

September 10–13, 2017 | Bratislava, Slovak National Theatre

EXHIBITION GUIDE



CONGRESS VENUE

Slovak National Theatre

Pribinova 17
 819 01 Bratislava
 Slovak Republic
 Phone: + 421 2 204 72 111
www.snd.sk

GPS position data: 48.1411072 N, 17.1233853 E

Slovak National Theatre – The New Building of the Slovak National Theatre

The new building of the Slovak National Theatre has seven floors, over 2000 rooms and three main auditoriums (Opera and Ballet Hall, Drama Hall, Studio).

The new building of the Slovak National Theatre is located in the heart of Bratislava only 10 minutes walk from the Old Town, Bratislava's historical city center. It is just 15 min drive from the Bratislava Airport and about 40 min drive from Vienna Airport.

How to get to the Slovak National Theatre:

By car – coming from Brno via D2 motorway

Follow the D2 highway towards the city centre, turn left to embankment Arm. Gen. Ludvíka Svobodu and continue for approximately 2,5 km, straight on Rázusovo embankment. Continue on the main street Vajanského embankment. Then turn right to Pribinova street. After approximately 400m the Slovak National Theatre, new building will be on your right hand side.

By car – coming from Wiena via A4 motorway

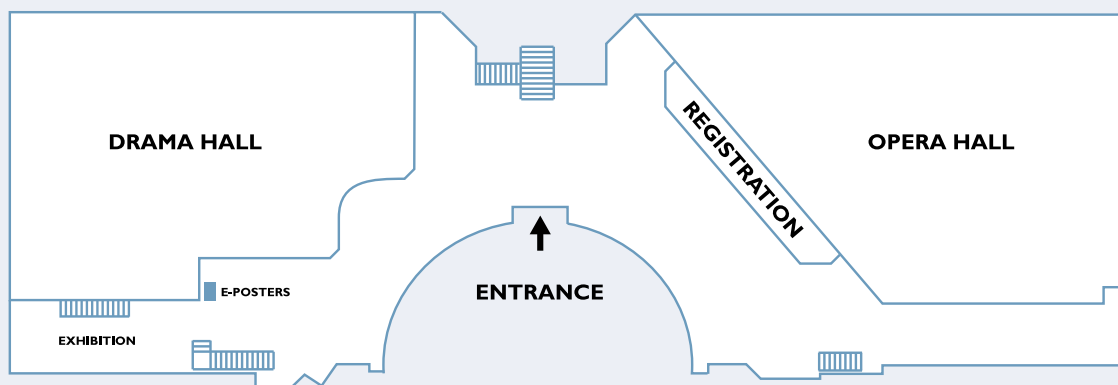
Continue along the A4 and A6 motorway when entering Czech Republic, continue on D4 motorway, then turn on the D2 motorway and continue for approximately 5 km. Then follows on D1 motorway, straight on Einsteinova street, then turn to the left on Apollo Bridge across the River Dunaj, after approximately 200 meters turn to the left to Landererova street and next street to the left to Čulenova street and you can see Slovak National Theatre in front of you.

Exhibition Area will be located on the 2nd and 3rd floor.

