

World Congress on Medical Physics & Biomedical Engineering

June 3–8, 2018, Prague, Czech Republic
www.iupesm2018.org



IUPESM
PRAGUE 2018

EXHIBITION GUIDE

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SECTION 1 – GENERAL INFORMATION

1.1 CONTACTS

GUARANT International spol. s r. o. WC IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018

Na Pankráci 17
140 21 Praha 4
Czech Republic

Contact person: Mrs. Pavlína Krátká
Tel: +420 284 001 444
Fax: +420 284 001 448
E-mail: kratkap@guarant.cz
Website: www.iupesm2018.org

TRIUMF EXHIBITION CZ s.r.o. – Exhibition Management

Jaromírova 54
128 00 Praha 2
Czech Republic

Contact person: Mrs. Zdena Fialová
Tel: +420 274 818 065
Fax: +420 274 772 406
E-mail: zdena.fialova@triumf-expo.cz

BECKSPEDITION – Official Freight Forwarder

Chrastavská 113/4
190 00 Praha 9
Czech Republic

Contact person: Mr. Pavel Beck
Tel/Fax: +420 286 881 730
Mobil: +420 602 311 950
E-mail: beck.pavel@volny.cz

PRAGUE CONGRESS CENTRE (PCC) – Congress Venue

5. května 65
140 21 Praha 4
Czech Republic
www.kcp.cz

1.2 ACCOMMODATION AND TOURIST INFORMATION

For more details about the **IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018** including the scientific programme, social events, accommodation, pre- and post-congress activities please visit the official congress website www.iupesm2018.org

All exhibitors are advised to book their hotel accommodation well in advance.

GUARANT International (further referred to also as the Congress Secretariat) has been appointed as the official hotel accommodation agent for the **IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018** and will handle all related arrangements. A number of hotels of various categories at reduced rates are available for participants.

All hotels are located within a reasonable distance from the Prague Congress Centre (PCC). For the list of hotels, please go to the congress website <http://www.iupesm2018.org/list-of-hotels.page>

Please send your accommodation request to Ms. Andrea Machova, amachova@guarant.cz

1.3 PRELIMINARY EXHIBITION SCHEDULE

Exhibition Set-up and Booth Decoration:

Saturday, June 2, 2018	13:30 – 18:00 Set-up
Sunday, June 3, 2018	08:00 – 10:00 Set-up
	10:00 – 12:00 Booth decoration
	12:00 – 18:00 Exhibition opening
	18:00 – 19:30 Welcome reception

Exhibition Hours:

Monday, June 4, 2018	09:00 – 17:30
Tuesday, June 5, 2018	09:00 – 17:30
Wednesday, June 6, 2018	09:00 – 17:30
Thursday, June 7, 2018	09:00 – 17:30

Exhibition Dismantle:

Thursday, June 7, 2018	17:30 – 24:00
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1.4 RULES OF PARTICIPATION

In accordance with the organiser's contract with the Prague Congress Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Congress Management is entitled to make the final decision.

1.5 FIRE PREVENTION AND SAFETY RULES

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are being used to decorate the booth, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Congress Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Congress Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Congress Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, the Prague Congress Centre Management and by the Congress Management. In case of any doubt, please contact the Congress Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

1.6 GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Congress Management's instructions concerning the construction and furnishing of the booths including safety and cleaning as well as dismantling of the booths, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Congress Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Centre equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way which obstruct the visitors' view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Congress Management has the right to remove any such covering without being held responsible for any damage this action may cause.

The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Congress Management.

All booths must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their booths themselves must be sure to place their exact number on their stand.

Written approval from the Congress Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, booths, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their booth, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the booth
- it is necessary to inform the Congress Management in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Congress Management.

INSURANCE

The Congress Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the booth. The Congress Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Congress Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the booth are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Congress Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

1.7 HOW TO GET TO PRAGUE AND TO THE PRAGUE CONGRESS CENTER (PCC)

By Public Transport

Prague-Ruzyně International Airport is located approximately 20 km northwest of the city centre. The Airport is served either by public bus or taxi.

From the Airport the distance from the Václav Havel International Airport is 15 kilometers. You can easily travel by public transport. Bus stop is located in front of each terminal. Go by bus No. 119 to the underground station „Nádraží Veleslavín” and carry on to the station „Museum”. Then change to line C and go to the station „Vyšehrad”. The Prague Congress Centre is just above this station. You will need to buy a ticket for 32 CZK for this journey.

Travelling by public transport requires prior purchase of a ticket which you must validate when you enter. For the journey from the Airport to the Prague Congress Centre a single transfer ticket is required. The ticket is valid for 75 minutes after marking. During the offpeak hours (8 p.m. to 5 a.m. on working days and all day Saturdays and Sundays) the ticket validity is lengthened to 90 minutes.

By Taxi

Taxi stands are located on the arrival level (ground floor) of the passenger terminal.

