

# **EXHIBIT MANUAL**





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## **INTRODUCTION:**

The Exhibit Manual has been designed to help exhibitors at the **12**<sup>th</sup> **Biennial ISAKOS CONGRESS** participate in an orderly and respectful way, in order to guarantee the success of all participants and guests in this hallmark event.

The 12<sup>th</sup> Biennial ISAKOS Congress will be held on May 12 – 16, 2019 in Cancun, Mexico. Congress Pre-Courses will be held on Saturday, May 11, 2019.

## **CONTACT LIST:**

## Official General Decorator Contractor, InterMeeting:

Contact Person: Valeria Galindo, Logistics Coordinator

Phone: +52 55 5661 7905

Email: vgalindo@intermeeting.com.mx

#### Standex – ISAKOS 2019 Official Exhibition Services Partner:

Contact Person: Rigoberto Gutierrez

Phone: + 52 998 8820122

E-mail: <a href="mailto:rgutierrez@standex.com.mx">rgutierrez@standex.com.mx</a>

## **Kuehne & Nagel – Official Customs Broker**

Contact Person: Jerry Nance Phone: +1 404 675 2783

Email: jerry.nance@kuehne-nagel.com

#### Cancun ICC International Convention Center Customer Service Office

Contact Person: Aldo Uriarte Phone: +52 998 881 0432

Email: auriarte@cancunicc.com





## **CONGRESS LOCATION:**

#### **CANCUN ICC INTERNATIONAL CONVENTION CENTER**

Boulevard Kukulcan Mz. 48 Lt. 8, Zona Hotelera 77500 Cancún, QROO MEXICO

Exhibits will be located on the Ground Floor of the CICC.



## **EXHIBIT BOOTH SET UP & HOURS:**

## Move In & Set Up

## ISLAND EXHIBIT (Raw Space Exhibitors)

Thursday, May 9 07:00 – 22:00 Friday, May 10 07:00 – 22:00 Saturday, May 11 09:30 – 19:00

## INLINE EXHIBITS (Standard Shell Scheme)

Friday, May 10 07:00 – 22:00 Saturday, May 11 09:00 – 18:00

All exhibition booths must be in place and waste must be removed by 14:00 on Saturday, May 11<sup>th</sup>. If the booth space has not been occupied or set up by this time, the exhibitor will be considered a "no-show" and ISAKOS reserves the right to use the space as it deems appropriate.

The installation and dismantling of exhibits must be completed during the allotted times. Exhibitors that require additional time must send their request in writing to InterMeeting by May 1, 2019 – additional fees may apply.





It is important to note the traffic restrictions mentioned below in order to avoid delays in setting up your stand(s).

- 1. Freight Trailers and Trucks must arrive at Cancun ICC International Convention Center **before 6:00**AM or after 10:00 PM.
- 2. All Exhibitors must obtain a special traffic permit <u>directly</u> at the Cancun Municipal Traffic Department at a cost of \$550.00 Pesos. Please note: This cost may vary per terms of state traffic laws applicable in Benito Juarez County, Q. Roo.
- 3. Trailers or trucks are not allowed to circulate freely within the city. Permits only authorize the vehicle enter and exit the city.
- 4. Please note that if the trailer arrives after 6:00 AM, you may do the paperwork to obtain this permit at the Municipal Traffic Department, but you will NOT be allowed to enter the Hotel Zone until after 10:00 p.m.

The paperwork required to drive in the city must be made beforehand by calling the Municipal Traffic Department at: +1-998-884-1919, extension 114.

Municipal Traffic Department: Av. Xcaret casi esq. con of Av. Cobá, Cancun, Q. Roo.

Please note: the Cancun ICC International Convention Center is unable to complete this paperwork on your behalf.

## **MANEUVERING AND UNLOADING:**

Because of space limitations, loading and unloading maneuvers must be completed efficiently, and in a timely manner. We ask all exhibitors please abide by these instructions:

- 1. Upon arrival at the Cancun ICC International Convention Center loading dock, report to Security to receive your move-in and dock assignments. You will receive instructions for temporary parking of your trailer or truck.
- 2. During your assigned move-in time, move trailer or truck to assigned unloading dock.
- 3. Unload trailer or truck. It is mandatory to provide sufficient staffing for these maneuvers; otherwise you will not be allowed to start unloading. You will only be allowed to stay at the dock for the time needed to unload. Please respect the dates you have been assigned for set-up in order to avoid unnecessary delays.
- 4. Once you have finished unloading, please vacate the delivery yard.
- 5. Upon completion, you must give two lists to the Security Department:
  - a) an inventory (original and two copies) of all materials and equipment.
  - b) a list of the names of the people participating in your exhibit's set-up.

InterMeeting will control all entries to and exits from the exhibit area during set-up/event/break-down and the days of the event. In addition, upon arrival you will receive an ID badge corresponding to your exhibit, which you must use to enter Cancun ICC International Convention Center.

You must wear your badge during set-up, break-down in order to move freely about or remain in the assigned areas. Inventories provided by exhibitors do not create any obligation or liability for Cancun ICC International Convention Center due to partial or total theft of the product or materials that are brought into the venue.





Cancun ICC INTERNATIONAL CONVENTION CENTER has two parking lots, one in front and one in the back for the exclusive use of private cars that you might use during the event dates.

The trailers may use the lateral parking lot area (In front the Coral Beach Hotel); the parking overnight fee will be \$50.00 US dollars per event plus taxes (10%).

## **Dismantle and Move Out:**

Wednesday, May 15<sup>th</sup> 15:30 – 17:30 Thursday, May 16<sup>th</sup> 07:00 – 20:00

All display materials must be cleared from the exhibition area by 17:00 on Thursday, May 16, 2019. **Unless previously arranged with Standex or InterMeeting, all exhibiting companies are responsible to dismantle any materials not within the standard shell scheme provided by ISAKOS**. Should an exhibitor fail to remove their exhibit and/or exhibit materials, InterMeeting and ISAKOS have the right to remove such exhibits at the exhibitor's expense.

## **Exhibitor Registration:**

Exhibitor Registration will open from 06:00-17:00 on May  $11^{th}$ . From May  $12^{th}$  - $15^{th}$ , Exhibitor Registration will be open from 06:30-17:00. to May 16.

## **Exhibit Hours:**

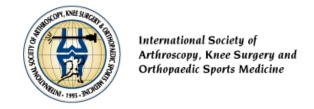
The Exhibit Hall will be open during the following hours:

Sunday, May 12 07:00 – 15:30 | 17:30 – 20:00 (Welcome Reception in Exhibit Hall)

Monday, May 13 07:00 – 15:30 Tuesday, May 14 07:00 – 15:30 Wednesday, May 15 07:00 – 15:30

Thursday, May 16 CLOSED





## SHELL SCHEME BOOTH INFORMATION:

For all Inline exhibit spaces, a Standard Shell Scheme will be provided by ISAKOS.



