



EUROPEAN DATA FORUM 2015
LUXEMBOURG
16-17 NOVEMBER 2015



EDF 2015

Exhibitor Manual



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1. CONTACT INFORMATION

Forum secretariat

LD Organisation srl
Scientific Conference Producers

52 avenue de la Liberté
L-1930 Luxembourg
Luxembourg

Phone: +352 661 55 03 10

Fax: +352 28 37 16 18

secretariat@ldorganisation.com

Venue

« ECCL-European Convention Center Luxembourg »

LuxCongrès

4 Place de l'Europe
L-1499 Luxembourg
Luxembourg

Delivery address for the materials in the conference bags

Page(s) insert(s) into the conference bags: The pages have to be send to the delivery address below before October 26, 2015.

Depending on the sponsoring package - 1 to 3 pages (DIN A4) - printed on both sides by the sponsor.

Luxembourg Institute of Science and Technology (LIST)

Alexandra Dobrowolski / Marylène Martin
5, Avenue des Hauts-Fourneaux
L-4362 Esch-sur-Alzette

Booth Building Company

Technical orders for additional equipment in your booth.

FORMAT sàrl

49 rue Gabriel Lippman
L-6947 Niederanven

Contact: Arnaud Delmelle

Phone: +352 46 36 84-1

Fax: +352 46 36 83

**Freight Forwarding Company**

Transportation and storage of exhibition material at ECCL is not possible. Therefore we strongly recommend to use the services of a freight forwarding company, in case your materials cannot be delivered during the exhibition set-up hours directly to you.

**SCHENKER****EDF 2015****European Conference Center Luxembourg****November 16th – 17th, 2015****1. Airfreight****(1 cbm = 167 kgs volume weight)**

Handling from free arrival Brussels airport up to exhibition stand one-time spotted or vice versa

Excluding: Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods

Basic Service Charge	€	265,00
+ Handling Charge	per beg. 100 kgs	€ 45,00

2. Sea Freight**(1 cbm = 1000 kgs volume weight)**

FCL Handling from free arrival Antwerp seaport up to fairground, not unloaded or vice versa

Excluding: Demurrage and detention costs, Fumigation, Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods

20ft GP/ 40ft GP/ 40ft HQ	per Container	€	n/a
other types of containers	per Container		on request

LCL Handling from free arrival Antwerp seaport up to exhibition stand one-time spotted or vice versa

Excluding: Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods

Local LCL seaport charges		per outlay
Basic Service Charge	€	480,00
+ Handling Charge	per beg. cbm	€ 45,00

5. Equipment and Manpower

Forklift up to 2.5 to with driver	per beg. hour	€	n/a
Forklift up to 5.0 to with driver	per beg. hour	€	n/a

Worker/ Labourer	per beg. hour	€	n/a
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Pallet Truck	per day	€	n/a
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6. Storage of empty and full packing material

Handling of empties	per cbm/ Minimum 3 cbm	€	50,00
Handling of full goods	per cbm/ Minimum 3 cbm	€	n/a

7. Excluding Services

Overtime Surcharge Mo – Fr / 18h00 – 08h00	%	50
Saturday Surcharge	%	50
Sunday/ Public Holiday Surcharge	%	100

Late arrival surcharge/ Arrivals after deadline	%	30
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Transports to/ from fairground	on request
Transports to/ from Brussels airport/ Antwerp seaport	on request



EUROPEAN DATA FORUM 2015

LUXEMBOURG

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3. Road Freight/ Courier (1 cbm = 300 kgs volume weight)

Handling from free arrival designated warehouse up to exhibition stand one-time spotted or vice versa

Excluding: Customs formalities, Special handling procedures for food, beverages, weapons and dangerous goods

Courier shipment up to	max. 20 kgs	€	65,00
Basic Service Charge		€	170,00
+ Handling Charge	per beg. 100 kgs	€	45,00

4. Customs Formalities

Excluding: Special customs procedures for food, beverages and weapons

Temporary import/ final import/ duty free import	per clearance	€	65,00
Import customs examination	per shipment	€	60,00
	%		1
Bond Fee on CIF value	Minimum	€	65,00
Temporary export/ final export	per clearance	€	65,00
Export customs examination	per shipment	€	60,00

Please note that customs formalities are NOT performed on-site. These shipments always need to be addressed to warehouse.

Contact us! We are looking forward to work with you on this project and realize a logistics package tailored to your needs. And certainly, during your project roll-out we guarantee you an on-site delegation that will accompany your move-in and move-out!