By taxi, the Prague Congress Centre is 30 minutes away from the Airport. The price for a taxi should not be higher than approximately 700 CZK (€ 28). Make sure to agree on the price before starting the ride. Credit cards are mostly not accepted.

By Car

From the North - HIGHWAY E55

While on the North-South E55, motorway from Dresden, follow the signs to the city centre. After crossing the Vltava River drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Prague Congress Centre. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the South - HIGHWAY E50

If driving from North-South E50 motorway from Brno / Bratislava / Vienna, follow the signs to the city centre. While driving through the 5.kvetna street take the turn with signs directing towards Corinthia Towers Hotel and Prague Congress Centre. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot.

From the West - HIGHWAY E50

On the way from the west, follow the E50 and join the outer ring road Prazsky okruh towards the city centre. After crossing the river and joining the Jizni spojka, follow the signs showing towards the city centre. After driving through the 5.kvetna street take the turn with signs directing toward Corinthia Towers Hotel and Prague Congress Centre. Once driving through the roundabout, turn right towards the OMV petrol station to enter the parking lot.

From the East - HIGHWAY E67

When approaching the city of Prague from the highway E67 from Hradec Kralove or from Mlada Boleslav, follow the sign Cerny Most quarter and continue towards the city centre/Karlin. Drive through short Tesnovsky tunel and turn left immediately towards the centre to join the City expressway. Following this road, drive through the City centre and onwards over the Nuselsky bridge. At the end of the bridge turn right following the signs towards Prague Congress Centre. Once driving through the roundabout in front of the venue, turn right towards the OMV petrol station to enter the parking lot. 5

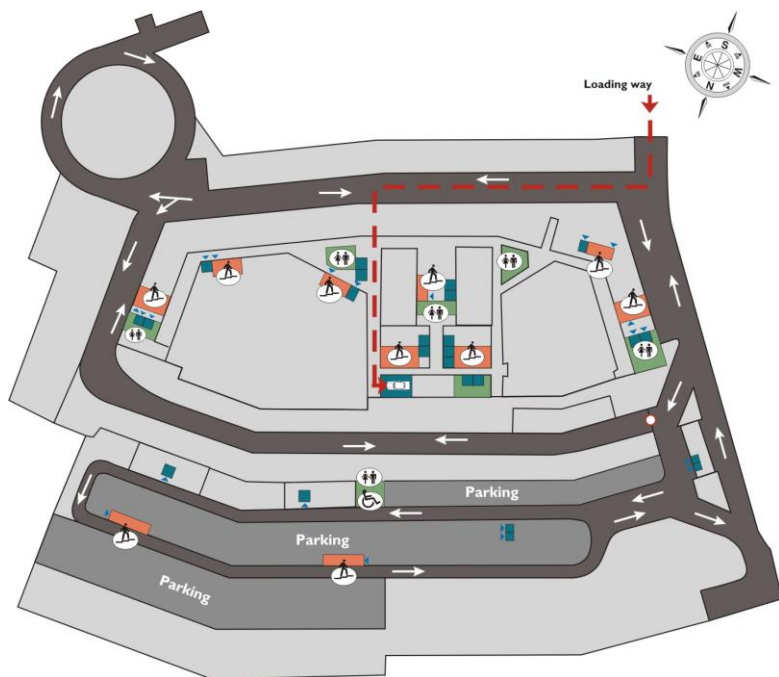
Access to the exhibition area

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder and their local agent.

Important note:

Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Goods Entrance for Trucks



Trucks driving into the basement of the Prague Congress Center through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below unloading point TIR A is possible, please see basement map for details):

height: max 3,4 meters

width: max 3,5 meters

length: max 10 meters

total weight of truck + cargo: max 10 tons

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point TIR B (please see basement plan for details).

Please contact the official freight forwarder to coordinate the arrival with either of the trucks, as unloading space is limited.

Parking of Trucks

The parking of trucks can be arranged by official freight forwarder and their agent. No truck parking is available in the Prague Congress Centre.

Parking Passenger Cars

Private cars may be parked at the Prague Congress Center. Parking passes for the duration of the congress may be ordered through organizer in advance. Alternatively, payment per hour is possible at an hourly rate of CZK 50 (cash payment at the parking lot, no pre-ordering of tickets).

SECTION 2 – HOW TO ORDER SERVICES

HOW TO ORDER SERVICES

Our recommendation

- fill out the Forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we received your completed orders, do not fax the Forms but send them by e-mail :

TRIUMF EXHIBITIONS CZ, s.r.o. – Official Exhibition Management

Mrs. Zdena Fialová

Jaromírova 54

128 00 Praha 2

Czech Republic

e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

mobil: +420 777 570 844

LATE ORDERS, ON-SITE ORDERS

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

+10% if orders are received after April 30, 2018

+ 50% if orders are received after May 29, 2018 and on site

The date of the surcharge is the date the order is received by the Triumph Exhibitions CZ.

