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CCIB REGULATIONS
Please return to the Congress website at www.worldgicancer.com and click on “Support.” The “CCIB Operations Manual” with regulations particular to this convention center can be found on this page under “CCIB Regulations.”

ORDER FORMS
Please return to the Congress website at www.worldgicancer.com and click on “Support.” To retrieve the following order forms for materials at the CCIB please download the pdf “Exhibition Order Forms.”

- Catering for Symposia
- Internet, Telephone and Fax
- Audiovisuals and Computers
- Hostesses, Waiters and Security Guards
- Cleaning and Plants

EXHIBITION MANUAL
Please return to the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “EXHIBITION MANUAL” for information about the exhibition regulations.
**ESMO Conference:**

**11th World Congress on Gastrointestinal Cancer**

**Important Dates and Deadlines for Satellite Symposia**

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Key Contact Information

**Congress Location - CCIB**
(Centre de Convenciones Internacional de Barcelona)
Rambla de Prim 1-17
08019 Barcelona, Spain
Website: [www.ccib.es](http://www.ccib.es)

**Satellite Symposia Management**
Viajes Iberia Congresos
Edif. Orizontia - Pallars 193, 2ª planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: [www.viajesiberiacongresos.com](http://www.viajesiberiacongresos.com)
Contact: Begoña Ruiz

**Congress Secretariat**
Imedex®, LLC
4325 Alexander Drive
Alpharetta, Georgia 30022 USA
Tel.: +1 (770) 751 7332
Fax: +1 (770) 751 7334
Email: meetings@imedex.com
Website: [www.worldgicancer.com](http://www.worldgicancer.com)
Contact: Kelly Jackson

**Shipping Supplier**
RESA Internacional Events, SL
C/Ciencias s/n – Entrada de Mercancías
Recinto Ferial Gran Via M2
08908 – Hospitalet
Barcelona, Spain
Tel.: + 34 93 233 4745/ 4744/ 4743
Fax: + 34 93 263 1894
E-mail: mpastor@resainternacional.com
Contact: Marta Pastor

**Housing Management**
Viajes Iberia Congresos
Edif. Orizontia - Pallars 193, 2ª planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: [www.viajesiberiacongresos.com](http://www.viajesiberiacongresos.com)
Contact: Begoña Ruiz
Advertising Specifications for A4-sized Program Books

Requirements:

1) A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) A4 size advertisement negative, right reading, emulsion down, 4-color process film, a disk or, Mac based media containing the original artwork and fonts (not in QuarkXPress Passport).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Program book ads are likely to have a gripper edge of .25" at all sides due to production technique.

DEADLINE FOR ADVERTISEMENTS: 9 APRIL 2009

Please forward all advertisements to: Kelly Jackson
Email: k.jackson@imedex.com

Advertising Specifications for Pocket Program

Requirements:

1) ½ A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

OR

2) ½ A4 size advertisement negative, portrait orientation, right reading, emulsion down, 4 color process film, or a disk containing the original artwork and fonts (not in QuarkXPress Passport, or Mac based media).

(to ensure integrity of final production, please also send a color proof for reference)

Note: Pocket program ads are likely to have a gripper edge of .25" at all sides due to production technique.

DEADLINE FOR ADVERTISEMENTS: 9 APRIL 2009

Please forward all advertisements to: Kelly Jackson
Email: k.jackson@imedex.com
SATellite SYmposia INFORMATION

ESMO Conference:
11th World Congress on Gastrointestinal Cancer
Guidelines for Commercial Supported Satellite Symposia

Supporters at the Platinum, Gold, Silver and Bronze levels of support are invited to hold industry supported satellite symposia during designated timeslots for an additional fee. Timeslots and meetings rooms are assigned by Imedex based on the level of support and by the date the symposium timeslot was requested and confirmed.

1. Confirming a Satellite Symposium Timeslot and Location
Support contract for Platinum, Gold, Silver or Bronze level support must be signed by the supporting company’s representative and received by Imedex before a time and location will be assigned.

Imedex will assign satellite symposia space and reserves the right to change the location of the satellite symposium space at any time.

2. Unapproved Therapies
Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services nor is Imedex supporting those products or services for their sole promotion at the ESMO Conference: 11th World Congress on Gastrointestinal Cancer. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws, and Imedex bears no responsibility in case of a complaint based on such laws.

3. Satellite Agenda Approval
The scientific agendas of all satellite symposia must be submitted to Imedex for approval by the Congress scientific committee to avoid overlap with the official scientific program. A preliminary draft agenda is due to Imedex by 30 March 2009 and should be sent to Kelly Jackson at k.jackson@imedex.com. This preliminary draft agenda should include the title of the satellite symposium, chair(s), speakers and the titles of all presentations. The results of the review will be announced approximately 2 weeks after receipt of the agenda.

