



The 11<sup>th</sup> World Congress on  
**Controversies in Neurology**  
**Athens, Greece March 23-26, 2017**

[www.comtecmed.com/cony](http://www.comtecmed.com/cony)

## Dear Exhibitor

Preparations for the CONY congress are well underway and below we have outlined the important information and deadlines in relation to your exhibition booth.

We would appreciate if you could please pass this information on to all the relevant parties. Please also take careful note of the deadlines as if we have not received the relevant information by these dates, this may affect your booth.

Please click on the following links or view the full text below:

[Exhibitor Badges](#)

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## Exhibitor Badges

Every person at the congress and in the exhibition must have a badge. Unless agreed otherwise as part of your package, your exhibition booth package includes 2 exhibitor badge for the representatives that will be manning your booth.

If you require additional badges, these will be charged at 250 EUR per badge.

## Your Exhibition Booth

Please note that your booked exhibition space is for the rental area ONLY and does not comprise of any equipment, e.g. rear/separation walls, chairs, electricity etc. All needs for build up and preparation of the exhibition stand, such as furniture, electricity, carpet etc. can be booked via the order form in the Exhibition Manual.

You have the choice either to design your own stand or to rent a shell scheme system from the exhibition manual. Deadline for ordering shell scheme stand packages, furniture, graphics and carpets is: **8<sup>th</sup> March (After this a sur-charge is payable)**

Please see the exhibition manual to order your shell scheme stand and/or booth furniture [insert link to manual].

## Booth Plan Approval

If you opt to build your own exhibition booth, please inform us and send a copy of your booth plan for approval to **Erez Lachiany at [Erez @comtecmed.com](mailto:Erez@comtecmed.com)**

This only applies for customized individual stands and not for regular shell scheme stands that are ordered via the exhibition manual.

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 3m***

If Comtec has not received any stand plan and you have not received approval prior to the exhibition, you will not be allowed to build your stand.

## Booth Set-up and Dismantle

### Contact Information for Setup

Kindly send the following details to **Erez Lachiany at [Erez@comtecmed.com](mailto:Erez@comtecmed.com)**

- Name of your construction company.
- Contact person who will be representing your company in the booth build up. We require their name for security reasons on-site as the venue may have to issue a constructor badge.
- 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 Exhibition manual

### Setup

Setup may begin on Thursday March 23<sup>rd</sup> at 23:50 until Friday 24<sup>th</sup> 7:00 (Over night)

Please advise Comtec in case you require extra times.

### Dismantle

Dismantle may begin on Saturday March 25<sup>th</sup> at 19:00 until midnight

Light dismantling and packing activities may begin at 17:30.

## Shipping Information

**Please be aware that due to lack of storage at the venue there is NO DIRECT SHIPPING to the hotel.**

The entire logistics and delivery coordination will be managed by Hermes & Merkur. Hermes is responsible for the allocation of delivery time slots during the set-up and dismantling period.

Please contact Mr. Motty Wizman for further information regarding shipping and handling costs and logistics and also for the allocation of delivery time slots during set-up and dismantling period:

Email: [mottyw@hermes-exhibitions.com](mailto:mottyw@hermes-exhibitions.com).

Phone: +972 8 9146421

Mobile +972 52 6021958

**Please note that Handling fees apply.**

Please click this link for the Hermes shipping instructions:

Please click here to download the shipping label. Please ensure that your package is clearly labelled and if it is to clear customs, that you have indicated clearly what the package contains and its value.

### International Shipping

Please note that if you will be shipping from outside of XXX it is important to allow sufficient time for your package to clear customs. It is not the responsibility of Comtec to arrange for the release of the package at customs, therefore you must ensure that there is a representative of your company available during the time of the shipment to liaise with a customs officer should there be any problems or delays. Comtec and Hermes will not be able to clear customs without your assistance.

If you are registered with an EORI number for import/exports in the EU, please provide [this to us](#).

## General Information

### Invoice for the Exhibition Space

We kindly ask you to settle all open invoice prior to the start of set-up of your exhibition booth- otherwise set-up will not be permitted.

### Venue

The Meeting will take place at:

#### **Hilton Athens**

46 Vassilissis Sofias Avenue

Athens, 11528,  
Greece

### **Exhibition Opening Hours**

Friday March 24<sup>th</sup> 10:00-17:30

Sat March 25<sup>th</sup> 10:00-19:00

***All coffee breaks will take place at the exhibition area as follows***

***Please note that Comtec has the right to move the location of the exhibition hall and the discretion of the Meeting and participants if needed to the benefit of the Congress.***

### **Security**

General security will be provided for the General spaces in the 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.

### **Exhibition Floor Plan**

The floor plan is updated constantly on the official Congress website: [Floor Plan](#)

Please feel free to contact us at any time in case of any question. We will be pleased to support you and wish you a smooth preparation of your participation.

We are looking forward to welcoming you soon in Athens!

Kind Regards

Emma

### **Emma Wilson**

Industry Liaison Associate

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