

21ST INTERNATIONAL CONFERENCE ON ORAL AND MAXILLOFACIAL SURGERY

ICOMS

21-24 October 2013

BARCELONA

www.icoms2013.com

ICOMS XXI

INTERNATIONAL CONFERENCE ON
ORAL & MAXILLOFACIAL SURGERY

Organized by:



INTERNATIONAL ASSOCIATION OF
ORAL AND MAXILLOFACIAL SURGEONS

sociedad
española de
cirugía oral
y maxilofacial



Congress Chair:

Dr. Javier González Lagunas

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GENERAL INFORMATION

Venue

Palau de Congressos de Catalunya

Avda. Diagonal 661-671
08028 Barcelona (Spain)
www.pcongresos.com

Exhibition Management

Barceló CONGRESOS

Plaça d'Europa 17-19,
08908 L'Hospitalet de Llobregat (Barcelona), Spain
T. +34 93 882 38 78
E-mail: icoms2013@barcelocongresos.com

Service Structures

Palau Global Services S.A.

Avda. Diagonal 661-671
08028 Barcelona (Spain)
Contact person: Marta Jané
Tel: +34. 93.364.45.55/
Mail: marta.jane@pocongresos.com

Catering and Power Supplier

Palau de Congressos de Catalunya

Avda. Diagonal 661-671
08028 Barcelona (Spain)
www.pcongresos.com
Contact E-mail: paola.acosta@pcongresos.com

Shipping Supplier

Resa Expo Logistic
Division Internacional
C/Ciencias - Entrada Nr. 1
Recinto Ferial Gran Via M2 08908 - Hospitalet (BARCELONA)-Spain
Tel.: +34932334743 Fax: + 34 93 2631894
Email: operations@resainternacional.com

EXHIBITION REGULATIONS

Exhibitor Service Desk

The exhibitor service desk will be located in the Level 0 and will be staffed by Barceló Congressos during all exhibition hours.

Electricity Guidelines

The electric connection fee is compulsory and will be charged for all event days + 1 day for build up. You will find this information at the Exhibitors General Services Order Forms.

All fuse boxes are installed by qualified electricians as are any other electrical items, such as transformers (particularly those exhibitors visiting from the United States) and plug sockets.

All exhibitors must contract fuse box and transformers directly to the congress venue. You will find this information in the Exhibition Guide at the "Electricity Order Form" section and Exhibitors must not under any circumstances try to plug their own devices into the main electrical system of the Palau de Congressos de Catalunya. Only Palau de Congressos de Catalunya representatives are allowed to supply and install electrical switchboxes.

Exhibitors should send basic plans of their stand and/or stand space to Congress Venue no later than September 10th 2013, clearly indicating where they will require their fuse box to be placed.

This is particularly important for all exhibitors who have contracted a company to purpose build a designer stand for them. The design of the stand in this case would require the electrics to be placed in specific locations and we would need to know this beforehand in order to ensure the setup is carried out as smoothly as possible.

Exhibitors must also indicate how much power they will require and if they will require further power points (plugs), indicating clearly on a plan exactly where these should be placed. Any changes or last-minute onsite orders will be subject to extra charges.

Detailed information about electricity and lightning rules of the venue is available on page 9 at this document.

Compulsory Fees for Booth Electricity

All exhibitors will be charged for electricity in their booth (see Electricity and Lightning rules in page 10 - section 3, Exhibitors are not allowed to hang items from the ceiling).

Building Height / Stand Plans

The maximum building height allowed in both exhibition areas is 2,3m

Exhibitors are not allowed to hang items from the ceiling.

Admission to the Exhibition

Participants fully registered to the Congress and visitors wearing a visitors' badge may enter the exhibition. During times that the exhibition is closed, admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Hostesses or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; any costume, if not standard business attire, must conform to proper decorum of the Congress and is subject to approval by Barceló Congressos.

Exhibitor Registration

All exhibitors and their staff must be registered and display an official Congress badge during all times of the Congress, including move-in and move-out.

Complimentary Badges

6sqm	2 exhibitor badge
12sqm	4 exhibitor badges
18sqm	6 exhibitor badges
>18sqm	8 exhibitor badges

For a fee of €175 per person, additional exhibitor badges for staff and/or booth workers are available.

This registration fee includes the access to the Palau de Congressos de Catalunya, trade exhibition, coffees, lunches. This registration does not include the congress bag neither the attendance to the Scientific Sessions.

Exhibitors and their staff may pick up their badges from Sunday, 20th October 2013 at the Exhibitor Registration Desk located in the Level 0.

Any other complimentary badges are subject to the signed contract.

Identification of the Exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition or barring him from further entrance to the exhibit floor, or removing his exhibit from the exhibit floor without refund of any fees.

Location of Exhibit Space

The Congress will assign exhibit spaces and reserves the right to change the location of the exhibit spaces at any time.

