



PTCOG58

MANCHESTER 2019

58<sup>TH</sup> ANNUAL CONFERENCE OF  
THE PARTICLE THERAPY CO-OPERATIVE GROUP  
10-15 JUNE, 2019 MANCHESTER, UK

[WWW.PTCOG58.ORG](http://WWW.PTCOG58.ORG)

SPONSORED SYMPOSIUM MANUAL



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Dear Supporter,

We are happy to present you with the PTCOG 2019 Supporters Symposia Manual. The PTCOG 2019 Conference will take place on 10-15 June 2019 at the Manchester Central Convention Complex (MCCC), Manchester, UK.

Venue address:

Manchester Central Convention Complex - MCCC

Windmill Street, Manchester M2 3GX, UK

Website: <https://www.manchestercentral.co.uk/>

This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now and could save you a great deal of time later. Please forward this manual to everyone who is working on this project.

Please do not hesitate to contact me for further information or assistance.

We look forward to welcoming you in Manchester and wish you a successful Symposium.

Warm regards,

**Elianne Baran Ganot**

Global Manager, Exhibitions

E-mail: [eganach@kenes.com](mailto:eganach@kenes.com)

&

**Snejana Avramova**

Meeting Planner

E-mail: [savramova@kenes.com](mailto:savramova@kenes.com)





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## Section 1: Symposium Related Contact Information

### PTCOG 2019 Conference Secretariat

#### Kenes Group

Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Tel: +41 22 908 0488  
E-mail: [ptcog19@kenes.com](mailto:ptcog19@kenes.com)

### Exhibition Manager & Industry Coordinator

#### Mrs. Elianne Baran Ganot

#### Kenes Group

Tel: +41 22 9080488 Ext 921  
Email: [eganach@kenes.com](mailto:eganach@kenes.com)

### Hotel Accommodation

#### Marketing Manchester Convention Bureau is the official accommodation provider for PTCOG58

All rooms are held on an online system, allowing you to book and secure your own accommodation using either proforma invoices or credit/debit card. If you require any assistance with your reservation, support is available via the Accommodation Booking Team.

To book accommodation for this event, please visit the conference website below:

<https://ptcog58.org/hotel-booking/>

### Audio Visual Coordinator

#### Mr. Mike Perchig

E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)

### Sponsorship and Exhibition Sales Contact

#### Ms. Judit Gondor

#### Kenes Group

Tel: +41 22 9080488 Ext 531  
E-mail: [jgondor@kenes.com](mailto:jgondor@kenes.com)

### Programme Coordinator

#### Ms. Tatyana Pinski

#### Kenes Group

Tel: +41 22 908 0488 Ext 530  
E-mail: [tpinski@kenes.com](mailto:tpinski@kenes.com)

### Registration

#### Ms. Anna Stoycheva

#### Kenes Group

Tel: +359 2 4652893  
E-mail: [reg\\_ptcog19@kenes.com](mailto:reg_ptcog19@kenes.com)





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## Contractors

### Catering

Manchester Central Catering

**Carly Frost**

Tel: +44 161 827 8737

[catering@manchestercentral.co.uk](mailto:catering@manchestercentral.co.uk)

Catering is **exclusive** to *Manchester Central Catering*.

### Freight, Customs Clearance, Material Handling

Merkur Expo Logistics GmbH

**Zehavit Akerman**

Tel: +49 6173 966 95 28

Mobile: +972 52 511 4982

[Akerman@merkur-expo.com](mailto:Akerman@merkur-expo.com)

*Merkur* is the **exclusive** handler inside the venue.

### Furniture Hire / Graphic Printing / Signage

GES

**Mariya Victor Pozo Vorotnyeva**

Tel.: +44 7785623663

[MVorotnyeva@ges.com](mailto:MVorotnyeva@ges.com)

### Cleaning, Parking

**Natalie Eastwood**

Tel: +44 161 827 8745

[n.eastwood@manchestercentral.co.uk](mailto:n.eastwood@manchestercentral.co.uk)





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## Section 2: Deadlines Table

