15th ICI
IMMUNITAS VIS NATURAE
MILAN 2013
15th INTERNATIONAL CONGRESS OF IMMUNOLOGY
MILAN, ITALY / AUGUST 22-27 / 2013
Dear Exhibitors,

We are delighted to learn you decided to participate to ICI WORLD CONGRESS which will be held in MiCo Congress Centre in Milan from August 22nd to August 27th 2013.

The Exhibitor Manual provides all information you may need. Take your time and read this document carefully and submit the required details before the indicated deadlines.

In case you are using the service of an external exhibition house or communication agency, please make sure to share this manual with them as well.

These technical provisions regulate – as an integration of the Exhibition General Regulations enclosed to the following application form – the following points:

This Manual is an integration of the Technical Regulations that you will have download from MiCo’s website:

1) access regulations to the Fair Ground in the setting-up and dismantling period and during the Exhibition;
2) safety regulations for the activity of stand layout, construction and the maintenance of setting-up structures and relative installations;
3) procedures concerning setting up, keeping, maintenance and dismantling of exhibition stands on the Fair Grounds;
4) fire prevention regulations inside the Fair Ground;
5) procedures concerning the accomplishment of other activities to be done inside the Fair Ground (connection to power and water supply, suspension from hall ceilings, handling of goods, packing storage, etc…);
6) payment procedures for the services supplied by MiCo Congress centre.

Non-compliance with the obligations enclosed in this Technical Manual can involve the application of fines according to the procedures. Amounts are specified in the Chapter “Penalties and Fines” of the Technical Regulations and will entitle Fiera Milano Congressi SpA to exclude the Exhibitors’ or fitters’ from working on the Fair premises.

Please note: - Fiera Milano Congressi SpA reserves the right to make changes at any time, even without notice, to these Regulations, with the aim of reducing risks for health, safety and the environment, or improving prevention and protection measures.

Looking forward to working with you towards a successful Congress,

Yours sincerely,

The Organising Secretariat
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1. CONGRESS VENUE

TRAFFIC MAP

Exhibitor Entrance during building up/dismantling days
Via Gattamelata
GATE 13

PEDESTRIAN ENTRANCE
and entrance to underground parking lot
Piazzale Carlo Magno
GATE 17

Load/Unload area

PEDESTRIAN ENTRANCE
Viale Eginardo
GATE 2

Organising Secretariat: Triumph C&C - Via Lucilio 60, 00136 Roma - +39 06 3553 0265/ 0333 - Fax: +39 06 35340268 – ICI2013@triumphgroup.it
HOW TO REACH THE CONGRESS VENUE

BY AIR

Linate
Take bus no. 73 in the "National Arrivals Exit" area all the way to the terminal in Piazza San Babila. Go down into the Metro.
Here take the Red Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

Malpensa
The “MALPENSA EXPRESS” train service will take you directly from the airport to the centre of Milan in 40 minutes, arriving at the Ferrovie Nord “Cadorna” station.
Here take the Red Metro Line 1 (Rho Fiera Milano direction). For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

Orio al Serio
The “AUTOSTRADALE” or “AIR PULLMAN” bus service will take you directly from the airport to Milan Central Station in 60 minutes: then take the Metro Geen Line 2 (Abbiategrosso direction) and get off at “Cadorna”.
Here take the Red Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

BY TRAIN

Central Station – Garibaldi Station
Take the Metro Green Line 2 (Abbiategrosso direction) and get off at “Cadorna”. Here take the Metro Red Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

Stazione Cadorna
Here take the Metro Red Line 1 (Rho Fiera Milano direction). For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

BY CAR

From any of the ring roads circling Milan follows the signs to Fieramilanocity, or to any of the large Park & Ride car parks located close to these Metro stops:
Cascina Gobba (1800 cars). Green Line
San Donato (1800 cars). Yellow Line

Organising Secretariat: Triumph C&C - Via Lucilio 60, 00136 Roma - +39 06 3553 0265/ 0333 - Fax: +39 06 35340268 – ICRI2013@triumphgroup.it
Famagosta (3000 cars). Green Line
Bisceglie (1900 cars). Red Line
Lampugnano (2000 cars). Red Line

PUBLIC TRANSPORT

Buses & Trams
For "Viale Eginardo / Viale Scarampo" entrance:
Bus No. 78 – Eginardo/Colleoni stop
For "Piazzale Carlo Magno / Via Gattamelata" entrance:
Bus no. 78 – get off at Colleoni/Gattamelata
Tram no. 27 - get off at Piazza 6 Febbraio

Metro
Red Line 1:
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

Green Line 2:
get off at "Cadorna".
For "Viale Eginardo / Viale Scarampo" entrance: take Red Line 1 (going to RHO Fiera Milano) and get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

Yellow Line 3:
Get off at “Duomo”, switch to the Red Line 1 (RHO Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Centre, or at “Lotto” approx. 800 m.
For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Centre.

