46th EDTNA/ERCA
International Conference
September 9 – 12, 2017
ICE, Krakow, Poland

True Partnership and Global Approach
in Management of Renal Care

Exhibitors Manual & Information
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THE VALUE OF THE CONFERENCE

Dear Partners,

It is with great pleasure and pride we invite you to join us in Krakow where our 46th EDTNA/ERCA International Conference will take place. The theme of our Conference is - ‘True Partnership and Global Approach in Management of Renal Care’.

Through the Scientific Programme we offer a significant and valuable contribution to the care, given to those referred to our renal services. The Conference is a forum for sharing the best research and innovations in practice and helps in initiating and promoting quality renal research and practice around the world.

The Conference has an important role of educating, exchanging information and experience, utilizing the expertise of health care professionals, service leaders, academics, researchers, care givers, people with renal disease and industry partners, from around 70 countries, who come together to share innovations and knowledge.

The Conference is a showcase for the latest technology and innovation in the treatment of Chronic Kidney Disease and our delegates are keen to view novel therapies, products and services at the exhibition area in conjunction with the excellent Scientific Programme. The Conference therefore also provides an invaluable opportunity to promote therapies & products not only across Europe, but around the world.

The Kraków Congress Center – ICE Kraków is the cultural flagship of the city. It is located in the very heart of Kraków and it is a convenient place close to the hotels. The ICE Kraków has a three-level glass foyer, which provides a fantastic panorama view of Kraków as well as an excellent overview and access to the Industrial Exhibition and Session Rooms.

Krakow is among those European metropolises whose unique image has been shaped through the creative efforts of people of many nationalities. Included on the first UNESCO List of World Cultural and Natural Heritage Sites, the former capital of Poland remains the largest treasury of artefacts of the nation’s history. Please join us in Krakow, experience our well planned Scientific and Educational Sessions, the Industrial Exhibition, Share Experience among each other and much more.

Welcome to Krakow and we are very much looking forward to see you in the beautiful city and at our Conference.

With very warm regards,

Anki Davidson
Marketing Director
EDTNA/ERCA

www.edtna-erca.com
CONTACTS

EXHIBITION MANAGEMENT
Rental of stands, furniture’s, power supply, internet, cleaning etc. Approvals & Questions
P&B – Presentation & Branding AB
Källstorps Gård
Högs Byväg 118, SE-246 55 Löddeköpinge, Sweden
Phone: +46 721 94 00 10
Contact Person: Mrs. Anki Davidson, EDTNA/ERCA Marketing Director
EDTNAERCA@presentation-branding.com

EDTNA/ERCA SECRETARIAT & MEMBERSHIP ADMINISTRATION
Excellent Branding AB
Källstorps Gård
Högs Byväg 118, SE-246 55 Löddeköpinge, Sweden
Phone: +46 46 70 96 24
edtna_erca@adexcellentbranding.com

EDTNA/ERCA LEGAL OFFICE
European Dialysis and Transplant Nurses Association/European Renal Care Association
Pilatusstrasse 35, CH 6003 Lucerne, Switzerland

CONFERENCE DEPARTMENT
Conference Registration & Hotel Accommodation
GUARANT International spol. s r.o.
Na Pankráci 17, CZ-140 21 Prague 4, Czech Republic
Phone: +420 284 001 444 Fax: +420 284 001 448
edtnaerca2017@guarant.cz

CATERING
Marcin Cieślikowski-MastersCatering
Contact person: Marcin Cieślikowski
Email: marcin.cieslikowski@masterscatering.com.pl

OFFICIAL AND RECOMMENDED SHIPPING COMPANY
Schenker Deutschland AG
DB SCHENKERSfairs
Jafféstr. 2, Gate 25 Service-Building South 14055 Berlin, Germany
Contact person: Mr. Axel Schiek Phone: +49 30 301 2995 451
Fax: +49 30 301 2995 459
axel.schiek@dbschenker.com
INFORMATION & PRACTICALITIES AROUND YOUR PARTICIPATION

COMPANY PROFILE
Don’t miss out the chance to inform about your company. As an Exhibitor you need to provide your Company Profile by latest July 1. Please submit the information through the following link:
https://form.jotformeu.com/70403878338361

HOTEL ACCOMMODATION
All exhibitors are advised to book their hotel accommodation well in advance. Bookings can be made through the Conference Department. For further details please visit the EDTNA/ERCA website at www.edtna-erca.com/conferences/hotel-accommodation or write to edtnaerca2017@guarant.cz for more information.