As stated in the General Conditions, if the exhibitor fails to cover all the fees related to participation at the congress as well as all other outstanding payments to Triumph Exhibitions, no work will be done. No exceptions from these rules will be made.

On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

Payment Conditions

After receiving orders Triumph Exhibitions cz will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card, Triumph Exhibitions cz accepts Visa, Eurocard-Mastercard, Amex and Diner Club. Cheques are not accepted.

Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

LIST OF DEADLINES

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send. Please adhere the deadlines indicated below.

REQUIRED SERVICES	DEADLINE	SENT ON
Stand Construction	April 30, 2018	
Stand Equipment	April 30, 2018	
Text and graphics	April 30, 2018	
Schematic Plan	April 30, 2018	
Power Supply	April 30, 2018	
Carpet	April 30, 2018	
Cleaning	April 30, 2018	
Audio/Video/PC/Internet	April 30, 2018	
Hostesses	April 30, 2018	
Floral decoration	April 30, 2018	

SECTION 3 – BOOTH CONSTRUCTION

STAND CONSTRUCTION ORDER

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

The Shell Scheme does not include any technical connections. Do not forget to order power connection. 3,5 kW connection is recommended, please see form Power Supply.

The space can be filled with other items which can be ordered separately. For furniture please see form Stand Equipment.

If you require a Custom-made stand we can prepare a project and estimated price according to your specific requirements or we are also able to construct the stand according to your own project.

PRICE LIST:

specification	price Euro/m ²	m ²	total Euro
Octanorm without furniture	68		
Octanorm with furniture	76		
Modular Stand A	85		
Modular Stand B	91		
Modular Stand C1	103		
Modular Stand C2	106		
Modular Stand D	113		

The prices do not include 21% VAT.

The total price covers, among other items, your company name sign. Your company name will be executed in black lettering in the HELVETICA font. The total length of the name is restricted to 18 letters.

REQUIRED NAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

.....
Stamp & Authorised Signature

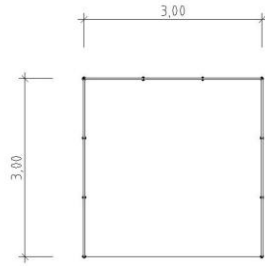
.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777 570 844
e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

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OCTANORM STANDS

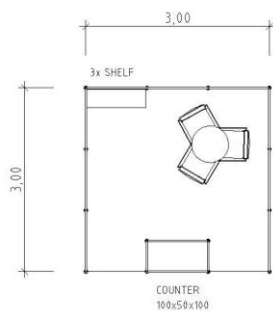
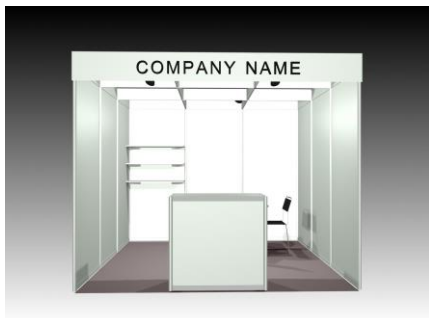


OCTANORM STAND

without furniture

size: from 9 m²

- equipment:**
1. rear and side walls
 2. ceiling with spotlights
 3. light grey carpet
 4. fascia with the company name



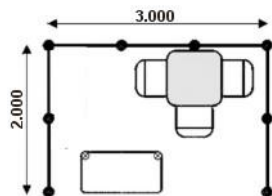
OCTANORM STAND

with furniture

size: from 9 m²

- equipment:**
1. rear and side walls
 2. ceiling with spotlights
 3. light grey carpet
 4. table 80x80 cm
 5. 3x chair
 6. infodesk
 7. fascia with the company name

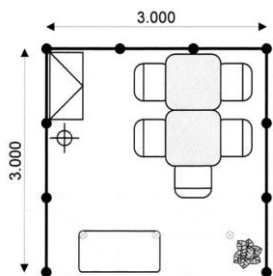
MODULAR STANDS



MODULAR STAND A

size: from 6 m²

- equipment:**
1. rear and side walls
 2. ceiling with spotlights
 3. light grey carpet
 4. table 70x70 cm
 5. 3x chair
 6. infodesk
 7. fascia with the company name

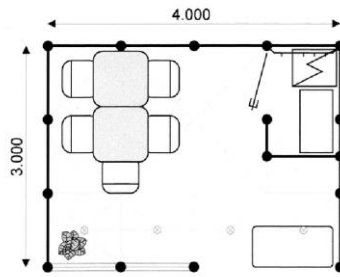
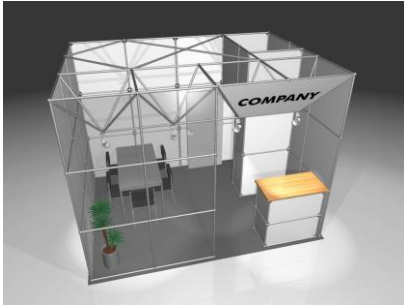


