



**The 3<sup>rd</sup> International Congress on Controversies in Stem Cell Transplantation and Cellular Therapies (COSTEM)**

Berlin, Germany  
October 22-25, 2015

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

July 6<sup>th</sup>, 2015

Preparations for **The 3<sup>rd</sup> International Congress on Controversies in Stem Cell Transplantation and Cellular Therapies (COSTEM)** 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**

The Congress will take place at  
**Andel's Hotel Berlin**  
**Landsberger Allee 106**  
**10369 Berlin, Germany**

**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 **Anna Zlobin** ([anna@comtecmed.com](mailto:anna@comtecmed.com)) by **October 1, 2015**

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 2.5 meters***

**Contact Information for Setup**

Kindly send the following details to **Anna Zlobin** ([anna@comtecmed.com](mailto:anna@comtecmed.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, October 22, 2015 from 07:00-16:00

***As the Welcome Reception will take place at the exhibition area beginning at 18:45 on Thursday, October 22<sup>nd</sup>, 2015, it is essential that the set-up is complete on time!***

**Dismantle**

Dismantle may begin on Sunday, October 25, 2015 from 12:00-22:00



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### Exhibition Opening Hours

Thursday, October 22 <sup>nd</sup> , 2015	18:45-20:00
Friday, October 23 <sup>rd</sup> , 2015	09:30-16:30
Saturday, October 24 <sup>th</sup> , 2015	09:30-16:30
Sunday, October 25 <sup>th</sup> , 2015	09:30-11:30

**All Congress coffee breaks & lunches will take place at the exhibition area.**

### **Friday, October 23, 2015**

**10:14-10:45 Coffee Break**

**12:15-13:00 Lunch Break**

**15:30-16:00 Coffee Break**

### **Saturday, October 24, 2015**

**10:00-10:30 Coffee Break**

**12:00-12:30 Lunch Break**

**15:00-15:30 Coffee Break**

### **Sunday, October 25, 2015**

**10:00 – 10:30 Coffee Break**

**\*\* Comtec has 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 representative, who will be manning the booth to **Motti Levi** ([Mottil@comtecmed.com](mailto:Mottil@comtecmed.com)) & **Einat Gassner** ([Einat@comtecmed.com](mailto:Einat@comtecmed.com)) by no later than **October 1<sup>st</sup>, 2015**

### Exhibition Floor Plan

The floor plan is updated constantly on the official Congress website:  
[www.comtecmed.com/costem/2015/Uploads/Editor/PDFs/COSTEM-Berlin-1905.pdf](http://www.comtecmed.com/costem/2015/Uploads/Editor/PDFs/COSTEM-Berlin-1905.pdf)

### Exhibition Manual



[info@comtecmed.com](mailto:info@comtecmed.com)  
[www.comtecmed.com](http://www.comtecmed.com)

#### **Headquarters and Administration:**

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The exhibition manual is available online for download at  
[www.comtecmed.com/costem/2015/Uploads/Editor/PDFs/Costem\\_Berlin\\_OrderForm\\_2015.pdf](http://www.comtecmed.com/costem/2015/Uploads/Editor/PDFs/Costem_Berlin_OrderForm_2015.pdf)

**Shipping Services**

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

Please be in contact with – Mr. MottyWizman

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

Tel: + 972.8.914.6421

The shipping information is available on the website at:  
<http://www.comtecmed.com/costem/2015/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**  
**COSTEM Congress Organizers**



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