- Sign with Company Name, up to 20 characters
- One 2 x 38 watts Light installed behind Sign
- One rectangular table
- Two chairs
- Back and Side Walls

Please note: Carpet is not required in the exhibit space, as the floor of the CICC is marble.

If you wish to upgrade the standard shell scheme, please contact our general exhibition services provider, Standex. Through the below link, exhibitors will be able to customize their exhibit space as well as order additional amenities such as electricity, furniture rental, carpet, AV equipment, floral arrangements, and additional signs.

## http://eventodigital.net/isakos/

Please note that all cost of booth upgrading will be charged to exhibitor.

## **REGULATIONS FOR INSTALLING AND DECORATING STANDS:**

Exhibitors will install and decorate their stand(s) only within the space they rented and they must abide be the pre-established set-up schedules. Exhibitors may not break-down before the established date and time.

Decorations, equipment and products must be kept in the allotted space and may never block free circulation in the hallways or obstruct other stands in the exhibit or common areas.

Movements of materials, merchandise, machinery or any other product or equipment must be done with utmost care in order to protect the flooring of the Cancun ICC International Convention Center. Avoid dragging or pulling articles that might mar or damage meeting room floors or carpets.

- 1. You may not glue, nail, staple, attach with screws, drill or attach anything to columns, walls, floors, furnishings, windows or any other structure belonging to the venue.
- 2. Carpentry, ironwork, mortar, plumbing, electrical, paint or any other type of work must be done outside Cancun ICC International Convention Center. Only pre-fab modules, furnishings or equipment may be put together inside the building.





- 3. The customer Service Department can provide an area for this type of work, for a fee. This work area must be returned in the same condition in which it was received.
- 4. Absolutely no carpets or rugs may be glued down with adhesive materials; only double-face adhesive tape may be used.
- 5. The maximum weight limit in Cancun ICC International Convention Center Exhibit area is 400 kg. /m2.
- 6. Absolutely no smoking, eating or drinking of alcoholic beverages in the installations during set-up and break-down.
- 7. Exhibitors are liable to Cancun ICC International Convention Center for any damage due to work done by their staff during set-up, break-down or the event itself, and ICC International Convention Center reserves the right to collect the corresponding charge for damages incurred.
- 8. Exhibitors are solely liable for labor, tax and Social Security obligations, and for any possible violations of applicable Mexican laws
- Set-up staff must have dollies or carts in order to facilitate and speed up loading and unloading maneuvers.
- 10. Cancun ICC International Convention Center must give written approval for filling balloons with any kind of gas, which will depend on the dimensions and function of these balloons, because they can interfere with sensors and the fire and smoke detection system.
- 11. Confetti: You may not use confetti in carpeted areas. Use of confetti in uncarpeted areas is subject to the Customer Service Manager's approval, and a clean-up fee will be added to the client's account.
- 12. You must have prior written approval in advance from InterMeeting in order to use a smoke machine as part of your stand's decoration. Use and installation of smoke machines can set off smoke sensors and the sprinkler system. If exhibitors fail to abide by this provision, Cancun ICC International Convention Center will remove this material and penalize the exhibitor for damage incurred by the venue.

## **HEIGHT LIMITATIONS FOR EXHIBITS:**

Maximum height for all booths and displays is **3 meters (9.84 feet)**. In the event your booth exceeds this height, it is your responsibility to request and comply with the CICC regulations. These regulations contain specific requirements and obligations from an engineering compliance perspective prior to and during set-up construction / installation.

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto other exhibitor's space or ISAKOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. The CICC has specific rules and regulations with respect to height of booths and displays.

## **PUBLICITY AND PROMOTIONAL MATERIALS**

- 1. Exhibitors may only display publicity and promotional materials within their stand(s).
- 2. No printed, optical or visual materials may be placed outside the stand(s), such as projecting visual effects onto areas outside the rented, approved space.
- 3. We would like to remind you that there will be absolutely no distribution or in-hand delivery of brochures, invitations or any other promotional material outside the Trade show area.





## **ISLAND BOOTH REGULATIONS:**

Height limitation: 3 meters (9.84 feet)

Hanging point: None. (Hanging ceiling is forbidden)

**Necessary Documents for all Island Booths:** 

- 1) Booth Construction Drawing, 1 copy
- 2) electric mapping drawing, 1 copy
- 3) Booth 3D rendering, 1 copy
- 4) Booth construction materials instruction, 1 copy

**Electricity:** Please fill electric order form according to your power consumption on the online booth customization tool <a href="http://eventodigital.net/isakos/">http://eventodigital.net/isakos/</a>

All electric mapping within booth should be responsible by exhibitor or their contractor. Electrician should work with qualification certification.

**Designated Exhibit Contractor:** Exhibitor can use their own booth contractor or hire Standex your booth contractor, please note all staff responsible for booth building need to wear work pass during whole set-up and dismantle period.

**Insurance certification:** It is required that exhibitors need to purchase adequate insurance to guarantee exhibition hall and booth builder's safety, please send your insurance certification to InterMeeting.

Deadline of above documents: March 1, 2019

## **EXHIBITOR DESIGNATED CONTRACTORS:**

All companies providing a service to exhibitors must be licensed and insured prior to entering the premises of the Cancun ICC International Convention Center. Exhibitors planning to use an Exhibitor Designated Contractor for any service of their exhibit (including photography, computer rental, florist, etc.) must abide by the following regulations:

All Exhibiting Companies using an Exhibitor Designated Contractor (EDC) must notify ISAKOS, in writing by March 1. 2019.

Notice must be sent by the Exhibiting Company via letter or email and include the name of the service, firm, address, contact, telephone, fax, and email. Failure to notify by March 1<sup>st</sup> will result in the installation and dismantling work to be given to the general contractor (Standex).

All EDCs providing a service to an exhibitor must be licensed and insured prior to entering the exhibit hall. An original and valid Certificate of Insurance, providing coverage indicated in the Insurance Requirements section, must be received by InterMeeting on or before **March 1, 2019**.

ISAKOS must authorize any EDCs who need to be on the floor before or after show hours. During Installation and Dismantling, all EDC work space should not block aisles or get in the way of move in / out operations.

EDCs may not solicit business in the exhibit hall at any time and it is the responsibility of the EDC and exhibiting company to make all EDC staff aware of the Association's Rules and Regulations.

Failure of the EDC to follow the rules and regulations will result in the EDC NOT being allowed to perform work in the exhibit hall.





