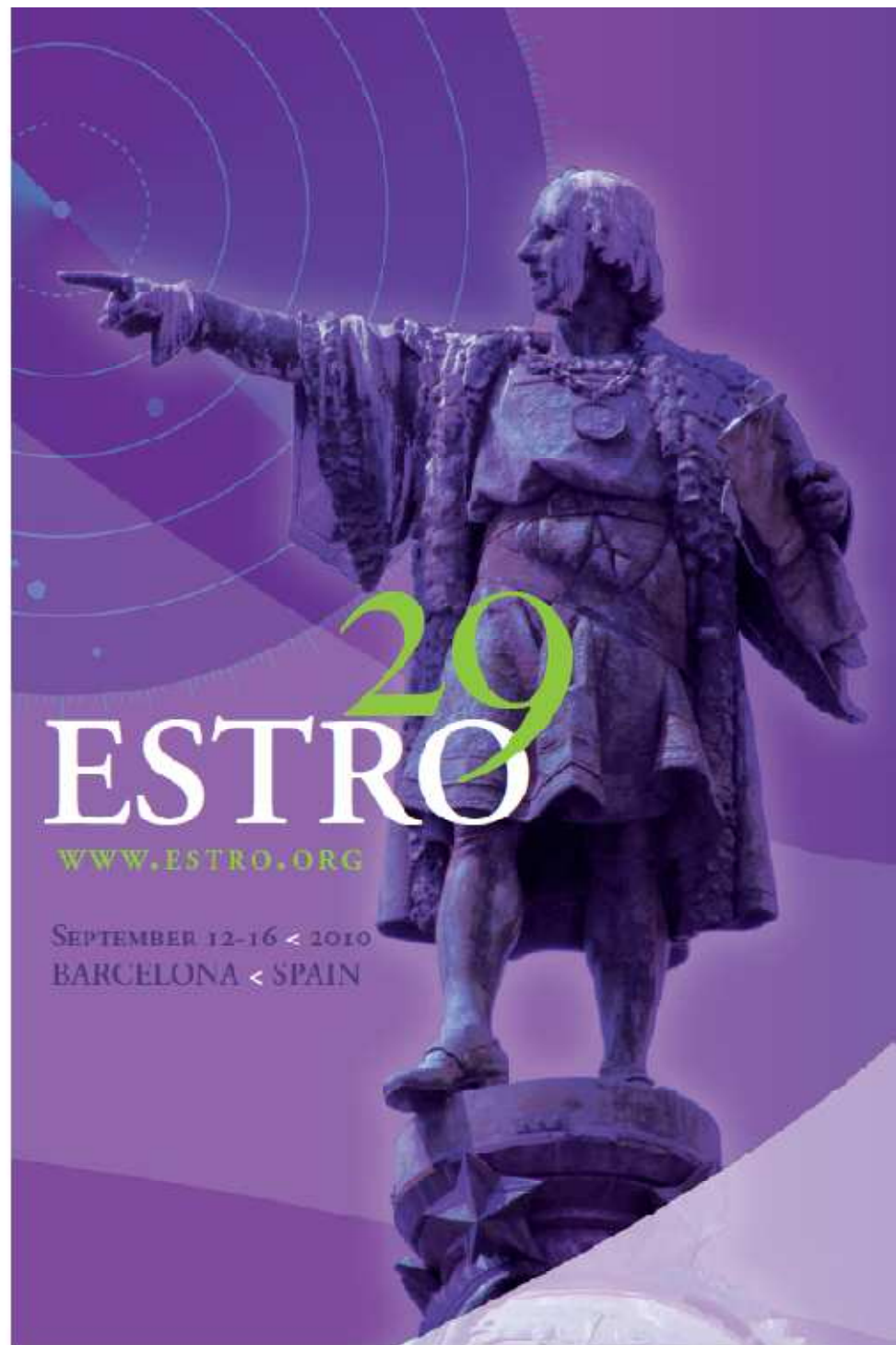


ESTRO



ESTRO 29

EXHIBITION MANUAL



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Pre-show deadlines

The following forms are due NO LATER THAN the deadlines indicated. Use this checklist to assure that everything gets done on time. After the listed dates, we cannot guarantee prices or services

TO DO	BEFORE
Read this manual	Now
Book airfare	Now
Book accommodation	Now
Submit advertising order form	June 30 th 2010
Submit sponsoring order form	June 26 th 2010
Submit lead retrieval order form	June 25 th 2010
Submit stand design for approval	August 2 nd 2010
Submit meeting room request	August 2 nd 2010
Book everything you need for your booth	August 19 th 2010
- Catering	
- AV-material	
- Furniture	
- Electricity	
- Internet/phone connection	
- Cleaning	
- Flowers	
- Hostesses	
Book exhibitors badges	As of August 16 th 2010
Organise your shipment to reach Barcelona	
Air freight non EC goods	September 9 th 2010
Air freight EC goods	September 7 th 2010
Road freight	September 8 th 2010