MODULAR STAND B

size: from 9 m²

- equipment:**
1. rear and side walls
 2. ceiling with spotlights
 3. light grey carpet
 4. 2x table 70x70 cm
 5. 5x chair
 6. lockable cabinet
 8. coat rack
 9. infodesk
 10. flower
 11. fascia with the company name

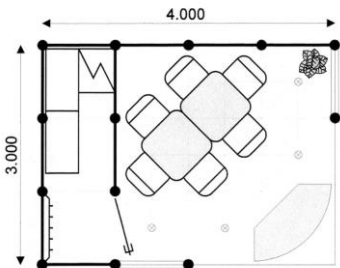
MODULAR STANDS



MODULAR STAND C

size: from 12m²

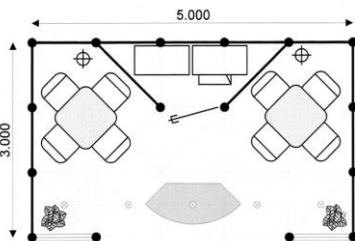
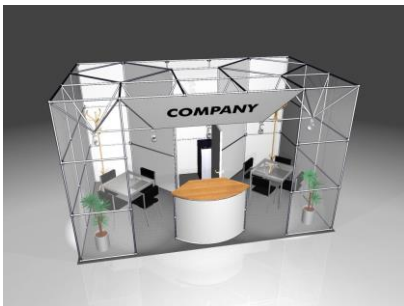
- equipment:**
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spot lights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 5x chair
 7. shelf
 8. refrigerator
 9. wall coat rack set
 10. infodesk
 11. flower
 12. fascia with the company name



MODULAR STAND C2

size: from 12m²

- equipment:**
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spotlights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 6x chair
 7. 2x shelf
 8. refrigerator
 9. wall coat rack set
 10. infodesk
 11. flower
 12. fascia with the company name



MODULAR STAND D

size: from 15m²

- equipment:**
1. rear and side walls with storage
 2. glass front wall
 3. ceiling with spotlights
 4. light grey carpet
 5. 2x table 70x70 cm
 6. 8x chair
 7. 2x shelf
 8. refrigerator
 9. 2x wall coat rack set
 10. infodesk
 11. 2x flower
 12. fascia with the company name

STAND EQUIPMENT

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Spotlight 100W				22	
Halogen spotlight 500W				59	
3-prong plug 220V				15	
Refrigerator	80x80x100	46		103	
Octanorm coat rack set	length 100			12	
High illuminated showcase, 4x halogen 50W	100x100x250	4		138	
High illuminated showcase, 2x halogen 50W	100x50x250	4		114	
Octanorm glass counter	100x100x100	5		67	
Octanorm glass counter	100x50x100	5		52	
Octanorm counter	100x100x100	3		47	
Octanorm counter with shelf, wooden top	100x100x100	1		54	
Octanorm counter	50x50x100	3		35	
Octanorm counter with shelf, wooden top	50x50x100	1		40	
Octanorm counter	100x50x100	3		45	
Octanorm counter with shelf, wooden top	100x50x100	1		52	
Octanorm bar counter	100x100x110	3		60	
Octanorm bar counter with shelf, wooden top	100x100x110	1		70	
Octanorm bar counter	100x50x110	3		55	
Octanorm bar counter with shelf, wooden top	100x50x110	1		65	
Octanorm bar counter	50x50x110	3		40	
Octanorm bar counter with shelf, wooden top	50x50x110	1		48	
Octanorm semicircular counter	100x50x100	2A		75	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	
Octanorm semicircular counter, wooden top	100x50x100	2		79	
Octanorm shelf stand	100x50x250			45	
Book shelf panel	100x30			18	
Chair black		25		17	
Chair plastic dark grey		19		60	
Chair Gilber		20		44	
Chair chrom black		22		19	
Chair design white*		23		62	
Leather chair (anthracite, black or white)*		24		60	
Leather bar chair white		27		35	
Leather bar chair black		28		28	
White bar chair		29		32	
Plastic bar chairs (black, silver, white)*		30		40	
Wooden bar chair*		26		60	
Chair with wheels white or blue		21		19	
Table	80x80	14		21	
Table with blue skirting	150x60x80	18		39	
Round table black or white*	80	7		23	
Round table wooden top	80	9		23	
Small table black or white*	50x50x45	11		20	
White table	90 x55x45	16		35	
Buffet table glass*	110x60	13		120	
Small round glass table*	60x45	15		85	
Round glass table*	105x73	17		90	
Buffet table glass*	110x60	13		120	
Buffet table wooden top	60x110	9		42	
Buffet table black top	60x105	8		42	
Buffet table white top	60x105	12		42	
Buffet table chrome	60x105	10		42	
Black leather armchair*		31		160	
Natural color armchair*		32		80	
Small black armchair		33		66	
Sofa red, white, black, blue *	180x88x69/54	42		270	
Tabouret blue, red, white	54x54x39	43		49	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Sofa leather black and white	177x90x65/40	44,45		290	
Lockable cabinet	100x50x80	6		45	
Coat hanger stand		48		15	
Waste basket				9	
Stand for brochures type A		50		39	
Stand for brochures type B		51		50	
Stand for brochures*		49		60	
Pole with siling belt 2,3m		45		42	
Pole with a holder*		47		30	

