



Caring together

44th EDTNA/ERCA International Conference

September 26–29, 2015

Maritim, Hotel & Internationales Congress
Center Dresden, Germany

Conference Theme: Quality and Safety in Renal Care: Shared Responsibility
among Health Care Professionals and Patients



Exhibitor's Manual and Service Order Forms

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44th EDTNA/ERCA International Conference

SECTION 1 – GENERAL INFORMATION

1.1. CONTACTS

EDTNA/ERCA CONFERENCE DEPARTMENT

GUARANT International spol. s r.o.

Na Pankráci 17, CZ-140 21 Prague 4, Czech Republic

Phone: +420 284 001 444

Fax: +420 284 001 448

Contact person: Ms. Romana Kluková

E-mail: edtnerca2015@guarant.cz, klukova@guarant.cz

EDTNA/ERCA SECRETARIAT

Excellent Branding

Källstorps Gård

Högs Byväg 118, SE-246 55 Löddeköpinge, Sweden

Phone: +46 46 70 96 24

Contact person: Ms. Sabina Göransson

E-mail: queries@edtnerca.org

EDTNA/ERCA

European Dialysis and Transplant Nurses Association/European Renal Care Association

Pilatusstrasse 35, CH 6003 Lucerne, Switzerland

Website: www.edtnerca.org

EXHIBITION MANAGEMENT

Stand rental, furniture and technical support

Cubicworx GmbH

Hermann-Mende-Straße 4,

D-01099 Dresden / Germany

Phone: +49 (0) 351 40752255

Fax: +49 (0) 351 40752266

Contact person: Ms. Kristin Kremer, Managing Director

Email: kristin@cubicworx.de; www.cubicworx.de

Power supply, Internet, Cleaning, Catering, Parking

Maritim Hotel & International Congress Center Dresden

Mrs. Verena Lorenz

Ostra-Ufer 2 / Devrientstr. 10 -12

D-01067 Dresden / Germany

Phone: +49 (0) 351 216 1070

Fax: +49 (0) 351 216 1065

Contact person: Ms. Tina Oehler

Email: meeting.dre@maritim.de, toehler.dre@maritim.de

OFFICIAL AND RECOMMENDED SHIPPING COMPANY

Schenker Deutschland AG

DB SCHENKERfairs

Jafféstr. 2, Gate 25 Service-Building South

14055 Berlin, Germany

Contact person: Ms. Jenny Engel

Phone: +49 (0) 30 301 2995 457

Fax: +49 (0) 30 301 2995 459

[E-mail: jenny.engel@dbschenker.com](mailto:jenny.engel@dbschenker.com)

1.2. ACCOMMODATION AND TOURIST INFORMATION

All exhibitors are advised to book their hotel accommodation well in advance. Bookings can be made through the Conference Department. For further details please visit the EDTNA/ERCA Conference website at www.edtnaerca-conference2015.com.

E-mail: edtnaerca2015-accommodation@guarant.cz

1.3. CONFERENCE VENUE

CONFERENCE VENUE

MARITIM Hotel & Internationales Congress Center Dresden
Ostra-Ufer 2 / Devrientstr. 10 -12
01067 Dresden
Germany
www.dresden-congresscenter.de

The Congress Center is situated right on the banks of the River Elbe, between the Marien Bridge and Saxony's House of Parliament. The direct connection to one of the most modern Congress Center in Germany makes the hotel an ideal hosting venue for events. The old city with the famous Frauenkirche ("Church of Our Lady") and the Zwinger are just 10 minutes away on foot.

The Congress Center can be reached from the airport by taxi in 20 minutes, with public transport in 15 minutes. From the airport, where you can find a train station inside in the airport building, trains run every 30 minutes. Bus stops are opposite of the entrance of the airport. If you take bus or tram S1, you need to get off at the stop "**Bahnhof Mitte**".

Congress Center Highlights

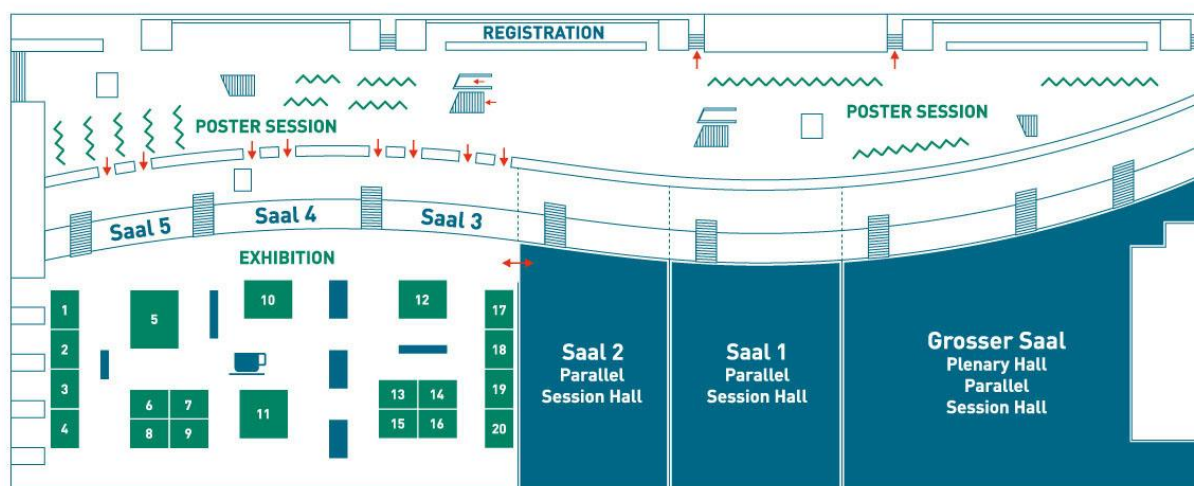
- *Event capacities for up to 6,800 people
- *21 conferences rooms
- *Subterranean garage with parking for 390 cars
- *The main hall and the 5 adjoining connectable halls can be combined to create an area for over 4000 people

Exhibition Area will be located next to the Session Halls.

