

# 44th Annual Meeting of the European Thyroid Association

10-13 September, 2022, Brussels, Belgium

# EXHIBITION MANUAL



# EXHIBITION MANUAL

## TABLE OF CONTENT

**03** WELCOME

---

**03** GENERAL INFORMATION

---

**04** DATES TO REMEMBER

---

**04** EXHIBITION SCHEDULE

---

**05** EXHIBITION PLAN

---

**06** EXHIBITION INFORMATION

---

**09** ACCESS AND DELIVERIES

---

**11** REGISTRATION

---

**12** ACCOMMODATION

---

**12** TERMS OF PAYMENT

---

**13** CANCELLATION

---

**13** NONCOMMERCIAL E.

---

**14** SOCIAL EVENTS

---

**15** ORDER FORMS

---

## WELCOME

On behalf of European Thyroid Association, we are delighted to welcome you as exhibitor during the 44th Annual Meeting.

This Exhibition Manual contains important information and will help you to plan a successful exhibition.

Please pass the exhibition manual on to all people involved with this exhibition.

We wish you every success for the upcoming event.

We are looking forward to meeting you in Brussels in September 2022!

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## GENERAL INFORMATION

### Congress and Exhibition Management

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 44th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

ETA Standing Office



EndoScience Endokrinologie Service GmbH

Yvonne Brunotte  
Hopfengartenweg 19, 90518 Altdorf, Germany  
Tel.: +49 (0)9187-97424-12; Fax +49 (0)9187-97424-72  
brunotte@endoscience.de

### VENUE ADDRESS

Bozar  
Rue Ravensteinstraat 23  
1000 Brussels  
Belgium

## DATES TO REMEMBER

31.05.2022	Free cancellation of booked stand and symposium
28.07.2022	Deadline for submission of booth-plan
05.08.2022	Deadline for catering orders
05.08.2022	Deadline for placing all orders for your exhibition booth
13.08.2022	Deadline for registration
24.08.2022	Opening for prenotified shipments
30.08.2022	Deadline for air freight deliveries
07.09.2022	Deadline for road freight deliveries
09.09.2022	Set up exhibition
13.09.2022	Dismantling exhibition
15.09.2022	Invoicing by Endoscience GmbH

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## EXHIBITION SCHEDULE

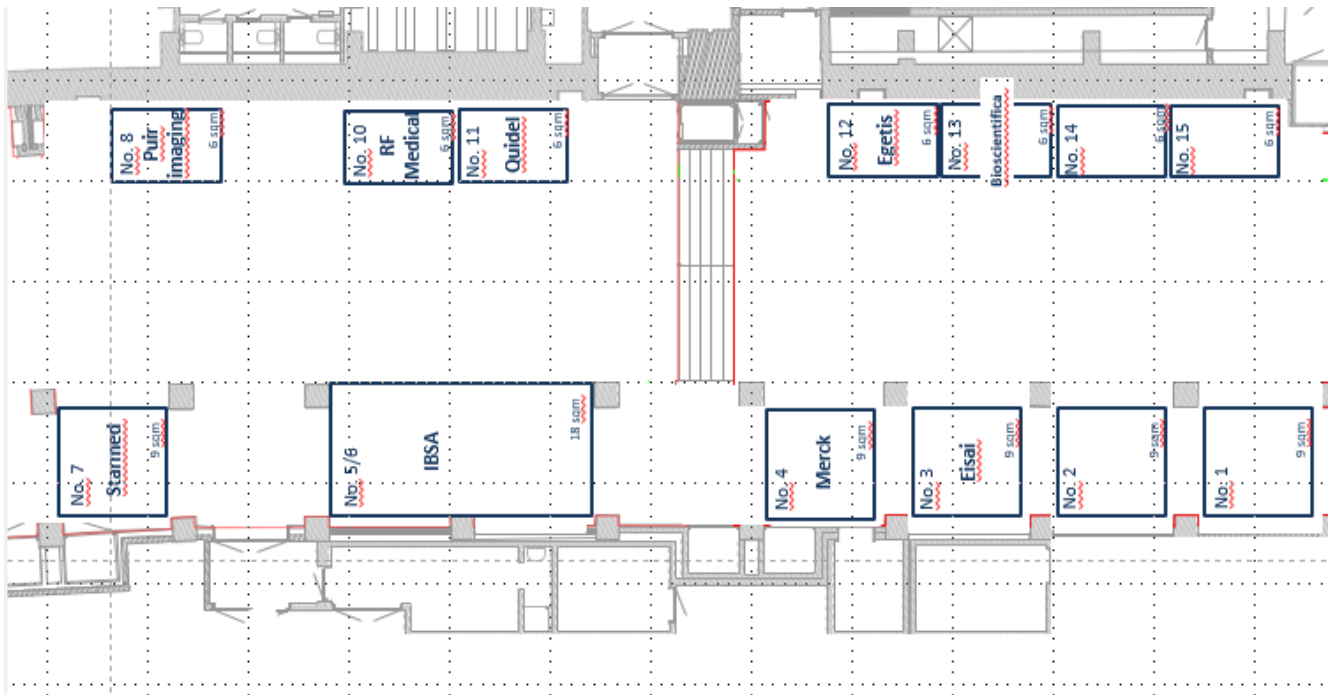
The commercial exhibition will commence on Saturday, September 10th and finish on Tuesday, September 13th.