Action Item (as per signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Marketing Manchester (CVB) <a href="mailto:abs@visitmanchester.com">abs@visitmanchester.com</a>
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Monday, 22 April	Via Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a> Each supporter has been contacted with login details to access the Exhibitor's Portal. For queries please contact Elianne Baran Ganot <a href="mailto:eganachl@kenes.com">eganachl@kenes.com</a>
Printed Program <b>Book</b> Advertisement	Monday, 22 April	
Bag Inserts – Final Artwork	Monday, 22 April	
<b>Mobile App Advertisement</b>	Monday, 22 April	
Lead Retrieval Barcode Readers Order	Monday, 22 April	
Voting/Webcasting/Synchronized Video/Audio/PowerPoint Recording, Live Streaming and other technology products/services [Exclusive to Kenes Group]	As early as possible and no later than Monday, 22 April  Orders received after Monday, 22 April may incur rush fees	Dalit Librider <a href="mailto:dlibrider@kenes.com">dlibrider@kenes.com</a>
Graphics, Furniture Hire	Friday, 31 May 2019	Mariya Vorotnyeva, <a href="mailto:MVorotnyeva@ges.com">MVorotnyeva@ges.com</a>
Catering Services	Monday, 13 May 2019	<a href="mailto:catering@manchestercentral.co.uk">catering@manchestercentral.co.uk</a>
Plants & Floral Arrangements	Monday, 13 May 2019	Venus Flowers - 00441612287000- <a href="mailto:customer.service@venusflowers.co.uk">customer.service@venusflowers.co.uk</a>
Shipping & Material Handling Services		
Door to door shipments	Please contact <i>Merkur</i> (Mrs. Zehavit Akerman)	Zehavit Akerman <a href="mailto:Akerman@merkur-expo.com">Akerman@merkur-expo.com</a>
Airfreight shipments		
Shipment via <b>Germany</b> warehouse	No later than Wednesday, 5 June	
Direct to the Venue	Only on Monday, 10 June, 2019 and Tuesday, 11 June, 2019	

As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Conference.







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## Section 3: Symposia Timetable

Company Name	Date	Time	Location
Varian	Thursday, 13 June 2019	12:15 - 13:15	Exchange Auditorium
IBA and PPI	Friday 14 June 2019	11:45 - 12:45	TBA
RaySearch	Friday 14 June 2019	11:45 - 12:45	TBA

Timetable and halls are subject to changes.

The most updated timetable will be published on the [Conference website](#).

### Important notes:

- Industry Symposia are not included in main Conference CME/CPD credit.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes). If you are considering having catering together with the symposium, please note that additional charge of 250 GBP +VAT (if applicable) will be applied for cleaning the hall immediately following the session.
- We recommend arriving early to set up the hall prior to the start of your Symposium. A member of the Kenes Operational team will be available should you need any assistance.
- In order to support you in the best possible way please inform us if you plan any branding or change of set up in the hall.
- Handouts can be distributed at the entrance to the Symposium hall, however, it is NOT permitted to place material on the chairs inside the hall.
- We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.





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## Technical rehearsal

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please arrange directly with the Conference Audio Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

Technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements.

## Badges

Each supporter is entitled to 10 Symposium badges which allow access to the supporter's symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.







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## Section 4: Symposia Session Halls

Plenary hall - Exchange Auditorium



Exchange Auditorium Technical Details	
Hall Capacity & Layout	Theater style, 804
Location	Lower level (ground level)
Speaker Lectern Banner dimensions	lectern is branded digitally- 40" LED
Top Table Banner Dimensions	Full Fascia – 241 cm x 88.5 cm (W x H) 3mm foamboard Sufficient seating for up to 4 persons

Top table and Lectern banners should be arranged in advance by the sponsoring company. The branding options for the top table should be arranged with Blitz - Ms. Trish Bailey, [tbailey@blitzges.com](mailto:tbailey@blitzges.com)





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Charter 1 hall



Charter 1 Technical Details	
Hall Capacity & Layout	Theater style, 400
Location	Lower level (ground level)
Speaker Lectern Banner dimensions	Full fascia 90 cm x 70 cm (W x H) 3mm foamboard
Top Table Banner Dimensions	Full Fascia – 243.8 cm x 90 cm (W x H) 3mm foamboard Sufficient seating for up to 3 persons

Top table and Lectern banners should be arranged in advance by the sponsoring company. The branding options for top tables and lecterns should be arranged with Blitz - Ms. Trish Bailey, [tbailey@blitzges.com](mailto:tbailey@blitzges.com)



