



8th Northern European Conference  
on Travel Medicine 2020

JUNE 3-5 | ROTTERDAM | THE NETHERLANDS

# EXHIBITION MANUAL

June 3 - 5, 2020  
Rotterdam, The Netherlands



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## CONTACT INFO

The 8th Northern European Conference on Travel Medicine (NECTM8) will take place from 3 to 5 June 2020 in Rotterdam, The Netherlands.

We expect around 600 participants from more than 20 countries. This manual is intended to make your participation at the conference as smooth and productive as possible. If you have any questions or require further assistance, please do not hesitate to contact us.

*Congress by design* has been appointed as the conference secretariat in charge of local organization and management of the meeting on behalf of NECTM8.

### **Conference Secretariat NECTM8**

Congress by design

Contact person: Vera Verzijl

P.O. Box 77

3480 DB Harmelen. The Netherlands

P: +31 (0)88 0898101

E: [NECTM8@congressbydesign.com](mailto:NECTM8@congressbydesign.com)

W: <https://www.nectm8.com>

### **Conference and Exhibition Venue**

De Doelen International Conference Center Rotterdam

Schouwburgplein 50

Rotterdam, The Netherlands

<https://www.dedoeleniccrotterdam.nl/en/>

To see the Exhibition Overview please click [here](#)

### **Exhibition services, shell scheme, furniture rental**

Company: A-booth

Project managers: Maaïke van Schilt

P: +31 (0)75 - 6225581

Email: [maaïke@a-booth.nl](mailto:maaïke@a-booth.nl) or [info@booth.nl](mailto:info@booth.nl)

### **Transportation, shipments and storage**

Company: Today's Value Added Logistics B.V.

Event logistics managers: Udo Smit

Phone: [+31 \(0\) 348 478016](tel:+3120348478016)

Email: [events@todayslogistics.nl](mailto:events@todayslogistics.nl)

Website: <https://www.todays-logistics.com/nectm8-2020>



## EXHIBITION DATES AND HOURS

### Set-up times:

Wednesday, June 3	07:00 - 08.00	Delivery shipments by Todays*
Wednesday, June 3	<b>08:00 - 10.00</b>	Unloading by other parties
Wednesday, June 3	08:00 - 15.00	Set up exhibition
Wednesday, June 3	15.00 - 16.30	Cleaning Exhibition Area
Wednesday, June 3	17.00 - 19.30	Welcome Reception at Exhibition Area

Before starting the installation of your booth, you should report to the registration desk to receive move-in instructions.

### Tentative exhibition hours\*:

Wednesday, June 3rd	17.00 – 19.30 hrs.
Thursday, June 4	08:00 – 18:30 hrs.
Friday, June 5	08:00 – 14:00 hrs.

Definite exhibition hours will be communicated at a later stage.

### Dismantling:

Friday, June 5	14.00 – 21.00 hrs.	Stand dismantling
Friday, June 5	<b>16.30</b> – 21.00 hrs.	Removal/move-out of goods

For safety reasons, dismantling of stands cannot commence before the official end of the exhibition (Friday, June 5th, 2020 at 14.00, after the lunch break) and until all visitors have left the exhibition floor.

Removal of exhibition goods and stand materials (and collection of material from your stand by your appointed company) cannot commence before all participants have left the building, after the end of the conference programme.

Exhibitors must ensure that any return shipments are clearly labelled (including contact details & shipment destination) and ready for collection from their stands by their appointed company. Any items left uncollected after 23:00 hrs on Friday, June 5th will be removed and discarded.

For more information, please visit: <https://todays-logistics.com/nectm8-2020>



### EXHIBITION REGISTRATION

As an exhibitor you have access to all conference areas, lunches and coffee breaks as well as the Welcome Reception. Exhibitors do **not** have access to the scientific program.

#### Exhibitor badges

Per 3 sqm. you will receive 1 non-personalized exhibitor badge.

Additional exhibitor badges can be booked at a rate of € 150. Exhibitors who wish to attend the conference should register for a full conference pass. Both registration fees can be found in the same portal: <https://cbd.eventsair.com/nectm8/registration-website/Site/Register>.

Please be informed that the registration of exhibitors and sponsors need to be made online, in order to create personalized exhibitor badges.

In case you would like to rotate stand personnel and you therefore need more exhibitor badges than included in your package, there are 2 options:

1. You can either purchase additional exhibitor badges via the online booking tool mentioned above.
2. You can choose to use non-personalized badges (company name only). This way you can exchange the badges among each other.

#### **Registration deadline: 20 May 2020.**

Please be informed that entering names and/or making (name) changes after this date may result in an additional fee of € 25 per badge.