On-site schedule

Thursday, September 9th, 2010

08.00 Exhibitors are allowed to enter the exhibition area to begin build-up
20.00 Exhibition area closes

Friday, September 10th, 2010

08.00 Exhibitors are allowed to enter the exhibition area to begin build-up
20.00 Exhibition area closes

Saturday, September 11th, 2010

08.00 Exhibitors are allowed to enter the exhibition area to begin build-up
20.00 Exhibition area closes

Sunday, September 12th, 2010

08.00 Exhibitors are allowed to enter the exhibition area to begin build-up
12.00 All crates and cartons must be removed from the aisles and booth construction complete. Exhibitors are allowed to stay in the exhibition area
19.30 Official opening of the exhibition, welcome reception in the exhibition area

Monday, September 13th, 2010

08.30 Exhibitors only are allowed to enter the exhibition area
09.30 Exhibition opens
17.30 Exhibition closes
18.00 Exhibitors must leave exhibition area

Tuesday, September 14th, 2010

08.30 Exhibitors only are allowed to enter the exhibition area
09.30 Exhibition opens
17.30 Exhibition closes
18.00 Exhibitors must leave exhibition area

Wednesday, September 15th, 2010

08.30 Exhibitors only are allowed to enter the exhibition area
09.30 Exhibition opens
17.00 End of last coffee break, exhibition closes
19.00 Boxes and crates can enter the exhibition hall
22.00 Exhibition area closes, dismantling terminated

Thursday, September 16th, 2010

08.00 Exhibition area opens for dismantling
20.00 Exhibition area closes, dismantling terminated

Friday, September 17th, 2010

08.00 Exhibition area opens for dismantling
20.00 Exhibition area closes, dismantling terminated

Rules and regulations

In the terms of the contract, the word “exhibitor” describes any company or organisation having made a definitive booking for space allocation in the technical exhibition to be organised at the ESTRO 29, or any agent or representative acting on behalf of the exhibitor. The word “organiser” relates to the European Society for Therapeutic Radiology and Oncology (ESTRO).

Application for exhibition space

The application for exhibition space is legally binding for the exhibitor pending its acceptance in writing by the organiser.

Confirmation of application for exhibition space

No application will be considered confirmed by the organiser until the acceptance of rules and regulations form, **form # 10**, has been returned by the exhibitor.

Space allocation

Every effort will be made to preserve the published plan of the exhibition. However, the organiser reserves the right to rearrange the floor plan or relocate any booth at any time. The exhibitor shall have no claim against the organiser in respect of any change of lay-out.

Terms of payment

Payment in full of space rental fee is due no later than 15 days after the date of the invoice. For late bookings, all invoices must be paid before the start of the exhibition. Where rental charges are not paid within the prescribed time, exhibition space may be re-allocated to other companies.

Exhibitors with pending invoices will not be able to unload their goods in the exhibition area.

Invoicing

All invoices related to booth space, shell scheme, advertising/sponsoring, symposia, meeting room rental and badges will be invoiced by ESTRO. Other services will be invoiced by the company providing the service.

Subletting and sharing of exhibition space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the exhibit space allocated, and may not display goods or services other than those manufactured or regularly distributed by them and approved by ESTRO. Two or more exhibitors may share booth space only on the condition that the number of 3m x 3m booths is equal to or greater than the number of companies sharing the booth space.

Cancellation or reduction of exhibition space

50 percent of the total space rental fee will be retained for cancellations received before May 14th, 2010.

100 percent of the total space rental fee will be retained for cancellations received after May 14th, 2010.

All cancellations must be made in writing to the organiser.

The organiser reserves the right to postpone the conference including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organiser will not be held liable for expenses incurred other than the cost of rental of exhibition space.

Liability

Neither the organiser nor their subcontractors shall be responsible for the safety of the exhibitor, his/her staff, temporary staff and exhibits. The exhibitor is therefore required to take his/her own insurance against loss, damage, injury and third party liability (for ex. damage to premises, etc.)

Any damage caused by the acts of negligence of the exhibitor or his/her contractor will be the responsibility of the exhibitor, who will be required to indemnify the organiser and his/her contractors against any claim arising from such damage. No flammable materials may be used.

Security

A 24-hour security service is provided to prevent entry to exhibit areas by anyone not authorized by the building management or ESTRO, or not wearing proper badges for admission to such areas.

The security service supplied does not guarantee exhibitors against loss. Neither does it imply an assumption of liability for exhibitor's property by the organiser. In general, security will work as follows:

Access to exhibit space is strictly prohibited once the hall is closed for the night
Show badges must be worn at all times by your staff to gain entry to the exhibition hall

Please remember that protection of your exhibit and property is your responsibility. Mantling and dismantling are vulnerable times which can result in the loss of exhibitor's belongings. Be sure to carefully safeguard your exhibit materials. Also check your own insurance coverage.

