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*Industry Manual*

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Dear Supporter,

We are happy to present you with e-INS 2023 Industry Symposia Manual. The 3<sup>rd</sup> Joint Congress of the INS European Chapters will be held on **31 August- 2 September, 2023** in **Hamburg, Germany**.

**Venue:**

Congress Center Hamburg (CCH)

Congressplatz 1

20355 Hamburg, Germany

<https://www.cch.de/>

This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now and could save you a great deal of time later.

**Please forward this manual to everyone working on this project.**

**Exhibitors and Supporters Portal**

Login details to access the Portal have already been sent to the company representative. The Portal enables exhibitors and supporters to:

- Submit company logo and profile
- Order lead retrieval (badge scanners)
- Order exhibitor badges
- Submit booth drawing (for “Space Only” booths)/Fascia sign lettering (for “Shell Scheme” booths)

**Link to access the Portal** <https://exhibitorportal.kenes.com>

**Notes:**

- The login details have been sent to the contact person who signed the contract. This person is responsible for passing on the login details to any third party if needed. Please keep the portal link together with your login information on hand for future reference.
- Access to all Portal services will be available *only* after submission of your company logo and profile.
- Only deliverables indicated in your contract, should be submitted via the following e mail: [jrijinsky@kenes.com](mailto:jrijinsky@kenes.com). Items that are not included in your contract will not be processed.

Lastly, Kenes Group offers participants and supporters reduced rates for various hotels in Hamburg. Information, pictures, location and rates are available on the hotel accommodation page. Please [click here](#) for further information, or email us at [booking@kenes.com](mailto:booking@kenes.com).

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Hamburg and wish you a successful Symposium.

Warm regards,  
Yulia Rijinsky  
Industry Coordinator

<b>Section 1: Symposium Related Contact Information</b>	<b>3</b>
➤ Kenes Contacts	
➤ Contractors Contacts	
<b>Section 2: Deadlines Table</b>	<b>5</b>
<b>Section 3: Symposia Timetable</b>	<b>6</b>
➤ Industry Symposia Timetable	
➤ Important notes	
➤ Catering / F&B	
➤ Speakers' Expenses	
➤ Technical rehearsal	
<b>Section 4: Symposia Session Halls</b>	<b>8</b>
➤ Symposia Session Halls – Technical Details	
➤ Location and Layout	
➤ Audio-visual (AV) Equipment	
➤ Presentations Upload Onsite	
➤ Data Presentations	
➤ Important Note for Macintosh Users	
<b>Section 5: Symposium Promotion</b>	<b>12</b>
➤ Symposium Title and Program	
➤ Advertisement in the Mobile App	
➤ Promotional E-mail Blast – Exclusive	
➤ Promotional Email Blast – Joint	
➤ Push Notification via Mobile App	
➤ Advert Inside the Mini Program	
➤ Symposium Signage	
<b>Section 6: Miscellaneous Information</b>	<b>16</b>
➤ Symposium Badges	
➤ Wi-Fi	

- Meeting Rooms/Hospitality Rooms
- Parking
- Waste Disposal

**Section 7: Badge Scanner/Lead Retrieval System** 17

**Section 8: Innovative Products for Industry Symposia** 18

**Section 9: Shipping Instructions** 19

**Section 1: Symposium Related Contact Information**

**Kenes Contacts:**

**Meeting Organiser**

**Kenes Group**

Rue François-Versonnex 7 1207 Geneva, Switzerland

Tel: +41 22 908 0488

E-mail: [eins@kenes.com](mailto:eins@kenes.com)

**Meeting Website**

For updated information regarding the meeting, please visit our website <https://e-ins.org>

**Exhibition Manager & Industry Coordinator**

**Yulia Rijinsky**

Tel: +41 22 908 0488 Ext: 995 | E-mail: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

**Industry Liaison & Sales**

**Victoria Eskenazi**

Tel: +31 20 763 01 08 | E-mail: [veskenazi@kenes.com](mailto:veskenazi@kenes.com)

**Hotel Accommodation**

**Alexandra Villalba**

E-mail: [avillalba@kenes.com](mailto:avillalba@kenes.com)

<https://hotels.kenes.com/congress/EINS23>

**Audio Visual Coordinator**

**Mike Perchig**

E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)

**Registration Specialist**

**Michaela Tsoneva**

E-mail: [mtsoneva@kenes.com](mailto:mtsoneva@kenes.com)

**Product Marketing Coordinator**

**Olaya Espejo**

E-mail: [oespejo@kenes.com](mailto:oespejo@kenes.com)

**Contractors:**

**Catering**

**CCH-Kafer**

**Isabel Hamann**

E-mail: [i.hamann@feinkost-kaefer.de](mailto:i.hamann@feinkost-kaefer.de)

Catering services are **exclusive** to CCH.

