



ECVS

Exhibitors' Manual

26th Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

Welcome!

It is a great pleasure for the ECVS to welcome you as an exhibitor to the 26th Annual Scientific Meeting in Edinburgh, Scotland. We very much appreciate your support and hope that the conference will meet your expectations.

This brochure contains all relevant information about the congress location, the exhibition area and infrastructure as well as delivery information, exhibition hours, setting up and taking down schedules.

Content

1. Deliveries & storage
2. Installation & taking down
3. Exhibition hours
4. Floor plans
5. Equipment and order forms

Further information

Further information about the scientific programme as well as practical information on travel and accommodation can be found at https://www.ecvs.org/services/asm_2017_preview.php

The ECVS Office will be at your disposal for further questions any time.
+41 (0)44 635 84 92, info@ecvs.org



26th ECVS Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland





ECVS

Exhibitors' Manual

26th Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

1. Deliveries & Storage

Deliveries will be accepted from Friday, 7 July 2017.
Please mark delivery labels as per the address details below.

Exhibiting Company
Stand Number
ECVS Annual Scientific Meeting
The EICC Loading Bay
Off the West Approach Road
The Exchange
Edinburgh EH3 8EE
phone: +44 (0)131 300 3000

Storage during the event

There is limited storage for exhibition items within the venue. As such, the EICC asks that arrangements are made for large cases and items to be stored offsite. Smaller stand materials may be stored on the stand.

Storage after the event

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event.

Items may be left in the EICC Loading Bay for a short period of time. Please speak to a member of the EICC team if you require items to be stored for more than one working day. Charges may apply for items left for longer than this period.

Please complete an Exhibition Storage Form for any left items which are being collected by a courier.

Please note that it is the responsibility of the exhibitor to complete all forms relating to International Shipping correctly.

<http://www.eicc.co.uk/exhibiting/deliveries-storage/>



26th ECVS Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland





ECVS

Exhibitors' Manual

26th Annual Scientific Meeting

13-15 July 2017, Edinburgh, Scotland

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

2. Installation & taking down

Installation is possible on Wednesday, 12 July, 09:00 a.m.-05:00 p.m. and on Thursday, 13 July, 09:00 a.m.-03:00 p.m. (start of registration).

Taking down starts Saturday, 15 July after the last coffee break (04:30 p.m.) and needs to be completed by 07:00 p.m.

3. Exhibition hours

Exhibition hours are as follows:

Thursday, 13 July

03:00 - 04:30 p.m. (registration)

At 08:30 p.m., all exhibition staff is cordially invited to the welcome reception in Strathblane Hall.

Friday, 14 July

10:00 - 11:30 a.m. (morning coffee break)

12:00 - 02:30 p.m. (lunch break*)

04:00 - 05:00 p.m. (afternoon coffee break)

Saturday, 15 July

10:00 - 11:00 a.m. (morning coffee break)

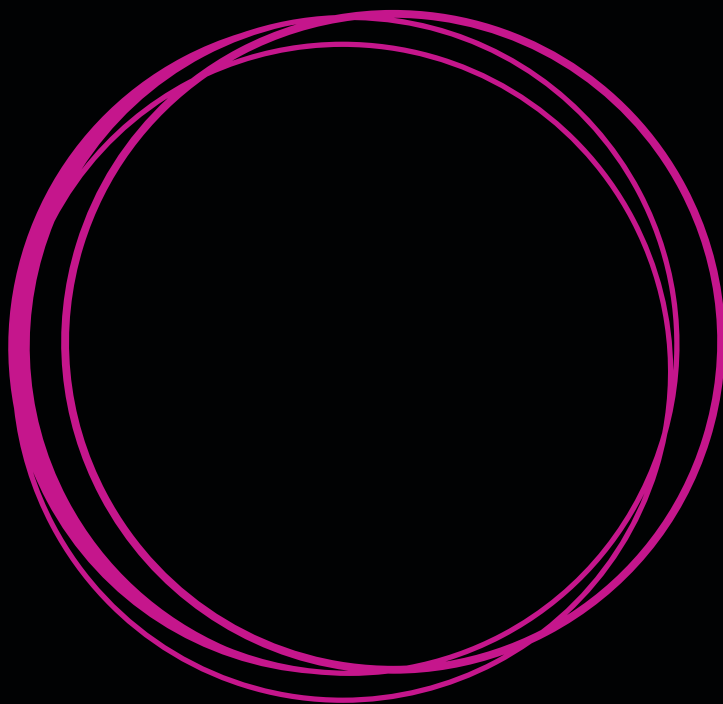
12:30 - 02:30 p.m. (lunch break*)

