



Welcome to the ABIM 2024 Exhibition

Please read this information carefully:

Care of the stand equipment

We remind you that all stand equipment is hired and must be maintained in the original condition in which you find it.

Please treat the walls with care and do not use nails, screws or staples. If you wish to hang posters or other items, please only use special, non-staining adhesive materials or tapes (Tesa Power Strips or similar). If holes, stains or damage remain on the walls after the exhibition, you will be charged the full price per wall.

Marketing materials on your booth only

Please do not place any brochures or other advertising material on the public tables, as these must be kept free. Such materials will be removed and disposed of. Hanging posters or displaying leaflets and marketing materials outside the own stand display area is not permitted.

Material collection on Monday 21.10.2024, 7:00-11:00

The material for your booth, which you have sent to the Congress Center must be picked up at the **InfoPoint / Material collection** located at the back of each exhibition hall.

Booth dismantling is only permitted after the end of the lunch break on Wednesday, 23 October 2024, 14:00. Exhibitors must respect the lunch break and must not disturb or create a hazard for visitors by dismantling and removing materials during the lunch break.

Shipping of material

You must organise the return transport of your material yourself with a transport company of your choice.

- ➔ **Option 1:** You pack and label all boxes, fill out the necessary paperwork and instruct the transport company to collect the material directly from your stand on **Wednesday, 23.10.2024 between 14:00 and 16:00**. The collection time must be confirmed by the transport company and you must wait until the boxes have been collected before you leave. **All items left on the stand after the exhibition will be disposed of. We cannot accept responsibility for valuables left behind. Please check your stand area thoroughly before leaving.**
- ➔ **Option 2:** You pack and label all boxes, fill out the necessary paperwork and bring them to the InfoPoint / Material collection point on **Wednesday, 23.10.2024 between 14:00 and 16:00**. The transport company must collect the boxes **within 1 week**.

The organisers cannot take responsibility for the logistics of the materials after the end of the conference. Please ensure that all goods to be collected and returned to your company address are appropriately packed and labelled. **Each exhibitor is responsible for organising the shipping of their own exhibition goods. All shipping documents must be ready and the costs of shipping and customs must be borne by the exhibitor.**

Thank you for your understanding, support and collaboration.

We wish you a very successful event!

ABIM Conference organiser
conference@abim.ch

➔ If you have any questions, please ask the staff at the InfoPoints or go to the Conference Management desk at the entrance. Thank you.