

Barcelona

16-20 April 2010



25th Anniversary EAU Congress Exhibitors Technical Manual



eau

European
Association
of Urology

Barcelona

25th Annual EAU Congress 16-20 April 2010

Dear Exhibitor,

On behalf of the European Association of Urology, I am very pleased to present you with the Exhibitors Technical Manual for the upcoming 25th Anniversary EAU Congress in Barcelona.

Comprehensive additional information on key dates, contacts, EAU exhibition rules and regulations and all EAU services is also provided.

Technical order forms and various additional facilities and services you may need to set up your exhibit can be accessed through the eCommerce website of the Fira Gran Via. All exhibitors will receive a username and password to be able to enter the website.

I urge you to take particular note of all applicable deadlines and due dates; meeting these dates will avoid unnecessary expenses.

Please share this information with any staff in your company and/or third parties involved in the EAU Barcelona 2010 exhibition.

We kindly request you to observe the rules and regulations of the EAU and of the Fira Gran Via and look forward to a successful EAU congress and exhibition!

We have made every effort to ensure that the Exhibitors Technical Manual is comprehensive and easy to use but if you have any further questions, please do not hesitate to contact me.

With kindest regards,



Henriët Wieringa
Exhibition Manager

P.S. Please note that the congress days are 16-20 April 2010; the exhibition will be open Saturday 17 through Monday 19 April only!

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1. KEY DATES AND DEADLINES

1 February, 2010

- Deadline for submission Stand design plans.
By mail or by email to:
Congress Consultants BV, Att. Henriët Wieringa,
P.O. Box 30016, 6803 AA Arnhem, The Netherlands
Email: h.wieringa@congressconsultants.com

1 February, 2010

Deadline for submitting a Product Description or Company Outline (online) that will be published free-of-charge in the Exhibition Guide. **Each** exhibitor will receive an email with their sign-in details and instructions on where and how to enter the profile.

15 March, 2010

Deadline for ordering Congress bags inserts

1 April, 2010

Deadline for ordering Bar code scanners

1 April, 2010

Deadline for ordering Exhibitor badges

14-16 April, 2010

Wednesday 14 April

Thursday 15 April

Friday 16 April

CONSTRUCTION OF STANDS

09.00-21.00

09.00-21.00

09.00-24.00

17-19 April, 2010

EXHIBITION OPENING HOURS

Delegates

Exhibitors

Saturday 17 April

09.00-18.00

08.00-18.30

Sunday 18 April

09.00-18:00

08.00-18.30

Monday 19 April

09.00-18:00

08.00-24.00

The exhibition will close Monday 19 April at 18.00 h.

19-20 April, 2010

DISMANTLING OF STANDS

Monday 19 April

18.00-24.00 (access vehicles as of 20.00 hrs!)

Tuesday 20 April

09.00-21.00

Barcelona

25th Annual EAU Congress 16-20 April 2010

2. CONTACT PERSONS EAU AND PROVIDERS

ORGANISER

EAU 2010 – CONGRESS CONSULTANTS B.V.

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : info@congressconsultants.com
url : www.eaubarcelona2010.org

CONTACT PERSONS

EXHIBITION

Ms. Henriët Wieringa

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : h.wieringa@congressconsultants.com

EXHIBITOR REGISTRATION

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : exhibitorregistration@congressconsultants.com

SPONSORING (ADVERTISEMENTS, BAG INSERTS, ETC.)

Mr. Peter Hazenberg

Tel. : +31 26 389 0680
Fax : +31 26 389 0674
E-mail : p.hazenberg@uroweb.org

DELEGATES LISTS

Ms. Claudia Herrmann

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : c.herrmann@congressconsultants.com

MEETING ROOMS

Ms. Monique Oosterwijk

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : m.oosterwijk@congressconsultants.com

HOSPITALITY SUITES

Ms. Monique Oosterwijk

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : m.oosterwijk@congressconsultants.com

CATERING - GASTROFIRA

Mrs. Lali González

Tel : +34 93 233 27 70
Fax : +34 93 233 24 79
E-mail : egonzalez@firabcn.es

BARCODE SCANNERS

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : exhibitorregistration@congressconsultants.com

SYMPOSIA

Ms. Hannieta Beuving

Tel. : +31 26 389 1751
Fax : +31 26 389 1752
E-mail : h.beuving@congressconsultants.com

PHOTOGRAPHER – MARCO VELLINGA

Tel : +31 26 3342054
Email : info@marcovellinga.nl

HOTELS – VIAJES IBERIA CONGRESOS

Mr. Mirtcho Savov

Tel. : +34 93 510 1005
Fax : +34 93 510 1009
E-mail : EAU2010accommodation@viajesiberia.com