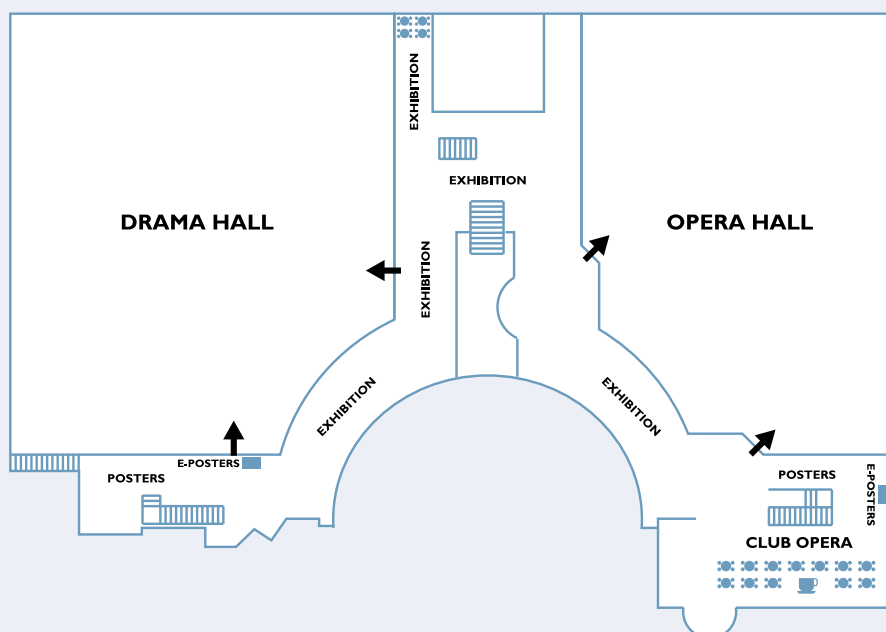


CONGRESS VENUES PLANS

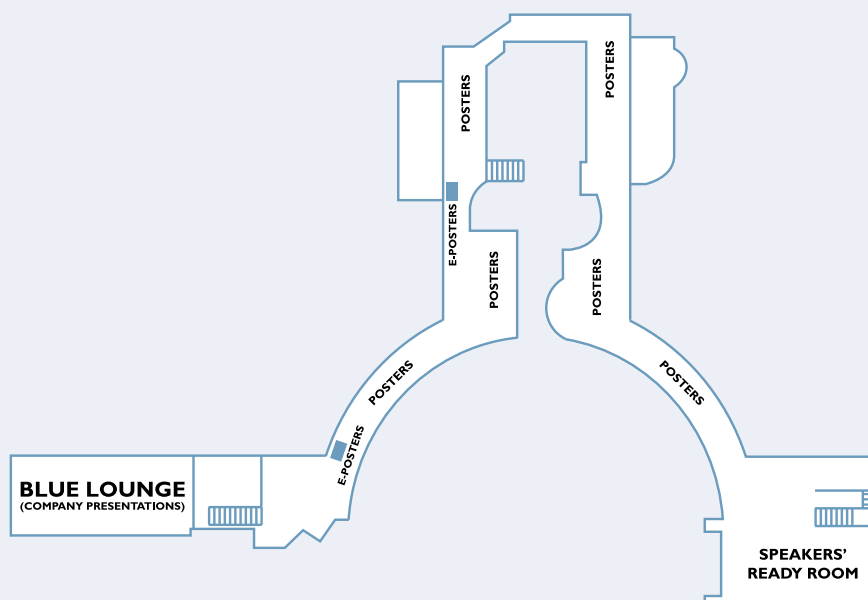
2nd floor



3rd floor



4th floor



EXHIBITION TIME SCHEDULE

Exhibition Build-Up

Exhibition stands set up	
Sunday, September 10, 2017	08:00–13:00
Exhibition area open for exhibitors – stand decoration	
Sunday, September 10, 2017	13:00–17:00

Exhibition Opening Hours

Sunday, September 10, 2017	19:00–21:00
Monday, September 11, 2017	08:30–18:00
Tuesday, September 12, 2017	08:30–18:00
Wednesday, September 13, 2017	08:30–15:00

Opening Ceremony, EUROTOX Merit Award

Sunday, September 10, 2017	17:00–18:00
-----------------------------------	-------------

Welcome Cocktail in the Exhibition Area

Sunday, September 10, 2017	19:00–21:00
-----------------------------------	-------------

Exhibition Dismantling

Exhibition Dismantling	
Wednesday, September 13, 2017	15:00–18:00

Exhibition help desk will be located in the registration area.