1.4. PLAN OF THE CONGRESS CENTER



44th EDTNA/ERCA International Conference



1.5. PRELIMINARY EXHIBITION SCHEDULE

Stand build-up:

Working hours:

25/09/15	20:00 – 24:00
26/09/15	07:00 – 15:00

Stand decoration:

26/09/15	15:00 – 17:00
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Dismantling of stands and removal of exhibits:

Working hours:

28/09/15	18:00 – 24:00
29/09/15	06:00 – 08:00

Exhibition opening hours:

26/09/15	19:30 – 21:30
27/09/15	09:00 – 17:30
28/09/15	09:00 – 17:30

Exhibitors' desk

An exhibitors' desk will be available for:

Exhibition registration

Technical assistance

On-site payment

On-site orders

This desk will be located in the exhibition area.

Opening hours:

25/09/15	19:00 – 24:00
26/09/15	07:00 – 21:30
27/09/15	08:30 – 17:30
28/09/15	08:30 – 20:00
29/09/15	06:00 – 08:00

1.6. LOGISTICS

We recommend to send your goods to Dresden through our official and recommended Shipping Company DB Schenker. In case you will not use this forwarder, please be informed that all samples, exhibits, brochures, posters and stand equipment should be advised to DB Schenker in advance and should be delivered **on Friday, September 18, 2015, from 8:00 a.m. till 5.00 p. m.**

However DB Schenker will provide a detailed Shipping Manual with all deadlines and addresses. Also their rates are available upon request

ADVICE OF SHIPMENTS:

All shipments should be advised by e-mail to the Exhibition Management not later than Tuesday, **September 11, 2015.**

Shipping Company	
Truck size and Identification	
Driver Contact – name and phone	
Expected time of arrival	
Number of pieces	
Weight in Kg	
Currier tracking No.	

Courier Shipments

From European Union countries	3 days before the build-up of the exhibition
From all other countries	5 days before the build-up of the exhibition

PLEASE, MARK ALL SHIPMENTS TO THE HOTEL AS FOLLOWS:

44th EDTNA/ERCA International Conference (September 26 – 29, 2015)

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: booth number, exhibitor's name, courier company, number of pieces and tracking number.

Shipping company should contact the **Exhibition Management by phone +49 35140752255** before entering the unloading area on arrival date (September 18) to receive actual information.

The Exhibition Management will provide assistance with the cargo lift to the conference center. In case the exhibitor will not use the official forwarder, it is his responsibility to deliver cargo from the unloading area to the exhibition venue.

In case you will need to arrange workers for unloading, contact Exhibition Management in advance.

The gateway to the unloading area of the hotel and conference centre is from **Ostra-Ufer street.**

44th EDTNA/ERCA International Conference

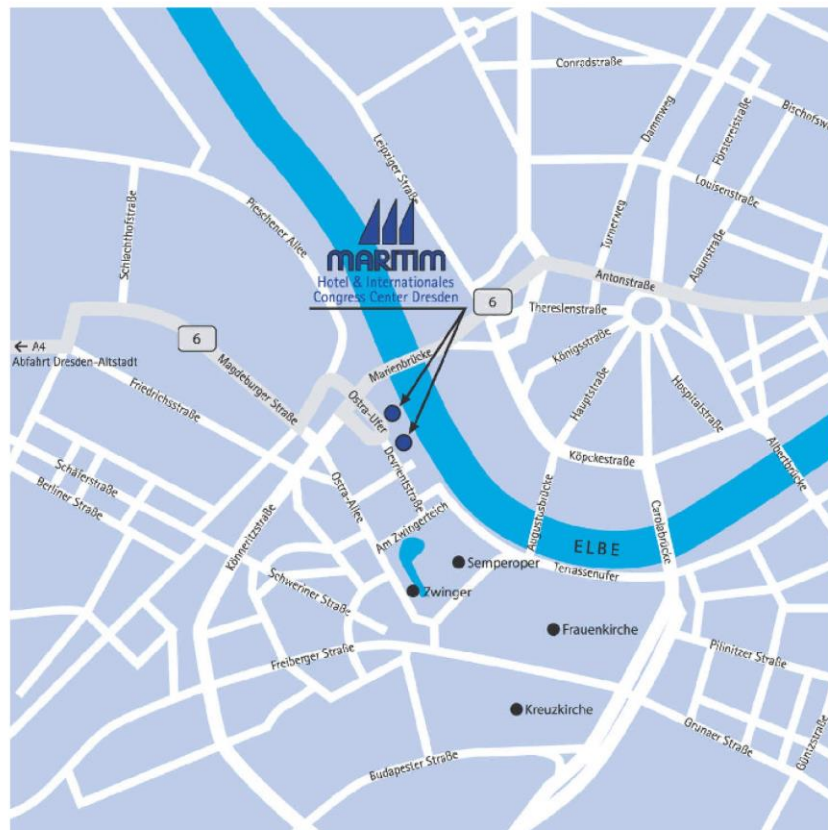


Delivery of material via gateway behind Maritim Hotel

Directions

Motorway A4, take exit "Dresden Altstadt" and follow the signage towards the downtown area (Zentrum/Messe/Hafen) on the B6 highway. In approximately 6 km turn left from Magdeburger Straße into Weißeritzstraße. In 500 m the Maritim Hotel & International Congress Center shows up on the left hand side.

