



34th annual meeting of NSCMID

**31 August - 3 September 2017
Tórshavn, Faroe Islands**

Exhibitor Manual

**Information
general terms and conditions**

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Welcome to NSCMID 2017 in Thorshavn, The Faroe Islands, Denmark

There is a great interest this year for the congress and exhibition. Many exhibitors have already decided to participate in the congress. And we thank you for your support to promote exchange knowledge. On behalf of the Local Organizing Committee I would like to thank all exhibitors and attendees for making this event possible.

The venue "**Nordens Hus – The Nordic House**" was built in 1983, and is a cultural institution under the auspices of the Nordic Council of Ministers. The Nordic House is the perfect place for NSCMID and we hope you will enjoy these premises during your stay.

This manual will guide you through the process of exhibiting at the congress, taking place from 31 August – 3 September 2017. Please read this manual carefully. In case you cannot find the answer to your questions in this manual, please feel free to contact us. You will find the contact information on page 3.

On behalf of the local organizing committee

KongresKompagniet A/S

Event

NSCMID 2017, hereinafter referred to as Event, involves a 2½day congress and exhibition, with plenaries, poster sessions and industry symposium.

Venue

The Nordic House

Nordari Ringvegur, P.O. Box 1260, FO-110 Tórshavn

The Local Organiser retain the right to change the venue if they deem it to be in the interests of the event, or for reasons beyond their control.

Organisers and Contact

Local Organiser

Local organizing committee *

Shahin Gaini (President 2017)

*hereinafter referred to as the **Local Organiser**

Exhibitor Organisers

KongresKompagniet A/S. **

Address: Hack Kampmanns Plads 2, DK-8000 Aarhus C, Denmark

Tel: +45-8629-6960 E-mail: nscmid2017@kongreskompagniet.dk

Web: www.kongreskompagniet.dk

*hereinafter referred to as the **Exhibition Organiser**

The Nordic House ***

Address: Nordari Ringvegur, P.O. Box 1260, FO-110 Tórshavn

Tel: +298 351 351 E-mail: nlh@nlh.fo

Web: www.nlh.fo

hereinafter referred to as the **Venue Exhibition Organiser

Klivar Fa. ****

Address: Heidavegur 4, FO-100 Tórshavn

Tel: +298 22 82 10

E-mail: klivar@mail.fo

Web: www.klivar.fo

****hereinafter referred to as the **Technical Exhibition Organiser**

Ordering flowers

Arstidirnar

Address: J. C. Svabosgøta 10, 100 Torshavn

Tel: +298 317400

E-mail: arstidir@olivant.fo

Web: www.blomur.fo

Stand reservation

Applications from platinum and gold sponsors and exhibitors have been accepted. The Exhibition Organiser makes the exhibition plan and reserves the right to refuse any application or prohibit any

exhibit without assigning any reason for such refusal or prohibition. The Venue and Exhibition Organiser reserve the right to modify stand assignments and the floor plan in the best interest of the Exhibition. Subletting or sharing of space is prohibited and exhibitors are not permitted to lend their exhibition space to a third party, either in part or in whole without prior approval of the Exhibition Organiser.

Exhibits and sponsorships

Exhibition space, hereinafter referred to as Rental Space, is sold at various rates depending on sponsorship or not. All prices are net and subject to statutory 25% VAT. Rental Space includes the space, wireless internet, electricity (one plug) and final cleaning.

