

**FEND CONFERENCE**  
**Federation of European Nurses in Diabetes**  
**Rome, Italy, September 5-6, 2008**

**EXHIBITION REGULATIONS**

[http://www.cavalieri-hilton.it/new/meeting\\_pics/meeting\\_lift\\_new\\_en.gif](http://www.cavalieri-hilton.it/new/meeting_pics/meeting_lift_new_en.gif)

**DURATION OF THE EXHIBITION**

The exhibition will be open during Conference working hours and will open on Friday, 5th September 2008, at 8.30 hrs and will end on Saturday, 6<sup>th</sup> September 2008 at 17.30 hrs at the end of the Conference.

**CHARACTERISTICS OF THE EXHIBITION SPACES**

The exhibition is located in the area Foyer as indicated in the map. Connections to electrical system will be charged at € 150 + VAT for each booth equipped with a 220 volts wall plug. The use of energy exceeding this amount should be requested to the Organising Secretariat (Mr. Emilio Chiavacci) and will require an additional cost of € 45,00 + VAT for any additional Kw required.

**CONTRIBUTION FOR THE EXHIBITION SPACES**

The contribution paid gives the right to the use from one day prior the opening of the Exhibition for preparation operations until the closing day.

**DELIVERY OF EXHIBITION EQUIPMENT**

Eventual goods delivered to the hotel will be accepted only if forwarded carriage paid and if the title of the conference is specifically referred to. A delegate of the exhibiting company should be on site to collect the goods and sign the necessary documents. Otherwise the management will not take any responsibility towards a third party, included the carrier, for whatever damage may occur to the goods or may arise from them to a third party, included the employees. The unloading of objects and their transport inside the premises should be provided for by the exhibitor. If requested, extra workers for portage, transport or technical assistance may be also provided at an additional cost of € 54 + VAT per hour per person.

**PREPARATION AND DISMANTLING OF THE EXHIBITION**

The preparation of the booths by exhibitors may begin 10.00 hrs on Thursday, Sept. 4 and must be completed by 18.00 hrs of the same day, when all the packing cases must be cleared from the Exhibition site.

The use of glues, adhesive material, nails or hooks is prohibited. It is understood that all of the scenographic structures are to be self-supporting. Carpets and moquettes are allowed provided that they are simply laid down.

Any damages to the hotel structure will be quantified and charged.

The operations of dismantling and removal of the displayed material cannot begin before the official closing of the Exhibition, at about 17.30 hrs. on Saturday, 6<sup>th</sup> September and must be finished in the same evening. The material duly stored will be withdrawn within three days after the end of the

conference. Materials not withdrawn within the said terms will be destroyed or disposed of by the hotel, costs will be charged.

All the mobile apparatuses and the material installed and displayed by exhibitors must be in conformity with the regulations of the Police Fire Department (all the material used must be fireproof or at least adequately treated with fire-retardants) , and provisions of applicable laws and ECC regulations. All the relevant certificates must be sent to the organising secretariat in due time before the beginning of the exhibition.

### **CLEANING**

All cleaning service is provided for the areas in common use (corridors) and at request it will be provided for the exhibition booths at additional cost.

### **SPECIAL REQUESTS**

Special requests, such as material weighting more than 600 kg per sq. M., electric power exceeding 1 kw, should be paid by the exhibitors and be specified on the participation form to allow the organisation to arrange for what you have asked for. Please contact the Local Organising Secretariat for any extra services.

### **FORWARDING, CUSTOMS OPERATIONS AND MISCELLANEOUS**

The exhibitors should provide for forwarding and custom operations by themselves. Please contact the Organising Secretariat for any request or information on correspondents here.

Material should reach the CAVALIERI HILTON HOTEL not before 3th September 2008, or during preparation hours and should be sent to the following address:

CAVALIERI HILTON HOTEL  
VIA ALBERTO CADLOLO, 101  
00136 – ROME (ITALY)

### **FEND CONFERENCE**

TO THE ATTENTION OF MR. DANIELE BORDONI/MS. GRACIELA STIAVETTI

### **INSURANCE**

If they so desire, the exhibitors may insure directly and at their expense the exhibited material against fire, loss, theft, breakage and public liability. Each exhibitors relieves the Organising Committee from any responsibility, both collectively and individually.

### **FORMALITIES FOR ACCESS TO THE EXHIBITION**

For the setting-up operations on the spaces used for the Exhibition, and during the Exhibition itself, the personnel must be in possession of the identification card.

### **PROHIBITIONS**

It will be strictly forbidden:

- to damage any of the pre-existing structures
- to use devices which can disturb the other exhibitors
- to make practical demonstrations which can involve fire dangers
- to remain in the exhibition area during closing hours

**DAMAGES**

The exhibitors are considered responsible for any damage done to the hotel structures, either internally or externally, by the exhibitors themselves or by their employees

**DISPUTES**

In signing the participation form, each exhibitor declares his acceptance of these regulations. Failure to comply with them, even partially, may lead to the closing of the stand and the loss of the exhibitor's right to its use, without reimbursement of the contributions paid and without relieving him of his responsibility for the greater damages that might eventually ensue for the Exhibition.