Schenker NV
Fairs & Exhibitions
Vliegveld 756
1820 Steenokkerzeel/ Brussels Airport
Belgium

Phone: + 32 2 716 3786
Fax: + 32 2 716 3850
fairs.belgium@dbschenker.com
www.dbschenker.com/be

Deadlines and Consigning Instructions

Airfreight: Deadline for arrival BRU airport = 11.11.2015

AWB Consignee: Schenker NV, Fairs & Exhibitions, Vliegveld 756, 1820 Steenokkerzeel/ Brussels Airport, Belgium
AWB Notify: Same as consignee
c/o Exhibition: Exhibitor Name: Hall/ Stand No:

Road freight: **Deadline for arrival warehouse = 12.11.2015**

CMR Consignee: Schenker NV, Fairs & Exhibitions, Vliegveld 756, 1820 Steenokkerzeel/ Brussels Airport, Belgium
CMR Notify: Same as consignee
c/o Exhibition: Exhibitor Name: Hall/ Stand No: BE212000
Customs Office:

Sea Freight: Deadline for arrival ANR seaport = 28.10.2015

AWB Consignee: Schenker NV, Fairs & Exhibitions, Noorderlaan 147, 2030 Antwerpen, Belgium
AWB Notify: Same as consignee
c/o Exhibition: Exhibitor Name: Hall/ Stand No:

Branch Office

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1820 Steenokkerzeel/ Belgium
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Belfius 550-3082800-36
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Swift GKCCBEBB
KBC 409-0501801-64

RPR: Antwerpen
Douane-exped.: Register Nr. 0281
Vervoercommissair/ Nr. 0498.001



The present general conditions are incorporated into any agreement entered into with N.V. SCHENKER without prejudice to the applicability of the General Conditions of the Forwarding Agents of Belgium 2005 re forwarding operations, of the General Conditions of the Cargo Handlers re the operations described there in, of the terms of the transport documents used in connection with the transports.

Revision 001 12/14 BE BRU/F&E am



2. SET-UP & DISMANTLING

Exhibition set up	Saturday November 14, 2015	14:00 – 16:00
	Monday November 16, 2015	07:00 – 08:15

Please note that the set-up has to be completed at 8:15 on Monday November 16, 2015 as the participants and officials will cross the exhibition area to access the conference room for the opening.

Please also note that the delivery zone next to the ECCL is only accessible on Saturday. Please let us know if you need the access and send us the name of your company as well as your license plate .

Exhibition	from Monday November 16 till Tuesday November 17	
Opening hours	Monday November 16 ,2015	8:15 – 19:30
	Tuesday November 17, 2015	8:00 – 16:00
Dismantling	Tuesday November 17, 2015	16:10 – 19:00
Cleaning	Cleaning of the areas will take place after each break	
Freight Delivery	Saturday November 14	14:00 – 16:00

3. GENERAL INFORMATION

Exhibition booth Academic/ Exhibition booth

- size : 4m²
 - 1 table (50 cm x 120 cm) covered with a tablecloth
 - 2 chairs
 - 1 board size A0
 - 1 triple plug socket (Max 10Amps, 230 volt, 1 kW)
- If your consumption is bigger please let the secretariat know.

Platinum

- size : 6m²
 - 1 table (50 cm x 120 cm) covered with a tablecloth
 - 2 chairs
 - 1 board size A0
 - 1 triple plug socket (Max 10Amps, 230 volt, 1 kW)
- If your consumption is bigger please let the secretariat know

Diamond

- size : 8m²
 - 1 table (50 cm x 120 cm) covered with a tablecloth
 - 2 chairs
 - 1 board size A0
 - 1 triple plug socket (Max 10Amps, 230 volt, 1 kW)
- If your consumption is bigger please let the secretariat know

Deadlines

Page advert in the conference program: Could you send the page to secretariat@ldorganisation.com before October 5, 2015.

1 Page (DIN A4) - dimensions maximum: Width 16,5 cm x height 21 cm

1/2 page (DIN A4) - dimensions maximum: Width 16,5 cm x height 10 cm

Page(s) insert(s) into the conference bags: The pages have to be send before October 26, 2015.

For Schenker, the dealines is November 11, 2015.



Wifi Connection

Wifi connection will be available in all conference rooms and lobby.

Login: edf2015

Password: luxembourg

Access by car

The access by car is open to all suppliers and exhibitors in front of ECCL on Saturday November 14, 2015 from 14:00 to 16:00. Please note that parking is only allowed in one row along the building. Car can be parked during a short time for unloading but cannot be stationed there.

The access by car is NOT possible on November 16 & 17, 2015. The car parking « Place de l'Europe » can be used.

Delegate Names

If you have not yet communicated us the names of the delegates which will represent your company during the forum, please make sure to do so **by October 31 the latest**. Please note that all delegates should also make a personal registration on the EDF website (<http://2015.data-forum.eu/registration-0>), in order to choose the sessions they want to attend.

Additional Information

For safety reasons, we request all exhibitors to have with them documents which proof the conformity of their material to fire security rules.

If you have any specific material other than the ones listed below, please inform the Secretariat if not already done and have the conformity documents onsite.

Material :

- Roll-up Display / Pull-up Display
- Pop-up Display
- Banner
- Brochures, flyers, catalogues
- Deliverables (Pens, USB, Magnets, key holders, ...)
- Laptops
- TV

All promotional material should be printed by the sponsors.

