

Exhibitors Guidelines

1 Introduction

The International Isotope Symposium is held every three years and it is a meeting of representatives from both academia and industry working in the fascinating area of isotope chemistry. Throughout its 30 years history the Symposium has always been an excellent platform for scientific exchange and social contacts.

Commercial exhibitors will have an excellent opportunity to present their products, services and equipment. The vendor exhibition will occupy a central position at the conference with exhibition areas close to lecture halls. Welcome reception, lunches, coffee breaks and a Poster session with refreshments and drinks will take place in the same **Majakovsky Hall** where the majority of exhibitor's booths are placed. This means that you will have as a supplier of isotopically labelled compounds, a radiometric equipment manufacturer, a laboratory equipment supplier or provider of services for new drugs development, the unique opportunity to improve and enlarge your database of customers and take an advantage of this International Symposium for establishing new relations.

2 Vendor Exhibition

13th IIS International Symposium in Prague in 2018 (IIS-Prague2018) offers **20 exclusive exhibition spaces** on the very floor of the conference venue. The vendor exhibition will be open from **Sunday 3rd June 5:00 p.m. to Thursday 7th June 4:00 p.m.** during the Symposium time. For location of the exhibition area see the plan of the 2nd floor of the National House of Vinohrady on the next page.

3 Booth registration

For Booth Registration please fill in the Booth Registration Form and send it by e-mail to [Pavel Drasar](mailto:Pavel.Drasar@iis-prague2018.cz). The Registration fee for a standard booth is **3,300 \$** which includes **2 full personal registrations** for the conference. For the registration of company representatives as persons please use the Online Registration Form on the Symposium website: iis-prague2018.cz. In the box "Note" indicate "Booth No...". This will tell the organisers that that the Registration fee for these persons is covered by Booth registration fee. If you wish to make a Booth registration payment by bank card (either credit or debit, VISA, MasterCard and Dinner's Club are accepted) please indicate this option in the accompanying letter of Booth Registration Form. You will obtain the direct link to pay gate by e-mail. Direct payment of Booth registration fee from the Online Registration Form is not possible.

All exhibitors will be mentioned in the **Book of Abstracts** (including company name, color logo, mailing address and appropriate contact person as well as the presented products/services, 600 characters, incl. spaces) and on the IIS-Prague2018 web page (company name and logo only, with link to yours company homepage).

Standard booth will be equipped with table (220 x 70 cm), two chairs and poster panel (width 110 cm). However, if you like to build up your own back wall, this would be possible if you will bring along with you the necessary equipment. Optionally the booth can be equipped with **e-poster screen** for additional **900 \$ fee**.

Prices for standard booths are effective for the duration of the congress.

Booth are available while the supply lasts. However, the payment must reach our bank before the Symposium starting date. Cash payments are negotiable. Organizers cannot guarantee the placement of exhibitor's name, logo and contact information in the Book of Abstracts if the payment arrives after 30th April 2018.

Registrations will be confirmed upon receipt of payment only. For special needs and requirements or if you need additional floor space please contact [Pavel Drasar](mailto:Pavel.Drasar@iis-prague2018.cz). There is also a possibility to hire two regular spaces for larger exhibitions.

National House of Vinohrady 2nd floor

Scale: 1:300

Plan key:

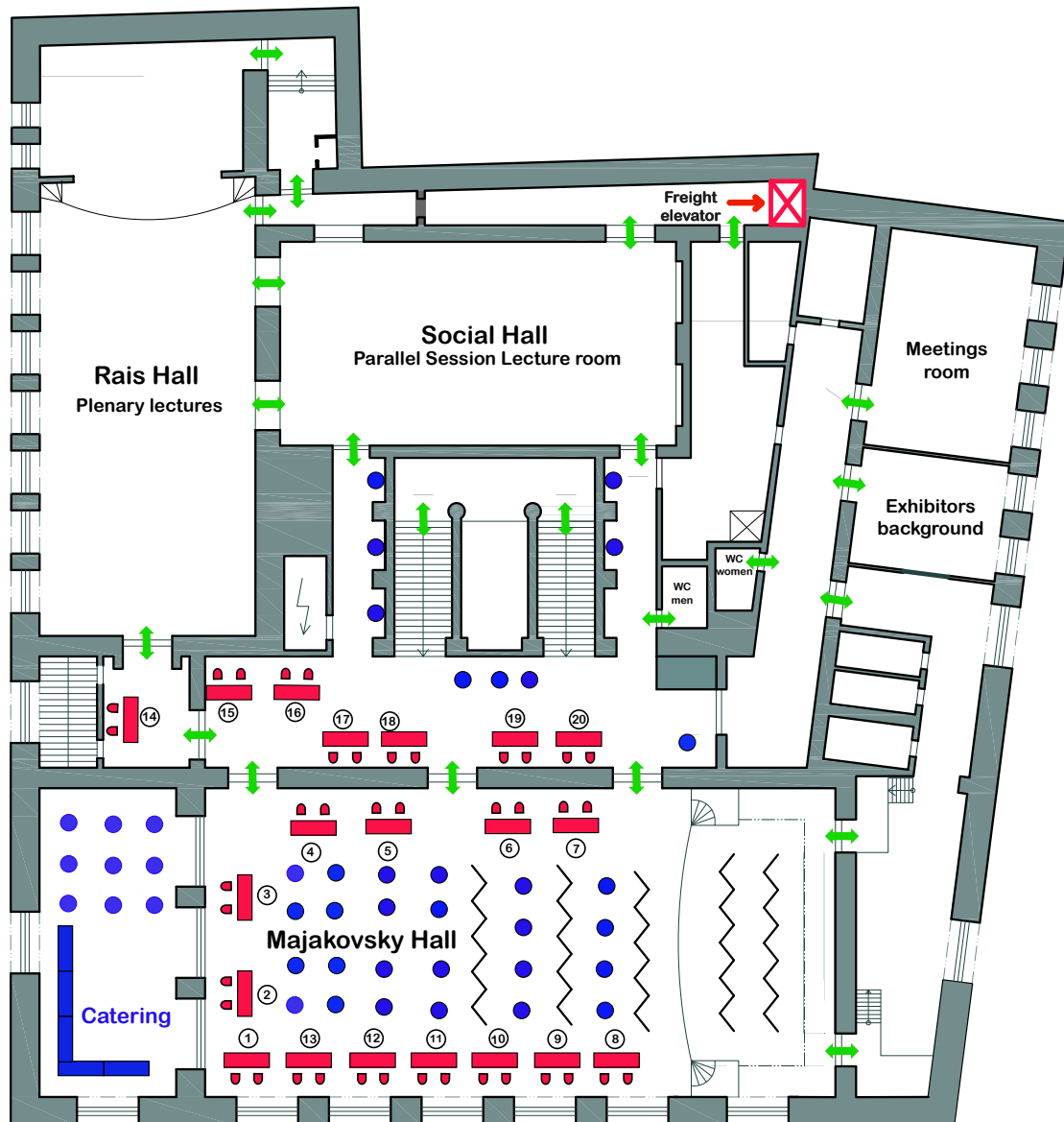
□ Square 1 x 1 m

● Bistro table (80 cm)

↑ Door

▬ Booth table (220 x 70 cm)
with two chairs

⋈ Poster panels
(two side)



The organizer will attempt to honor the space selected by an exhibitor in accordance with the order in which a booth reservation is made. However, if a booth has already been assigned, IIS-Prague2018 reserves the right to assign space as equitably as possible. IIS-Prague2018 reserves the right to modify the floor plan as conditions warrant.

The organizers assume no responsibility for damage of any kind, in particular, damage to and at the exhibition stand (equipment of the stand, exhibits, property of persons employed at the stand). You will have an opportunity to lock instruments and valuables overnight in an **Exhibitors background** room but it will be completely under your own responsibility. The whole building is locked overnight.

At the time of the Symposium the building is non-exclusively used for IIS-Prague2018 but the security for after meeting hours will be provided.

Please do not hesitate to contact the organizers if you need additional information.

4 Technical details

In the exhibition area, a height of 3 m is available. There are electricity wall sockets (2 pins, grounded, 220-240 V / 16 A, socket compatible with plug types C, E & F) at least one per booth in the exhibition hall. As the exhibition is taking place in a historical building we recommend organizing additional lighting for your booth back wall. The freight elevator (door width 1.8 m, height 2.25 m, cabin length 2 m, maximum weight 3,200 kg) is readily accessible from the street level by connection corridor with no barriers. The corridor from the freight elevator on the second floor to the exhibition area is also barrier-free. There are street parking lots reserved for unloading and loading the heavy equipment.

It is also possible to ship the exhibition items by post or any other delivery service directly to the National House of Vinohrady. To those interested the details for the shipment will be sent along with the confirmation of the registration.

As mentioned above the venue of the Symposium is in a historical building therefore **please note:**

- Carts with plastic or rubber coated rollers must be used inside the building
- Please ensure that all of the elements that the booth is standing on are covered with rubber or plastic cap
- The exhibition area is covered with wood; sticking anything on the wooden floor is forbidden
- It is not permissible to place anything in front of the emergency exits or hang anything from the ceiling
- Please note that pasting or hanging signage on walls, columns, as well as the ground is not permissible
- It is not possible to drill or screw on any part of the building - only the installation of the booth is allowed on site, varnishing or painting of the booths on/site is not allowed