Exhibitor badges can be collected at the registration desk. It is not allowed to enter De Doelen during the conference without an official conference badge.



### EXHIBITION FACILITIES

The exhibition will largely run concurrently with the NECTM8 conference program including poster viewing and breaks. The exhibition area is located on the first floor. Catering stations are available throughout the exhibition area, guaranteeing maximum exposure for the exhibitors.

Please be advised that all exhibition (packages) are on a **space only\*** basis, you can therefore employ the stand contractor of your choice. However, we would like to advise you to work with A-booth, as they are familiar with the venue and can maximize your exposure.

*\* Please note space only does not include furniture, carpeting, etc. All these services and others can be ordered additionally. Please be advised that it is mandatory to order a carpet in your stand, in order to prevent damaging the floor in the Doelen.*

#### Space only specification:

Exhibitors are responsible for building their own displays.

- Your booth construction may not in any way be fixed to the wall, floor or ceiling of the venue.
- The maximum building height is 2,50 mt. or 4,00 mt., depending on the location of your booth.
- If your booth has a raised floor, the perimeter of the flooring must be marked with hazard tape or the step should be sloped to avoid the risk of accidents.
- The exhibition area has a marbled floor and therefore it is prerequisite to lay your own carpet.
- We are planning on an inviting and airy exhibition area and would therefore like to limit the use of side walls.
- All stand designs need to be officially approved by A-booth.

**Deadline for stand design approval: 27 April 2020**

Please make sure that your contractor is fully aware of the relevant forms, deadlines, regulations and their responsibilities under all health and safety legislation. Fire and evacuation routes must be kept free from exhibition materials at all times.

#### Additional bookings

If you would like to order a shell scheme, book furniture, carpets, graphics, electricity etc. please contact [A-booth](#).

Stand material has to be returned in the same state as when delivered (no holes, glue residues, etc.).

**The booking deadline is 6 May 2020.** Ordering is still possible after the deadline, but there will be a surcharge.

#### Transportation & customs

Today's Logistics has been appointed as the official carrier and customs clearance service provider for NECTM8. For more information, please visit: <https://www.todays-logistics.com/nectm8-2020>

The organizers of NECTM8 do not provide reimbursement or payment of import duties to couriers or suppliers upon delivery. The organizers are not liable for missing deliveries from users or deliveries that users have delivered by a third party.

For all shipments, please mark the boxes with stand number and company name.

Please be aware of the shipment deadlines.



### THE VENUE (THE DOELEN)

The 8th Northern European Conference on Travel Medicine 2020 will be held at De Doelen in Rotterdam, a city-centre, state-of-the-art venue for conferences and concerts. It is just a short walk from good hotels and Rotterdam Central Station. The latter is reached by direct bus from Rotterdam The Hague Airport, and is only 20 minutes by train from Schiphol Airport Amsterdam.

You can enter the venue using the following 3 entrances:

**Kruisplein 50** (for unloading and loading exhibition materials):

Wednesday 3 June 08.00 - 10.00 hrs.

Friday 5 June **16.30** – 21.00 hrs.

**Kruisstraat 2** (exhibitors only, no materials)

Wednesday 3 June 08.00 - 15.00 hrs.

**Kruisplein 40** (official entrance conference)

During conference hours, see final program

Please find the 'Rules and Regulations exhibition De Doelen 2020' [here](#).

**Please make sure to follow the rules and regulations of the venue at all times.**

### Accessibility

Due to the limited (off-)loading areas at The Doelen ICC and to ensure all work is performed according standard safety & environmental rules and regulations, we advise you to make use of our shipping and storage partner Today's Logistics.

On Wednesday June 3<sup>rd</sup>, at 07.00 hrs. Today's Logistics starts with the delivery of shipments of exhibition materials sent to their warehouse beforehand. If you decide **not** to make use of their services, you can unload your materials at De Doelen (Kruisplein 50) between 08.00 and 10.00 hrs. **Please be advised that we work on a first come, first serve basis, we therefore cannot guarantee that you are able to immediately enter the (un)loading area and you should take the additional waiting time into account.**

The area in front of entrance 'Kruisplein 50' is only intended for loading/unloading purposes and therefore parking is not permitted.







### FOOD & BEVERAGE (F&B)

NECTM8 participants are being offered a selection of F&B items during the morning and afternoon coffee break and lunch. The buffet stations are spread out through the exhibition area (first floor), see exhibition floor plan for the exact locations of the buffet stations.

Exhibitors can use the same buffet stations. For exhibitors several buffet stations open 30 minutes earlier than the (lunch) break times in the official program, to give you the opportunity to have lunch before the other participants.