* a limited number of items

The prices do not include 21% VAT.

.....
Stamp & Authorized Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

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June 3-8, 2018
Prague, Czech Republic

1. Counter wooden top



dimensions: 100 x 50 x 100 cm
 other option: 100 x 100 x 100 cm
 50 x 50 x 100 cm
 50 x 50 x 80 cm

Also as a bar counter:
 100 x 50 x 110 cm
 other option: 100 x 100 x 110 cm
 50 x 50 x 110 cm

2. Semicircular counter wooden top



dimensions: 100 x 50 x 100 cm
 also with white top (2A)



3. White counter



dimensions: 100 x 50 x 100 cm
 other option: 100 x 100 x 100 cm
 100 x 50 x 110 cm

4. High illuminated showcase (2 x halogen 50W)



dimensions: 100 x 50 x 250 cm
 other option: 100 x 100 x 250 cm

5. Glass counter (glass top)



dimensions: 100 x 50 x 100 cm
 other option: 100 x 100 x 100 cm

6. Lockable cabinet white



dimensions: 100 x 50 x 80 cm

13. Round glass table

dimensions: 60 x 110 cm



14. Square table glass

dimensions: 80 x 80 cm



15. Round table glass top

dimensions: 60 x 45 cm



16. Table white

dimensions: 90 x 55 x 45 cm



17. Round table glass

dimensions: 105 x 73 cm



18. Table with blue skirting 150 x 60 x 80 cm



19. Plastic chair dark grey



20. White chair Gilbert



21. White chair



22. Chair chrome / black



23. Chair design white



24. Chair leather anthracite black or white



25. Black chair



CHAIRS, BAR CHAIRS

26. Wooden chair



also as a bar chair (26B)



27. White leather bar chair



28. Black bar chair



29. White bar chair



30. Plastic bar chairs 40 x 86 cm - black.(30A) / silver. (30B) / white (30C)



31. Black leather armchair

dimensions: 73 x 75 x 75-46 cm



32. Natural color armchair

dimensions: 80 x 72 x 78-46 cm



33. Small black armchair



SOFAS, TABOURETS

42. Sofa 180 x 88x69/54 cm - red (42A) / blue (42B) / white (42C)



43. Tabouret 54 x 54 x 39 cm - blue (43A) / red (43B) / white (43C)



44. Sofa leather 177x90x65/40 cm - black



45. Sofa leather 177x90x65/40 cm - white



OTHER EQUIPMENT

45. Poles with sliding belts 2,3 m



46. Refrigerator 80 x 80 x 100 cm



47. Pole with a holder



48. Clothes hanger



49. Stand for brochures



50. Stand for brochures A



51. Stand for brochures B



TEXT & GRAPHICS

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Name	price Euro	pc.	total price
Logo on a counter 80 cm wide	110		
Logo on a fascia 25 cm high	95		
Poster full colour 90x100 cm on system wall	125		
Poster full colour W95 x H225,5 cm on system wall	230		

The prices do not include 21% VAT.

Please, send us your logo or poster by e-mail in pdf or cdr format.

In case you wish to have other signage, please write below your requirements including the dimensions, material etc. On the basis of this specification we will work out price quotation and present it for approval.

.....
Stamp & Authorized Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
 Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
 e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

SCHEMATIC PLAN

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

1. Sketch the location of your utilities, such as furniture, power outlets, spotlights and water, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify where there is a passage and where a neighboring stand is).

2. If the schematic plan is not returned, then the ordered items will be placed at the discretion of Triumph Exhibitions and any relocation will be at the Exhibitor's expense.

PLEASE INDICATE DIMENSIONS OF YOUR BOOTH

GRID FOR SCHEMATIC PLAN:

⌚ electric supply **S** spotlight

Your company name will be executed in standard lettering in the HELVETICA font. The total length of the name is restricted to 20 letters.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to: zdena.fialova@triumfexhibitions.cz

POWER SUPPLY

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICE LIST:

Specification	price/pc/EUR
Connection up to 3,5 kW/16A	257
Connection up to 7,0kW/2x16A	379
Connection up to 10,5kW/3x16A	485
Connection up to 21kW/3x32A	875
Electrical inspection	49
24-hour connection for refrigerator	225

The prices do not include 21% VAT.

