

**21st Congress of the European Society
for Surgery of the Shoulder and Elbow
(SECEC - ESSSE)
17-20 September 2008 - Brugge, Belgium**



Brugge, 18 June 2008.

Dear Madam,
Dear Sir,

First and foremost, we would like to thank you for your sponsorship of the [21st Congress of the European Society for Surgery of the Shoulder and the Elbow \(SECEC-ESSSE\)](#) which will take place on [September 17-20](#) in the wonderful historical city of Bruges, Belgium.

The scientific programme of the SECEC-ESSSE Congress has been extended to a full session day on Saturday. However the exhibition will not be open that day but all exhibitors are allowed to participate in the scientific sessions on Saturday.

Enclosed please find the Exhibition Manual of the SECEC Congress and the invoice for the reservation of your booth and sponsorship. The scientific programme is now being finalised and will be available online at www.SECEC2008.org shortly.

Companies wishing to book hotel rooms for the period of the congress are requested to contact Medicongress urgently as Brugge will be crowded in September.

Wishing you a successful Congress and looking forward to welcoming you to wonderful Brugge, we remain,

Yours Sincerely,

c/o Werner Van Cleemputte
Managing Director Medicongress



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PLEASE OBSERVE AND DISTRIBUTE THESE GUIDELINES WITHIN YOUR COMPANY

1. VENUE

Congress Venue

Concertgebouw Brugge vzw
't Zand 34, BE-8000 Brugge
Website: www.concertgebouw.be – also in English
Phone +32 (0)50 47 69 99 – Fax +32 (0)50 47 69 79
Email: info@concertgebouw.be

Exhibition Venue

The exhibition will be held in a luxury **marquee** installed on the ZAND Square opposite the Concertgebouw. This marquee will be guarded around the clock and will be open from 08.00 until 18.00 hrs on all congress days.

Coffee breaks as well as lunch breaks will be organised in the exhibition area so that this exhibition will be the central area of the congress where participants will socialise. The welcome reception on Wednesday, September 17 will also take place in the exhibition marquee.

Floor Plan: See enclosed

Access and Car Park

The Concertgebouw has its proper underground parking facilities (Car Park Het Zand – 1,200 cars) and is located at only a 5 minutes' walk from the railway station where another (cheaper) car park for about 1,500 cars is available. All congress hotels are located within walking distance and most hotels also offer parking facilities.

Pre and Post Congress Shipments

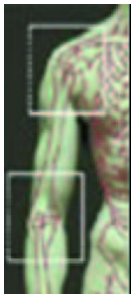
All shipments for the SECEC Congress must be sent to advanced warehouse:

KRISTAL BVBA

BRUCARGO BUILDING 734
B - 1931 ZAVENTEM
Contact: Mrs. Rita Breunig
Exhibition coordinator Belgium
Phone: +32 (0)2 753 07 36
E-mail: rita.breunig@kristal-logistics.com

Please contact Mrs. Breunig for quotes and details.

The Concertgebouw will NOT accept any deliveries.



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2. STANDS

Each company is responsible for installing and removing its own stand, without causing any damage to the building and the premises.

**Stands must be installed on Tuesday, 16 September between 08.00 and 18.00 hrs
Wednesday, 17 September between 08.00 and 17.00 hrs**

All stands must be ready on Wednesday at 17.00 hrs when the exhibition will be opened officially.

Opening Hours

The exhibition will be open to congress participants at the following hours:

Wednesday, 17 September 2008	17.00 – 22.00 hrs
Thursday, 18 September 2008	08.30 – 17.30 hrs
Friday, 19 September 2008	08.30 – 16.00 hrs

The exhibition will **NOT be open on Saturday** but all registered company representatives will have access to the congress centre and the scientific sessions upon presentation of their badges on Saturday, 20 September.