GATE ENTRANCES
Gate 13 – located in Via Gattamelata: will be the dedicated entrance for sponsor companies during building up and dismantling days.

Gate 2 – located in Viale Eginardo: will be a dedicated entrance for pedestrians during congress days.

Gate 17 – located in Piazzale Carlo Magno: will be a dedicated entrance for pedestrians during congress days.

Gate 17 – located in Piazzale Carlo Magno: will be the dedicated entrance for car that wish to park inside the congress venue during congress days.
2. IMPORTANT DATES, INFORMATION AND CONTACTS

USEFUL ADDRESSES

Congress Secretariat
Triumph C&C
Via Lucilio 60, 00136
Rome (Italy)
Tel. +39 06 3553 0265/ 0204 / 0254
Fax: +39 06 3553 0268
Email: ICI2013@triumphgroup.it

Scientific Programme Secretariat
Triumph C&C
Via Lucilio 60, 00136
Rome (Italy)
Tel. +39 06 3553 0265 / 0204
Fax: +39 06 3553 0268
Email: ICI2013@triumphgroup.it

Sponsorship - Exhibition
Sponsor Department
Via Lucilio 60, 00136
Rome (Italy)
Tel. +39 06 3553 0333
Fax: +39 06 3553 0268
Email: ICI2013Sponsor@triumphgroup.it

Congress Venue
MiCo Congress Centre
Gate 2 - Viale Eginardo (pedestrian entrance)
Gate 17 – P.le Magno (pedestrian and carriage entrance)
20149 Milano
ITALY
Website: MiCo services’ website
Email: ICI2013Exhibitors@fieramilanocongressi.it
Telephone: 02.49976535

Booth Construction
MiCo Congress Centre
Gate 2 - Viale Eginardo (pedestrian entrance)
Gate 17 – P.le Magno (pedestrian and carriage entrance)
20149 Milano
ITALY
Website: MiCo services’ website
Email: ICI2013Exhibitors@fieramilanocongressi.it
Telephone: 02.49976535

Congress Registration
Triumph C&C
Registration Department
Via Lucilio 60, 00136
Rome (Italy)
Email: ICI2013Registration@triumphgroup.it

Hotel Bookings
Triumph C&C
Hotel & Booking Department
Via Lucilio 60, 00136
Rome (Italy)
Email: ICI2013Booking@triumphgroup.it

Organising Secretariat: Triumph C&C - Via Lucilio 60, 00136 Roma - +39 06 3553 0265/ 0333 - Fax: +39 06 35340268 – ICI2013@triumphgroup.it
GENERAL INFORMATION
The Congress will take place at MiCo Congress Center, located in Piazzale Carlo Magno, 1 20149 Milan (Italy).

To rent furniture and/or services for their booth exhibitor must refer to MiCo services’ website here and complete the related order forms.

For easier navigation MiCo will provide a personal user name and password to their website. If you have not received yet your access credentials please contact the Sponsor Department at ICI2013Sponsor@triumphgroup.it

IMPORTANT DATES
Pre-congress courses (on site): Thursday August 22nd 2013 from 09.00 until 17.00
Registrations starting: Thursday August 22nd 2013 from 08.00 until 18.00
Posters: from Thursday August 22nd to Tuesday August 27th 2013 between 13.20 and 15.00
Scientific Programme starting: Friday August 23rd 2013 at 08.00

Opening Ceremony: Thursday August 22nd 2013 at 16.45
Closing Ceremony: Tuesday August 27th 2013 from 19.30 until 20.30

Sponsors which are entitled in having their company description printed on the final program must send their personal company details within May 31st 2013 to ICI2013Sponsor@triumphgroup.it

Details must include:

- Company name
- Address
- Contact name
- Telephone
- Email address
- Website
- Description (number of words are according to your own sponsorship level)

Congress Registration deadlines:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Before March 30</th>
<th>Before July 19</th>
<th>On site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>€ 480,00</td>
<td>€ 620,00</td>
<td>€ 700,00</td>
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<tr>
<td>FAIS Member*</td>
<td>€ 200,00</td>
<td>€ 250,00</td>
<td>€ 300,00</td>
</tr>
<tr>
<td>Students/Trainee/Resident**</td>
<td>€ 200,00</td>
<td>€ 250,00</td>
<td>€ 300,00</td>
</tr>
<tr>
<td>Basic Immunology Course***</td>
<td>€ 100,00</td>
<td>€ 100,00</td>
<td>€ 100,00</td>
</tr>
<tr>
<td>Clinical Immunology Course***</td>
<td>€ 100,00</td>
<td>€ 100,00</td>
<td>€ 100,00</td>
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** Students: Graduate Students, Undergraduate Students, Ph.D. students and Ph.D. candidates. Official letter and University/Institute ID copy required.
*** Registration to the ICI Congress is required. Participants are limited to 200.