Booth Restrictions

Exhibits must conform to the contracted space and all display rules as set forth in this exhibitor manual. Exhibits or displays must not obstruct the view of or interfere in any way with the displays of neighboring exhibits. Any exposed part of the display must be covered so as not to be objectionable to the other exhibitors, or in the best overall interest of the exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth space. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

Management of the Booth

Exhibits must remain fully intact and staffed at all times exhibition is open to the public. If you choose to leave your booth unattended during published exhibition times, know you are doing so at your own risk. Palácio de Congressos of Catalunya nor Barceló Congressos will not be held responsible for damages or lost items.

Dismantling of exhibits and removal of products or display material is limited only to published hours and restrictions.

Health and Safety at Work

It is the responsibility of the exhibitor to ensure that their employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work.

Exhibition Set up:

October, 20th 11:00h - 20:00h

Commercial Exhibition:

October, 21st 08:00h - 17:00h

October, 22nd 08:00h - 17:00h

October, 23rd 08:00h - 17:00h

October, 24th 08:00h - 17:00h

Exhibition Dismantling:

October, 24th 17:00h - 20:00h

CORPORATE FORUMS

The scientific agendas of all corporate forum sponsored symposia must be submitted to Barceló Congressos for approval by the Scientific Committee to avoid overlap with the official scientific program.

If modifications are required, the supporting company must inform Barceló Congressos of their agreement and submit a modified agenda.

Significant changes made to the agenda will require reevaluation by the Scientific Committee no later than September 1st.

Speaker Guidelines

Expenses (including travel, honoraria and accommodation) for speakers are the responsibility of the supporting company.

Speakers must go to the Speaker's room situated on the Level -1 to download their presentation at least five (5) hours before the corporate forum.

Admission to Sponsored Symposia

Admission to the sponsored symposia area is open to all the attendees with Congress badges.

Room set up and AV

The following equipment is included in the rooms for each sponsored symposia:

- Microphones for speakers
- Video Projection
- Audiovisual technician
- Use of the speaker's centre
- Technical staff / Hostesses
- Sponsors may print posters for the Corporate Forum and display these in the Congress centre

All extras audiovisual equipment or different room set-up must be ordered through Barceló Congressos (icoms2013@barcelocongresos.com).

All meeting rooms are setup in Theatre style, with a headtable on a platform and a lectern. No set up changes will be allowed. The Congress includes waters for speakers and chairs.

Signage Limitations

Signs may be placed in the general areas of the Congress no earlier than two (2) hours before the symposium is to begin.

Signs may not be larger than 1 meter wide by 2 meters tall.

VENUE RULES AND REGULATIONS

1. GENERAL RULES

- 1.1. It is totally forbidden at the Palau de Congressos de Catalunya to introduce food and beverages from outside.
- 1.2. The placement of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the Palau de Congressos de Catalunya are not allowed without a prior written authorization.
- 1.3. Moreover, the ornamentation of the installations rented must be respected at all times, without adding, moving or suppressing anything present in them.
- 1.4. The organizer must have subscribed an insurance policy to an Insurance Company in order to cover every risk occurred during the time of the Congress or Exhibition, the loading and unloading days, the delegates who attend the events and the hiring of personal to carry out the event, as well. Prior the event, the Organizer needs to hand in a written copy of this insurance policy.
- 1.5. The organizer agrees to respect the exclusivity of the terms mentioned in the present manual. Moreover, the organizer is responsible for the adequate perform of the external suppliers and standardized based on this manual.
- 1.6. The Palau de Congressos de Catalunya does not offer Luggage Room, due to security reasons.

2. SECURITY RULES

- 2.1. The organizers/exhibitors must always be accredited. The accreditation should always be situated on a visible place.
- 2.2. The organizers/exhibitors agree to permit the adoption of all control and safety measures established by the Municipal Government of Barcelona or by the management of the Palau de Congressos de Catalunya.
- 2.3. The organizers/exhibitors agree to observe the norms in force on safety, and especially in what refers to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any inflammable material or object be introduced in the exhibition. It is prohibited to block both the emergency exits and the fire exit doors. If it was necessary to pass cables in front of them, then, they must be fixed to the soil with a sticky tape or they must be placed over the top border, as it would avoid impeding the step and allow the doors aperture in case of emergency. (Please request the floor plans). The Company in charge for all the set up will have to send the final floor plans to the Congress Center since our Security Department has to approve them.
- 2.4. No items must be held on the walls and seats, they must be correctly put into a pile wherever the Security of the Palace authorizes. Any item will not be dragged unless a carpet is placed.
- 2.5. The organizers must ensure to the service entities that intervene during the set-up, celebration of the event and break down (exhibitors, contractors, decorator, audio-visual, catering, hostesses and other companies), they are aware of the strict legislation in questions of safety and hygiene. They will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the Palau de Congressos de Catalunya exempt from the same.
- 2.6. The exhibitor formally declares that his staff is insured, and covered by social security and other labor and tax obligations foreseen in the legislation in force, declining the Palau de

Congressos de Catalunya any possible claim or involvement in these matters.