## **CLEANING SERVICES:**

ISAKOS will provide cleaning service for all aisles. Additional cleaning services for individual booths can be ordered through the Cleaning Services Order Form.

## **CLEANING OF STANDS AND COMMON AREAS:**

Clients/exhibitors are responsible for all rubbish created by set-up/event/break-down, such as boxes, large bags, Styrofoam or other materials, which must be thrown away in the garbage deposit located in the delivery yard. Cancun ICC International Convention Center will only do general cleaning in hallways, bathrooms and common areas. Cancun ICC International Convention Center reserves the right to penalize any exhibitor who does not abide by the foregoing or who leaves rubbish in his stand, the common areas or hallways.

## **STORAGE SPACE:**

If an exhibitor wishes to rent additional storage space, they may request so with the Cancun ICC International Convention Center Customer Service Office, <a href="mailto:auriarte@cancunicc.com">auriarte@cancunicc.com</a>, subject to space availability. There is limited space available for storage.

Starting at 22:00 on May 16<sup>th</sup> the Cancun ICC International Convention Center will charge a storage fee for any equipment and/or materials that have **NOT** been collected. However, this does not constitute any liability for goods that have been forgotten, mistreated or partially or totally damaged. Storage fees are charged per day or part thereof as follows:

From 0 to 100 kg. \$ 100.00 USD From 101 kg. to 500 kg. \$ 165.00 USD From 501 kg. To 1 ton \$ 320.00 USD For more than 1 ton \$ 600.00 USD

#### FREIGHT FORWARDING AND CUSTOMS:

Kuehne & Nagel Ltd has been appointed the official customs broker for the 2019 ISAKOS Congress.

Kuehne + Nagel Inc.

4100 North Commerce Drive

East Point, GA 30344 Contact: Mr. Jerry Nance Tel: +1 404 675 2783

Email: <u>jerry.nance@kuehne-nagel.com</u> Website: <u>www.kuehne-nagel.com</u>

## **DRAYAGE / MATERIAL HANDLING**

<u>Domestic/Mexican</u> exhibitors requiring handling of crates and related exhibitor materials on-site from the docks to their booth location, please contact Kuehne + Nagel.

Kuehne + Nagel services include providing the equipment and labor to unload trucks, move materials to the exhibitor's booth, storage of empty crates and containers, return of empties at the end of the show and reloading of the exhibitor's materials on trucks for outbound return shipping.





#### FREIGHT FORWARDING

For exhibitors requiring truck- or air-freight pick-up services to transport materials from the exhibitor's Origin to the Advance Warehouses (pre-show) in Mexico City or in Laredo, or direct to the Booth, please contact Kuehne + Nagel.

## Kuehne + Nagel Inc.

4100 North Commerce Drive

East Point, GA 30344 Contact: Mr. Jerry Nance Tel: +1 404 675 2783

Email: <u>jerry.nance@kuehne-nagel.com</u>
Website: <u>www.kuehne-nagel.com</u>

## **CUSTOMS CLEARANCE**

The service of a customs broker is required for all shipments originating outside of Mexico.

The customs clearance of pharmaceutical/surgical items is very strict in Mexico and licenses need to be applied 45-60 days beforehand!

The usage of the official appointed customs broker will eliminate the possibility of materials being held at the border by Mexico Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all to the congress.

NOTE: Exhibitors who are importing goods to the event should contact Kuehne + Nagel for customs clearance procedures and material handling. Kuehne + Nagel offers the following services:

- Transport service via air, sea or road
- From point of origin to delivered stand
- From stand and return to point of origin at close of exhibition
- Express dedicated vehicles
- Customs clearance
- Transportation services from stand and onward movement to any destination or exhibition worldwide
- On-site accessible storage
- On-site representation 24-hour contact provided
- Unloading and reloading to / from stand
- Lifting, handling and positioning using specialist lifting equipment
- Assistance with unpacking and repacking
- Labeling, collection, storage and return of empty cases

## SHIPMENTS TO CANCUN ICC INTERNATIONAL CONVENTION CENTER

Cancun ICC International Convention Center can receive advance package shipments **from April 24**, as long as the exhibitor completes the form provided, containing complete information about their shipment to the Customer Service Department to <a href="mailto:auriarte@cancunicc.com">auriarte@cancunicc.com</a> in advance and the shipment is properly labeled. Cancun ICC International Convention Center assumes no responsibility or will accept shipments of boxes or any other product that does not meet the specifications mentioned above, nor will it open shipping packages or be responsible for the content of such shipments.





## ENTRANCES AND EXITS FOR MATERIALS AND/OR EQUPIMENT DURING THE EVENT:

Boxes and/or materials may only be brought in through the delivery yard during the event. For your own security, guards will ask anyone leaving the exhibit area with hand-held equipment (laptops, printers, cameras or other objects) for a materials pass. You may request materials removal passes at the InterMeeting staff office, with the prior authorization of the person in charge of your stand.

You may not use passenger elevators, escalators and common areas for bringing in boxes, equipment, furnishings, dollies, platforms, hydraulic skids or other objects.

## **SECURITY:**

The Cancun ICC International Convention Center in-house security guards will be in the exhibit area in general 24 hours a day from set-up to break-down. No permanent guard will be available for individual stands; therefor, we recommend clients/exhibitors provide the appropriate control for their belongings. Cancun ICC International Convention Center assumes no liability for damages or loses.

If exhibitors wish to order additional security, they may do so through the provided form.

#### **FOOD & BEVERAGES:**

Food & Beverage services will be provided exclusively by Cancun ICC International Convention Center.

Exhibitors may order food and beverage exclusively for your exhibit space through the provided form. Coffee makers are not allowed on the premises.

## **LEAD RETRIEVAL SYSTEM:**

LeadValu will provide the Lead Retrieval System. Order information is included below.

## **HOSPITALITY DESK:**

All services clients/exhibitors require before and during the event will be provided by Standex through a hospitality desk set up in the exhibit area.

You may pay for these services in cash or by VISA, MASTERCARD or AMERICAN EXPRESS credit cards.

## **AWARDS/RAFFLES/DRAWINGS/ETC:**

No drawings, raffles, or quiz-type contests of any type will be permitted. No bags or containers for collection of samples are to be distributed by an exhibitor. This applies to any envelope, folder, portfolio, box, etc., that provides carrying space for more than a single sample. ISAKOS will provide a bag to each registered physician at registration. No air filled or helium balloons may be used in the exhibit hall.





## PROMOTIONAL ITEMS / GIVEAWAYS:

All promotional items must be approved by the ISAKOS prior to the meeting. All items must be submitted to ISAKOS for approval by April 1, 2019.

