Welcome

Dear exhibitor,

On behalf of the EAU Section of Urolithiasis (EULIS), the EAU Section of Uro-Technology (ESUT) and the European Association of Urology (EAU), we are very pleased to present you with the Exhibitor Manual for the upcoming 5th Meeting of the EAU Section of Urolithiasis (EULIS).

The EULIS meeting will be held from 3 to 5 October 2019 in Milan, Italy. The technical exhibition will take place in the Salone Washington B and the Club bar on the ground floor of the congress venue: Milan Marriott Hotel. This joint meeting organised by the EULIS, the ESUT and the EAU aims to facilitate numerous scientific developments and clinical applications in the pathophysiology, diagnosis, metabolic evaluation, medical and surgical treatment of stone disease.

This technical exhibition manual contains information that is of importance to you as an exhibitor and therefore we ask you to read this document carefully and share it with your colleagues and other persons who are involved in any of your booth activities. Besides information on stand building and general rules and regulations, the manual contains an overview of key data and a list of contact persons. Should anything be unclear, please do not hesitate to contact the person involved, or for general questions about EULIS19, get in touch with the congress organisers via eulis@congressconsultants.com.

We very much look forward to welcoming you in Milan and wish you a pleasant and fruitful exhibition!

With kind regards,

EULIS Congress Office

Please note that the information listed in this document is current at time of preparation and may be subject to change at the discretion of the EULIS Congress Office.
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Appendix A  General rules and Technical Regulations EULIS19
Appendix B  Directions to the hotel – EULIS19
1. Dates and deadlines

1.1 Exhibition and Congress Scientific Programme dates and timings

<table>
<thead>
<tr>
<th>Date</th>
<th>Heavy and big (un)loading</th>
<th>Build-up/Dismantling</th>
<th>Opening hours for exhibitors</th>
<th>Exhibition hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 2 Oct</td>
<td>On request</td>
<td>14.00 – 19.00 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 3 Oct</td>
<td></td>
<td></td>
<td>07.45 – 18.45 hrs</td>
<td>08.00 – 18.30 hrs</td>
</tr>
<tr>
<td>Friday, 4 Oct</td>
<td>On request</td>
<td>17.00 – 21.00 hrs*</td>
<td>08.15 – 21.00 hrs</td>
<td>08.30 – 17.00 hrs</td>
</tr>
</tbody>
</table>

Please note that this schedule is preliminary. Any changes that will need to be made to this schedule will be communicated to the exhibitors.

* Please be aware that between 17.00 -18.30 it will not be allowed to breakdown big parts due to the noise that can disturb the session going on in the next room. The exhibition space needs to be empty latest Friday 4 October 21:00 hrs.

1.2 Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 August 2019</td>
<td>Advertisements in the programme book should be sent in (if applicable). <a href="mailto:n.bogaert@congressconsultants.com">n.bogaert@congressconsultants.com</a></td>
</tr>
<tr>
<td>30 August 2019</td>
<td>Deadline to send design of stands that will be build</td>
</tr>
<tr>
<td>13 September 2019</td>
<td>Ask for street permission for heavy and big (un)loading (&gt;300kg)</td>
</tr>
<tr>
<td>18 September 2019</td>
<td>Deadline for ordering a leaflet into the delegates’ congress portfolio</td>
</tr>
<tr>
<td>19 September 2019</td>
<td>Deadline to register exhibitors</td>
</tr>
<tr>
<td>28 September 2019</td>
<td>Earliest deliveries in hotel</td>
</tr>
</tbody>
</table>
2. Location and contact information

2.1 Congress and exhibition venue
The exhibition accompanying the 5th Meeting of the EAU Section of Urolithiasis (EULIS) will be located at the Milan Marriott Hotel. The exhibition will be held in the Salone Washington B and the Club bar on the ground floor.

Milan Marriott Hotel
Via Giorgio Washington 66, 20146 Milan, ITALY
Milanmarriotthotel.com

2.2 Congress and exhibition organiser
EULIS Congress Office

Congress Consultants
PO Box 30016
6803 AA Arnhem
The Netherlands
T: +31 (0)26 389 1751
eulis@congressconsultants.com
https://eulis.uroweb.org/

For any exhibition related questions, please contact Ms. Nina Bogaert via n.bogaert@congressconsultants.com.

