

5<sup>th</sup> Latin American  
Congress on

# Autoimmunity

Cancun, Mexico, 26-29 November 2017



## Exhibitors' Technical Manual



[laca.kenes.com](http://laca.kenes.com)

Dear Exhibitor,

This Exhibitors' Technical Manual contains important information designed to assist you in preparing for the LACA 2017 Exhibition. Please read the information in this manual. It will take you very little time now and could save you a great deal of time later.

**Please forward this manual to everyone who is working on this project, including your stand builder.**

The Exhibition will be held in conjunction with the **5<sup>th</sup> Latin American Congress on Autoimmunity (LACA 2017)** taking place from **26-29 November, 2017** at the **Grand Fiesta Americana**.

Grand Fiesta Americana Coral Beach Cancun  
Boulevard Kukulcan km 9.5  
lote 6 Zona Hotelera  
Cancún Roo  
Mexico  
77500  
[www.coralbeachcancunresort.com](http://www.coralbeachcancunresort.com)

The Exhibition floor plan (**page 10**) has been designed to maximize the Exhibitor's exposure to the delegates.

**A block of rooms have been reserved for LACA 2017 participants and exhibitors at a discounted rate. Hotel reservations can be made via the congress website by [clicking here](#).**

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Spain and wish you a successful Exhibition.

Warm regards,

**Olivia Fine**  
Meeting Planner & Exhibition Manager

## Table of Contents

### SECTION 1: Contact Information

- Organizer Contacts
- Contractors Contacts

### SECTION 2: Timetables

- Exhibition Timetable
- Registration Timetable

### SECTION 3: Deadlines Table

### SECTION 4: Exhibition

- List of Exhibitors
- Exhibition Floor Plan
- Booth Package

### SECTION 5: Technical Information

- Hall Specifications
- Electricity
- Internet
- Security
- Booth Catering
- Booth Cleaning
- Loading / Unloading
- Parking
- Freight Delivery, Material Handling & Logistic Services

### SECTION 6: Exhibitor Badges

### SECTION 7: Lead Retrieval

### SECTION 8: Rules & Regulations and General Information

- General Symposium Rules & Regulations

### SECTION 9: Official Symposium Contractor & Order Forms

### SECTION 10: Shipping, Tariffs, Material Handling and Labels

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## SECTION 1: Contact Information

### Congress Organizer Kenes International

Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Website: [www.laca2017.kenes.com](http://www.laca2017.kenes.com)

### Organizer Contacts

#### Meeting Planner & Exhibition Manager

**Ms. Olivia Fine**  
Tel: +41 22 908 0488 Ext: 827  
Email: [ofine@kenes.com](mailto:ofine@kenes.com)

#### Industry Liaison and Sales Associate

**Ms. Daniela Bloch**  
Tel: +41 22 908 0488 Ext: 913  
Email: [dbloch@kenes.com](mailto:dbloch@kenes.com)

### Registration Manager

**Ms. Shany Jan**  
Tel: +41 22 908 0488 Ext: 817  
Email: [sjan@kenes.com](mailto:sjan@kenes.com)

### Accommodation Specialist

**Ms. Teresa Casillas Seoane**  
Tel: +41 22 908 0488 Ext: 544  
Email: [tseoane@kenes.com](mailto:tseoane@kenes.com)

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### Contractors Contacts

BOOTH CONSTRUCTION AND FITTINGS,  
FURNITURE HIRE, CARPET, AV, TELECOMS,  
ELECTRICITY, SIGNAGE

**Mr. Rigoberto Gutiérrez**

Tel: +52 998 882 0122

Email: [rgutierrez@standex.com.mx](mailto:rgutierrez@standex.com.mx)

FREIGHT HANDLING & ONSITE LOGISTIC AGENT

**Hermes-Exhibition and Projects, Ltd.**

**Ms. Zehavit Akerman**

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

SECURITY, HOSTESSES, FLOWERS/PLANTS, STAND  
CLEANING, CATERING

**Ms. Gabriela Bustamante**

Tel: +52 998 881 3308

Email: [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com)

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**SECTION 2: Timetables** (subject to change)

<b>Exhibition Timetable</b>	
<b>Set up</b>	
Saturday, November 25, 2017	08:00 – 18:00
Sunday, November 26, 2017	08:00 – 12:00 ( <b>decoration only</b> )
<b>Exhibition Hours</b>	
Sunday, November 26, 2017	18:30 – end of WR
Monday, November 27, 2017	09:30 – 17:00
Tuesday, November 28, 2017	09:30 – 17:00
Wednesday, November 29, 2017	09:30 – 14:00
<b>Breakdown</b>	
Wednesday, November 29, 2017	<b>**14:30 – 19:00</b>
<b>**Booth dismantling before this hour is not permitted.</b>	

<b>Registration Timetable</b>	
Sunday, November 26, 2017	12:00 – 19:30
Monday, November 27, 2017	07:30 – 18:00
Tuesday, November 28, 2017	07:30 – 18:00
Wednesday, November 29, 2017	07:30 – 14:30

(Exhibition & Registration hours are subject to change).