2.7. The organizers/exhibitors are responsible for the damage caused to the installations rented by all staff under his orders or the public in general, which attends the acts organized during the Congress or Exhibition.

2.8. Workers must remain in those areas they work, and avoid going through any other different place in The Palau de Congressos de Catalunya.

2.9. It is compulsory to make use of a harness in risky duties: (works on high places or easy to fall)

2.10. Smoking is totally forbidden in the entire installation area of the Palau de Congressos de Catalunya during the time of loading and unloading. * The only area where smoking is allowed is the service gate of the venue.

3. ELECTRICITY & LIGHTNING RULES

3.1. General rules: Any electrical installations that take place at the Palau de Congressos de Catalunya must meet the requirements set out in the Low Voltage. Electrical installations that are carried out in the exhibition stands/meeting rooms are subject to the approval of the Office of the Director of Technical Affairs and the Maintenance Department of the Palau de Congressos de Catalunya.

3.2. Electrical Supply: The electricity for all exhibition stands will be supplied by the Palau de Congressos de Catalunya and has the following characteristics:

- 380V - for line voltage
- 220V – for neutral to line voltage.

The Palau reserves the right to limit the power supply in the interests of general safety to prevent overloading or for the protection of the cables and other installations of the venue. Exhibitors and visitors of the Conference Center are obliged to keep a power factor in between 0.85 and 1. As the Palau de Congressos de Catalunya is fully dependent on the Electricity Board for its power, it can in no way be held responsible for inconsistencies in the supply caused by accidents, power shortages or power cuts, beyond its control.

3.3. Electrical Connections: Connections will be made from the high safety power outlet deemed most appropriate by the venue's onsite technician, to ensure the best use of the electrical network. It is obligatory to use conductors or cables that are fireproof with an insulating voltage rating of 1000V. These cables must not under any circumstances be spliced or "tapped off". The fuse box should be contracted directly to the Congress Venue

3.4. Distribution of electricity to stands:

- Conductors or cables used must have a minimum cross-section of 2.5mm², must be fireproof and must have an insulating voltage rating of 1000V.
- Connections, splices and "tapping off" can only be done using the terminals located inside the electric box/fuse box.
- Metallic structural features of exhibition stands must always be grounded.
- Deadlines for orders and documentation: The deadline for ordering electrical supplies, phone lines or audio-visual material as well as for sending in documentation is one week before the start of the event.

3.5. Telephone lines and electric cables will run at floor level from the appropriate service ducts to the point on the stand requested by the exhibitor.

3.6. Power and Lighting: The Congress Center will bill 4 Euro/KW/day + VAT for the power required in the production of the event when it is administrated by an external supplier.

3.7. Every stand has to pay 109€ + VAT for the electricity connection (until 20Kw). This charge includes the electricity inspection and the consumption for 20Kw and lower stands; it does not include the fuse box. In case of working with external suppliers, the organizer will be in charge of paying the total amount of the stands.

3.8. Security Staff: Location and access to the fire system, hoses, alarms, fire exits... will be respected even when they are located in the areas contracted for the event

3.9. The Palau de Congressos de Catalunya has a maintenance department 24 hours. However, the personnel of this department are not exclusively working for any concrete event. The requirement of maintenance personnel (an electrician for instance) has to be contracted in advance.

Electrician rate = 38€ + VAT / hour

**Same rate during night hours, weekends and bank holidays.*

4. DETAILS OF ACCESS LOADING & UNLOADING

4.1. Access of goods to the different areas of the Palau de Congressos de Catalunya is always through the "Puerta Muelle de Carga" situated at C/ Torre Melina, where all the material will be checked and controlled by the porter, and receipts will be signed by the organization of the event, then it will decide the access of the material through "Puerta Muelle de Carga" or through the "Puerta Parking" on Diagonal Avenue (side lane). From there you can access the loading bay and use the freight lifts that reach level -1 and level 0. It is forbidden to use the lifts that are exclusive for clients.

4.2. No other lifts can be used except those which are advised by The Security Department (alternative lifts should be protected with carpet or another similar material).

4.3. For exceptional reasons, the Security and Coordination Departments Direction of the Palau de Congressos de Catalunya will be able to authorize other options for the load and unload of materials.

Details of the freight lifts

Freight lift 1	Freight lift 2
Width 5,55	Width 1.87m
Depth 2.43	Depth 2.51m
Height 3.5m	Height 2.25m
Max. Weight 4.0 Ton	Max. weight 1.6 Tons
Door 5m(w) x 3m(h)	Door 1.2m(w)x2.15m(h)

4.4. In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance. Everybody will have a badge.

4.5. It is not allowed to enter any material, parcel through the Main Entry of the Palau de Congressos de Catalunya. All the staff will have to enter through the staff entry or Parking area no through the main entry.

4.6. The organizer or responsible for the set-up in rooms or stands should plan a schedule to load/unload to avoid a collapse of the lifts. It can be done through the exhibitors form. The Organization will have a coordinator from the Organization staff during the set up or the dismantling in order to check the right access of goods for all booths/exhibitors.

