


EXHIBITOR MANUAL



25TH INTERNATIONAL
**PAPILLOMAVIRUS CONFERENCE
& CLINICAL WORKSHOP**

May 8 - 14 2009
Malmö, Sweden

www.hpv2009.org

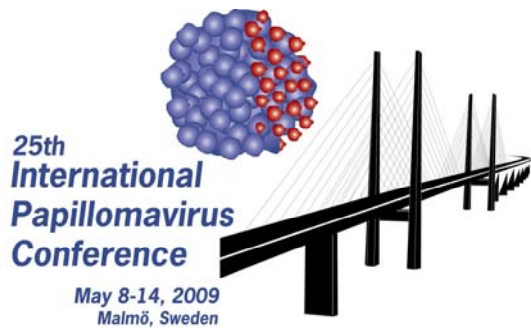
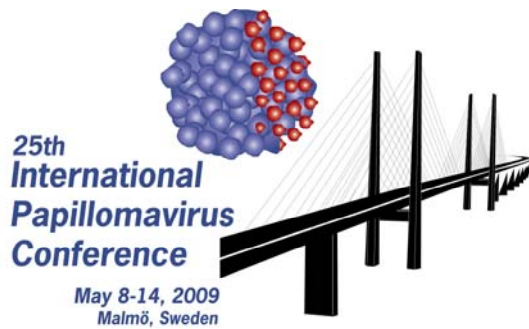


Table of contents	Page
A letter to Exhibitors	2
Conference administration	3
Important dates	4
Advertisement/leaflet	5
Exhibition rules & regulations	6
Exhibition specifications	8
Exhibition time table	9
Exhibitor registration	10
Satellite symposium	11



Dear Conference Exhibitor,

We cordially invite you to the 25th International Papillomavirus Conference and Clinical Workshop (IPV2009) in Malmö, Sweden, from May 8 – May 14, 2009.

IPV2009 is organized jointly by the International Papillomavirus Society (www.ipvsoc.org) and the Swedish Papillomavirus Society.

We are planning for a 1200 delegates conference, based on past history of attendance at IPV Conferences. Traditionally, the conference has been a mix of basic scientists (everything from molecular biology, immunology, biochemistry to epidemiology) and clinical scientists (mostly gynaecology).

News for this year are that the pre-conference will be pedagogic/educational in nature and will also specifically target policymakers (advocacy) and people involved in administering vaccines (paediatricians, practitioners).

This manual is designed to give you the best information possible regarding your participation in the IPV2009 Conference.

Should you have any enquiries, please feel free to contact us.

25th IPV Secretariat

Destination Öresund

Att: Lars Rudbert

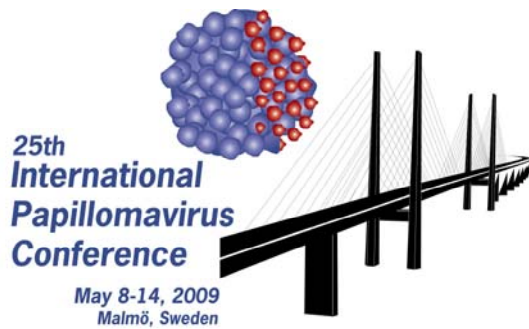
Fersens Väg 18

SE-211 42 Malmö, Sweden

Tel: +46 (0)40 300 665

Fax: +46 (0)40 918 952

Email: hpv2009@destinationoresund.com



Conference Administration

Registration, Abstract Handling, Exhibition and Sponsorship, Hotel Reservations

25th IPV Secretariat

Destination Öresund

Fersens väg 18

211 42 Malmö, Sweden

Tel +46(0)40-300 665

Fax +46(0)40 918 952

hpv2009@destinationoresund.com

www.hpv2009.org

Excursions and Accompanying Person's Programme

Hagelborn Travel

Regementsgatan 29A

SE-217 53 Malmö, Sweden

Tel +46(0)40-26 34 46

Fax +46(0)40 26 34 58

rosemarie@hagelborntavel.se

Stand Contractor

Malmö Mäss-Service

Stora Varvsgatan 15

SE-211 19 Malmö, Sweden

Tel +46(0)40-30 67 20

Fax +46(0)40-30 67 10

info@mass-service.se

Conference and Exhibition Venue

Malmö Exhibition & Convention Center

PO Box 534

SE-201 25 Malmö, Sweden

Tel +46 (0)40-690 85 00

Fax +46 (0)40-690 85 01

malmomassan@malmomassan.se

Venue entrance, St Varvsgatan 15

Refund of value added tax (VAT) to foreign companies,
see www.skatteverket.se International.



