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Event details

Build up	Date	Exhibitors access hrs.
Monday*	01.05.2017	08:00-24:00
Tuesday	02.05.2017	08:00-02:00

Exhibition	Date	Exhibitors access hrs.	Exhibition opening hrs.
Wednesday	03.05.2017	07:00-18:30	10:30-18:00
Thursday	04.05.2017	07:00-17:00	09:00-16:30
Friday	05.05.2017	07:00-02:00	09:00-14:30

Dismantling	Date	Exhibitors access hrs.
Friday	05.05.2017	15:00-02:00

**Exhibitors with +25 sqm. Please ensure to contact the official logistics partner DSV for allocation of time slot for your unloading.*



EWMA Secretariat

Contact information

EWMA Secretariat Tel.: +45 70 20 03 05
Nordre Fasanvej 113 E-mail: ewma@ewma.org
DK-2000 Frederiksberg Fax: +45 70 20 03 15

Exhibition Sales Team

Bent von Eitzen Jesper Laier
bve@ewma.org jl@ewma.org

Maria Nielsen Charlotte Vedsted
mpn@ewma.org cv@ewma.org

Registration Team

Susan Svenningsen registration@ewma.org



Venue: RAI Amsterdam

Contact information

For any questions please contact:

RAI Amsterdam's Exhibitor Service via e-mail: exhibitorservices@rai.nl

Placing orders

You have to place all orders for rigging, furniture, flowers, electricity, parking permits, security, hostesses etc. at RAI's web shop.

You will receive log in details directly from RAI Amsterdam, but you are also able to request it via e-mail to their exhibitor service.

Catering

Orders for your exhibition stand have to be placed via RAI's web shop.

Orders for meeting rooms have to be ordered via exhibitorservices@rai.nl.

Deadlines/discounts

We would like to inform you of the following deadlines and discounts for ordering of supplies with RAI Amsterdam:

- | | |
|-------------------------------|------------|
| • Early-bird electricity rate | 04-04-2017 |
| • Early-bird hostesses | 04-04-2017 |
| • Early-bird stand security | 04-04-2017 |
| • Hostesses | 04-04-2017 |
| • Stand security | 18-04-2017 |
| • Furniture | 27-04-2017 |
| • Web shop closure | 27-04-2017 |

*Late fee surcharge 20% after closing web shop**

It is also possible to order the furniture on-site, however there will be a 20% extra late fee charge.

*The 20% is applicable on all items except for catering, parking and waste.



Exhibitor badges

The exhibitor/personnel badges are only for the people taking care of the exhibition booth. You have 2 free exhibitor/stand personnel registration per 9m2 booked floor space.

Please register your free exhibitors [here](#).

Please note the deadline is April 18th, 2017

Additional exhibitors

You are able to register additional exhibitors [here](#).

Price:

Register before April 23rd: EUR 128.10 ex. VAT (EUR 155 incl. VAT)

Register after April 24th: EUR 247,94 ex. VAT (EUR 300 incl. VAT)

Exhibitor badges can be collected from the registration desk from Tuesday 2 May 2017 from 11:00am – 6:00pm.

Delegates registration

You do not have any free delegate registration with your booking.

This will have to be booked separately through our online registration [here](#).

Registration Team

For any information or assistance, please contact:

Susan Svenningsen registration@ewma.org



Ordering of Stand Package

To order your stand package please contact the EWMA Secretariat, att. Charlotte Vedsted cv@ewma.org.



A stand package consists of:

- Shell scheme walls, 250 cm high, in white towards neighbouring stands
- Fascia board 30 cm high, white infill panel and your company name and stand number in black
- 1 LED spot of 18 Watt per 3 square meters
- Carpet tiles in anthracite/dark grey
- 2 kw day time power, including double wall socket and power consumption for 3 days
- Initial and daily stand cleaning (3 days)

The price is EUR 60.- per sqm. ex. VAT

Deadline for ordering is March 15, 2017.



Official hotel accommodation agent

Codan Consulting

Codan Consulting has been appointed as the office hotel accommodation agent for the EWMA 2017 in Amsterdam and will handle all related arrangements.

Hotel rooms of different categories at reduced rates are available for the participants of EWMA 2017.

The reservations can be made via an online booking form available [here](#) or through the reservation department of Codan Consulting at ewma@codan-consulting.com.

For requests for group reservations, please contact the reservation department directly:

Codan Consulting

Provaznicka 11

110 00, Praha 1

Czech Republic

Tel: +420 251 019 376

Fax: +420 251 019 361

Email: ewma@codan-consulting.com

Contact person: Veronika Hofmanova, Adela Kubackova



Official logistics partner



DSV Solution A/S

Henrik Glendorf

Tel.: + 45 43 20 38 53

E-mail: expo@dk.dsv.com

Following information is available on the EWMA website:

Please [click here](#) for:

- Conditions
- Shipping instructions
- Shipping labels





Sponsoring possibilities

Please see our branding catalogue for sponsoring possibilities [here](#).

For booking please enter your booking at www.ewmaexhibition2017.org or contact EWMA Secretariat.

Rules and Regulations - Advertising activities

Advertising activities may be carried out only on the exhibitor's own stand. Adequate space must be available on the stand for the spectators. Audio, visual and other means of advertising must not cause obstructions or interference in the aisles or to neighboring stands. The noise level caused by advertising and exhibits must not exceed 60dB (A) at the stand boundary. Gases and vapours may not be used. Flashing signs and illuminated message panels (newscasters) must be authorized before being used. Balloons filled with non-flammable gas are permitted as long as the approved building standards are being adhered to.

Rules and Regulations - Advertising in the exhibition area

The space delimited by the stand walls can be used by the exhibitor for advertising purposes. Unauthorized display of company material outside own booth is prohibited and will be charged. It is not permitted to advertise and distribute advertising material outside of the exhibition area or by the symposia rooms of other companies. Unauthorized advertising may be removed by the organizers. If there are justified complaints, all presentations must be stopped immediately on demand of the exhibition management. The management decides in cases of dispute as to whether or not certain advertising is permissible.



Approval of stand layout

Building height

The maximum building height is 10 meters in hall 2 and 7.4-10 meters in hall 3.

A 50% surcharge will be added for stands with two stories.

Stand drawings

Stand drawings of custom build stand higher than 4 meters must be submitted to the EWMA Secretariat for approval.

Please ensure to make a proper finish of the back side of their high back wall.

Please send stand design and layout to EWMA exhibition sales team,

Charlotte Vedsted cv@ewma.org

Deadline is March 20 2017.

Contractor badges

Stand builders are required to wear contractor badges/wristbands during build up and dismantling.

Register [here](#) for your set up and breakdown badges.



External suppliers

Lead Retrieval

Please [click here](#) for details on ordering lead retrieval license and equipment for your booth and symposia.

Key features

- Optional premium iPod Touch rentals
- Intuitive touch interface
- Offline scanning
- Quick scanning for symposia
- Create custom tags and qualifiers
- Add comments and notes
- Graphical lead and tag statistics
- Automated cloud backups every 10 minutes
- Simple login and setup via QR code
- Exports including contact information, such as email and address
- Dedicated onsite support

Early Bird Order Deadline: April 1st, 2017

Final deadline for hardware rentals: April 15th, 2017

Webcasts, symposia video recording and voting

Please [click here](#) for details on ordering:

- Audio webcast
- Video webcast
- Camera recording
- Presentation management
- Interactive audience – voting

Final deadline for ordering: April 14th, 2017