4.7. In case the loading bay is occupied, we suggest waiting at Albert Bastardas Street (at the back part of the Hotel Rey Juan Carlos I), or at the side of Diagonal Ave. (next to the access ramp to the Parking) which fits two lorries when it is free. For that purpose, it is necessary to require public highway permission and fence in the space through our logistic company.

4.8. It is forbidden to park on the sideways around the Palau de Congressos de Catalunya.

4.9. For any set-up in the Auditorium, please contact the Security Department for alternative lifts. Goods should arrive through the Foyer doors. No other side way is admitted.

4.10. Once completed the loading and/or unloading all vehicles must leave the area.

4.11. Vehicles that enter the parking can only have the maximum length of 10 meters (12 meters joined) and a maximum height of 4 meters.

4.12. When an event is finished no goods can be left in the Palau de Congressos de Catalunya.

5. ASSEMBLING AND DISASSEMBLING RULES

The present regulation has the purpose of informing you about a series of rules that must be accomplished, with the aim of protecting the security of the people and the Palau de Congressos de Catalunya.

5.1. The access to the facilities of the Palau de Congressos de Catalunya, must always be from the Service Door (Torremelina Street). Whenever the parking is used for any loadings / unloading of materials. Then the parking can be used.

5.2. Any technical personnel who should get access to our facilities will have to justify, in the point previously mentioned. The accreditations need to be placed on the outfits which will be used during the work and they must be visible.

5.3. The employees must remain in their work areas, avoiding to visit or to stay in other spaces different from their areas of work.

5.4. It is not permitted to enter with any type of package, food or drinks from the main entrance or the garden door.

5.5. To displace goods, it is obligatory to use the lifts which depart from the Basement 1. It is prohibited to use the elevators destined for people. For exceptional reasons, the Security Department and Direction of the Palau de Congressos de Catalunya will be able to authorize other options for the load and unload of materials.

5.6. The lift nr. 8, "gran montacargas ", is prohibited for personal usage; it is exclusively exploited for goods.

5.7. It is prohibited blocking both the emergency exits and the fire exit doors. If it was necessary to pass cables in front of them, then, they must be fixed to the soil with a sticky tape or they must be placed over the top border, as it would avoid impeding the step and allow the doors aperture in case of emergency.

5.8. The materials must be in a well and stable piled up form, in the places that

determine the Department of Security of the Congress Centre. They must never be supported by walls or furniture, to avoid dragging objects that could stripe the soil; the mounting blocks are equipped with carpets for the materials transports.

5.9. At the end of the event, materials or warehouse goods will not be able to stay in the facilities.

5.10. The boxes that contain audio-visual material, once empty must leave the facilities. Upon availability, the Security Department might offer them a storage area for the boxes. In case of previous options were not possible, the Parking Mestres will be available to rent a storage space.

5.11. It is prohibited to move the furniture of the Palau de Congressos de Catalunya without previous authorization from the Coordination and Security Departments. It is prohibited to leave material or clothes on the above mentioned furniture.

5.12. When materials are brought for the assembly, the vehicle will be entirely discharged and the vehicle will have to leave the wharf. Thus, it will speed up the maneuvers of the rest of participants.

5.13. It is prohibited to park on the sidewalks, in the whole outer walls perimeter of the Palau de Congressos de Catalunya.

5.14. The technical personnel authorized to lift up material to the Amphitheatre, before using the lift nr. 2; must protect the floors with carpet, foam rubber or other similar materials. In case of any doubt, you must consult with the Maintenance or Security Departments.

5.15. During the assemblies where paintings, glazes or solvents are used, the work area must be protected. In case of weld, the Security Department will provide workers a fire-extinguisher and will indicate the appropriate work area for them.

5.16. It is prohibited to stab, to cut or to use glues or adhesives difficult for later extraction, damaging the structure of the Center.

5.17. In the Audience Room the material must be introduced from the doors which have direct connection with the Foyer, remaining that it is totally prohibited to use the lateral doors

5.18. The indication panels are not allowed to be hung or stuck in the walls or wood of the facilities; their placement will be available on the appropriate supports.

5.19. When working in elevated places and with danger of falling, the use of harness is obliged.

5.20. For the assemblies of audio-visual material, if there are any doubts as for electrical facilities, it is obligatory to get in touch with the Maintenance Department.

5.21. For any modifications related to the plans of the room assembled, it is mandatory consulting the Security Department for an authorization.

5.22. The drivers contracted by the clients, to move goods by forklift, will have to show their driving license.

5.23. Before initiating the stand and in order to avoid damaging the floor the entire surface area of the stand has to be covered with carpet (fixed by means of double-sided adhesive).

5.24. The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is prohibited.

5.25. It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the Palace.

5.26. Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the Congress Centre.

5.27. The Palau de Congressos de Catalunya will not be responsible for any item or material that has not been removed once the event is finished. The Exhibition centre will proceed to remove/take them away, and the expenses caused for this service will be charged to the Organization or the person in charge for the booth/stand.