Groups Registration Policy:

For groups of more than 6 people, please contact the Registration Department at ICI2013Registration@triumphgroup.it
The participants’ names list must be sent within July 19th 2013 to ICI2013Registration@triumphgroup.it
Delegate name changes are accepted within July 19th 2013 with no charge.
Delegate name changes communicated after July 19th 2013 will not be accepted and will have to be communicated directly onsite. Name changes will be accepted only if certificated by a proxy at a charge of € 20.00+Vat included.

Organising Secretariat: Triumph C&C - Via Lucilio 60, 00136 Roma - +39 06 3553 0265/0333 - Fax: +39 06 35340268 – ICI2013@triumphgroup.it
EXHIBITION TIMETABLE

Build-up and decoration timetable:
Building-up days for raw spaces will be from August 20th to August 21st from 8.00 to 18.00
Setting up days for shell scheme booths will be from August 21st from 8.00 to 18.00
All stands must be completed by August 21st at 18.00

Exhibition dates:

Thursday, August 22nd from 12.30 to 19.30
Friday, August 23rd from 8.00 to 19.30
Saturday, August 24th from 8.00 to 19.30
Sunday, August 25th from 8.00 to 19.30
Monday, August 26th from 8.00 to 19.30
Tuesday, August 27th from 8.00 to 14.30

Exhibitors are allowed to access the exhibition hall from 7.30 in the morning.
Congress participants are allowed to access the exhibition hall from 8.00 in the morning.

Dismantling timetable:

Tuesday, August 27th from 15.00 hand packages can be managed.
Starting from 19.00 until 24.00 heavy machinery can be carried inside the exhibition hall.

Exhibition area will not be open to the public before August 22nd 2013.
Exhibitors will be liable for charges incurred in the disposal of any materials remaining at the exhibition hall after this time.
Each exhibitor must be present during dismantling to supervise the safe removal of exhibits.
Exhibitors will be responsible for their suppliers’ wrongdoings.
To access the Fair Ground during set-up and dismantling timeframe, each person needs a pass issued by MiCo.
For any request of extended time for setting up or for dismantling please refer to MiCo services’ website here
Please login with the username and password provided by MiCo via email to purchase furniture and/or additional services. If you have not received yet your access credentials please contact the Sponsor Department at ICI2013Sponsor@triumphgroup.it

CANCELLATION POLICY

For cancellation policy please refer to the signed agreement.
Cancellations must be notified in writing (fax or registered mail) to the Organising Secretariat at the following address:

Organising Secretariat – ICI World Congress 2013
Triumph C&C – Triumph Group
Via Lucilio, 60 – 00136 Rome (Italy)
Fax: +39-06 35530268
Email: ICI2013Sponsor@triumphgroup.it

FORCE MAJEURE

In case of force majeure the Organising Secretariat reserves the right to modify dates, time schedules, floor plans and programs. In case of forced cancellation of the event, the amount paid by the exhibitors will be reimbursed, subsequent to proportional deduction of expenses sustained.
3. RULES AND REGULATIONS

The following rules require strict compliance by exhibitors and their personnel.
The Organising Secretariat is entitled to control, correct, forbid and/or close down any booth which does not fulfill these regulations.
The Organising Secretariat reserves the right to alter the layout, plans and location of the stand if, in their opinion, this is advisable from the point of view of the complete exhibition.
The Organising Secretariat is the sole competent authority as to problems arising from the interpretation of the enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the regulations will be charged to the exhibitor.

SETTING UP OF BOOTHs

Premises of the Exhibit halls must not be altered. This prohibition includes hammering, use of nails, boring holes on walls or floors, painting, annexations of plugs and drills or threading of any kind, as well as hanging objects from structural elements and/or damaging the walls, columns and ceilings. The following is also not allowed: boring of floors or affixing carpets or construction elements on the floors with contact cement or similar products. This should be done with double sided adhesive tape, or else on platforms or by any other means as long as it is separated from the floor. The shell scheme must not be removed. Repair of damages subsequent to non-observance of the above clauses will be entirely at the exhibitor’s expense.
The side and back walls of all booths must be finished both on the external and internal surfaces. Once the exhibit has been inaugurated, no further work will be permitted in the booth.
The Organising Secretariat reserves the right to demand changes if regulations are not abided by.
Access to the Fair Ground for set-up will be denied if payment of the booth space has not been received in total.

Height of constructions: height limit is fixed at 4mt. Please make sure that any object/element does not interfere with the aesthetics of neighbouring stands.

For all other services and supplies required please refer to MiCo services’ website here
Please login with the user name and password provided by MiCo via email to purchase furniture and/or additional services.
If you have not received yet your access credentials please contact the Sponsor Department at ICI2013Sponsor@triumphgroup.it

Set up will not be allowed and no refund of rental fee will be due to the exhibitor if, the insurance form provided by MiCo, will not be paid. If you have not downloaded yet the insurance form please refer to ICI2013Exhibitors@fieramilanocongressi.it

GENERAL RULES

Submission of raw spaces drawings: please send before June 15th 2013 the technical drawing with two copies of 1:50 scale; each copy with an elevation plan of the stand, clearly indicating the name of the exhibiting company, the stand number and the name, address, email and telephone of the stand constructor. The drawings will then have to be approved after their submission. The drawings have to be sent to ICI2013Exhibitors@fieramilanocongressi.it together within localization of the electric panel within June 15th 2013.