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his/her stand construction are completely removed from the exhibition area prior to the opening of the exhibition (September 12, 2010). Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or his/her contractor.

Distribution of printed material

The distribution of printed material is strictly limited to the exhibitor's booth. Exhibitors distributing material without prior consent from the organiser will be subject to a 5000 Euro penalty.

ESTRO Logo Use

Use of the ESTRO logo in conjunction with advertisements, promotional materials, endorsements, statements, contents and/or awards of any kind without the expressed written consent of ESTRO is prohibited. Exhibitors using the ESTRO logo without authorisation will be subject to a 5000 € penalty.



Mantling and dismantling

Mantling will begin on Thursday, September 9th, 2010.

The exhibitor must ensure that his/her stand is ready by Sunday September 12th, at 12.00. The opening hours of the exhibition for participants are:

Sunday, September 12 th	19.30-21.00
Monday, September 13 th	09.30-17.30
Tuesday, September 14 th	09.30-17.30
Wednesday, September 15 th	09.30- after the last coffee break

As of Monday, September 13th, company delegates will have access to the exhibition halls from 08.30 to 18.00.

Stands must be staffed during the opening hours.

Dismantling can start on Wednesday, September 15th after the last coffee break
The dismantling hours will be the following:

Wednesday, September 15 th	17.00-22.00
Thursday, September 16 th	08.00-20.00
Friday, September 17 th	08.00-20.00

Any exhibitor closing his/her stand or removing exhibits before that time without permission of the organiser will be liable for an early closing fee of up to 25 % of the total exhibition space cost. Dismantling should be completed and all exhibits removed by Friday September 17th at 20.00

Please note that all goods not cleared on Friday, September 17th at 20.00, will be collected by the official handling company. All costs incurred will be charged to the exhibitor.

All exhibit matters and questions not covered by the ESTRO Exhibitor Rules and Regulations are subject to the decision of ESTRO. These ESTRO Exhibitor Rules and Regulations may be amended at any time by ESTRO, and all amendments shall be equally binding on all parties.

Minors (persons under the age of 18) are not allowed on the premises during moving in and out. Not even if accompanied by a parent or legal guardian.

Exhibition area

- The stand construction, the signs and the material displayed must be sufficiently stable to ensure safety. The CCIB is entitled to request the pertinent homologation documents.
- The textiles used in the stand construction must be fire-resistant, according to the current regulations.
- The use of paint, liquids, gas or other inflammable substances is prohibited.
- Access to the fire extinguishers must not be restricted, neither must their respective signs or the emergency doors be covered.
- In the event of the installation of platforms, the electricity points must be easily accessible.
- The CCIB is entitled to run power lines and connections serving neighbouring stands across the Organiser's or exhibitors' stands.
- The requisite or not of stand construction, as well as the maximum height of the rear part of the stands, depends on the Organiser.
- The rear walls of the stands built by the CCIB may not be used by other exhibitors.
- Structural elements of the building such as floors, walls, ceilings, etc. may not be damaged, soiled or in any way changed (e.g. by drilling of holes, use of nails or screws, etc.). Nor may paint or adhesives be applied to them. In the event of damage to the installations, the cost of repair or replacement shall be charged to the Organiser as responsible for the event.
- It is not permitted to build above 8 metres. in areas 1, 2 and 3, or above 4 metres in areas 4, 5, 6 and 7 of the Exhibition Hall.
- In the case of two-storey stand construction, the CCIB must receive a description and floor plan, duly signed by a competent technician and approved by the COLLEGE OF ARCHITECTS OF BARCELONA. Said technician shall be responsible for the fulfilment of the project
- In the case of stairs or areas that are more than 50 cm. above floor level in the stand, the College of Architects' approval must be presented. -It is necessary to forewarn the CCIB of the set-up day and time of all stands with platforms, as the services requested from the CCIB must be installed previously.
- The CCIB reserves the right to check compliance with the exhibitor's manual, through free access to all the stands, when necessary.

Exhibitors who want to hang things from the ceiling must request make a special request (see Annex rigging)

In order to create an open exhibition environment, no more than 1/3 of any stand side facing an aisle may be covered by a wall.

The Organiser will not be responsible for any item or material that has not been removed once the event is finished. Kristal will proceed to remove/take them away, and the expenses caused for this service will be charged to the exhibitor.

Stand specifications

The height of the shell scheme stands is 2.5 metres. If you wish to build your own stand, the maximum building height for stands 010 to 330 and stands 700 and 710 is 10m. and from stand 400 to 640 the maximum building height is 4 metres. Please

submit the design of your stand to ESTRO and the CCIB no later than August 2nd 2010.

The CCIB requires stand layouts for electrical, water and hanging points installations.