5.28. All the assembling, signs, stands... must be reflected on the real plan, which has to be approved by the security department.

5.29. In order to facilitate the loading & unloading, a schedule of the arriving times, the list of names, surnames and passport number of all workers and the number plate of all vehicles has to be given in advance. Everybody will have a badge.

5.30. Important: any infraction of these rules will motivate the expulsion of the possible offender.

5.31. For the security of all people and wellbeing of our clients, we kindly request you to correctly use our installations, respecting our fire systems and avoiding any harmful conduct.

6. SECURITY

6.1. The security is an obliged responsibility of the organizer and will be exclusively requested to the Center. (Please request a budget)

6.2. Our Security Department will determine the number of Security Guards that your event need. We will make a budget depending on the number of assistants, and space rented.

Security guard rate - 31€ + VAT / hour (6 hours min.)

**Same rate during night hours, weekends and bank holidays*

7. EXHIBITION HALL LEVEL 0 AND -1

7.1. During the assembling and disassembling days and during the event in general, the placement of materials in the emplacements of other exhibitors and areas in common is prohibited. These must always remain free for the circulation of persons and materials.

7.2. Should exhibitors want to hang things from the ceiling must request a technical plan of the specific points (each point can support a maximum weight of 500 KGs.). The set up from the ceiling has to be before the set up of the stands, you will need to hire a genie/internal truck to hung things to the ceiling

7.3. When drawing the plan for the stands, there must be a 80 cm. space between the stands and the wall, as well as to the show window and the storage cupboards. This space has to be always free.

7.4. The maximum weight authorized in the Exhibition hall is 500 KGs. per square meter.

7.5. The loading and unloading of the exhibition material will always be on the account of each exhibitor. The Palau de Congressos de Catalunya can provide personnel and equipment for this service if it is requested in advance (see the Exhibits Order)

7.6. All electric installations will have to be effected by a qualified electrician. The contractor/ Company in charge for the set up is in charge of all electrical connection, under the supervision of the Technical Department of the Centre. (See electrical instructions point 3)

7.7. The Palau de Congressos de Catalunya is the only one authorized to use the showcases, if the client wants to use them, it has to be requested.

8. RULES AND PROCEDURES TO FOLLOW IN ORDER TO CONTRACT SUPPLIERS AND EXTRA SERVICES

8.1. The following services are exclusive of the Palau de Congressos de Catalunya and they have to be requested directly to the Palace & PCC Global Services:

- Audiovisuals
- Stands set up & renting furniture
- Florist's
- Hostesses
- Branding & Signaling & exterior canvas

- Stand/stages cleaning
- Cloakroom staff
- Security Guard
- Electrician
- Technical on communications
- Technical on computers and Internet
- Catering

8.2. PCC Global Services is the department in charge of the audiovisual services, stands set up & renting furniture, Florist's, Hostesses and Branding & Signaling & exterior canvas with the exclusive rights on all of them.

8.3. The Catering (Food and Beverages) is exclusive of the Palau de Congressos de Catalunya and has to be requested in advance, through the request questionnaire for suppliers (ask for our gastronomy offer).

8.4. In case of the exigency by the client of working with an external company/supplier different from the Center's officials, the following procedure must be followed:

- 1) Present an application letter including all the details of the external non-official supplier. It must be approved by the Center management.
- 2) Pay a fee as a canon concept. The percentages vary depending on the products and the services.
- 3) Accomplish the internal regulation in the Center regarding to the self-resources.

9. RULES AND PROCEDURES FOR ASSAMBLING AND DISASSAMBLING

9.1. The present protocol has the purpose of asking for the documents previous to the setting up by the external services company in order to accomplish the temporary standardization of the Palau de Congressos de Catalunya.

9.2. Mandatory documentation to be presented:

- Audiovisual, Lightning and Sound System: Report and technical plans, including the power consumption, cable crossings, technical control location...
- Scenery and Stands: Location plans and power technical plans.
- Signalization and Branding: Indicate the areas where the signage will be located in case of holding them on the walls, crystal windows, doors or floor, explaining the way they will be fixed.
- Social Security: Present the TC2 or the receipt of the self-employed technicians and workers that will take part in the event.
- Risk Prevention: Present a certificate
- Civil Responsibility: Present an Insurance Policy with 600,000€ minimum.

9.3. Services that have to be contracted:

- Electricity System: connections to fuse boxes
- Electric groups: mobile power generator system, electrical connection, protection box.
- Rigging: rigging points, motors, personnel

10. CLEANING SERVICES

10.1. Cleaning included in the rental rate: Only the cleaning of the meeting rooms contracted and common areas understanding such to be: stairways, hallways, lifts, bathrooms, hall, which will be carried out daily, once the sessions are over.

10.2. Cleaning not included in the rental rate: cleaning for stands, stages, and extraordinary set ups, cleaning during the setting up and the dismantling dates, not included the workers to take out all plastics and cartons. A budget will be given according to the number of booths as well as square meters used.