If you would like to serve the NECTM8 participants your own coffee or tea (coffee machine or barista) or other items from your booth, please contact the Doelen Manon Wintjens [m.wintjens@dedoelen.nl](mailto:m.wintjens@dedoelen.nl) directly for an offer. It is not allowed to bring your own F&B to your stand.

### PRINT WORK / CONFERENCE APP

#### Ad in conference app

All sponsors (Platinum, Gold, and Silver sponsors) have the possibility to have an ad in the conference app.

#### *Delivery specifications:*

1. Company logo for banner on app
2. PDF file:
  - A 1-page pdf version
  - A4 size
  - Full page without any bleed

**Deadline: 15 May 2020**

#### Flyer near registration desk

Platinum sponsors have the possibility to display one flyer on the display table near the registration desk.

Delivery specifications: maximum 1 A4 flyer, printed.

Delivery deadline: 26 May 2020

Delivery address: Today's Logistics BV  
Tasveld 14  
3417 XS Montfoort  
The Netherlands

Please mark the boxes with: NECTM8/TABLE + company name.

Please send a PDF of the insert to [udo@todayslogistics.nl](mailto:udo@todayslogistics.nl)



### IMPORTANT DEADLINES

- Deadline for sharing program and invited speakers of lunch symposia: 22 April 2020
- Deadline for ordering additional AV items (lunch symposia): 22 April 2020
- Deadline for sending own booth construction (for approval): 27 April 2020
- Deadline for booking items via A-booth: 6 May 2020
- Deadline for receiving ad in conference app: 15 May 2020
- Deadline for registration of booth personnel: 20 May 2020
- Deadline for receiving flyer for display table: 26 May 2020



### A – Z OF INFORMATION

#### Accommodation

Rotterdam offers an excellent choice of accommodation in a range of hotels. Please find more information about the accommodation options on the [website](#).

#### Audio-visual/IT requirements

If you require any additional technical facilities for your stand, please contact [A-booth](#).

#### Deliveries/Collections

It is not permitted to deliver any goods directly to the De Doelen. Please contact [Today's Logistics](#) if you have any shipment requests.

#### Disabled Visitors

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. All toilets have access for disabled visitors, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. **Note for exhibitors:** all stands should be readily accessible to disabled visitors.

#### Distribution of Promotional Material

All business including the distribution of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material, etc. in any part of the exhibition hall or at the entrance to the event, in the hallways or conference rooms.

#### Electrical Services / Lighting

Electricity / lighting is not included in your booking. If you need electricity / lighting, please contact [A-booth](#) with your request.

In the Netherlands (Holland) the power sockets used are of type C / F: Type F: This socket also works with plug C and E Type C: This socket also works with plug E and F.

#### Fire Safety and Emergency procedures

For the Venue's Fire Safety & Emergency Procedures please refer to the [Rules and regulations](#). Please ensure that all stand staff are aware of the emergency procedures and are familiar with all fire exits.

#### First Aid

If you need assistance during your time at De Doelen, please contact the Registration desk.

#### Hallways

Hallways shall be kept unobstructed at all times.



### Hostesses

There are several hostess agencies in The Netherlands. Hostesses for your stand can, for example, be arranged through the hostess agency Kronenburg ([info@kronenburg.nl](mailto:info@kronenburg.nl)).

### Insurance

Neither the conference organizers nor its contractors shall accept any liability for the loss or damage of exhibition materials.

Exhibitors are reminded they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

### Internet

The venue offers free WIFI service for all conference days at **de Doelen**. Please be advised this is 'standard' WIFI, suitable for reading e-mails, etc. If you need a stronger connection, for example for showing videos, etc. an upgrade should be considered.

### Parking

There are several secure car parks in the immediate vicinity.

### Security

The Conference Organizers will control general security arrangements for the exhibition and ensure the premises are adequately patrolled.

Whilst the Conference Organizers will make reasonable arrangements for security coverage, they and the venue are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stand.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are high risk periods, so you are recommended to work in pairs, so that your stand is staffed at all times.

### Storage

Please note that the venue does not have any storage facilities. Therefore, deliveries directly to De Doelen will not be accepted (prior or during the conference) and storage of empty crates, etc. is not possible at De Doelen. In case you want to store any objects, all enquiries should be directed to:

#### **Today's Logistics**

Company: Today's Value Added Logistics B.V.

Event logistics managers: Udo Smit

Phone: [+31 \(0\) 348 478016](tel:+3120348478016)

Email: [events@todayslogistics.nl](mailto:events@todayslogistics.nl)

Website: <https://www.todays-logistics.com/nectm8-2020>