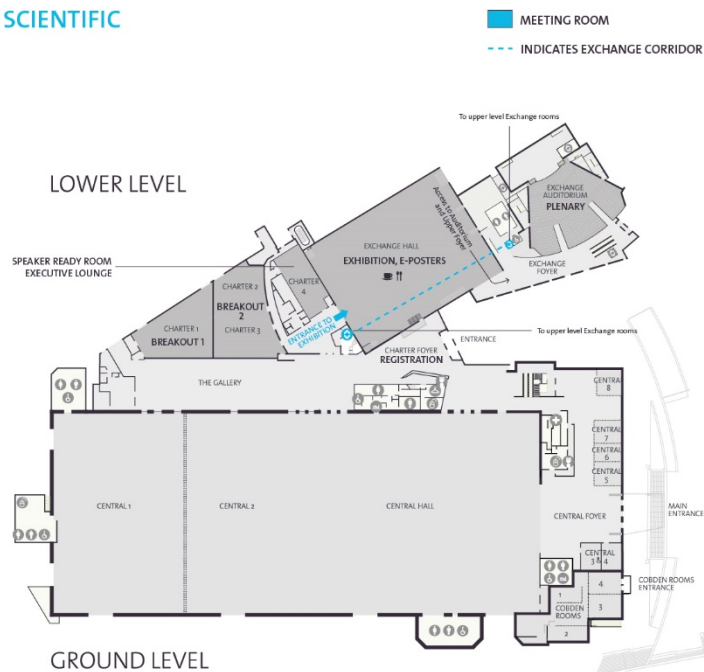


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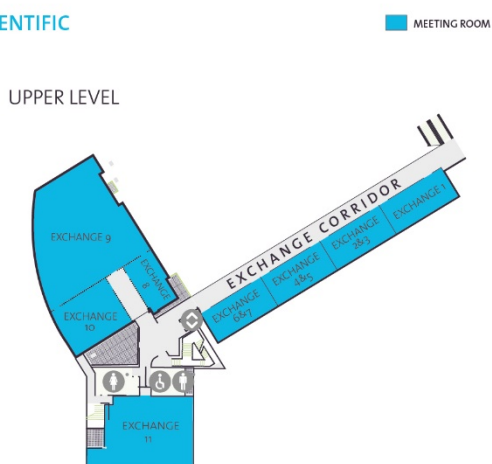
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## Location and Layout

### SCIENTIFIC



### SCIENTIFIC





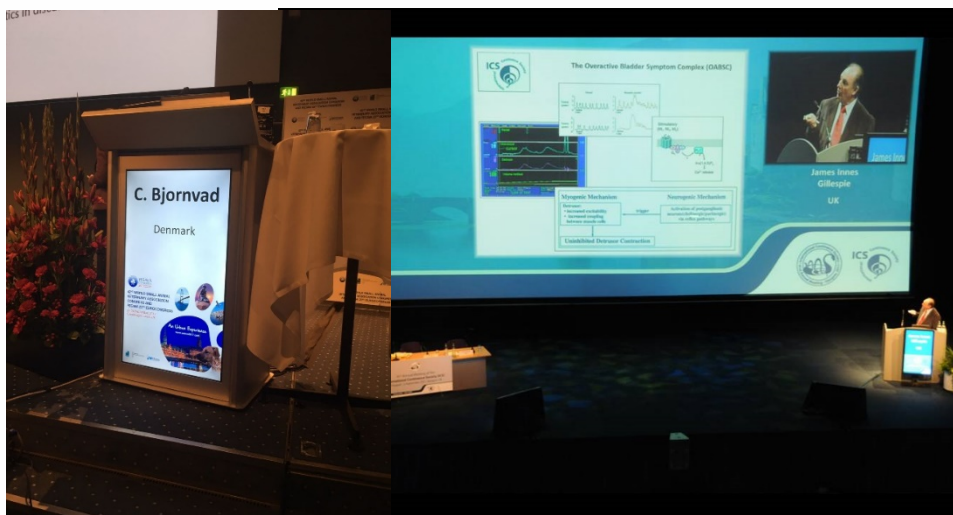
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## Audio Visual (AV) Equipment

### Exchange Auditorium, PTCOG 2019

- Large front projection screen, image of H4 X W10 meters (see photo below) \*.
- 2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint & Video images as picture-in-pictures "windows" on the screen.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture "windows" and adding titles of the speakers on the central screen, etc.).
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as projected in the large picture-in-picture "window" on the central screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below) \*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 10 wired microphones (4 head table, 2 lecterns, 4 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems.