<b>Set-up hours:</b>		<b>Exhibition hours:</b>	
Friday, September 09, 2022	12:00 – 18:00	Saturday, September 10, 2022	10:00 – 18:00
		Sunday, September 11, 2022	07:00 – 18:00
<b>Dismantling hours:</b>		Monday, September 12, 2022	07:00 – 17:00
Tuesday, September 13, 2022	12:30 – 20:00	Tuesday, September 13, 2022	08:30 – 12:30

Dismantling is NOT possible before the end of the Congress on Tuesday afternoon.

For the complete and updated congress program, please visit the ETA 2022 website:  
[www.eta2022.com/programme.html](http://www.eta2022.com/programme.html)

## EXHIBITION PLAN



### LIST OF EXHIBITORS (As of May 2022)

Company	Booth #	Size in sqm	Measurements in m	Location
Egetis Therapeutics AB	12	6	3 x 2	Terarken 1
Eisai Europe Limited	3	9	3 x 3	Terarken 1
IBSA Insitut Biochimique SA	5 + 6	18	6 x 3	Terarken 2
Merck KGaA	4	9	3 x 3	Terarken 1
puir imaging GmbH	8	6	3 x 2	Terarken 2
Quidel	11	6	3 x 2	Terarken 2
RF Medical Co. Ltd.	10	6	3 x 2	Terarken 2
Starmed Co. Ltd.	7	9	3 x 3	Terarken 2
Bioscientifica Ltd	13	6	3 x 2	Terarken 1

### EXHIBITOR SERVICE DESK

During set up, the exhibition and dismantling, staff at the Exhibitor Service Desk at the Registration Counter will be onsite to answer all your questions.

## EXHIBITION HALL

The exhibition will be held in Terarken 1 and Terarken 2.

The ceiling height in the exhibition room is 400 cm. Please ensure your booth does not exceed this height.

Suspensions are NOT possible within the exhibition area.

Floor finish in Terarken 1 & 2 is a parquet floor

Maximum floor load: 500K per sqm

Door size: 200 cm high and 245 cm wide

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## EXHIBITION STAND

The rental fee of the exhibition space only includes the exhibition space and Wi-Fi. Kindly note that all booths must have at least partition walls and carpeting.

To request a proposal of a modular booth or for a design booth construction, please contact:

Standing Concept - Stands / Interiors / Events  
Dellingstraat 31A  
2800 Mechelen  
Tel. 0032(0)15/27.22.27  
info@standingconcept.be  
www.standingconcept.be

In case of installing your own booth, built by an external stand-building company, please send a scaled plan of your booth including electrical requirements and electrical setup plan for approval before July 28, 2022.

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## POWER ACCESS / WATER

If you require electricity for your booth, please refer to:

Yvonne Brunotte  
brunotte@endoscience.de  
Ref.: ETA Conference [your organisation name and booth number]

Please place your orders by August 5th, 2022

220 Volts and 50 Hz, European standard plugs and connections are applied.

Water connections within the exhibition area are, unfortunately, not possible.