Installation

- The maximum height of the exhibition hall is: max 2.50 m
- Loading and unloading: It is allowed to drive small vans on the Zand square for loading and unloading but these must be parked in the car park immediately after unloading.
- The exhibition area will be carpeted (light blue carpet).
- The allocated stand space is the NAKED GROUND SPACE and corresponds with the number of the stand pointed out on the exhibition floor plan. All stands will also be traced out on the floor of the exhibition hall and stands may not exceed the allocated floor area.
- Each company is responsible for installing and removing its stand, without causing any damages.
- All materials used for the construction of the stand and all equipment on the stand during the exhibition must be fireproofed. Exhibitors must be in possession of the necessary certificates.
- Nothing may be fixed to the walls, ceiling, the doors etc. It is therefore strictly forbidden to display any information outside your stand without the explicit approval of MEDICONGRESS.

Provided by the organisers and included in the rental cost of the stand are:

- A standard 220V/32Amp electricity connection will be provided. Please inform the organisers if a stronger connection is needed. We kindly advise you to bring sufficient extension cords and junction boxes with you so that you can connect to the electricity grid easily.
- A table and two chairs are offered free of charge (if needed). Please bring your own table cloth with you.

Not included in the rental cost but can be ordered the Exhibition Handling Company:

- Ready made booths, installation of your shipped stands, lettering, rental of carpeting, extra chairs, tables, stand decoration, banners etc..
- Daily cleaning of the stand can be ordered via the enclosed Reply Form. Rate: 100 € per cleaning.

Exhibition Handling Company:

Alter Expo has been appointed as the exhibition handling company for SECEC 2008.

For online orders, please go to www.alterexpo.be and click on "online order forms", select SECEC Brugge. The Password is SEC08AE12.

Contact: Bie Berten at Alter Expo. Phone: +32-9-216.06.60 – Fax: +32-9-216.06.69



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Removal of the stands

IMPORTANT !!!

Stands are to be removed on Friday, September 19 between 16.00 hrs and 19.00 hrs (immediately after the afternoon coffee break). Stands CANNOT be removed before 16.00 hrs.

The marquee must be empty by 20.00 hrs at the latest as at that moment the marquee will be dismantled.

Stands that are not removed by 20.00 hrs, will be removed by the organisers at the owner's expense.

3. STAFF & BADGES

DEADLINE SEPTEMBER 1

Each stand space of 6m² includes **two free badges** for exhibition staff, offering free access to the exhibition, lectures, lunches and coffee breaks. Major Sponsors can order a max of 15 free badges.

Additional badges can be ordered at a rate of 50 € per badge/day (25 € on Wednesday, September 17) and include the costs for lunch and coffee breaks. Advance payment of these additional badges is mandatory.

Please provide us with the names of your staff present before **September 1** by means of the enclosed Order Form. Each company delegate is requested to collect his/her badge personally at the registration desk of the congress. Access to the exhibition marquee is only granted to exhibitors and congress participants wearing the official congress badge. Badges will not be mailed in advance.

4. AUDIOVISUAL EQUIPMENT

The official audiovisual equipment company for the congress is Create Multimedia.

They can provide you with plasma flat screens and other AV equipment for booths and the auditorium set-up for Satellite Symposia and Workshops.

Create Multimedia

Contact: Mr. Pieter Van Cleemputte

Phone: +32 9 344 40 96 – Fax +32 9 344 40 10 – Email: pieter@createmultimedia.be

5. SATELLITE SYMPOSIA

DEADLINE AUGUST 15

It is of paramount importance that the organisers of Satellite Symposia remain within the allocated time slot (12.30 – 14.00 hrs) so that they do not interfere with the official scientific sessions.

The title of the Satellite Symposia must be communicated to Medicongress by **August 15 at the latest**.

Basic audio-visual equipment for Satellite Symposia is available in the meeting room (audio with 4 microphones, screen, LCD projector). All additional AV equipment, staff etc. must be ordered through the official AV company Create Multimedia.

Recording of Satellite Symposia

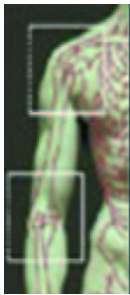
As an additional service, the AV company can record the whole of your Satellite Symposium (Sound, Vision & PPTs). For further details, please contact Pieter@createmultimedia.be.

External AV or recording companies will not be allowed.

