



Salzburg, Austria  
June 15-18, 2016

# **EUROGIN 2016**

**Salzburg, Austria**

**EXHIBITORS' MANUAL**



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## CONFERENCE VENUE

The Salzburg Congress Center is a modern venue perfectly suitable for hosting congresses including small to medium sized exhibitions.

Address:

Auerspergstrasse 6  
5020 Salzburg  
Austria  
Phone: +43662-88987-0  
[www.salzburgcongress.at](http://www.salzburgcongress.at)

The convention centre is located right in the heart of the city, next to the “Mirabellgarten” and adjacent to the Sheraton hotel. Many other hotels are to be found within walking distance.

### ACCESS

(also for heavy trucks)

From the highway A1, take exit “Salzburg Nord”.  
(this avoids low bridges)

A detailed map and instructions are available at  
[http://www.salzburgcongress.at/pdf/lkwzufahrt\\_en.pdf](http://www.salzburgcongress.at/pdf/lkwzufahrt_en.pdf)

### LOADING / UNLOADING

Loading area in Auerspergstrasse (not for parking)  
Dimension: 17.00 m x 2.50 m

Please note that there is NO FORKLIFT available at the Salzburg Congress center.  
Trucks used for delivery to the congress center should be equipped with a tail lift for unloading heavy items.

Access to exhibition area:

The exhibition area is located on the 1<sup>st</sup> floor of the building.

Several lifts are available.

Dimensions and capacity of the biggest freight lift:

2.45 m x 6.00 m – height 2.35 m – maximum load 3500 kg.

For any questions regarding loading/unloading and onsite handling, please contact Barbara Schwaiger or Robert Hild: [schwaiger@salzburgcongress.at](mailto:schwaiger@salzburgcongress.at) / [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

Major exhibitors with customized booths have the possibility to unload on Monday, June 13 (afternoon).  
but only after having booked a time slot with Barbara Schwaiger or Robert Hild.

### TRUCK PARKING LOTS

NORD (NORTH) - GPS address: Anschlussstelle Salzburg Nord, 5020 Salzburg  
Geo Coordinates: Latitude 47.832019, Longitude 13.055515



## CAR PARKING

**Mirabell Congress underground car park (Mirabell-Kongress-Garage)**

(entrance via Mirabellplatz, 2 minutes walking to congress center)

**Sheraton Salzburg underground car park**

(entrance via Auerspergstrasse, 1 minute walking to congress center)

# EXHIBITION AREA

## ALLOCATION OF EXHIBITION SPACE

Space allocation will be made by EUROGIN, and will be considered definitely confirmed once received the full payment only, within the time indicated in the terms of payment.

Confirmation of spaces should be done directly with EUROGIN and conference manager [peter.mattonet@eurogin.com](mailto:peter.mattonet@eurogin.com)

## HEIGHT LIMIT

**The height limit for all customized booths located on the main exhibition floor (level 1) is 3.30 m.  
Shell scheme booths are 2.50 m high.**

## EXHIBITION SCHEDULE

The installation, show and dismantling dates for the exhibition are scheduled as follows:

### Exhibition set-up

June 14, 2016 - from 8.00 . to 20.00.

Exceptionally, the set-up period can be extended but this may involve payment of an additional fee by the exhibitor.

If no extension has been authorized, the congress centre reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such as the floor, carpet...

Any installation that would damage the general aspect of the congress centre will be removed, as well as any material or substance with unpleasant smell or any material or substance considered dangerous.

### Early delivery / unloading of trucks

Major exhibitors may request a time slot for unloading of trucks (booth materials) on June 13 (afternoon).

Please contact Robert Hild at [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

### Opening hours of the exhibition

|               |               |
|---------------|---------------|
| June 15, 2016 | 9.00 - 17.30. |
| June 16, 2016 | 9.00. - 17.30 |
| June 17, 2016 | 9.00. - 17.30 |
| June 18, 2016 | 9.00 - 14.00  |



### **Booth dismantling**

June 18, 2016 – 14. 00 – 20.00

Exhibitors are requested to remove their own structures, equipment and/or products before the end of the period reserved for moving out and/or dismantling.