## **EXHIBITOR MEETING SPACE REGULATIONS:**

It is the responsibility of the exhibitor to ensure that all company personnel or third-party agents that are involved in meeting or travel arrangements are aware of and adhere to ISAKOS rules and regulations contained in the ISAKOS Exhibit Prospectus.

Any exhibitor planning to hold an event or function that will take place outside of their assigned exhibit booth space during the ISAKOS Biennial Congress must secure approval from ISAKOS by submitting the Affiliate Meeting Request Form.

## **SMOKE FREE BUILDING:**

CANCUN ICC INTERNATIONAL CONVENTION CENTER is a SMOKE FREE building. There will be absolutely no smoking during set-up/event/break-down.

## PROTECTION OF THE CONVENTION CENTER:

Cancun ICC International Convention Center is not liable for any personal injury incurred by an exhibitor or damage to their property. At the end of the event, exhibitors must return the space they rented in the same condition in which they received it (floors, electrical outlets, materials rented from the hospitality desk.) Otherwise, the cost of repairs or cleaning will be charged to the exhibitor's account.



## Water, Compressed Air Supply

Deadline: March 1st 2019

Р	lease	return	form	to:
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International Meeting Services SA de CV

Tel: (+52) 55 5663 0402

E-mail: isakosexhibitors@intermeeting.com.mx

Company	
Contact	
Tel.	
E-mail	

Hall:	Booth:	

We hereby order the following items to be used during the duration of the exhibition only.

<u>ITEM</u>	DESCRIPTION	UNIT PRICE (USD)	QUANTITY	TOTAL (USD)
Air Compressor	Ordinary air compressor 2HP (oil and water filter excluded)			
Air Compressor	Ordinary air compressor 5HP (oil and water filter excluded)			
	Water supply to booth			
Water	Water for machine use			

- If not otherwise stated, the prices specified are for the entire duration of the exhibition.
- All items are on rental basis, and cannot be exchanged or cancelled.
- All the above items cannot be interchanged with other items.
- Please contact the official contract InterMeeting about the detail info of the inlet & outlet pipe for water supply.
- Please contact the official contract InterMeeting about the detail info of the air pipe.
- Later order will be subject to 30% surcharge for orders received after the deadline, and 50% surcharge for on site or two weeks before the show opening.
- Any relocation on site of air compressor supply is subjected to 50% of the on site price.
- All confirmed orders are not subject for changes, cancellations or refund in principle. If you want to make any
  changes, you have to inform the official contractor InterMeeting not later than 2 days before opening, and it will
  be subject to 200% charge. All confirmed orders cannot get refund after cancellation.
- Please indicate the air delivery rate L/min and the required pressure.
- Items not listed on this form will be offered on request and subjected to a different quotation.

## **Payment**

All orders must be submitted with full payment to <a href="mailto:isakosexhibitors@intermeeting.com.mx">isakosexhibitors@intermeeting.com.mx</a>

Account Holder: International Meeting Services, S.A. de C.V.

Bank Name: HSBC

Account Number: 07001362169

Clabe Acc Code: 021180070013621693

Branch Office: 03054 (Barranca Insurgentes)

Address: Av. Insurgentes Sur 1650 MZ 1

Col. Florida C.P. 01030 CDMX.

ABA: 021000018 SWIFT CODE: BIMEMXMM

All on-site additional orders must be accompanied with full payment by cash.

As soon as you have emailed us your order form, we will issue you a Debit Note. Once you have settled payment of the Debit Note by the stipulated deadline, your order can be considered as confirmed.

Date:	Signature & Stamp:



## **Exhibitor Designated Contractor | Island Exhibit Booths**

Deadline: March 1st 2019

Please return form to:
International Meeting Services SA de CV
Tel: (+52) 55 5663 0402

E-mail: isakosexhibitors@intermeeting.com.mx

Company	
Contact	
Tel.	
E-mail	

Hall: Booth:
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- Exhibitors who have booked Raw Space stands (Islands) may use either the Official Stand
  Contractor or appoint another contractor of their choice, subject to the approval of Organizers /
  Hall Owner before they are permitted to work in the Cancun International Convention Center.
- All electrical connections must be inspected by the official contractor before circuits are activated
- All workers for the construction must wear safety helmet, if there is any ascending job to be accomplished, the safety belt is also necessary.
- For any double-deck stand design, the exhibitor must ask for rules and regulations for stand contractor from general contractors.

This form must be jointly signed by the exhibitor and the appointed stand contractor.

Stand Contractor:

Address:
Contact Person:
Tel:

Signature:

Exhibiting Company:
Address:
Contact Person:
Tel:

E-mail:

Signature:
Date:

Date:

- 1 copy of technical drawings (original) of the stand design must be submitted to the Official Contractor for approval 4 weeks prior to the Exhibition.
- Please mark the position of all the facilities you ordered on the hall plan.
- Stand designs without the approval will not be permitted in the exhibition
- Please note that it is the exhibiting companies' contractor responsibility to dismantle your booth at
  the end of the event. At the end of this form, you will find a Credit Card Authorization format that
  must be filled out as a guarantee for any damages to the venue or non-fulfillment of the point
  mentioned above.

Date:	Signature & Stamp:
	•



Attention	The badge is f	or temporary use, only valid for move-in and dismantling. All contractors should present	
	the badge to e	nter.	
Requirement	The contracto	r should first submit the final design to InterMeeting and sign the safety responsibility	
	guaranty to the fairground. Customers can get working badges from the organizer only after all the		
	fairground faci	ilities and all requested formats are correctly received.	
Procedure	Guarantee	Please fill out the Credit Card Authorization Form at the end of this document.	

- Commissioned by the organizer, InterMeeting has the right to check and approve all the drawing plan of stand designs.
- All the workers for the construction must wear safety helmets, if there is any ascending job to be accomplished, the safety belt is also necessary.
- The organizer will deliver badges at the InterMeeting service booth.
- One badge per person will be delivered. The badges can be confiscated if found they were borrowed or sold to someone else.
- If you need extra badges for build-up during the showtime, please send your application directly to the organizer.

If you have any additional inquiries, please feel free to contact us. Thanks for your cooperation.



## **CREDIT CARD AUTHORIZATION FORM**

Exhibiting Company:
Booth number:
Credit Card Billing Address:
City / State / Zip / Country / Region:
Contact Phone Number:
Contact Email Address:
Date:
* A valid telephone number and email are required as we will need to contact you to confirm receipt.
I hereby authorize charges that may result from any damages to the venue or as a penalty for not dismantling our exhibition booth, to be applied to the following credit card:
Credit Card Number:
Name on Card:
Expiration Date:
Security Number:
Cardholder Phone Number:
*For this format to be valid, an attachment of the cardholder's id and the credit card on both sides is required.
**Please note that charges may vary according to caused damage to the venue or the booth size / materials
Take into consideration that the charge will be processed by InterMeeting.
Cardholder's signature

All information is kept confidential and used only for the purposes as noted above.