Indicate clearly details of measurements and heights.

Damages: exhibitors will be responsible for the cost of all damages caused by their own doings.

Publicity: all exhibitors will be the producers, importers or representatives of the goods and/or services to be displayed. Exhibitors are not allowed to display in their own booth any advertisement or services provided by a non-exhibitor.
Signs: exhibit signs, displays or other materials are prohibited in any public space or elsewhere on the premises of the Congress Venue and must be approved by the Organising Secretariat.

Special Presentations: exhibitors that wish to install sound transmitters in operation (sound films, audiovisuals, video recorders, television sets), either permanent or intermittently, must do so in acoustically moderated conditions so that they are not an annoyance to others. They must not exceed 20dB sound pressure level measured as from one (1) meter from the perimeter of the stand. Exhibitors may be requested to discontinue such activities in the best interest of the exhibition. The Exhibitor undertakes to apply for – if need be – prior “authorization for shows” issued by S.I.A.E. (Italian Authors’ and Publishers’ Association) for any screening of slides or films, i.e. sound transmission or background music during the Event as well as to provide for advance payment of the royalties due. You can find all clarifications on [www.siae.it](http://www.siae.it).

Distribution of advertising material: distribution of advertising material by an exhibitor will not be permitted outside the exhibitor’s booth space. To advertise a Sponsored Session please refer to the Organising Secretariat at [ICI2013Sponsor@triumphgroup.it](mailto:ICI2013Sponsor@triumphgroup.it).

Marketing of any products in any part of the exhibition hall or meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.

Selling from exhibit booths: selling of products and/or services is permitted in the exhibition hall. However, it is essential that the exhibitor complies with the following:

a) The product to be sold must be authorized by the competent authority in the field.

b) The stand must have a cash register or a PC (serving the same purpose) any of which have to be capable of keeping fiscal record of transactions, approved by Italian law.

Subletting of exhibit space: subletting of exhibit space is not permitted. Sharing of exhibit space is not allowed unless it is within divisions of the same company.

**ELECTRICITY**

The electric power in Italy is 220 volts 50Hz. In case additional electrical power or night electrical power supply is required please refer to MiCo services’ website [here](http://www.mico.com) and complete the relevant order forms.

Under no circumstances exhibitors, their agents, contractors or employees are allowed to manipulate any electrical, water or compressed air installation except to connect authorized apparatus/devices at specified spots. For safety purposes any exhibitor who does not follow this rule is subject to total disconnection of their power supply.

Only the official electrical contractor, authorized by MiCo is allowed to provide electrical connections to the individual stands.

The installation of any hanging wires is not allowed.

All Sponsor Companies will have 3KW for their stand. For additional power supply please refer to MiCo services’ website [here](http://www.mico.com).

**SECURITY**

The Organising Secretariat will not provide security personnel in the exhibition hall.

Exhibitors who wish to contract private security personnel for their booth, must refer to MiCo services’ website [here](http://www.mico.com) and complete the relevant order form.

While the exhibition is closed, no personnel other than the stand assemblers and the Organising Secretariat staff will be allowed inside the area.

Personnel in charge of general security at MiCo’s entrance will be entitled to check vehicles carrying exhibit material and parcels entering or leaving the exhibition areas.

**PARKING LOT**

Parking lot for exhibitors and delegates:

Delegates and exhibitors can access to a internal parking space at the venue. The cost for 1 day is €15,00 vat included. Parking service will be paid directly onsite at the machine parking ticket. Parking is on a first come first serve basis and subject to capacity.
Parking lot for stand assemblers:

For building up and dismantling days, stand assemblers will be able to enter/leave the parking area during the day, but only for the timing needed to unload the materials.

For Parking passes during building up and dismantling days please refer to MiCo services’ website here within August 2nd 2013.

Each Parking pass is assigned to one car/truck registration number. The access of other or more vehicles with different car registration number is not allowed.

Sponsor companies which would like to park their truck/car inside the congress venue during the night must refer to ICI2013Exhibitors@fieramilanocongressi.it

**BUILD-UP AND DISMANTLING PASSES**

Build-up and dismantling passes, which allow the access to the exhibition hall, will have to be requested through MiCo services' website here by August 2nd 2013.

Build-up and dismantling passes do not allow access to the exhibition hall during exhibition days.

**EXHIBITOR BADGES**

Exhibitor badges will be distributed on site at the exhibitor desk in the registration area on Tuesday August 22nd 2013 from 8.00 am.

Exhibitor badges allow access to the exhibition hall, opening and closing ceremony. Exhibitor badges do not allow access to scientific sessions. Exhibitors can access to their own company sponsored session.

