

Symposium Directors

Makis Avgerinos (GR)
Houman Jalaie (GER)
Nicos Labropoulos (USA)
Tony Gasparis (USA)

Exhibition Technical Manual

Dear Exhibitor,

This **Exhibitor Technical Manual** contains important information designed to assist you in preparing for the **Venous Symposium Europe 2024** that will take place on **October 17-19, 2024** at the **Eugenides Foundation** in **Athens, Greece**.

With a significant number of exhibitors participating at the Symposium, we have created an exhibition area that will cater the needs of each sponsor. The exhibition area is divided into four zones, where all exhibitors are placed on the same level as the lecture hall and parallel workshop rooms.

Please read all the information in this manual. 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, including your stand builder, as it contains useful information about the meeting.

Important dates and deadline

Exhibition – Set up hours	October 16, 2024: 08.00 – 20.00 (EEST)
Exhibition – Dismantling hours	October 19, 2024: 17.40 (EEST) – <i>upon completion of the program</i>
Congress Dates	October 17, 2024: 10:00 – 19:30 October 18, 2024: 08:00 – 19:00 October 19, 2024: 08:00 – 17:40
Registration Desk	October 17, 2024: 09:00 – 19:30 October 18, 2024: 07:00 – 19:00 October 19, 2024: 07:00 – 17:40

Website

For information regarding the meeting, please visit the website: www.venoussymposiumeurope.com

Hosting Agent

Conferre S.A. – Conference & Event Co-ordination Tourism & Travel
Tel.: +302651068610
email: info@conferre.gr

Congress Venue

Eugenides Foundation

387, Syngrou Ave. P. Faliro - Athens

Tel.: +30 210 9469600

<https://www.eef.edu.gr/>

The entrance for technical staff is from 2, Ellinidon Street 17564, Palaio Faliro (in front of Marriott Hotel) where there is an open garage to load/unload material. The boxes should fit at the elevator below:

DIMENSIONS OF THE ELEVATOR

Opening of the door: 0,88cm

Door height: 2.00cm

Cabin: Width: 1.35cm, length: 1.40cm, Height: 2.10cm

Maximum weight for equipment: 300 kg

Set up - Dismantling

1. Set up will take place on **Wednesday 16 October from 08.00 to 20.00**
2. The dismantling will take place on **Saturday from 18.00 to 21.00**

Stand building rules

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. The structures of the stand, and any elements used in its decoration, must have the necessary rigidity and stability to prevent any risk to people or goods. Neither Congress SA nor the Organizing Committee and the Congress venue take any responsibility for any damages or accidents caused by exhibition stands.

- 1 table (1,50 X 0,75 X 73 height), 2 chairs and 1 power strip are provided for each booth.
- Booth construction and/or furniture rental can be provided by the exhibitor or can be ordered by an external contractor at extra cost.
- All exhibits must be confined to the space limits of their booth, as indicated in the final floor plan. The height of each exhibition booth can be max 2.5 mt. Everything should be self-standing.
- Booths can only have support backs and no side walls. If low lateral support is required, this should be approved by the Organizing Committee.

Exhibition Contractor for:

- Electricity
- Furniture rental, shell scheme extras. For more details see catalogue [HERE](#)

Contact Details

E-mail: gk@mediagr.net (cc. peggy@conferre.gr)

+302108329499 M: +306937050420

Contact Person: Giorgos Kornezos

Logistics Services for:

- Handling warehouse
- Transportation from/to the warehouse and up to the fairground, unloading and delivery to the stand
- Handling of empties

Contact Details

E-mail: kfabridis@beinoglou.gr & fairs@beinoglou.gr

Contact Person: Kostas Fabridis

Deliveries

To assist in the smooth delivery of goods to an event or stand, all exhibitor deliveries must be addressed as follows:

Eugenides Foundation

387, Syngrou Ave. P. Faliro - Athens

Tel.: +30 210 9469600

<https://www.eef.edu.gr/>

For the Venous Symposium Europe

On behalf of Nikos Thomaidis

E-mail: conference@eef.edu.gr

Tel: +30 210 94 69 676

Name of Event **Venous Symposium Europe**

Stand / Company Name.....

Stand Number (According to floorplan below)

Stand Contact Name

Stand Contact Mobile Number..... Description of Items.....

Number of Item / Total Number of Items.....