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## FURNITURE

If required, you will be provided with the following items:

1 x table – 150 cm x 70 cm  
2 x chairs

Please place your order at:

Endoscience GmbH  
Yvonne Brunotte  
brunotte@endoscience.de

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## WALLS AND FLOORS

Please be aware that the use of glue, sticky tape, staple guns, nails, screws etc. to fix materials to the walls, floor and ceiling is strictly prohibited in the venue. In case of very heavy exhibition goods, the floor has to be covered. Brought in forklifts have to have plastic or rubber wheels. Any damage on the flooring will be the responsibility of the user and charged accordingly.

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## STORAGE

The Venue has no storage facilities for empty containers and other materials required for the exhibition.

Goods should be stored on your stand and any empty cardboard boxes should be disposed of.

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## CLEANING AND WASTE DISPOSAL

The organizer will arrange daily cleaning of the aisles and the exhibitions area outside the opening hours.

It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

The exhibitor is responsible for his own waste during set up and breakdown. Any discarded waste, including promotional material, left behind will be removed by the Organizer at the expense of the exhibitor concerned.

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## Wi-Fi

Wi-Fi is provided in the exhibition, meeting and networking space however we cannot confirm the strength or reliability of this service.

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## INSURANCE

The Organizer of 44th ETA Meeting has:

- public liability insurance which covers all injuries to persons during the event.

Nevertheless, you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

Neither the Organizer nor the Venue will be held responsible for any loss or damage to exhibitor's or Venue property.



## CATERING

During show days there will be coffee points on the exhibition floor with complimentary coffee, tea & water and snacks.

If you wish to order Catering for your exhibition stand, please refer to:

Mrs. Sarah Azzoug  
E-mail: Events.bru@mci-group.com  
Mobile: +32 (0)494 49 04 06  
Ref.: ETA Conference [your organisation name and booth number]

Please place your orders by August 05th, 2022.

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## SECURITY

Please note that overnight security is provided only on request for a security guard fee. Otherwise for the night the venue is locked, and CCTV system is in use.

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## ACCESS AND DELIVERIES

### LOADING AND UNLOADING

Please be aware that ZIEGLER Expo Logistics is the sole and exclusive freight forwarder and site handling agent:

ZIEGLER Expo Logistics  
Boechoutlaan, 107  
1853 Strombeek-Bever  
Belgium  
Ph: +32(0)2.475.45.41  
contact email: bruxpo@zieglergroup.com

NOTE: The Bozar will not accept any deliveries other than Ziegler's.

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## EXHIBITIONS GOODS, INSERT AND DISPLAY MATERIALS

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

**All shipments have to be announced by sending a prior notice on the contact email address.**

Warehouse opening hours: Monday to Friday: 8.00AM/12.00PM & 1.00 PM/4.00 PM.

As from August 24th.

Deadline for delivery:

- Road freight: September 07th. at ZIEGLER's warehouse
- Air freight: August 30st at Brussels airport - BRU

Return shipment: as from September 15th. at ZIEGLER's warehouse.

Delivery labels have to be indicated as following:

ZIEGLER Expo Logistics  
Boechoutlaan, 107  
1853 Strombeek-Bever  
Belgium  
ETA 2022 - Bozar  
Exhibitor name.

Hall & booth number or "Insert Congress bags" or "Info Table"

Contact name on site + ph. nbr.

Numbering of pieces (for example: 3 pieces => 1/3, 2/3, 3/3)

Customs formalities: charges depending on cargo value.

T1 form has to be consigned as follow:

ZIEGLER Expo Logistics  
Boechoutlaan 107  
B-1853 Strombeek-Bever  
Customs office BE204000

All shipments made by the exhibitors or by their shipping companies or through the exhibition organizers must be cleared by the customs. It is the responsibility of the sender to assure that all taxes and customs for the shipments have been paid

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## PARKING

Please be aware that, because of its unique location right in the city of Brussels, there is no parking for any vehicles at the venue.

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## SATELLITE SYMPOSIA

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (pre-view monitor, loudspeaker and microphones, beamer, laptop, laser pointer)

Sponsors can produce their own invitations for the satellite symposium, which can be displayed at the registration. Costs for printing or dispatching of invitations are not included in the symposium package

Please note that the sponsors of early riser- and lunch symposia DO NOT need to provide any food/catering for their symposium attendees. Food and drinks will be provided by the ETA.