REQUIREMENTS:

Specification	number	total price
Connection up to 3,5 kW/16A		
Connection up to 7,0 kW/16A		
Connection up to 10.5/3x16A		
Connection up to 21 kW/3x32A		
Electrical inspection	1	49
24-hour connection for refrigerator		
Total		

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
 Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
 e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

CARPETING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

This form is intended for space exhibitors only.

REQUIREMENTS:

Specification	space (m ²)	price per m ²	total price
Carpet		Euro 22	
Required colour	<i>light grey</i> <input type="checkbox"/>	<i>dark grey</i> <input type="checkbox"/>	<i>green</i> <input type="checkbox"/>
		<i>red</i> <input type="checkbox"/>	<i>blue</i> <input type="checkbox"/>

The prices do not include 21% VAT.

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
 Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
 e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

CLEANING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Cleaning Includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Listed prices are for the entire exhibition time.

REQUIREMENTS:

Specification	space m ²	price per m ²	total price
Stand cleaning		Euro 5	

The prices do not include 21% VAT.

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

AUDIO/VIDEO/PC/INTERNET

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICE LIST:

Specification	Price per item	Required number	Price total
DVD player	Euro 60		
LCD 19"	Euro 85		
LCD 24"	Euro 130		
LCD 32"	Euro 220		
LCD 42" with floor-stand	Euro 290		
LCD 50" with floor-stand	Euro 420		
LCD 60" with floor stand	Euro 690		
Notebook	Euro 200		
Internet – 2Mb/s (cable connection)	Euro 160		
Internet – 5Mb/s (cable connection)	Euro 260		
Internet – 10Mb/s (cable connection)	Euro 450		
Internet – 50Mb/s (cable connection)	Euro 880		

The prices do not include 21% VAT

If you require any other equipment please contact directly:

zdena.fialova@triumfexhibitions.cz

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from expositions.

.....
Stamp & Authorised Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844

e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

World Congress on Medical Physics & Biomedical Engineering 2018
June 3-8, 2018
Prague, Czech Republic

HOSTESSES

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

PRICES LIST:

Specification

price per hour/Euro

Hostess with knowledge of English (3 hours per day minimum)	15
Briefing of a hostess (120 minutes maximum)	18

The prices do not include 21% VAT.

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in clothes with your company colors, please contact zdena.fialova@triumf-expo.cz and we will prepare for you a price quotation according to your requests.

REQUIREMENTS:

Date	No.	from	to	hours	price
June 3, 2018					
June 4, 2018					
June 5, 2018					
June 6, 2018					
June 7, 2018					
TOTAL					

Stamp & Authorized Signature

Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
 Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
 e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

FLORAL DECORATION

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	VAT-ID number:

Name	Picture No.	price Euro	pc.	total price
Plants 150 – 180 cm				
Ficus Benjamina	56	28		
Kentia (palm)	54	49		
Schefflera	55	45		
Dracaena Marginata		45		
Plants 100 – 120 cm				
Ficus Benjamina	56	22		
Schefflera	55	25		
Ikebana				
small	50A	32		
medium	52	45		
large		59		

The prices do not include 21% VAT.

.....
Stamp & Authorized Signature

.....
Date & Place

Please return this form to:

Triumf Exhibitions cz, Jaromírova 54, 128 00 Prague 2
 Tel.: +420/274 818 065, Fax: +420/274 772 406, mobil: +420/777570844
 e-mail: zdena.fialova@triumfexhibitions.cz, zdena.fialova@seznam.cz

50. Ikebana small



A



B

51. Ikebana medium



52. Ikebana medium



54. Kentia



55. Schefflera



56. Ficus benjamina



57. Dracena marginata



SECTION 5 – OTHER SERVICES

EXHIBITORS' REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Exhibitors' registrations allow access to the exhibition area only and shall be used by company staff only.

Exhibitor badge includes:

- Access to the Commercial Exhibition
- Attendance at the Welcome Reception on Sunday, June 3, 2018
- Refreshments during the congress

The access to the scientific sessions is **NOT** included.

To order additional badges please contact Mrs. Pavlína Krátká – kratkap@guarant.cz

Exhibitors' badges will be ready for pick-up on-site.

Additional exhibitor badges can be ordered for **EUR 200 + 21% VAT** in advance or on-site, additional full registration will be provided by the registration department for standard delegate price.

Please collect your badges before the event opens otherwise you will have problems entering the exhibition.

Exhibitors' badges can only be issued to companies that have paid all participation fees related to the exhibition.

CATERING

Exhibitors may distribute select food and beverage items only with permission from Organizer.