STORAGE - FAIREXX LOGISTICS FOR EXHIBITIONS BV

Mr. Paul van Zijl

Tel. : +31 251 25 00 60
Fax : +31 251 25 00 65
E-mail : EAU2010@fairexx.nl

LOGISTICS - FAIREXX LOGISTICS FOR EXHIBITIONS BV

Mr. Paul van Zijl

Tel. : +31 251 25 00 60
Fax : +31 251 25 00 65
E-mail : EAU2010@fairexx.nl
url : www.fairexx.nl

CLEANING AND WASTE DISPOSAL – ECLEAN

Tel. : +39 93 233 21 31
Fax : +39 93 233 25 53
E-mail : info@eclean.es

EXHIBITOR SERVICES FIRA *SHELL SCHEMES/ELECTRICITY/FURNITURE, ETC...*

Tel. : +34 93 233 2000

EXHIBITION VENUE

FIRA GRAN VIA

Fira Barcelona
Recinto Gran Via
Acceso Norte / Palacio 8
c/ Foc 47
08038 Barcelona, Spain

3. GENERAL INFORMATION EAU CONGRESS / EXHIBITION

3.1 Exhibition location

The exhibition accompanying the 25th Annual EAU Congress will be held in Hall 8, level 1 of the Fira Gran Via.

3.2 Scientific programme

The 25th Annual EAU Congress will contain a wide variety of scientific sessions and concentrate on a contribution of traditional forms of scientific presentations alternating with new forms of interactive and electronic scientific exchange. The following programme items will be included:

- Urology beyond Europe day
- Abstract Sessions
- Sub-plenary Sessions
- Plenary Sessions
- Sponsored Sessions
- EAU Section Meetings
- ESU Courses
- ESRU Meeting
- Joint Sessions with other urological associations

3.3 Exhibitors entitlements

Exhibitors are entitled to:

- *Attend the technical exhibition
- *Attend the sponsored symposia
- *Attend the opening ceremony and welcome reception

*If exhibitors want to participate in the scientific sessions, they have to register as delegates.

*Exhibiting companies have the right to apply for complimentary full registrations (just for company personnel) as stated below:

Exhibiting companies < 75 sqm	1
Exhibiting companies \geq 75 sqm	2
Organisers of EAU sponsored sessions	2
EAU Gold Corporate Sponsors	3
EAU Platinum Corporate Sponsors	5

(please note that complimentary full registrations per category can not be added together)

*Each exhibiting company will receive **one** congress bag, which includes the Programme book.

*Each exhibiting company can submit online a Product Description or Company Outline that will be published free-of-charge in the Exhibition Guide in which all exhibitors will be listed together.

The Exhibition Guide will be included in the Programme book. Each exhibitor will receive an email with their sign-in details and instructions on where and how to enter the profile.

The deadline for submitting the profile is 1 February 2010.

3.4 Opening Ceremony (included)

To open the 25th Anniversary EAU Congress, European urologists and their overseas colleagues will gather in a welcome ceremony that will set the tone for the five-day annual scientific congress and exhibit. Join us to mark a milestone event in EAU history and witness the celebratory opening programme that reflects the vigour of Europe's urological community.

Date : Friday, 16 April 2010
Time : 18.00 – 19.30 hrs.
Location : First floor outside the exhibition hall
Cost : Included

3.5 Welcome Reception (included)

An honoured tradition in the annual EAU congress, the Welcome Reception provides the opportunity to meet old and new friends in a convivial setting before the hectic scientific sessions unfold. Catch up with your contacts and renew ties with visiting colleagues!

Date : Friday, 16 April 2010
Time : 19.30 – 21.00 hrs.
Location : eURO Auditorium
Cost : Included

3.6 EAU Evening

With a touch of the quintessential Catalan spirit Barcelona is known for, the well/attended EAU Evening will again provide the right place and atmosphere for a jovial, carefree evening. Not to mention the careful preparations for the main entertainment and dining, the venue at Poble Espanyol is a sure draw to both perennial and first/time visitors to Barcelona. An open-air museum complex featuring a real village set in the surrounding hills at Montjuïc, and with streets and squares but without wheeled traffic, Poble Espanyol captures not only the essence of Spanish architecture but also showcases Spain's best quality Craft traditions.

Also known as "one village, so many lives", Poble Espanyol will regale EAU Evening guests with at least 40 craft workshops manned by experienced artisans demonstrating their skills, craft traditions and work Environments. Experience Spanish tradition and modernity in one place whilst enjoying the best cuisine Catalunya can offer in the main dining halls.

