



Exhibitor Prospectus

Reach an Influential Target Market of Electrophysiologists and Kinesiologists

XVIIIth Congress of the International Society of Electrophysiology and Kinesiology

Hosted by:



Aalborg, Denmark
16-19 June, 2010



Why Exhibit at ISEK2010?

Exhibiting at ISEK2010 offers you the following benefits:

- Reach **the** target market of INFLUENTIAL biomedical engineers, physicians, physical therapists, electrical engineers, mechanical engineers, ergonomists, biomechanists, and other professionals interested in new devices, techniques, and applications of electrophysiology and kinesiology
- Attendees from approximately 25 countries – most of whom make or influence purchasing decisions at their facilities and are actively seeking new information, products, and techniques in measuring motor performance
- Access to approximately 450 USERS of electrophysiology and kinesiology equipment
- Prime location: Exhibit booths are centrally located in a spacious hall where coffee is served during the breaks
- Exhibitors are permitted to sell products directly on the exhibit floor (with the exception of alcohol, food, or beverage)
- FREE meeting registrations (up to two per booth) and attendance at ISEK2010 program, including lunches and coffee during breaks.
- FREE draped booth table
- FREE listing and 25-word product/service description in the official ISEK2010 on-site program
- Advertising opportunities

Quick Exhibit Facts

Dates

Meeting Dates: 16-19 June, 2010

Exhibit Dates: 16-19 June, 2010

Venue

Aalborg Congress and Culture Center
Europa Plads 4
9000 Aalborg
Denmark

WEB: <http://www.akkc.dk/>

e-mail: akkc@akkc.dk

Exhibitor Fees

DKK 11,250.00 (EUR 1,500) (**on/before 15 December 2009**)

DKK 12,500.00 (EUR 1,700) (**after 15 December 2009**)

The fees include: 3 x 2m booth space; 1,20x0,80 m draped table, 3 chairs, a brochure rack, and advertisement in the conference proceedings. (B&W; camera-ready deadline: 15 December 2009).

Two persons are allowed free of charge on each stand including joining the conference program, lunches and coffee breaks.

The fee does not include: Gala dinner. (Please register for the Gala dinner separately. Price for exhibitors: 450DKK-60EUR per person)

Payment Process

2 methods:

- 1) Bankers check in Danish Kroner (DKK) drawn on a European bank and made payable to ISEK 2010, c/o VisitAalborg Convention, Oesteraagade 8, DK-9000 Aalborg
- 2) Bank transfer to:
Spar Nord Bank
Bank code: 9280, Account No: 1965 817316 in favor of VisitAalborg Convention
BIC/Swift: SPNODK22
IBAN: DK4192801965817316
Reference: ISEK 2010 – Exhibitor + “name of company”

Exhibition Contact Person

Leonardo Gizzi, Exhibition Coordinator
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Exhibitor Checklist

Deadlines

Date	Deadline	✓
15 December 2009	<ul style="list-style-type: none"> • Application and money transfer due for early booth reservation (reduced rate; first-come, first-served basis) 	<input type="checkbox"/> DONE!
15 March 2010	<ul style="list-style-type: none"> • 25-word product/service description for inclusion in on-site proceedings • Camera-ready full-page ads due for inclusion in proceedings • Last day to cancel with exhibitor responsible for 25% of full booth fee 	<input type="checkbox"/> DONE!
1 May 2010	<ul style="list-style-type: none"> • Badge registration form for booth personnel • Last day for late booth reservation • Last day to cancel with exhibitor responsible for 50% of full booth fee. No refunds after 1 May 2010 	<input type="checkbox"/> DONE!
	<ul style="list-style-type: none"> • Be sure to bring your adaptor if the Danish standard for electronic power supply differs from your country. 	<input type="checkbox"/> DONE!

Application and Contract for Exhibit Space

Applicant Information (please email to lgizzi@hst.aau.dk)

Company/Organization Name:	
Contact Person:	
Address:	
Phone:	
E-mail:	
Web site:	

Payment

Early registration (Before December 15th 2009)

- Enclosed please find a check/money order (or wire transfer) for 11,250.00 DKK (1,500.00 EUR).
- Enclosed please find a check/money order for Gala dinner (450.00 DKK - 60.00 EUR per person) for _____ persons (up to 2, indicate number).

Late Registration (After December 15th 2009, but before May 1st 2010)

- Enclosed please find a check/money order (or wire transfer) for 12,500.00 DKK (1,700.00 EUR).
- Enclosed please find a check/money order for Gala dinner (450.00 DKK - 60.00 EUR per person) for _____ persons (up to 2, indicate number).

NOTE: Please refer to **Payment Process**, outlined above in the page entitled “*Quick Exhibit Facts*”, for more details about making payments.

Conditions

The policies stated here constitute a bona fide part of the contract for exhibit space:

Intent: The exhibits are intended for educational and informational purposes to improve education, practice, and research of electrophysiology and kinesiology. They should compliment the meeting and sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies, and services relevant to electrophysiology and kinesiology. All material/equipment should be timely and relevant to ISEK interests and contain no inaccurate or misleading information.

Eligibility to Exhibit: ISEK determines the eligibility of any company or product to be exhibited at the Congress, either before or after the proper execution of the contract.

Danish Border Services: All products must be in compliance with the Danish Border Service Agency Regulations.

