



**ICNMD 2010**  
**17–22 July 2010**  
**Naples, Italy**

**Sponsor/Exhibitor Manual**

## Venue

The exhibition will be held at the congress centre Ateneo Federico II Monte S. Angelo University Campus in the Atrium, which is adjacent to the congress rooms.

## Program

Information about the program and social events can be found at [www.icnmd2010naples.org/](http://www.icnmd2010naples.org/)

## Hotels

A limited number of hotel rooms have been booked for the congress. Please visit [www.icnmd2010naples.org](http://www.icnmd2010naples.org) under Accommodation for hotel reservations. As the number of hotel rooms for the congress is limited, we ask that you make your hotel reservation as soon as possible.

## Exhibitor - Practical Information for

	<u>Day</u>	<u>Date</u>	<u>Time</u>
<b>Moving-in times</b>	Friday	July 16	9:00 am-6:00 pm
<b>Moving-out times</b>	Thursday	July 22	after closing—5:pm

From the opening day of the congress no changes can be made without the consent of the administrative secretary of the congress. It's strictly forbidden to disassemble the stand before the end of the congress. The administrative secretary will provide the disassembling and the removal of stands and materials which are not removed according to the given rules and the cost of the operations will be charged to the exhibitor

### ***Equipment for Stands***

Each exhibition space will be set up directly by the exhibitor who shall be fully responsible (for all damages due to assembling, disassembling and use) throughout its period of stay at the Venue of Congress. No exhibitor may show in its exhibition space activities that may damage the neighbours.

Each stand will be provided, by the direction, of a power point (220 V-5A; 1kW input) and one table and three chairs. An absorption greater than 1kW must be held by the exhibitor and will be charged to the company. The exhibition will not include any ready-built partition walls, only the floor space. Moreover the direction will not be responsible to any disruption of energy supply. Any other work will be charged to the exhibitor and, prior the consent of the administrator office, it must be conceived and realized without damaging other stands, the normal development of the congress and respecting the public security.

All equipment must be requested and ordered in advance. If you need electricity, let us know the wattage and amperage for the equipment and the number of electrical outlets required. Requested orders should be submitted not later than June 28<sup>th</sup> and sent to [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com)

### ***Goods Handling***

All the materials necessary for the congress must be delivered from Monday 12<sup>th</sup> to Thursday 15<sup>th</sup> of July from **9 am to 2 pm**.

#### ***Delivery Address***

COMPLESSO UNIVERSITARIO FEDERICO II  
di MONTE SANT' ANGELO  
Attention to: DOTT. ANTONIO LAVEZZA (CONGRESSO ICNMD2010)  
via CINTHIA 26  
80126 NAPOLI (Fuorigrotta)  
ITALY

You must inform the delivery company that the material has to be transported to the first level of the main building. Contact the guard at the main gate and ask for "Sala Convegna – Centri Comuni" leave the material to the store at the Congress at the 3rd floor.

Mark all goods with:

Exhibitor's Company Name, ICNMD 2010, and Name of Exhibitor Contact Person

### **Insurance**

Congrex does not accept any liability for objects or decorations exhibited at the Exhibitor's stand, irrespective of whether damage has been caused by error or neglect by Congrex or by staff for whom Congrex is responsible. The Exhibitor should therefore purchase insurance for this purpose.

### **Exhibitor Registration**

All exhibitors who want to attend the scientific program are required to register and pay the conference fee. Exhibitor staff who are not attending the scientific program will be charged an exhibitor registration fee of € 300 for coffees and lunches during the meeting. **Please e-mail [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com) with information about the number of exhibitor staff who will be attending and if they will attend any of the social events.**

### **Contacts**

Administrative secretariat:

Congrex Sweden AB

Box 5078

SE-402 22 Göteborg, Sweden

Phone: +46 31 708 60 00

Fax: +46 31 708 60 25

E-mail: [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com)

### **Smoking**

Smoking is not permitted at all, day or night, in any part of the conference center, except for designated sections outside the venue.

### **Stand Lighting**

Stand lighting and gantry lighting must be switched off each night when the exhibition closes!

### **Fire Protection**

All aisles and passageways, emergency exits, and doors must be kept free of obstruction at all times. The same applies to fire extinguishers, signs for fire extinguishers, and emergency exit signs. Flammable goods, highly flammable liquids, and pressure vessels for gas may not be brought into the hotel, except by special permission from the Fire Protection Officer. The same restriction applies to smoke and all forms of open flame.

### **Sponsor Information — Printed Matter**

#### **Logos**

As a sponsor, you are able to have your logo and website link on the ICNMD's website. Please send your logo (jpg format) and website link to [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com) as soon as possible after signed contract.

#### **Advertisement**

*Gold Sponsor:* Gold Sponsors are invited to have 1 page advertisement in the final printed program.

Advertisement files should be in eps or a high-resolution pdf format and e-mailed to [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com) as soon as possible after the sponsor contract is signed — but **not later than June 1st** to be included in the final program, the dimensions of which will be 148x210 mm (A5)

*Silver Sponsor:* Silver Sponsors are invited to have ½ page advertisement in the final printed program.

Advertisement files should be in eps or a high-resolution pdf format and e-mailed to [icnmd2010@congrex.com](mailto:icnmd2010@congrex.com) as soon as possible after the sponsor contract is signed—but **not later than June 1st** to be included in the final program, the dimensions of which will be 148x210 mm (A5)

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### **Accreditation for AIFA**

The Pharmaceutical companies, selling and promoting drugs/medicine, are subject to authorisation by AIFA (Italian Pharmaceutical Regulations Agency).

AIM Education - AIM Group, has been appointed as the Official Italian Agency which is acting as intermediary with AIFA.

AIM Education will send the Pharmaceutical companies an e-mail request for your SIS Code (if they are already registered in Italy, for this congress no later than April 22).

For any questions regarding the AIFA please contact:

**AIM Group – AIM Education Srl**

**Ms. Silvia Rabotti**

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