10.3. The daily cleaning of each stand (including hovering and emptying of dustbins and ashtrays) is obliged and has to be requested directly to the Exhibition centre. It is to be requested by the exhibitors from before the beginning of the event.

Cleaning staff day rate = 23€ + VAT / hour

**Same rate during night hours, weekends and bank holidays.*

Stands cleaning
Setting up / dismantling
Small stand (9m²) 33€ + VAT
Medium stand (10-18m²) 55€ +VAT
Large stand (19m² +) 61€ +VAT

Event day
Small stand (9m²) 15€ + VAT
Medium stand (10-18m²) 26€ +VAT
Large stand (19m² +) 29€ +VAT

10.5. The container needed for the setting up and the dismantling will be billed to the organizer. (Request information and rates)

11. PARKING

11.1. Private cars can be parked in the parking of the Palau de Congressos de Catalunya. Availability for 100 cars, (rates upon request). Please ask for additional information regarding big and exclusive events since we can offer a special rate if the organizer pay all the Parking spaces.

11.2. The Palau de Congressos de Catalunya does not have any parking for trucks, coaches, vans... However, they can contact with Parking Mestres to check the possibility of parking the vans at the Outdoor Parking (Heliport Area) located at Hotel Rey Juan Carlos I.

Contact: Mr. Enric Mestres parkmestres@park.e.telefonica.net Cell-phone: 669881414

12. DETAILS OF ACCESS LOADING & UNLOADING

12.1. Owing to the complexity of the loading & unloading and with the only purpose of minimize the risks, especially during the events, we encourage working with a logistics company which can be in charge of the operations.

12.2. Moreover, we recall that the Palau de Congressos de Catalunya does not have a warehouse, so we recommend contracting the services of RESA EXPO LOGISTICS for the storage, delivery and the pickup of exhibition material.

12.3. RESA EXPO LOGISTICS

C/ Ciencias, Entrada nº 1 - P.O Box 2045 -
08908 Hospitalet (Barcelona) - Spain -
Phone 00.34.93.233.47.45 -
Contact Mr.Pablo Martinez
pmartinez@resainternacional.com -
www.resainternacional.com

12.4. In case of not contracting the services of the recommended company, the client is committed to make their suppliers obey the intern regulation for external suppliers.

** If the client hires an external logistics company, the company will be obliged to collaborate with RESA for the movement of goods within the venue.*

12.5. The Palau de Congressos de Catalunya rejects any liability for all the material sent and the material which has not arrived or cannot be found due to incorrect addresses.

12.6. It is not permitted to enter with any type of package from the main entrance or the garden door. It is prohibited to use the elevators destined for people .

13. SHIPPING MATERIAL

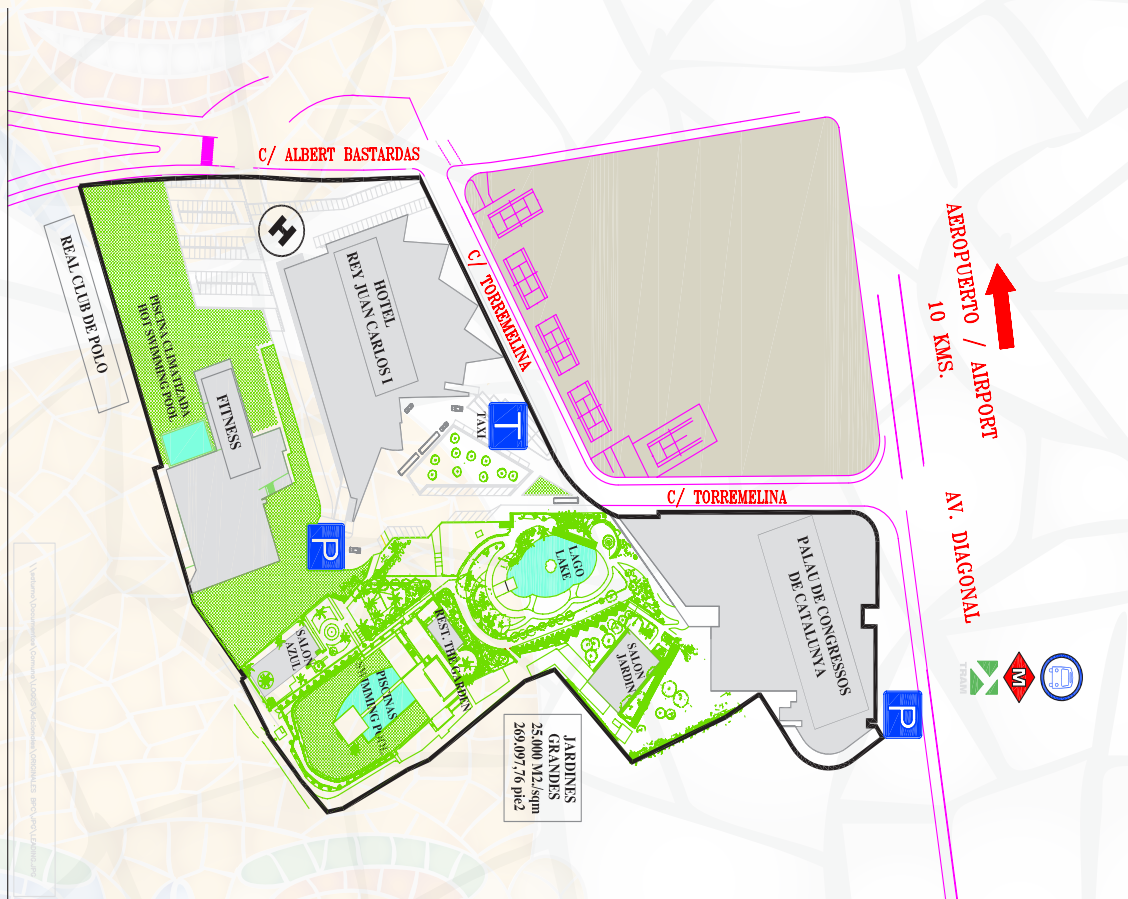
- The congress-center does not have any reserved area for storing material before October 20th 09:00 am. In the case of needing to submit material to the Convention area you must take into account that the palace will only receive materials from October 20th starting at 9 am. Please note that the venue does not have available space for storing. If you need to send material before October 20 at 09:00 am RESA EXPO LOGISTIC have been appointed as the official forwarder, customs clearance agent and drayage contractor for ICOMS 2013. The range of services provided by RESA EXPO LOGISTIC include:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting, storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