Island stands

These stands have aisles on all sides. When you design this type of stand please ensure that the view of other stands of the exhibition as a whole is not obstructed.

Corner stands

These have aisles on two or three sides; exhibitors need to provide either a back and/or a side wall.

Wall stands

Only one side is bordered by an aisle; exhibitors need to provide back and side walls.

Two-wall stands

These stands have only to be provided with side walls.

Stand fitting

Exhibits must be displayed in such a way as not to obstruct the view of the exhibition area or of adjacent stands and they must be kept within the stand perimeter. Nor may working parts project beyond the perimeter, for instance during demonstrations.

Dangerous components, such as sharp protrusions must be effectively shielded. In addition, exhibits may not be covered, without the consent of the organiser, during exhibition opening hours; the organisers are entitled to remove any such covers without incurring any liability. Unsightly objects should not be placed in public view. Exhibitors may not remove exhibits from the stand during the course of the exhibition without written permission from the organisers. Should it prove necessary to remove a small item (for urgent repair, for instance) exhibitors should contact the organisation.

Floor coverings

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. Should any adhesive tape from carpet tiles and the like remain on the hall floor after the exhibition; the exhibitor will receive a bill to cover the cost of its removal. For special floor coverings (concrete slabs, sand, gravel, etc.) The organisers' written permission must be applied for when the stand design is submitted. Before such materials may be brought into the building, the floor must be covered with plastic. Exhibitors are not permitted to paint stand floors.

Exposed Ends

The side of any display cabinet or structure which is visible from the aisle or adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display. Those unsatisfactory displays in the opinion of the organisers will be made correct at the discretion of the organiser with all expenses for such work being charged directly to the exhibitor.

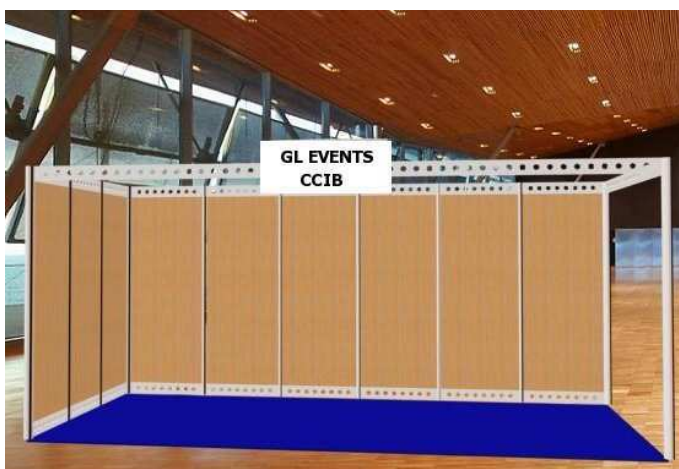
Projection and sound / smoke machines / 'special effects' lighting / advertisements

The organisers' written consent is required for the use of audio, video and lighting equipment (including video bulletins), live music and performances. 'Special effects' lighting (disruptive for neighbouring stands), smoke machines and laser projection may not be used on stands. No permission will be given for projection in the aisles or on the walls and ceilings of the halls.

In the aim to have as uniform a look in the exhibition area as possible, we have decided to offer a shell scheme solution.

As usual naked floor space will be sold. This is meant for the companies using their own stand building company. To book use **form # 1**

Exhibitors who, by July 15th 2010, have not supplied us with the name of their stand building company will automatically be allocated a shell scheme for their booth. This is a measure we have decided to take in order to avoid that exhibitors show up for the congress without anything prepared or booked. It is in everybody's interest to have as beautiful an exhibition as possible and empty booth areas do not constitute a good image of the exhibition. Below you can see an example of such a shell scheme:



In this solution the following items are included in the price:

- Stand construction
- 1 Information counter
- 1 stool
- 1 table
- 3 chairs
- Grey Carpet
- Fascia text (Helvetica)
- Lights
- Electricity

To book use **form # 2**

Electricity and lighting

Only the CCIB is authorised to provide the electrical switchboards for the powerpoints. Thus every client has to order an electrical switchboard from the CCIB and to pay an electrical consumption according to his power needs. A power supply of over 20 Kw. requires an electricity project.

The electrical connection shall be charged. The calculation formula is as follows:
€ x Kw. x 5

The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V).

The electrical output of the CCIB power points is 32A., 380V. The need for a superior output entails the cost of the necessary power increment, for which a quote shall be made and an electrical project is required.

The differential relay of the power and lighting primary circuits is 30mA and they are not super immunised.

If the installer/electrician brings his own switchboard to be connected at the CCIB, he is obliged to inform the CCIB (CETAC, etc.).

In the event that the installer/electrician bring his own switchboard it is compulsory to connect it to the switchboard ordered by the exhibitor and provided by the CCIB. Further technical information about the connection must be requested to the CCIB.