For platinum sponsorship package also includes:

- Symposium including a 90 min lecture planned by your company.
- A 18 sqm stand at the exhibition.
- First priority preference of location at the exhibition area (in co-operation the organizing committee and other platinum sponsors).
- Company name/logo in the final programme.
- Company name/logo on top of the open sessions.
- Visibility in final programme.
- A link to your own website from the official website.
- Admittance to the meeting for four people from your company - including the full social programme.
- One congress bag inserts

For silver light sponsorship package also includes:

- Arrangement of one 30 min. lecture planned by your company
- A 4 m2 stand at the exhibition
- Preference of location at the exhibition area (in cooperation with other sponsors and the organizing committee)
- Company name/logo in the final programme
- Company name/logo on top of the open sessions
- Visibility in final programme
- A link to your own website from the official website
- Admittance to the meeting for four people from your company – including the full social programme
- One congress bag insert

For bronze sponsorship package also includes:

- Company name/logo in the final programme.
- A 9 sqm stand at the exhibition
- Visibility in final programme
- A link to your own website from the official website.
- Admittance to the meeting for four people from your company - including the full social programme.
- One congress bag inserts

For exhibition only (floor space):

- A 4 sqm stand at the exhibition
- admittance to the meeting for two people from your company - including the full social programme

Important dates and deadlines in 2017

15 July	Sending company logo for website – final programme – sessions (Abbvie JFK/Kósin and BD A/S only)
15 July	Sending link to your company web for congress web
15 August	Order equipment for your stand
16 August - estimate	Publication of the final congress programme
28 August	Venue will receive equipment sent in advance
28 August	Insert congress bag
31 August	The Nordic House – preparation of the exhibition from 08.00 – 14.00
31 August	Exhibitor - setting up the exhibition from 14.00-21.00
1 September	Exhibitor - setting up the exhibition from 07.00-08.00
1 September	Exhibition opens at 08.00
31 August – 3 September	NSCMID 2017 congress
3 September	Dismantling of the exhibition from 10.30 – 17.00

Opening hours exhibition

Friday 1 September	08.00 – 17.00
Saturday 2 September	08.30 – 17.30
Sunday 3 September	08.45 – 10.30

Logo and link for web – final programme – top of sessions

If not done already we kindly ask you to send us your company logo – for announcement on the web / the final programme and top of sessions (Abbvie JFK/Kósin and BD A/S only) - preferably as Illustrator file (ai or eps) or Photoshop file (png, - alternatively as jpg file. Please also send us the link to your website. We need both logo file and link soonest possible and latest on 15 July 2107. Please forward to NSCMID2017@kongreskompagniet.dk

Insert congress bag

Platinum, Silver, Silver light and Bronze sponsors and SSI Diagnostica please send your insert to
The Nordic House
Nordari Ringvegur
FO-110 Thórshavn

MARKED: NSCMID 2017 – BAG INSERT

The material should be delivered no later than Monday 28 August, 2017. Please forward min 375. 335 have registered per today (27.6).

Instruction – stand and exhibition area

The exhibition areas are Skálin and Klingran.

The space stand is marked with your company name. The maximum height for building the stand is 2.5 meters. Nothing is allowed to hang from the ceiling. There are pillars in the exhibition area.

They are marked on the exhibition map.

Rental includes the space, wireless internet, electricity and, final cleaning. If you need further equipment (shell scheme, walls, carpet, AV equipment etc), please order online and pay the additional equipment at www.klivar.fo

Installation and dismantling

The Exhibitor may enter the Venue for the purposes of stand dressing before the Congress. You can start building up on Thursday 31 August 14.00 – 21.00 – also on Friday 1 September from 07.00 – 08.00 you can build up. The areas around the stand must be cleared of equipment and packaging. And the stand **MUST** be ready when the exhibition opens on 1 September at 08.00.

Exhibitors shall, after the end of the congress, return the stands and their respective furniture in the same condition as they received them, except for normal wear and tear. In case of damages the Exhibition Organiser reserves the right to proceed to all necessary repairs and bill the occupant of the damages.

The arrangement and payment for transporting goods to and from its exhibition stand, custom clearance, receiving, decorating, storing and removing its rental space are entirely the responsibility of the Exhibitor.

Cleaning

The Venue Exhibition Organiser will arrange for daily cleaning of common areas, the corridors, toilets and café. Exhibitors are responsible for cleaning the stand, podiums, showcases etc. Final cleaning is included in the Stand price.