The Maritim Hotel & International Congress Center Dresden has a garage with 390 parking spaces. The garage entrance is located on left hand side of the Congress Center.



1.7. RULES OF PARTICIPATION

In accordance with the Organizer's contract with the Maritim Hotel & International Congress Center Dresden, each exhibitor is, and will be, obliged to adhere to all of the internal rules and fire- prevention regulations outlined in the General Conditions and Safety Rules. These conditions are valid throughout the course of the exhibition and govern the ways and means of the use of the conference 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 Exhibition Management is entitled to make the final decision.

1.8. 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 stands must always be visible and easily accessible.

Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Maximum height of stand construction is 4 m.

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization.

In accordance with the requirements of every appropriate authority all materials used in construction work display material etc. must be effectively flame-proofed

or made of non flammable materials (as per DIN 4102). Drapes and curtains must be at least 6" (150mm) clear of the floor. The Exhibitor must comply with all reasonable instructions given by the Organizers or any appropriate authority to avoid the risk of fire.

Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the fire service is forbidden. Fire doors and gates must not be blocked.

In the event that the Exhibitor wishes to display a vehicle, the battery must be disconnected and the tank must contain no more than 3 litres of fuel. Protective matting must be placed under the engine compartment and tyres. Vehicles must be pushed into the venue and not driven.

Each exhibitor is obliged to obey any instructions issued by the Exhibition 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 hotel and conference venue and by the Exhibition Management. In case of any doubt, please contact the Exhibition 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.

Smoking is not permitted at the venue.

The exhibition area has a wooden floor. Maximum floor load: 500 kg/m²

1.9. GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, 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 (for example by using nails, screws, glue or other means). Exhibitors are not allowed in any way to affix any parts of their exhibition, or 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 odour or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Exhibition 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 neighboring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. 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 Exhibition 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 Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand. Written approval from the Exhibition 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 that have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

The Exhibitor is not allowed to :

Place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area distribute their promotional materials anywhere else than on their stand, 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 stand
- it is necessary to inform the Exhibition 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 Exhibition Management.

INSURANCE

The Exhibition 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 stand. The Exhibition Management refuses to accept any responsibility whatsoever for the insurance of these objects. The Exhibition 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 stand 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 Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

1.10. PARKING

The Maritim Hotel & International Congress Center Dresden offers underground parking with 390 parking spaces for a charge of 2,00 € per hour and 18,00 € per day. For more information ask hotel reception or **call +49 351 216 - 0**



Car parking fee – underground parking

per hour:	2,00 €
per day:	18,00 €

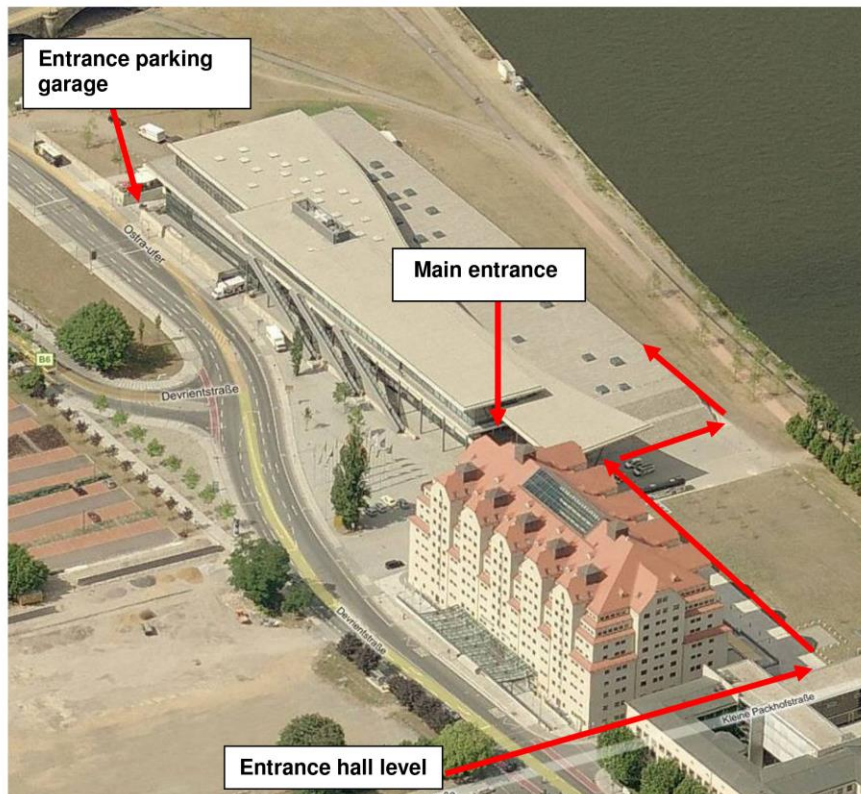
Truck parking fee – outside area

per day:	25,00 €
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Distances

Dresden Main Station:	3 km
Station „Bahnhof Dresden Neustadt“:	1 km
Airport Dresden International:	8 km
Motorway A4 exit „Dresden Altstadt“:	5 km

Direct delivery entrance to International Congress Center Dresden



SECTION 2 – ORDER OF SERVICES

2.1. HOW TO ORDER SERVICES

Our recommendation

Fill out the enclosed Forms

Take notes of deadlines for particular services and contact persons.

The deadline for order submission is **August 29, 2015**.

Orders made after the deadline cannot be guaranteed. These orders will be processed individually, according to the availability of the required services.

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. Actualization of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend placing all orders in time.