European Data Forum 2015 – Catalogue extra fourniture:

Réf	DESCRIPTIF	PRIX UNITAIRE HT	QTE	TOTAL HT
01	Chair			
016	Wood Chair	28,00€		
017	White Chair	25,00€		
02	Stool			
022	Wood Stool	32,00€		
024	White Stool	30,00€		
025	Miura Stool	50,00€		



03	TABLE				
033	table 75cm bois		39,00€		
034	table 110cm bois		42,00€		
037	table 75cm blanc		39,00€		
038	table 110cm blanc		42,00€		
04	Welcome Desk				
040	Easy Desk		87,00€		
041	Easy xl Desk		97,00€		
043	Design Desk		190,00€		
044	Maxima Desk		150,00€		
048	Bar Counter		150,00€		
05	URN				
050	Urn Up		50,00€		
051	Urn Ellipse		50,00 €		
052	Urne Maxima		100,00€		
06	SHOWCASE				
060	Column showcase		175,00€		
07	Brochures holder				
073	Alu pliable 5 x A4		38,00 €		
074	Alu pliable 5 x A3		45,00€		
08	Various				
080	Shelves		40,00€		
084	Plexi Lectern		180,00€		
088	Pole tendiflex		25,00€		
09	DISPLAY				
091	Display smartstand ss impr.		25,00€		
092	Roll Up (Without printing)		40,00€		
093	Stopper (Without printing)		25,00€		
10	SPOT				
102	Spot Skeleto		20,00€		

TOTAL HT		
TVA 17%		
TOTAL TTC		





040
H120 L68 P305
041
H150 L73 P305



couleurs disponibles:

blanc, jaune, rouge, bleu, vert, silver, hêtre, merisier



043
H120 L40 P305



044
H120 L40 P305



048
H100 L60 P225



073
P147 SXA4



074
P160 SXA8



050
urne
H 40 L 40 P 304



051
urne ellipse
H 82 L 38 P 302



052
urne maxima
H 40 L 40 P 230



084
pupite orateur plexi
P 130



080
étagère
H 95 L 35 P 166



088
Tendillex
H 0-230 P 96



091
smartstand
print 60 x 210



093
stopper
2 impressions A1



102



Accommodation

Please check the details for accommodation on the Forum website:

<http://2015.data-forum.eu/conference-venue/hotel-accommodation>

Cancellation

If for any reason of force majeure the Forum could not be held, the exhibitors will not take actions against the organisers. They will be returned all the amounts paid, less general expenses assumed for the Organisation until the Forum cancellation.

The Organising Committee reserves the right to postpone, reduce or extend the Forum duration for foreign circumstances or force majeure reasons. These circumstances will not permit to the exhibitors to cancel their contract or to demand damage compensations.

Exhibitor cancellations should be notified by written notice. The following cancellation charges will apply:

- Cancellation notice prior to 60 days before the start of the event: 50% of the total fees paid or payable by the Exhibitor;
- Cancellation notice between 60 days and 30 days prior to the start of the event: 75% of the total fees paid or payable by the Exhibitor;
- Cancellation notice less than 30 days before the start of the event: 100% of the total fees paid or payable by the Exhibitor.

Any outstanding payments should be paid within 14 days of the cancellation confirmation email sent by the Forum Secretariat.

Cancellations must be sent in written format to the Forum Secretariat by email:

secretariat@ldorganisation or by fax: +32 10 45 97 19.

Liability & Insurance

Neither the Organisation nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will the Organisation be liable for lost profits or other incidental or consequential damages.

The Organisation shall not be liable for failure to perform its obligations under this exhibition as a result of strikes, or any other reason beyond its control. Anyone visiting, viewing or otherwise participating in the Exhibitor's exhibit is deemed to be the Invitee or licensee of the Organisation. The rights of the Organisation under this exhibition shall not be deemed waived except as specifically stated in writing and signed by an authorised officer of the Organisation. Exhibitors wishing to insure their goods must do so at their own expense.



Responsibility

The Exhibitor is responsible for damage to property. No signs or other of the exhibitors' articles may be attached to walls, doors, columns etc., in such a manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device, which would damage or mar them. Exhibits must be self-contained within the booth area assigned, and no chairs, furniture or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any exits. Exhibitors displaying equipment where there is a possibility of oil dripping or other foreign matter must provide an adequate protection to the floor or carpet.

The use or the entrance of inflammable and toxic products will be strictly forbidden. Displays shall not be obtrusive or noisy, nor shall they violate safety codes.

Use of exhibition space

Exhibitors shall not assign, sublet, or share the space allocated without the knowledge and written consent of the Organisation. Exhibitors must display only the goods manufactured or dealt in by them in their regular course of business. No firm or organisation without an assigned exhibition space will be permitted to solicit business within the area.

The Organisation reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any other reason, become objectionable, and also to prohibit or to remove any exhibit which, in the opinion of the Organisation, may detract from the general character of the exposition. This reservation includes persons, things, conduct, printed matter, and anything of a character, which the Organisation determines, is objectionable. In the event of such restriction or removal, the Organisation shall not be liable for any refunds or other exhibit expenses.

The use of sound systems is permissible, provided that they are not audible into neighbouring booths.

Terms of payment RESERVATIONS WILL BE CANCELLED IF PAYEMENT IS NOT RECEIVED BY November 2, 2015