Date : Monday, 19 April 2010
Time : 19.30-24.00 hrs.
Location : Poble Espanyol
Costs : € 130 (excl. 7% VAT). Tickets can be purchased via the on-line registration system at <https://registrations.uroweb.org>
Transport : Shuttle buses will be provided from the Fira
Dress Code : Casual

4. EAU RULES AND REGULATIONS

4.1 Regulation compliance

- The exhibitors agree to observe all regulations and requirements stipulated in this document and shall not construe them as merely administrative.
- The exhibitors agree to observe all regulations and requirements stipulated by the Fira Gran Via.
- The exhibitors agree to adapt the existing rules of health authorities regarding marketing exposure in the country where the EAU Annual congress is organised. This is of importance to the EAU in order not to harm the EAU event and activities.
- The exhibition manager and the authorities of the conference centre shall exercise full power in the duties vested to their rank to find the means necessary in order to enforce the present regulations to their full extent.
- The exhibitors accept to comply with all regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time, and adopted as being in the best interest of the event pursuant to which the organisers reserve the right to convey new information even verbally.
- Any infraction of customary and statutory regulations, instructions or government decrees and/or amendments enacted or referred to, may result in the immediate eviction of the offending exhibiting person or company by decision of the organisers, without prior notice and without prejudice to any compensation that could be claimed as a result against the offender in repair for damage and signed payment default or injury from which the event could suffer.
- The aforementioned shall apply in particular in the event of insurance default, non-conformity to the general instructions, failure to comply with safety regulations, non-occupancy of the booth, absence of the reservation form duly completed and signed, payment default.
- Disputes arising in connection with the present clauses shall be settled in any court having jurisdiction over the organisers' head office. The text in the Spanish language shall be deemed authentic and shall sole be taken into consideration.
- The exhibitors agree to observe all regulations and requirements

4.2 Publicity rules

- Only the congress organisation has the right to distribute press material at the congress centre and exhibition area.
- The exhibitor is only entitled to distribute press material at his own press conferences, at the Press Centre and at the booth, which may not contain ideological or political subject matters.
- In exceptional circumstances, balloons may be used within the booths providing they are filled with safety gas and prior consent of the fire department has been given.
- It is not allowed to violate official instructions and directions, particularly those of the fire department.
- It is not allowed to make any films or photos in the exhibition area or in the session rooms without written permission of the EAU.
- Interviewing is prohibited in the exhibition area without written permission of the EAU.
- Acoustic presentations are allowed only if they are arranged in such a way that other exhibitors are not disturbed by them and visitors in the hall aisles are not hindered in any way.

- No live scientific presentations are allowed on the booth.
- For optical and acoustic demonstrations, only approved safety materials may be used.
- The use of monitors or monitor walls at the booth is permitted as long as the distance to the aisles is at least one meter.
- In case a video is shown at the booth, the content should be known to the congress organisation.
- In case musical presentations or other sound or visual playback equipment are used, the exhibitor is responsible for acquiring the performing rights (copyright) and has to apply for the corresponding permit in due time before the congress starts. Failing to do this, the exhibitor must anticipate claims. In no case, claims can be enforced against the congress organisation.
- Those interfering with the flow of visitors, especially those which cause congestion at the hall aisles, are detrimental to the running of the event

4.3 Enforcement of rules and regulations

Should, through a legal decision by a Spanish court (judgement, etc.) an exhibitor have been prohibited from offering services or from making advertising presentations of the same and should the exhibitor refuse to comply with the legal decision and to cease offering the products and services or making an advertising presentation on his exhibition booth, the congress organisation can exclude the exhibitor from the current event, as long as the legal decision has not been set aside in a subsequent decision by a court of appeal. In this case the booth rent will not be refunded, either fully or partially. The congress organisation is not obliged to check the correctness of the legal decision.

If the legal decision is set aside, later, by a court of appeal, the exhibitor has no right to claim damages when he is excluded on the basis of the earlier legal decision.

The same applies if the exhibitor continuously breaches the regulations of the congress exhibition show or if there are reasons that justify the termination of the booth rental contract without notice.

4.4 EAU rules with respect to non-official meetings on 14-21 April 2010

* During the period 14-21 April 2010 inclusive, it is strictly forbidden to hold any other (scientific) meetings, symposia, workshops or hands-on training sessions, involving more than 5 congress delegates, either within the congress venue or at other location(s) in the city of Barcelona or surrounding areas (500km). It is also forbidden to organise repeat meetings involving less than 5 congress delegates.

The EAU Congress Office should be informed of any meeting(s) involving more than 5 congress delegates during the days mentioned above.

* Any formal presentations occurring at hospitality events will be regarded as scientific meetings.

* Hospitality events may only be organised outside the official congress hours and not during the official social events.

* Violation of the above mentioned rule will have consequences for participation in the official exhibition or sponsored session programme.

4.5 Advertising

The inside area of the booth may be used by the exhibitor for advertising purposes, although only in respect of the exhibits displayed by him.