03:30-04:30 p.m. (afternoon coffee break)

*) Lunch for exhibition staff will be served approx. 30 minutes before the start of the lunch break.

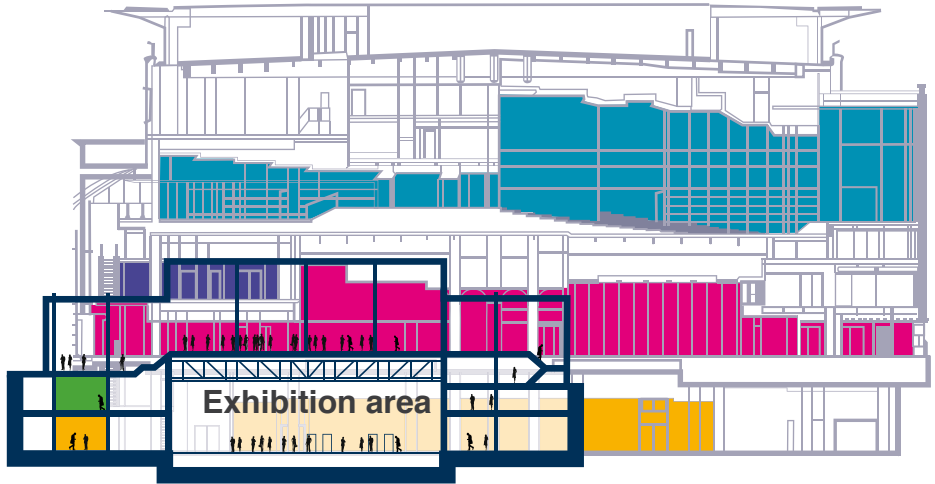


26th ECVS Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland



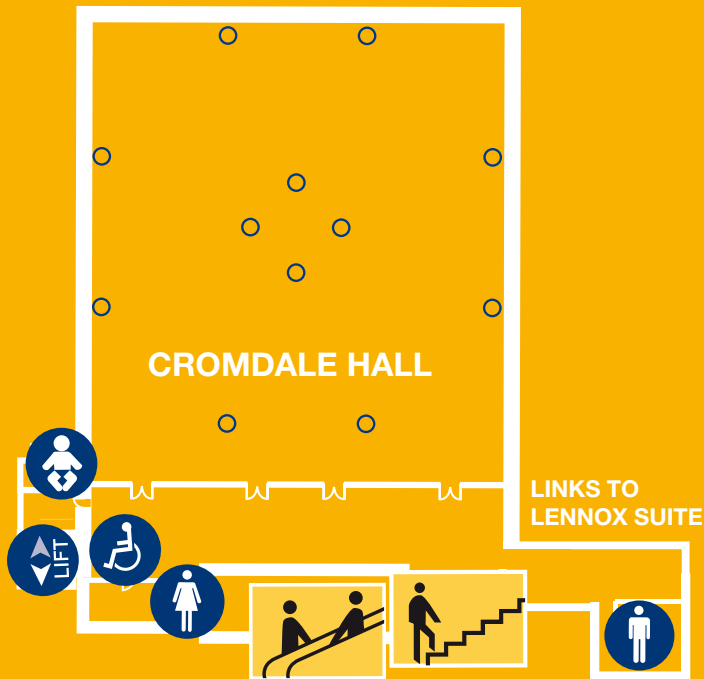
Edinburgh International
Conference Centre