Storage Facilities

The Venue offers some storage facilities for the exhibitor. Materials can be delivered few days prior the exhibition. The Venue will not be able to store items after the congress.

It is possible to send your exhibition material in advance to The Nordic House – see address below. It can be delivered on 28-30 August from 09.00 to 17.00. The goods must be delivered carriage free. The venue will sign for the receipt, but is not reliable for the delivery. Everything (boxes etc.)

MUST be marked with: **NSCMID 2017, company name, stand no.**

Stored goods and material must be picked up no later than 4 September at 09.00-17.00. If not – The Nordic House will move the equipment etc. at owner's expenses. Return freight **MUST** be handled by the exhibitor before leaving the venue.

Address The Nordic House
 Nordari Ringvegur
 FO-110 Thórshavn
 Att.: NSCMID 2017 – 31 August – 3 September 2017

- Storeroom for the equipment until the stand is ready to build up – max from 28 August
- The delivered equipment will be delivered at the stand on 31 August from 14.00.
- Boxes etc. will be stored in house during the congress / exhibition

People from the venue **do NOT** set up or dismantle the exhibition. It is your responsibility.

Terms of payment

Exhibition Organiser manages invoicing for stands and sponsorships on behalf of NSCMID2017. Fees must be paid by bank transfer.

Recipient	KongresKompagniet A/S
Account	IBAN DK33 3000 3632 5845 98
S.W.I.F.T. / BIC	DABA DKKK
Bank	Danske Bank, Holmens Kanal 2-12, DK-1092 Copenhagen K

Value Added Tax (VAT – at present 25%) is added to the prices and must be paid as invoiced. Sponsorship(s) and stand must be paid in full. Equipment, AV, flowers etc. must be paid on-line on www.klivar.fo. The term of payment on the invoice(s) must be maintained (max 30 days) – both for

the sponsorship and the stand. If the Exhibitor fails to meet such payment obligations (whether as to the amounts or to the date of payment) then the Exhibition Organiser reserves the right to cancel the Exhibitor's reservation and to resell or reallocate the stand space allocated to the Exhibitor. Under no circumstances will the Exhibitor be permitted to occupy a stand or site if the rental fees have not been paid in full.

Practical Information

Currency

There are 2 currencies of equal value in the Faroe Islands; the Faroese króna and the Danish krone. While the Faroese government prints its own bank notes, only Danish coins are used. Danish notes are equally acceptable as Faroese notes throughout the country.

Catering - food and drinks at your stand

Café SMAKKA in The Nordic House offers a selection of light meals, desserts, hot and cold drinks. The café is open for breakfast buffét from 9.00 – 11.30 and Lunch buffét from 11.30 – 13.30. SMAKKA has the exclusive right to serve coffee and tea to all guests in the Nordic House. Exhibitors may bring logo water bottles, chocolate etc. If you wish to order food or drink - further information and for making agreement please contact:

Café SMAKKA - Nordari Ringvegur, 100 Torshavn
Tel: +298 53 54 55 - E-mail: smakka@smakka.fo - Web: www.smakka.fo

Hotel Føroyar - Oyggjarvegur 45, 100 Torshavn
Tel: +298 317500 - E-mail: hf@hotelforoyar.fo - Web: www.hotelforoyar.fo

Oddvør Skardhamar - Velbastadvegur 52, 100 Torshavn
Tel: +298 315818 & +298 215818 - E-mail: oddvor@olivant.fo

Registration and accommodation – free participation for sponsors

Platinum, silver and bronze sponsorship includes No of free full delegate registrations. To register and to book accommodation (if available) please send e-mail to Helle Rong Nielsen – helle@kongreskompagniet.dk

During the congress every participant (delegate, sponsor, exhibitor etc) must be registered and have a valid congress badge. You can register more person as exhibitors (DKK 1440 – no access to the scientific programme – price covers coffee and lunches during the day programme) or delegate. Registration – please use this link to register all exhibition staff and delegates from your company: <https://kongresk.eventsair.com/nscmid2017/nscmid2017>

Map of the exhibition area

For your stand location please see the plan which will be sent separately and also it will be shown on the website.

