



# AMIOS 2018

25-26 October 2018 - EYE Amsterdam

Amsterdam Multidisciplinary Interventional Oncology Symposium

## Exhibition guidelines AMIOS 2018

### Venue

The symposium will be held at the grand building of EYE Filmmuseum, IJpromenade 1, situated near Amsterdams Central Station. The congress centre is easily reached by car, public transport or bicycle. There is a car park directly behind the building. From Amsterdam's Central Station, a 2 minute ferry ride (take the ferry labelled 'Buiksloterweg') takes pedestrians and cyclists across the harbour to EYE, free of charge, 24h a day.



**EYE Filmmuseum**  
IJpromenade 1  
1031 KT Amsterdam  
the Netherlands



### Exhibition area

The commercial exhibition will be held in the Foyer on the 3<sup>rd</sup> floor. This area will also be used during the breaks for coffee/tea and lunch for all registered participants. Please be informed that no display may be placed in the view of guests visiting the Filmmuseum.

### Exhibition spaces

Exhibition spaces are assigned to exhibitors by the Local Organising Committee (hereafter LOC). Spaces are allocated depending on the category of the sponsor (Gold or Silver) and on space

requirements (appendix: floorplan). Binding assignments are made prior to the meeting and are already confirmed. Exhibition spaces are made available without any stand materials, carpet, furniture, etc., unless otherwise agreed. There are no partitions between adjacent stands. Gold sponsors have the opportunity to project video material on the wall. Please bring an USB device with you.

Bronze sponsors, unless otherwise agreed, don't have an exhibition stand but of course are allowed to bring merchandising material to the exhibition area.

### **Materials, equipment, personnel**

LOC does not provide materials, equipment or personnel for stand construction. It is the exhibitor's responsibility to arrange all stand materials, equipment and personnel needed for installation and dismantling.

If requested, LOC will provide draped tables, chairs and extension leads with multiple sockets for electrical power (220V, 50 Hz). Requests for other facilities have to be made in advance by contacting the LOC via [amios2018@vumc.nl](mailto:amios2018@vumc.nl). If applicable, additional charges for these requests will be charged separately.

### **Building constraints and general regulations**

- Circulation routes must be kept clear at all times, no equipment, packaging material etc. may be placed anywhere other than the construction area indicated for each stand.
- Your stand or booth construction must not exceed the maximum number of square meters as indicated in the Letter of Agreement. Stands should not exceed a height of 270 cm. Physical extensions beyond the space designated to the exhibitor will not be permitted.
- Your booth construction may not in any way be fixed to the wall, floor or ceiling of the exhibition premises. Any drilling of holes in walls, ceilings or floors is not allowed.
- It's not allowed to stick anything to the walls or windows at EYE.
- Client always has to take into account that EYE is a museum and therefore has installations and art that aren't able to be moved.
- It's not possible to hang objects from the ceiling.
- It's not allowed in EYE to bring balloons.
- Any adhesive used for temporary floor coverings must be removed at the time of dismantling.
- Signs, banners, posters and advertising material are not allowed outside the designated space.
- Electrical signage with lighting systems and/or flashing logos are not permitted.
- Specific approval from LOC is required for audio-visual equipment and should be obtained prior to the set up date.
- It is not allowed to undertake any works that affect smoke ducts, water pipes, electric or telephone circuits, water conduits of drain pipes, freight-lift, glass windows, heating equipment, or any other part of the building.
- Electrical and mechanical apparatus must comply with local regulations.
- It is not allowed to undertake activities that may affect the normal functioning of the EYE museum properties or cause damage to the same.
- Any loss of or damage to EYE properties will be replaced or repaired at the exhibitor's expense.
- All matters and issues not covered in these guidelines are at the discretion of the LOC and EYE at all times.

### **Setting up**

The exact hours for setting up are from 07.00 - 08.00 h on Thursday, October 25, 2018.

Loading and unloading of exhibition materials can be done in front of the main entrance of the EYE. Since this area belongs to the municipality of Amsterdam, cars/trucks will have to be removed from this area after loading and unloading. This is your own responsibility.

Elevators are available to access the exhibition area. In order to be transportable inside the EYE museum, boxes, cartons, pallets, etc. containing your materials/equipment should not exceed the following dimensions:

- height: 230 cm
- width: 90 cm
- length: 210 cm
- Weight: max 1000 kg

All exhibition stands of Gold and Silver sponsors must be in place by 08.00 hrs on Thursday, October 25, 2018. Since Bronze Sponsors, unless mutually agreed, don't have an exhibition stand, they are allowed to arrive later.