TERMS OF PAYMENTS

After receiving Booking Forms the providers 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, EUR currency will be accepted. For payments by a credit card, providers will accept Visa, Eurocard-Mastercard. Cheques will be not accepted.

The deadline for the payment of all orders is **August 29, 2015**.

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.

2.2. 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 note deadlines indicated below.

REQUIRED SERVICES	DEADLINE	SENT ON
Stand Construction	August 29, 2015	
Stand Equipment	August 29, 2015	
Text and graphics	August 29, 2015	
Extra Power supply	August 29, 2015	
Water and drain	August 29, 2015	
Cleaning	August 29, 2015	
Audio/Video/ Internet	August 29, 2015	
Flower decoration	August 29, 2015	
Hostesses	August 29, 2015	
Schematic Plan	August 29, 2015	
Catering	August 29, 2015	

For all shipping and handling as well as tariffs requests we advise to contact official shipping company.

OFFICIAL SHIPPING COMPANY

Schenker Deutschland AG
DB SCHENKERfairs
Jafféstr. 2, Gate 25 Service-Building South
14055 Berlin, Germany

Contact person: Ms. Jenny Engel
Phone: +49 (0) 30 301 2995 457
Fax: +49 (0) 30 301 2995 459
E-mail: jenny.engel@dbschenker.com

IMPORTANT

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

SECTION 3 - ORDER FORMS

Bestellformular Standbau und Zusatzausstattung Order sheet booth building and additional equipment

Bitte bis 14 Tage vor Veranstaltung zurücksenden an Fax Nr. +49.351.40 75 22 66 oder per e-mail an: kristin@cubicworx.de
Please return completed form latest 14 days before the event to fax-nr. +49.351.40 75 22 66 or via e-mail to: kristin@cubicworx.de

cubicworx GmbH
Kristin Kremer
Hermann-Mende-Str. 4
01099 Dresden, Germany

Tel.: +49.351.40 75 22 55
Fax.: +49.351.40 75 22 66

kristin@cubicworx.de
www.cubicworx.de

Firma / Company:

Ansprechpartner / Contact:

Straße, Postfach / Street, P.O. Box:

PLZ, Ort / Postal code, City:

Telefon / Tel:

Fax / Fax:

E-Mail / E-mail:

Halle, Stand Nr. / Hall, Stand no.:

USt.ID-Nr. / intern. VAT Reg.-Nr.:

Veranstaltung / Event

Aufbau / Build up

Veranstaltungsdatum / Date of the event

Abbau / Dismantling

Zahlungsweise / Payment option:

- ☐ Rechnungslegung / Billing
- ☐ Kreditkartenzahlung / Credit card payment
- ☐ VISA ☐ American Express ☐ Mastercard

Kartenummer / Card No.:

Gültig bis / Expiry date.:

CVC Code / CVC Code.:

Karteninhaber/ Card holder.:

Mit Vervollständigung und Unterzeichnung dieses Formulars autorisiere ich cubicworx GmbH, meine Kreditkarte zu belasten. Ich bestätige, dass:

- sich alle zur Zahlung gemachten Angaben auf eine gültige Kreditkarte beziehen
- ich der rechtmäßige Karteninhaber dieser Kreditkarte bin

With filling out and signing this form I authorize cubicworx GmbH to charge the total sum to my credit card. I confirm that:

- all provided information refer to a valid credit card
- I'm the holder in due course of the credit card

Unterschrift Karteninhaber/ Signature card holder

Hinweis (Allgemeine Geschäfts- und Zahlungsbedingungen) / Note (Terms of payment and business):

Alle genannten Preise verstehen sich inklusive Aufbau, Abbau, Transport und Logistik, jedoch zuzüglich 19% MwSt. Bitte beachten Sie, dass die Stellwände nicht durch bohren, Nägel, Reißzwecken oder ähnliches beschädigt werden dürfen. Klebereste sind nach Ende der Veranstaltung rückstandslos zu entfernen. Technische, farbliche und materielle Änderungen bleiben vorbehalten, solange die angebotenen Ausstattungsgegenstände mindestens gleichwertig sind. Alle angegebenen Maße verstehen sich in cm. Die Rechnungslegung erfolgt spätestens 14 Tage vor Ausstellungsbeginn. Der Rechnungsbetrag ist bis Übernahme des Messestandes bzw. der Ausstattungsgegenstände fällig. Für Bestellungen, welche 2 Wochen vor Ausstellungsbeginn oder später eingehen, erheben wir einen Aufschlag in Höhe von 25% auf die genannten Preise. Gleiches gilt auch für Bestellungen vor Ort während des Aufbau oder der Veranstaltung. cubicworx GmbH behält sich das Recht vor, Rechnungen (z.B. für Bestellungen vor Ort) während der Veranstaltung mit sofortigem Zahlungsziel (Zahlung in bar oder per Kreditkarte) zu stellen.

All prices are including set-up, dismantling, delivery and return transport. All prices are understood plus VAT. Do not use nails, screws or a drill on the wall segments. Tape has to be removed entirely afterwards. We reserve the right to make modifications in the selection of technology and the material used to include the latest advancements in the interest of our customers. All dimensions given in cm unless stated otherwise. Accounting will be supplied 14 days before the exhibition starts. The invoice has to be paid until taking over the exhibition booth or the equipment. For any orders, that we receive 2 weeks or less prior to the beginning of the event, we will charge an additional fee of 25% of the rental price. That applies to orders on-site during the build-up period or during the event too. cubicworx GmbH may also invoice during the event, with immediate payment by cash or credit card.

SCHEMATIC PLAN

Exhibitor:	
Contact person:	
Invoice address:	
Telephone:	Fax:
Email:	

Sketch the location of your utilities, such as furniture, power outlets and spotlights 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).