**Onsite Logistic Agent, Material Handling & Customs Clearance Agent**

**Merkur Expo Logistics GmbH**

**Patricia Zintel**

Mobile: +49 (0) 170 2229525

E-mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

*Merkur* is the **exclusive** handler inside the venue.

**Hostesses & Temporary Staff Hire**

**EventTeam**

**Kerstin Hoffmann-Hornberger**

E-mail: [kerstin.hoffmann-hornberger@eventteam.de](mailto:kerstin.hoffmann-hornberger@eventteam.de)



**Graphics & Signage**

**T.E.M**

Tel. + 49 0) 49 30 577 0212

[e-ins2023@t-e-m.de](mailto:e-ins2023@t-e-m.de)

## Section 2: Deadlines Table

<b>Action Item</b> <i>Please refer only to items which are included in your signed contract</i>	<b>Deadline</b>	<b>Contact Person</b>
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Monday, 3 July	
<b>Advert in the Mobile App</b>	Monday, 17 July	
Text for Push Notifications	Monday, 17 July	Please send the items to <a href="mailto:yrijinsky@kenes.com">yrijinsky@kenes.com</a>
Lead Retrieval System 	Monday, August 14	
Hostesses & Temporary Staff Hire	Thursday, 27 July	Kerstin Hoffmann-Hornberger <a href="mailto:kerstin.hoffmann-hornberger@eventteam.de">kerstin.hoffmann-hornberger@eventteam.de</a>
Placing orders for Voting/'Ask the Speaker'/Recording and other Technology Products and Services 	Thursday, 27 July	Olaya Espejo <a href="mailto:oespejo@kenes.com">oespejo@kenes.com</a>
Catering Services	Tuesday, 1 August	Kafer Isabel Hamann <a href="mailto:i.hamann@feinkost-kaefer.de">i.hamann@feinkost-kaefer.de</a>
Graphics, Furniture Hire Plants & Floral Arrangements	<p><b>Standard:</b> Orders placed until July 30th, 2023 will be invoiced like indicated in the following forms.</p> <p><b>Late:</b> From <b>July 31st</b>, all orders will be subject to a late order surcharge of 30%.</p> <p><b>Onsite:</b> From <b>August 21st</b>, all orders will be subject to a late order surcharge of 50%. <i>From this point on, it may no longer be possible to implement all services.</i></p>	T.E.M Tel. + 49 30 57702120 <a href="mailto:e-ins2023@t-e-m.de">e-ins2023@t-e-m.de</a> <a href="http://e-INS_2023_Exhibitor_Order_Form(paperform.co)">e-INS 2023 Exhibitor Order Form (paperform.co)</a>
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms	Monday, 14 August	Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>

Shipping & Material Handling Services		
Door to door & Airfreight shipments	Please contact Merkur	Merkur Expo Logistics
Shipment via <b>Germany</b> advance warehouse	No later than <b>August 24</b> We highly recommend using this option	<b>Patricia Zintel</b> Mobile: +49 (0) 170 2229525 E-mail: <a href="mailto:patricia.zintel@merkur-expo.com">patricia.zintel@merkur-expo.com</a>
Direct to the Venue	Please contact Merkur	<a href="http://merkur-expo.com">merkur-expo.com</a>

### Section 3: Industry Symposia Timetable

The industry symposia timetable is published on the e-INS 2023 congress website – [click here](#).

#### Important notes:

- Industry Symposia are **not** included in main meeting CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator: Yulia Rijinsky [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)
- We recommend arriving early to **set up the hall** prior to the start of your Symposium. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- We ask presenters to follow the time schedule precisely in order for the day's events may run smoothly. The updated scientific programme can be found on the [e-INS 2023 Meeting Website](#).

#### Catering / F&B

- Catering is **exclusive** to **CCH** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium and meeting/hospitality room are welcome to do so directly:

Contact information:

Kafer Catering

Isabel Hamann

[i.hamann@feinkost-kaefer.de](mailto:i.hamann@feinkost-kaefer.de)

**by Tuesday, 1 August**

- Food and drinks can be taken into the symposium halls .