Important dates

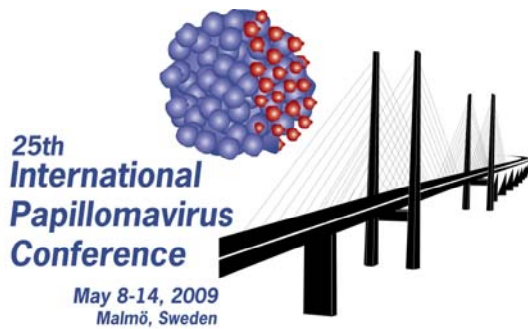
	2008
Call for abstract	July
Registration opens	September
Hotel booking opens	September
Last date for submission of abstract	Dec 1
Last date for early-bird registration	Dec 1
	2009
Notification abstracts	Jan 31
Advertisements for Program and Abstract books Please see our website on Feb 1 for ad info (measures and more)	March 1
Last date for regular fee	March 15
Leaflet for conference bags Please see our website on Feb 15 for delivery address and number of leaflets required	April 1
Last date for registration on-line	April 10
Last date for stand equipment	April 20
Goods for the exhibition can be received from	May 4
25th IPV Conference & Clinical Workshop	May 8-14



Advertisement and leaflets

Advertisements of companies in Program and/or Abstract book have to be purely institutional (promoting the company itself) and may not be promoting any products by the company. Similarly, if the logos are to be included in the Program and/or Abstract book, the logos should be the logos of the company.

For your consideration it will be possible to include leaflets in the conference bags with information on products, but such leaflets should not bear the logo or name of 25th IPV Conference or the International Papillomavirus Society.



Exhibition Rules & Regulations

Fire and Safety Regulations

- Smoking is strictly forbidden in the exhibition and conference areas.
- No fire is allowed in the exhibition hall.
- Do not keep empty container of lubricants on your stand.
- Any inflammable or explosive materials being brought into the exhibition hall must have a permission by the Fire Protection Department issued beforehand.
- The organizers may, upon instruction from the fire authorities, issue other guidelines.

Delivery of Exhibits

Exhibits should not be sent to the venue until the stand is built up. Exhibitors should make sure that a representative will be at the stand in order to receive the goods as the organizers will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitor.

Insurance – Stand security

The Organizer is responsible for the general security of the entire venue but will not assume any financial or legal responsibility for any type of risk concerning or affecting the exhibitor, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, fittings and fixtures and other third parties against loss or damage by theft, public (including occupier's liability) and other natural causes.

Please note that the Exhibition organizers and/or MalmöMässan cannot accept responsibility for the security of the booths and their contents, for damage to or theft of any goods whatsoever.

Health and Safety at Work Regulations

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

Legal issues

Each exhibitor/sponsor is responsible for the material and information they make available at the conference. Exhibitors/sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the conference.

To summarise, exhibitors/sponsors should address these issues and any conflicts arising from such matters directly among themselves as the organizers will never intervene or arbitrate in any way in legal issues.

Manning of stands

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.



Recording

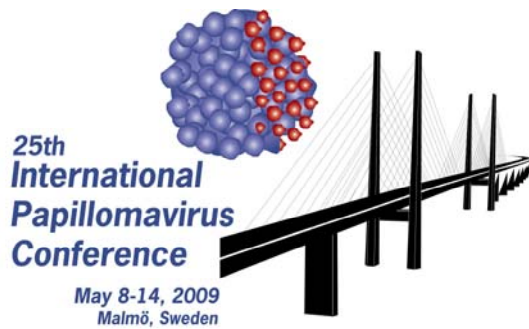
Taking of pictures, filming and audio-recording in the exhibition halls are not allowed. Exhibitors may take pictures of their own stands but not the stands of other exhibitors.

Space integrity / Promotional activities

Exhibitors are prohibited from publishing, distributing, and canvassing, and /or maintaining any activities, inducements, demonstrations, materials, or displays outside the space assigned to them.

Intellectual Property Rights / Copyright

The organizer enjoys the right to require exhibitors to remove exhibits which violate intellectual property rights or copyright.



Exhibition specification

Specifications

The construction height for the exhibition should not exceed 2.5 metres.

Maximum weight is 2000kg/sqm.

All exhibition area is laid with grey carpet. For your booth you can choose another colour, see Order form.

Double-decker booth is allowed.

All booth materials should be fireproof.

Voltage: 220V, 50Hz.

For safety reasons all electrical installation connecting to the main distributor at the exhibition venue must be carried out solely by the Venue.

Packing of Exhibits

Due to the exhibits will be repeatedly loaded and unloaded by different parties during the course of transportation and may be outdoors for some times, we strongly recommend exhibitors to take necessary precautions against damage and rain - especially when the return exhibits are to be packed with original packing materials.

The case must be strong enough to avoid damage during transportation, unpacking and repacking. Packing in carton is not considered suitable for repeated handling, especially for valuable or delicate equipment. Any damage claims will not be accepted to the unsuitable carton packages.

Exhibitors shall be responsible for the consequences of improper packing.

Freight address

All packing goods being sent to the exhibition must be labelled as follows:

MalmöMässan

25th IPV Conference, May 8-14, 2009

Company name

Lilla Varvsgatan, Port A5,

SE-211 19 Malmö, Sweden

The goods can be received from May 4.

Stand Contractor

The Conference Venue ("Malmö Mäss-Service") is the contractor for building of stands and supplying with everything your stand would need. You find the order form at the conference website under Sponsors/Exhibition.