Exhibitor Badge Policy:

Sponsors who rent an exhibition booth are entitled to a specific number of free exhibitor badges and a maximum number of purchasable ones.

The cost of every extra purchased badge is € 130,00+vat

<table>
<thead>
<tr>
<th>Sqm</th>
<th>Entitled free badges</th>
<th>Max purchasable badges</th>
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<td>2</td>
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<tr>
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<td>7</td>
<td>7</td>
</tr>
<tr>
<td>63</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Exhibitors who are entitled to free badges must communicate the names to ICI2013Sponsor@triumphgroup.it by July 19th 2013.

Exhibitors who have paid for the extra badges must communicate the names to ICI2013Sponsor@triumphgroup.it by July 19th 2013.

Exhibitor name changes are accepted within July 19th 2013 at no charge.

Exhibitor name changes communicated after July 19th 2013 will not be accepted and will have to be communicated directly onsite and will be accepted only if certificated by a proxy at a cost of € 20.00 vat included.

Miltenyi Biotech is the exclusive sponsor of the congress lanyards. Stand personnel can exchange the lanyard for the card holder provider by the Organising Secretariat, but under no circumstances exhibitors are allowed to use their own lanyards or hand them out to participants.
CATHERING
Companies who would like to organise a catering service at their booth must refer to MiCo services’ website [here](ICI2013Exhibitors@fieramilanocongressi.it) and complete the relevant order form.
If you need an item for your stand that you can’t find in the order forms, please contact MiCo at the following address: ICI2013Exhibitors@fieramilanocongressi.it

All catering services can be provided only by the official catering of the venue.
Please note that it is also possible to rent tableware.

MiCo catering has the exclusive right to serve food and beverages within the exhibition area. The reason is that the MiCo catering must ensure that the rules and regulation of the Italian authorities are observed.
Exhibitors however are allowed to establish serving areas at their stand, but only after approval and according to MiCo catering.
This ensures you that you and your company are automatically covered by our license to serve beer, wine and spirits and that the rules for handling food are observed.
Under no circumstance the exhibitors will be allowed to sell food or beverages at their stand.

TEMPORARY PERSONNEL
Exhibitors who would like to hire additional temporary personnel for their booth must refer to MiCo services’ website [here](ICI2013Exhibitors@fieramilanocongressi.it) and complete the relevant order form.

SPECIAL REQUIREMENTS
Exhibitors who wish to rent special services for their booth such a cabled internet access, telephone lines and fax must refer to MiCo services’ website [here](ICI2013Exhibitors@fieramilanocongressi.it) and complete the relevant order forms.

Services provided by MiCo:
- Additional electric connections
- Night electric power supply
- Telephone connectivity
- Restaurant and catering service
- Stand cleaning service
- Surveillance service and Temporary staff
- Suspensions from Hall ceilings and request of feasibility
- Additional furniture
- Water connections
- Compressed air
- Solid waste disposal
- Liquid and special waste
- Floral decorations
- Audiovisual equipment
- PC and accessory rental
- Shell Scheme booths
- General electrical mains and fitting
- Extra time working hours

All MiCo services have to be paid in advance.
List unit prices are valid for orders placed by July 26th 2013.
Orders placed after July 26th 2013 will be subject to a 20% surcharge.
On-site orders will be subject to a 30% surcharge.
Late and on-site orders will be subject to stock availability. Priority will be given to orders placed in advance.

FUNCTION ROOM SPACE
To reserve meeting space for company meetings or other approved activities, exhibitors must refer to the Organising Secretariat at ICI2013Sponsor@triumphgroup.it

Organising Secretariat: Triumph C&C - Via Lucilio 60, 00136 Roma - +39 06 3553 0265/ 0333 - Fax: +39 06 35340268 – ICI2013@triumphgroup.it
4. SAFETY

INSURANCE

Neither the Organizers nor Fiera Milano Congressi SpA, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage. The Organizers do not provide insurance for exhibitors and their property.

It is MANDATORY that, ALL Exhibitors have to be insured, according to the rules listed below. NO exhibiting Company can be accepted inside the Fiera Milano and Fiera Milano Congressi Exhibition Area without an adequate Insurance Cover.

RULES to be followed:

ALL EXHIBITORS must complete the mandatory INS application Form, as a declaration of value of the goods brought / used in the Fair venue, and return it to the Fiera Milano Insurance Broker MARSH by e-mail: fiera.milano@marsh.com or by fax: +39 02 45402035 .

Insurance form can be downloaded through MiCo services' website here

ALL EXHIBITORS must be insured according to the following points:

1. Exhibitors can use their own policies, submitting the statements they can find at Art. 6.c of the insurance application Form, for the approval of Fiera Milano Insurance Broker (MARSH). These policies will be considered valid, ONLY if, they are "Property All Risks Policies", and contain a clause waiving the right to claim compensation from third parties, including Fiera Milano Congressi SpA, Fondazione Fiera Milano, Fiera Milano SpA, their affiliates, the Organisers of the Event and any third-parties in any way involved in the Organisation of the Event. For policies that do not include the above-mentioned clause or that are considered inadequate, the Insurance Broker (MARSH) will ask Exhibitors to revise the clauses concerned. Your own Insurance Policy must be submitted to our Insurance Broker (MARSH) within and not later than 30 days before the beginning of the Event. Moreover, the Exhibitors will have to submit their own declarations as per the Form INS indications.