PLEASE INDICATE DIMENSIONS OF YOUR BOOTH

GRID FOR SCHEMATIC PLAN:

Key: **X** electric supply **S** spotlight **T** telephone /fax **I** Internet

Stamp & authorized Signature

Date & Place

44th EDTNA/ERCA International Conference

Bestellung Standbau Order booth building

Standardmessestand / Standard shell scheme booth

Standgröße: (Breite) _____ m x (Tiefe) _____ m = _____ qm **35,00 EUR / qm**
 Standsize: (width) _____ m x (depth) _____ m = _____ sqm **35,00 EUR / sqm**

Standardausstattung / Standard features:

Messeständer Profile und Füllflächen weiß, Blende an den offenen Standseiten (Höhe 35 cm)
 Standard Blendenbeschriftung (Arial, schwarz, max. 30 Zeichen)

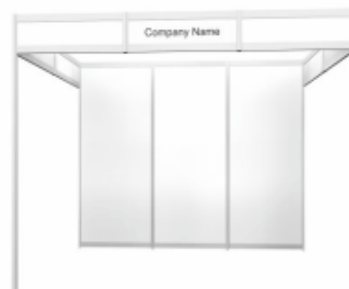
Exhibition system support / frame elements and in-filling walls white, fascia board on each open side of the booth (height 35 cm), standard fascia inscription (Arial, black color, max. 30 letters)



☐ **Reihenstand, eine Seite offen /**
Row booth, one open side



☐ **Eckstand, zwei Seiten offen /**
Corner booth, two open sides



☐ **Kopfstand, drei Seiten offen /**
Head booth, three open sides

Kundenspezifische Messestände auf Anfrage.
Custom designed booths are available on request



Bestellung Blendenbeschriftung Order fascia inscription

☐ Standardbeschriftung / Standard inscription

Blendenbeschriftung bitte in Druckbuchstaben ausfüllen. (Max. 30 Buchstaben sind im Paketpreis für den Systemmessestand inkludiert. Jeder weitere Buchstabe 1,50 EUR.)

Please fill in with capital letters. (Max. 30 letters are included in the booth package. Every additional letter is available for 1,50 EUR.)

☐ Blendenbeschriftung mit Logodruck / Fascia inscription with printed logo



___ stck. Logodruck auf Blendenelement (H) 232 mm x (B) 966 mm á 57,00 EUR

___ pcs. Printed Logo on the fascia board (h) 232 mm x (w) 966 mm á 57,00 EUR

Bitte senden Sie uns Ihr Logo im EPS Format an kristin@cubicworx.de.
Please send your logo as an EPS file to kristin@cubicworx.de.

Wir bieten Ihnen auch die Möglichkeit, Ihren Stand individuell mit Drucken zu gestalten. Kundengrafiken und Logos auf Anfrage.

We also provide the option to design your booth with individual prints. Custom graphics and logos on request.



Bitte kontaktieren Sie uns für detaillierte Informationen.
Please get in contact with us for detailed information.

Kristin Kremer, Tel. +49.351.40 75 22 55, E-Mail: kristin@cubicworx.de

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Bestellung Zusatzausstattung Order additional equipment










Stühle / chairs

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Barhocker, chrom/schwarz bar stool, chrome/black	____ Stück / qty. á 24,00 EUR		Ledersessel, schwarz leather armchair, black	____ Stück / qty. á 90,00 EUR
	Barhocker, chrom/weiß bar stool, chrome/white	____ Stück / qty. á 24,00 EUR		Ledersessel, weiß leather armchair, white	____ Stück / qty. á 90,00 EUR
	Barhocker, Saddle weiß bar stool, saddle white	____ Stück / qty. á 45,00 EUR		Ledersessel, rot leather armchair, red	____ Stück / qty. á 90,00 EUR
	Barhocker mit Rückenlehne, weiß bar stool with backrest, white	____ Stück / qty. á 45,00 EUR		Cocktailsessel, weiß/rot cocktail armchair, white/red	____ Stück / qty. á 95,00 EUR
	Polsterstuhl upholstered chair	____ Stück / qty. á 30,00 EUR		Lederhocker, schwarz leather stool, black	____ Stück / qty. á 25,00 EUR
	Stuhl, Sitzfläche gepolstert, weiß chair, upholstered seat, white	____ Stück / qty. á 35,00 EUR		Lederhocker, weiß leather stool, white	____ Stück / qty. á 25,00 EUR
	Stuhl DSR, chrom/weiß chair DSR, chrome/white	____ Stück / qty. á 45,00 EUR		Klappstuhl, schwarz folding chair, black	____ Stück / qty. á 10,00 EUR

Theken und Vitrinen / counters and showcases

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Sideboard, 80 x 72 x 42 cm, abschließbar, weiß sideboard, 80 x 72 x 42 cm, lockable, white	____ Stück / qty. á 70,00 EUR		Tischvitrine, 100 x 50 x 100 cm showcase, 100 x 50 x 100 cm	____ Stück / qty. á 162,00 EUR
	Standardtheke, 110 x 60 x 108 cm standard counter, 110 x 60 x 108 cm	____ Stück / qty. á 89,00 EUR		Vitrine, 50 x 50 x 200 cm showcase, 50 x 50 x 200 cm	____ Stück / qty. á 200,00 EUR
	Standardtheke, 110 x 60 x 108 cm abschließbar standard counter, 110 x 60 x 108 cm lockable	____ Stück / qty. á 115,00 EUR		Vitrine, 100 x 50 x 200 cm showcase, 50 x 100 x 200 cm	____ Stück / qty. á 235,00 EUR
	PC-Arbeitsplatz, 60 x 60 x 108 cm abschl., mit Mehrfachverteiler PC-workstation, 60 x 60 x 108 cm lockable, with multiple socket	____ Stück / qty. á 78,00 EUR		Produktisch, weiß (ohne Stühle) 150 x 60 x 75 cm, rückseitig offen product table, white (without chairs) 150 x 60 x 75 cm, back side open	____ Stück / qty. á 75,00 EUR
	Podest, 60 x 60 x 108 cm podium, 60 x 60 x 108 cm	____ Stück / qty. á 65,00 EUR			

