



## EXHIBITOR SERVICE MANUAL

Dear Exhibitor,

We would like to thank you very much for your kind support and participation at the EMAC 41st Annual Conference that will take place within a few months in Lisboa.

This Exhibitor's Manual contains comprehensive information and serves to assist you making in advance arrangements for a successful participation in the Exhibition.

Please read it carefully and observe the general rules and regulations, exhibition schedule and deadline for various order specified in this Manual.

For any additional information or queries, please contact Leading – your congress organiser

We look forward to welcoming you in Lisboa.

*Conference & Exhibition Secretariat*

## EMAC EXHIBITION PACKAGES

### Table Top Package includes the following:

#### EXHIBITION

- One white back or lateral panel
- K-Line board with company logo printed in colours (approx. 225 cm x 1 m - final art work not included)
- One table
- One bookshelf display
- Standard carpet
- Two chairs
- Storage space
- Electric consumption and cleaning

#### BENEFITS

- One exhibitor badge including coffee breaks & lunches during the conference
- One Conference registration
- Exhibitor listed in the Final Programme and on the Conference Website

**COST: 950,00 € + VAT (23%)**

### Book Launch or Project Show Case includes the following:

- Room rental with basic material for 4 hours (2 hour set up and maximum 2 hour use)
- Production of 1 roll up with company logo, approx. 216 cm x 100 cm (final art work not included) and rental of metallic support structure.
- Sound and projection system including set up
- Printing of leaflets to be inserted in all Conference bags (800 units, 21 cm x 10 cm – final art not included)
- Book Launch or Project Show Case will be mentioned in the Final Programme and on the Conference Website

**COST: 2 500,00 € + VAT (23%)**





Rates do not include services such as final arts, transport, shipping, custom handling or any other expense not mentioned.

### Additional sponsorship booking

Item	Description	Cost
1	Final Programme Advertising – One full page advertisement	1.000€
2	Final Programme Advertising – Half page advertisement	600€
3	Delegate Bag Inserts	500€
4	Conference Pocket Guide	2.400€
5	USB with Abstracts	9.000€
6	Congress DVD	6.000€

# EXHIBITOR SERVICE MANUAL



Table Top Package includes the following	Optional		
	<b>Leaflet display</b> Ref. AC037 Price 25 € 	<b>Wastebasket</b> Ref. AC003.6 Price 4 € 	<b>Tombola</b> Ref. AC007 Price 104 € 
<ul style="list-style-type: none"> <li>• One white back or lateral panel</li> <li>• K-Line board with company logo printed in colours (approx. 225 cm x 1 m - final art work not included)</li> <li>• One table</li> <li>• One bookshelf display</li> <li>• Standard carpet</li> <li>• Two chairs</li> <li>• Storage space</li> <li>• Electric consumption and cleaning</li> <li>• Chair – CD202</li> <li>• Bookshelf display – Ref. AC011.6</li> </ul>	<p style="text-align: right;">Please contact the Exhibition secretariat for other services:</p> <p style="text-align: right;">Hostesses   Graphic Production   Audiovisual equipment   Catering</p> <p style="text-align: right;">E-mail: <a href="mailto:emac2012@leading.pt">emac2012@leading.pt</a>            T: + 351 21 771 26 34            F: +351 21 771 26 39  <a href="http://www.leading.pt">www.leading.pt</a></p>		

## EXHIBITOR INFORMATION

### Conference Location:

ISCTE - Lisbon University Institute  
 Address: Avenida das Forças Armadas  
 1649-026 Lisboa | Portugal

The exhibition will take place in *Building 2, Floor 0 and 1 (ISCTE - Lisbon University Institute)*

### Schedule (exact timetable to be confirmed)

	Date	Hours
Move-In/Set Up	21 May, 2012	from 15:00 to 19:00
Exhibition hours	22-25 May, 2012	from 09:00 to 19:00
Move-Out/Dismantling	25 May, 2012	After closing session

### Exhibitor Move-out

No dismantling or packing may begin prior to the official closing time of the Conference on 25 May, 2012.

### Accounts

The balance of your Sponsor & Exhibitor package must be paid to the Exhibition Manager at Leading 01 May, 2012. Please note that exhibitors will not be allowed to access the exhibition area unless all outstanding payments are fully paid.

### Material

High resolution (open/editable file) of the final art of the wall board to be printed and set up by the organisation must be sent to the Exhibition Secretariat no later than 01 May 2012.

Measures - 225 cm x 100 cm, landscape. It is very important that the final art file is sent in an open editable file so any last minute change can be made by the organisation.

# EXHIBITOR SERVICE MANUAL



## *Exhibitor Service Desk*

An Exhibitor Service Desk will be located in the exhibition area to assist you with services requested.

## *Catering*

Exhibitors are not allowed to bring their own food or beverage into the venue, for personal or promotional use. If exhibitors should want to order catering, contact on-site Exhibitor Service Desk | Leading.

## *Daily Cleaning*

For those who have ordered a standard size stand, daily cleaning is included.

## *Exhibition Staff Registration & Name Badges*

Please see the respective Sponsor/Exhibitor Contract Form for the specifics of each package.

Name of registration included in the Table Top Package have to be sent to the Conference secretariat no later than 01 May, 2012.

