EXHIBIT SERVICE
KIT
SHIPPING TO/FROM AUDITORIUM PARCO DELLA MUSICA

In case you need a full-service shipment from your country of origin to your stand at Auditorium Parco della Musica, please contact:

**Expotrans SpA**

Via Alexandre Gustave Eiffel 100 – P44
00148 Roma (Italy)
Ph. +39.0665004846

Contacts:
Roberto Vanoni: roberto.vanoni@expotrans.net
Francesca Damato: francesca.damato@expotrans.net

**FREIGHT AND LOGISTIC TARIFF**

Here you can find the basic costs for the handling of the shipments and for the service of collection, storage and re-delivery of the empty cases.

*For any further info or in case you need any customized quote please write to the above contacts (Mr. Roberto Vanoni and Mrs. Francesca Damato).*

1. **HANDLING OF COURIER SHIPMENTS**

Receiving of courier shipments at EXPOTRANS OFFICE and delivery to exhibition booth for single shipments:

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25 Kg.</td>
<td>€ 94,00</td>
</tr>
<tr>
<td>Up to 100 Kg.</td>
<td>€ 154,00</td>
</tr>
<tr>
<td>Over Kg. 100:</td>
<td>€ 106,00/ m³ (min. 2 m³)</td>
</tr>
</tbody>
</table>
Liaise with courier company for customs clearance, if required: **€ 100,00/shipment + € 50,00/Agency Fee**

**Please note:** Handling and Logistic tariffs are for work performed during regular working time. Overtime work will be surcharged as follow:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Charges</th>
<th>Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY/FRIDAY 19:00 / 24:00.</td>
<td></td>
<td>+ 25%</td>
</tr>
<tr>
<td>MONDAY/FRIDAY 24:00 / 07:00.</td>
<td></td>
<td>+ 100%</td>
</tr>
<tr>
<td>SATURDAY, SUNDAY AND PUBLIC HOLYDAYS 07:00 / 24:00.</td>
<td></td>
<td>+ 25%</td>
</tr>
</tbody>
</table>

2. **HANDLING OF EMPTY CASES**

Collection, storage and redelivery of empty cases

**€ 85,00 / CBM (min. 2 CBM)**

*Rate per cubic meter, no fraction*

**GENERAL CONDITIONS**

- All rates are subject to 22% VAT, where applicable.
- All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice will be sent to the email address used for the confirmation of booking.
Shipping Addresses and Dates

Advance Shipments may arrive at the Expotrans Warehouse between May 13th and June 6th

All shipments have to be addressed to:

Expotrans SpA
Via Alexandre Gustave Eiffel 100 – P44
00148 Rome (ITALY)
Ph. +39.0665004846

Contacts: Roberto Vanoni: roberto.vanoni@expotrans.net / Francesca Damato: francesca.damato@expotrans.net

Ref: OHBM CONGRESS – BOOTH NUMBER XX

For last-minute shipments you can make a direct shipment to the Auditorium and it must arrive on June 8th or June 9th as for the official move-in dates here below.

Direct shipments have to be addressed to:

Auditorium Parco della Musica
Ref. OHBM 2019 CONGRESS / BOOTH NUMBER XX
Viale Pietro de Coubertin, 30
00196 Rome (ITALY)
Event: OHBM 2019 AUDITORIUM
PARCO DELLA MUSICA

Exhibitor: ________________

BOOTH NUMBER: ________________

<table>
<thead>
<tr>
<th>Case</th>
<th>Kg (weight)</th>
<th>Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ of _____</td>
<td>__________</td>
<td><em><strong><strong>X_____X</strong></strong></em></td>
</tr>
</tbody>
</table>
Exhibitor Move in:

Saturday, June 8th from 2 pm to 6 pm

Sunday, June 9th from 8 am to 4 pm

Exhibitor Move out:

Thursday, June 13th from 5 pm to 9 pm

*During the above dates and hours Expotrans will have a service desk at the Auditorium to help you with deliveries and shipments.

Show Hours:
Monday, June 10 through Thursday, June 13:
7:30am – 8:30am (Coffee Breaks near exhibitors) and 11:30am – 15:00 (Lunch and Coffee Breaks)

Important to note:

- Exhibit booths are located in foyer space of the Auditorium rather than a traditional exhibit hall and you are welcome to staff your booth during the entire conference if you wish. You will experience the most foot traffic during breaks.

- Each evening there will be a one-hour poster reception and during these receptions, bars will place in the Expo Hall as well as in the Auditorium foyer space, and you are welcome to staff your booth during this time as well if you would like to.

Exhibitor Lounge:
There will be an exhibitor lounge set up during conference hours in a location called Ludoteque located near the exhibit booths. This area will be set with soft seating, a table and chairs and offer Coffee, Tea and Water. You are welcome to utilize this area throughout the conference and to meet more privately with OHBM attendees
SET UP AND FURNITURE FOR EXHIBITORS BOOTHS

ElioStile XL is the entitled company for booth set up and furniture, here you can find all their contacts:

Elio Stile
Via Flaminia Km 33,700 - 00068 Rignano Flaminio (Rome - Italy)
Ph. +39 0761 521455
http://www.eliostile.com/en/home
E-commerce website: eliostile.biz
Email: eventi@eliostile.biz / elioxl@eliostile.it

Any booth is 3mtrs wide x 2mtrs deep and already includes:
- felt on the floor
- perimetral panels
- trash bin
- electrical system: 1 socket + 3 spotlights
- Company name sign

You can require to the OHBM Organizing Secretariat your username and password to log in the Eliostile e-commerce website.

Here you can directly:
- Customize your booth walls with a dedicated graphic
- Choose and rent all the furniture you need for your booth

The e-commerce website will be available until May 10th.
Exhibit Booth

**GRAPHIC DIMENSIONS**

A shaped wall 200x250  
B back wall 300x250  
C shaped wall 200x250

All files must to be sent without bleed or trim signs, in one of these file extensions:
- .tif / .pdf / .jpg  
  scale 1:1 in 150 dpi  
  scale 1:10 in 600 dpi

Files must be named with stand number and wall name (eg: 22A-22B-22C-22desk)

If you do not want to customize the backdrop, please send your logo to print.

Upload Deadline: May 13th  
Upload website: www.eliostile.biz  
Info: eventi@eliostile.biz  
Skype: ambra.elioxl
The ElioStile website is very easy to use, anyway please find here few steps to follow in order to complete your order:

Click here to open the homepage: https://www.eliostile.biz/presta/index.php

Click here and sign in with username and password given by the OHBM Secretariat
Click here to enter in the Exhibitors dedicated area

Here you can check and updated all your personal data
Here you can find info about Eliostile, this e-commerce website and the secure payment.

Here you have all the items to be chosen, starting from the possible customization.
If you decide to customize one of your booth panels, clicking on “customize” you will open the following page:

Here you have to insert a link where to download your logo (Dropbox, Google Drive, etc...)

After saving your customized product clicking here on “save”, please always remember to add it to your cart!
The cart follows with all the items available that you can choose clicking on “add to cart”
When you have selected all the items needed click on “Proceed to check out”
Here you can check your order and your data, before to proceed definitely to the check out:
Finally complete your payment:

Now everything is confirmed, ready and waiting for you in Rome!