.: 01.GR2	Ref.: 06.EV1	Ref.: 05.BCV
						
Ref.: 09.CR6	Ref.: 10.PE1	Ref.: 10.PE	Ref.: 10.EPF A	Ref.: 10.EPF P	Ref.: 10.EPF P	Ref.: 10.EC
						
Ref.: 10.FRG	Ref.: 10.FRB	Ref.: 07.MTV	Ref.: 10.CP	Ref.: 10.PC	Ref.: 10.PL	Ref.: 10.T1



K6 Furniture Order Form 6

 <p>Ref.: 11.CJ1</p>	 <p>Ref.: 11.CJ2</p>	 <p>Ref.: 11.CJ3</p>
 <p>Ref.: 11.CJ4</p>	 <p>Ref.: 11.CJ5</p>	 <p>Ref.: 11.CJ6</p>
 <p>Ref.: 11.CJ7</p>	 <p>Ref.: 11.CJ8</p>	 <p>Ref.: 11.CJ9</p>
 <p>Ref.: 11.CJ10</p>	 <p>Ref.: 11.CJ11</p>	 <p>Ref.: 11.CJ12</p>
 <p>Ref.: 08.S2 B</p>	 <p>Ref.: 08.S2 P</p>	 <p>Ref.: 08.S2 V</p>



L) Audiovisual Equipment Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
by **October 30th , 2014** at the latest.



Phone: +351 933 413 065
Email: exhibitionlisbon@pacificworld.com

VAT-ID N°:

Booth N°:

Company:

Address:

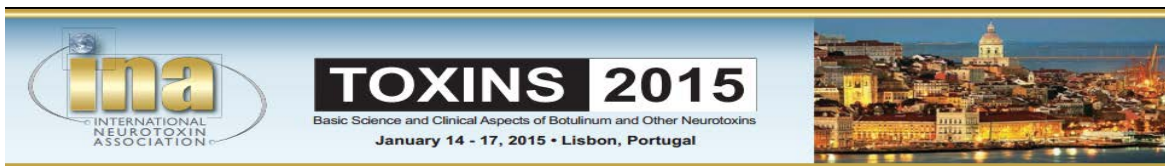
E-mail: Contact: Signature :

Phone: Fax:

Rental Equipment List: (All prices are including installation)	N°		Total in Euros
Plasma Screen 42" Samsung, incl. ground support design 170 cm height		On Request	
Plasma Screen 50" Samsung, incl. ground support design 170 cm height		On Request	
Video Projector 3000 ANSI lumen		On Request	
DVD Player		On Request	
Audio			
Sound system PA with 2 speakers incl. cables and rigging equipment		On Request	
Sound system PA with 4 speakers, incl. cables and rigging equipment		On Request	

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Prices excl. 23% VAT



M) IT Equipment Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
by **October 30th 2014** at the latest.



Phone: +351 933 413 065
Email: exhibitionlisbon@pacificworld.com

VAT-ID N°: Booth N°:

Company:

Address:

E-mail: Contact: Signature :

Phone: Fax:

Computer Rental Equipment List: (All prices are including installation)	N°		Total in Euros
Multimedia PC P IV 3.0GHz & Monitor 17" TFT-LCD, MS Office, XP, UK, DVD		On Request	
PC Notebook Acer/Toshiba LCD 15", WXP/W7, WiFi DVD/CD RW,		On Request	
<u>Monitors</u>			
15" TFT-LCD Flat screen		On Request	
17" TFT-LCD Flat screen		On Request	
20" TFT-LCD Flat screen		On Request	
22" TFT-LCD Flat screen		On Request	
42" Plasma Screen Samsung, incl. ground support design 150cm high		On Request	
50" Plasma Screen Samsung, incl. ground support design 150cm high		On Request	
<u>Printers</u>			
LaserJet A4 Monochrome (Black & White)		On Request	
LaserJet A4 Colour		On Request	
A4 Colour Inkjet Printer		On Request	
<u>Internet access</u>			
WiFi LAN Internet			
<u>Additional Technical Equipment</u>			
2 Walkie Talkies		On Request	
Flip chart with A1 paper pad and markers		On Request	

Order forms must be received by Pacific World Portugal – Exhibition Services by **December 15th 2014**. Orders received after this date will be subject to an additional fee of 30% and 50 % for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full payment must be made to secure the order (order will only be processed on receipt of payment).