If modifications are required, the supporting company must inform Imedex of their agreement and submit a modified agenda. Approval will be issued within two weeks of receipt of the modified program.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the agenda by the Congress scientific committee.

Significant changes made to the agenda will require reevaluation by the Congress scientific committee.

The final, approved agenda should be sent to Kelly Jackson at Imedex at k.jackson@imedex.com by 1 May 2009, for publication in the Congress program book.
4. Satellite Speaker Guidelines

Expenses for speakers not already speaking at the ESMO Conference: 11th World Congress on Gastrointestinal Cancer (including travel, honoraria and accommodation) are the responsibility of the supporting company. For speakers who are not part of the scientific program for the ESMO Conference: 11th World Congress on Gastrointestinal Cancer, the supporting company must also provide Congress registration.

Travel and accommodations for speakers already participating in the scientific program of the ESMO Conference: 11th World Congress on Gastrointestinal Cancer will be covered by the Congress organizer provided they are not asked to arrive early or stay late for industry supported activities, and provided that the event is a sanctioned event. Please refer to www.worldgicancer.com for the scientific agenda and confirmed speakers. The Congress organizer will cover economy class tickets (European faculty) or business class tickets (US faculty), 3 nights hotel (European faculty) and 4 nights hotel (US faculty) at the AC Barcelona, as well as an incidental allowance of $200. Should commercial supporters wish for their faculty to stay at an alternative hotel the commercial supporters will then become responsible for the hotel expense.

Although Imedex understands that some of the ESMO Conference: 11th World Congress on Gastrointestinal Cancer scientific program speakers may have committed to participating in an industry supported satellite symposium, please be aware that policy does not permit speakers to repeat lectures given during industry supported satellite symposia. Speakers who are giving talks during the ESMO Conference: 11th World Congress on Gastrointestinal Cancer scientific program must be sure that this presentation contains new material.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the program by the Scientific Committee.

5. Admission to Satellite Symposia

Admission to the satellite symposia area, Level 1, is open to all exhibitors, satellite supporters, and attendees with Congress badges. Special badges with access only to the satellite area will be available for symposium staff and vendors at the Congress registration desk.

6. Audiovisual Equipment and Room Specifications for Satellite Symposia

The following audiovisual equipment is included in the rooms at the CCIB for each satellite symposia:

- (1) Video data projector
- (1) Screen
- In house sound system with ability to handle 2 microphones

All meeting rooms are setup in banquet style with round tables and chairs, with a head-table (with 4 chairs) on a platform. All staging costs are the responsibility of the symposium organizer. If a company supporting a satellite symposium chooses to change the room setup, and the CCIB is able to accommodate this request, the company must pay any costs associated with the change and with the reset of the room after their satellite is completed.

Please contact Viajes Iberia Congresos directly by 13 May 2008 for any additional services. Additional services will incur additional costs to the supporter.

Please contact Kelly Jackson at Imedex at k.jackson@imedex.com should you wish your symposia recorded for a web capture and be posted on www.worldgicancer.com. There is an additional fee for this service.
7. Signage Limitations
Signs may be placed in the general areas of the Congress no earlier than five (5) hours before the satellite is to begin. Signs may not be larger than 1 meter wide by 2 meters tall. Additional signs, outside of these guidelines, will be removed by the organizer.

All satellites are listed in the Congress agenda section of the program book, and satellite agendas will be listed in the satellite agenda section of the program book and pocket program if received by 1 May 2009.

All signs must contain the phrase “Held in conjunction with the ESMO Conference: 11th World Congress on Gastrointestinal Cancer.”

8. Room Setup and Food Service
All food and beverage is at the expense of the supporter. Supporters for satellite symposia must guarantee food and beverage quantities equal to or greater than 80% of the seats for which the room is set. For example, if you have a room set for 700 people, you must guarantee food and beverage for at least 595 people. Supporter must provide Viajes Iberia a final guarantee for food and beverage by 12 June 2009. After 12 June 2009 food and beverage guarantee cannot be changed.

Food items served in the exhibition hall, in the satellite symposia and in the hospitality suites must be purchased through Viajes Iberia Congressos by 1 May 2009. Please note that there is no increase over the CCIB prices for any items ordered through Viajes Iberia Congressos.

The standard room set for luncheon satellite symposia is banquet with a head-table (with 4 chairs) on a platform. All staging costs are the responsibility of the symposium organizer. If a company supporting a satellite symposium chooses to change the room setup, and the CCIB is able to accommodate this request, the company must pay any costs associated with the change and costs associated with the reset of the room after their satellite is completed.