For demonstration only (taken in other Venues)

For Sponsors' Symposia being held in the Exchange Auditorium, the company "virtual" banners in front of the lectern and on the Panoramic screen will be projected.







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## Section 5: Symposium Promotion

### Symposium Title and Program

Please submit the final symposium program via the Exhibitor Portal as early as possible and no later than **Monday, 22 April 2019**.

The proposed program should include:

- Symposium title
- Date, time and hall name
- Chair(s) name, e-mail and country
- Speaker(s) lecture titles, speaker name, e-mail and country

In case of changes to your symposium title or program, please contact the Industry Coordinator at:  
[savramova@kenes.com](mailto:savramova@kenes.com)

### Final Program Book Advertising

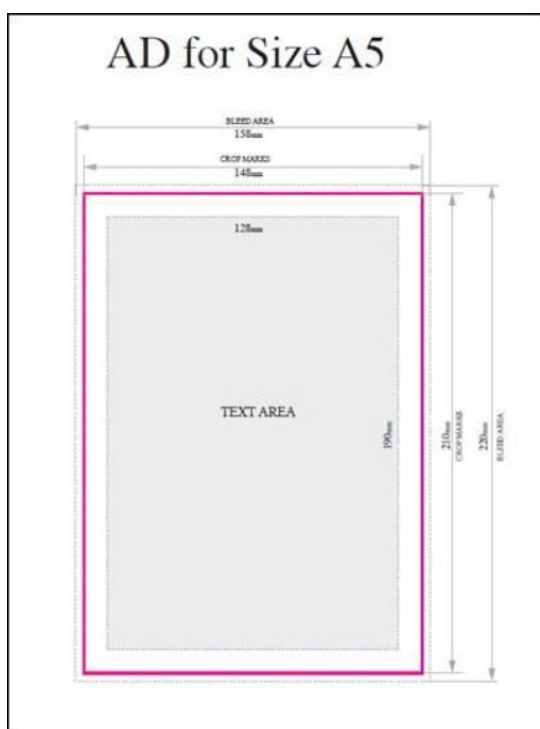
For supporters entitled to adverts in the printed program book as per their signed contract, please submit the file via the Exhibitor Portal no later than **Monday, 22 April 2019** according to the following specifications:

PDF format, press quality, CMYK only, Fonts and images embedded.

Page Size: 148 mm x 210mm

Text Area: 142 mm x 204 mm

Bleed Area: 154 mm x 216 mm





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## Symposium Title and Programme

If there are any changes to your symposium title or programme, or you have not yet provided your complete programme details, please inform Ms. Snejana Avramova at: [savramova@kenes.com](mailto:savramova@kenes.com), no later than 22 April, 2019.

The proposed programme should include:

- Symposium title
- Date, time and hall name
- Chair name, e-mail and country
- Speaker lecture titles, speaker name, email and country

## Mobile App Advertisement

Should you be entitled to a mobile app advertisement per your contract, please send the file in pdf format to the Meeting Planner by email no later than **22 April, 2019**. Email: [savramova@kenes.com](mailto:savramova@kenes.com).

We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

## Promotional E-Blast

For Supporters entitled to an Industry Mailshot as per their signed contract, please refer to the [Mailshot Design Requirements](#) and make sure to forward these guidelines to your webdesigner/programmer.

Please upload the HTML version of your mailshot and other relevant files together with the requested mailshot subject line to the Exhibitor Portal no later than **22 April, 2019**

## Mobile App Push Notification

For Supporters entitled to App Push Notification as per their signed contract, please upload the text to the Exhibitor Portal no later than **22 April, 2019**

- Title - Max 90 characters including spaces
- Body - Max 140 characters including spaces
- Preferred date and exact local time







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## Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage must be produced by the supporter.

Please note that the branding of the main screen in Exchange Auditorium will be done digitally.