EICC floor plans & capacities

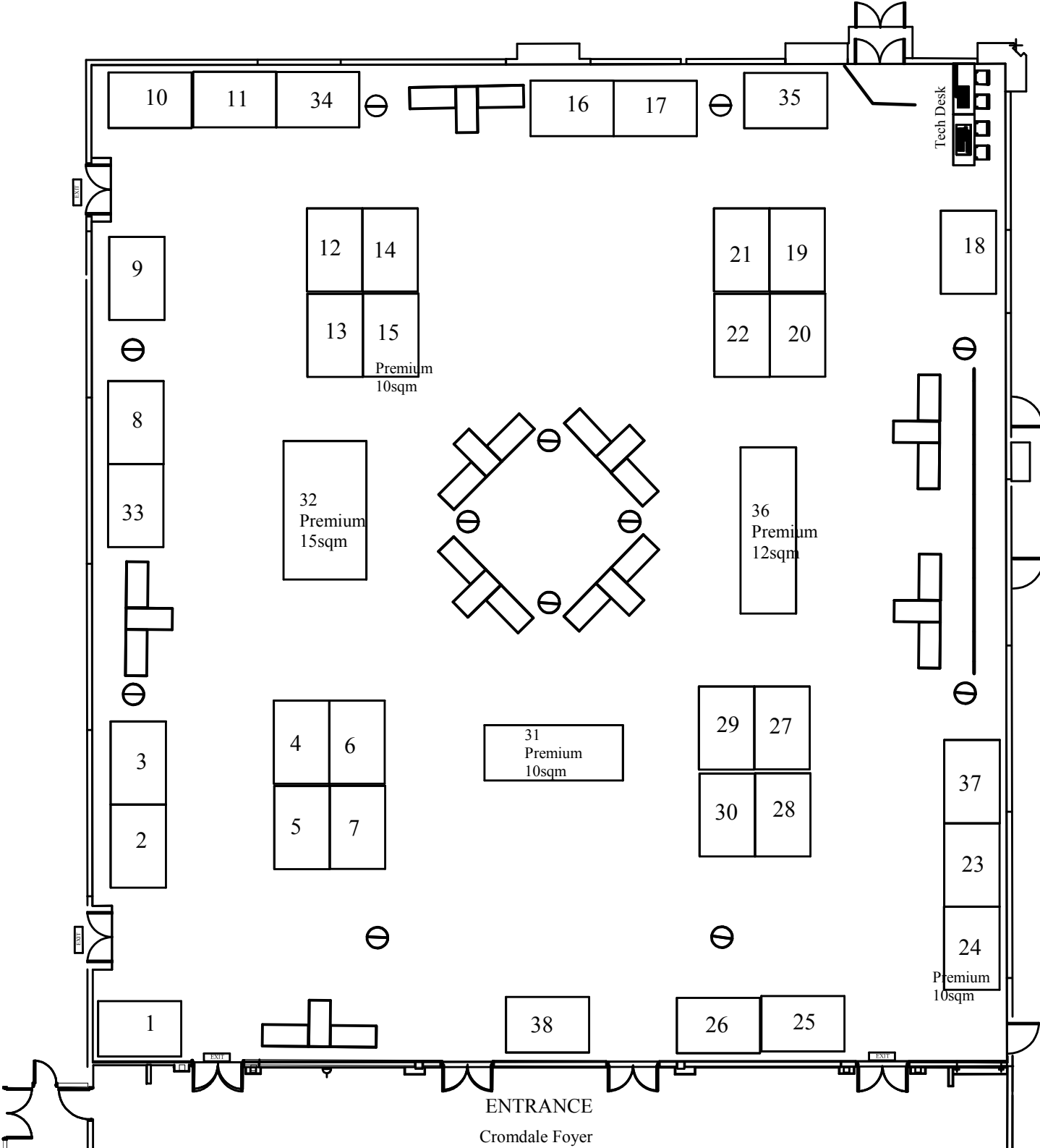


- Level 3: The Pentland Suite
- Level 1: The Galloway Suite & Atrium Café
- Level 0: Main Entrance, The Strathblane Hall, The Atrium & The Lomond Suite
- Level -1: Conference Organiser's Room, Menteith & Lowther
- Level -2: The Cromdale Hall, The Lennox Suite, Moffat & Lammermuir