9. Black out times for Ancillary or Concurrent Meetings
Ancillary or concurrent activities (internal meetings involving delegates, press conferences, and educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the ESMO Conference: 11th World Congress on Gastrointestinal Cancer must be approved by Imedex. Ancillary meetings of 30 participants or less will be allowed during blackout times but must be approved by Imedex. Ancillary meetings over 30 participants will not be allowed during blackout times. Clear identification of the organizer, the purpose, the targeted participants, and the full program must be submitted to Imedex by 1 May 2009 for approval. Please contact Kelly Jackson at k.jackson@imedex.com for approval of all ancillary and concurrent meetings.

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<td>Wednesday 24 June</td>
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10. Delegate Bag inserts
Supporters are allowed one delegate bag insert per symposium. The material may not be larger than A4-format and not heavier than 30 grams per piece. If an additional item is placed in the delegate bag the cost is €5,000 per item.

Symposium supporters must reserve a place in the delegate bag by 11 May 2009 and must submit a sample of the material for authorization of format and content to Imedex by 18 May 2009. Please contact Imedex for availability and pricing.

The deadline, quantity and shipping instructions must be strictly followed, **including the use of the delegate bag insert shipping label on page 32.** Material not related to activities taking place during the ESMO Conference: 11th World Congress on Gastrointestinal Cancer will not be authorized.
In order to assist the RESA and Imedex staff in making sure your delegate bags inserts arrive at the CCIB in time for insertion into the Congress bags, you must include the labeling on page 32 on the outside of each item sent. Delegate bag inserts must be shipped separately from any exhibition materials.

11. Printed Materials for Symposia
All printed materials for a symposium including signs, delegate bag inserts and materials to be handed out during the meeting must contain the statement “Held in conjunction with the ESMO Conference: 11th World Congress on Gastrointestinal Cancer.” Printed materials may not be displayed or distributed in any room where an educational session of the main program is held.
ESMO Conference: 11th World Congress on Gastrointestinal Cancer
24 - 27 June 2009, Barcelona, Spain

Supported Satellite Symposia Schedule
as of 23 January 2009
(Times and room assignments are subject to change based on the scientific agenda)

Satellite Symposia Scientific Programs may not exceed 75 minutes in length

Daily Symposia Schedule

Thursday, 25 June
Lunch Symposia
9:30 Rooms Available to Thursday Lunch Symposia Supporters for Setup
12:30 General Session Ends
12:30 – 13:00 Attendees move from General Session to Symposia Rooms and lunch is distributed
13:00 – 14:15 Symposia Scientific Programs
14:15 – 14:30 Attendees move from Symposia Rooms to General Session
14:30 General Session Resumes
16:00 Thursday Lunch Symposium Supporters must be out of Symposia rooms

Non-competing Evening Symposium
16:00 Rooms Available to Thursday Evening Symposium Supporter for Setup
18:25 General Session Ends
18:25 – 18:55 Attendees move from General Session to Symposium Rooms and food and beverages are distributed
18:55 – 20:10 Symposium Scientific Program
20:10 – 20:25 Attendees exit the CCIB building
22:00 Thursday Evening Symposium Supporter must be out of Symposia rooms

Friday, 26 June
Lunch Symposia
9:30 Rooms Available to Friday Lunch Symposia Supporters for Setup
13:00 General Session Ends
13:00 – 13:30 Attendees move from General Session to Symposia Rooms and lunch is distributed
13:30 – 14:45 Symposia Scientific Programs
14:45 – 15:00 Attendees move from Symposia Rooms to General Session
15:00 General Session Resumes
16:30 Friday Lunch Symposium Supporters must be out of Symposia rooms

Non-competing Evening Symposium
16:30 Rooms Available to Friday Evening Symposium Supporter for Setup
18:45 General Session Ends
18:45 – 19:15 Attendees move from General Session to Symposium Rooms and food and beverages are distributed
19:15 – 20:30 Symposium Scientific Program
20:30 – 20:45 Attendees exit the CCIB building
22:00 Friday Evening Symposium Supporter must be out of Symposia rooms
Saturday, 27 June
Lunch Symposia
9:30 Rooms Available to Saturday Lunch Symposia Supporters for Setup
13:00 General Session Ends
13:00 – 13:30 Attendees move from General Session to Symposia Rooms and lunch is distributed
13:30 – 14:45 Symposia Scientific Programs
14:45 – 15:00 Attendees move from Symposia Rooms to General Session
15:00 General Session Resumes
16:30 Saturday Lunch Symposium Supporters must be out of Symposia rooms

Daily Symposia Room Assignments

Thursday, 25 June
Lunch Symposia
Sirtex 111-112
Novartis 116-117
F. Hoffman-La Roche 213-217