Alternatively, the Companies can choose the following point 2

2. For those Exhibitors who do not own an adequate Insurance Policy (see point 1), or do not own a policy at all, Fiera Milano Congressi can provide them with the insurance service. Exhibitors can get it at the amount of € 90,00 + vat This service consists of an All Risks Transport and Storage Coverage up to € 25,000.00 The insurance service must be booked on line; the payment can be done by credit card or bank transfer. To book the service and proceed to payment, click here. After the logon, you will have to fill in a form with your company data; upon completion, please follow the on-screen instructions to book this service.

We remind you that the deadline for booking and paying the insurance service expires 30 days before the beginning of the Event.

Supplementary Insurances are due ONLY for the Exhibitors declaring values (INS Form) higher than € 25,000.00. The coverage for the declared extra value is COMPULSORY and the premium to be paid will be - on request - determined by MARSH and the payment must be made directly to the Insurance Broker MARSH: mail: fiera.milano@marsh.com

WE REMIND YOU AGAIN that ALL EXHIBITORS MUST COMPLY WITH THE ABOVE DIRECTIVES !!!!!!!

SAFETY RULES

1. In no case the exhibitors will be allowed to obstruct or close entry/exit points or fixed facilities, place their constructions on existing facilities, columns, fireplugs, walls, cables, electric lanterns, cabinets, electrical...
outlets, phone cabins, or alter the permanent service facilities or networks (electric power, water, natural gas, etc.) or fixed structures or floorings (with excavations, drilling).

2. Is forbidden the use of elements or appliances generating a source of heat, sparks and/or radiation sufficient to generate a process of combustion.

3. Is strictly forbidden the use of natural gas canisters or similar items, as well as of flammable liquids, both in food outlets or in any other spot where catering services of any type are carried out. Temporary facilities must be guaranteed by a certified installation specialist who attests their proper installation and compliance with the rules.

4. The Organising Secretariat reserves the right to refuse admission to persons and/or elements which do not comply with the points described above or those that are included in the general stipulations of the present rule. In the event that the construction of the stand or facility is being carried out and non-compliance is detected with any of these points or with the above mentioned rules, the Organizing Secretariat shall be entitled to interrupt the supply of electric power to the exhibitor, and request the person assembling the stand or facilities to leave the fair ground, until the non-compliance is remedied.

5. With regard to temporary structures (stages, steps, raised platforms, technical observation posts, etc.) the exhibitor must sign a report signed by a pertinent professional (engineer or architect) wherein it is guaranteed that the temporary facilities follow regulations and offer safety conditions for their use.

6. The Organising Secretariat reserves the right to refuse admission to persons and/or elements which do not comply with the points described above or those that are included in MiCo’s technical regulations. In the event that the assembly of the stand or facilities is being carried out and non-compliance is detected with any of these points or with the above mentioned rules, the Organising Secretariat shall be entitled to interrupt the supply of electrical power to the exhibitor, and request the person assembling the stand or facilities leave the fair ground, until the non-compliance is remedied.

7. Technical Regulations on the fair ground are provided on MiCo services’ website here.
5. DELIVERY & STORAGE

PACKING MATERIAL & STORAGE
Exhibitors must remove packing materials and other waste from the exhibition area before the exhibition begins. Packing material will be readmitted when the booth is dismantled. Any material left in the aisles will be removed and destroyed. Under no circumstances may packing materials of any kind be left in the aisles or inside the stands.

FREIGHT FORWARDER, CUSTOMS & HANDLING
The official freight forwarder of the congress is EXPOTRANS SRL. All expenses connected with these arrangements are for the exclusive account of the exhibitors. The Organising Secretariat does not assume any responsibility or liability over related expenses, or taxes, or materials held in customs and not cleared in due time. It is the exhibitors’ responsibility to ensure that their exhibits are covered by adequate insurance for shipment to, the duration of, re-packing and re-export from the exhibition.

Please contact EXPOTRANS SRL to arrange your shipment:

EXPOTRANS SRL
SS 33 Del Sempione 28
Milano Int.l Fair - Cargo 1
20017 Rho MI
Tel. +39 02 36 66 96 00
Fax. +39 02 45 40 20 24
Email: umberto.ferro@expotrans.it

Every shipped package must be clearly tagged or otherwise it will not be accepted.