CONFERENCE VENUE
The cornerstone for the construction of the ICE Kraków Congress Centre was laid on October 28, 2010. So, the building is rather new and very modern with a spacious and multifunctional foyer adapted for the Registration, the Speakers Pre-view Room will be located here and many other functions. The building’s has an excellent location in the centre of Krakow with hotels around.

The centre is a modern world class building, meeting the requirements of international congress organisations, as well as the highest acoustic and stage mechanics standards. The building has been designed in such a way as to host various types of congresses & conferences.

The high standard of the building place it among the most desired and exclusive congress centres in Europe.

ICE Kraków have three main halls at its disposition: an Auditorium, a Theatre Hall and Chamber Hall. Aside from the unique Auditorium Hall, the second biggest Theatre Hall is especially deserving of note: its folding seats will allow the floor area to be increased when being used for banquets or exhibitions. The centre, able to accommodate 3200 participants, offers also a complex of conference halls with regulated moveable walls, a glazed three-floor foyer with a view of Wawel, a multifunctional exhibition hall and support areas.

The address is:
ICE in Krakow
Marii Konopnickiej 17
30-302 Kraków
Poland
http://www.icekrakow.pl
THE EXHIBITION
The Exhibition, Poster Session & Catering will take place on Level 1 and 2 and the Registration will be located on the Ground Level / Entrance.

EXHIBITION SCHEDULE

SET-UP TIME FOR THE STANDS
Thursday, September 7 12.00 – 20.00
Friday, September 8 8.00 – 20.00
Saturday, September 9 8.00 – 13.00

Stand decoration only:
Saturday, September 9 13.00 – 17.30

DISMANTLING OF STANDS AND REMOVAL OF EXHIBITS
Monday, September 11 17.30 – 24.00

EXHIBITION OPENING HOURS
Saturday, September 9 19.30 – 21.30
Sunday, September 10 8.30 – 17.30
Monday, September 11 8.30 – 17.30
EXHIBITORS’ SERVICE DESK
Our Exhibitors’ Service desk will be available for you providing technical assistance, On-site orders and all other necessary support needed to fulfill your set up of your booth.

This desk will be located on level 1
Opening hours are:
Thursday, September 7  12.00 – 20.00
Friday, September 8  8.00 – 20.00
Saturday, September 9  8.00 – 21.30
Monday, September 11  14.00 – 24.00

LOGISTICS
We recommend to send your goods to Krakow through our official and recommended Shipping Company DB Schenker. In case you will not use this forwarder, please be informed that all samples, exhibits, brochures, posters and stand equipment should be advised to DB Schenker in advance and should be delivered on:

Thursday, September 7  from 12:00 - 5.00
Friday, September 8  from  8.00 - 5.00

You will find our Shipping Manual with all deadlines and addresses at:
www.edtna-erca.com/conferences/exhibition-and-sponsorship

ADVICE OF SHIPMENTS:
All shipments should be advised by e-mail to Schenker not later than Friday, August 25, 2017.

- Truck size and Identification
- Driver Contact – name and phone
- Expected time of arrival
- Number of pieces
- Weight in Kg
- Currier tracking No.