Bestellung Zusatzausstattung Order additional equipment

Tische / tables

(weitere Ausstattung auf Anfrage / individual equipment on request)








	Tisch, 80 x 80 cm table, 80 x 80 cm	____ Stück / qty. á 45,00 EUR		Stehtisch, Ø 70 cm, mit Husse, weiß bar table, Ø 70 cm, with cover, white	____ Stück / qty. á 35,00 EUR
	Tisch, 120 x 70 cm table, 120 x 70 cm	____ Stück / qty. á 55,00 EUR		Stehtisch, Ø 70 cm, mit Husse, creme weiß bar table, Ø 70 cm, with cover, creme white	____ Stück / qty. á 35,00 EUR
	Tisch, 140 x 70 cm table, 140 x 70 cm	____ Stück / qty. á 57,00 EUR		Stehtisch, Ø 70 cm, mit Husse, gelb bar table, Ø 70 cm, with cover, yellow	____ Stück / qty. á 35,00 EUR
	Tisch, 180 x 70 cm table, 180 x 70 cm	____ Stück / qty. á 60,00 EUR		Stehtisch, Ø 70 cm, mit Husse, magenta bar table, Ø 70 cm, with cover, magenta	____ Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Buche bar table, Ø 70 cm, beech	____ Stück / qty. á 31,50 EUR		Stehtisch, Ø 70 cm, mit Husse, rot bar table, Ø 70 cm, with cover, red	____ Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Glas, weiß bar table, Ø 70 cm, glass, white	____ Stück / qty. á 40,00 EUR		Stehtisch, Ø 70 cm, mit Husse, bordeaux bar table, Ø 70 cm, with cover, claret	____ Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Glas, schwarz bar table, Ø 70 cm, glass, black	____ Stück / qty. á 40,00 EUR		Stehtisch, Ø 70 cm, mit Husse, royalblau bar table, Ø 70 cm, with cover, royal blue	____ Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Inox bar table, Ø 70 cm, inox	____ Stück / qty. á 31,50 EUR		Stehtisch, Ø 70 cm, mit Husse, tannengrün bar table, Ø 70 cm, with cover, fir green	____ Stück / qty. á 35,00 EUR
	Tisch rund, Ø 70 cm, Buche table round, Ø 70 cm, beech	____ Stück / qty. á 37,00 EUR		Stehtisch, Ø 70 cm, mit Husse, schwarz bar table, Ø 70 cm, with cover, black	____ Stück / qty. á 35,00 EUR
	Tisch rund, Ø 70 cm, Glas, weiß table round, Ø 70 cm, glass, white	____ Stück / qty. á 45,00 EUR		Beistelltisch, Glas, (H) 40 cm side table, glass, (h) 40 cm	____ Stück / qty. á 45,00 EUR
	Tisch rund, Ø 70 cm, Glas, schwarz table round, Ø 70 cm, glass, black	____ Stück / qty. á 45,00 EUR		Beistelltisch, Würfel, (H) 40 cm, weiß side table, cube, (h) 40 cm, white	____ Stück / qty. á 47,00 EUR
	Tisch rund, Ø 70 cm, Inox table round, Ø 70 cm, inox	____ Stück / qty. á 37,00 EUR			

44th EDTNA/ERCA International Conference

Bestellung Zusatzausstattung Order additional equipment

Displays und Licht / displays and lighting

[weitere Ausstattung auf Anfrage / individual equipment on request]

	Prospektständer, 3 Ablagen A4 brochure rack, 3 shelves A4	____ Stück / qty. á 37,00 EUR		Flipchart flipchart	____ Stück / qty. á 47,00 EUR
	Prospektständer, 6 Ablagen A4 brochure rack, 6 shelves A4	____ Stück / qty. á 47,00 EUR		Langarmstrahler zur Wandmontage long-arm spotlight (wall mounted)	____ Stück / qty. á 22,00 EUR
	Schrägbord, 100 x 30 cm, weiß brochure display, 100 x 30 cm, white (wall mounted)	____ Stück / qty. á 30,00 EUR		Lichtschiene mit 3 schwenkbaren Spots light rail with 3 with 3 spotlights	____ Stück / qty. á 49,00 EUR
	Wandboard, 100 x 30 cm, weiß shelf, 100 x 30 cm, white (wall mounted)	____ Stück / qty. á 30,00 EUR			

Wandsysteme / wall systems

[weitere Ausstattung auf Anfrage / individual equipment on request]

	Kabine, 1 m x 1 m, mit Vorhang cabin, 1 m x 1 m, with curtain	____ Stück / qty. á 61,50 EUR		Stellwand, 100 x 250 cm, weiß, pro Meter wall element, 100 x 250 cm, white, per meter	____ Stück / qty. á 36,50 EUR
	Kabine, 2 m x 1 m, mit abschl. Tür cabin, 2 m x 1 m, with lockable door	____ Stück / qty. á 117,00 EUR			

Zubehör / accessories

[weitere Ausstattung auf Anfrage / individual equipment on request]