Shipping LABELS for packages which must be delivered to BOOTH STAND must state:

EXHIBITION NAME: ICI 2013
EXHIBITING COMPANY: __________________
BOOTH NUMBER: ________________________

Shipping LABELS for packages which must be delivered to Congress Kit Inserts (bag inserts, lanyards, notepad and pens) must state:

EXHIBITION NAME: ICI 2013
EXHIBITING COMPANY: __________________
CONGRESS KIT ITEM: ______________________

Shipments must be sent to:

EXPOTRANS SRL
SS 33 Del Sempione 28
Milano Int.l Fair - Cargo 1
20017 Rho MI

Exhibitors who necessitate the storage space for their goods/materials or other logistic services (pallet-jack ladder, toolbox) must refer to umberto.ferro@expotrans.it
6. SHELL SCHEME BOOTHs

SHELL SCHEME

Shell scheme structure can be purchased directly on MiCo services’ website here.
Any extra furniture or shell scheme services can be ordered directly on MiCo services’ website here.

For any assistance please contact MiCo at the following address: ICI2013Exhibitors@fieramilanocongressi.it

Please note
- Basic cleaning service is provided every night during exhibition days
- Company fascia name will be printed in black on a white board on each open side
- For different colour printing request or for additional company logo printing (on purchase) please contact ICI2013Exhibitors@fieramilanocongressi.it
- The colour of the carpet will be grey. For different colour request (on purchase) please contact ICI2013Exhibitors@fieramilanocongressi.it
7. SPONSORED SESSIONS

SCIENTIFIC PROGRAMME

Sponsored sessions will be listed in the programme as part of the official programme. Programme of the sponsored session is organised by the sponsor (topics, speakers). Please submit the outline of your session and send it to the Scientific Programme Secretariat at ICI2013Sponsor@triumphgroup.it in order to receive the endorsement.

Companies must submit their final symposium programme by April 30th 2013.

A full programme must include:

- Title of session
- Name(s) of chairperson(s)

Titles of each presentation with their duration and names of speakers

GENERAL RULES FOR SPONSORED SESSIONS

The sponsor company will be financially liable for all aspects related to the session organisation i.e. hospitality, speakers, printed material etc. Sponsor’s invited participants and/or speakers must be registered for the Congress and wear the identification badge.

Sponsor companies will be allowed to access the room just 5 minutes before their session in order to advertise their room.
Sponsor companies will be entitled to advertise their session with pop-up banners which can be positioned inside and just outside their booked room.
At the end of the session, participants are kindly requested to leave the room promptly to allow the setting up for the following session.

Please find below all the different sponsored session opportunities:

- 90’ Industry-sponsored Symposium € 40,000,00+vat
  90 minutes (p.m. sessions during the mini symposium track), 3-4 speakers in a parallel hall.
  (Room capacity 500 pax. For larger rooms price to be advised)

- 180’ Industry-sponsored Symposium € 60,000,00+vat
  180 minutes (p.m. sessions during the mini symposium track), 6-8 speakers in a parallel hall.
  (Room capacity 500 pax. For larger rooms price to be advised)

- Luncheon Seminar € 25,000,00+vat
  45 minutes (at lunchtime), 1 speaker** in a parallel hall.
  (Room capacity 500 pax. For larger rooms price to be advised)
**Speakers already selected by the Congress Scientific Committee.
List of selected speakers available at ICI2013Sponsor@triumphgroup.it

- Company Speaker Luncheon Seminar € 30,000,00+vat
  45 minutes (at lunchtime), 1 speaker in a parallel hall.
  (Room capacity 500 pax. For larger rooms price to be advised)

- Tutorial € 25,000,00+vat
  Tutorials will be held after the lunch break (from 2 to 3 pm) and will overlap only with the poster session. A maximum of 2 tutorials in parallel are planned
  (Room capacity 500 pax. For larger rooms price to be advised)
The cost includes:
- Hall rental
- Standard audio/visual equipment
- Symposium invitation in congress bags (production at Sponsor’s charge)
- Acknowledgement in the final programme
- Sponsor logo on congress website

**CATERING**
Companies who are in charge of a sponsored session and would like to organise a catering service or provide lunch boxes for the attendees, should refer to MiCo services’ website here or contact directly
ICI2013Exhibitors@fieramilanocongressi.it

All catering services must be managed by the official catering of the venue.

**AUDIOVISUAL EQUIPMENT**
The cost of the sponsored session include the following audiovisual equipment:
- Technical audio assistance
- Laser pointer
- #1 podium + #1 microphone +#1 laptop
- #1 Speaker’s desk + #2 microphones
- #1 video projector
- #1 screen

For quotations on extra audiovisual equipment, please refer to MiCo services’ website here

**SPONSORED SESSION INVITATION INSERTS & INVITATION MAILING SERVICE**
Companies organising a sponsored session can include an invitation insert in the congress bags. Please note that inserts must not be bigger than a A4/US Letter and be no less than 7000 pieces (final numbers will be adjusted depending on final attendance report). Insert cannot exceed a maximum of 2 double sided pages.

if you are sending more than one package, please indicate also the total number of packages.

Packages must be clearly labeled, otherwise will not be accepted and included in the Congress bag.

