Dear Exhibitor,

We cordially welcome you to ISMB / ECCB 2011 and herewith provide you with all important exhibition-related information and on our additional services and their conditions for ordering.

GENERAL INFORMATION

1) Conference Venue
   Austria Center Vienna (ACV)
   Bruno Kreisky-Platz 1, 1220 Vienna, Austria
   View the conference venue web site here

2) Exhibitor Schedule
   - Set-up / Exhibitor Move in:
     Saturday, July 16 - Exhibitors with their own booths: 09:00 – 17:00
     - Exhibitors with rental booths: 12:00 – 17:00
     All crates must be removed in the evening for overnight cleaning.
   - Exhibition Hours
     Sunday, July 17 09:45 – 16:45
     Monday, July 18 09:45 – 20:30 (Reception with Exhibitors)
     Tuesday, July 19 09:45 – 16:15
   - Dismantling / Exhibitor Move out:
     Tuesday, July 19 16:15 – 18:00

3) Delivery Information / In-house Transport (Shipping Instructions)

Your booth is located on the entrance level (= OE).

- If you use your own freight forwarder, he must contact the official freight forwarder “IML” upon his arrival at ACV, as inhouse delivery will be handled by IML.
- If you work with IML, you will be advised directly by them.
- If you deliver yourself or with your stand builder, you must follow the following access route:
  In the TUNNEL (= Leonard-Bernstein-Strasse) go to the END OF THE TUNNEL and turn right at the sign “Saturn Tower”. (Do NOT take the first illuminated exit on the right to “Austria Center Vienna”.) You will find a truck parking area and the sign of the IML office. You will be guided to the freight elevator and must deliver via the freight elevator (level U3) to your booth (level OE).

Please contact IML if you need to rent a forklift or need any other inhouse transport services as well as for storage of empty crates.
4) Important Addresses

Conference & Exhibition Organisation:
International Society for Computational Biology
c/o Pharmaceutical Sciences Building, Room 3230
9500 Gilman Drive, MC 0743
La Jolla, CA 92093-0743 USA

Exhibitor Support / Local Exhibition Management
Media-Plan
International Exhibitions & Advertising
Helferstorferstrasse 2, 1010 Vienna/Austria
Contact: Simone Biach, e-mail: simone.biach@media.co.at
Phone: +43/1/536 63–37, Fax: +43/1/535 60 16

Congress Homepage
http://www.iscb.org/ismbeccb2011

Hotel Accommodation
For accommodation information, visit the housing website at:
http://www.iscb.org/ismbeccb2011-general-info/housing

Mondial Congress & Events
Mondial GmbH & Co. KG
Operngasse 20B, 1040 Vienna, Austria
housing07@ismbconf.org

In house forwarding agent / on-site handling agent
IML –Messe Logistik GmbH
ACV, Bruno-Kreisky-Platz 1, 1220 Vienna/Austria
Contact: Robert Kokoschik or Paul Schmidt
Phone: +43/1/260 69-2205, Fax: +43/1/260 69-2204
e-mail: robert.kokoschik@iml-vienna.at

Catering
Food Affairs
ACV, Bruno-Kreisky-Platz 1, 1220 Vienna/Austria
Contact: Iris Schloegl
Phone: +43/1/260 69-2465, Fax: +43/1/260-69-2469
e-mail: bankett@food-affairs.at

5) Exhibitor Registration

ISMB/ECCB Exhibitors receive three (3) exhibit hall passes. Please note that exhibiting companies have an opportunity to register one staff member for the full conference at a special discounted rate of €250 - if you wish to take advantage of this contact steven@iscb.org.

Exhibitors wishing to purchase additional full fare conference registration can do so by following the instructions on http://www.iscb.org/ismbeccb2011-registration.
6) Venue specifications & standbuilding heights

Floor: grey stone – carpet is obligatory
Max. stand building height:
- 2.50 m (for booths 17 – 40)
- 3.50 m (for booths 1 – 16)
only with approval of stand design by Media-Plan

Deadline to submit the booth layout: Mai 27, 2011

7) General Rules / Conditions for Participation in the Exhibition

Badges
All exhibitors must register with the Conference Registration Desk to receive an official ISMB/ECCB 2011 conference name badge. The badge will be required for admission to the Exhibition Hall. A special "private" registration site will be set up for exhibiting companies to register their personnel. We will send under separate cover a notice with instructions on how to register. If you have not received the URL and instructions for badges by May 2, 2011, please contact Steven Leard (steven@iscb.org) to obtain the instructions.

Food and Beverage
Exhibitors requiring food and beverage can do so by contacting: Food Affairs Catering
Contact: bankett@food-affairs.at
Tel.: +43 1 260 69 2465
Fax: +43 1 260 69 2469

Damage to Premises
No nails, screws or other fixtures may be driven into any part of the premises including the floors. Nor may any part of the premises be damaged or disfigured in any way. Should any damage occur, the Exhibitor will be invoiced for repair charges incurred.