## **EXHIBITOR BADGES / REGISTRATIONS**

For security reasons, only duly authorized personnel will be allowed to access the Congress Centre. Please check if your reservation for exhibition space includes registrations (badges) for exhibitor personnel. Booth builders do not need to be registered in advance for exhibitors' badges. They will obtain access upon proof of their status upon arrival at the entrance gate of the convention centre, without any further formality.

## **BOOTH TYPE**

**All exhibitors are obliged to**

**Either** set up their own professional booth

**Or** order a shell scheme booth.

**PLEASE INFORM THE CONGRESS ORGANIZERS IF YOU USE THE STANDARD SHELL SYSTEM OR IF YOU WILL SET UP YOUR OWN CUSTOMIZED BOOTH (send a message to [peter.mattonet@eurogin.com](mailto:peter.mattonet@eurogin.com))**

Exhibitors can choose between either of the following two options:

- purchasing a standard shell scheme booth (see info and pictures below)  
this is to be ordered from Systemstandbau (Roland Schwank), or
- design and set up their own, customized booth. A customized booth must include wall panels (1, 2 or 3, depending on position) with a minimum height of 2.50 m.  
The design of each customized booth must be approved by the congress organizers. (see below).

## **SHELL SCHEME BOOTHS**

Shell scheme booths can be ordered using the separate Order Form available for download on the EUROGIN 2016 website ([www.eurogin.com/2016](http://www.eurogin.com/2016) - go to "Sponsors&Exhibitors").

The cost for the pre-furnished (shell sytem) booth "basic" (3.00 x2.00 m = 6 sqm, 3.00x2.50m = 7.5 sqm or 3.00x3.00m = 9 sqm) is **€ 58,00 + VAT per square meter**, for the whole duration of the congress.

### **SYSTEMSTANDBAU**

**Roland Schwank**

Am Messezentrum 7,

PF 285

5020 Salzburg, Austria

email: [roland.schwank@systemstandbau.at](mailto:roland.schwank@systemstandbau.at)