The congress organisation may issue regulations relating to the design of the outer booth areas taking into account of the overall effect to be given by the exhibition.

Publicity measures may neither be implemented outside of the boundary of the booth nor on or in front of the fair ground; subject to this condition is also the use of persons for publicity purposes, as well as the distribution of any kind of advertising material, for example leaflets, posters, stickers etc. in the gangways of the exhibition hall, on the exhibition ground or in the direct vicinity of the exhibition ground.

It is equally prohibited to carry out surveys, tests, competitions, raffles or contests outside of the booth.

4.6 Exhibits

During the event, booths must be furnished with the exhibits which have been registered and accepted for display. Within this period of time, exhibits may not be removed or exchanged for other types of exhibits. During the hours of opening, articles may not be concealed.

4.7 Visitors

Only registered visitors will be allowed to the exhibition area. The congress organisation is entitled to carry out appropriate checks at the entrance and to refuse entry to visitors without the appropriate badge.

4.8 Smoking policy

Smoking is prohibited inside the congress centre and the exhibition hall.

5. REGISTRATION / BADGES

5.1 Exhibitor badges

Each exhibitor is entitled to a number of free exhibitor badges which are allocated according to the booth size. These badges can only be used by the employees of the exhibitor, and for persons acting on behalf of the exhibitor. These badges are to be carried by their users at all times in the congress venue.

SQM BOOTH	Number of free exhibitor badges
< 30 sqm	2
30 – 74 sqm	4
75 – 100 sqm	6
> 100 sqm	8

The Corporate Sponsors of the European Association of Urology as well as the Organisers of EAU sponsored sessions will be given exhibitor badges free of charge without limitation. The exhibitor badge gives free entrance to the exhibition grounds as well as to all satellite symposia. All additional exhibitor badges will be charged.

- Insofar as additional exhibitor badges are required these may be ordered at Congress Consultants, against payment. They are only to be used by the staff of the exhibitor. The badges are not transferable.
- € 60,- (excl. 7% VAT) will be charged for each additional exhibitor badge.
- All badges over the complimentary allotment must be paid for in advance. Additional badges will not be generated without advance payment.
- If misused, the badges will be confiscated with no right to take legal proceedings.
- The exhibitor badge(s) and the free full registration(s) have to be ordered on-line. All exhibitors will receive a username and password in order to be able to enter the exhibitor registration section of the EAU website.
- The deadline for ordering exhibitor badges is 1 April, 2010.

5.2 Exhibitor registration rules

- No distributors, suppliers or models will be allowed admission to the exhibition hall unless an active exhibitor agrees to register them. In this case, badges will note only the name of that exhibiting company. Placing business cards in or over the official badge will result in expulsion from the exhibition hall.
- Any distributor or supplier without proof of company affiliation will be directed to attendee registration and required to pay the € 900 non-member on-site registration fee.
- Physicians who wish to register as exhibitors must be full-time employees of the exhibiting company and have a company ID or a business card.
- Everyone needs a badge to enter the exhibition grounds
- No one under the age of 16 years will be allowed at the exhibition grounds.

5.3 Complimentary full registrations

Exhibiting companies have the right to apply for **complimentary full registrations** (just for company personnel) as stated below (you can not count up two numbers):

Exhibiting companies < 75 sqm	1
Exhibiting companies ≥ 75 sqm	2
Organisers of EAU sponsored sessions	2
EAU Gold Corporate Sponsors	3
EAU Platinum Corporate Sponsors	5

Only these complimentary full registrations are valid as a delegate badge and as an exhibitor badge. These badges allow early entry into the exhibition hall, within the time schedule for exhibitors. Please note that normal congress badges do not allow entrance to exhibition before the official opening hours, not even if the congress badge-holder is an employee of an exhibiting company!!!

5.4 Congress registration

Exhibitors who want to take part in the scientific congress program should be registered as congress delegates.

Please note that the normal congress badges do not entitle to enter the exhibition before the official opening hours, not even if the congress badge-holder is an employee of an exhibiting company!!!

	Before 12 February 2010	between 12 February and 12 March 2010
EAU member	€ 560	€ 700
Non EAU member	€ 700	€ 850
EAU junior (international) member	Free	Free
Ph.D. Researcher EAU affiliated member	€ 135	€ 160
Resident/Ph.D. Researcher non EAU member	€ 270	€ 320
EAUN member (nurse)	€ 175	€ 225*
Non EAUN member/Nurse	€ 275	€ 325*
Press	Free	Free
Accompanying Person	€ 215	€ 215*

For registrations received after 12 March 2010 a surcharge of € 100,- has to be paid (* no surcharge).

All fees are excluding 7% VAT.

Congress registrations can be made on-line through the [EAU Website](#).