The CCIB can provide electricity only from the power points situated on the floor of the Exhibition Hall.

For structures hanging from the ceiling the electrical switchboard will be delivered on the stand floor. Electrical ceiling connections are not available

Water connections

Water can only be supplied to the stands that have a water trap in their space.

The exhibitor shall be in charge of the installation of a concealing platform in order to hide the water installation on the booth.

The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up day and time. Without this information the CCIB is not liable for providing the requested service and the prepayment will not be refunded.

The water supply installation only includes the water pipe and drainpipe, not the connection to other elements.

Further technical information about the connection must be requested to the CCIB.

SERVICES ON EXCLUSIVE BASIS

The CCIB provides the following services on exclusive basis:

- Catering.(All kind of food and beverages)
- Hostesses.
- Rigging. (Rigging set up has to be done before the stand constructors began to built the stands for security reasons)
- Cleaning.
- Security.

AV material and Internet

See Annex

Catering service

See Annex

Stand cleaning

See Annex

Waste

See Annex

Hostesses

See Annex

Rigging

See Annex

Lead Retrieval

See Annex



Shipping/freight handling

KRISTAL bvba, have been appointed by the organizer - ESTRO - as the recommended freight forwarder, customs clearance agent and official drayage contractor.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Göteborg. Please follow these instructions closely.

The range of services provided by KRISTAL includes:

Transportation, national and international
Temporary and permanent customs clearance
On-site handling, labour, forklift and craneage
Labelling, removal and storage of empty boxes and crates return to stand upon closure of the exhibition.
Accessible storage for brochures and give-away items during the event
On-site assistance & supervision

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on September 17th at 20.00 will be collected by KRISTAL. All costs incurred will be charged to the exhibitor.

KRISTAL bvba
Brucargo Building 734
B-1931 ZAVENTEM
E-mail : geert.frere@kristal-logistics.com

Contact: Geert Frère
Tel : + 32 2 7514680
Fax : + 32 2 7514720

Consigning instructions

AIR FREIGHT

AWB consigned to: RESA/Trebig Handling
C/Cal Pi de l'Olia 48-50/ZAL Prat
E-08040 El Prat (Barcelona)

Notify: ESTRO 29
Exhibitors name & stand number

Goods to reach Barcelona:

Non-EC goods: no later than September 7th 2010
EC goods: no later than September 9th 2010



ROAD FREIGHT to the advanced warehouse:

Consigned to: RESA/Trebig Handling
C/Cal Pi de l'Olia 48-50/ZAL Prat
E-08040 El Prat (Barcelona)

Goods to reach advanced warehouse no later than September 8th 2010

DIRECT DELIVERIES

Address: CCIB, Plaça de Willy Brandt 11-14 08019 Barcelona

Direct deliveries with trucks to the venue are restricted.

Direct shipments to the exhibition site will only be accepted on move-in dates and hours. Exhibitor has to be on the stand to sign the reception. The CCIB is not going to sign any document or take care of any material. See CCIB rules & regulation

- The CCIB does not handle goods. RESA LOGISTIC is the official supplier of this service.
- No goods are accepted before the set-up period. RESA LOGISTIC can provide the storage service prior to set-up.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.

Please fill in **form # 9** to obtain move-in / move-out schedule and return by fax to +32 7514720 or by email to geert.frere@kristal-logistics.com no later than September 2nd 2010.

All trucks arriving without an unloading slot will be unloaded once the full schedule has been completed.

There is no space for parking trucks near the CCIB. Best will be to park your truck at the exhibition site of Gran Via (about 10km from CCIB) and to come to the CCIB as close as possible to your unloading time.

On arrival all trucks need to register to the KRISTAL/RESA desk at the entrance of the hall and this approx 1 hour prior to the confirmed slot. (see plan on p.xx) Our staff will direct the trucks to the unloading bays at the CCIB according to the schedule. If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

Courier Shipments

Because of temporary Import Bonds for goods from outside EC, we discourage the use of Couriers to ship any material directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.



Shipping pre-advice

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be faxed to us upon departure to Kristal fax : +32 7514720.

Documentation (for non-EC shipments)

Commercial invoices (5-fold) prepared into a form of packing list with values of each item, description of the goods, measurements in cm, gross & net weight in kg, showing exhibitors name, addressed to:

ESTRO 29,
RESA/Trebig Handling
C/Cal Pi de l'Olia 48-50/ZAL Prat
E-08040 El Prat (Barcelona)

Case Marking

All cases must be clearly marked / stencilled on two (2) sides with the following information:

Your Company Name:
ESTRO 29
Stand number:
Case number: (ex. 1/3 – 2/3)
Gross Weight:
Dimensions in cm:

Insurance

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, KRISTAL or their agents can arrange this for you.