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## REGISTRATION

### EXHIBITOR BADGE ALLOCATION

Each company is allowed a certain number of sales representatives per booth, provided they wear the exhibitor badge indicating the company name only.

Please note that this badge will allow access to the exhibition area only and participation at the Welcome Reception!

Please inform us about the number of badges you require by August 25th. The badges can be picked up at the exhibitor counter on-site.

Exhibition space	max number of Exhibitor badges
Up to 6 sqm	3
Up to 9 sqm	6
Up to 12 sqm	10

## Complimentary ETA 2022 full delegate registrations

Exhibition space	max number of free Congress Ticket
Up to 6 sqm	1
Up to 12 sqm	2
More than 12 sqm	4
Satellite symposium € 11.000,00	1
Satellite symposium € 15.000,00	2
Satellite symposium € 30.000,00	4

Please register your delegates who receive a free registration by using the registration form "Free registration" so that we can prepare the badges accordingly.

Deadline: August 25th.

These badges have to be picked up at the registration counter. If you want to book tickets for the social events, please mark it on this form as well and return it as soon as possible as seats are limited.

Additional participants have to be registered via the online registration tool on the conference website: <http://www.eta2022.com/>

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## ACCOMMODATION

Hotel room reservations can be made online, please follow the link on <http://www.eta2022.com/hotels.html>

If you have questions, please contact our local partner directly:

Mrs. Sarah Azzoug

E-mail: [Events.bru@mci-group.com](mailto:Events.bru@mci-group.com)

Mobil: +32 (0)494 49 04 06

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## TERMS OF PAYMENT

The invoice amount is due within 30 days of receipt of invoice. Invoicing will be carried out by the ETA Standing Office / EndoScience Endokrinologie Service GmbH, after the event.

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## CANCELLATION

Free cancellation of the exhibition space and the booked Satellite Symposium is possible until May 31st, 2022. Past that date the full exhibition rental fee will be charged.

If any reason or force majeure impedes the carrying out of the Congress (in the mentioned area or in any other), the exhibiting companies undertake not to enforce any action against the organization. The payments will be refunded but there will be a fee for the general costs derived from the organization process until that point.

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## GENERAL RULES AND REGULATIONS

No food or drinks are allowed in the theatres.

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## NONCOMMERCIAL EXHIBITION

Noncommercial institutions will be provided a booth space in the hall Furmoir. The set up will include one table and two chairs.

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## UPDATES

For updates and further information please visit <http://www.eta2022.com/>

## SOCIAL EVENTS

### WELCOME RECEPTION

You are invited to various social events:

#### **Sunday, 11th September**

Venue: Town Hall of Brussels (UNESCO World Heritage)

Dress Code: Business Casual

Time: 19:30-22:00

Price: Free, but registration is necessary

### NETWORK DINNER

#### **Monday, 12th September**

Venue: Vaudeville Theatre, Galerie de la Reine 13, 1000 Brussels

Dress Code: Lounge Suite / Formal

Time: 20:00-23:00

Price: 80,- € (50,- € for Junior members and students)

In need of a special dietary request please contact: [rothe@endoscience.de](mailto:rothe@endoscience.de),  
but no later than August 25th.

Limited number of spaces available – please book early to avoid disappointment!

Please use the “Free Registration” form.



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## Free Registrations and Social Program Registration Form (Deadline: August 25, 2022)

### INVOICE DETAIL

Company

Contact Person

E-Mail

### Complimentary Congress Tickets

	Last Name	Firstname	Country	e-MAIL
1				
2				
3				
4				
5				
6				
7				
8				

### Social Events

Sunday, 11th September

Welcome Reception  free

total no. of persons:

Monday, 12th September

ETA Network Dinner  € 80,00

total no. of persons:

### Methods of payment:

Please charge my –  VISA CARD  MASTER CARD

Card number (please write clearly):

Expiry date:

Security Code:

**Bank transfer** (please also fax a copy of the transaction) / Bank account (all bank charges must be paid by the sender)