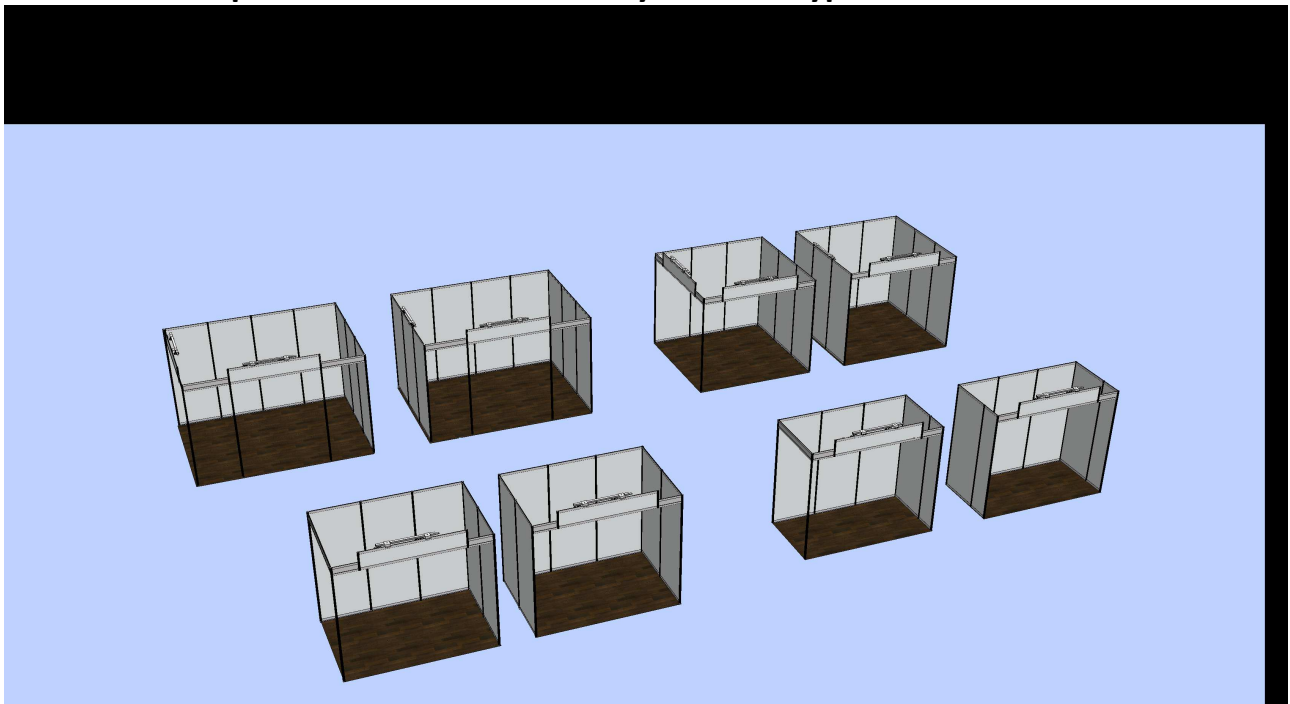
Phone: +43-662 930 40 5221

Fax: + 43-662 930 40 - 5109

The price for a standard shell scheme booth is €58.00 (before VAT) per square meter. This includes the wall panels, support frame, fascia board, electricity connection and spotlights.

**PLEASE ORDER YOUR SHELL SCHEME BOOTH (or other supplies) USING THE ORDER FORM (to be downloaded as a separate document).**

**Here are examples of the most commonly ordered types of shell scheme booths:**



**Other dimensions /types on request.**

## **CUSTOMIZED BOOTHS**

If you intend to set up your own booth (fully designed, built and decorated by your own booth supplier), please note that we will only ensure marking of your booth position on the floor.

Please submit your booth project (artwork file) of your customized booth before April 30, 2016 to: Peter Mattonet [peter.mattonet@eurogin.com](mailto:peter.mattonet@eurogin.com) and to Barbara Schwaiger ([Schwaiger@salzburgcongress.at](mailto:Schwaiger@salzburgcongress.at)) and Robert Hild [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

The draft design must be sent electronically as a PDF or JPG file, showing all dimensions (length, width and height) of the stand, all walls and other major elements.

## EXHIBITOR SUPPLIES AND SERVICES

Special order forms are available (for download as separate documents on [www.eurogin.com/2016](http://www.eurogin.com/2016)) for the following supplies/services

- shell scheme booths and supplies
- electricity (for customized booths), cleaning, flat screens
- Catering (for booths, meetings and lunchbags)

Other supplies/services please use the contacts indicated below.

### ELECTRICITY

Customized booths need to order electricity using the corresponding form from "Salzburg Congress" . The form can be downloaded separately.

Please note that shell scheme booths ordered from Systemstandbau already include the electricity connection.

Orders submitted after June 10, 2016 cannot be guaranteed.

Please note that it might be necessary to use adaptors from US or UK to European Schuko plugs.

### FURNITURE / FLOORING / LIGHTING EQUIPMENT

#### SYSTEMSTANDBAU

Roland Schwank  
Am Messezentrum 7,  
PF 285  
5020 Salzburg, Austria  
email: [roland.schwank@systemstandbau.at](mailto:roland.schwank@systemstandbau.at)  
Phone: +43-662 930 40 5221  
Fax: + 43-662 930 40 - 5109

### GRAPHICAL ELEMENTS, BOOTH DECORATION

#### SYSTEMSTANDBAU

Roland Schwank  
Am Messezentrum 7,  
PF 285  
5020 Salzburg, Austria  
email: [roland.schwank@systemstandbau.at](mailto:roland.schwank@systemstandbau.at)  
Phone: +43-662 930 40 5221  
Fax: + 43-662 930 40 - 5109