- If you are considering having catering during the symposium, please note that additional charges will be applied for cleaning the hall immediately following the session.
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to meeting timetable ([click here](#) for the most updated timetable)
- If you are planning to offer catering/lunch boxes together with the symposium, it is recommended to indicate this in all publications (as long as it is in line with the supporter's internal compliance policy.)

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### Speaker's Expenses

*As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the e-INS Congress.*

### Technical Rehearsal



We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements.



#### Section 4: Symposia Session Halls

Symposia Halls - Technical Details			
Hall Name	Location	Hall Capacity	Hall Layout
Hall B	2 <sup>nd</sup> Floor	280pax	Theater style
Hall X8	2 <sup>nd</sup> Floor	50pax	Theater style

Hall B+X8	
<b>Speaker Lectern</b>	<p>Size of the lectern: height 120cm, width 70cm, depth 60cm</p> 
<b>Head Table</b>	<p>2 x table modules (including tablecloth) Size of each module: H 71,5 x W 65 x L 130cm <b>Sufficient seating for up to 4 persons</b></p> 

The general stage setting in all halls includes 1 speaker lectern and a head table. For alternative stage setting and/or different set-up, please contact Yulia Rijinsky at: [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com) (fees will incur).

**Branding (not digital) the head table and Lectern is optional and should be arranged in advance by the sponsoring company.**

### **Location and Layout**

Please [click here](#) for venue map.

### **Audio-Visual (AV) Equipment**

**As of July 20<sup>th</sup>., 2023**

#### **Hall B:**

- 3 x front projection screens, image of H1.70 X W3 meters approx. each
- 3 x Data projectors, at least 4500 ansi-lumens each, incl. all the required cabling.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screens.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer ( as back-up, we recommend using the cursor of the laptop computer as a pointer ).
- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones ( 2 head table, 1 lectern, 2 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- AV technician to operate the above-mentioned systems

#### **Hall X8:**

- Front projection screen, image of H2.25 X W4 meters approx. each
- Data projector, at least 5500 ansi-lumens each, incl. all the required cabling.
- 24" Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer ( as back-up, we recommend using the cursor of the laptop computer as a pointer ).

- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones ( 2 head table, 1 lectern, 2 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems

### **Data Presentations**

Please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Congress computers in the **Speakers' Ready Room** during Speakers' Ready Room opening hours and no later than **2 hours before the start of the Symposium**.

### **Presentations Upload Onsite**

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and at least 2 hours before the start of the session.

Computers are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The meeting will not be able to support lecture slides presented on personal computers.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

### **Important Note for Macintosh Users**

To use MAC presentations on the PC compatible meeting computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the rehearsal. Please plan directly with the Meeting Audio Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

## Section 5: Symposium Promotion

Due to accreditation criteria for this meeting, which is CME certified, the following rules must apply:

### **Guidelines to follow when creating your promotional items and content:**

- **E-INS logo** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, please always indicate on any of your promotional materials  
“**This session is not included in the main event CME/CPD credit**”
- When promoting your symposium, you are allowed to use the phrase: “**Official symposium of the 3<sup>rd</sup> Joint Congress of the INS European Chapters**, which will be held on 31 August-02 September, 2023 in Hamburg, Germany.”

## Symposium Title and Programme

Please submit the final symposium as early as possible and no later than **Monday, 3 July**. The proposed programme should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles
- Timing - duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation (optional)
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180x240 px, JPG Format

please send your full agenda to Yulia Rijinsky at : [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com).

## Advertisement in the Mobile App

Supporters who are entitled to an advertisement in the mobile app, are kindly requested to submit the file via the Exhibitor Portal (“Deliverables” tab) **by Monday, 17 July**

File format: PNG or JPG (up to 800kb)

Size: **780px x 1688px**

We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.



## Push Notification via Mobile App

For supporters entitled to push notification via the mobile app as per their signed contract, kindly submit the text by **Monday, 17 July** by e-mail to [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com) according to below guidelines:

- Message **title** – **Maximum 40 characters** including spaces
- Message **body** - **Maximum 140 characters** including spaces

Important:

- **Please specify your preferred date and time** (Hamburg local time) when submitting the text. We will do our best to accommodate this request. The final schedule of the push will be determined closer to the meeting, considering the overall push notifications schedule of the meeting.
- Push notifications will be sent out during **official breaks only** in order not to disturb the participants who are inside session halls when sessions are taking place.