Non-competing Evening Symposium
Novartis 116-117

Friday, 26 June
Lunch Symposia
Merck Serono 111-112
Pfizer 116-117
F. Hoffman-La Roche 213-217

Non-competing Evening Symposium
Bayer 116-117

Saturday, 27 June
Lunch Symposia
ESO 113-115
Amgen 116-117
Available 111-112
CONGRESS INFORMATION AND REGULATIONS

Congress Rules, Regulations and Conditions

Please also see CCIB Rules and Regulations on the Congress website

1. Hanging Banners and Posters and Respecting the Installations
The placing of posters, banners, stickers or similar items, on the walls, floors, ceilings or columns inside or outside the CCIB is strictly prohibited. Applications for hanging posters or banners, or the items mentioned above, can be made to Viajes Iberia Congresos and will be considered. Furthermore, the décor of the CCIB and any of the items rented within the building must be respected at all times, without adding to, moving or hiding anything present.

2. Health and Safety Legislation
Imedex and all satellite supporters upon entering the premises agree to adopt all measures of safety and control established by the Municipal Government of Barcelona and by the management of the CCIB.

Imedex and all satellite supporters, upon entering the premises, agree to observe the norms in force on safety, particularly in regard to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition.

The satellite supporter formally declares that their staff are insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the CCIB any possible claim or involvement in these matters.

Neither Imedex nor the CCIB will be responsible for any item or material that has not been removed once the event is finished.

The construction of stands using construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is strictly prohibited.

3. Noise
Electrical and other mechanical apparatus must be muffled so that the noise does not disturb the rest of the satellite supporters or other areas of the CCIB.
Other Regulations and Conditions:

1. Definitions
In the following regulations and conditions, the term 'supporter' describes any company or organization that has made a successful application for satellite symposia space allocation in the technical exhibition to be organized in the framework of the ESMO Conference: 11th World Congress on Gastrointestinal Cancer, or any agent or representative acting on behalf of the supporter. The term 'secretariat' relates to Imedex.

2. Legal Condition
The application for satellite symposia space is legally binding on the supporter pending its acceptance in writing by the secretariat.

3. Location
The satellite symposia will be held at the CCIB, the Congress venue.

4. Amendment of the Schedule
While every effort is made to preserve the published schedule of the satellite symposia, the secretariat shall be entitled to vary the times and/or layout if it is believed by the organization to be in the best interest of the Congress. The supporter shall have no claim against the secretariat in respect of any change of times or layout.

5. Postponement or Abandonment
The secretariat reserves the right to postpone the Congress including the satellite symposia, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the satellite symposia, the secretariat will not be held liable for expenses incurred other than the cost of holding a satellite symposium.

6. Bankruptcy or Liquidation
In case the supporter becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the secretariat shall be at liberty to terminate immediately the contract with the supporter, to cancel the allocation of satellite symposia space to the supporter and to forfeit all sums paid by the supporter.

7. Security and Insurance
Neither the secretariat nor its contractors shall be responsible for the safety of any satellite symposia materials or other property of the supporter or of any person, or for the loss, damage or destruction by theft or fire or from any other cause to such satellite symposia materials or other property, or for loss, damage or injury sustained by any satellite symposia materials or any other persons. The supporter shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the supporter, his staff, agent or personnel hired on a temporary basis to staff the satellite symposia stand. As the secretariat and its contractors will accept no responsibility for any of the foregoing matters, the supporter should affect his own insurance against any risk of loss, damage, injury or liability. Evidence that such an insurance has been obtained should be sent to Viajes Iberia not later than 13 March 2008.

8. Room Decoration
Under no circumstances may the supporter increase the satellite symposia space beyond the room(s) that has been allocated. Any damage caused by their acts of negligence will be the responsibility of the supporter, who will be required to indemnify the secretariat and its contractors against any claim arising from such damage. No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the CCIB. Any fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization.
9. Advertising
All printed matter or advertisements of any kind, including information on display or intended for
distribution on or outside the premises of the Congress Center is strictly limited to the supporter's
stand or the space hired by the supporter. Failure to observe this procedure, in particular regarding
distribution of promotional documents in the vicinity of entrances or exits or without the written
permission of the secretariat, shall render the supporter liable to an advertising fee of up to 25% of the
total exhibit space cost. Exhibiting companies are to comply with all national and international rules
and regulations related to advertising and promotion of products and services as part of their satellite
symposia.

All advertisements for a symposium described above must contain the phrase "Held in conjunction
with the ESMO Conference: 11th World Congress on Gastrointestinal Cancer"

10. Disposal of Waste
It is the responsibility of the supporter to ensure that all debris and waste material including boxes for
packaging arising from preparing for the satellite symposia are completely removed from the satellite
symposia area prior to the opening of the satellite symposia. Failure to comply with this procedure
shall render the supporter liable for the cost of clearance by the secretariat or its contractor.