## *First Aid*

A fully equipped First Aid Room is located in the conference venue ob Building 2 – Floor 2. Should you need assistance please contact the Exhibition Manager.

## *Delivery Details & Contacts*

Address for the goods delivery

EMAC 2012 Conference

ISCTE - Lisbon University Institute

Att: Susana Marques

Address: Avenida das Forças Armadas

1649-026 Lisboa | Portugal

## *Dates for the goods delivery*

Between 15-20 May 2012

## *Exhibitor Contact Person*

Each Company must appoint one contact person, with authorization to sign service contracts necessary for the installation and removal of stand and the provision of services, for which the Exhibitor will be responsible.

## *Floor Plan*

The organization of the congress reserves the right to amend the floor plan and/or relocate any stand if required.





## GENERAL INFORMATION

### *Passport and Visa*

A valid passport (or identity card for European Community nationals) is required. Visas are not necessary for citizens of member states of the European Union, the U.S.A., Canada and many other countries. Please contact your local Portuguese Embassy, Consulate or your Travel Agency for further information. For further details, please see the web page [www.sef.pt](http://www.sef.pt)

### *Public Transport*

An extensive network of 90 bus routes covers the entire city and surroundings. The venue is served by two Metro stations both in the Yellow line – Entrecampos or Cidade Universitária. There are trains every 4-9 minutes.

### *Airport Information*

[Lisboa International Airport](#), 7 km from the city centre, is connected with all major cities in Europe and the world with daily flights. The Portuguese national airlines are TAP Portugal and PGA.

Approximate flight times to Lisboa:

London: 3 hours 10 minutes; Amsterdam: 2 hours 45 minutes; Frankfurt : 3 hours;  
New York: 6 hours 45 minutes Los Angeles: 12 hours Toronto: 9 hours 30 minutes  
Sydney: 22 hours 30 minutes

# EXHIBITOR SERVICE MANUAL



## *Vaccinations & Health*

Generally no vaccinations are necessary to visit Portugal. EU citizens can obtain a refund of most medical costs by using the form E111, which are available at Post Offices, Health or Social Security offices in your country.

## *Emergency phone number: 112*

(Automatic connection to fire, police and ambulance departments).

Private Clinics and hospitals provide 24hrs emergency service.

Police: 21 358 83 00    Pharmacies: 800 20 21 34

Airport: 21 841 35 00    Fire-brigade: 21 342 22 22 /21 392 47 00

## *Climate and clothing*

The climate in Lisboa is temperate, offering the best of both Atlantic and Mediterranean Sea breezes all year round. September is usually still a very warm and pleasant month. Light clothing and a light jacket for evening use are recommended.

## *Currency and Exchange Rate*

As a member of the European Monetary System, the € (euro) is the Portuguese monetary unit.

Credit cards are accepted in most restaurants and shops, the most widely used being Visa, MasterCard, American Express and Diners Club.

ATM machine for cash withdraws are widely to be found all over the city.

Current exchange rates can be found at [www.x-rates.com](http://www.x-rates.com).

## *Banks*

There is a Bank and several ATM machines available at the Venue

## *Business Hours*

Banks are open from 8:30 to 15:00 from Monday to Friday.

The bank at the Lisbon airport is open 24 hours a day 7 days a week.

Shops are usually open from 9:00 to 13:00 and from 15:00 to 19:00 on weekdays; shops close at 13:00 on Saturdays.

There are also several shopping centres, which are usually open every day until 22:00/24h00.

Most Restaurants open for lunch from noon to 15:00 and for dinner from 19:00 to 23:00.

Pharmacies work from 9:00 to 13:00 and from 15:00 to 19:00 on weekdays and from 9:00 to 13:00 on Saturdays.

Outside these opening hours, there's always one nearby pharmacy on service until 22:00.

## *Local Time*

Portugal maintains Greenwich Mean Time (GMT/UTC) as summer time.

## *Electricity*

The local current is 220 AC and the connection is made by a two-pin plug.

Travellers from the USA will require a voltage converter.

Travellers from the UK will require a plug adapter and this is best bought in the UK, as they are hard to find in Lisboa.

# EXHIBITOR SERVICE MANUAL



## *VAT*

Value added tax (I.V.A. in Portuguese) is included in prices quoted in restaurants for ex. For non-EU residents, tax-free shopping schemes are available at many shops.

## *Tipping*

Tipping is always optional, but adding 10% to the bill is regular practice in taxis, restaurants and bars.

## *Shopping*

There are some specific and central shopping areas in Lisboa, like the downtown areas of Avenida da Liberdade, “Baixa” and “Chiado”, where most of the major international brand shops are to be found as well as boutiques, restaurants, theatres and much more.

Some of the major shopping centres in Lisboa are Colombo, Vasco da Gama, Amoreiras and El Corte Inglés.

---

### **For further information, please contact:**

Leading - Your Congress Organiser

Largo da Lagoa, 15 F

2795-116 Linda-a-Velha

Lisboa - Portugal

E-mail: [emac2012@leading.pt](mailto:emac2012@leading.pt)

T: + 351 21 771 26 34

F: +351 21 771 26 39

[www.leading.pt](http://www.leading.pt)