	Garderobenständer coat rack	____ Stück / qty. á 22,00 EUR		Papierkorb waste paper bin	____ Stück / qty. á 5,00 EUR
	Grünpflanze im Topf (H) ca. 150 cm potted plant, (h) approx. 150 cm	____ Stück / qty. á 52,50 EUR		Mehrfachverteiler multiple socket	____ Stück / qty. á 5,00 EUR
	Kühlschrank, 140 l, weiss refrigerator, 140 l, white	____ Stück / qty. á 78,00 EUR			

44th EDTNA/ERCA International Conference

Bestellung Zusatzausstattung Order additional equipment

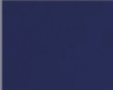
Technik / technical equipment

(weltweite Ausstattung auf Anfrage / individual equipment on request)

	20" TFT-Monitor mit PC, Tastatur, Maus 20" TFT-monitor with PC, keyboard, mouse	____ Stück / qty. á 395,00 EUR		42" TFT-Monitor mit Wandhalterung 42" TFT-monitor with wall mount	____ Stück / qty. á 640,00 EUR
	20" TFT-Monitor mit Standfuss 20" TFT-monitor with stand	____ Stück / qty. á 250,00 EUR		Laptop mit Kensington Schloss laptop with kensington lock	____ Stück / qty. á 295,00 EUR
	42" TFT-Monitor mit Standfuss 42" TFT-monitor with stand	____ Stück / qty. á 640,00 EUR		Apple iMac 21,5", ink. Tastatur, Maus Apple iMac 21,5" with keyboard, mouse	____ Stück / qty. á 400,00 EUR

Teppichboden / carpet

(weltweite Farben auf Anfrage / individual colours on request)

	Teppichboden Rips grau, pro qm carpet rip quality grey, per sqm	____ Stück / qty. á 10,00 EUR		Teppichboden Velours grau, pro qm carpet velour quality grey, per sqm	____ Stück / qty. á 15,00 EUR
	Teppichboden Rips blau, pro qm carpet rip quality blue, per sqm	____ Stück / qty. á 10,00 EUR		Teppichboden Velours blau, pro qm carpet velour quality blue, per sqm	____ Stück / qty. á 15,00 EUR
	Teppichboden Rips rot, pro qm carpet rip quality red, per sqm	____ Stück / qty. á 10,00 EUR		Teppichboden Velours rot, pro qm carpet velour quality red per sqm	____ Stück / qty. á 15,00 EUR

Grafik / prints

(alle Drucke werden nach gelieferten, druckfertigen Daten angefertigt / all prints are produced from delivered, printable data)

	Plattendirektdruck auf Wandfläche auf 5 mm PVC, (B) 966 mm x (H) 2.382 mm direct printed wall element, 5 mm PVC, (w) 966 mm x (h) 2.382 mm	____ Stück / qty. á 195,00 EUR		Plattendirektdruck auf Thekenfront, 5 mm PVC, (B) 954 mm x (H) 904 mm direct printed counter front, 5 mm PVC (w) 954 mm x (h) 904 mm	____ Stück / qty. á 95,00 EUR
	Druck auf Textilbanner, (B) 954 mm x (H) 2.360 mm printed fabric banner (w) 954 mm x (h) 2.360 mm	____ Stück / qty. á 155,00 EUR		Plattendirektdruck auf Arbeitsplatzfront, 5 mm PVC, (B) 454 mm x (H) 904 mm directprinted workstation front, 5 mm PVC (w) 454 mm x (h) 904 mm	____ Stück / qty. á 55,00 EUR
	Druck auf Stoffbanner, Gummilippe umlaufend, in Profile eingespannt (vollständige Gestaltung möglich) Format nach Absprache printed fabric banner, rubber lip all around [all-over design, size upon consultation]	Preis auf Anfrage/ price on request		Plattendirektdruck auf Produktischfront, 5 mm PVC, (B) 1.454 mm x (H) 570 mm directprinted product table front, 5 mm PVC, (w) 1.454 mm x (h) 570 mm	____ Stück / qty. á 95,00 EUR

44th EDTNA/ERCA International Conference

Catering Order form
44th EDTNA/ERCA International Conference
26th to 29th September 2015

Booth number:	
Contact person:	
Company:	
Street:	
ZIP code, city:	
Orderer:	
Phone number orderer:	
E-Mail orderer:	

Please send us the completed form until latest
8th September 2015

**Maritim Hotel &
International Congress Center Dresden**
Ostra-Ufer 2, 01067 Dresden
Mrs. Verena Lorenz
Tel.: 0049 351 216 1070
Fax: 0049 351 216 1065
E-Mail: meeting.dre@maritim.de

Please note, that we are the sole caterer in the ICD and bringing in of food and beverages is not allowed.
In case of non-observance we will charge the event organizer a fee of € 10,00 per sqm booth space per day.
For any further information please contact the team of the congress center.