5.5 Work badges

The work badges have to be requested in advance by means of a special form, see § 8.4.

The work badges can be picked up at the Customer Service desk of ServiFira at the ground floor of Hall 8, near the main entrance.

Please note that an exhibitor badge is also valid as a work badge.

6. BOOTH CONSTRUCTION RULES AND REGULATIONS

A detailed booth floor plan must be sent by mail/email to Congress Consultants no later than 1 February 2010 for approval.

6.1 Booth construction and dismantling times

- The deadline for moving heavy merchandise by pallet trucks etc. is **Friday 16 April, 4 pm**. As of 4 pm work may only be carried out within the designated areas of the exhibition stands and all material must be cleared from the aisles, since the carpet will be laid in the aisles as of 4 pm.
- The construction and fitting out of the booth must have been completed and the exhibition hall cleared of persons and goods not exhibited at the booth, **at the latest by 24.00 hours on Friday 16 April, 2010**.
- The dismantling of the complete booth equipment and installation, including the exhibitors' own booth structures and fittings, may not start before 18.00 hours at 19 April and must have been completed and the exhibition hall cleared **at the latest by 21.00 hours on Tuesday 20 April, 2010**. The booth area must be cleared and handed over to the responsible hall inspector. In case of disobedience, the additional cost will be charged to the exhibitor for removal.

The times for exhibition, move in and move out are as follows:

14-16 April, 2010	CONSTRUCTION OF STANDS	
Wednesday 14 April	09.00-21.00	
Thursday 15 April	09.00-21.00	
Friday 16 April	09.00-24.00	
17-19 April, 2010	EXHIBITION OPENING HOURS	
	<u>Delegates</u>	<u>Exhibitors</u>
Saturday 17 April	09.00-18.00	08.00-18.30
Sunday 18 April	09.00-18:00	08.00-18.30
Monday 19 April	09.00-18:00	08.00-24.00
The exhibition will close Monday 19 April at 18.00 h.		
19-20 April, 2010	DISMANTLING OF STANDS	
Monday 19 April	18.00-24.00 (access vehicles as of 20.00 hrs!)	
Tuesday 20 April	09.00-21.00	

6.2 Bare floor space

The booth will be hired out as **"SPACE ONLY"**, which means that the booth site will be rented out without any prefabricated walls, installations, furniture, electricity, carpet and furnishings, or any other technical supplies and facilities. The exhibitor shall personally take care of the set-up and installation of the booth (which means carpet, walls, if needed or prescribed, furniture, electricity etc.). Shell schemes, furniture, electricity etc. can be obtained through the eCommerce website of the Fira.

All exhibitors will receive a username and password from the Fira in order to enter the website.

The exhibitor or his booth designer must inform themselves on site, prior to the start of planning work as to the technical factors on hand and must take precise measurements. No responsibility can be accepted for the correctness of such data.

6.3 Booth floor plan for approval

Every exhibitor must submit an exact statement of the dimensions of the stand, as well as plans and descriptions of the stand. This applies equally to those companies hiring a shell scheme. This information has to be sent by mail or email **before 1 February 2010** to:

Congress Consultants B.V.

Att. Henriët Wieringa

P.O. Box 30016

6803 AA Arnhem

The Netherlands

Email: h.wieringa@congressconsultants.com

The drawings should clearly indicate the planned layout, equipment and furnishing of the stand, as well as the “transparency” concept. Also indicated must be the location of power outlets, electricity cables, water and compressed air connections as well as telephone and ventilation installations. A three-dimensional drawing or photograph of the model, a top and a side view drawing indicating the various heights and the open/transparent parts will in principle be sufficient. If special constructions are planned (roofing, information towers, moving parts, etc) additional information will have to be submitted. All designs will be judged on transparency, size, location and volume.

No approval from Congress Consultants means no permission to construct the stand!

6.4 Separation wall

All peninsula, corner and in-line stands must be separated from the neighbouring stand(s) by means of a separation wall. This separation wall must be 2.5 metres high and finished on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings.

6.5 Sides 70% open and transparency 50%

Stands should be fully accessible on all “open” sides. This also applies to the open sides of peninsula, corner and in-line booths. **At least 70% of the sides facing the aisles must be open.** In addition, booths should have “**transparency**” and the **openness of sight lines around and through the design**, so that the surrounding area can be viewed through the booth and that neighbouring booths are not inappropriately obstructed. From all sides, the view through the booth must be at least 50%. Please note that not just walls have to be calculated, but also all other items in the booth that obstruct the view through the booth, like graphic panels, etc.