11. Special Hazards
Any satellite symposium which may be regarded as constituting a special risk or hazard must notify
the secretariat as soon as possible and not later than 9 April 2009. The supporter must at his own
expense comply with any conditions or safety precautions the secretariat, venue licensor or local
authorities may impose.

12. Health and Safety at Work
It is the responsibility of the supporter to ensure that their employees, satellite symposia organizers
and staff and temporary staff comply with the latest legislation regarding health and safety at work.

13. Storage
If you require storage during the satellite symposia please contact Viajes Iberia Congresos. An
additional charge will apply.
OFFICIAL SHIPPING MANUAL

11th World Congress on Gastrointestinal Cancer 2009

BARCELONA

24 – 27 June 2009
SERVICES WE OFFER

- Offloading and reloading of vehicles on Site
- Deliveries and collections to / from booth
- Intermediate Warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from Port / Airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier Receipt and delivery
- Insurance (upon request)
- And any other services related to logistics for trade shows and events.
Dear Exhibitor / Contractor:

Please read this relevant information concerning logistics at the 11th World Congress on Gastrointestinal Cancer congress and Spanish customs regulations carefully in order to ensure a smooth delivery of your items to your booth.

1. RESA CONTACT DETAILS

<table>
<thead>
<tr>
<th>Jorge Reina</th>
<th>Marta Pastor</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jreina@resainternacional.com">jreina@resainternacional.com</a></td>
<td><a href="mailto:mpastor@resainternacional.com">mpastor@resainternacional.com</a></td>
</tr>
<tr>
<td>Direct Tel.: +34 93 2334743</td>
<td>Direct Tel.: +34 93 2334758</td>
</tr>
</tbody>
</table>

General Fax: +34 93 2631894

2. CONSIGNMENT & SHIPPING INSTRUCTIONS

Important notice: please always send on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf. In this case there would be a 10% deferrement fee on all charges paid by RESA in advance.
2.1 AIRFREIGHT

Your shipments should arrive at Barcelona airport BCN No later than 3 working days before desired delivery to stand.

Consignee Address: RESA EXPO LOGISTIC
For WCGC 2009
Exhibitor name / Stand no.
C/Antarctic, 101-103 / Z.A.L.
08040 – Barcelona

Notify: RESA EXPO LOGISTIC
Tel +34 932334758
Fax + 34932631894

Please send your shipments prepaid, on own Master Airwaybill, consigned to above mentioned address. 3 original Invoices should be attached to the Airwaybill.

Pre-advices please send to us at least two days before arrival in Barcelona by Telefax or email to above mentioned contact details:

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list
- Forwarding and Handling Order Form (please find the form here below)

Your shipments should arrive at Barcelona Sea Port no later than 5 working days before desired delivery to stand.

Consignee Address: RESA EXPO LOGISTIC
For WCGC 2009
Exhibitor name / Stand no.
C/Antarctic, 101-103 / Z.A.L.
08040 – Barcelona

Notify: RESA EXPO LOGISTIC
Tel +34 932334758
Fax + 34932631894

Please send your shipments prepaid, on own Ocean Bill of Lading, consigned to above mentioned address. 3 original Invoices should be attached to the OB/L

Pre-advices please send to us at least two days before arrival in Barcelona by Telefax or email to above mentioned contact details.

- Copy of Express release B/L / Vessel details
- Copy of invoice / packing list
- Forwarding and Handling Order Form (please find the form here below)
Your shipments should arrive at our Barcelona warehouse no later than 3 working days before desired delivery to stand.

Consignee Address: RESA / TREBIG HANDLING
For WCGC 2009
Exhibitor name / Stand no.
C/Antartic, 101-103 / Z.A.L.
08040 - Barcelona

Pre-advice: See Pre Alert Form at end of this document. Please fill in and send back to us by email or Telefax at least 2 days before arrival of goods to Barcelona.

Due to the limited space available for offloading/reloading vehicles, direct access to the venue with trucks is restricted and needs to be reconfirmed with RESA.

Please contact to the above mentioned contact details to receive a booking confirmation of the wished time & date for offloading/reloading your vehicle.

Together with the confirmation you will receive an access plan and indication on how to access the area.
 Courier Delivery Address.

We strongly recommend not sending Courier shipments direct to your stand unless you have a member of your staff present to receive them. If you do send goods by courier we suggest that you send them to our advanced warehouse, address as follows:

RESA / TREBIG HANDLING
For WCGC 2009
Exhibitor name / Stand no.
C/Antartic, 101-103 / Z.A.L.
08040 - Barcelona

The charge for the receipt and delivery of courier shipments under 50kgs is Euros 95 per shipment. Over 50kgs will be as per the Roadfreight to our Warehouse service stated in our tariff. If customs clearance is required, this will be charged as per the customs clearance service. No liability is accepted for shipments sent directly to the stand.