CATERING

Exhibitors can order drinks and small refreshments to be served at their stands. For orders please contact:

Mrs. Jindra Dudová

E-mail: dudova@guarant.cz,

Mobile: +420 602 294 767

Deadline for catering orders: Friday, August 18, 2017.

It is necessary to inform us about any catering that will be served on your stand.

The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualization of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders in time.

GENERAL BENEFITS FOR PLATINUM, GOLD, SILVER AND BRONZE SPONSORS' PACKAGES

- Logo on the event website with a link to company's homepage
- Logo on the banner in the Main Congress Hall
- Logo displayed in all other congress rooms during the breaks
- Acknowledgement in the Final Programme (logo and 200 word description – company profile); send to the e-mail: dudova@guarant.cz. **Deadline is: Monday, June 5, 2017.**

USEFUL INFORMATION

The loading/unloading area is in front of the building through the main entrance of the building. Only the personal lift is available in the Slovak National Theatre. Cargo lift is not available at all. In case the exhibitor will not use the official forwarder SCHENKER SK.

The Slovak National Theatre does not provide any technical equipment to unload and transport exhibition materials.

Parking: The parking for unloading/ loading your equipment only is free and allowed max for 5 cars up to 3,5 tons in front of the building through the main entrance of the building. Please inform the security that you are an exhibitor of EUROTOX Congress.

Dismantling

All materials should be removed from the exhibition floor on **Wednesday, September 13, between 15:00 and 18:00. The organiser will not be responsible for any item or material that has not been removed once the event is finished. Each exhibitor is obligated to remove all materials, brochures, leaflets, boxes etc. from the booth.**

PARKING

1. SLOVAK NATIONAL THEATER (Congress Venue)

Parking is free of charge available at the back of the building.



2. Shopping Centre EUROVEA

The second option is to park in the Shopping Centre directly opposite the Slovak National Theatre. The capacity is 1 900 parking places.

Price list

Weekend	5 hours FREE of charge
Weekday	3 hours FREE of charge
Each additional hour	2,5 EUR

EXHIBITION SPACE INFORMATION

The EUROTOX 2017 commercial exhibition will take place on the 2nd floor (only 4 sq m stands) and 3rd floor of the Slovak National Theatre. Your booth will be equipped with the followings:

Shell scheme rental for 4 sq m includes:

- rear white wall
- 1 table
- 2 chairs
- fascia with company name in standard letters
- electrical socket and power 3,5kW/16A



Shell scheme rental for 6 and 9 sq m includes:

- rear and side white walls
- ceiling grid with three 100W spotlight
- 1 table
- 2 chairs
- fascia with company name in standard letters
- electrical socket and power 3,5kW/16A



EXHIBITOR BADGES

Each booth size 4 and 6 sq m receive	1 exhibitor registration
Each booth size 9 sq m receive	2 exhibitor registrations

(the access to the exhibition area and access to the scientific sessions except for CECs)

Additional badges can be purchased as a delegates badges register for the full congress.

EXHIBITORS' & SPONSORS' MEETING

On behalf of EUROTOX, we kindly invite you to join the Exhibitor's & Sponsor's Meeting.

The meeting shall give you an opportunity to share your comments and experience as exhibitor/sponsor at EUROTOX 2017 and give recommendations for future congresses. We are looking forward to your participation and feedback.

HOTEL BOOKING

We offer for our partners and exhibitors list of discounted hotels on official congress website. Your hotel accommodation can be booked via official website:

<http://www.eurotox2017.com/accommodation/>

Bratislava is a very popular tourist destination and September is the high season, so we recommend that you make an early hotel booking. For your convenience, a direct link to the Congress organiser's hotel booking website is available from the link below.

REMINDER: If you are contacted from any other hotel agency regarding hotel rooms for EUROTOX 2017 (e.g. EHS rooms or Exhibitors Housing Management), please note that they are not operating on our behalf. We are not collaborating with any service provider.

LOGISTIC INFORMATION

We recommend to send your goods to Bratislava through the official and recommended Spedition Company **Schenker SK only**.