Please send your catering request to Congress Secretariat, **Mrs. Pavlína Krátká** to the E-mail address:

kratkap@guarant.cz

Deadline for ordering the catering is **May 2, 2018**

SOCIAL EVENT

I would like to invite you to visit the conference dinner in amazing palace Žofín to order ticket. Please contact with your request **Mrs. Pavlína Krátká** to the E-mail address: kratkap@guarant.cz

SECTION 6 – OFFICIAL FREIGHT FORWARDER



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO THE CZECH REPUBLIC

WC IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018

Beckspedition has been appointed as the official logistics contractor for Prague Congress Centre as the exclusive company providing lifting, storage, delivery to exhibition stands and customs clearance for the event. Below you can find information on the services offered and guidance as how to dispatch shipments.

IMPORTANT DATES

DEADLINE FOR BAG INSERT: May 30, 2018

DEADLINE FOR ORDER FORM: May 28, 2018

All pre-advises incl. a full set of documents must be sent to:

BECKSPEDITION – Ing. Pavel Beck
Contact: Monika Vesela or Pavel Beck
e-mail: monik.vesela@seznam.cz
e-mail: beck.pavel@volny.cz

TRANSPORT INSTRUCTIONS

EXPRESS/COURIER SHIPMENTS DEADLINE May 28, 2018

ALL SHIPMENTS SHOULD BE ADVISED to the Czech Republic.

In case of sending a courier shipment, please make sure to send us a notice with the full details of the shipment: courier company, number of pieces and tracking number.

Delivery address:

BECKSPEDITION
Kongresové centrum Praha
5. května 65
140 00 Praha 4
Czech Republic

Contact:
Monika Vesela, tel: +420 724 328 380
Pavel Beck, tel: +420 602 311 950

AIRFREIGHT

Consignee airwaybill (AWB)

Please send all airfreight shipments to Václav Havel Prague International Airport (PRG) only. Airwaybill (AWB) must be sent prepaid and consigned to:

Consignee on AWB:
BECKSPEDITION - Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9

World Congress on Medical Physics & Biomedical Engineering 2018
June 3-8, 2018
Prague, Czech Republic

Czech Republic
Attn.: Monika Vesela, Pavel Beck
T: +420 724 328 380, +420 602 311 950

Notify: **WC IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018**
Exhibitor:
Stand no:
c/o BECKSPEDITION PRAGUE

DEADLINE: May 28, 2018

IMPORTANT!

Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

CASE MARKING AND PACKING

All shipments must be clearly marked with the name of the event and your booth number.
Labels are included (see page 39)

INSURANCE

All goods must be fully insured with all risk coverage. We can't take any responsibility for goods after delivery to the exhibitors' booth.

PAYMENT CONDITIONS

In order to ensure move in/out of your shipment/s please complete and sign the attached material handling form/payment confirmation and return it to our attention (see page 36). Please note that your signature will be used as payment guarantee based on the general tariff.

All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of unpaid invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in EUR.

ON-SITE HANDLING TARIFF

Please see page 35. Any services not outlined in the attached tariff will be quoted on an individual basis.

YOUR LOGISTICS PARTNER FOR

WC IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018

BECKSPEDITION – Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Contact: Pavel Beck, tel: +420 302 311 950
e-mail: beck.pavel@volny.cz
Contact: Monika Vesela, tel: +420 724 328 380
e-mail: monik.vesela@seznam.cz

FORWARDING TARIFF – EUR

1. HANDLING CHARGES – direct deliveries / collections at exhibition site	
1.1. <u>Unloading / delivery to the stand</u>	
1.2. Truck 12,5 LDM	980 EUR
1.3. Truck 6,5 LDM	520 EUR
1.4. VAN	290 EUR
1.5. <u>Collection from the stand / loading on the truck</u>	
1.6. Truck 12,5 LDM	980 EUR
1.7. Truck 6,5 LDM	520 EUR
1.8. VAN	290 EUR
2. AIR CARGO, POST, COURIER CONSIGNMENTS	
2.1. Consignments up to 25 kilograms	50/consignment
2.2. Consignments up to 50 kilograms	75/consignment
2.3. Consignments up to 100 kilograms	95/consignment
2.4. Consignments up to 400 kilograms	112/consignment
2.5. Consignments up to 700 kilograms	125/consignment
2.6. Consignments over 700 kilograms	18/100,- kgs
2.7. Transport from the airport PRG to exhibition site	105/consignment
3. SURCHARGES (will be added to the basic charge – if applicable)	
3.1. Upper Floor surcharge	25% of the rate
3.2. Unpacked goods	25% of the rate
3.3. Saturdays, Sundays, Holidays surcharges	25% of the rate
4. CUSTOMS CHARGES	
4.1. Opening of the temporary customs admission, prolongation or cancellation of temporary admission	10/100Kgs
4.2. Definitive importation	10/100Kgs
minimum rate	75/consignment
maximum rate	125/consignment
4.3. Customs declaration	5/declaration
4.4. Each customs item (BTN number)	3/item
4.5. Customs security charges for temporary admission	0,5% from the value
minimum rate	36/consignment
4.6. ATA-Carnet import or export customs clearance	50/Carnet
4.7. Issuing and TIR Carnet customs clearance for reexport	65/Carnet
4.8. Issuing and T1 tranzit customs clearance for reexport	45/T1 document
4.9. Customs security charges for tranzit / reexport	0,5% from the value
minimum rate	36/consignment
5. EMPTIES AND FULL GOODS STORAGE	
5.1. removal, storage and return of empties	25/m ³
5.2. removal, storage and return of full goods	65/m ³ /week
6. WORKMEN AND TECHNICAL SERVICE	
6.1. Skilled worker	15/hour
6.2. Fork lift 2-3,5 ton	110/hour
6.3. Fork lift 9 ton	150/hour
6.4. Crane-lifting capacity 8-16 ton/hour	120/hour
6.5. Crane-lifting capacity 20-20 ton/hour	175/hour
6.6. Hand-lift trolley	10/hour