The updated programme timetable including list of breaks can be found on the meeting website under “Scientific Programme” page ([click here](#)).

- Content is subject to the approval of e-INS.
- Please make sure to indicate **company name** either on the title or in the message body.
- Kindly note:
  - Push Notifications are sent only to participants who download the app and accept to receive notifications.
  - Push notifications look different across various browsers, device types, and operating systems.

### Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage should be produced by the supporter. Please make sure to follow the guidelines specified at the beginning of this section.

#### 1. Session Hall Signage

- **Self-Standing Sign at the Entrance**  
One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time. Please make sure to indicate the following disclosure on the sign:  
***This session is not included in main event CME/CPD credits.***
- **Stage Banners**
  - 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
  - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
  - 1 x vertical sign placed in front of the speakers’ lectern facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).

#### 2. Self-standing signage in the Exhibition Area

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the **Symposium on the day of the session only**. The sign may be placed in the *exhibition area* during exhibition opening

hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location.

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Notice:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

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## Section 6: Miscellaneous Information

### Symposium Badges

Each symposium organiser is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

Symposium badges will be prepared *upon request only* and can be collected at the Registration desk 2 hours prior to start of your Industry session. Symposium Badges needs to be returned to the Registration desk after the session has ended.

### Wi-Fi

Free Wi-Fi will be available at the meeting venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium, please place an order with T.E.M via [e-INS 2023 Exhibitor Order Form \(paperform.co\)](#)

### Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during e-INS 23 Congress should contact Industry Liaison & Sales, Ms. Victoaria Eskenazi: [veskenazi@kenes.com](mailto:veskenazi@kenes.com)

### Parking (for car or small van – hand-carry items only)

[Click here](#) for further parking and loading area information.

### Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once the symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of the session. Any discarded waste, including promotional material, left behind will be removed by the meeting organisers at the expense of the supporter concerned.

## Section 7: Lead Retrieval System

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application: exhibitors can download the "K-Lead" app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead.
- Application is available for download from Apple store or Google play: "K-Lead App".
- Cost per unit – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable)

**The Application should be installed on your company/personal device (tablet/smart phone).** Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

**Deadline:** Monday, August 14

**Onsite rate of EUR 750 will be applied for order received after above deadline.**

### Please Note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation (GDPR)**, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).  
Kenes will not share delegate's personal data with third parties without their consent.  
Please note that similarly to sharing a business card, presenting a delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their



personal details with the company that is scanning their badge so that it may contact them in the future.

- Barcodes on delegate’s badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, such as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Yulia Rijinsky at [yrijinsky@kenes.com](mailto:yrijinsky@kenes.com)

## Section 8: Innovative Products for Industry Symposia Onsite

### Maximize your Participant Experience - Use our innovative technologies for your Symposium

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations**, and more products designed for increasing participant’s interaction during symposium sessions.
- **Translation services for any language:** We can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on their smartphones.

We also provide tailor made customized solutions – [contact us](#) to make it happen!

For more onsite products opportunities and price quotes – [Click Here](#)

***PLEASE NOTE: All product solutions are offered exclusively by Kenes Group.***

*Please contact us to discuss your needs and our relevant solutions.*

Please submit your order by **Thursday, 1 September**. Orders received after the deadline will incur rush fees.





## Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this meeting.

Contact details:

### ***Merkur Expo Logistics GmbH***

Patricia Zintel

E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com)

Mobile: +49 (0) 170 2229525

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the meeting. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Material Handling Form
- Shipping Labels

In order to follow up on your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, courier services, airfreight, ocean)

### 3. Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

*Merkur* has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section at the end of this manual. Handling rates are based on the incoming weight of shipments. ***Merkur* must have payment before forwarding freight.**

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-advise” form included in the shipping instructions.

### Insurance of Goods

All cargo should be insured from point of origin.

To view the **full e-INS 2023 Congress Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

For shipping instructions please [CLICK HERE](#).

For Tariff please [Click here](#)

For Payment and Confirmation please [click here](#)

Label via Warehouse please [click here](#)

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Shipping Labels must be attached to all boxes. Labels will be sent upon request.

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**Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.**

For any questions/clarifications, please contact Mrs. Patricia Zintel from *Merkur*

Patricia Zintel

E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com)

Mobile: +49 (0) 170 2229525