2.3 Deliveries to the venue
Deliveries need to be sent the earliest by 28 September 2019 to:

Milan Marriott Hotel
Uff. Economato
Via Organdino SN
20146 Milan, Italy
Att. To UFF CONGRESSI + EULIS19+ name of the company that ship the material + Boothnumber if applicable

Contact: Genny Moretti
T: +39 02 485 290 24
F: +39 02 485 228 03
E genny.moretti@marriotthotels.com

2.4 Housing
The EULIS Congress Office has some call in allotments with the Milan Marriott hotel. For further details and direct bookings of hotel accommodation, please visit https://eulis.uroweb.org/the-meeting/travel-accommodation/

If you require any assistance with booking a room beside the Milan Marriott Hotel or with booking flights, you can contact the local travel agency:

Emilia Viaggi Congressi & Meeting srl
Via Porrettana 46, 40033 Casalecchio di Reno (BO)
www.emiliaviaggi.it
Tel. +39 051 619 4911
Email: robertadesimoni@emiliaviaggi.it
3. General congress information

3.1 General information
- Please find the latest version of the EULIS Scientific Programme at [https://eulis.uroweb.org/scientific-programme/](https://eulis.uroweb.org/scientific-programme/)
- Only exhibitors with a congress badge are allowed inside the session rooms, exhibitors with an exhibitor badge are not allowed inside the session rooms.
- The EULIS Congress Office is allowed to change the floor plan if necessary
- Any changes to be made to this exhibition manual will be communicated to the exhibitors

3.2 Accessibility
The Milan Marriot hotel is easily accessible by public transport. Please check the attached document with directions from the different airports in Milan. ‘Appendix B - Directions to hotel EULIS19’

3.3 Bank and exchange
The national currency of Italy is the Euro (€).

3.4 Climate and weather conditions
In October, the average daily temperature in Milan is 14.5°C (58°F) but temperatures can still reach highs of 19°C (66°F) which can feel quite pleasant. Temperatures are starting to drop low during this month though, especially at night. The average minimum temperature in Milan in October is 10°C (50°F).

3.5 Emergency phone numbers
In case of emergency call 112 for police, fire brigade and ambulance service. The local phone number for the fire brigade is 122, for the police 122 and for the ambulance 122.

3.6 Entry requirements
European community passport holders do not need a visa to visit Italy. Many other nationalities are also exempted for stays up to 3 months. However, in doubt you are advised to check before travelling with your local embassy or consulate.

3.7 Language
The official language of the congress is English. No simultaneous translation will be provided.

3.8 Mobile phones
The sound of mobile phones must be switched off during all sessions!

3.9 Photography
Photography is allowed during the sessions without using the flash.

3.10 Smoking policy
Smoking is prohibited inside the congress venue and the exhibition area.
4. Technical information and exhibitor services

4.1 Company profile
Each exhibiting company can submit a company profile that will be published free of charge in the congress app. Below the process of the company profile submission will be explained. Please make sure to read the instructions carefully. You will receive an email from us once you will be able to edit this information.

- Go to https://registrations.uroweb.org and select the ‘EULIS19 5th Meeting of the EAU Section of Urolithiasis’.
- Please sign in with your username and the password mentioned in our email to enter the website.
- Then you will see the overview with reference number of your registration
- Please select the 'Edit exhibitor profile' button
- If you have submitted a company profile for a previous year or congress, you are able to update the existing text. If you have never submitted a company profile you can add new text.
- Your entry should be a short description (with a maximum of 80 words) of your products or your company and should not include company information (address, website, email etc.) as this will be included automatically.
- Please note that company logos will only be used for the congress App.
- It is possible to save your submission and make more changes later on. However, once you have selected the ‘Submit’ button you cannot make any further changes.

4.2 Booth construction and design
All booth spaces are rented as ‘floor space’, which means the booth space is rented without any prefabricated walls, installations and furnishings or any other technical supplies and facilities. When planning on building stands, the design has to be approved by the EAU. Please inform us about the design and send extra information of the details of the stand to Ms. Nina Bogaert before 30 August 2019 (n.bogaert@congressconsultants.com).