6.6 Maximum building height / suspension / double-storey stands

- The maximum building height is 6 m.
- Suspension is possible. You can arrange suspension through the eCommerce website of the Fira. Please note that the maximum building height of 6 m. is including any suspension! Besides, suspended items are seen as part of the design and thus have to be approved as well by Congress Consultants.
- Double-storey stands will not be allowed.

6.7 Customer Service of ServiFira

The Customer Service of ServiFira for all inquiries/orders with respect to electricity, furniture, etc. is located at the ground floor of Hall 8, near the main entrance. There are signs from the main entrance that direct you to the Customer Service desk.

The Customer Service of ServiFira will be manned during build-up hours and during exhibition days as of 08.00 hours.

6.8 Work badges

The work badges have to be requested in advance by means of a special form, see § 8.4.

The work badges can be picked up at the Customer Service desk of ServiFira.

Please note that an exhibitor badge is also valid as a work badge.

7. TRANSPORTATION / FREIGHT

7.1 Official freight forwarder

The EAU appointed as official freight forwarder Fairexx Logistics for Exhibitions BV.

All freight forwarders are allowed to transport and unload the booth material by taillift and manual palletjack into the exhibition grounds of the Fira Gran Via, but we strongly recommend Fairexx, since they are very experienced with exhibition logistics. On-site we will exclusively allow Fairexx Logistics for Exhibitions BV to do the on-site handling, storage etc.

You can contact Fairexx Logistics for Exhibitions BV with respect to transportation, unloading, storage, customs, etc. and ask for an offer free of engagement:

Contact : Paul van Zijl
Tel : +31 251 25 00 60
Fax : +31 251 25 00 65
Email : info@fairexx.nl
Website : www.fairexx.nl

7.2 On-site Fairexx office

The on-site Fairexx office is located at the back side of Hall 8,

7.3 Unloading/reloading timeslot required

To avoid traffic congestion at the Fira Gran Via, especially since all materials will have to be transported to the first level by means of freight elevators, an unloading/reloading timeslot will be required.

Please fill in the **TIMESLOT REQUEST FORM EAU 2010** on page 10 of the Fairexx- Shipping manual and tariffs EAU 2010 to request an unloading/reloading timeslot.

7.4 Access time for vehicles for dismantling

At 18.00 Fairexx will start delivering the empties to the booths. By 20.00 hours all stands will have received their empties. Due to security reasons all vehicles (regardless the size) will just have access to the Loading Docks next to Hall 8 on Monday evening 19 April as of 20.00 hours.

7.5 Courier shipments

We strongly recommend exhibitors NOT to send their goods via courier companies. When inevitable do not send shipments directly to your stand unless you have a member of your staff present to receive them (Address in that case: Fira Barcelona, Recinto Gran Via, Acceso Norte / Palacio 8, Planta 1, c/ Foc 47, 08038 Barcelona, Spain, Name of the Exhibitor, Stand number).

If you do send goods by a courier company we suggest that you send them to the following address:

Fairexx Logistics BV p/a Resa Expo Logistic
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
E-08908 – Hospitalet (Barcelona)
Spain

Notify:

Exhibition: EAU 2010

Exhibitor:

Stand number:

Reception & storage of courier shipment up to 5 kg. sent to that address (only EU goods in free circulation – NO bonded goods) and which will be picked up at the on-site Fairexx office by the client, are free of charge.

For shipments not consigned to Fairexx, but directly to the exhibitor and stand, no liability is accepted.

7.6 Parking

Trucks can park near the Fira Gran Via in Parking Iglesias, Pasaje Can Clos, S/N-08038 Barcelona or in Parking Pueblo Español, Avda. Montanyans, S/N-08038 Barcelona.



8. FORMS AND ORDER FORMS EAU BARCELONA

8.1 ORDER FORM INSERTS IN CONGRESS BAGS

We hereby confirm that we would like to have our leaflets inserted in 12.000 congress bags for the price of € 7.500 (excl. 7% VAT).

We will supply the EAU with 12.000 inserts (max. 1 page A4) for the congress bags before 29 March 2010.

Company : _____
Contact person : _____
Address : _____
Country : _____
Tel : _____
Fax : _____
E-mail : _____

Date: _____

Signature: _____

After receiving this reply form, we will send you a confirmation with further information regarding the bag inserts, the address where and when to send them, etc.

Please return **before 15 March, 2010** to:
Congress Consultants B.V., Attn. Peter Hazenberg
P.O. Box 30016, 6803 AA Arnhem, The Netherlands
Fax: + 31 26 389 0674

8.2 DELEGATES LIST

The European Association of Urology rents lists (in excel) of the delegates attending our upcoming EAU Congress in Barcelona, 16-20 April 2010. Two lists are available:

1) Pre-registered delegates. This list will be available as of 22 March – **only pre-registrations received by 22 March, 2010 will be processed.**

Use the pre-registration list to promote your booth ahead of the annual meeting.

