



The 10th World Congress on
Controversies in Neurology
Lisbon, Portugal March 17-20, 2016

www.comtecmed.com/cony

January 7th 2016

Preparations for the **10th World Congress on Controversies in Neurology (CONY)** are well underway and we are pleased to send you important information that will help facilitate your participation in the exhibition of the Congress.

We would appreciate if you could please pass this information onto all the relevant parties.

Congress Venue

Sana Lisboa Hotel
Av. Fontes Pereira de Melo 8
1069-310 Lisbon, Portugal
Tel: 00351-210064300

Logistics

Hermes is the sole official on-site agent nominated by ComtecMed to handle all in/out shipments arriving to this congress. All cargo/ shipment will be moved in / moved out from the building only via the official nominated agent.

Booth Plan

If you are building your own exhibition booth, please send a copy of your booth plan to **Erez Lachiany** (erez@comtecint.com) by **February 15th**

Please ensure that the plan includes all dimensions (length, width, height) and please indicate whether the booth will have a raised floor (height and material).

****Maximum building height is 3 meters***

Contact Information for Setup

Kindly send the following details to **Erez Lachiany** (erez@comtecint.com)

- Name of your construction company.
- Contact person who will be representing your company in the booth built up.
- Date and times your company representative expected to arrive to the site.
- Estimated time your company need for booth set up.
- Electricity: if you are building your own booth, please make sure to order electricity from the exhibition supplier as per the manual.

Setup

Setup may begin on **Thursday March 17th** from 09:00 hours until 18:00 hours.

Dismantle

Dismantle may begin on **Sunday March 20th** from 15:00 hours until 23:00 hours.

Exhibition Opening Hours

Friday March 18th - 10.00-18.15

Saturday March 19th - 10.00-18.15



info@comtecmed.com
www.comtecmed.com

Headquarters and Administration:
53 Rothschild Boulevard
PO Box 68
Tel Aviv 6100001, Israel
Tel: +972-3-5666166
Fax: +972-3-5666177
Email: info@comtecmed.com

Comtec Spain:
Bailén, 95-97
pral. 1. a - 08009
Barcelona, Spain
Tel: +34-93-2081145
Fax: +34-93-4579291
Email: spain@comtecmed.com

Comtec Asia:
Suite 405, Universal Center Building
175 Xiang Yang Road South
Shanghai 200031, China
Tel: +86-21-54660460
Fax: +86-21-54660450
Email: china@comtecmed.com



The 10th World Congress on
Controversies in Neurology
Lisbon, Portugal March 17-20, 2016

www.comtecmed.com/cony

Sunday March 20th - 10.00-15.00

**** Comtec have the right to move the location of the exhibition hall and the discretion of the Congress and participants if needed to the benefit of the Congress.**

Security

General security will be provided for the whole exhibition area over night after the exhibition opening hours. Exhibitors are responsible for the protection of their personnel, booth displays and all other materials AT ALL TIMES. Comtec will not be held responsible for bodily injury, theft or damage to Exhibitor's personal property, products or exhibit. All companies are to adhere to security measures and procedures. Arrangements for additional security for booths can be made at an additional cost.

Cleaning Services

Cleaning services of the general areas will be provided at the end of each day of the exhibition. Individual cleaning services for booth can be ordered upon request at additional cost.

Exhibitor Name Tags

Please send the names of your company representatives who will be manning the booth to **Emma Wilson** Emmaw@comtecmed.com by no later than **March 1st, 2016**.

Exhibition Floor Plan

The floor plan is updated on the official Congress website:

http://www.comtecmed.com/cony/2016/Uploads/Editor/PDF/Cony_Lisbon2411.pdf

Exhibition Manual

The exhibition manual is available online for download at:

<http://www.comtecmed.com/cony/2016/support.aspx>

Shipping Services

Hermes Exhibitions & Projects Ltd has been nominated as the sole shipment agent for the CONY Congress.

Please be in contact with – Mr. Motty Wizman

Email address: mottyw@hermes-exhibitions.com

Tel: + 972.8.914.6421

The shipping information is available on the website at:

<http://www.comtecmed.com/cony/2016/support.aspx>

****All materials sent directly to the hotel (not via our logistic agent AKA Hermes) will not be under COMTECMED's responsibility. We are not responsible if the shipment does not arrive or any delays that might occur.***

Please do not hesitate to contact us for any other information you may need.

Wishing you a successful Exhibition
CONY Congress Organizers



info@comtecmed.com
www.comtecmed.com

Headquarters and Administration:
53 Rothschild Boulevard
PO Box 68
Tel Aviv 6100001, Israel
Tel: +972-3-5666166
Fax: +972-3-5666177
Email: info@comtecmed.com

Comtec Spain:
Bailén, 95-97
pral. 1. a - 08009
Barcelona, Spain
Tel: +34-93-2081145
Fax: +34-93-4579291
Email: spain@comtecmed.com

Comtec Asia:
Suite 405, Universal Center Building
175 Xiang Yang Road South
Shanghai 200031, China
Tel: +86-21-54660460
Fax: +86-21-54660450
Email: china@comtecmed.com