Included in your exhibition space
- Floor space of 3x2 meter (unless contracted otherwise)
- 1 Table
- 2 Chairs
- 1 Electricity point 220 volts (50Hz)

Rules and regulations:
- Height 3,00 meter or 2,50 meter depending on your stand (see floorplan below)
- For more specific regulation, please find attached Appendix A: General rules and Technical Regulations EULIS19
4.3 **Badges**

Each exhibitor will receive a minimum of 2 free exhibitor badges (depending on booth size). You can add the personal information of the exhibitor online when editing the company profile and registration before 19 September. See 4.1.

<table>
<thead>
<tr>
<th>Booth size</th>
<th>Exhibitor badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 sqm</td>
<td>2</td>
</tr>
<tr>
<td>9 sqm</td>
<td>3</td>
</tr>
<tr>
<td>&gt;12 sqm</td>
<td>4</td>
</tr>
</tbody>
</table>

The exhibitor badges will allow access to the exhibition area on Thursday 03/10 and Friday 04/10.

Your exhibitor badges will be prepared by the EAU Congress Office and can be picked up at the registration desk, situated in the foyer of the entrance of the congress centre.

In case you would like to buy some additional badges it would also be possible to select online with your existing registration. The price for an additional badge is €122 per piece (incl. VAT).

4.4 **Catering**

Coffee breaks and lunch breaks will be organised for all delegates and exhibitors of the 5th Meeting of the EAU Section of Urolithiasis in the exhibition area.

4.5 **Cleaning**

Each exhibitor is obliged to keep the stand and surrounding areas clean. General cleaning of the exhibition area is included in the space’s rental rate.

4.6 **Electricity**

The electricity runs on 220W (50Hz). Plugs have two round pins. A plug adaptor will be required if incompatible electronic devices are used. Every stand will have one power socket.

4.7 **Furniture**

The stand will be provided with a table and 2 chairs.
4.8 **Green decorations and flowers**
Please bring your own materials.

4.9 **Insurance & Security**
Please note that the congress organisers do not provide stand security. Exhibitors are advised to observe the following recommendations:

- Do not leave the booth unattended during congress hours
- Protect all exhibits if they cannot be securely locked away at the end of each day
- Secure valuables in a safe area

Congress Consultants, nor the congress venue, can be held accountable for any theft, loss or damage incurred.

4.10 **Heavy and big (un)loading**
Exhibitors with heavy material over 300kg can unload at the loading and unloading area at the side of the congress centre. This is only necessary if there is a big stand to be build or if big trucks are used. For stands that will not have to be build, we suggest to use the main entrance of the venue. You can then park in the parking lot beneath the hotel, see details under 4.11.

For using the loading and unloading area, the EAU will have to ask for street permission. You can request the street permission before Friday 13 September 2019. This permission comes with a cost.

年底前Nina Bogaert (n.bogaert@congressconsultants.com) if you need the street permission.

4.11 **Parking**
Exhibitors and delegates can park in the parking lot beneath the hotel for €2.10/h and a max. of €15/day. The payment is done directly at the parking lot.

4.12 **Promotion and advertising**
The distribution of samples, souvenirs and promotional materials as well as commercial solicitation must be restricted to the limits of the exhibitor's booth. Exhibitors who wish to organise lotteries, draws or contests must obtain permission from the EULIS Congress Office, please contact Ms. Nina Bogaert (n.bogaert@congressconsultants.com).

The EULIS organisers also offer promotional opportunities, such as inserting a leaflet into the delegates’ congress portfolio. For further information, please contact Ms. Melissa van der Krieke (m.vanderkrieke@uroweb.org).

4.13 **Storage**
In case you would like to store some of your materials during the EULIS meeting, please contact Ms. Nina Bogaert (n.bogaert@congressconsultants.com).

In case of questions or doubts concerning the manual, please contact the EULIS Congress Office Ms. Nina Bogaert via n.bogaert@congressconsultants.com