2) The final delegates list. This list will be available as of 17 May, 2010.

Delegates List	Available as of	Exhibitors price
Pre-registered delegates list (estimated 5000 names)	22 March, 2010	€ 750*
Final delegates list (estimated 9000 names)	17 May, 2010	€ 1,000*

* excl. 7% VAT

The EAU requires pre-payment in full on this special offer (just for exhibitors!). Please find enclosed the order form for the delegates lists and mail or fax it to Congress Consultants B.V., att. Claudia Herrmann.

CONDITIONS OF USE

The delegates lists are the property of the European Association of Urology (EAU) as to which full copyright protection is asserted. Each recipient or licensed user of these lists is therefore bound to proceed strictly in accordance with the following conditions of use:

1. The delegates lists are licensed for a single use, solely for the authorized purpose indicated on the request for the list(s).
2. The licensed user agrees not to copy, resell, or otherwise distribute the list(s), nor to maintain them in a computerized database or file.
3. It is understood and agreed that EAU does not warrant the accuracy, nor completeness of the information contained herein, but expressly disclaims all warranties of sale or subsequent use.
4. The data is not to be used until payment in full is made to EAU.
5. Provision of the lists with names and addresses is not to be considered an endorsement of a service or product by the European Association of Urology.
6. By breaking one of the rules listed above, the European Association of Urology (EAU) has the right to charge the amount of € 5,000.

Barcelona

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ORDER FORM DELEGATES LIST

Company : _____
Contact person : _____
Address : _____
Country : _____
VAT nr. : _____

(Please note that companies with an address within the EU must fill in their VAT number.)

Tel : _____
Fax : _____
E-mail : _____

I would like to receive (tick appropriate box):

- Pre-registered delegates list to promote my booth before the start of the congress for the amount of **€750** (excl. 7% VAT).
- The final delegates list for sales follow-up after the congress for the amount of **€1,000** (excl. 7% VAT).

I herewith agree with the conditions of use regarding the delegates labels.

1. The registration list(s) are licensed for a single use, solely for the authorized purpose indicated on the request for the list(s).
2. The licensed user agrees not to copy, resell, or otherwise distribute the list(s), nor to maintain them in a computerized database or file.
3. It is understood and agreed that EAU does not warrant the accuracy, nor completeness of the information contained herein, but expressly disclaims all warranties of sale or subsequent use.
4. The data is not to be used until payment in full is made to EAU
5. Provision of the list(s) with names and addresses is not to be considered an endorsement of a service or product by the European Association of Urology.
6. By breaking one of the rules listed above, the European Association of Urology (EAU) has the right to charge the amount of € 5,000.

Date: _____

Signature: _____

Please return to:
Congress Consultants B.V., Claudia Herrmann
Fax: +31 26 389 1752 or Email: c.herrmann@congressconsultants.com

The logo for the Barcelona 25th Annual EAU Congress, featuring the word "Barcelona" in a white, sans-serif font on a red, rounded rectangular background.

25th Annual EAU Congress 16-20 April 2010

8.3 EAU ID CARD SCANNERS

How does it work?

Each participant receives an EAU ID Card. The EAU ID Card contains a unique code which is linked to the EAU registration database.

Exhibitors simply need to scan the EAU ID Card and if desired one or more of the qualifiers. The qualifiers are the details you would like to know from the delegates: i.e. product interest, follow up actions, status etc. At the end of each day, all scanners have to be returned to the exhibitor desk in the registration area, the data will be read and saved in excel.

Although we will do our utmost to hand out personalised EAU ID Cards to every participant before they enter the congress venue, we might allow participants with a temporary paper badge to enter the exhibition on Saturday 17 April in order to avoid long queuing lines in the registration area.

Unfortunately, participants with a paper badge can not be scanned with the EAU ID Card scanner. Please refer these participants to the registration area in order for us to provide them with their own personalised EAU ID Card.

Benefits for the exhibitor

Does it need to be said? In this area of mass information, direct marketing, customer relationship management, data warehousing, nothing is more important than correct profiling of your (potential) customers. Money and valuable time can be saved through an efficient use of your 'sales time' and marketing budget.

Secondly, it is very practical: no need to collect business cards, no need to ask visitors their profile information, no need for data entry after the conference.

Cost

You can benefit from our services by signing up for a lead retrieval package:

*A complete package at Euro 275 (excl. 7% VAT) includes:

- 1 EAU ID Card scanner
- 1 Customized qualifier sheet
- Access to and assistance from our on-site exhibitor desk
- Final download (excel) will be sent by e-mail on 27 April to the contact person mentioned on the order form.

*Additional Scanners are available at Euro 225 (excl. 7% VAT)..

How to order?