Demonstrations
Demonstrations and other special activities must be located so that crowds will be comfortably contained within the contracted display space and not blocking any of the aisles. Distracting activities are subject to adjacent exhibitor and ISMB/ECCB approval. Exhibitors may not play loud music on their stand.

Exhibitor After Hours Access
Exhibitors are allowed access to their stands during set up and tear down hours as well as one hour prior to and one hour after official opening hours. Exhibitors requiring access beyond these times, must receive approval from an ISMB representative at the Exhibition Registration Desk.

Helium Balloons
Helium ball are not permitted at the Austria Center Vienna (ACV)

Indemnification
It is understood that the exhibitor assumes entire responsibility for and agrees to protect, indemnify, defend and save ISCB, ECCB, ISMB/ECCB, Austria Center Vienna, and their respective consultants, agents, directors, employees, licensees and assigns them harmless from and against all claims, losses and damages to persons or property, governmental charges of fines...
and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or the use of or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of ISCB, ECCB, ISMB/ECCB, Austria Center Vienna or its employees and agents.

**Insurance**

Proof of insurance must be provided upon request. Exhibitors are to have a rider on their current insurance policy to cover loss of, theft of or damage to their exhibit or other personal property while it is located at or is in transit to or from the Austria Center Vienna. The exhibitor shall indemnify the Austria Center Vienna, MediaPlan, ISCB, ECCB and ISMB/ECCB against, and hold it and its representatives harmless from complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibits use of display space. The Austria Center Vienna, MediaPlan, ISCB/ECCB and ISMB/ECCB shall have no liability for loss, damage or theft, through any cause, of goods, hand carried items, exhibits, or other materials owned, rented or leased by the exhibitor. Personal effects, souvenir handouts and other small, easily removed valuable items should not be left unattended. In no event ISCB, ECCB and ISMB/ECCB have any liability for incidental, consequential, special, indirect or punitive damages for any harm arising from, or related to, the use of exhibit space under the contract agreement.

**Leaflet Distribution**

Leaflets may not be distributed from anywhere other than the exhibition stand without receiving prior permission from the Organizers. Leaflets displayed or distributed at any other point throughout the venue, without prior permission, will be removed and destroyed by the Organizers.

**Parking**

Limited parking is available at Austria Center Vienna. Exhibitors are encouraged to use public transit or to use taxi as recommended by the hotel. Discounted transit passes are available to June. Please visit: [http://www.iscb.org/ismbeccb2011-general-info/vienna-public-transit-pass](http://www.iscb.org/ismbeccb2011-general-info/vienna-public-transit-pass)

**Security**

ISCB/ISMB will provide security in the exhibit area during all off-hours and will take reasonable precautions to safe guard exhibitor’s property. Exhibitors are encouraged to remove any valuable items from the exhibit area each evening.

**Travel Visa Application**

Please ensure to review the Visa information carefully located at: [http://www.iscb.org/ismbeccb2011-general-info/faq#visa](http://www.iscb.org/ismbeccb2011-general-info/faq#visa)

**General Conference Information**

General information is available by visiting: [http://www.iscb.org/ismbeccb2011-general-info/faq](http://www.iscb.org/ismbeccb2011-general-info/faq)
8) Expert of the Technical Rules and Regulations of the Austria Center Vienna (ACV)

1. BUILD-UP OF STANDS

1.1. General provisions:
ISMB / ACV / MAW accepts no liability for the safety of the design and construction of exhibition stands and the equipment contained therein.

Any alterations to the structure, and to stand equipment, fixtures, furnishings and furniture shall be carried out, and special operating requirements imposed in the interests of public safety by the authorities during the official inspection which takes place before every exhibition complied with by the exhibitor promptly, before commencement of the exhibition, and before the subsequent official commissioning inspection at the latest.

1.2. Stand assembly guidelines:
All entrance and exit doors to the hall, including emergency exits, thoroughfares, staircases, etc., must be kept completely free and unobstructed at all times.

Fire safety equipment such as portable fire extinguishers, fire alarms and hydrants must be visible and accessible at all times. They may neither be obstructed nor enclosed by structures.

It is not permitted to drill, screw or hammer nails into the building's walls, ceilings, floors or pillars. Walls and pillars may not be subjected to loading by stands or exhibits.

Pillars may be covered up to the maximum permitted construction height, provided that they are not damaged thereby. Combustible materials such as jute, crepe paper, cardboard, corrugated cardboard, reed mats or flammable plastics may neither be used to construct or cover stands, nor for decorative purposes.

In the aisles of the exhibition space, either special protective measures must be carried out during build-up and breakdown, or special care must be taken to prevent damage to floors.

Only machines with a dust collector bags are permitted for wood cutting and shaping. Painting and wallpapering is only permitted in the exhibition halls if the floors are covered by PVC sheeting.

1.3. Roofing:
Single-decker stands may be roofed provided that the roofing complies with the fire regulations.

1.4. Floor load bearing capacity:
Load bearing capacity is 7kN/m² in the entrance hall, on (yellow) Level OE, and it is 5kN/m² in all other areas.
The transport weight of individual loads equally spread across four wheels is a maximum of 25 kN.