## **Cleaning Services Order Form**

Deadline: March 1st 2019

Please return form to:
International Meeting Services SA de C\

Tel: (+52) 55 5663 0402

E-mail: <u>isakosexhibitors@intermeeting.com.mx</u>

Company:	
Contact:	
Tel:	
E-mail:	

we nereby order to	ne following items to be used during the req	uest duration only.	
ITEM	DESCRIPTION	COST USD	DURATION
Daily Cleaning	Daily Cleaning services of your booth	4 USD per	
	before exhibition opening	square meter	
	(Carpet Vacuuming, dusting of furniture,		
	bin removal		
Occasional	Daily Cleaning services of your booth	52 USD per day	
Cleaning	during the event per day	during the event	
	(Carpet Vacuuming, dusting of furniture.		

Booth:

Prices are subject to the duration and booth area.

bin removal)

- All the above items cannot be interchanged with other items.
- Please contact InterMeeting if you have any special cleaning requests.
- Late order will be subject to 30% surcharge for orders received after the deadline, 50% surcharge for on site or two weeks before the show opening.
- All confirmed orders are not subject for changes, cancellations or refund in principle. If you want to make
  any changes, you have to inform the official contractor InterMeeting not later than 2 days before opening,
  and it will be subject to 200% charge. All confirmed orders cannot get refund after cancellation.
- Items not listed on this form will be offered on request and subjected to a different quotation.

#### **Payment**

All orders must be submited with full payment telegraphic transfer to our a/c

Account name: International Meeting Services, S.A. de C.V.

Bank name: HSBC

Account number: 07001362169

Clabe: 021180070013621693

Branch 03054 (Barranca Insurgentes)

Bank Address: Av. Insurgentes Sur 1650 MZ 1, Col. Florida, C.P. 01030 México, CDMX.

ABA 021000018 SWIFT CODE: BIMEMXMM IBAN: BIMEMXMM

All on-site additional orders must be accompanied with full payment by cash.

As soon as you have emailed us your order form, we will issue you a Debit Note. Once you have settled payment of the Debit Note by the stipulated deadline, your order can be considered as confirmed.

Date:	Signature & Stamp:



## **Catering Order Form**

Deadline: March 1st 2019

Please return form to: International Meeting Services SA de CV Tel: (+52) 55 5663 0402

E-mail: isakosexhibitors@intermeeting.com.mx

Company	
Contact	
Tel.	
E-mail	

Hall:	Booth:
ian.	Dodan.

Please note: according to **CANCUN ICC's** safety and quality regulations, all catering services and food can only be provided by CANCUN ICC. Other food and catering services are not allowed. Food and beverages for individual consumption will be available at the venue's coffee shops.

## The minimum guarantee for any f&b service is 50 people

Below you will find a menu with all available f&b choices, please mark with an "X" your request and InterMeeting will get back to you with a quotation.

Item No.	Name	Cost per unit USD	Quantity
FB01	<b>Dry snacks</b> (0.5 lb /8-10 pax)	6	
FB02	<ul><li>Deli Platter</li><li>York ham, salami, iberian ham, roast beef or pastrami roll, with a side of olives, bread and crackers)</li></ul>	16	
FB03	Cheese Assortment  • Mozzarella, dutch, panela, olives and sliced baguette	15	
FB04	Seasonal Fruit Tray  • Watermelon, pineapple, papaya or any other seasonal fruit served on a platter	11	
FB05	<ul><li>Buscuits</li><li>2.20 lb of homemade biscuits</li></ul>	17	
FB06	Petit Fours • Chaya leaves macaroon with sour candied orange.	2.5	
FB07	Petit Fours  • White chocolate and coconut truffle with annatto condiment	2.5	
FB08	Petit Fours  • Walnut truffles with dark chocolate and guajillo pepper	2.5	
FB09	Petit Four  • Mini tart filled with yam and eggnog liquor	2.5	
FB10	Petit Four • Strawberries tuxedo with chocolate dip	2.5	
FB11	Petit Four  • Mini cheescake with vanilla beads	2.5	
FB12	Petit Four  Carrot cake with local pepper glaze	2.5	





Item No.	Name	Cost per unit USD	Quantity
	Snack bar 1		
	Fruit skewer		
	•Tomato and mozzarella skewer		
FB13	•Assortment of three kinds of cheese	44.5	
1013	•Regular bread and crouton basket	44.5	
	•Tropical fruit platter		
	•soda		
	Includes one item of each		
	Snack bar 2		
	•Iberian Ham Baguette		
	Roast beef Sandwich		
FB14	Panela Cheese and spinach sandwich	44.5	
	Pasta and salad with olive oil		
	•soda		
	Includes one item of each		
	Snack bar 3		
	Hamburgers and hot dogs		
FB15	•French fries	44.5	
	•soda		
	Includes one item of each		
	Snacks bar 4		
	Pizza assortment		
FB16	Bean and cheese quesadilla	44.5	
1010	•Guacamole and jalapeño peppers	74.5	
	•soda		
	Includes one item of each		

- All above items cannot be exchanged with any other items.
- Please contact InterMeeting if you have a special request.
- For late orders, please contact InterMeeting. Any order confirmed less than two weeks before the conference will be rejected, due to time limits.
- All confirmed orders cannot be exchanged or cancelled and are not subject to refunds.
- Items not listed on this form will be offered upon a special request and in a separate quotation.

## **Payment**

All orders must be submitted with full payment to isakosexhibitors@intermeeting.com.mx

Account Holder: International Meeting Services, S.A. de C.V.

Bank Name: HSBC

Account Number: 07001362169

Clabe Acc Code: 021180070013621693

Branch Office: 03054 (Barranca Insurgentes)
Address: Av. Insurgentes Sur 1650 MZ 1

Col. Florida

C.P. 01030 CDMX.

ABA: 021000018 SWIFT CODE: BIMEMXMM

Date:	Signature & Stamp:	
Date.	Signature & Starry.	



## **Security Services Order Form**

Deadline: March 1st 2019

Please return form t	0	:
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International Meeting Services SA de CV

Tel: (+52) 55 5663 0402

E-mail: <u>isakosexhibitors@intermeeting.com.mx</u>

Company	
Contact	
Tel	
E-mail	

Hall:	Booth:

We hereby order the following items to be used during the request duration only.