Track & trace information:
We recommend that you have the tracking number (assigned by the courier company) on hand at the exhibition; this will make it easier to locate your shipment.

Preadvice:
It is imperative to send us a pre notice of your shipment immediately once sent, to the above mentioned contact details. (See Pre Alert Form at end of this document)

Spanish customs formalities:
Please be aware that courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and will require a Spanish importer of the record. Therefore a proforma invoice must travel with the goods for the import formalities. Please read the Customs Formalities section of the manual.

Restricted products:
The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: Food (candies for give always are considered food), beverage, medicines, cosmetics life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.
3. CUSTOMS CLEARANCE INFORMATION

For shipments outside of the EC, please note the following information:

Permanent entries: Goods to be consumed during the show, such as consumables, giveaways, catalogues etc.

- Any permanently entry is subject to payment of import tax and duties, calculated off the CIF value of the goods (CIF value = declared value + freight costs). An additional 10% will be charged as Resa’s deferrement fee.

Temporary entries: Goods returning to origin after the show

- Please note that the venue does not have a free bond status, therefore we strongly recommend the use of ATA carnet. With this document you will save extra costs and delays on delivery of your items to the stand.

- All exhibits / material entered under temporary importation are subject to control and examination by Spain customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact to RESA staff in the case you intend to sell any temporary goods.

Temporary & permanent materials must be packed separately, in different boxes.

Issuing the invoice:

Please state on the invoice: “Samples not for sale, value for statistical purposes”

- Invoice must be addressed to:
  RESA EXPO LOGISTIC - WCGC 2009
  For: WCGC 2009 / Exhibitor name / Stand no.
  C/Antartic, 101-103 / Z.A.L. - 08040 – Barcelona

- 3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels nomenclature). All items must be declared with a value, which must be accepted by Spanish Customs.

Restricted products: The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: Foodstuff (candies for give always are considered foodstuff), beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are
### 4. CASE MARKING

All your Packages should be clearly marked as follows: please use the attached label sample, with following information:

- Name of Exhibiting Company
- WCGC 2009
- Hall and Stand number
- RESA / TREBIG HANDLING
c/ Antartic, 101-103 Z.A.L. - E – 08040 Barcelona – SPAIN

Please number the packages (1 of..., / 2 of... / 3 of... etc.)

It is very important to mention on the labels the delivery information at the venue: Name of Exhibitor, Stand/Hall Nr, contact name and cell phone nº.

Shipments without proper delivery information as per above might not be delivered and will remain at our warehouse until the exhibitor requests them (no claims will be accepted for delayed deliveries of unmarked shipments).

### 5. PAYMENT TERMS AND FORMS

Please note following accepted methods of payment:

- Bank Transfer: Only accepted on pre-payment basis, if you wish to pay after receiving services, a credit card payment is required. Please note our bank details as follows:

<table>
<thead>
<tr>
<th>RESA Expo Logistic account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANC SABADELL</td>
</tr>
<tr>
<td>Avenida Madrid, 188</td>
</tr>
<tr>
<td>08028 Barcelona</td>
</tr>
<tr>
<td>Account: 0081 0557 1900 0102 9711</td>
</tr>
<tr>
<td>IBAN: ES17 0081 0557 1900 0102 9711</td>
</tr>
<tr>
<td>SWFIT: BSABESBB</td>
</tr>
</tbody>
</table>

  Please provide a copy of the Transfer Statement

- Credit Card: we accept VISA, Mastercard and American Express

- Cash: all major currencies accepted
### 6. BASIC CONDITIONS

Basic Conditions of Contract:

- All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The complete information about Resa's insurance policy is available on request.

- The liability of RESA ceases with delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA.

- Our invoices will be due immediately after issuance without any further notice. Customers with whom we have not agreed any terms of payment, will be asked to settle our expenses before the event starts or on-site during the event or before the return transportation of their exhibits.

### 7. FURTHER INFORMATION

Insurance:

We strongly recommend that all exhibitors arrange Insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that RESA does not insure automatically unless asked to do so in writing. Please note that it is the exhibitors’ responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. RESA is not liable for any losses, theft or pilferage.

Late arrival surcharges:

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 30% on our Official Forwarding and handling tariff.