Return transport

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

Terms & Conditions of Trading

All business is undertaken by owner's risk.
Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice.
Contracting KRISTAL bvba or their agents implies acknowledgement and acceptance of KRISTAL bvba conditions of trading.

Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with KRISTAL bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.
Any disputes or queries relating to invoices originating from this office should be notified to KRISTAL bvba within seven days of invoice date.



Exhibitor accommodation

We suggest you book your room as soon as possible in order to ensure accommodation in the hotel category of your choice. To book a hotel room please go to www.estro.org to book your room online. Or contact our accommodation agent below.

Conference accommodation agent:

MCI Spain
Ms. Pilar Ramos

fax: +34 93 445 97 21 or via e-mail estro2010@mci-group.com and be sure to mention “ESTRO” in your message for faster service.

Exhibitor registration

Each exhibiting company/organisation is entitled to a 3 complimentary badges for every 9m² of exhibition space and 1 conference bag per booth. Additional exhibitor badges for individuals representing your company may be purchased at a cost of:

50€ for ESTRO corporate members
75€ for non-corporate members

Exhibitor badges entitle the holder to admittance into the exhibition hall only. Exhibitors also have access to coffee breaks and lunches. Social dinner tickets need to be bought separately.

Those with exhibitor badges may enter the exhibition areas 1 hour before official opening hours of the exhibition. If further access is required, special permission must be secured from the organiser.

Each exhibitor and non-exhibitor must wear their official respective badge at all times while at the show site. Supplementing the badge with business cards is not permitted and is considered a violation of these Rules and Regulations. Anyone wearing an unofficial badge, a badge with a business card inserted into it, or a badge defaced in any other way will be asked to surrender the badge and will be escorted from the hall.

To register someone as an exhibitor, he or she must be a bona fide employee of the exhibiting company and possess a business card with the exhibiting company's name. Exhibitor registration is not available for professionals who are not bona fide employees. Exhibitors requesting exhibitor badges for persons other than their employees will be asked to pay a desk rate full registration.



Exhibitor badges and social dinner tickets can be ordered through the ESTRO website as of August 16th, 2010.

Advertising and sponsoring

ESTRO offers a wide range of advertising and sponsoring opportunities. Companies participating in ESTRO 29 can buy advertising space in the Programme & in the Abstract book. The abstract book will be distributed to all participants and mailed to all ESTRO members. The programme book will be included in the conference bag.

Another way to demonstrate your support of ESTRO and receive maximum exposure is by sponsoring a variety of items and events during the meeting.

See the sponsoring **form # 4** and advertising **form # 3** for a detailed list of opportunities giving more visibility to your company.

Satellite symposia

Companies may order satellite symposia in the time slots indicated in the satellite application forms.

Lunch or satellite symposia cannot be organised without approval by the organiser.

Please note that we have informed the members of the Scientific Committee that they should not accept positions at industry-related satellite symposia or other public scientific activities organised by the industry within the framework, or in connection with the ESTRO 29, unless it is to present their own data.

If you want to order a satellite symposium please use **form # 5**

Meeting rooms

Meeting rooms for private functions may be booked during ESTRO 29. Your company is responsible for any charges for meeting space, catering, audio visual, etc.

No meeting or events can be organized by companies parallel to the ESTRO 29 official programme.

If you want to book a meeting room use **form # 6**

Visitor badges

Visitor passes are available for 80 € per badge. (A visitor is a person NOT working for a company or a subsidiary of a company participating in the exhibition. Visitors' passes can be renewed from day to day. A visitors' pass includes access to the exhibition area and lunch but does not include conference material, and does not give access to the scientific sessions and social events.

If you want to book visitor badges, please fill out **form # 7**

Booking forms

- 1) Space application
- 2) Space application 2
- 3) Advertising
- 4) Sponsoring
- 5) Satellite symposia
- 6) Meeting rooms
- 7) Visitor badges
- 8) Stand building company
- 9) Unloading/reloading schedule
- 10) Acceptance of rules and regulations



1-SPACE APPLICATION FORM
Naked floor space
To be returned to Valerie Cremades by email vcremades@estro.org or fax +32 2 779 54 94

ESTRO 29 Conference
Barcelona, Spain, September 12 - 16, 2010

Company name

Contact person

Address

Tel

Fax

E-mail.....

Purchase order (s) to be sent to ESTRO: yes no

WE WOULD LIKE TO BOOK FLOOR SPACE AT THE ESTRO 29 CONFERENCE

Price per square meter floor naked space: 485 €

Space requirement: (Front) x..... (Depth)
Maximum height: 8.00 meters
Maximum weight /sqm: 1.5 ton

We prefer the following booth locations: 1st 2nd 3rd.....

Companies you

wish to have as neighbours

do not wish to have as neighbours

This application is legally binding on the exhibitor pending its acceptance in writing by the organiser.