Organisation: MEDICONGRESS, Kloosterstraat 5, B-9960 Assenede

Phone: +32 (0)9 344 39 59 - Fax: +32 (0)9 344 40 10 - E-mail: congresses@medicongress.com

All information on the Symposium can be found at www.medicongress.com or www.SECEC2008.org



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- Companies are free to distribute flyers with the programme of their Symposium/Workshop on their proper booth and in front of the auditorium reserved for the purpose one hour before the Satellite Symposium starts.
- Hostesses will not be allowed to distribute flyers to participants in any other area of the congress premises and companies are NOT allowed to display posters on other locations. If these rules are not observed **a fine of 1,000 Euro/flyer/poster distributed or displayed will be charged.**
- A flyer with the programme of the Symposium/Workshop will be inserted in the congress bag free of charge (see Congress bags inserts).
- The titles of the Satellite Symposia will be announced in the final programme which all participants will receive.

Assigned meeting rooms (see floor plan)

<u>Thursday 18/09</u>	<u>Friday 19/09</u>	<u>Meeting Room</u>	<u>Capacity (theatre style)</u>
DePuy	DePuy	Kamermuziekzaal	250 pax
Conmed Linvatec	Synthes	Studio 1	160 pax
Tornier	Tornier	Studio 2	100 pax
Arthrex	DePuy Mitek	Studio 3	100 pax
Smith&Nephew	Lima	Forum 6	180 pax

6. ADVERTISEMENT IN THE PROGRAMME BOOK DEADLINE AUGUST 15

Companies having booked advertisement space in the Programme and Abstract Book are intended to send a full page ready to print high quality PDF file on an A5 format (148,5 by 210 mm) to els@medicongress.com by August 15 at the latest.

7. CONGRESS BAG INSERTS DELIVERY SEPTEMBER 1

Companies having ordered an insert in the congress bag and companies organising a Satellite Symposium (entitled to one free insert) are requested to follow these instructions:

Delivery Date:	September 1 (Monday) - office hours between 08.30 and 16.00 hrs
Delivery address:	Beschermde Werkplaats Ryhove, Koningsdal 24, B-9000 Gent, Belgium Contact: Mr. Paul Vermaercke – Phone: +32 9 226 29 37
Number and format of inserts:	1000 copies of maximum A4 maximum size (and maximum 4 pages)
Mailing:	Inserts must be sent free of charge for the organisers, who decline any costs involving delivery, storage and customs-related formalities.
Labelling:	Clearly mention SECEC 2008 on each parcel.
Important:	<u>Deliveries to the Congress Centre will not be accepted.</u> Inserts delivered after September 1 will not be inserted in the bags.



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8. SOCIAL FUNCTIONS

Official Opening and Welcome Reception – Wednesday, September 17

All registered company representatives are kindly invited to the Official Opening, followed by a Welcome Reception where famous local artists perform for your pleasure and entertainment. Drinks and snacks will also be served after the show. Free access is granted to exhibitors and congress participants wearing the official congress badge.

Belgian Evening – Friday, September 19

The congress organisers intend not to organise a classic Gala Dinner but to invite all congress participants to a big surprise evening called the 'Belgian Evening'. The purpose is to gather informally with local drinks and food and good music. It will be a walking dinner with a lot of enjoyment and entertainment. The historic and impressive Belfry of Brugge will be the perfect setting for the 'Belgian Evening'.

Rates: 90,00 € (until 31/08) – At the venue: 100,00 €

All activities organised by companies involving participants in the Congress are to be decided on in consultation with both the Organising and the Scientific Committees.

9. TERMS OF PAYMENT

DEADLINE AUGUST 1

All invoices for stand reservation and sponsorship must be paid in full by **August 1** at the latest. In case payment modalities are not fulfilled in time, the organisers reserve the right to cancel the stand space. Payment of the invoice, however, remains mandatory.