Stand Construction Regulations

All temporary structures, including stands, must be structurally sound. Structures deemed unstable must be modified or removed from the exhibition at the organizers expense.

The maximum building height for the top of all elements is 2.5 meters.

Suitable and adequate drop sheets must be used when painting custom stands and displays. Items required to be placed on exiting marble floors during set-up/dismantling periods should be stored on corrugated paper or other means of soft sub flooring. Other display materials must be positioned on suitable protection sheets.

For move-in and move-out of constructions, trolleys and other items which are not hand carried, the Centre requires the Organizer to lay temporary access runs of corrugated cardboard, carpet or similar material to protect the marble and/or wooden floors.

Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the Centre's wooden or marble floors. Wherever it is necessary to secure any carpet or protective flooring to the Centre's own floors (i.e. with double sided tape, gaffer etc.) it should be done in such a way as to avoid leaving any adhesive residue on the Centre's flooring (i.e. by using paper masking tape underneath the adhesive tapes indicated as above).

Any parts facing neighboring stands need to be designed with neutral surfaces (white). These should not

be entire sideways walls but could be separate elements (half walls, separate design elements, pillars, etc.) Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.

Construction finish must be perfect in all the stand's visible areas, including rear sides.

To ensure that all exhibitors experience a speedy departure, the Centre requests that all goods and exhibition materials are packed ready to be loaded before vehicles are brought to the loading docks.

Please note that space rental includes power supply 500watt.

Price: 80 € plus VAT 24% per extra KW

For extra power supply you may contact the exhibition contractor.

Storage Area

There is no contractor storage over the operational days of an event. Any storage requirements for materials to be distributed on stands must be incorporated into the stand design.

This applies to carpet, shell scheme and stand building equipment, storage boxes and crates, trussing and rigging equipment, electrical equipment, plumbing equipment, trolleys, pallet jacks, site desks, ladders, scaffolding, cleaning machines, road cases, and any items for distribution on the stand. All contractor equipment must be removed from the loading dock. Contractor equipment remaining on the loading dock will be deemed as waste material and disposed of in a safe manner.

Where individual stands incorporate a storage area for the dispensing of product or information material, only sufficient material is to be stored on the stand for short-term use.

Material shipped days before the congress, should be sent to a warehouse.

In any other case please ensure that all material will be delivered the day of the set up: **October 16th, 2024: 08.00 – 20.00.**

For off-site storage availability you may contact the logistics services company.

Equipment Weight

Maximum weight for equipment is 300 kg/m². For any piece of equipment, display, vehicle or machinery weighing over this amount and to be transported and or displayed inside the Centre, prior written approval is required from the Centre. Full details of the display item must be submitted in writing, along with a scale drawing, outlining dimensions and specifications.

Damaging

The exhibitor is held liable for any damage to facilities, floors, etc. as well as the rented materials.

Removal of Goods

For security reasons, goods should not be removed from the exhibition area during the dates of the congress. Whoever wished to remove goods must request the permission of the Organizer, presenting their stand staff name badge and proof of ownership.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Exhibitor's Insurance

Each exhibitor is responsible for public liability insurance against injury to the person and property of others arising from his participation at the exhibition (third party liability) as well as against injury to his personnel (employer's liability) and insuring their exhibits and merchandise against damage of loss to and from the exhibition and during the exhibition. Exhibitors should contact their insurance broker to cover their personnel, exhibits and stand materials. To Organizers. The official contractors or any of their officers, agents and/or employees. Are not responsible for damage or theft of an exhibitor's exhibit, product or property of for any injury to the exhibitor's personnel.

Fire Precautions

Firefighting equipment may not be moved or hidden within stands by exhibitors/contractors. Only flameproof and fireproof materials may be used.

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name and exhibitors names.

Exhibitor badges will be given as per your contract.

Two Industry Professional Tickets are included with each booth. Companies are kindly requested to complete their registration through the [official website](#) by choosing the ticket category **Industry Professional complimentary**.

Deadline: Monday, October 14th, 2024

For additional tickets please also complete the registration through the [official website](#) by choosing the ticket category **Industry Professional**.

The same date applies for additional tickets for exhibitors.

The Exhibitors badges allow access to the exhibition area, refreshments and launches served as indicated in the program timetable.

For your participation to the dinner you can buy your ticket when registering. The cost is 70€.

Workshops

All workshops will be repeated in two consecutive sessions of 45min. as to make feasible for more people to attend. Up to 20 people will be able to attend at each session split in 4 groups in rotation.