Signature: Date:

Name: Title:

If by June 30th, 2010 you have not booked a shell scheme or informed us about the name of your stand building company, you will automatically be allocated a shell scheme for the price of 585 € /sqm.



2-SPACE APPLICATION FORM
Floor space and furnished shell scheme
To be returned to Valerie Cremades by email vcremades@estro.org or fax +32 2 779 54 94

ESTRO 29 Conference
Barcelona, Spain, September 12 - 16, 2010

Company name

Contact person

Address

Tel

Fax

E-mail.....

Purchase order (s) to be sent to ESTRO: yes no

WE WOULD LIKE TO BOOK FLOOR SPACE AND FURNISHED SHELL SCHEME AT THE ESTRO 29 CONFERENCE

Price per square: 585 €

Space requirement: (Front) x..... (Depth)

We prefer the following booth locations: 1st 2nd 3rd.....

Companies you

wish to have as neighbours

do not wish to have as neighbours

Carpet preferred colour:
.....

Choose Fascia text:
.....

This application is legally binding on the exhibitor pending its acceptance in writing by the organiser.

Signature: Date:

Name: Title:

3-ADVERTISING ORDER FORM

To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94
no later than 30/06/2010

ESTRO 29 Conference Barcelona, Spain, September 12 - 16, 2010

Company name:

Contact person:

Address:

.....

Tel

Fax

E-mail

I would like to book:

PROGRAMME BOOK (Distribution: all participants to the conference)

- | | |
|-----------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Back cover | 7200 € |
| <input type="checkbox"/> Double page spread | 4200 € |
| <input type="checkbox"/> 2 nd cover | 3300 € |
| <input type="checkbox"/> 3 rd cover | 3300 € |
| <input type="checkbox"/> 1/1 full colour | 2160 € |
| <input type="checkbox"/> Brief description of the company (name & address of the company listed for free) | |
| Additional information | 15 €/line |

ABSTRACT BOOK (Distribution: all participants to the conference. Electronic version available on the ESTRO website)

- | | |
|------------------------------------------------|---------|
| <input type="checkbox"/> Back cover | 13600 € |
| <input type="checkbox"/> Double page spread | 8300 € |
| <input type="checkbox"/> 2 nd cover | 5900 € |
| <input type="checkbox"/> 3 rd cover | 5900 € |
| <input type="checkbox"/> 1/1 full colour | 4100 € |
| <input type="checkbox"/> 1/1 full B&W | 2160 € |

PROGRAMME OVERVIEW (Distribution: all participants)

- | | |
|---------------------------------------------|--------|
| <input type="checkbox"/> Logo to be printed | 4000 € |
|---------------------------------------------|--------|

4-SPONSORING ORDER FORM

To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94
no later than 26/06/2010

ESTRO 29 Conference
Barcelona, Spain, September 12 - 16, 2010

Company name:

Contact person:

Address:

.....

Tel

Fax

E-mail

I would like to sponsor

- | | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> | Lounge area (per 1sqm fully furnished) | 150 € |
| <input type="checkbox"/> | Water Coolers (package of 4) | 1500 € |
| <input type="checkbox"/> | Young scientists awards (2 poster awards) | 2600 € |
| <input type="checkbox"/> | Programme overview | 4000 € |
| <input type="checkbox"/> | Neck cords (all participants) | production + 12000 € |
| <input type="checkbox"/> | Conference bags, pens and notepads | Elekta |
| <input type="checkbox"/> | Coffee break (per) | 8000 € |
| <input type="checkbox"/> | Presidential reception | 8000 € |
| <input type="checkbox"/> | Virtual Conference Library (VCL) | 10000 € |
| <input type="checkbox"/> | Wi-Fi area | Elekta |
| <input type="checkbox"/> | Internet Corner (2x5 stations) to be built up by the sponsoring company | 20000 € |
| <input type="checkbox"/> | Poster reception and poster awards (2 awards) | 20000 € |
| <input type="checkbox"/> | AV – scientific sessions (sponsoring announced between the sessions – price based on the type of rooms and duration) | real cost |
| <input type="checkbox"/> | Co-sponsorship of the welcome reception (Sunday September 12 th) | 24000 € |
| <input type="checkbox"/> | Exclusive sponsorship of the welcome reception (Sunday September 12 th) | 40000 € |
| <input type="checkbox"/> | Co-sponsorship of the social event (Wednesday September 15 th) | 40000 € |
| <input type="checkbox"/> | Lunch (per) | 50000 € |
| <input type="checkbox"/> | Exclusive sponsorship of the social event (Wednesday September 15 th) | 70000€ |

Your involvement in this conference is much appreciated and will be announced in every possible way.

Signature:

Date:

Name:

Title:

5- SATELLITE APPLICATION FORM

To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94
no later than 27/06/2010

ESTRO 29 Conference
Barcelona, Spain, September 12 - 16, 2010

Company name

Contact person

Address

.....

