Exhibitor Manual – PDA Europe
The Universe of Pre-filled Syringes & Injection Devices

1. BASIC INFORMATION

MAIN CONFERENCE DATES
7 – 8 November 2017

ACV – Austria Center Vienna
Internationales Amtssitz- und Konferenzzentrum Wien, AG
Bruno-Kreisky-Platz 1
A-1220 Vienna

ACCOMMODATION
optiMICE is the official housing provider for The Universe of Pre-filled Syringes and Injection Devices 2017.

EXHIBITION Space – Hall X, Hall Y
Regular booth space is 2 x 3 meters. Please note, that the booth construction is not included. Our partner, SYMA will assist you in constructing your booth. Please also see documents: SYMA price list equipment & SYMA standard booth.

Contact person SMYA:

Rainer Schöfbeck
Sales / Project Management
SYMA-SYSTEM GmbH
Industriestraße 3
A-2120 Wolkersdorf

T: +43 2245 2497-89
F: +43 2245 2497-85
M: +43 664 2497 009

rainer.schoefbeck@syma.at
www.syma.at
2. KEY CONTACT

ORGANIZOR
PDA Europe gGmbH
Am Borsigturm 60
13507 Berlin
Germany

Nadjeschda Gomez-Stahl
Exhibition & Sponsorship Manager
gomez@pda.org
Tel: +49 30 4365508 23

3. TIMELINES

BOOTH STAND PERSONNEL
Deadline August, 31st 2017
After this date, please note, that a name change fee of 100 € is charged.

COMPANY LOGO in jpg & eps format!
submission via e-mail: gomez@pda.org
deadline: 31st August 2017

EXHIBITION PARCEL DELIVERY
No earlier than October, 25th 2017
Check Point 4 (Shipping Information of this Manual)

EXHIBITION PARCEL PICK UP
Not before November, 13th 2017
Not after November, 15th 2017

CONFERENCE REGISTRATION TIMES
Monday, 6th November 08:00 – 17:00
Tuesday, 7th November 07:00 – 09:00

EXHIBITION SET-UP
Monday, 6th November 08:00 – 17:00

EXHIBITION HOURS
Tuesday, 7th November 08:45 – 18:30
Wednesday, 8th November 08:45 – 16:00

NETWORKING EVENT at ACV Berlin
Tuesday, 7th November 19:00 – 22:00

EXHIBITION DISMANTLING
Wednesday, 8th November 17:00 – 18:00
Thursday, 9th November 08:00 – 15:00
4. LOGISTICS - SHIPPING INFORMATION

Our Logistic Partner, IML Logistic GmbH is assisting you with your shipment. Please know that this is a service which needs to be paid and is not free of charge.

Your direct contact is:

Wolfgang Unzeitig
IML-Messe Logistik GmbH
Bruno-Kreisky-Platz 1
A – 1220 Vienna

T: +43 6602647582
office@iml-vienna.at
http://www.iml-vienna.at/

Please read attached documents carefully for detailed information:

1. Tarif IML 2017 (please see all detailed prices and information)
2. Contract for Payment IML (to be sent prior to the event to IML)
3. Packing ACV 2017 EU or Proforma ACV 2017 Non EU (to be sent prior to the event to IML)
4. Label 2017 (to be put directly on each package/box that is shipped to the event)

Your material should arrive at the ACV not earlier than October, 25th 2017. Your equipment and material should be picked up between November, 13th and November, 15th 2017.

Please note that neither PDA nor the event location can pay for any customs or delivery costs. Additional costs (exceeding one day of storing your materials after finishing the conference) for a delayed transport of the materials back to your companies will not be borne by PDA. The event location may charge you those additional costs.

The transport of your materials both to the event location and back to your companies will be performed at your own risk. Neither the event location nor PDA Europe will be responsible or accountable for equipment or material which has been lost or damaged during the transport.

5. CUSTOMS REGULATIONS

We strongly advise all our exhibitors from outside the European Union to inform themselves about European customs and tariff regulations and procedures early and to look after all the necessary official documents. For detailed information about the customs regulation and the respective procedure please check this website.

Please do not forget that you will need official documents for the inbound as well as outbound transport of all your equipment and material. Furthermore, you should
contact and inform your courier about which official documents are necessary for the transport of your materials and equipment.

These documents should be fixed on the packages after the conference/exhibition before you leave the hall after finishing the dismantling and include the customs declaration which should show the following information:

- name of sender
- name of addressee
- type of goods
- value of goods

Packages not containing this information will not be accepted by the Custom Authorities and they will remain in customs. We remind you that PDA Europe is not responsible for labeling and/or dealing with customs in any case for your company. Therefore we highly recommend preparing all the documents needed (forms, labels for packages, etc) way beyond in advance.

6. RULES AND REGULATIONS

1. Exhibition booths must be staffed during exhibit hours.
2. Exhibitors must wear the provided badge at all times.
3. For security reasons no person will be allowed to stay in the exhibition area without a correspondent badge.
4. The exhibitor agrees to set up and dismantle during times provided by PDA. Early dismantle will result in a one-year suspension from the next PDA Meeting. The exhibitor expressly agrees not to dismantle his exhibit or commence any packing before the final closing hour of the exhibit portion of the program. Handling and installation must conform to hotel regulations and instructions. No bills, attachments, etc., to the property are permitted unless previously authorized.
5. The exhibitor is responsible for any or all damages to the venue caused by their representative or exhibit.
6. Exhibitor displays must not exceed the space reserved.
7. No space, or part thereof, shall be sublet. One exhibiting company per booth is authorized.
8. Social Functions: All hospitality functions must be approved by PDA. Any function not approved by PDA that would compete for attendees’ time, either during the hours of the Exhibition, educational programs, or PDA social functions is strictly prohibited.
9. Waste: The exhibition area has to be cleared up by the exhibitor in terms of materials and waste. Regular waste as paper and/or small plastics will be taken at no cost. Special waste (wood for example) will be billed.
10. Security: The exhibition area is placed in open exhibition halls of the ACV. Please make sure to not leave any valuables on your booth area unattended. PDA Europe and the hotel shall not be liable for any loss or damage incurring in such cases.

The PDA Europe Team is looking forward to welcoming you soon in Vienna!