<u>ITEM</u>	<u>DESCRIPTION</u>	COST USD	<u>DATES</u>
8 hour shift	One security guard	74	

- All the above items cannot be interchanged with other items.
- Please contact InterMeeting if you have any special security requests.
- Late order will be subject to 30% surcharge for orders received after the deadline, 50% surcharge for on site or two weeks before the show opening.
- All confirmed orders are not subject for changes, cancellations or refund in principle. If you want to make any changes, you have to inform the official contractor InterMeeting not later than 2 days before opening, and it will be subject to 200% charge. All confirmed orders cannot get refund after cancellation.
- Items not listed on this form will be offered on request and subjected to a different quotation.

#### **Payment**

All orders must be submitted with full payment telegraphic transfer to

isakosexhibitors@intermeeting.com.mx

Account name: International Meeting Services, S.A. de C.V.

Bank name: HSBC

Account number: 07001362169

Clabe: 021180070013621693

Branch 03054 (Barranca Insurgentes)

Bank Address: Av. Insurgentes Sur 1650 MZ 1, Col. Florida, C.P. 01030 México, CDMX.

ABA 021000018
SWIFT CODE: BIMEMXMM
IBAN: BIMEMXMM

All on-site additional orders must be accompanied with full payment by cash.

As soon as you have emailed us your order form, we will issue you a Debit Note. Once you have settled payment of the Debit Note by the stipulated deadline, your order can be considered as confirmed.

Date:	Signature & Stamp:
	• • •





## FREIGHT FORWARDING AND CUSTOMS FACT SHEET

2019 ISAKOS Congress Cancun, Mexico ● May 12 – 16, 2019

#### **DRAYAGE / MATERIAL HANDLING**

<u>Domestic/Mexican</u> exhibitors requiring handling of crates and related exhibitor materials on-site from the docks to their booth location, please contact Kuehne + Nagel.

Kuehne + Nagel services include providing the equipment and labor to unload trucks, move materials to the exhibitor's booth, storage of empty crates and containers, return of empties at the end of the show and re-loading of the exhibitor's materials on trucks for outbound return shipping.

Material Handling Order Forms can be found in the Exhibitor Services Manual.

#### FREIGHT FORWARDING

For exhibitors requiring truck- or air-freight pick-up services to transport materials from the exhibitor's Origin to the Advance Warehouses (pre-show) in Mexico City or in Laredo, or direct to the Booth, please contact Kuehne + Nagel.

## Kuehne + Nagel Inc.

4100 North Commerce Drive

East Point, GA 30344 Contact: Mr. Jerry Nance Tel: +1 404 675 2783

Email: <u>jerry.nance@kuehne-nagel.com</u> Website: <u>www.kuehne-nagel.com</u>

#### **CUSTOMS CLEARANCE**

The service of a customs broker is required for all shipments originating outside of Mexico.

The customs clearance of pharmaceutical/surgical items is very strict in Mexico and licenses need to be applied **45-60 days** beforehand!

The usage of the official appointed customs broker will eliminate the possibility of materials being held at the border by Mexico Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all to the congress.

Kuehne + Nagel has been appointed the official customs broker for the 2019 ISAKOS Congress.

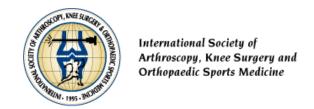
Kuehne + Nagel Inc.

4100 North Commerce Drive

East Point, GA 30344 Contact: Mr. Jerry Nance Tel: +1 404 675 2783

Email: <u>jerry.nance@kuehne-nagel.com</u> Website: <u>www.kuehne-nagel.com</u>

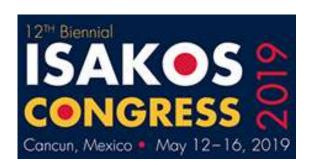




NOTE: Exhibitors who are importing goods to the event should contact Kuehne + Nagel for customs clearance procedures and material handling. Kuehne + Nagel offers the following services:

- Transport service via air, sea or road
- From point of origin to delivered stand
- From stand and return to point of origin at close of exhibition
- Express dedicated vehicles
- Customs clearance
- Transportation services from stand and onward movement to any destination or exhibition worldwide
- On-site accessible storage
- On-site representation 24-hour contact provided
- Unloading and reloading to / from stand
- Lifting, handling and positioning using specialist lifting equipment
- Assistance with unpacking and repacking
- Labeling, collection, storage and return of empty cases





## **International Forwarding and Customs Manual**

Dear Sir/Madam,

Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

## CONTENTS

YOUR DEDICATED CONTACTS	2
ARRIVAL DEADLINES / TIME SCHEDULE	2
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PACKING / FUMIGATION	4
INSURANCE & LIABILITY	4
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ANNEX	6



## YOUR DEDICATED CONTACTS

 Ms. Terri Roney
 Mr. Jerry Nance

 Kuehne + Nagel Inc.
 Kuehne + Nagel Inc.

 Tel: (+1) 404 675 2937
 (+1) 404 675 2916

E-Mail: <a href="mailto:terri.roney@kuehne-nagel.com">terri.roney@kuehne-nagel.com</a>
E-Mail: <a href="mailto:jerry.nance@kuehne-nagel.com">jerry.nance@kuehne-nagel.com</a>

## ARRIVAL DEADLINES / TIME SCHEDULE

## **AIRFREIGHT**

Copies of Airway Bill by Fax
 Commercial Invoice & Packing List General Items
 Necessary Documents for Medical Items
 2 days before arrival
 15 days before arrival
 January 19, 2019

Arrival of Airfreight at Mexico City Airport
April 26

## **ROADFREIGHT TO LAREDO, TX**

Copies of Airway Bill by Fax
 Commercial Invoice & Packing List General Items
 Necessary Documents for Medical Items
 2 days before arrival
 15 days before arrival
 January 19, 2019

Arrival of Roadfreight at Laredo warehouse April 22

Any delay with above mentioned arrival dates would be subject to 30% late arrival surcharges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

## **CONSIGNMENT INSTRUCTIONS**

## For AIRFREIGHT SHIPMENTS please consign as follows:

**Consignee:** Millenium Cargo, S.A. de C.V.

"Exhibitor Name"

ISAKOS CONGRESS 2019 Tel :(52)(55)5362-7899

## For ROADFREIGHT SHIPMENTS to LAREDO, TX please contact:

Please contact: Mr. Jerry Nance

(+1) 404 675 2916

E-Mail: <u>jerry.nance@kuehne-nagel.com</u>

Service on Waybills: "FREIGHT PREPAID"

Cargo despatched under "freight collect" basis will be paid on your behalf plus 20% outlay commission! Additional charges will apply for wrong consignee details!