14. LOCATION

Should you need any further information, please do not hesitate to contact us.

PALAU DE CONGRESSOS DE CATALUNYA
 Avda. Diagonal, 661-671 08028 Barcelona-Spain
 Phone: +34 93.364.44.00
www.pcongresos.com



EXTRA BADGES

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ POSTAL CODE: _____

CITY: _____ COUNTRY: _____

PHONE: _____ FAX: _____

EMAIL: _____

Number of Extra Badges _____ x 175€ = _____ Total _____ €

Name and Surname

Name	Surname	Name	Surname

4. Payment options

Credit Card

Visa American Express Eurocard/Mastercard Diners Club

Credit card number: _____ Exp date _____

I hereby authorize BARCELO CONGRESOS to charge this credit card for the total amount due. In the event of modification of the reservation, I hereby authorize Viajes Iberia to alter the amount charged in the credit card. I have read and accept the terms and conditions of the reservation.

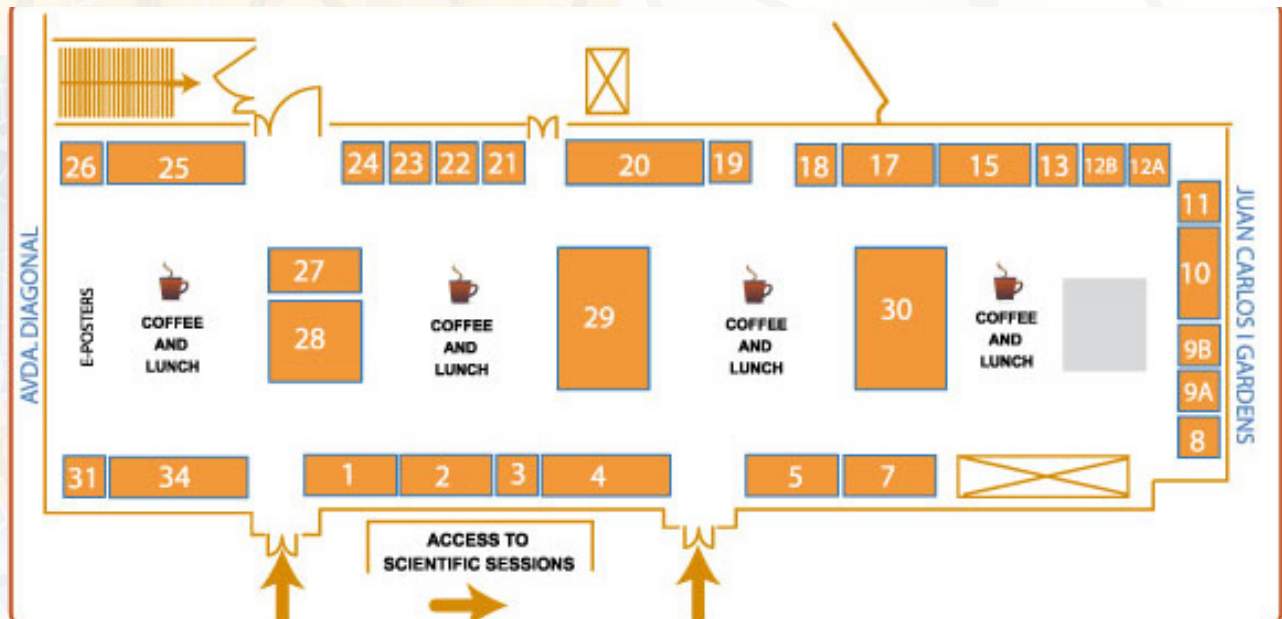
NAME	SIGNATURE	DATE

Please fill in this form and send it to:
Technical Secretariat ICOMS 2013
Barceló Congressos