Payment conditions: 100% with the application, which is only valid after payment
Prices excl. 23% VAT

N) Plant Rental Order Form

Please complete this form in block letters
and return it duly signed to
Pacific World Portugal
ATT: Pacific World Exhibition Manager
by **October 30th 2014** at the latest.



Phone: +351 933 413 065
Email: exhibitionlisbon@pacificworld.com

VAT-ID N°: Booth N°:

Company:

Address:

E-mail: Contact: Signature:

Phone: Fax:

Plants	Ref.	Euro	Total in Euros
Plants to 120 cm tall	120		
Plants to 170 cm tall	170		
Plants taller than 200 cm	200		
Small plants	110		
Rectangular flower pots 80 cm x 20 cm	080		
Rectangular flower pots 82 cm x 36 cm	082		
Flower bed with lawn and natural plants (100 cm)	190		
Speaker's table arrangement	004		
Oval table centrepiece	005		
Speaker's table arrangement (floor)	008		
Stage decoration - exotic leaves	022		
Lectern arrangement	009		
Lectern arrangement	010		
Stage decoration - exotic leaves and flowers (m ²)	021		

Ref. 004



Ref. 005



Ref. 008



Ref. 009



Ref. 010



Ref. 021



Ref. 022



Ref. 080



Ref. 082



Ref. 100



Ref. 110



Ref. 120/170/200



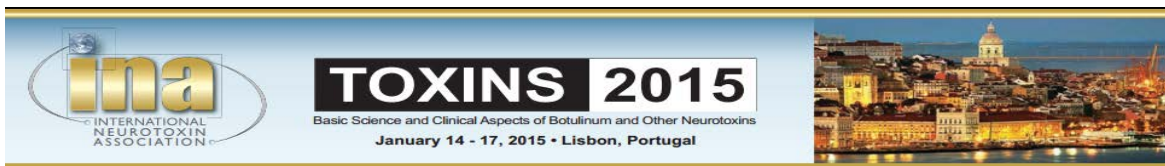
Ref. 185



Ref. 190

Order forms must be received by Pacific World Portugal - EXHIBITION SERVICES by **December 1st 2014**. Orders received after this date will be subject to an additional fee of 30% and 50 % for onsite requests; both plus the net price. The payments are due upon receipt of the invoice. Full payment must be made to secure the order (order will only be processed on receipt of payment).

Payment conditions: 100% with the application, which is only valid after payment Prices excl. 23% VAT



P) Shipping Label

Booth Material

DELIVERY DATES:

FROM December 29, 2014 through January 10, 2015

SHIPMENTS MUST BE ADDRESSED TO:

Pacific World Exhibition Manager
 Armazém Imexsa
 Mr. José Santos
 Rua D. Arrozeias, Vila Bosque
 Ota
 2580-243 Alenquer
 Portugal

Company	
Contact person	
Phone	
E-mail	
Booth number	
Event code	Toxins 2015 Congress
Contents	
Total number of boxes	

Please note: Each box being shipped must bear a fully and legibly completed copy of this shipping label.



Q) Delivery Label (onsite)

Booth Material

ONSITE DELIVERY DATE:

Address for Delivery: **Corinthia Hotel**
 Av. Columbano Bordalo Pinheiro
 1099-031 Lisbon
 Portugal
Phone: +351 723 63 63

Company	
Contact person	
Phone	
E-mail	
Booth number	
Event Code	Toxins 2015 Congress
Contents	
Total number of boxes	

Please note: Each box being delivered must bear a fully and legibly completed copy of this delivery label.