In the absence of a separate contract signed by both parties, the Kuehne + Nagel Inc. standard terms and conditions will govern any business relationship between the parties: Terms & Conditions: http://www.kn-portal.com/go/ustcs/
Page 2 of 9

MANUAL ISAKOS 2019



## **DOCUMENTS**

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents:

- 1. Copy of the bill of lading
- 2. Copy of the airway bill (Air Freight Only).
- 3. Commercial Invoice and Packing Lists in English (attached)
- 4. Original Carnet ATA (if applicable)
- 5. Import Permit by COFEPRIS for items of medical/surgical use
  (Kuehne + Nagel can apply for this permit on behalf of the exhibitor 60 days required)
- 6. Phytosanitary Certificate from Country of Origin for items of medical/surgical use
- 7. Free Sale Certificate for items of medical/surgical use
- 8. Copy of Insurance Policy if any

#### **INVOICES**

All invoices shall be in English language only and include the following information (please use attached format):

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry
- ✓ Exact description of Goods incl. brand names
- √ Harmonic (Brussels) commodity code of material: see <a href="https://hts.usitc.gov/">https://hts.usitc.gov/</a>
- ✓ Size and type of packing used for each individual item
- ✓ Gross & net weight of material
- ✓ Country of origin
- ✓ Terms of sale
- ✓ Tax ID Number

## **NOTE:**

- Most of the products for this Congress require Import authorizations by Mexican Health Authorities (COFEPRIS Federal Commission for the Protection against Sanitary Risk).
- Kuehne + Nagel can apply for these import permits on behalf of each exhibitor but cannot guarantee its issuance as this is totally up to the Mexican authorities.
- The request for this authorization must be presented 90-60 working days prior to the arrival of the goods to Mexico.

## PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.



## **CASE MARKING**

## Case marking

All cases being sent to the exhibition must be marked as follow:

Exhibitor : your company name

Exhibition Name: C/O ISAKOS CONGRESS 2019 - Booth No.:

Cancun ICC

Made in... : "Country of Origin"

Case No. : 1 of x

Gross Weight : Dimensions in cm :

(Please use our attached label)

## **PACKING / FUMIGATION**

- ▶ WOOD PACKAGING MATERIALS (also pallets) have to be <u>FUMIGATED</u> with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by IPPC (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- > **Temporary** exported and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- ➤ Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transhipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.

#### > Insufficient packaging

Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

## **INSURANCE & LIABILITY**

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.



## **GENERAL CONDITIONS**

All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

## TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to venue

Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Account Name: Kuehne + Nagel Services Ltd.

USD Account No: 30789655 Bank's Name: Citibank NA

Bank's Address: 399 Park Avenue, New York, NY 10043

ABA: 021000089 SWIFT code: CITIUS33

Credit Card: we accept Visa, MasterCard, American Express. All transactions are subject to a 3% disbursement fee on invoice value.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

## KN Expo Service

Kuehne + Nagel

 Ms. Terri Roney
 Mr. Jerry Nance

 Kuehne + Nagel Inc.
 Kuehne + Nagel Inc.

 Tel: (+1) 404 675 2937
 (+1) 404 675 2916



## **HANDLING SERVICES & RATES**

## 1) INBOUND or OUTBOUND HANDLING

## **2.1. AIR SHIPMENT TO MEXICO CITY**

From free arrival Mexico City air terminal up to delivered exhibitors booth, removal and storage of empty packaging material, on-site delegation: Minimum charges per exhibitor/consignment: Airport terminal charges:

USD 2.85 / kg chargeable weight

USD 1,300.00

USD 195.00 / consignment

## 2.2. ROAD SHIPMENT TO LAREDO, TX

From free arrival Laredo, TX warehouse up to delivered exhibitors booth, removal and storage of empty packaging material, on-site delegation: Minimum charges per exhibitor/consignment:

USD 3.10 / kg chargeable weight

USD 1,550.00

## 2.3. ON-SITE HANDLING OF LOCAL EXHIBITS

From arrival exhibition site up to booth, removal and storage of empties:

USD 75.00 / full cbm minimum

## 3) ANCILLARY CHARGES

a) Translation of List of Exhibits into Spanish USD 25.00 / page

b) Official Custom Clearance "Honorarios"

- up to USD 100,000.00 value: 0.85% over CIF value obove USD 100,000.00 value: 0.75% over CIF value

- Minimum Honorario: USD 425.00

c) Customs Clearance processes: USD 550.00 / consignment incl. official revision, cargo inspection, communication, documentation

d) Import Duties & Taxes as per outlay if any
e) COFEPRIS import authorization requests as per outlay + USD 150

f) Surcharges for cargo arriving after Deadlines 30% on corresponding items above

NOTE: All above rates are understood net and are subject to 16% Mexican IVA / VAT

## **ANNEX**

1.	Invoice Packing List	Click Here for Invoice Form
2.	Credit Card Authorization Form	Following pages
3.	Agent List	Following pages
4.	Label	Following pages



## CREDIT CARD PAYMENT FORM

Payment Policy: Payment for services—Kuehne & Nagel, Inc. requires payment in full for all services. Further, Kuehne & Nagel requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), on site handling, which may include labor and other services either at show site abroad or within the country.

**Method of Payment:** Kuehne & Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

All shipments require a credit card authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne & Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

Credit Card Authorization	
Provide Expiration Date://	Corporate
	Personal
Company Name:	Show Name:
Card Type:	
Card Number:	I.D. Code: Amex (right hand corner)
Name on Card:	Visa / Mastercard (back of card)
Cardholder's Billing Address:	City
State Zip Code	Country
for any additional amounts ordered by you company for the event. Any disputes must	ill use this authorization to charge your credit card ur representative for services rendered to your st be conveyed to Kuehne & Nagel in writing after d and accept these Terms & Conditions. (Check
Cardholder Signature:	
Date:	



## LIST OF KN EXPO & EVENT LOGISTICS OFFICICES AND KEY AGENTS

## AUSTRIA KN Expo Service

Mr. Thomas Flock

Tel: +43 5 90690-4078 thomas.flock@kuehne-nagel.com

## CZECH REPUBLIC KN Expo Service

Ms. Gabriela Linhartova Tel: +420 543 565 513 Gabriela.Linhartova@kuehne-nagel.com