Worldwide Network:

Our recommended agent in your country is specialized in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the “DOOR TO STAND” service, you will get an all-in package that covers all the steps from your country of origin to the venue and vice versa, until your items are returned back after the event. The list of our agents worldwide is available on request.
Please send this form to Marta Pastor, fax +34 932631894 or email: mpastor@resainternacional.com

Please tick which of the below types fits with your company:

- EXHIBITOR
- CONTRACTOR/STANDBUILDER
- SUPPLIER

**Company Name:**

**Complete Address:**

**Tel. nº:**  
**Fax nº:**  
**Email:**

**Exhibiting company Name:**

**Hall nº.:**  
**Stand nº:**  
**Arrival date of company staff to the venue:**  
/ January/

**Contact person on stand:**  
**Cell Phone nº:**

**SERVICE OPTIONS (Please tick which of the below services you require):**

1. **DOOR TO STAND SERVICE**
   - RESA’s nominated agent in your country will arrange pick up from your domicile and deliver through to stand. If you choose this option you’ll get complete contact details of our agent.

2. **FROM ADVANCE WHSE TO STAND**
   - Your own freight forwarder/courier company will deliver to our warehouse, already customs cleared. We will transport goods from warehouse to stand.

3. **FROM ARRIVAL AIRPORT / PORT TO STAND**
   - Your own freight forwarder will get the goods to Barcelona airport or port and we will arrange Customs clearance, transport to show site and delivery to stand.

4. **DIRECT DELIVERY TO SHOWSITE/ VEHICLE REGISTRATION:**
   - PLEASE CONTACT AS ABOVE MENTIONED

For other services please contact with RESA

**APPROXIMATE SHIPMENT DETAILS (To be completed if using options 2 and 3 only):**

**Name of own Freight Forwarder:**

**Tel.:**

**Estimated Date Goods due to arrive Airport/Port/Warehouse:**

**Nº of pieces:**  
**Volume:**  
**m3**  
**Weight:**  
**kgs.**

**Type of goods:**  
**Value:**

**SHIPMENT REF. Nº (TRACKING Nº/ AWB / …)**

**Date Goods required on stand:**  
/ January/  
**Aprox. Time Required on stand:**

All work undertaken is subject to Resa’s insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. For handling and storage onsite, the liability of RESA ceases with delivery and begins with the collection of freight at the exhibition stand. The complete information about Resa’s insurance policy is available on request.
RESA EXPO LOGISTIC  
C/Ciencias – Entrada Nr. 1  
Recinto Ferial Gran Via  
P.O. Box: Apartado de correos 2045  
08908 – Hospitalet (BARCELONA)  

Tel: + 34 93 233-4745 / -4744 / -4743  
Fax: + 34 93 2631894  
info@resainternacional.com

FORWARDING TARIFF GI 2009 BARCELONA

The following rates apply for the a.m. shows held at at the CCIB venue from 24th to 27th June 2009:

From Resa warehouse up to delivered on booth:

- Offloading, intermediate storage and delivery to booth: 45,00 € /m3  
  * Minimum 3 m3/shipment
- Reception & delivery of small shipments (up to 50.-Kg): 50,00 € /shipment
  1 Cbm = 300.-Kg

Charges from collected at the Airport up to delivered on booth (excluded airline / storage charges, agent fees):

Transfer from airport to booth: 1,15 € /Kg  
  * Minimum 250. Kg /Shipment
  1 Cbm = 167 Kg

Direct unloading at CCIB and delivery to booth (excluded warehousing):

Offloading and direct delivery from truck to booth: 15,00 € /m3  
  * Minimum/shipment  
  105,00 €
- Reception & delivery of small shipments (up to 50.-Kg): 50,00 € /shipment
  1 Cbm = 300. Kg / 1 Ldm = 4 Cbm
Rental of lift equipment / Labors (only for works on stand):

- Forklift 3 tons (min. 2 hours): 90,00 € /hour
- Forklift 4 tons (min. 2 hours): 95,00 € /hour
- Forklift 5 tons (min. 2 hours): 110,00 € /hour
- Handlift (min. 2 hours): 18,00 € /hour
- Worker (min. 4 hours): 31,00 € /hour
- Packer / Foreman (min. 4 hours): 50,00 € /hour

*Other equipments available on request*

Storage:

- 5.1) Empties:
  - Collection, storage and re-delivery of empties: 42,00 € /cbm
    * Minimum 2 cbm

- 5.2) Full goods:
  - Collection, storage and re-delivery of goods: 55,00 € /cbm
    * Minimum 2 cbm

*Rounding up from m3 to m3 on both*

Customs Formalities:

- 6.1) Temporary clearance (samples for exhibition):
  - ATA Carnet:
    - ATA Carnet Import Clearance: 140,00 €
    - ATA Carnet Export Clearance: 140,00 €
  - Proforma Invoice:
    - Temporary import clearance: 175,00 €
    - Re-export clearance: 175,00 €
    - Cancellation of TIB on sold goods: 80,00 € /entry