You may see the program of the workshops at the official website [HERE](#) and a short description [HERE](#).

A 3 day international, practical, and interactive meeting bringing the success of Venous Symposium New York to Europe with world experts, focusing on venous and lymphatic diseases

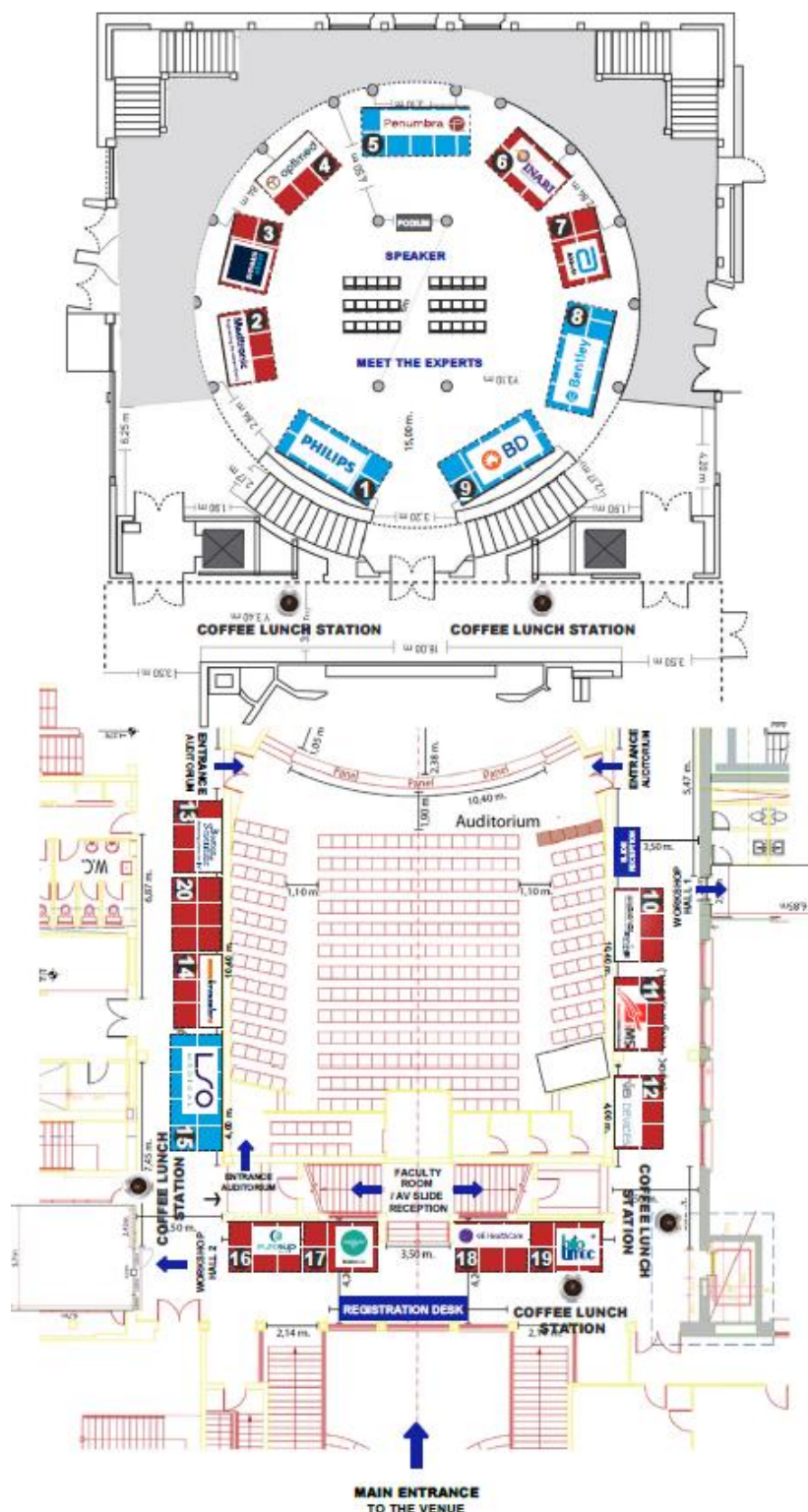
www.venoussymposiumeurope.com

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Exhibition floor plan

The floor plan has been designed to maximize the exhibitors' exposure to the delegates.



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Map exhibition entrance