Item	Unit	Minimum order	Price per piece	26.9.2015		27.9.2015		28.8.2015	
				Qty.	Time	Qty.	Time	Qty.	Time
Savoury food									
Ham or cheese croissant ~ served in small paper bag ~	piece	10	3,00 €						
Croissant with cream cheese ~ served in small paper bag ~	piece	10	3,00 €						
Large pretzel	piece	10	3,00 €						
Mini pizza	piece	10	1,50 €						
Mini cheeseburger	piece	10	1,50 €						
Mini hamburger	piece	10	1,50 €						
Savoury mini pastries	piece	10	2,50 €						
Beef skewer 'Barbecue'	10 g	10	1,50 €						
Chicken breast skewer in peanut sauce	25 g	10	1,20 €						
Chicken skewer 'Yakitori'	30 g	10	1,20 €						
Open rolls "classic" ~ with ham or cheese ~	piece	10	3,20 €						
Filled rolls "Special" ~ with frikadelles, brie cheese or French salami ~	piece	10	3,90 €						
Open rolls "de luxe" ~ with smoked salmon, tomato and mozzarella or roast beef ~	piece	10	4,30 €						
Sweet food				Qty.	Time	Qty.	Time	Qty.	Time
Croissants filled with nut-nougat creme ~ served in small paper bag ~	piece	10	3,00 €						
Vanilla-butter croissants ~ served in small paper bag ~	piece	10	3,00 €						
Strawberry-butter croissant ~ served in small paper bag ~	piece	10	3,00 €						
Tray-baked cake (bite sized-pieces)	piece	10	1,60 €						
Filled mini donuts (2 pcs)	portion	10	1,00 €						
Mini berliner (jelly filled donut, 2pcs)	portion	10	1,60 €						
Mini drop cakes (2 pcs)	portion	10	1,60 €						
Mini puff pastry with apple filling	portion	10	1,50 €						
Tea biscuits (3 pcs / portion)	portion	10	2,50 €						
Fruit skewer (3 different varieties / split)	35 g	10	2,00 €						

Please note, that our hot dishes served intended for early / immediate consumption and have no long life.



44th EDTNA/ERCA International Conference

Catering Order form 44th EDTNA/ERCA International Conference 26th to 29th September 2015



Item	Unit	Minimum order	Price per piece	26.9.2015		27.9.2015		28.8.2015	
Non-alcoholic beverages				Qty.	Time	Qty.	Time	Qty.	Time
Gerolsteiner mineral water ~ still, medium, sparkling ~	0,25 l	-	3,20 €						
Gerolsteiner PET ~ medium, sparkling ~	1,0 l	-	9,00 €						
Gerolsteiner mineral water ~ still ~	0,75 l	-	7,50 €						
Bionade ~ Ginger-orange, herbal oder elder ~	0,33 l	-	3,50 €						
Coca Cola, Coca Cola light	0,2 l	-	3,20 €						
Coca Cola, Coca Cola light	1 l	-	13,50 €						
Granini apple juice	0,25 l	-	3,20 €						
Granini apple juice	1 l	-	14,00 €						
Granini orange juice	0,25 l	-	3,20 €						
Granini orange juice	1 l	-	14,00 €						
Gerolsteiner apple spritzer	0,2 l	-	3,20 €						
Gerolsteiner apple spritzer	0,75 l	-	10,00 €						
Coffee thermos can ~ incl. milk & sugar ~	1 l	-	14,00 €						
Tea thermos can ~ different varieties incl. sugar ~	1 l	-	14,00 €						
Beer / wine / sparkling wine				Qty.	Time	Qty.	Time	Qty.	Time
Becks Beer ~ Pils, Gold, Ice, Green Lemon oder Becks non-alcoholic ~	0,33 l	-	3,50 €						
Radeberger Pils	0,33 l	-	3,50 €						
Maritim Extra Cuvée sparkling wine	0,75 l	-	26,00 €						
Cuvée Blanc Maritim Edition	0,75 l	-	25,00 €						
Cuvée Rouge Maritim Edition	0,75 l	-	25,00 €						

When ordering beverages, cups and glasses are included.
Closed bottles can be taken back and will not be charged.

Others:

All prices are including VAT. Terms and conditions of Maritim Hotelgesellschaft mbH apply.

City, date

Stamp, Signature

44th EDTNA/ERCA International Conference

Order form
44th EDTNA/ERCA International Conference
26th to 29th September 2015

Booth No.:	
Contact person onsite:	
Company:	
Company's address:	
Orderer:	
Phone orderer:	
E-mail orderer:	

Please return the completed form
until latest
8th September 2015

**Maritim Hotel &
International Congress Center Dresden**
Ostra-Ufer 2, 01067 Dresden, Germany
Mrs. Verena Lorenz
Phone: 0049 351 216 1070
Fax: 0049 351 216 1065
E-mail: meeting.dre@maritim.de

Electrical connection (no sub-distribution)			26-Sep-15	27-Sep-15	28-Sep-15
			quantity	quantity	quantity
Schuko socket 230 V	30,00 €	per piece / day			
16 ampere high voltage connection	65,00 €	per piece / day			
32 ampere high voltage connection	85,00 €	per piece / day			
63 ampere high voltage connection	145,00 €	per piece / day			
125 ampere high voltage connection	255,00 €	per piece / day			

The electrical connections will be charge for event and set-up days.

Booth cleaning incl. waste disposal (night time*)			26-Sep-15	27-Sep-15	28-Sep-15
			quantity	quantity	quantity
per sqm booth area, per cleaning	5,00 €	Booth area: ____ sqm			

Booth cleaning includes cleaning of desk and any other surfaces, vacuum cleaning and waste disposal.

* Other times upon request.

Staff			26-Sep-15	27-Sep-15	28-Sep-15
			quantity	quantity	quantity
Set-up helper	27,00 €	per hour			
Dismantling helper	27,00 €	per hour			
Hostess	27,00 €	per hour			
Security staff	25,00 €	per hour			

Any staff ordered will be charged for a minimum of 4 hours.

Miscellaneous			26-Sep-15	27-Sep-15	28-Sep-15
			quantity	quantity	quantity
Wired internet access	25,00 €	per piece / day			
WiFi voucher (validity 24 hours)	5,50 €	per piece			
Pin board	20,00 €	per piece / day			

Notes:

All prices are including VAT. Terms and conditions of Maritim Hotelgesellschaft mbH apply.

Place, date

Stamp, signature