Courier Shipments
From European Union countries  3 days before the build-up of the exhibition
From all other countries  5 days before the build-up of the exhibition

PLEASE, MARK ALL SHIPMENTS TO THE CONFERENCE
In case of sending a courier shipment, please be sure to advice with the full details of the shipment:
- EDTNA/ERCA 2017
- Booth number
- Exhibitor’s name
- Courier company
- Number of pieces
- Tracking number

Before entering the unloading area on arrival date September 7th contact Schenker to receive actual information. Schenker will provide assistance with the cargo lift to the conference center. In case the exhibitor will not use the official forwarder, it is the company responsibility to deliver cargo from the unloading area to the exhibition venue.

In case you will need to arrange workers for unloading, contact Schenker in advance.
Shipping company should contact:
Axel Schiek
Schenker Deutschland AG
DB SCHENKERFAIRS
14055 Berlin
Phone: +49 (0) 30 301 2995 - 451 / Fax: +49 (0) 30 301 2995 – 459
axel.schiek@dbschenker.com
IMPORTANT DEADLINES
Please note deadlines indicated below.

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RULES OF PARTICIPATION
In accordance with the Organizer’s contract with the ICE, Krakow, each exhibitor is, and will be, obliged to adhere to all of the internal rules and fire-prevention regulations outlined in the General Conditions and Safety Rules. These conditions are valid throughout the course of the exhibition and govern the ways and means of the use of the conference centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor’s failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

FINAL BOOTH DRAWING
Deadline for submission of final booth drawings for approval by the Exhibition Management is July 21. Please send it to EDTNAERCA@presentation-branding.com

FIRE PREVENTION AND SAFETY RULES
Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to stands must always be visible and easily accessible.

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.

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.

Maximum height of the stand construction is 5 m.

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.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization. Please contact the Exhibition Management: EDTNAERCA@presentation-branding.com
In accordance with the requirements of every appropriate authority all materials used in construction work display material etc. must be effectively flame-proofed or made of non-flammable materials (as per DIN 4102). Drapes and curtains must be at least 6” (150mm) clear of the floor. The Exhibitor must comply with all reasonable instructions given by the Organizers or any appropriate authority to avoid the risk of fire.

Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the fire service is forbidden. Fire doors and gates must not be blocked.

In the event that the Exhibitor wishes to display a vehicle, the battery must be disconnected and the tank must contain no more than 3 liters of fuel. Protective matting must be placed under the engine compartment and tires. Vehicles must be pushed into the venue and not driven.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, Conference Venue and by the Exhibition Management. In case of any doubt, please contact the Exhibition Management; EDTNAERCA@presentation-branding.com. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.

Smoking is not permitted at the venue.

The exhibition area has a granite floor. Maximum floor load: 300 kg/m²

GENERAL CONDITIONS AND INSURANCE

The exhibitor is obliged to follow the Exhibition Management’s instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (for example by using nails, screws, glue or other means). Exhibitors are not allowed in any way to affix any parts of their exhibition, or parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- Highly flammable or explosive materials, gas and dangerous materials
- Goods offensive by their odor or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighboring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors’ view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand. Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations that have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.
The Exhibitor is not allowed to:
Place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:
• The size of the podium must not exceed the size of the stand
• It is necessary to inform the Exhibition Management in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities. Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

INSURANCE
The Exhibition Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuses to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set-up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the booth.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to provide documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

ACCESS TO CONFERENCE VENUE
Around the Centre, a special complex for transportation has been erected encompassing ground level parking lots, a bus and minibus terminal and an area for mobile transmission units, as well as a two-level underground parking lot for 347 vehicles. Travelling from the airport takes about 20 minutes, and from the railway and bus stations, it takes barely a quarter of an hour to get to ICE Kraków.

To ensure that stand set up and dismantling runs smoothly, please remember the following:
• Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Conference Centre that leads directly to the loading/unloading area. The bays in turn lead directly to the back of the stages and auditoriums.
• The ancillary access road is for loading/unloading only. No parking is allowed on this road.
• The Valencia Conference Centre provides trolleys and a pallet truck for transporting goods to your stand.

Thank you very much for participating at our Conference in Krakow, Poland. We are very much looking forward to make this Conference into a complete success for all of us!