### FLOWERS AND PLANTS

Justin Winkler

#### GÄRTNEREI AIGLHOF

Aiglhofstraße 20a  
A-5020 Salzburg  
Telefon:+43 (0)662 432343  
[www.gaertneriei-aiglhof.at](http://www.gaertneriei-aiglhof.at)  
[gaertneriei.aiglhof@aon.at](mailto:gaertneriei.aiglhof@aon.at)



## CATERING

Lunch bags, booth catering, coffee breaks for meeting rooms, etc.  
All catering services at the congress center should be ordered from

### SHERATON SALZBURG HOTEL

**Doris Inzinger**

Email: [doris.inzinger@sheraton.com](mailto:doris.inzinger@sheraton.com)

Phone + 43 – 662-88999 9950

Fax: +43 – 662-8899934

Catering services include lunch bags, coffee breaks, catering for side meetings, exhibition booths, etc.

## CLEANING

You can order cleaning of your booth using the corresponding form from “Salzburg Congress” . The form can be downloaded separately. The cleaning service for stands, if requested, covers the full congress period and includes the following services:

- clean-level floor with carpet cleaner,
- emptying of wastepaper basket,
- cleaning of furniture surfaces (not display materials).

The cost for the cleaning service is € 8,00 per SQM, for the whole duration of the congress.

## ON-SITE HANDLING

In case you need on-site handling services , please send your request to

**Barbara Schwaiger / Robert Hild**

**Salzburg Congress**

[schwaiger@salzburgcongress.at](mailto:schwaiger@salzburgcongress.at) / [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

Please note that there is NO FORKLIFT available at the Salzburg Congress center.

Trucks used for delivery to the congress center should be equipped with a tail lift for unloading heavy items.

## FORWARDING AGENT / STORAGE OF LARGE VOLUMES

There is only limited storage space at Salzburg Congress and this can only be used for small consignments arriving after June 7, 2016.

If you are sure that your materials will arrive during this period, you can send them as indicated in section “DELIVERIES”

Please DO NOT use the address of Salzburg Congress to ship any goods requiring customs clearance or for very important materials and documents which might not arrive on time.

To ensure professional handling and timely delivery of this type of goods, WE RECOMMEND TO SEND ALL GOODS TO THE FOLLOWING FORWARDING AGENT:

**Mr. Zweimüller**

**Lagermax Lagerhaus und Speditionen AG**





Salzburg, Austria  
June 15-18, 2016

Radingerstrasse 16  
5020 Salzburg  
Phone: +43 -662- 40 90-0  
Mail: [office@lagermax.com](mailto:office@lagermax.com)  
Internet: <http://www.lagermax.at>

## **PRINTING / COPY SERVICE (Paper documents)**

**Lukas Klein – Print Outs**  
**Copy-Fax Service- und Vertrieb GmbH**  
Auerspergstr. 53  
5020 Salzburg  
Tel. 0662/880340  
Fax 0662/ 880341  
e-mail: [info@copy-fax.at](mailto:info@copy-fax.at)

## **Professional Photographer**

**Walter Scheinast**  
**FOTO - Studio**  
Rainerstraße 2  
5020 Salzburg  
Tel: 0662 87 67 40  
Mobile: 0664 340 7640  
e-mail: [studio@scheinast.com](mailto:studio@scheinast.com)

## **Give aways**

**Präsenta Handels KG – Give aways**  
**Frau Barbara Reyner**  
Gollinger-Torgasse 4  
5400 Hallein  
Telefon: +43-062 45-702 94  
EMail: [office@praesenta.at](mailto:office@praesenta.at)  
Internet: [www.praesenta.at](http://www.praesenta.at)

# **DELIVERIES**

**Only small goods may be delivered directly to the Salzburg Congress Centre, following prior written agreement obtained from Barbara Schwaiger or Robert Hild.**  
[Schwaiger@salzburgcongress.at](mailto:Schwaiger@salzburgcongress.at) / [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

**No delivery will be accepted before June 7, 2016.**

All deliveries must be clearly identified by the name of the sender/exhibitor and as belonging to one of the following categories:

Please DO NOT use the address of Salzburg Congress to ship any goods requiring customs clearance or for very important materials and documents which might not arrive on time.