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

An updated Timetable can be found on the LACA 2017 congress website by clicking [here](#).

LACA 2017



Empty crates, containers and packaging material must be removed after set-up no later than **12:00 on Sunday, November 26, 2017**. All aisles must be clear of exhibits and packaging materials to enable cleaning. Exhibitors are responsible to organize unwanted trash during set up and dismantle into areas for disposal. Excessive trash removal costs may be imposed. Any equipment, display aid or other material left after **20:00 on Wednesday, November 29, 2017** will be considered discarded and abandoned.

**Welcome Reception:**

You are cordially invited to the Welcome Reception on **Sunday, November 26, 2017 from 19:00** in the Exhibition area (as soon as the Opening Ceremony is over). Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.

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**SECTION 3: Deadlines Table**

Submission of Exhibition Forms	Deadlines (surcharge rates may apply after deadlines)	Contact
Hotel Reservation	As soon as possible	Ms. Teresa Casillas Seoane <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a>
Payment of Invoice Balance	As soon as possible	Ms. Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Exhibitor Badge Order	Friday, 6 October, 2017	<a href="#">Exhibitor Portal</a>
Lead Retrieval Wireless Barcode Readers Order	Friday, 6 October, 2017	<a href="#">Exhibitor Portal</a>
Designed Stand Approval (Space rental stands only)	Friday, 6 October, 2017	<a href="#">Exhibitor Portal</a>
Text for Fascia Sign (Shell Scheme booth only)	Friday, 6 October, 2017	Mr. Rigoberto Gutiérrez <a href="mailto:rgutierrez@standex.com.mx">rgutierrez@standex.com.mx</a>
Booth Construction and Fittings, Furniture Hire, Carpet, Electricity, Signage,	Friday, 6 October, 2017	Mr. Rigoberto Gutiérrez <a href="mailto:rgutierrez@standex.com.mx">rgutierrez@standex.com.mx</a>
Security, Hostesses, Flowers/Plants, Stand Cleaning, Catering, AV, Telecoms	As soon as possible	Ms. Gabriela Bustamante <a href="mailto:grupos1facb@posadas.com">grupos1facb@posadas.com</a>
Shipping & Material Handling Services	Please refer to <b>SECTION 9: Shipping, Tariffs, Material Handling and Shipping Labels.</b>	Ms. Zehavit Akerman <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a>