7. OTHER SERVICES

- | | |
|--|----------------|
| 7.1. Providing packages with straps | 1 per 1 m |
| 7.2. Service charges / on site attention | 16/consignment |

The above prices do not include and insurance charges are excluded on all rates

Dear Exhibitor / Booth Builder / PR Company,

Please return the below form duly filled in to BECKSPEDITION

E-mail: monik.vesela@seznam.cz, beck.pavel@volny.cz

Pre advise – Material handling form	
Congress name	
Exhibitor name if applicable	
Booth no	

Company details responsible for shipping

Publisher / Stand Builder / PR Company

COMPANY NAME: _____ **V.A.T. No.:** _____

STREET ADDRESS: _____ **CITY:** _____

ZIP: _____ **STATE:** _____

CONTACT: _____ **PHONE:** _____

E-MAIL: _____

P. Order : _____

SHIPMENT INFORMATION

Purchase order	
Truck size	
Carrier tracking No.:	
Airwaybill number (AWB)	
Number of pieces	
Weight in Kg	
CBM	

PAYMENT CONFIRMATION

Please write YES or NO in the table below

By bank transfer before the exhibition	
By credit card on-site in Prague Congress Centre	

Ing. Pavel Beck - BECKSPEDITION

Chrastavská 113/4

190 00 Praha 9, Czech Republic

VAT-Number: CZ 5611220098

Tel/fax: +420 286 881 730

Tel: +420 602 311 950

Tel: +420 724 328 380

e-mail: beck.pavel@volny.cz

e-mail: monik.vesela@seznam.cz

World Congress on Medical Physics & Biomedical Engineering 2018

June 3-8, 2018

Prague, Czech Republic

PICK UP / TRANSPORT AND EXHIBITION SITE HANDLING FORM

Company: (full invoicing address)	
VAT-Number: c/o fair / exhibition: booth No.:	
consignment-details: no of packages/weight/dimension:	
pick up date: working hours on pick up day: pick up address:	
pick up contact - name/phone: requested delivery /time and date/ to the exhibition stand:	
onsite delivery contact - name/phone:	

order following services, chargeable to ourselves:

PLEASE TICK WHERE
APPLICABLE

INBOUNDHANDLING:	YES	NO
transport from - to		
Unloading/delivery to the exhibition booth including short storage at exhibition site		
customs clearance - non EC countries only		
handling with empties incl. storage during exhibition		
OUTBOUNDHANDLING:		
collection from the exhibition booth/short storage and loading on the truck		
customs clearance for return transport - non EC countries only		
return transport from - to		
return delivery address (if different from inbound)		
special orders		

This written Job Order is the basis for invoicing.

Transport charges will be invoiced as per calculation/agreed price:

Handling charges will be invoiced as per BECKSPEDITION forwarding tariff valid for year 2018.

Date:

Name /
Signature

CONGRESS BAG INSERT FORM

DEADLINE: May 30, 2018

WC IUPESM 2018, World Congress on Medical Physics & Biomedical Engineering 2018

Domestic Cargo / Courier Shipments

Exhibitor or company name:

Stand no.:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha
5. května 65
140 00 Praha 4
Czech Republic

Contact:

Mr. Pavel Beck, tel: +420 602 311 950
Mrs. Monika Veselá, tel: +420 724 328 380

Box _____ out of _____

EXHIBITION BOOTH EQUIPMENT

Deadline: 28. 5. 2018

IUPESM 2018

3.6.-8.6.2018 Prague Congress Centre

Domestic Cargo / Courier Shipments

Exhibitor or company name:

Stand no.:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

Contact:

Mr. Pavel Beck t: +420 602 311 950

Mrs. Monika Veselá t: +420 724 328 380

Box _____ out of _____