### 1. Session Hall Signage

- **Self-Standing Sign at the Entrance**

**One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.**

- **Stage Banners**

1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

1 x horizontal sign placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).

1 x vertical sign placed in front of the speakers' lectern facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).

### 2. Self-standing signage at the Registration Area

The Supporter is not entitled to place self-standing signage at the registration area.

**Please note:**

You may not place signage advertising your symposium in any other locations except as coordinated with Kenes staff onsite.





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## Symposium Invitation Bag Inserts

Bag inserts are to be printed and delivered by the supporter. Should you be entitled to a bag insert as per your contract, please follow the below procedure:

- Please submit the final artwork (prior to printing) for approval no later than **Monday, 22 April 2019** via the Exhibitor Portal.
  - The bag insert should not exceed a double side of standard A4 dimensions.
  - A quantity of 2,000 inserts are requested.
- We recommend checking the latest registration numbers with the Meeting Planner, before printing.
- Bag inserts must arrive at the venue on Monday 10 June 2019 no later than 8:00 am to be included in the conference bags.

## Important Notes Regarding Shipping of Bag Inserts:

Inserts that do not arrive to the venue by 8:00 am on Monday, 10 June 2019 will not be included in the conference bag.

To assure the safe and timely arrival of your inserts, please follow the instructions for Insert shipping included in Section 9: Shipping Instructions of this Manual.

Merkur is the official shipping agent for the PTCOG 2019 Conference. We strongly recommend sending the Inserts via Merkur warehouse (additional fees will incur). Further details can be found in the in the Shipping Instructions.

Packages should be labeled with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts' on all packages. Please approach Merkur to receive the relevant label.

Any deliveries made directly to the venue without going through the official conference shipping agent (Merkur), will be at the supporter's own risk. If they do not arrive on time or are mislaid, the Conference organisers and official Conference shipping agent will not take any responsibility. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Merkur in order to coordinate the time schedule for unloading of goods to the venue.





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## Section 6: Miscellaneous Information

### Catering

Catering is **exclusive** to Manchester Central Catering and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with *Manchester Central Catering*:

Contact person: Carly Frost

Tel +44 161 827 8737

[catering@manchestercentral.co.uk](mailto:catering@manchestercentral.co.uk)

For your information, refreshments and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

**All food and beverage requests must be ordered through the official caterer.**

Kindly place your order no later than **Friday, 31 May, 2019**.

Note: additional charge of 250 GBP will be applied for cleaning the hall immediately following the session.

### Parking

The nearest parking is the NCP Lower Mosley Street Manchester M2 3GX below the venue. The venue has set-up a code, please use the link [here](#) to pre-book car parking directly below Manchester Central Convention Complex.

Delegates, staff etc must use the code EXHIBMC when booking which will allow them to purchase a day ticket for a discounted price of £12. Please note that the tickets must be booked more than 24 hours in advance and are only valid for your event tenancy dates.

Please note that Manchester Central NCP has a 1.98 m height limit.

During set up hours exhibitors may use the venue loading bay to load/unload and transport items to and from their stand, once unloaded the vehicle must then be moved off the loading area. No vehicles may park on the loading bay for an extended amount of time and is strictly for loading/unloading.

Loading bay is to be used strictly during set up hours. Access will not be granted during exhibition hours.

### Waste Disposal

Please note that it is the supporter responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session. Any discarded waste, including promotional material, left behind will be removed by the Conference organisers at the expense of the supporter concerned.

### Wi-Fi

Free WIFI will be available at PTCOG 2019 Conference; however please be aware that as a public Wi-Fi, the capacity is always limited. Should you have any internet-based activities during your symposium, please let us know in advance and we will send you a quote for dedicated Wi-Fi or internet line.

Contact person: Elianne Baran Ganot, email: [eganach@kenes.com](mailto:eganach@kenes.com)

### Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during PTCOG 2019 Conference should contact Judit Gondor, email: [jgondor@kenes.com](mailto:jgondor@kenes.com)





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## Section 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitor's Portal no later than **Monday, 22 April , 2019**

### The Mini Scanner

- Pocket size
- No editing capabilities
- Basic participant info
- Cost per unit – **GBP 200**



### Please Note:

In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal

<https://exhibitorportal.kenes.com>

This portal includes fields and order forms for Supporter and Exhibitors' services such as: company profile and company logo submission, additional exhibitor badge orders, booth drawing submission, lead retrieval/scanner orders and submission of other deliverables as per sponsorship contract.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Elianne Baran Ganot at [eganach@kenes.com](mailto:eganach@kenes.com)







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## Section 8: Innovative Products for Industry Symposia

### Maximize your Participant Experience - Use our innovative technologies for your Symposium

Kenes is proud to deliver a wide variety of quality onsite technology products and services.