### Exhibition hours

You may exhibit throughout the programme at the EYE Filmmuseum:

Thursday, October 25                      from 08.00 - 18.00 hrs

Friday, October 26                        from 08.00 - 18.00 hrs

The presence of exhibitor's staff is strongly recommended during the program breaks (see the provisional program) as a service to delegates.

### Dismantling

LOC kindly request that exhibits are not be dismantled before 15.30 hrs on Friday, October 26. Hours for dismantling of stands are from 15.30 - 19.00 hrs on Friday. Note that from 15.30 - 17.00 hrs there will be a final session in the cinema so please reduce the noise during dismantling.

They EYE Filmmuseum kindly request that all equipment/packing materials belonging to exhibitors must be dismantled, packed and shipped out of the area before 19.00 hrs on Friday, October 26. Leftovers can be collected on Monday, October 29.

Exhibitors are responsible for their own equipment and for clearing the stand area of all their belongings.

### Shipping, freight and material storage

Should you like to ship your exhibition materials/equipment to the venue, please be informed that storage is very limited at EYE Filmmuseum. In case you send some material, exhibitors should arrange their own shipments / freight of exhibition materials to and from the EYE Filmmuseum. Please be informed that because it is a museum the goods are stored in a public area and will not be guarded. Therefore we advise you to get you items delivered late afternoon on Wednesday October 24 or Thursday morning October 25 around 07.00 hrs. Please contact the EYE Filmmuseum in case you would like more information regarding material storage.

### EYE Filmmuseum

Nicole Jonk, head of Sales and Events ([NicoleJonk@eyefilm.nl](mailto:NicoleJonk@eyefilm.nl)) (P: +31613949032)

Ref: AMIOS 2018 + name sponsor

IJpromenade 1

1031 KT Amsterdam

For sending large packages as well as freight material, please inform the venue well in advance.

### Security

Exhibitors must make provisions for safeguarding their goods, materials, equipment and display at all times.

### Insurance

- LOC and the EYE Filmmuseum will not be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person.

- The exhibitor is responsible for damages to the EYE Filmmuseum, whether the damage is caused by himself, by his staff & agents or by his installation. LOC and the EYE Filmmuseum assume no responsibility for objects exhibited, nor for any damage caused by third persons to said objects.
- The exhibitor is required to indemnify LOC and the EYE Filmmuseum, their officers, employees and agents against all claims, demands or liabilities and costs arising out of any acts or omissions in the part of the exhibitor, its officers, directors, employees, agents and visitors or business guests. Exhibitors are required to have appropriate levels of insurance in place to cover this liability.

#### Loss / Damages:

- Liability for damages to the premises will be charged to the exhibitor accordingly. This includes the mounting of materials by the means of adhesive tape, blue tack and drawing pins to the doors, walls and windows of any facility within the EYE Filmmuseum.
- The EYE Filmmuseum will not accept responsibility of any damage or loss of any personal property, company property or equipment left on the premises prior to, during or following any event.
- All displays, exhibits, stands, or materials are the responsibility of the client. LOC and the EYE Filmmuseum accept no liability whatsoever for any loss or damage caused. All displays, products or exhibits must be removed from the venue before 19.00 hrs on Friday, October 26.
- Should materials be left following the conference, EYE Filmmuseum will hold them for 2 working days following the event, after which time the EYE Filmmuseum will dispose of them accordingly.

#### Cleaning

Exhibitors are responsible for keeping their own stand clean and tidy during exhibition hours. After exhibition hours the EYE Filmmuseum, being able to dispose of a small amount of packaging and waste materials left at the stand, will clean the exhibition area.

Any excessive litter left by the client or any agents acting on its behalf on the EYE grounds will incur a cleaning / clearing charge from the EYE Filmmuseum.

#### Tobacco Regulations

In the public areas of the EYE Filmmuseum (which include the exhibition areas), smoking is prohibited by Dutch law. Smoking is only permitted in a few designated areas outside the building.

**The Dutch law applies to the sponsorship and exhibition at the Amsterdam Multidisciplinary Interventional Oncology Symposium.**



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Amsterdam Multidisciplinary Interventional Oncology Symposium

#### AMIOS

2<sup>nd</sup> Amsterdam Multidisciplinary Interventional Oncology Symposium

25-26 October 2018

EYE Filmmuseum

Amsterdam (NL)

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