



RAI Convention Centre
Amsterdam
Netherlands

October 8-10, 2017

EUROGIN 2017

AMSTERDAM, Netherlands

RAI Convention Centre

EXHIBITORS' MANUAL

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RAI Convention Centre Amsterdam Netherlands

October 8-10, 2017

VENUE

The RAI Convention Center is located on the outskirts of Amsterdam.

Address:

RAI Amsterdam
Europaplein
1078 GZ Amsterdam

PO.Box 77777
NL 1070 MS Amsterdam
Phone: +31 (0) 20 549 12 12
Fax: +31 (0) 20 646 44 69

By train

The RAI has its 'own' station, RAI Amsterdam which is located a stone's throw from the RAI complex and is easy to reach from anywhere in the Netherlands. When you leave the station follow the signs for RAI Amsterdam. For further information consult the NS [Dutch railways] travel planner by visiting: www.ns.nl/en.

By tram, metro or bus

Tram 4 runs between the RAI (Europaplein stop), Amsterdam's city centre and Amsterdam Central Station. You can reach the RAI from the Amstel railway station by taking Metro 51 and Bus 65. Metro 51 also runs to Amsterdam Central Station. Metro 50 runs regularly between the Amsterdam Sloterdijk and Gein stations and stops at the RAI Amsterdam station.

By car

The RAI is immediately signposted on roads signs on the ring road drivers end up on after approaching Amsterdam from the A1 motorway (Amersfoort/Amsterdam), the A2 (Utrecht/Amsterdam) or the A4 (Den Haag [The Hague]/Amsterdam). RAI Amsterdam is situated right next to the ring road (Exit 9). The RAI's car parks are signposted immediately after leaving the ring road.

By plane

Amsterdam Airport Schiphol is located a mere 15 minutes from RAI Amsterdam whether you travel by car, train, taxi or bus. The Amsterdam Airport website provides information including: up-to-the-minute flight information, connecting transport facilities to RAI Amsterdam and business facilities.



EUROGIN 2017 Webshop

https://webportal.raai.nl/ungerboeck.cshtml?AppCode=ESV&CC=84&OrgCode=50#SOPFormTemplate&utm_source=kalender&utm_medium=ONLINE&utm_campaign=Eurogin

Congress and Exhibition area:

EUROGIN Congress and Exhibition will be held in section G of the RAI convention center. All exhibits are located on the ground floor. No lifts required.

Dimensions of smallest doors between truck unloading and exhibition area:

Maximum height to pass doors : 2.30 m.

Maximum width to pass doors: 2.05 m

For any other questions regarding loading/unloading and onsite handling, please contact:

Gertjan Bluemink of the RAI Convention Center:

exhibitorservices@rai.nl

Phone + 31- 20 549 1928

CAR PARKING

RAI Traffic Management provides parking facilities for organisers, exhibitors and visitors during events at RAI Amsterdam.

- Easily accessible thanks to its location next to the A10 highway, please follow P-RAI 1-6
- Covered car park
- Mostly you park your car at a maximum of 200 metres of the entrance of your event
- Fixed parking rate of 18.00 per 24 hours.
- If you visit the theater, Strandzuid/Zuidpool or The Roast Room, please buy your parking ticket at the location.
- Will you come as a supplier? Please visit the supplier area.

Parking at the RAI complex is easy and affordable. The multi-storey car park is easily accessible thanks to its location next to the A10 highway by Exit 9 and has 4,000 parking spaces. During large-scale events, the outside areas also become available, which expands parking capacity to 5,000 parking spaces.



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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

HEIGHT LIMITS

The general height limit for all customized booths is 3.50 m. Lower height limits (3.24 m) apply to specific exhibition spaces as indicated on the floor plan. If in doubt, please contact Peter Mattonet at

peter.mattonet@eurogin.com

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

October 7, 2017 - from 7.00 . to 23.00.

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.

Opening dates / hours of the exhibition

October 8, 2017	9.00 - 17.30.
October 9, 2017	9.00. - 17.30
October 10, 2017	9.00. - 17.30

Booth dismantling

October 10, 2017 – 19. 00 – 23.00

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.



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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. The booth design needs to be approved by the congress organizer (please submit the draft booth design before September 10, 2017).

Or

order a shell scheme booth from RAI via the webshop:

<https://webportal.rai.nl/ungerboeck.cshhtml?AppCode=ESV&CC=84&OrgCode=50#SOPFormTemplate>

PLEASE INFORM THE CONGRESS MANAGER IF YOU WILL ORDER A STANDARD SHELL SCHEME BOOTH OR IF YOU WILL SET UP YOUR OWN CUSTOMIZED BOOTH, by sending a message to peter.mattonet@eurogin.com

Exhibitors must choose between these two options.

It is not acceptable to bring only a pop-up device or similar without having booked a shell scheme booth or having received approval of a customized booth design.

SHELL SCHEME BOOTHS

Shell scheme booths can be ordered via the EUROGIN 2017 webshop

<https://webportal.rai.nl/ungerboeck.cshhtml?AppCode=ESV&CC=84&OrgCode=50#SOPFormTemplate>

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 September 10, 2017 to: Peter Mattonet peter.mattonet@eurogin.com

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

All exhibitor supplies can be ordered via the EUROGIN 2017 webshop:

<https://webportal.raai.nl/ungerboeck.cshtml?AppCode=ESV&CC=84&OrgCode=50#SOPFormTemplate>

- shell scheme booths and supplies
 - electricity (for customized booths),
 - furniture
 - decoration and graphical elements and design
 - cleaning,
 - technical equipment (screens and other IT/ AV items)
 - Catering (for booths, meetings and lunchbags)
 - printing / copy service
 - hostesses
- Etc.

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 2,000 copies to:

SHIPPING DETAILS WILL BE CONFIRMED BEFORE SEPTEMBER

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

EXHIBITOR MATERIALS AND DISPLAY MATERIALS (flyers, journals, etc):
THESE MUST BE SENT SEPARATELY FROM BAG INSERTS

Road freight / Courier:

Consignee: DB Schenker Logistics Nederland
c/o RAI Amsterdam
Europaplein 2 – 22 / P9
NL- 1078 GZ Amsterdam
Notify: <Name of exhibitor>



**RAI Convention Centre
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c/o Name of exhibition

Onyx / Auditorium lounge / booth n°>

Air Freight:

Consignee: DB Schenker Logistics Nederland

Fairs & Events

Fokkerweg 300

NL – 1438 AN Oude Meer

Notify: *<Name of exhibitor>*

c/o Name of exhibition

Onyx / Auditorium lounge / booth n°>

Sea freight:

Consignee: DB Schenker Logistics Nederland

Fairs & Events

Nieuwe Sluisweg 250

NL - 3197 KV Rotterdam

Notify: DB Schenker Logistics Nederland

<Name of exhibitor>

c/o Name of exhibition

Onyx / Auditorium lounge / booth n°>

All customs formalities (import/export) must be completed by the sender in good time.

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**.



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KEY CONTACTS

CONGRESS VENUE

RAI Convention Center

For all exhibitor enquiries, please contact

For all exhibitor enquiries, please contact:

Gertjan Bluemink

exhibitorservices@rai.nl

+ 31 20 549 1928

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

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

REGISTRATION

Anïs Cadin

EUROMEDICOM

registration@euromedicom.com

Phone + 33 – 1 56 83 78 00

ACCOMMODATION

hotelservices@rai.nl

Phone +31 20 549 1927