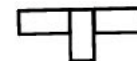
Level -2, Cromdale Hall, exhibition area



Cromdale Hall (exhibition hall) floor plan



Legend:



Buffet station



Pillar (fixed structure)



ECVS

Exhibitors' Manual

26th Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

5. Equipment

Each booth is equipped with^{*)}

- a 6ft trestle table with baize
- 2 chairs

A shell scheme booth and additional equipment can be booked via

EL Event Services Scotland shellschemescotland@gmail.com, +44 (0)1592 749 796

Please find details on the following pages. Orders to be placed until 23 June at the very latest.
Please order from EL Event Services Scotland directly with the separate Excel order form.

Telecom & A/V equipment

Please order directly from the EICC with the enclosed order forms.

^{*)} Table and two chairs are included in the package price and provided by ECVS. All further equipment is to be ordered by the exhibiting company and will be invoiced directly.



26th ECVS Annual Scientific Meeting
13-15 July 2017, Edinburgh, Scotland








EL EVENT SERVICES SCOTLAND LTD

26th ECVS Annual Scientific Meeting Edinburgh, Scotland – July 13-15, 2017

Furniture Hire Package

(Per event)


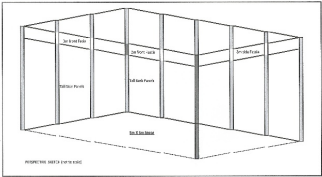

	<p>Table and Chair Sets 1830mm X 760mm Trestle Table covered with a WHITE cloth. Including 2 Banquet style chairs BLUE padded base & back</p>	<p>£56.00</p>
	<p><u>Additional</u> Table including White cloth</p>	<p>£36.00</p>
	<p><u>Additional</u> Banquet style chairs BLUE padded base & back</p>	<p>£10.00</p>
	<p>Black Tub Chairs</p>	<p>£85.00</p>
	<p>Pop up Literature stand</p>	<p>£20.00</p>

EL EVENT SERVICES SCOTLAND LTD

26th ECVS Annual Scientific Meeting Edinburgh, Scotland – July 13-15, 2017

Furniture Hire Package

(Per event)

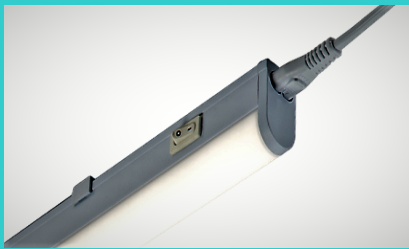




	<p>3m X 2m Shell Scheme Stand White panels to 3 walls including a fascia panel to the front of the stand space 6 sq M A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</p>	£210.00
	<p>3m X 2m Shell Scheme Stand White panels to walls including a fascia panel to both the front and 1 x side 6 sq M A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</p>	£210.00
	<p>5m X 3m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</p>	£525.00
	<p>5m X 2m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</p>	£350.00
	<p>6m X 2m Shell Scheme Stand White panels to All walls. Both sides can either be solid panels or fascia panels or combination of both 15 sq M A Name board is also included with your company name printed in Black vinyl letters (the board remains the property of EL Events and must not be removed)</p>	£420.00

EL EVENT SERVICES SCOTLAND LTD

26th ECVS Annual Scientific Meeting Edinburgh, Scotland – July 13-15, 2017

Furniture Hire Package

(Per event)

	<p>POWER 1500mm long LED mounted behind the front fascia panel</p>	<p>£75.00</p>
	<p>POWER Single socket fitted to the back wall of the stand</p>	<p>£75.00</p>
	<p>Aluminium Poseur Table 600mm Diameter 1150mm High</p>	<p>£35.00</p>
	<p>Aluminium Bar stool with low back</p>	<p>£15.00</p>
	<p>Black Padded Stool</p>	<p>£30.00</p>

EL EVENT SERVICES SCOTLAND LTD

26th ECVS Annual Scientific Meeting Edinburgh, Scotland – July 13-15, 2017

Furniture Hire Package

(Per event)