Booth Reservations: The "Application and Contract for Exhibit Space" shall be completed and submitted by one of the following methods: by mail with the deposit check made payable to ISEK, or by wire transfer to the ISEK2010. Account (follow Payment Process instructions provided in the "Quick Exhibit Facts" page). All products to be exhibited at ISEK2010 must be identified on this application/contract. Applications received without insurance information, an authorized signature, and/or the required deposit will not be accepted or processed until the conditions of acceptance are met. ISEK reserves the right to reject any application. An exhibitor is defined as any one of the following categories: Companies that share officers, executive boards, staff, sales personnel, support groups, sales personnel, ownership whole or in part of: (A) profit and non-profit corporations, organizations, associations, or businesses including acquisitions or mergers thereof; (B) solely owned subsidiaries of "A"; (C) a division of the above categories "A" or "B"; (D) a military organization; and (E) a government agency.

Liability: Each exhibiting company is required to insure itself against liability for personal injury. The International Society of Electrophysiology and Kinesiology (ISEK), Aalborg University, and the employees and representatives thereof shall not be held responsible for injury, loss, or damage that may occur to the exhibitor or his/her property from any cause whatsoever. ISEK or ISEK representatives shall not be held responsible for any injury, loss, or damage caused by the exhibitor or his/her employees or representatives. The exhibitor agrees to indemnify those listed above against any claims for such loss, damage, or injury. Upon signing the contract, the exhibitor expressly releases the foregoing institutions and individuals from any and all claims for loss, damage, or injury. This also includes the period of storage prior to and following ISEK2010. **NOTE:** For safety reasons, children under 18 years old are not permitted in the exhibit hall during installation and dismantle.

Security: Each exhibitor must make provisions for safeguarding goods, materials, equipment, and displays at all times. ISEK shall not be held responsible for the loss of, or damage to any material for any cause and encourages the exhibitor to exercise normal precautions to prevent loss or damage as a result of theft or other causes.

Accessibility: ISEK will make all reasonable efforts to accommodate persons with disability at its ISEK2010 Congress.

Cancellation at Exposition: It is mutually agreed that in the event of cancellation of the ISEK2010 Congress due to circumstances beyond ISEK's control, including, but not limited to, fire, strikes, government regulations, or causes that would prevent its scheduled opening or continuance, then and there upon this agreement will be terminated and ISEK, at its sole and exclusive discretion, shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

General Booth Construction: No exhibits that violate local or national laws or regulations, including safety codes, will be permitted. Combustible decorations of any kind are prohibited. Exposed or unfinished portions of the booth, display, or backgrounds must be draped to present an attractive appearance.

All exhibits must be in compliance with **venue regulations** as indicated below:

REGULATIONS GOVERNING EXHIBITS AND DISPLAYS

1. The Exhibitor covenants and agrees that no furniture will be removed from the function area without prior approval of the Congress Center
2. Any artwork, posters, or signage is restricted to the convention area only. No signs are permitted elsewhere without approval from the Congress Center
3. No displays and/or exhibit may be attached to the drapes, lighting, chandeliers, walls or wall decorations, or hung from the ceiling. The Exhibitor, in erecting his displays will not drive any thumb-tack, nails, spikes or staples into any surfaces, nor shall the Exhibitor use any adhesives on any surface in the function area. Masking or duct tape only will be used to affix any apply said displays to walls
4. Any form of transportation of equipment for exhibits and/or displays (dollies or flat carts) must contain rubber wheels. This equipment is to be supplied by the exhibitor
5. Any powered vehicles and/or equipment to be displayed must be cleaned and dried off prior to being moved into the function area
6. All flooring and carpeting beneath any vehicles must be covered with plastic sheeting to protect the surfaces from tread marks and wear and tear in the function area. The Exhibitor is to provide said sheeting at his own expense
7. Displays or exhibits of excessive weight must first receive prior approval by the Congress Center and must be placed on wooden platforms to avoid damaging the floor and/or carpeting and to ensure an even distribution of weight
8. Displays and/or exhibits will not be set up on any covering which is not fireproof
9. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participant at the display and/or exhibit, and must be in accordance with the Danish Fire Code and the Congress Center Fire Safety Act.
10. Exhibits and/or displays which produce a high noise level while being operated or give off an offensive odor will not be allowed within the Congress Center
11. A charge for cleaning and/or removal of garbage from the exhibit area will be applied by the Congress Center
12. If the Exhibitor requires extraordinary power usage for his display and/or exhibit, the Exhibitor shall pay the Congress Center for such increased power as per the Congress Center's current rates

13. The Exhibitor covenants and agrees that the Congress Center will not be held responsible for any loss, theft, or damage of any kind to any property of the Exhibitor while on display in the function area, or while being dismantled, removed or stored by the Congress Center
14. Anything over 1,500 pounds must have the weight spread over a larger area with either $\frac{3}{4}$ ' plywood or $\frac{1}{4}$ ' plate steel

Shipping Information: All shipments must be fully prepaid by the exhibitor. Please see the enclosed Congress Center Policy.

Miscellaneous: All packing containers, excelsior, and wrapping paper must be removed from the floor and may not be stored under any tables or behind displays. All decorations must be flame retardant to the satisfaction of the local fire department. Fire-extinguishing equipment must not be obstructed by exhibits and must be readily available at all times. Fire exits must be kept clear at all times. Approval must be obtained from the local fire department for the use, operation, or presence of any electrical, mechanical, or chemical device that, in the opinion of the local fire department or the Health and Safety Officer of the conference venue, might be hazardous to the public space.

Product Listing

Please list below the products that you plan on exhibiting at the booth which you reserve for ISEK2010:

1. Product _____

2. Product _____

3. Product _____

4. Product _____

5. Product _____

Notes/Comments:

Signature

I have read the conditions of this Exhibitors Application Form and Contract and agree, as a representative of the company identified in this application, to abide by the Conditions provided in this exhibitor's prospectus for ISEK2010.

Signature: _____

Name and Title (Please Print): _____

Company: _____

Date: _____