If you would like to rent an EAU ID Card scanner you can fill out the order form.

We have also included a qualifier sheet which allows you to record extra information from every visitor to your stand. This information can be customized to your own preferences.

Simply complete the enclosed order form and fax it to: +31 26 389 1752.

For further questions please send an email to: exhibitorregistration@congressconsultants.com

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LIST OF QUALIFIERS

COMPANY NAME:

BOOTH NUMBER:

Please note that qualifiers need to be defined without any options:

not correct is: -This delegate is interested in product ...

correct is: -This delegate is interested in product X

-This delegate is interested in product Y

not correct is: -This delegate manages ... BPH patients in his practice each year

correct is: -This delegate manages 0-35 BPH patients in his practice each year

-This delegate manages > 35 BPH patients in his practice each year

QUALIFIERS

1

2

3

4

5

6

7

8

9

10

Please fax back **before 1 April, 2010** to:

Fax: + 31 26 389 1752

8.4 ORDER FORM WORK BADGES

Nombre y Apellidos: _____ en calidad de: _____
Name and Surname: _____ *position* _____
 Empresa _____ CIF: _____
Company _____ *VAT N.:* _____
 Domicilio _____ Tel.: _____
Address _____ *País* _____
 Ciudad _____ *Country* _____
 C.P./ Post Code _____

Solicita de Fira de Barcelona, que le sean entregados pases de acceso de montaje y desmontaje para las personas que a su cargo, realizarán trabajos de montaje y desmontaje y que se relacionan al dorso.

Los pases de Expositor tienen validez durante el periodo de montaje, celebración y desmontaje.

Cualquier persona que realice trabajos en el stand durante los periodos de montaje y desmontaje y no disponga de pase de expositor, deberá ser portador de un Pase de Trabajo.

Requests to Fira de Barcelona, work badges to access the halls during the setting up and dismantling periods, for those people who will carry out the stand assembly and dismantling, whose personal details are overleaf.

Please note that exhibitor badges are valid during the assembly, show and dismantling period.

During the assembly and dismantling periods, workers without exhibitor badge must have a work badge.

Nombre / Name	Apellidos / Surname	NIF / Passport

En cuanto a las obligaciones en materia de prevención de riesgos laborales, el solicitante CERTIFICA:

- Ha realizado la evaluación inicial de riesgos de los puestos de trabajo que ocupan los trabajadores que se relacionan en este documento y que ha confeccionado la planificación de las medidas preventivas a adoptar.
- Los trabajadores relacionados, han recibido la información y formación precisa y necesaria para la realización de sus actividades en las instalaciones de Fira de Barcelona.
- Los trabajadores que se relacionan en el presente documento, son aptos desde el punto de vista de vigilancia de la salud, para realizar dichas actividades.
- Todo trabajador extranjero debe presentar, DNI o pasaporte.

El personal contratado por empresas no españolas deberá presentar el pasaporte o en el supuesto de trabajadores de nacionalidad comunitaria el documento de identidad expedido en el país comunitario. Las empresas contratantes de los mencionados trabajadores se comprometerán a cumplir la normativa española en materia de prevención de riesgos laborales.

As regards the standards in labour risk prevention matter, the applicant CERTIFIES:

- He/she has carried out the risks initial evaluation of the staff jobs listed in this form and has planned the preventive measures to be adopted.*
- The listed above staff has the suitable information to carry out their works at the Fira de Barcelona facilities.*
- The listed above staff is, from a health care point of view, competent to carry out the said works.*
- Foreign workers must show their ID card or passport.*

Foreigner staff working for exhibitor companies must present their passport or in the case of workers from the ECC community their identity card issued in the community country. Companies contracting such workers are obliged to accomplish the Spanish rules on industrial risk.

PROCEDIMIENTO DE COORDINACIÓN DE ACTIVIDADES PREVENTIVAS / COORDINATION OF ENTERPRISE ACTIVITIES

En cumplimiento del artículo 24 de la Ley de Prevención De Riesgos Laborales y del R.D. 171/2004, de 30 de Enero que lo desarrolla les hacemos entrega de la información de los riesgos y medidas preventivas a adoptar en los recintos de Fira de Barcelona.

In accordance with article 24 of Occupational Risks Prevention Law, 171/2004, on January 30th. We deliver this information regarding to the Risks and Preventive measures to be adopted inside Fira de Barcelona venues.

Salón Nº de Pases Firma y Fecha / Signature and date
Exhibition: EAU

To be filled out by the Fira:
 Del Nº _____ Al Nº _____
 Del Nº _____ Al Nº _____

Pabellón _____ Nivel _____ Stand _____
Hall 8 *Level* 1 *Stand Nr.* _____

Please fax back this form to the Fira at: +34 93 233 20 60