In case you will use this forwarder, please, be informed that all samples, exhibits, brochures, posters and stand materials should be advised to Schenker SK in advance and should be delivered only in period from **Monday, September 4, 2017 to Friday, September 8, 2017**.

However Schenker SK will provide a detailed Shipping Manual with all deadlines and addresses. Also their rates are available upon request.

PLEASE, MARK ALL SHIPMENTS TO THE SLOVAK NATIONAL THEATRE AS FOLLOWS:

53rd Congress on the European Societies of Toxicology (September 10–13, 2017)

In case of sending a courier shipment, please be sure to deliver shipment **only on Sunday, September 10, from 13:00 to 17:00**. The shipment must be taken by person from the stand. Exhibition Management is not responsible for any shipments.

In case the exhibitor will not use the official forwarder, it is his responsibility to deliver cargo from the unloading area to the exhibition venue.

PLEASE NOTE that it is not permitted to send shipments directly to the Congress Venue – National Theater in Slovakia at another time. Shipments will not be accepted.

Material Pick-up

In line with ordering delivery services, we recommend organizing pick-up after the end of the exhibition accordingly (via the spedition company).

Pick-up due date:

Wednesday, September 13, 2017	14:30–21:00
--------------------------------------	--------------------

OFFICIAL AND RECOMMENDED SHIPPING COMPANY

Schenker s.r.o.

Fairs and exhibitions

Kopcianska 94

85101 Bratislava

Slovak Republic

Contact person: Mr. Peter Oravec

Phone: + 421 268293149

Mobile: + 421 915 690 503

E-mail: peter.oravec@dbschenker.com





EXHIBITION TRANSPORT GUIDELINES
Eurotox 2017
53 Congress of the European Societies of Toxicology
Bratislava, Slovak National Theater Slovakia
10-13 September 2017

This information package contains shipping details, documentation requirements and all other important details needed to ensure the timely arrival and delivery of cargo to Slovak National Theater (Pribinova 17, Bratislava 81901).

1.) CONSIGNMENT INSTRUCTIONS AND CONSIGNEE ADDRESS

All exhibition shipments must be consigned "**FREIGHT PREPAID**" as follows:

Direct land shipment:	c/o Schenker s.r.o. Name of exhibition ... Exhibitor Booth number Pribinova 17 81901 Bratislava Slovakia	
Groupage shipments or dedicated truck via Schenker warehouse	Official Shipping Company: Schenker s.r.o. – congress EUROTOX Fairs and exhibitions Kopcianska 94 85101 Bratislava, Slovakia Contact person: Mr. Peter Oravec Phone: + 421 268293149 Mobile: + 421 915 690 503 E-mail: peter.oravec@dbschenker.com	Notify: Exhibition name Exhibitor Hall N... Booth N... c/o Schenker s.r.o. Fairs and Exhibitions

2.) Shipping Deadlines (Latest date for arrival at Schenker s.r.o. warehouse Bratislava):

- for land freight - min. 3 working days prior to the booth delivery,
- for courier - min. 5 working days prior to the booth delivery,
- for air freight - min. 6 working days prior to the booth delivery
- customs clearance procedure – on working days only

3.) Groupage shipments via Schenker warehouse Bratislava:

3.1. From arrival Schenker warehouse, short-term storage, transfer to Slovak National Theater and deliver to the booth / vice versa – one way

Minimum 3 cbm € 50,00 per cbm
 1 cbm = 200 kg

3.2. Storage of empties

Pick up storage and deliver up (minimum 2 cbm) € 30,00 per cbm

3.3. Communications charges per 1 invoice € 30,00

**4.) Labour:**

4.1. Worker per started hour and person	€ 35,00
4.2. Packer per started hour and person	€ 20,00

5.) Customs Clearance Inbound/Outbound:

5.1. Creation of customs transit document	per declaration	€ 45,00
5.2. Temporary customs clearance with invoice including 3 HS Codes	per declaration	€ 45,00
	each further HS Code	€ 10,00
5.3. Definitive customs clearance with invoice including 3 HS Codes	per declaration	€ 45,00
	each further HS Code	€ 10,00
5.4. Carnet ATA handling	per declaration	€ 80,00
5.5. Customs inspection		at costs
5.6. EUR 1 compilation	each	€ 20,00
5.7. Customs bond fee for temporary customs clearance 0,5 % of the CIF – Value		
	but minimum	€ 19,00

6.) Overtime surcharges:*Overcharges:*

Week days from 17.00 + 50% of the rates
 Week days from 20.00 + 100% of the rates
 Saturday + 50% of the rates
 Sunday + 100% of the rates
 Holidays + 100% of the rates
 Late arrival surcharge 25 % of the rates

The rates are calculated on net basis. VAT and taxes will be added due to legal definitions and the forwarding bill and expelled separatly. If you need any kind of additional services, please ask.

7.) Preadvised of shipments:

All shipments should be pre-adviced by mail to us latest 5 days before the arrival of the goods to Schenker warehouse Bratislava (SK): maria.michalcova@dbschenker.com.

8.) Case marking:

Each case should be clearly marked as follows:

Exhibition name
 Exhibitors anme
 Hall/Booth no.
 Case no.
 c/o Schenker s.r.o. Bratislava
 Fairs and Exhibitions



9.) Documentations:

9.1. EU Countries

A detailed packing list in English showing:

- exhibitors name and address with contacts, VAT no
- name of exhibition, location, hall and booth no
- description of goods
- measurement in centimetre and gross/net weights in kilos of each case

9.2. All other countries:

9.2.1. Temporary importation

ATA – Carnet with packing list OR

Proforma invoice and EUR 1 certificate (where applicable) or other certificate of origin showing details as above and the values of each item and the total value of goods

9.2.2. Permanent importation

Proforma invoice (+ 4 copies) prepared into a form of packing list with values of each items is needed for customs clearance.

10.) Terms of payment:

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of Schenker worldwide network have to pay our customs-forwarding services by remittance in advance or provide credit card details.

11.) Contact details:

Official Shipping Company:

Schenker s.r.o. – congress EUROTOX

Fairs and exhibitions

Kopcianska 94

85101 Bratislava, Slovakia

Contact person: Mr. Peter Oravec

Phone: + 421 268293149

Mobile: + 421 915 690 503

E-mail: peter.oravec@dbschenker.com

We are working exclusively based on General Conditions of the Association of Logistics and Freight Forwarding of the Slovak Republic.

<http://www.zlz.sk/sk/informacie-o-zvaeze/zasielateske-podmienky.html>

RULES OF PARTICIPATION

In accordance with the Organizer's contract with the Slovak National Theatre, each exhibitor is, and will be, obliged to adhere to all of the internal rules and fire- prevention regulations outlined in the General Conditions and Safety Rules. These conditions are valid throughout the course of the exhibition and govern the ways and means of the use of the conference centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

FIRE PREVENTION AND SAFETY RULES

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to stands must always be visible and easily accessible.

Flammable materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither is exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, congress venue and by the Exhibition Management. In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization.

Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the fire service is forbidden. Fire doors and gates must not be blocked.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

No packing material or any other kind of material may be stored either between or behind the exhibits.

Smoking is not permitted at the venue.

GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- Highly flammable or explosive materials, gas and dangerous materials
- Goods offensive by their scent or some other way, or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighboring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition. Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations that have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitor is not allowed to:

place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

Insurance

The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit and packing. The Exhibition Management refuses to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

If you have any questions or require additional information, please feel free to contact me directly. I look forward to working with you to provide a successful display at the event.