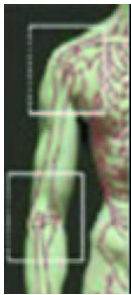
10. CATERING

The distribution of drinks and food on your stand must be in compliance with the rules of the Congress Centre which has its own caterer. For price quotations and offers, please contact:

Salons Saint Germain
Contact: Ms. Eline
Email: eline@salonssaintgermain.be
Phone: +32 51 50 25 20

11. SECURITY

The marquee where the exhibition takes place will be guarded around the clock (24/24 hrs). However, companies must take proper security measures for their stand, materials and staff members. The building will be closed off in the evenings. It is advised not to leave valuable equipment at the stands when not manned.



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12. HOTEL ACCOMMODATION

A number of rooms in different hotel categories have been booked at attractive group rates for the period of SECEC 2008. Sponsoring companies wishing to make block-bookings will have privileged choice.

Please contact Medicongress for further detailed information and rates. We encourage you to make your room bookings as soon as possible in order not only to have your rooms at the best rates, but also to ensure to have rooms at all.

Only a few cities have the same attraction as Brugge, for the city has a great number of tourist assets: a magnificent historical centre, many museums and remarkable monuments, a green recreation belt and hundreds of restaurants and colourful pavement cafes.

As Brugge is intensively visited by tourists in all seasons, the Organising Committee has taken options on a large number of rooms, in several hotels all within walking distance of the Congress Centre. You will find that all of these hotels offer quality lodging including breakfast. Most hotels have car park facilities.

As Brugge is also very popular with youngsters, a large number of cheap youth hotels and private houses offering bed and breakfast are available.

ROOMS ARE ALLOCATED ON A FIRST COME, FIRST SERVED BASIS.

13. LIABILITY

The exhibitor is liable for harm to staff and equipment. Companies agree that neither the Organising Committee nor the Congress Secretariat assume any liability whatsoever. Companies are requested to make their own arrangements in respect of insurance for the stand, fire prevention, public safety and staff members.

14. GENERAL CONDITIONS

- Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of 'force majeure' prevent the exhibition from being held, limit its size or modify its nature. Should it not be possible for the exhibition to open, all rental fees shall remain the property of the organisers for a sum of 50% of the sponsored amount.
- The Organising Committee reserves the right to modify the exhibition floor plan at any time.
- The Organising Committee reserves the right to refuse admission to the exhibition to any person(s) and to order the expulsion of any person(s) whose conduct renders such a course desirable without further statement of reasons.
- The number of participants in the Congress and the exhibition is an estimation, not a certainty.
- All use of special and dangerous materials, radioactive materials, gases etc... must be approved of by Medicongress.
- By participating in the Congress, the exhibitor accepts the general conditions as stated in this document.
- All activities organised by companies involving participants in the Congress are to be decided on in consultation with the Organising Committee.
- In case of contention only the court of Gent is in charge and only Belgian law is applicable.



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**ORDER FORM
TO RETURN TO MEDICONGRESS BY SEPTEMBER 1**

COMPANY.....

CONTACT PERSON.....

FUNCTION.....

PHONE FAX.....

EMAIL@.....

Orders free badges for the following company delegates (2 free badges per 6m²):

- | | |
|--------|--------|
| 1..... | 2..... |
| 3..... | 4..... |
| 5..... | 6..... |
| 7..... | 8..... |

Orders badges for the following company delegates at a rate of 50 € per person/day (25 € on 17/09)

- | | |
|--------|--|
| 1..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 2..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 3..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 4..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 5..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 6..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 7..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |
| 8..... | <input type="checkbox"/> 17/09 <input type="checkbox"/> 18/09 <input type="checkbox"/> 19/09 |

Orders Furniture and Cleaning

- Orders 1 table and 2 chairs free of charge
- Daily evening cleaning, hovering and removal of waste, 100 € per evening cleaning 17/09 18/09 19/09

Orderstickets for the Belgian Evening on Friday, September 19 at a rate of € per person

Rate: 90,00 € (until 31/08) – At the venue: 100,00 €

By signing this document I accept the terms and conditions stipulated in the exhibition manual and the payment deadline.

DATE..... SIGNATURE.....

Organisation: MEDICONGRESS, Kloosterstraat 5, B-9960 Assenede
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