We offer:

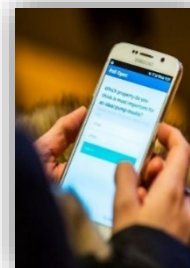
- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the congress app, Q&A via Congress App ('Ask the Speaker')** and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services in any language:** We can provide the *traditional solution* of building a translation booth in the session hall and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on smartphones.

We also provide tailor made customized solutions – [contact us](#) to make it happen!

**For more onsite products opportunities and price quotes - [Click Here](#)**

***PLEASE NOTE: All product solutions are offered exclusively by Kenes Group.***

*Please contact us to discuss your needs and our relevant solutions.*





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## Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this conference.

Contact details:

### **Merkur Expo Logistics GmbH**

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

E-mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the conference. Please follow the instructions closely.

The shipping instructions includes: Shipping Instructions, Tariff, Material Handling Form.

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

- Number of pieces (pallets, boxes, cartons, etc.)
- Way of transport (road freight, courier services, airfreight, ocean)
- Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

*Merkur* has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section at the end of this manual. Handling rates are based on the incoming weight of shipments.

### **Merkur must have payment before forwarding freight.**

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-Advise" form included in the shipping instructions.

Shipments sent directly to the venue prior to Monday, June 10, 2019 **will be refused** by the Manchester Central Convention Complex (MCCC).

### **Insurance of Goods**

All cargo should be insured from point of origin.

**Shipping Labels must be attached to boxes/palets and should be provided by Merkur via e-mail**





**Date: 23 March, 2019**



Dear Exhibitor/Stand Builder,

MERKUR Expo Logistics is the official handling agent for KENES congresses in 2019. We are a full door to door service company and sole on-site logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

### **Onsite Handling**

Due to security, insurance and organizer policy, MERKUR Expo Logistics is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

### **Contact Details**

#### **MERKUR Expo Logistics GMBH**

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

### **Brexit**

Due to the current unclear situation about the UK's EU-membership, we cannot give any advice about customs clearance and check points. We recommend to contact MERKUR about one month prior to the congress.

DATE: \_\_\_\_\_

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR Expo logistics

E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Pre advise - Material handling form**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

**Shipment information**

<b>Service requested</b>		
<b>Door to Door</b>	<b>Germany Advance Warehouse</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>E mail address</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	

### **Billing details**

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details \_\_\_\_\_ VAT No. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

For payment by credit card please approach MERKUR.

## HANDLING RATES – Manchester 2019

### **Inbound / out bound**

#### **1. Air Freight**

**From free arrival airport up to free delivered booth including:**

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 325.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg
Airport taxes, storage, fees etc. will be calculated as per outlay	€ 125.00 Min
Outlay fees + 10% for pre payment	

#### **2. Handling via Germany Warehouse**

**From free arrival warehouse up to free delivered booth including:**

Intermediate storage **1 CBM= 333 KG**

Shipment up to 50 kg	€ 175.00
Min	€ 275.00
Per 100 Kg	€ 36,50

#### **3. Direct Delivery to Venue –**

**From free arrival venue up to free delivered stand, first time spotted:**

**1 CBM= 333 KG, 1 LDM =4 CBM**

Shipment up to 50 kg	€ 105.00
Shipment over 50 Kg	
Min	€ 225.00
Per 100 Kg	€ 21,50
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

#### **4. Entrance fees**

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250.00

Exhibitor / Stand builders who will used MERKUR won't be charged.

#### 4. Customs Formalities

##### Carnet ATA

Temporary importation under ATA Carnet € 190.00

##### Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice / Carnet € 190.00

Customs bond fee 2.5% CIF Value Min € 150.00

Transit document € 105.00

##### Permanent Importation

Per shipment / per document / per exhibitor € 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ 10% for pre payment

Use of customs broker import tax registration €115.00

**Customs inspection** € 65.00

##### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

#### 5. Other Charges

- Handling of empties (including storage) € 75.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

##### Outbound Handling Charges

The same rates will apply for outbound services.

##### Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

##### Please Note:

- ❖ 1 CBM= 333 KG , 1 LDM =4 CBM
- ❖ Air freight 1CBM = 176 KG
- ❖ The above rates do not include local VAT that will be charged where applicable.
- ❖ The above rates are for services provided from Mon – Fri, 08:00 – 17:00
- ❖ Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.
- ❖ Overtime surcharge (22:00 – 08:00) – additional 50% on total move in/out charges.
- ❖ Saturday Sunday & Holidays – additional 100 % on total move in/out charges



**Please note these important dates:**

Service	Deadline
Door to door	For this service please approach MERKUR.
Airfreight Shipments	For this service please contact MERKUR 12 working days prior move in
Shipment via Germany advance Warehouse	<b>No later than 5 June .2019</b>
Exhibition goods - Direct Deliveries to Congress Venue	Tuesday 11 June Space booth Only 10:00 - 22:00 Set-up for all stands 13:00-22:00.
Move out	Saturday 15 June 13:00-22:00.

**Shipment Categories**

**Shipment Categories**

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

**Categories:**

- (1) Insert-for participant bags
- (2) Marketing and display
- (3) Exhibition goods-for exhibition stand only

**Services, Delivery Address and Shipping Instructions**

**1. Door to Door Shipment**

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

**2. Air freight shipment**

Please contact MERKUR for shipping instructions and labels.

Documents must be sent to MERKUR 5 working days before dispatching the goods,  
Cargo arriving beyond deadlines an additional 30% handling surcharge will be added.





### 3. Germany Advance warehouse

Shipment via Germany advance warehouse should be consigned as follows:

MERKUR Expo Logistics GmbH  
C/O Schmitt Peterslahr  
Auf dem Hoehchen 2 ,  
D- 56587 Oberhonnefeld – German.  
Dirk Dewald: +49 2634 / 95 44 50  
C/O  
Exhibitor: \_\_\_\_\_

### 4. Direct Deliveries to Congress Venue

Manchester Central Convention Complex Ltd  
Windmill St  
Manchester

Please be aware:

The capacity of the loading bay is limited to 1 x 13,6m truck only ! therefore exhibitors using MERKUR services will be unloaded first.

### 5. Domestic Cargo / Courier Shipments

Due to limited space we will set up a scheduled move in / move out, all exhibitors are kindly requested to approach MERKUR Expo Logistics for booking time slot for their trucks.

After finishing with unloading / reloading the vehicle need to leave the loading bay for the next exhibitor, there is no parking space available at the venue.

### 6. Courier Shipments – Customs cleared only

It is **highly** recommended **not** to use international courier service.

**All courier shipments are totally beyond our control, so we cannot be responsible for any delay / problem if they cannot be released from the customs and can cause delays.**

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier name, number of pieces and tracking number.

All Courier Shipments must be sent under DDP terms ( delivery duty paid).



### **Dangerous Cargo**

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

### **Insurance**

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

### **Heavy & Oversized Shipments**

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

### **Payment Terms**

In order to ensure move in/out of your shipment, please complete and sign the attached Material Handling form, payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify MERKUR immediately about any requirements relating to invoices.

All invoices must be settled by exhibitors /contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

### **Terms and conditions**

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

**MERKUR wishes you a successful experience**

PTCOG 2019  
MANCHESTER

## INSERTS DIRECT TO SHOW SITE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

**Manchester Central Convention Complex Ltd**  
**Windmill St**  
**Manchester**  
**Congress name: PTCOG 2019**  
**JUNE 10-15, 2019 - Manchester, UK**

Box No. \_\_\_\_\_ of \_\_\_\_\_

PTCOG 2019  
MANCHESTER

## INSERTS VIA GERMANY WAREHOUSE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F D E M HÖHCHE N 2  
56587 Oberhonnefeld, Germany  
Dirk Dewald: +49 2634 / 95 44 50  
**Congress name: PTCOG 2019 - Manchester**  
**JUNE 10-15, 2019 - Manchester, UK**

Box No. \_\_\_\_\_ of \_\_\_\_\_