## CHINA - Central KN Expo Service

Ms. Rachel Sun

Tel: +86 21 26028445 rachel.sun@kuehne-nagel.com

# CHINA - North KN Expo Service

Ms. Jasmine Cao

Tel: +86 10 84387298 jasmine.cao@kuehne-nagel.com

## CHINA - South KN Expo Service

Mr. Sunny Ling

Tel: +852 (2823) 7756 sunny.ling@kuehne-nagel.com

## FRANCE KN Expo Service

Mr. Claude Guyot

Tel: +33 1 6461 5892 claude.guyot@kuehne-nagel.com

## GERMANY KN Expo Service

Mr. Christian Rasche Tel: +49 211 4546830 christian.rasche@kuehne-nagel.com

## HONG KONG S.A.R. KN Expo Service

Mr. Sunny Ling

Tel: +852 28237756 sunny.ling@kuehne-nagel.com

#### **INDIA**

R.E. Rogers India Pvt Ltd. Mr. Sudhir Dhavan

Tel: +91 124 4933933 sudhir@rogersworldwideindia.com

## ISRAEL KN Expo Service

Anat Mey-Paz

Tel: + 972-3-6505652 anat.meypaz@kuehne-nagel.com

## ITALY KN Expo Service

Mr. Agostino Montini

Tel: +39 (335) 5205026 agostino.montini@kuehne-nagel.com

## JAPAN KN Expo Service

Mr. Masashi Masuda Tel: +81-3-5632-5438 masashi.masuda@kuehne-nagel.com

#### **MALAYSIA**

R.E. Rogers (Malaysia) Sdn Bhd Mr. Amirul Syed

Tel: +60 3 55108611 amirul@rogers-asia.com

## RUSSIA KN Expo Service

Mr. Maxim Kzylkhodzhaev Tel: +7 (495) 79520-00 (252) Maxim.Kzylkhodzhaev@kuehne-nagel.com

#### **SINGAPORE**

Rogers Expo Services Mr. Renny Lim

Tel: +65 (6846) 0055 renny@rogers-asia.com

## **SOUTH AFRICA**

La Rouxnelle Mr. Leon Roux

Tel: +27 113978866 leon@larouxnelle.co.za

## <u>SPAIN</u> KN Expo Service

Mr. Antoni Llorens

Tel: +34 935099113 antoni.llorens@kuehne-nagel.com

## SWEDEN KN Expo Service

Mr. Henrik Enqvist Tel: +46 31 7580310 henrik.enqvist@kuehne-nagel.com

## SWITZERLAND KN Expo Service

Ms. Anna Ryumina Tel: :+41 44 866 78 33 anna.ryumina@kuehne-nagel.com

# KN Expo Service

Mr. Henry Chen

Tel: +886-2-25445119 henry.p.chen@kuehne-nagel.com

#### **THAILAND**

Rogers Bangkok Co., Ltd. Mr. Nuttacom Rungrassamee Tel: +66275264,179 nuttacom@rogers-asia.com

# TURKEY KN Expo Service

Ms. Banu Akca

Tel: +90 (212) 4014650 banu.akca@kuehne-nagel.com

## UAE-DUBAI KN Expo Service

Ms. Daniela Romaniw Tel: +971 (0) 48141 647 daniela.romaniw@kuehne-nagel.com

## UNITED KINGDOM KN Expo Service

Mr. Mike Priestlev

Tel: +44 (0) 208 526 8813 Mike.priestley@kuehne-nagel.com

# **KN** Expo Service



**EXHIBITION** 

# **ISAKOS CONGRESS 2019**

CONSIGNEE	
TO SEND VIA	··DESTINATION
TO SEND VIA	
	CANCUN ICC
"AIR "" SEA "TRUCK	
EXHIBITOR	
MEASUREMENTS (CM)	
L W	Н
BOX NO.	STAND NO. / HALL NO.
0F	

URGENT EXHIBITION MATERIAL DO NOT DELAY

# **KN** Expo Service



**EXHIBITION** 

# **ISAKOS CONGRESS 2019**

CONSIGNEE	
TO SEND VIA	··DESTINATION
TO SEND VIA	
	CANCUN ICC
"AIR "" SEA "TRUCK	
EXHIBITOR	
MEASUREMENTS (CM)	
L W	Н
BOX NO.	STAND NO. / HALL NO.
0F	

URGENT EXHIBITION MATERIAL DO NOT DELAY



REAL LEADS. REAL VALUE.

LeadValu offers state-of-the-art lead retrieval options for exhibitors. Use your own iOS or Android devices to collect leads anywhere – not just on the trade show floor.



- Scan badges directly with the camera in your iOS or Android device (phones or tablets)! Don't have such a device? No problem see the Exhibitor Manual for rental options.
- You can use an iPad 3 or later, any iPad Mini 3, or an iPhone 5 or later with iOS 10 or greater.
- You can use an Android device with Android 4.4 or later. Your device must have a rear-facing, auto-focus camera with at least 5 megapixels resolution.



- Use the standard qualifiers for your event, or create a custom survey that you design. Surveys can have unlimited pick-one (radio buttons), or pick-many (checkbox) questions.
- Capture any length of notes to improve post-show follow-up from your sales team.
- Have digital literature you need to get to your prospects?
   You can add eLiterature viewing and distribution to your system.
   Literature is viewable within LeadValu when working with attendees.
   Send literature via email that is customized with your brand and messaging.



- Thank-you emails (or any email message you wish to send) can also be sent automatically with LeadValu.
- LeadValu is all about access. No need to wait until the show is over, or stand in line to get your leads. Download your leads whenever and wherever you want from LeadValu's web portal.

For complete instructions on how to use the LeadValu portal, please <u>click here.</u>

## **ISAKOS 2019**

# **Lead Retrieval**

## Official May 12 - 16, Cancun Mexico



Advance Order Deadline:		April 29th, 2019		
Order online for a free of	ustom survey	- order.leadv	alu.cor	m/isak19
Lead Services	Before Deadline	After Deadline	Qty	Cost
LeadValu for iOS or Android* (using your own device)	\$295	\$325		
Additional Device Licenses** (using your own device)	\$95	\$130		

<sup>\*\*</sup>If ordering more than 5 activations, call for quote.

Additional Services	Advance	Standard	Cost
Custom Survey	\$125	\$175	
Custom Email and eLiterature	\$175	\$250	
Survey, Email & eLit Bundle	\$250	\$350	

APP LICENSE TERMS: All cancellations received prior to (7) seven days out of Exhibitor move in will be charged a \$75 fee; inside of (7) days will be charged at full price. Custom Surveys and eLit orders cannot be cancelled.

## All instructions will be emailed to the Email address provided below:

Company:				Booth:
Email: (required)				
Phone:				Fax:
Show Contact:		-	Mobile#:	
Payment Method: (pick one)		○ VISA	ОМС	
Credit Card#:				Security Code:
Cardholder Name	Cardho	older Signatu	ire:	Expiration:
Billing Address:				
City/State/ZIP:				

FAX order form to: 866-480-9440 (no cover page is needed)

Email order form to: sales@leadvalu.com

Do you have a question or need assistance? Please email or call 866-884-8899 option 2

<sup>\*</sup>You must use an iPad 3, iPhone 5 or iPad Mini 3 or later devices. iOS 10 or above is required.

<sup>\*</sup>Compatible with Android 4.4 or later. Android devices must have a rear-facing, AUTO FOCUS camera with 5MP or greater resolution.