

Important Information

3rd Annual Clinical Forum Nice 2009 - Improving Clinical Development Together

Acropolis Nice, France

October 19-21, 2009



Meeting ID # 09103

1. Exhibitors Registration

Each purchased 3x3meters exhibition booth space includes one (1) full meeting registration which allows entry to the scientific sessions and up to two (2) additional booth staff personnel registration with restrictions to the exhibits hall. The exhibitors' registration forms provided should be completed and faxed to the attention of Phyllis Suter by **October 5, 2009** for inclusion in the attendee list. All exhibitors and booth personnel must register and pick up their badges at the Exhibitors Registration Desk onsite. All coffee breaks, lunches and the networking receptions is included in the registration fee, there will be a Networking Dinner at an additional fee of € 58.00. If you require additional food and beverage this must be purchased through the official caterer, more information can be obtained from the Nice Acropolis Exhibitors Manual **page 24**.

Hotel Information, please register online for the hotel bookings at the www.diahome.org > click on the Clinical Forum icon > Hotel/Travel information > Hotel.

2. Information on pre-fitted shell scheme booth

All exhibits must be free standing and self-supporting. The ceiling height of the pre-fitted shell scheme is 2.50 metres.

Maximum Height is 3 meters, please note that any construction above 3 meters is not permitted. Please let me know in writing if you do not need a pre-fitted shell scheme booth by **October 1, 2009**.

3. Signage

All exhibiting companies are entitled to a **20** character sign on the front and on the side of the fascia board of the pre-fitted shell scheme stand, this should be submitted to Nice Acropolis by **October 1, 2009**. Please note that it is important to provide the company exact name details to be displayed on the fascia board, **do not use all capital letters unless specific to the company; the order form is available on page 14 of Nice Acropolis Exhibitors Manual**.

4. Floors/Carpet

The pre-fitted booth stand is covered with a standard blue carpet; maximum floor load is 600 kg/m². Different colours will be available on request at an extra cost, for more details please refer to **page 13** of the Nice Acropolis Exhibitors Manual.

5. Electrical Installation

All pre-fitted shell scheme stands have 3 spotlights per booth and 1 main connection of 220 kW. Exhibitors who require additional electricity or more than the standard should order through Nice Acropolis Exhibitors Manual details on **page 5**. Exhibitors travelling from the United States, please ensure that you bring along with you the European electrical adaptors of 110-220V. **The adaptors will not be available on site.**

6. Electrical Equipment and Audio-Visual

The Acropolis has an extensive selection of electrical and audio-visual equipment. If you require special equipment not listed on the Nice Acropolis Exhibitors Manual **pages 11/12**, please contact **Hélène Pringault** by telephone at **+33 4 93 92 83 81**.

7. Furniture and Floral Service

All additional furniture can be ordered through Acropolis preferably before **October 1, 2009**, thereafter a surcharge will be applicable.

For more details please refer to **page 6-9** of the Nice Acropolis Exhibitors Manual or contact **Hélène Pringault** directly by phone **+33 4 93 92 83 81** or email: hpringault@nice-acropolis.com

8. Shipping Information

Please ensure that you use one of the three recommended shipping agents, Nice Acropolis will not receive any materials on behalf of the exhibiting companies prior to the meeting. **Lorries or trucks over 3.5 tonnes are not permitted to drive in/through France on Saturdays afternoon and Sundays.** Shipping information is available on the Nice Acropolis Exhibitors Manual **page 22**.

9. Loading/Unloading

For loading and unloading of your material and equipment please use the Nice Acropolis loading bay, accessible from the Av. Galieni, please refer to **page 21** of the Nice Acropolis Exhibitors Manual.

10. Parking

Parking is not permitted at the loading bay for longer period than is required to load/unload the material. The Nice Acropolis allows access for loading and unloading, after which vehicles should be removed off-site. If you require a parking ticket, please send a mail to email: vente-exposants.acropolis.com details on **page 24** of the Nice Acropolis Exhibitors Manual.

INFORMATION AND GUIDELINES ON PROMOTIONAL MAILING

1. Attendee list will consist of name, company, and country which will be provided to all the exhibitors at the meeting, however addresses will not be available. Any exhibitor wishing to distribute promotional literature regarding the meeting to the attendees must coordinate this through the DIA office prior to the meeting and send a sample of the mailing by email to **phyllis.suter@diaeurope.org by September 10, 2009** for approval.
2. Exhibitors will provide literature inserted in sealed envelopes to the office. All mailings should be no larger than the standard DIN C4 or equivalent. Any exceptions in size or style of envelope (i.e. colour, label placement, design) must be approved in advance and an additional fee will be charged. The materials will be addressed and mailed from our mailing house.

The cost is EUR 700.00 for the mailing and postage inclusive, this must be paid upon delivery of the literature, any other shipping/customs charges must be borne by the exhibiting company. No remaining material will be returned to the exhibiting company after mailing has been completed.

3. While at the Clinical Forum, all promotional material must be confined to the exhibit booths or information kiosk. Materials found outside these areas will be discarded.
4. No promotional mailings will be done after the conclusion of the meeting.
5. Please note that there will be **no hotel room drop service** available for the 3rd Annual Clinical Forum in Nice.

GUIDELINES FOR HOSPITALITY FUNCTIONS

If a company would like to host a hospitality function, they must follow the guidelines below:

1. The company must have arranged a rental of exhibit booth for the Clinical Forum.
2. The company must complete form and inform DIA of any hospitality function planned.
3. The company may not schedule a hospitality function during any DIA meeting sessions, scheduled exhibit hours or networking event, please refer Exhibition Schedule or **page 2** of the programme.
4. Company must have approval from DIA before promotion of any hospitality functions. For more information please refer to Policies and Procedures for Exhibitors booklet, **page 10**. This is available online or copy can be mailed to you on request. <http://www.diahome.org/DIAHome/Exhibits/Resources/Docs/ExhibitorBooklet.pdf>.