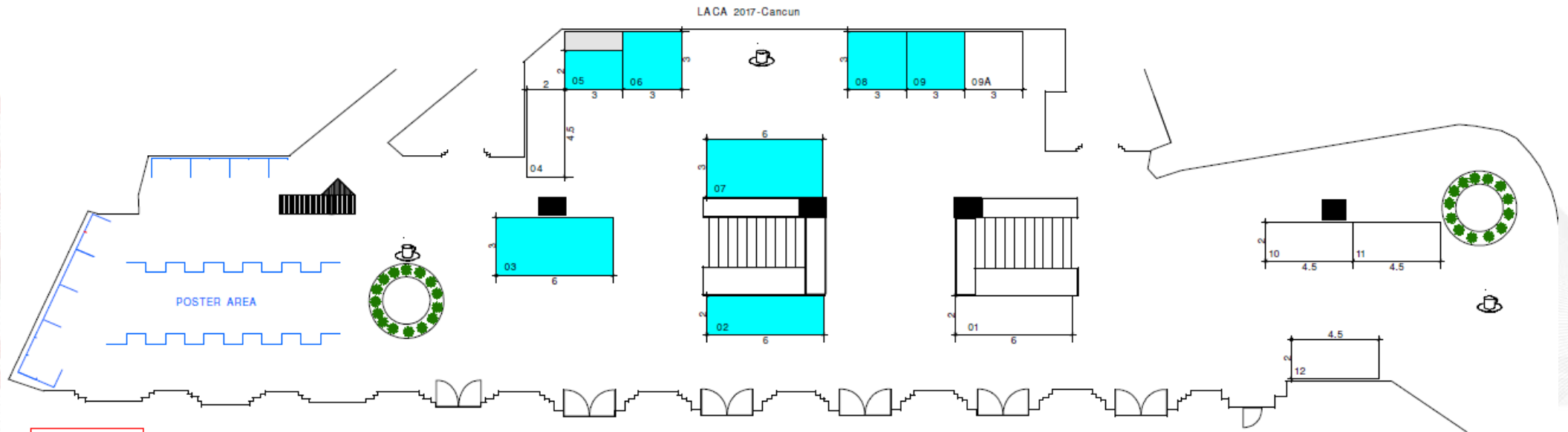
**SECTION 4: Exhibition**

<b>List of Exhibitors</b>					
<b>Exhibitor</b>	<b>Booth No.</b>	<b>Dimensions (m)</b>	<b>Size (Sqm)</b>	<b>Format</b>	<b>Build Up Height (m)</b>
Human Gesellschaft für Biochemica und Diagnostica	02	6m x 2m	12	Shell	2.4
Inova Diagnostics	03	6m x 3m	18	Space	3.5
Exagen	05	3m x 2m	6	Shell	2.4
Medipan	06	3m x 3m	9	Shell	2.4
Grifols	07	6m x 3m	18	Space	3.5
Trinity Biotech	08	3m x 3m	9	Shell	2.4
BodyBio	09	3m x 3m	9	Shell	2.4

LACA 2017



Exhibition Floor Plan



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To ensure the smooth and efficient installation and dismantling of your booth, an official Stand Builder has been appointed (see **SECTION 1: Contact Information**). Booth furniture and accessories are available for rent. Please refer to the enclosed catalogue and order forms at the end of this manual.

**Shell Scheme Booth Package includes the following:**

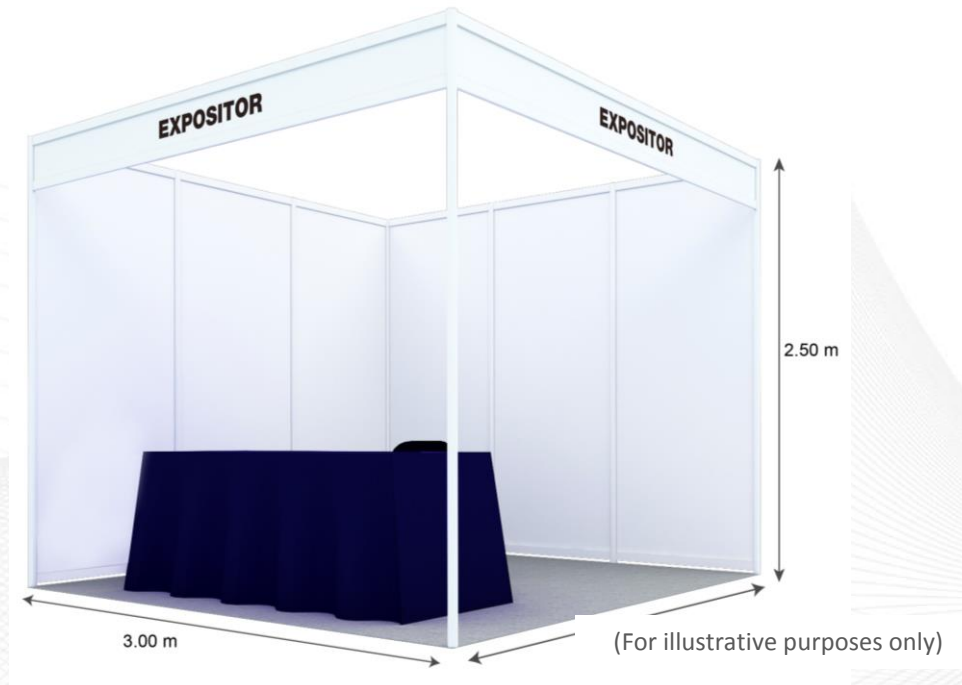
- Octanorm white “Exhibition” aluminum system frame (H 250cm)
- Panel branding area: W: 96cm x H 239cm, height of letters 16cm
- Fascia inscription in Ariel font, bold, black, height of letters 16cm
- Carpet (gray)
- 1 double socket electrical contact at 110v (1000W)
- 1 double tube slim line lamp, 39w
- General cleaning of aisles
- Exhibitors’ badges (see **SECTION 6: Exhibitor Badges**)

**Booth Packages do not include:**

- Furniture or stand cleaning

**Please note:** Corner booths are provided with two open sides. Booths not adjoining another booth will be provided with three open sides.