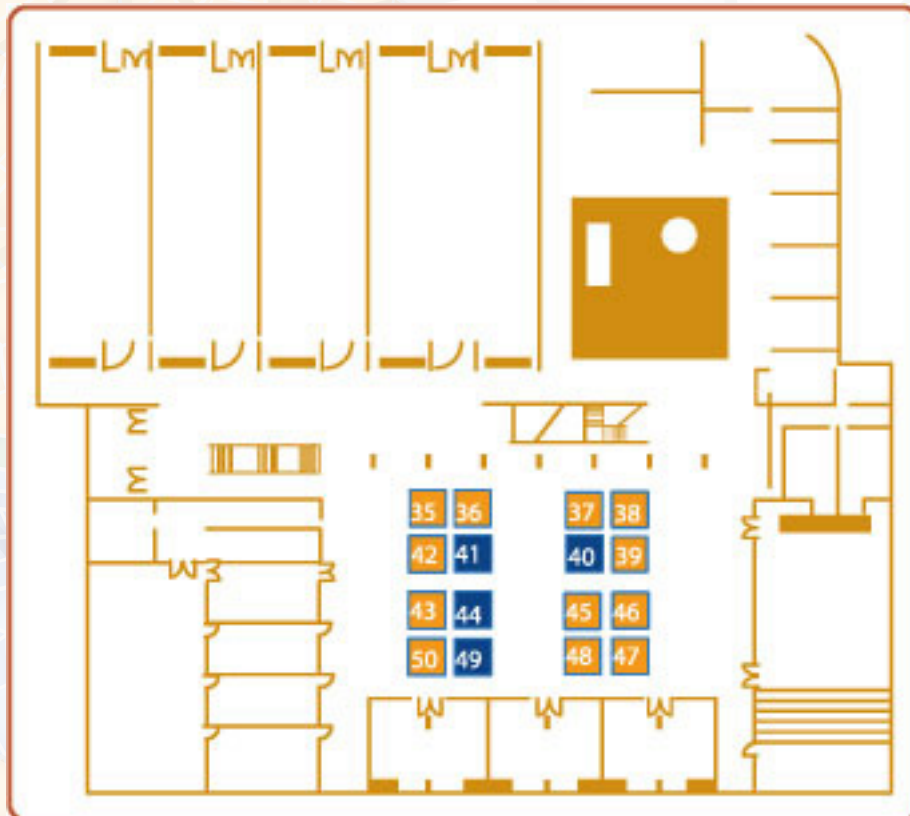
Plaça Europa, 17-19 1º
08908 L'Hospitalet de Llobregat - Barcelona
Telf.: 938 823 878
icoms2013@barcelocongresos.com

EXHIBITION AREA MAP

LEVEL 0



LEVEL 1



EXHIBITORS

Confirmed Exhibitors list

Stand 1 - 12sqm

Mectron S.p.A

Stand 2 - 12sqm

Materialise NV

Stand 3 - 6sqm

Biomet Microfixation

Stand 4 - 18sqm

Mozo-Grau

Stand 5 - 12sqm

Dentsply

Stand 7 - 12sqm

MisIberica

Stand 8 - 6 sqm

AO Foundation AOCMF

Stand 9A - 6 sqm

EincoBio

Stand 9B - 6 sqm

Inion

Stand 10 - 12sqm

Stryker

Stand 11 - 6sqm

Bego System

Stand 12A - 6sqm

Jeil Medical Corporation

Stand 12B - 6sqm

General Dental

Stand 13 - 6sqm

Brainlab

15 - 12sqm

Avinent

17- 12sqm

Nobel Biocare

18 - 6sqm

Microdent System

19 - 6sqm

3dMD

20 - 18sqm

Medicon eG

21 - 6sqm

Medical Modeling

22 - 6sqm

Kohler Meditzintechnik

23 - 6sqm

Anton Hipp GmbH

24 - 6sqm

BTI Biotechnology Institute

25 - 18sqm

Medartis

26 - 6sqm

Klockner

27 - 12sqm

Dolphin Imaging & Management Solutions

28 - 24sqm

Osteomed

29 - 36sqm

KLS Martin-Osteoplac

30 - 36sqm

DePuy Synthes

31 - 6sqm

Sweden-Martina

34 - 18sqm

Karl Storz

35-36 - 12sqm

Acteon Group

37 - 6sqm

Cook Medical

38 - 6sqm

Mondeal

39 - 6sqm

Morpheus Co., Ltd

42 - 6sqm

Matrix Surgical USA

43 - 6sqm

Fadente

45 - 6sqm

EACMFS 2014 Congress

46 - 6sqm

Mercy Ships

47 - 6sqm

SECOM

48 - 6sqm

Klockner

50 - 6sqm

Proclinic

Registration, accommodation and social events information



Barceló Congresos
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