Shipping LABELS for packages which must be delivered to Congress Kit Inserts (bag inserts, lanyards, notepad and pens) must state:

EXHIBITION NAME : ICI 2013
EXHIBITING COMPANY: ____________________
CONGRESS KIT ITEM: ______________________

Shipments must be sent to:

EXPOTRANS SRL
SS 33 Del Sempione 28
Milano Int.l Fair - Cargo 1
20017 Rho MI

Exhibitors who are interested in purchasing a sponsored session invitation mailing service can refer to the Organising Secretariat at: ICI2013Sponsor@triumphgroup.it
8. SPONSORSHIP OPPORTUNITIES

SPONSORSHIP PACKAGES AND OTHER TYPES OF SPONSORSHIP

Adverts in final programme have to be sent within June 15th 2013 to the following email address:
ICI2013Sponsor@triumphgroup.it
Please follow the following guidelines for program advertisements:
A single sided A4 is 210mm wide x 297mm deep.
If it’s a full bleed ad then add 5mm all around (216mm x 303mm).
CMYK (full colour)
Resolution will be 300dpi
The usual format would be for a print ready pdf.

9. AIFA

AIFA REQUEST
Every Pharmaceutical Company must have a basic institutional registration number at the Italian Ministry of Health and to participate as sponsor of the congress must be registered at the Ministry of Health for the recognition of relevant scientific interest.

Regarding the accreditation of the event and pre-registration at the AIFA (Italian Medicines Agency), it will be necessary to receive written confirmation of your participation (as confirmed by the contract which will be sent by the Secretariat and must be duly signed for approval).

The Organising Secretariat will take care of submitting the pre-registration to the competent Unit of the Italian Medicines Agency (AIFA) at least 90 days before the event so that companies can update and validate their requests within the prescribed time (60 days).

For detailed information please refer to:

10. ADVERTISEMENT SPACES

CONGRESS VENUE’S ADVERTISEMENT SPACES
Please find below listed all advertisements opportunities purchasable in the congress venue.

All advertisements spaces have to be purchased through the organizing secretariat at the following email address:
ICI2013Sponsor@triumphgroup.it

Please note that all advertisement signs/supports are for rent.
The organizing secretariat will provide the printing, handling and setting of the advertisement panel/support. Final layout has to be sent to the organizing secretariat ready for printing format within July 31st 2013. Please note that advertising requests will not be accepted after this deadline.
FILE PROCESSING PROCEDURES FOR DIGITAL PRINTINGS

PROGRAMMES TO BE USED:
Illustrator CS5 (or earlier versions)
Photoshop CS5 (or earlier versions)
Freehand Mx (or earlier versions)

IMPORTANT:
- if a particular font is required, convert the text in to that format
- if attached images are required, please see below

IMAGE CHARACTERISTICS:
Please save in one of the following formats as: EPS or PDF, TIF or JPG
- if in colour, please use CMYK (not in RGB)
- the resolution of large format files must be at least 72 dpi in 1:1 scale. If the image contains text, the resolution must be between 150 and 300 dpi in 1:1 scale. If the image must be enlarged 4 times greater than your file, the resolution should be at least 300 dpi (to avoid graininess).

ATTENTION:
- please ALWAYS include the prints in colour or in b/w (with the PANTONE colour references).
- please give the dimensions and quantity required.
- specify on the printing the name of the file to be produced.

TRANSFERRING OF FILES ON LINE
Files up to 10 Megabytes may be sent by email.
Larger files may be sent using your FTP address following a telephone contact with our technical office. We further specify that in all cases even when a low resolution PDF is required or alternatively a draft with the specifications may be faxed, it must always followed by a telephone confirmation of the order. For any clarifications or information, our graphic office is at your complete disposal.

If files do not confirmed the above specifications you will be contacted by our commercial department.
These decal stickers are located on the glass walls of the main entrance. The cost for this item is €2,500.00+vat/each. The cost includes the printing, handling and setting of the advertisement panel/support for all the duration on the congress.
This Pillar panel is located just outside of the Space meeting rooms, next to the exhibition hall. The cost for this item is €6,000,00+vat/each. The cost includes the printing, handling and setting of the advertisement panel/support for all the duration on the congress.
These PVC sheets are located just outside of the Amber and Brown meeting rooms. They are placed on upper panels of the corridor.
The cost for this item is **€5,000,00+vat/each**.
The cost includes the printing, handling and setting of the advertisement panel/support for all the duration on the congress.
Freestanding signs and institutional signs

Code: A_02 = 75x240 cm

Typology: Double-sided panel

Description: Digital printing on forex

These freestanding signs can be positioned:
- inside your sponsored session meeting room
- in the entrance lobby, just before the registration hall, level 0 (N.3 available)
- along the meeting room corridor, level+2 (N.10 available)

The cost for this item is €3.000,00+vat/each.
The cost includes the printing, handling and setting of the advertisement panel/support for all the duration on the congress.