If you require additional stand equipment (furniture, audio visual equipment, etc.) and services, please contact the official stand contractors (see **SECTION 1: Contact Information**) or refer to the enclosed order forms and catalogue at the end of this manual.





1. All basic shell scheme booths will be designed and built by the Official Contractor.
2. All booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. lights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to the Official Contractor before **Friday, 6 October, 2017**
4. No additional booth-fitting or display may be attached to the standard booth structure.
5. No Shell Scheme booth-fitting or display(s) may exceed a height of 2.4 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
6. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable for any damage caused to their booth fixtures or fittings at the symposium. Damaged panels will be charged to the exhibitor causing such damage.
7. All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the light connection charges to the Official Contractor.
8. Exhibitors requiring additional equipment should contact the Official Contractor no later than **Friday, 6 October, 2017**





- Exhibitors using **independent contractors** are required to submit the following for approval no later than **Friday, 6 October, 2017** to the attention of **Ms. Olivia Fine** at [ofine@kenes.com](mailto:ofine@kenes.com):
  1. **A scaled drawing (including elevation views and dimensions)** of the proposed booth to be built.
  2. **A list of all Electrical / gas powered devices / appliances** to be installed in the booth.
- No free standing booth, fitting or display may exceed a height of 3.5 meters or extend beyond the boundaries of the site allocated.
- Exhibitors who have booths higher than the maximum permitted height will not be allowed to set up.
- All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Booth platforms higher than 4.5cm are required to provide a ramp for disabled access. This must be incorporated into the design of the booth and must be included in the booth space provided.
- Multi-level structures are not permitted.
- The Organizers will **NOT** approve stands that do **NOT** comply with the accepted standards until the necessary changes have been made. Work cannot commence until the exhibitor layout is approved by the Organizers.
- We recommend Exhibitors using **Independent Booth Contractors to include a site visit** in the planning process to assure a smooth and well planned set up. Please contact **Ms. Gabriela Bustamante of the Grand Fiesta Americana** at [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com) to coordinate a meeting.
- Exhibitors are required to submit the name and contact details of their respective construction company to **Ms. Olivia Fine** at [ofine@kenes.com](mailto:ofine@kenes.com).

**Please Note: Space only booths DO NOT INCLUDE frame or structure, furniture, electrics, electrical usage, lighting, carpet or stand cleaning.**

## SECTION 5: Exhibition Technical Information

### Exhibition Hall Specifications

- **Hall Name:** Exhibition Area (Grand Coral Foyer)
- **Floor Finish:** Marble
- **Maximum Build-up Height:** 3.5m (space only booths)
- **Rigging Options:** No rigging is available at the LACA 2017 Exhibition



### Electricity and Electrical Installations

1 double socket with up to 110v (1000W) will be provided to all booths. For additional electricity options and orders for your booth, please refer to **Mr. Rigoberto Gutiérrez** at [rgutierrez@standex.com.mx](mailto:rgutierrez@standex.com.mx). Any additional costs will be charged directly to the exhibitor.

### Internet and Telecoms

Free WIFI is available in all the public areas, including the Exhibition at LACA 2017. For internet options and orders for your booth, please refer to **SECTION 9: Official Congress Contractor Order Forms**.

### Security

The Organizers will provide general security services in the Exhibition Hall during closing hours. Neither the venue nor the Organizers can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment. If you would like to arrange additional booth security, please contact **Ms. Gabriela Bustamante** at [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com).

### Booth Catering (Exclusive Service Provider)

Food and beverage orders are to be made exclusively from the Grand Fiesta Americana. For catering orders or queries please contact **Ms. Gabriela Bustamante** at [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com).

### Booth Cleaning (Exclusive Service Provider)

The Organizers have arranged for general cleaning of the exhibition aisles. Booth cleaning is exclusive to the Conference Centre. For booth cleaning options and orders, please refer to **Ms. Gabriela Bustamante** at [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com).

### Parking

There is no available parking for suppliers at the venue.

### Deliveries to the Venue

Hermes-Exhibition and Projects, Ltd. has been appointed the official forwarding agent and clearance agent for LACA 2017.

They offer the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition area.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services.