Yours faithfully,

Mrs. Jindra Dudová

E-mail: dudova@guarant.cz

Mobile: +420 602 294 767

CONTACTS

Local Organizing Committee:

Slovak Toxicology Society – SETOX

Dúbravská cesta 9

841 04 Bratislava

Slovak Republic

Phone: +421 232 295 718

E-mail: info@setox.eu

Congress Secretariat:

GUARANT International spol. s r.o.

Na Pankráci 17

140 21 Prague 4

Czech Republic

Phone: +420 284 001 444

Fax: +420 284 001 448

Contact person: Ms. Jindra Dudová

Mobile: +420 602 294 767

E-mail: dudova@guarant.cz

Official Shipping Company:

Schenker s.r.o.

Fairs and exhibitions

Kopcianska 94

851 01 Bratislava

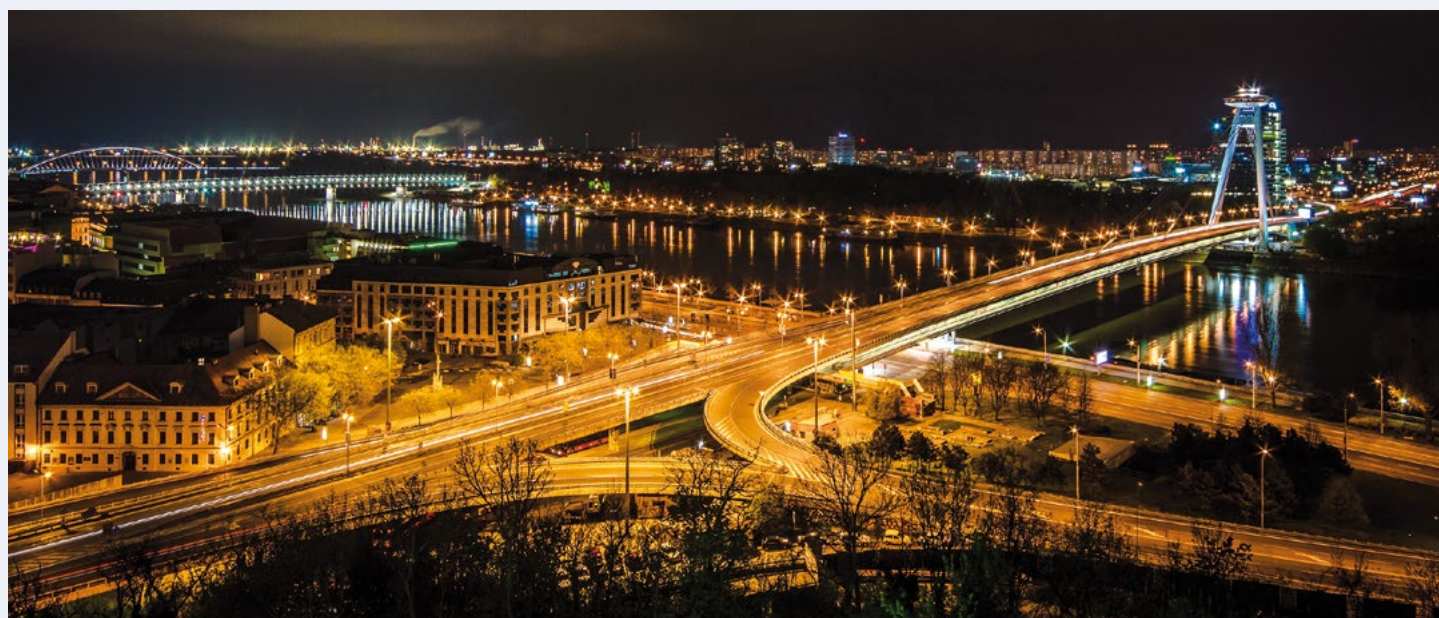
Slovak Republic

Contact person: Mr. Peter Oravec

Phone: + 421 268293149

Mobile: + 421 915 690 503

E-mail: peter.oravec@dbschenker.com



September 10–13, 2017 | Bratislava, Slovak National Theatre



SEE YOU IN
BRATISLAVA!