To ensure professional handling and timely delivery of this type of goods, WE RECOMMEND TO SEND ALL GOODS TO THE FORWARDING AGENT (see above)

**BOOTH MATERIALS** (promotional documents or other small items):

Please send to:

Salzburg Congress  
EUROGIN 2016 / Exhibitor name  
Robert Hild  
Auerspergstrasse 6  
5020 Salzburg  
Austria

And CLEARLY INDICATE "BOOTH MATERIALS" on the package(s).

**BAG INSERTS** (flyers, pens, note pads, etc.):

**THESE MUST BE SENT SEPARATELY FROM BOOTH MATERIALS;**

Bag inserts require prior approval from the congress organizers.

Following approval, please send to:

Salzburg Congress  
EUROGIN 2016 / Exhibitor name  
Robert Hild  
Auerspergstrasse 6  
5020 Salzburg  
Austria

And CLEARLY INDICATE "**BAG INSERTS**" on the package(s).

Also indicate the following:

Name of the item - Name of your company (Exhibitor / Sponsor).

If there are several boxes, please number them, for example: 1/4, 2/4, 3/4 and 4/4

**DISPLAY MATERIALS** (flyers, journals, etc.):

**THESE MUST BE SENT SEPARATELY FROM BOOTH MATERIALS;**

Display materials require prior approval (content, dimensions) from the congress organizers.

Following approval, please send your request to:

**Salzburg Congress**  
EUROGIN 2016 / Exhibitor name  
Robert Hild  
Auerspergstrasse 6  
5020 Salzburg  
Austria

And CLEARLY INDICATE "**FOR DISPLAY**" on the package(s).



Salzburg Congress shall accept no customs duties, transportation fees, nor any accrued delivery or collection costs.

All customs formalities (import/export) must be completed by the sender in good time. If the Incoterms require the duties to be paid by the recipient, the recipient shall be considered to be the customer and not Salzburg Congress. This must be stated in the transport paperwork. Salzburg Congress is only the destination of the delivery.

Each exhibitor shall take full responsibility for the collection of its property at the beginning of the event and its removal after the event. . All goods must be suitably packaged and clearly and correctly labelled with the recipient's full address after the show.

Forwarding agents, freight transporters and parcel delivery services collecting goods are obliged to provide **all required transport documentation**; otherwise the goods cannot be released.

Any consignments that have not been collected after a 10-day post-show period will be disposed of **at the expense of the owner**.

## KEY CONTACTS

### CONFERENCE MANAGER

Peter Mattonet

174 rue de Courcelles / 75017 Paris, France

Phone: +33 (0) 1 48 88 96 24

Fax: + 33 (0) 1 47 66 74 70

Email: [peter.mattonet@eurogin.com](mailto:peter.mattonet@eurogin.com)

### SCIENTIFIC SECRETARIAT

EUROGIN

174 rue de Courcelles / 75017 Paris, France

Phone: +33 (0) 1 44 40 01 20

Fax: + 33 (0) 1 47 66 74 70

Email: [admin@eurogin.com](mailto:admin@eurogin.com)

### REGISTRATION and ACCOMMODATION

Heidrun Angermüller – phone +43-662-88987 316

Natalia Hofer – phone +43-662-88987 603

Alexandra Meixner phone +43-662-88987 317

Fax: +43-662-88987 66

Email: [eurogin2016@salzburgcongress.at](mailto:eurogin2016@salzburgcongress.at)

### CONGRESS VENUE

#### Salzburg Congress Center

Barbara Schwaiger / Robert Hild

Auerspergstrasse 6

5020 Salzburg, Austria

Email: [Schwaiger@salzburgcongress.at](mailto:Schwaiger@salzburgcongress.at) / [hild@salzburgcongress.at](mailto:hild@salzburgcongress.at)

Phone +43-662-88987-610

–[www.salzburgcongress.at](http://www.salzburgcongress.at)