The floor consists of polished granite slabs in the entrance hall, asphalt in the exhibition halls, and oak wood panels laid on subfloors in all other exhibition areas.

In the event of higher loading due to exhibits the exhibitor must put down a weight distribution plate, the type and size of which must be established in agreement with ACV / MAW. In exceptional cases requiring the engagement of a structural engineer the cost must be borne by the exhibitor.

2. BRINGING IN ITEMS

If the exhibitor intends to exhibit, use, demonstrate or store flammable, explosive, burning or glowing items, or items that emit radioactive or ionising rays, or liquid gas or other pressurised gas bottles within the ACV premises, he shall provide ACV / MAW with adequate advance notice of same. Exhibiting, using, demonstrating and storing such items shall in each case be subject to ACV's / MAW’s approval and, where necessary, official authorisation.

In each case of use of such items, the rules, regulations and instructions of ACV / MAW and the authority concerned must be complied with. This applies in particular to rules, regulations and instructions issued in the interests of safety. No liability whatsoever is accepted for items of any kind (including machinery and equipment) brought on to the premises of the ACV.
3. TRANSPORTATION OF STAND CONSTRUCTION MATERIALS AND EXHIBITS
to and from the premises
The exhibitor shall be responsible for the transportation of exhibits and any stand construction materials to and from the premises at his own expense and risk.

Transportation to and from the premises must occur shortly before or after loading.

The exhibitor shall not be entitled to any compensation for waiting times. Transport vehicles may only be parked on ACV’s premises in exceptional cases, parking of private cars is charged for.

4. VACATION OF STANDS
It is prohibited to remove exhibits from the premises and dismantle stands before the end of the event.
After vacating the stand, the exhibitor is obliged to leave the space hired by him in the same condition as that in which it was provided by ISMB / ACV / MAW. Any damage and failure to leave the premises in a clean state established by ISMB / ACV / MAW will be rectified by ISMB / ACV / MAW, and the related costs charged to the exhibitor.

In the event that the stand is not vacated on time, ISMB / ACV / MAW is entitled, at the exhibitor’s expense:

a.) to have any materials, objects or packaging belonging to the exhibitor removed from the site and stored;
b.) to return the area to the condition it was in when provided to the exhibitor.
In such case ISMB / ACV / MAW is entitled to charge the exhibitor for any storage or other costs.

The exhibitor bears the risk to materials, goods and packaging stored on his behalf.

5. UTILITIES
Special requests made by the exhibitor with regard to the provision of electronic, telecommunication and water connections may only be met – at the exhibitor’s expense – if the official regulations and the technical installations in the exhibition halls permit this, and if such requests are indicated on the related order forms.

The work to be performed within the allocated area to install electricity, telephone and water connections requires the permission of ACV, and may only be undertaken by skilled ACV personnel or by tradesmen approved by ACV on behalf and for the account of the exhibitor.

ACV shall supervise the work to be performed and retains the right to issue any instructions deemed necessary by it to the exhibitor or the contractor. The exhibitor and persons for whom he is liable are not permitted to make any modifications to pipes or connections.

The exhibitor shall comply with the rules of ACV and the telecommunication, electricity and water companies. The relevant safety regulations applicable in Austria must be complied with. In the event of infringements of such regulations the connection shall be cut off or removed immediately, and the exhibitor shall not be entitled claim damages.

The power supply is three-phase current with approx. 3 x 400/230V or alternating current with 230V and 50Hz frequency with TN earthing. There are residual current circuit breakers in the exhibition halls. ISMB / ACV / MAW shall not be liable for any loss or damage resulting from technical defects.
FREIGHT FORWARDING INFORMATION
Please refer also to the attached transport information, tariff and documents.

IML – MESSE LOGISTIK GMBH

We are proud to inform that the Congress Secretariat, the Exhibition Management and the Convention Center have again appointed IML – Messe Logistik GmbH as their international freight forwarder, customs broker and on-site handling agent for ISMB 2011.

We are able to offer our full transport service to you as exhibitor, your stand contractor, printer or other supplier.

The following is an overview of our services:
- pick up at your premises
- transport arrangements by road, air or sea
- customs clearance on temporary or permanent basis or under Carnet-ATA
- storage before delivery
- inbound delivery directly to your booth during the official move-in hours
- handling of empties
- repacking of your exhibits
- transport arrangements for return shipments

As official freight forwarder we are obliged to provide first class service. By using our service, you can be sure that we will follow up with your needs and that the material handling will be coordinated with yourself, the exhibition manager, the stand contractor and the show-site responsible. Also a representative of IML will be available on-site during move-in, exhibition hours and move-out to be your one-stop contact.

Due to the restricted access to the Show-Site, we kindly ask you for a regular update of your shipments.

For additional information please donot hesitate to contact

IML – Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisky-Platz 1
A-1220 Wien
Phone: +43/1/26069-2205
Fax: +43/1/218 61 61 - 2204
e-mail: robert.kokoschik@iml-vienna.at

We are looking forward to being of service and wish you all success at this event.