Equipment

Floor space, electricity (one plug), free WiFi and final cleaning are included in the price. If Exhibitor need extra power outlet (both 230 V – 1000 W or higher), extras (Shell scheme, walls, carpet etc.), AV-equipment, or services it is possible to order extras for your stand with Klivar. All extras must be ordered and paid online at www.klivar.fo - **After 15 August it is not possible to order equipment.**

Security

The Venue Exhibition Organiser cannot accept liability for any loss or damage that may occur. The safekeeping of the Exhibitors' property is the responsibility of each Exhibitor. To limit the risk of theft, it is recommended loose and valuable items are removed from the stands when unattended, and when the Exhibition closes. The Nordic House and Venue Exhibition Organiser – assumes no responsibility for Exhibitor's property. The venue has no means of storing money funds or holdings.

Damage to Exhibition Hall

No nails, screws, bolts or other fixtures may be fixed into any part of the Venue, including floors. Nor may any part of the Venue be damaged or disfigured in any way. Should any such damage or disfigurement occur, the responsible Exhibitor shall be directly liable for any reparation charges incurred by the Venue Exhibition Organiser.

Fire Precautions

All Exhibitors must fully comply with safety regulations. No flammable decorations shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not allowed without the permission of the Venue Exhibition Organiser. Fire extinguishers will be provided by the Venue Exhibition Organiser in the display areas and placed as regulation requires. Wall hydrants, fire extinguishers, fire alarms and instruction notices must not be obstructed in anyway. They must be visible and in working order at all times. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Venue Exhibition Organiser to avoid risk of fire.

Sales and publicity

Placing or handing out of publicity material, samples, etc. outside the exhibition space is not permitted. Political propaganda is prohibited. The Exhibitor shall not promote companies, which have not been recognized in writing as an Exhibitor. Cash sales or on-site sales are prohibited.

Copyrights and Proprietary Material

The Exhibitor shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted materials, or any other property subject to any trademarks, patent or other proprietary rights, which is used or incorporated in the congress.

Liability

The Exhibitor shall be liable in full for all damages caused by the Exhibitor or agents acting on their behalf to the exhibition stand and its installation as well as to third parties. The Exhibition Organiser is free from all liability without fault regarding initial shortcomings of the rented object. The Exhibition Organiser is free from liability for the Exhibition, the personnel manning of the Rental Space or visitors to the Rental Space. It shall be the responsibility of the Exhibitors to obtain insurance against injury of person or theft, fire damage or loss of property in such amounts as the Exhibitor shall deem adequate.

Insurance

The Exhibitor shall carry out its own insurance, the Organisers assumes no responsibility for the safety of the properties of the Exhibitors, its officers,- agents, employees or visitors from thefts, damages by fire, accident or any other cause whatsoever. The Exhibitor shall adequately insure all exhibits or any other property brought to the premise of the congress in the joint names of himself and the Local Exhibition Organiser on a full "all risks" basis for a sum insured equivalent to the full value of all their exhibits and any other property brought to the Exhibition. The Exhibitor shall provide the Local Exhibitions Organisers with adequate evidence that a relevant insurance is in force.

Force Majeure

In case of cancellation or suspension of the congress due to Force Majeure an extraordinary event or circumstance beyond the control of the parties including fire, flood, earthquake, volcanic eruption, storm, hurricane or other natural disaster, war, regulations of the authorities, strike, or other circumstances beyond the control of the Local Organiser that might render it impossible or difficult to carry through the arrangement, the Local Organiser shall be entitled to transfer, in whole or in part, the arrangement to other premises, to postpone the implementation of the arrangement to another time or to cancel the arrangement, and the Local Organiser waives all costs, as the Local Organiser shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the Rental Space paid, neither be liable for any expenditure or liability or loss, including consequential loss incurred by the Exhibitor.