Exhibition time-table

The commercial exhibition will be held in conjunction with the conference. The floorplan is designed to maximise the exhibitor's exposure to the delegates. All coffee breaks and poster displays will be held in the exhibition area. Lunch will also be served adjacent to the commercial exhibition and poster area. The exhibition area will be surrounded by the posters. We expect 800 posters. See the Floorplan at the conference website.

Build up (Optional manning of exhibits)

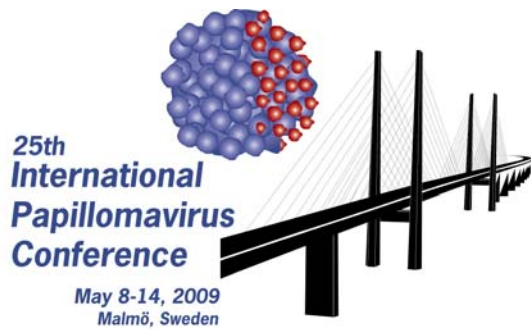
Friday May 8	08.00-18.00
Saturday May 9	08.00-18.00

Exhibition opening hours

Sunday May 10	08.30-16.00
Monday May 11	08.30-17.30
Tuesday May 12	08.30-17.30 and 20.00-22.00 (Poster session 20.00-22.00)
Wednesday May 13	08.30-16.00
Thursday May 14	08.30-14.00

Dismantling

Thursday May 14	14.00-20.00
-----------------	-------------



Exhibitor registration

Free exhibitor's registration

Platinum sponsor	5
Gold sponsor	4
Silver sponsor	3

All other exhibitors must register on-line.

Exhibitor registration

Exhibitor (conference participant and stand personnel)

- Access to sessions
- Conference bag including the Program book, Abstract book and Abstract CD
- Conference Opening ceremony
- Welcome reception
- Coffee breaks
- Lunches
- Option to register for Conference party at subsidized price
- Option to register for tours
- Public transport card and bus shuttle services

Exhibitor (stand personnel only)

- Conference bag including the Program book, Abstract book and Abstract CD
- Conference Opening ceremony
- Welcome reception
- Coffee breaks
- Lunches
- Option to register for Conference party at subsidized price
- Option to register for tours
- Public transport card and bus shuttle services

NB! No access to the Conference sessions

Exhibitor (stand builder Friday-Saturday)

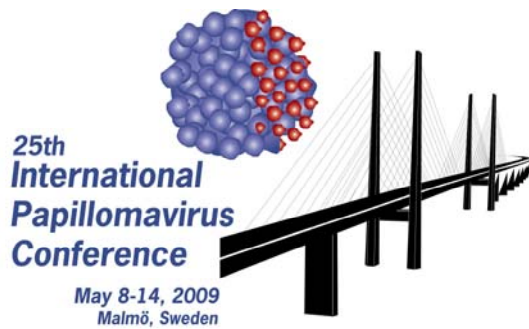
- Coffee breaks
- Lunches
- Refreshments

Accommodation

Please see conference website.

Parking

There is a large parking space outside the Venue.



SATELLITE SYMPOSIA

Description

- Organization: Organized by a sponsoring company.
- Program: The symposium organizers have to submit the Program to the Organizing Committee for approval. Please refer to the guidelines below.
- Schedule: The Satellite Symposia will take place on evenings Monday & Tuesday, and lunch hours Saturday – Wednesday.
- Abstracts: The abstracts will not be published in the official abstract book. The organizer is, however, free to publish his own abstract booklet. Distribution in the conference bag is possible.
- Publications: Printed material issued in association with a Satellite Symposium does not need to be submitted to the Organizing Committee for approval.
- Posters: Posters and leaflets can only be displayed / distributed at the exhibition booth throughout the Conference and in front of the conference hall on the day the Satellite Symposium takes place. The display of posters and the distribution of material throughout the conference centre are not allowed.

Guidelines

Although the scientific content should be submitted for approval to the Organizing Committee, the program itself and the organization of the symposium is the responsibility of the organizing industry.

The sponsor is allowed to produce printed matters (posters, program, abstracts or proceedings).

The sponsor is responsible for getting the speakers' authorization. The printed matter can be mailed in advance, distributed at the sponsor's exhibition booth and/or in front of the lecture hall before the symposium.

Except for the latter possibilities, no poster signs or distribution of material is allowed in and around the Conference Centre during the regular Conference. The Program of the satellite symposia will be mentioned in the Final Program of the 25th IPV printed by the conference organizer.

Benefits

- Room (1.000 seats) rental for the duration of the symposium.
- Standard technical equipment.
- The symposium title will be published in the Preliminary Program at the conference website.
- The Program of the Satellite Symposium will be published in the Final Program.
- An insert of the symposium invitation will be placed in the Conference bag.
- A company holding a satellite symposium has the exclusive right to organize photos, filming and audio-recording of the symposium (requires prior approval by the organizer).

Expenses not included

Expenses for travel, accommodation and registration for speakers and chairpersons.
Refreshments.