  Customs bond fee: 1,5 % of value
  150,00 € minimum

*The CCIB venue does not have free bond status, we strongly recommend the use of ATA Carnet for temporary entries*
6.2) Definitive Clearance (consumables such as brochures, giveaways):

| Import up to 12.000 €: | 140,00 € /entry |
| Up to 18.000 €: | 265,00 € /entry |
| Up to 24.000 €: | 295,00 € /entry |
| Up to 36.000 €: | 365,00 € /entry |
| Use of Resa import tax registration number: | 45,00 € /entry |
| Definitive export clearance: | 140,00 € /entry |

**Additional:**

Service fee for shipment, for inbound / outbound: 45,00 € /each way

**Surcharges to be applied on section nrs. 1), 2), 3), 4):**

- Overtime (18:00 – 20:00h): 25%
- Overtime (20:00 – 08:00h): 50%
- Saturdays: 75%
- Sundays/Public Holidays: 100%

**Return charges:**

Same as points 1), 2), 3), 4), 5), 6), 7)

**Excluded:**

- VAT
- Full risk Insurance
- Additional expenses for express deliveries are not included, and will be charged according to the volume / weight of goods (shipments arriving on same day of delivery will be considered express deliveries).
- Duties and taxes, to be debited according to official outlay, + 10% advanced payment (min. 30 €)
- Customs inspections, 175 € will be charged in case of inspection.
- Any other service required
Delegate Bag Insert Shipping Instructions

11th World Congress on Gastrointestinal Cancer

BARCELONA

24 – 27 June 2009
Dear Supporter:

Please read carefully this relevant information concerning logistics for the delegate bags at the 11th World Congress on Gastrointestinal Cancer and Spanish customs regulations, in order to ensure your leaflet / brochure reaches all the event visitors.

Your shipments should arrive at our Barcelona receiving warehouse no later than **10 June 2009**

- **Consignee address:** RESA / Trebig Handling
  
  C/Antártic, 101 - 103
  
  Zona de Actividades Logísticas
  
  E – 08040 Barcelona
  
  SPAIN
  
  Notify: 11th World Congress on Gastrointestinal Cancer /
  
  Supporter’s name

All delegate bags insert shipments must be marked as follows:

- **EVENT NAME:** WCGC 2009
- **BAG INSERT**
- **NAME OF PUBLICATION:** XXXXXXXXX
- **SUPPORTING COMPANY:** XXXXXXXXX
- **PIECES:** 1 OF XXX

Please send your shipments prepaid, on own Master air way bill, consigned to above mentioned address. For shipments outside the EU, 3 original Invoices should be attached to the Airway bill. Send always your shipment on conditions “prepaid” or “DDP” (all charges paid by the sender including the payment of duties and taxes). Courier shipments arriving with unpaid transport costs will be refused (unless the exhibitor gives instructions to RESA for payment of charges on their behalf. An additional 10% deferment fee will be charged for advanced payment).

Shipments without proper delivery information will not be delivered and will remain at our warehouse until the supporter requests them (claims for delayed deliveries of unmarked shipments will be refused).

**Pre-advices** please send us at least two days before arrival in Barcelona by fax:

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list

RESA CONTACT DETIALS:

Jorge Reina

marta@resainternacional.com

Direct Tel.: + 34 93 2334743

General Fax: + 34 93 2631894
Delegate Bag Insert Sample Shipping Label

In order to assist the Resa and Imedex staff in making sure your delegate bag inserts arrive at the CCIB in time for insertion into the delegate bags, you must include the following labeling on the outside of each item sent which includes any delegate bag inserts and delegate bag inserts must be shipped separately from any exhibition materials.

The last day to make a reservation for space in the delegate bag is 11 May 2009. Sample inserts are due to Imedex for approval by 18 May 2009.

Boxes containing Delegate Bag Inserts must be received by Resa in Barcelona by 10 June 2009.
ESMO Conference: 11th World Conference on Gastrointestinal Cancer

Satellite Symposia Staff Registration

Please use this form to secure badges for staff that will have access only to the satellite symposia area of the CCIB. These badges will not have access to any scientific session or the Exhibition Area.

Supporter:  _____________________________________________________________

Supporter Registration Contact Name: __________________________________________

Contact Phone Number: ___________________________ Contact Email: ____________________________

<table>
<thead>
<tr>
<th>First/Given Name</th>
<th>Last/Surname</th>
<th>Organization</th>
<th>City</th>
<th>Country</th>
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<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Please return the form to Kelly Jackson by 18 May 2009 via fax +1(770) 751 7334.

Additional Full registrations and Exhibitor Badges are available. Please contact Kelly Jackson at k.jackson@imedex.com to order additional badges.