For additional shipping / delivery options direct to the venue, please contact please contact Ms. Zehavit Akerman at [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com) or refer to **SECTION 9: Shipping, Tariffs, Material Handling and Shipping Labels.**

LACA 2017





## SECTION 6: EXHIBITOR BADGES

### Exhibitor Badges

- **All Exhibitors are required to be registered** and will receive a badge displaying the exhibiting **company's name**. Individual participant names will **not** appear on badges and may be used interchangeably between staff members.
- Two exhibitor badges will be given for the first 9sqm booked and one additional badge for each 9sqm thereafter. Additional exhibitor badges can be purchased for a charge of **\$170.00**.
- Exhibitor badges give free access to the exhibition area, coffee breaks and welcome reception **ONLY**. To access the congress sessions, full registration is required and can be purchased online via the congress website by [clicking here](#).
- All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition.
- Company name badges are for the use of company personnel for booth staff purposes only and should not be used by companies to bring visitors into the Exhibition.
- Exhibitor's badges will **not** be mailed in advance and may be collected at the **Registration Desk** on arrival.

**Exhibitor badges can be ordered via the online Supporter's & Exhibitor's Portal**

Please [click here](#) to log in to the Portal

If you have not yet received your log-in details, please contact [ofine@kenes.com](mailto:ofine@kenes.com)

Please complete your order for additional badges no later than **Friday, 6 October, 2017**.

## SECTION 7: LEAD RETRIEVAL

### Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium. Barcode readers may be rented in advance for the duration of the Congress.

### K-Lead app

**NEW State of the art Lead Retrieval App (no device is included).**

**The Application should be installed on your company/personal device.**

**The advantages of the new application:**

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit - **\$400**

### The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **\$300**



### Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

**To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the online Supporter's & Exhibitor's Portal**

Please [click here](#) to log in to the Portal

If you have not yet received your log-in details, please contact [ofine@kenes.com](mailto:ofine@kenes.com)



## SECTION 8: Rules & Regulations

### General Symposium Rules & Regulations (Binding for all Exhibitors and their subcontractors)

#### Security

- The Organizers will provide security services in the exhibition hall during off-show hours.
- Neither the **Grand Fiesta Americana** nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
- For ordering additional security, please refer to the contact details provided in **SECTION 1: Contact Information**.

#### Stand Cleaning

- The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.
- For ordering daily stand cleaning, please refer to the contact details provided in **SECTION 1: Contact Information**.

#### Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the Organizers at the expense of the exhibitor concerned.

#### Smoking

- **LACA 2017** is a non-smoking congress.

#### Disposal of Material

- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

#### Damage to the Premises

- Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

#### Fire Insurance (compulsory)

- Exhibitors must be insured against fire. **Fire Regulations (General).**
- Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

#### Poster Hanging, Banners etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of venue is not allowed without prior written authorization.

#### Liability Insurance

- You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

#### Liability Insurance

- You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

#### Insurance (Compulsory)

- Neither the Organizers or the **Grand Fiesta Americana** and their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

- The Organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
- Exhibitors are personally liable for all expenses incurred by the organizer or by third parties in regard to technical services provide

#### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

#### **Special Effects**

- Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

**Grand Fiesta Americana Rules and Regulations – to view the full Grand Fiesta Americana Rules and Regulations, please [click here](#)**

## SECTION 9: Official Congress Contractors

Please use the below details to place any additional orders:

### BOOTH CONSTRUCTION AND FITTINGS, FURNITURE HIRE, CARPET, SIGNAGE, ELECTRICITY Standex

**Mr. Rigoberto Gutiérrez**

Tel: +52 998 882 0122

Email: [rgutierrez@standex.com.mx](mailto:rgutierrez@standex.com.mx)

To view the LACA 2017 Exhibitor's furniture list and rates, please [click here](#). To place orders for additional furniture, fill out [this form](#) and return it to Standex.

### SECURITY, HOSTESSES, FLOWERS/PLANTS, STAND CLEANING, CATERING, AV, TELECOMS Grand Fiesta Americana

**Ms. Gabriela Bustamante**

Tel: +52 998 881 3308

Email: [grupos1facb@posadas.com](mailto:grupos1facb@posadas.com)

LACA 2017



## SECTION 10: Shipping, Tariffs, Material Handling and Shipping Labels

### CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING

#### Hermes-Exhibition and Projects, Ltd.

#### **Ms. Zehavit Akerman**

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the 5<sup>th</sup> Latin American Congress on Autoimmunity and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

They offer the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition area.

All cargo should be insured from the point of origin.

**To receive a quote and the relevant shipping information for LACA 2017, please contact Ms. Zehavit Akerman using the contact details above.**