Tel

Fax

E-mail

Applications will be processed on a first-come-first-served basis.

WE WOULD LIKE TO BOOK A SATELLITE SYMPOSIUM AT THE ESTRO 29 CONFERENCE

We prefer

- | | | |
|-------------------------------------------------------|---------------------------|----------------------|
| <input type="checkbox"/> Sunday September 12, 2010 | 17.00 -18.30 | pharmaceuticals only |
| <input type="checkbox"/> Monday September 13, 2010 | lunchtime (12h45 – 14h30) | radiotherapy only |
| <input type="checkbox"/> Tuesday September 14, 2010 | lunchtime (13h00 – 14h30) | radiotherapy only |
| <input type="checkbox"/> Wednesday September 15, 2010 | lunchtime (13h00 – 14h45) | radiotherapy only |

Preferred approximate capacity:

- 2000 PAX (Auditorium)
- 840 PAX (room 117)
- 800 PAX (room 112)
- 360 PAX (contact ESTRO)

A satellite package includes

- The room
- AV/IT technicians and 1 hostess
- Basic AV/IT material
- inserts in the conference bags
- 1 signage displayed before your event in the conference centre
- Mailing list of all delegates registered to the event so you can organize a mailing before the conference
- Inclusion of the satellite symposium in the programme book

This application is legally binding on the company organising the satellite symposium pending the acceptance of the satellite symposium by ESTRO. Please do not hesitate to contact us would you need any extra AV or catering facilities.

Signature: Date:

Name: Title:



6- MEETING ROOM FORM

To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94
no later than 02/08/2010

ESTRO 29 Barcelon Spain 12-16 September 2010

Company name

Contact person

Address

Tel

Fax

E-mail

Name of Function.....

Brief description of function.....

Date of function..... Start time.....End time.....

Anticipated attendance.....

Type of function: Meeting Breakfast
 Luncheon Reception

Room style: Conference Theatre Classroom Round Tables CocktailTable
 Other

Additional requirements (A/V, catering, etc.)

Preferred Facility: (space assigned based upon availability)

1. _____ 2. _____

3. _____

Requests for Educational Programmes must be approved by ESTRO.

No meeting can be organized by companies during the scientific sessions, unless the meeting aims only at company delegates.

Your company is responsible for any charges for meeting space, catering, audio visual, etc.

Signature: Date:

Name: Title:



7- VISITORS' BADGES
To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94

ESTRO 29
Barcelona, Spain, 12-16 September 2010

Visitor passes are available for 80 € per badge. (A visitor is a person NOT working for a company or a subsidiary of a company participating in the exhibition)
Visitors' passes can be renewed from day to day. A visitors' pass includes access to the exhibition area and lunch but does not include conference material, and does not give access to the scientific sessions and social events.

COMPANY NAME:

BOOTH NUMBER:

I would like to order visitors passes for the following persons for the following days

- | | |
|----------|----------|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

Total amount =Euro

Signature: Date:

Name: Title:



8- STAND BUILDING COMPANY

To be returned to Agostino Barrasso by email abarrasso@estro.org or fax +32 2 779 54 94
no later than 01/08/2010

ESTRO 29
Barcelona, Spain, 12-16 September 2010

Booth N°:.....

Stand building company.....

Contact person

Address

.....

Tel

Fax

E-mail

Please provide ESTRO and the CCIB with the lay-out of your booth by email in a PDF format preferably, for submission and approval no later than August 1st 2010.

Signature: Date:

Name: Title:



9- UNLOADING/RELOADING SCHEDULE

To be returned to Geert Frere by fax : +32 2 751 14 70 or email: geert.frere@kristal-logistics.com

ESTRO 29 Barcelona, Spain, 12-16 September 2010

Company name:
Contact:
Email:
Tel nr:
Fax nr:
Booth nr:

We would like to have following unloading/reloading slots:

Build-up

Date:
Hour:
Estimated volume: cbm

Dismantling

Date:
Hour:
Estimated volume: cbm

Please return to Kristal, att Geert Frère
Fax +32 2 7514720
Email: geert.frere@kristal-logistics.com

Slots will be given on a first come / first served base.
Trucks arriving in Barcelona without a slot can only unload/reload once the full unloading/reloading schedule has been completed
Final slots will be confirmed to you 10 days before opening of the show.

Signature: Date:

Name: Title:



10 -ACCEPTANCE OF RULES AND REGULATIONS
To be returned to Valerie Cremades by email vcremades@estro.org or fax +32 2 779 54 94
together with the space application form

**ESTRO 29 Conference
Barcelona, Spain, September 12 - 16, 2010**

On behalf of:

Company name:

Address:

.....

Tel

Fax

E-mail

I hereby confirm having read and accepted the rules and regulations for the ESTRO 29 Conference.

Signature: Date:

Name: Title: