



Rotterdam
The Netherlands

esso
39

**39th Congress of the European Society
of Surgical Oncology**
9 – 11 October 2019

ESSO 39 CONGRESS SECRETARIAT

Exhibition Manager:

Jana Dvořáková

GSM: +420 777 791 252

E-mail: jana.dvorakova@c-in.eu

VENUE

**Postillion Convention Centre WTC
Rotterdam**

Beursplein 37

3011 AA Rotterdam, The Netherlands

www.postillionhotels.com



**EXHIBITION
MANUAL**

Satellite Symposia and Workshops Details

Deadline: 31 July 2019

(Please send to jana.dvorakova@c-in.eu)

Exhibition Services Orders

(the electricity form is included in the manual)

Stand Designs

(in case of bringing your own booth)

Graphic data for the backwalls from the packages

Logos and Company Profiles

(the logo in printable format, the form for company profile is included)

Names for Sponsors' and Exhibitors' Badges

(the registration form is included in the manual)

Deadline: 30 August 2019

(Please send to jana.dvorakova@c-in.eu)

KEY DATES AND TIMES

Event date:

9– 11 October 2019

Venue:

Postillion Convention Centre WTC

Beursplein 37

3011 AA Rotterdam, The Netherlands

www.postillionhotels.com

Exhibition site:

Ground Floor Foyer



Exhibition set-up:

Tuesday 8 October 2019

08:00 – 18:00

Dismantling of stands:

Friday 11 October 2019

14:00 – 18:00

Exhibition opening hours:

Wednesday 9 October 2019

08:30 – 20:00

(18:00 – 20:00 Welcome Reception)

Thursday 10 October 2019

07:30 – 18:30

Friday 11 October 2019

08:00 – 14:00



39th Congress of the European Society of Surgical Oncology
9 – 11 October 2019, Rotterdam, The Netherlands



Congress Floorplan

List of Exhibitors

- 1) Sysmex
- 2+3) Medtronic
- 4) Combat Medical
- 5) IGEA
- 6) Stryker
- 7) Agendia
- 8) obp medical
- 9) Sirius Medical
- 10) IntraOP
- 11) Touchstone
- 12) Sirtex
- 13) SSO
- 14) Hologic
- 15) S.I.T. Sordina IORT Technologies
- 16) Xi'an Good Doctor Medical
Science and Technology Co., Ltd.
- 17) Meccellis
- 18) SamanTree Medical
- 19) Thompson Surgical
- 20) ESSO



TECHNICAL REGULATIONS OF THE VENUE

1. Mail / delivery of folders / materials / stand equipment / etc.

Postal delivery of mail, folder materials, stand equipment etc. is only allowed by permission of Postillion Convention Centre WTC Rotterdam and is not permitted sooner than **1 workday prior to the Congress.**

Address:

Postillion Convention Centre WTC Rotterdam
Attn. Room 208 Convention Centre WTC Rotterdam
Beursplein 37
3011 AA ROTTERDAM

*Description of the contents of the package and date of the Congress: **9-11 October 2019***

*Name of the Congress and name of the project manager at Postillion Convention Centre WTC Rotterdam: **39th ESSO Congress, Victor Douma***


Sender:



Your materials will be stored temporarily and will be brought to the location at the Congress as agreed upon with the organizer of the event.

We need to be notified beforehand about the delivery of pallets and large materials / equipment because storage is limited. It might be possible that, due to limited storage, your delivery is only possible on the day of the Congress.

When necessary, extra storage room that needs to be blocked, such as a meeting room or other space, will be charged to the organizer of the Congress. Therefore we strongly advise you to discuss this beforehand with the organizer of the Congress.



Postillion Convention Centre WTC Rotterdam does not provide reimbursement or payment of import duties to couriers or suppliers upon delivery.

Liability:

Postillion Convention Centre WTC Rotterdam is not liable for missing deliveries from users or deliveries that users have delivered by a third party.

2. Loading and unloading during set-up

2.1 Main entrance

Small materials/equipment can be handled through the main entrance. The main entrance is accessible by escalator or two flights of stairs (1 x 11 steps and 1 x 10 steps). The measurements of the doorway are height 2,15 meters and width 1,20 meters. Upon arrival you can report at the reception desk and ask for the Congress exhibition manager – Mrs. Jana Dvorakova.

Since the main entrance can be very busy, we prefer you use the loading and unloading zones at the Meent side/ Rodezand side. Especially because the elevator is not built for transporting materials and equipment.

Damages due to careless use, will be charged to the user accordingly.



2.2 Expedition area Meent

At the side of the building, Meent side, there is an expedition entrance which can be used for large material/transport.

Address:

World Trade Centre Rotterdam, Meent 130, 3011 JS ROTTERDAM

You will recognize the expedition entrance by the sign 'Expeditie Meentzijde' on the large black sliding doors.

Loading docks/parking places are marked on the street and are situated across from Mc. Donald's.

Opening the doors will be done by our security once you have contacted them via the intercom (on the right side of the sliding doors). This entrance is 220 cm high and 185 cm wide.

The general terms and regulations for loading and unloading are applied. So please keep in mind that the police checks regularly. Any fines you may receive are your own liability and cannot be claimed from us. If you wish to remain parked longer, with a small vehicle, then we advise you to use the WTC-V&D parking garage where you can pay with credit card.

The expedition elevator has the following dimensions:

5,50 meters long
2,19 meters wide
2,30 meters high

The maximum weight capacity of the elevator is 4.000kg. In the elevator press number 2 to reach the main hall. Please keep in mind that the elevator has sensitive sensors. The areas are marked with yellow striping s. The main hall / exhibition area is on the second floor. When leaving the elevator, turn left and follow the long corridor.

During the set-up of the Congress Exhibition the exhibition manager will be present for questions and advice. The exhibition manager can be reached through the Congress registration desk in the main hall.

2.3 Expedition area Rodezand

Expedition area Rodezand can be used for smaller material/transport and only with permission from Postillion Convention Centre WTC Rotterdam.

Address:

World Trade Centre Rotterdam, Rodezand 17, 3011 AM ROTTERDAM



The entrance is situated across from the Leeuwenstraat.

Opening the doors will be done by our security once you have contacted them via the intercom (on the right side of the doors). This entrance is 209 cm high and 145 cm wide.

Loading docks/parking places are marked on the street and are situated across from Cinema Dance club. You can recognize the expedition entrance by the big sign with the text 'Expeditie Beurs-WTC'.

The general terms and regulations for loading and unloading are applied. So please keep in mind that the police checks regularly. Any fines you may receive are your own liability and cannot be claimed from us.

If you wish to remain parked longer, with a small vehicle, then we advise you to use the WTC-V&D parking garage where you can also pay with credit card.



The expedition elevator has the following dimensions:

2,10 meters long

1,66 meters wide

2,25 meters high

The maximum weight capacity of the elevator is 1.600kg.

The elevator is located on the left at the end of the expedition entrance. In the elevator press number 1 to reach the Shipping Hall.

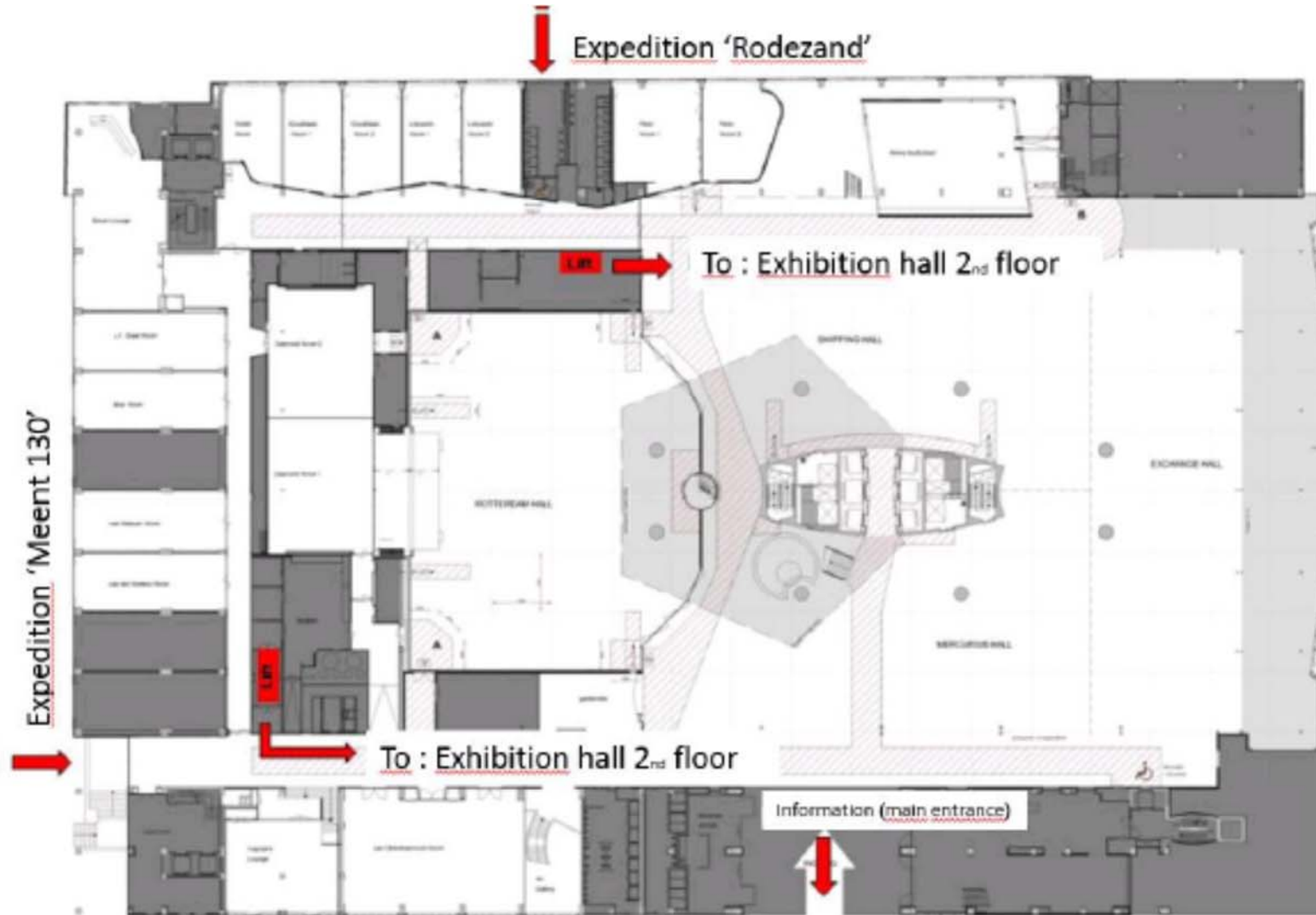
The main hall / exhibition area is on the second floor. When leaving the elevator, turn left and follow the long corridor.



During the set-up of the Congress Exhibition the exhibition manager will be present for questions and advice. The exhibition manager can be reached through the Congress registration desk in the main hall.



If you do need to deliver large quantities of goods, please send us a timely message setting out the names of the suppliers/carriers and their expected times of arrival.

Map of the Loading Area



Coolsingel Postillion Convention Centre WTC Rotterdam

3. Rules for exhibitors

1. The exhibitor will make an appointment with regard to date and time beforehand in consultation with the organizer before loading or unloading of goods and materials. Postillion Convention Centre WTC Rotterdam in consultation determine the time at which the transport can take place. The exhibitor is obligated to strictly follow these directions. Unloading and loading is not permitted outside of the agreed time schedule.
 2. The exhibitor needs to strictly follow all instructions and rules of the Postillion Convention Centre WTC Rotterdam.
 3. The exhibitor will only use the assigned elevator for transporting goods and materials.
 4. The transport of materials and goods needs to be done as quiet as possible.
 5. During transport it is absolutely forbidden to place materials against walls, doors or door posts or use wedges to keep doors open.
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6. The means of transport must be equipped with pneumatic tires and wheels and a type that does not make noise and that cannot damage a marble floor.
 7. The disposal of food waste should be transported in leak-proof containers and may not be transported in plastic bags.
 8. The provided keys need to be returned on the same day and immediately after the completion of the task.
 9. When leaving the room, the room has to be clean and equipped with all existing inventory as it was at entering the room. The only exception is if other agreements were made with regard to cleaning with Postillion Convention Centre WTC Rotterdam.
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10. Any damages determined and costs for extra cleaning will be charged to the exhibitor.
 11. It is not permitted to work with materials that can cause damage to other exhibition stands and to the building and its interior.
 12. It is prohibited, without prior agreement, to temporarily store goods or materials in hallways, entrances, garages or in front of elevators.
 13. The exhibitor shall ensure that our tenants and their visitors will not encounter any harm or inconvenience while unloading and loading of goods and materials. The exhibitor will always make sure that the entrances to the emergency exits are unobstructed and meet all the fire regulations.
 14. The exhibitor will only use the assigned standard electricity connection / power socket.
 15. The exhibitor is responsible and therefore liable for the safe use of electronic devices.
 16. Costs for electricity and any costs for assistance by officials of Postillion Convention Centre WTC Rotterdam will be charged to the exhibitor.