	<p>White High gloss Square coffee table L550mm X W550mm X H450mm</p>	<p>£15.00</p>
	<p>Walnut frame Coffee Table with Graphite Grey gloss inlay top L900mm X W600mm X H400mm</p>	<p>£35.00</p>
	<p>White Waste Bin including bin liner</p>	<p>£15.00</p>

16th May 2017

Exhibition ICT Order Form



Event: *European College of Veterinary Surgeons*

Date of Conference: *Wednesday 12th – Saturday 15th July 2017*

Telecommunications services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **pre-payment**, to the **Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.**

Forms must be received 14 days before the Conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
	Postcode		
Telephone No		Fax No	
Contact Name		E-Mail Address	
Authorised Signatory			

Please supply the following telecommunication requirements:-

No required	Item Description	Daily Charge (£)	Weekly Charge (3-7 days) (£)
	<i>Direct Dial Telephone (DDI)</i> (including £10.00 worth of calls)	95.00	95.00
	<i>Fax Machine including DDI line</i>	195.00	195.00
	<i>Wired Internet Connection</i>	300.00	300.00
	<i>Wireless Internet Connection</i>	300.00	300.00
	<i>Laptop</i>	200.00	450.00
	<i>Desktop PC</i>	200.00	450.00
		Sub Total	
		Plus VAT @20%	
		Grand Total	

Edinburgh International Conference Centre
The Exchange - Edinburgh - EH3 8EE - www.eicc.co.uk

*Please note that ISDN Lines are specialist connections and are therefore not suitable for internet access.

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

The number of units used will be charged at £0.20 per unit (excluding VAT).

An invoice will be issued for the number of units used directly after the Event.

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to:-

**The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

Email: amyb@eicc.co.uk



Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	Princes Exchange, 3 Early Grey Street, EDINBURGH, EH3 3BN
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre
IBAN:	IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC:	BOFSGB21001

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. Please note we do not accept American Express.

Please complete your details in the boxes below:-

Cardholder Name

Credit Card No

Expiry Date

Security Code

Audio Visual Equipment Order Form



Event: *European College of Veterinary Surgeons*

Date of Conference: *Wednesday 12th – Saturday 15th July 2017*

Audio visual services are available to stand holders through EICC Ltd. Should you require these services, please complete the order form and forward it, with **pre-payment**, to the ***Event Design Department, EICC Ltd, The Exchange, Morrison Street, EDINBURGH, EH3 8EE.***

Forms must be received at least 14 days before the conference commences. Late orders will incur a 30% surcharge.

Please complete in type or block capitals (we cannot be held responsible for mistakes resulting from illegible handwriting).

Company		Stand No	
Address			
		Postcode	
Telephone No		Fax No	
Contact Name			
Authorised Signatory			

Please supply the following Audio Visual requirements :-

No required	Item Description	Daily charge (£)	Weekly Charge (3-7 days) (£)
	<i>42" Plasma Screen</i>	200.00	550.00
	<i>50" Plasma Screen</i>	300.00	850.00
	<i>61" Plasma Screen</i>	400.00	1150.00
	<i>80" Plasma Screen</i>		
	<i>Other</i>		
		Sub Total	
		Plus VAT @ 20%	
		Grand Total	

Should you require any additional services, not listed above, please contact the Event Planning Department for a quotation.

Date and Time of Delivery :			
Required from		Until	

All orders should be accompanied by dates, times and dimensional drawing (in box below) to show the required position of services on the stand.

Please return this form with your payment to :-

**The Event Design Department
Edinburgh International Conference Centre
The Exchange
Morrison Street
EDINBURGH
EH3 8EE**

Telephone Number: 0131 300 3000

Fax Number: 0131 300 3030

Email: amyb@eicc.co.uk

--

Cheques should be made payable to Edinburgh International Conference Centre Ltd, or payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, EDINBURGH, EH1 2DP
Sort Code:	80-11-30
Account No:	00814171
Account Name:	Edinburgh International Conference Centre

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB.

Please complete your details in the boxes below:-

Cardholder Name _____

Credit Card No

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

Expiry Date

--	--

Security Code

--	--	--