EXHIBITION PACKAGES AND SERVICES

Pre-ordered Exhibition package includes:

- **Exhibition space of 9 sqm (3x3m)**
- **2 exhibitors' badges** (the registration form follows)
- **Wallconstruction of white panels with aluminum 300x30x220cm (LxWxH)**
- **Backwall print made with tendon cloth 300x5x250cm (LxWxH)**
(images supplied by exhibitor – the format specification will be sent to you as a separated file)
- **White counter 100x40x100cm with a beechwooden top 100x60x5cm (LxWxH) and logo on it.**
- **2 White barstools with chrome frame 51x62x108cm (LxWxH)**
- 100-word company/product profile in the exhibitor section of the congress mobile app
- Logo on congress website with link to the company website
- Company name on acknowledgement signage



Exhibitors registrations

- All exhibitors should register and will receive a badge displaying the exhibiting company name.
- Each exhibition booth comes with 2 exhibitor registrations per every 9 sqm.
- Any additional exhibitors will be charged an exhibitor registration fee of € 250 (*except the special partnership packages*)
- Exhibitor registrations allow access to the exhibition area and satellite symposia only and are to be used by company staff only.

Exhibitor profile

- A 100-word Exhibitor Company profile will be published in the list of exhibitors in the Industry Support and Exhibition section in the Congress App.
- The form for the profile follows.

Exhibition Services

- **Electricity** should be ordered by special form that follows.
- **Other exhibition services** can be ordered from and all the **graphics and logo for the booth** should be send to the contracted Exhibition services supplier:

A-Booth B.V.

Contact persons: Maaïke van Schilt: Maaïke@a-booth.nl , Daan Streur: Daan@a-booth.nl

Skoon 37

NL 1511 HV Oostzaan

+31 (0)75 – 6225581

www.a-booth.nl

info@a-booth.nl



A-Booth will provide you the manual to their furniture and other equipment orders and price list and then invoice you directly for these services. Please refer to ESSO 39 Congress when contacting them.

ELECTRICITY ORDER FORM

Company:	Booth no:	Power socket 1000 W = 130 EUR/event (excl. VAT)	3-phase electricity connection = 260 EUR/ event (excl.VAT)
Invoice address:			
VAT number:			
Date:			
Signature:			
Type of payment:	Credit card (YES/NO)	Bank transfer (YES/NO)	

Send to: jana.dvorakova@c-in.eu
Deadline for submission: **30 August, 2019**

COMPANY PROFILE FORM

Each partner and exhibitor will have its **logo and profile** in the Congress App. The **deadline** for sending us your **logo in printable format** (in curves – ai, eps or cdr format) and your profile is **30 August, 2019**.

The **company profile** should be in the following format:

Company Name*:	
Contact Person:	
Phone:	
Email:	
Website*, Twitter, Facebook:	

**required field*

Company description – text of max. 50 words:

Language: English
Send to: jana.dvorakova@c-in.eu
Deadline for submission: **30 August, 2019**

CODES OF PRACTICE

All companies and associations exhibiting at ESSO 39 are advised to consult the guidelines and codes of practice applicable in The Netherlands. By signing the relevant application form to participate at the ESSO 39 Congress, each company or organisation agrees to and confirms that it has reviewed the advice and guidelines which determine the applicable codes of practice in The Netherlands and that it will be adhering to all relevant codes and accepts all liability in all cases of non-compliance with these codes.

- CGR – The Foundation for the Code for Pharmaceutical Advertising <https://www.cgr.nl/en-GB/Home>
- EFPIA – European Federation of Pharmaceutical Industries and Associations www.efpia.eu
- IFPMA – International Federation of Pharmaceutical Manufacturers and Associations www.ifpma.org

- MedTech www.medtecheurope.org

EthicalMedTech is a platform, supported by [MedTech Europe](#), dedicated to ethics and compliance projects in the MedTech industry.

The 39th Congress of the European Society of Surgical Oncology (ESSO 2019) is **COMPLIANT** with the [MedTech Europe Code of Ethical Business Practice](#).

To view the status of the ESSO 2019 please click [here](#).

C-IN is officially recognised by MedTech Europe as a compliant, trusted PCO to rely on in the process of organising medical educational events.