



13th Conference of the European Union of Supported Employment (EUSE)

*Beurs van Berlage, Amsterdam, the Netherlands
27-29 May 2019*

EXHIBITION MANUAL

CONTACT INFO

The 13th Conference of the EU on Supported Employment (EUSE 2019) is organized by the Dutch Organisation of Supported Employment (NVS Support) in cooperation with EUSE.

The European Union of Supported Employment (EUSE) is a non-Government organisation and was established in 1993 to facilitate the development of Supported Employment throughout Europe. Supported Employment assists people with significant disabilities (physical, intellectual, psychiatric, sensory and hidden) to access real employment opportunities, of their own choice, in an integrated setting with appropriate ongoing support to become economically and socially active in their own communities.

Congress by design has been appointed as the conference agency in charge of local organization and management of the conference, on behalf of the EUSE2019 Conference.

Conference and Exhibition Management

EUSE 2019 Conference Secretariat

Congress by design

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3480 DB Harmelen

The Netherlands

P: +31 (0)88 089 81 01 | F: + 31 (0)88 089 81 09 | E: euse2019@congressbydesign.com

W: www.euse2019.eu

Exhibition Services, shell scheme and furniture rental

A-booth

Project manager: Tom Spronk

Project manager

P: +31 (0)75 - 6225581

Email: tom@a-booth.nl

Transportation and shipments

Today's Logistics B.V.

Event logistics managers: Udo Smit / Peter Busscher

Phone: +31 (0) 348 478016

Email: events@todayslogistics.nl

Conference and Exhibition Venue

Beurs van Berlage

Address:

Damrak 243

1012 ZJ Amsterdam

The Netherlands

[Website](#)

EXHIBITION DATES AND HOURS

Set up:

Monday 27 May 2019 13:00 – 17:00 hrs*

* Please contact the Conference Secretariat in case you would like to deviate from these hours.

Before bringing your promotional materials and other necessities to your booth, please come to the registration desk in order for us to know that you have arrived. You will be handed over your badge(s). Exhibition Management unfortunately cannot provide move-in assistance.

Exhibition hours:

Monday 27 May 2019 18:00 – 19:30 hrs, during Welcome reception

Tuesday 28 May 2019 09:30 – 16:30 hrs

Wednesday 29 May 2019 09:30 – 16:00 hrs

Booths must be staffed at all times during exhibition hours.

Dismantling:

Wednesday 29 May 2019 16:00 – 18:00 hrs

Exhibits must be ready at 18:00 hrs on Monday 27 May and remain intact until 16:00 hrs on Wednesday 29 May.

EXHIBITION FACILITIES

General

The commercial exhibition will run concurrently with the 13th Conference of the EU on Supported Employment, EUSE 2019. See above for exhibition hours.

As you can see on the floor plan (see link) the exhibition area and food and beverage facilities are all located in the same area.

At the exhibition, participants will have the opportunity to discuss informally and to get orientated on the new developments brought forward by exhibiting companies.

The EUSE 2019 organizers assign exhibition sites to sponsors/exhibitors. Binding assignments were made prior to the conference and will be confirmed in writing by the EUSE 2019 Conference Secretariat. The name of your company will be displayed on your booth as recognition to the participants.

Schell schemed booths

Single booth dimensions are 3,00 m wide x 2,00 m deep. For an example of the standard booth, please see the picture. A shell scheme stand of 6m² includes:

- Fascia sign for your company name
- Carpet
- Light
- 1 power socket
- Table and 2 chairs
- 1 Free exhibitor badge per 3m²



Materials, equipment, labor and additional facilities/services

Any extra requirements, materials and furniture, other than which is included in the shell scheme booth, can be ordered via:

Exhibition Services, shell scheme and furniture rental

A-booth

Project manager: Tom Spronk

Project manager

P: +31 (0)75 - 6225581

Email: tom@a-booth.nl

FLOORPLAN

See for the latest floor plan page 8 of this Exhibition manual. The floor plan will also be visible on the EUSE 2019 web site, under sponsors.

ACCESSIBILITY AND SHIPPING

Deliveries

Light stand materials can only be delivered on Monday 27 May from 13:00 hrs.

However, *there is no parking* at the Beurs van Berlage. Therefore, we advise you to make use of Today's Logistics, mentioned below for your shipment and deliveries.

Shipping, freight and material storage

It is not possible to ship your exhibition materials/equipment to the venue in advance. All materials that need to be shipped can only be delivered on Monday 27 May 2019.

For shipment and delivery please use: <https://todays-logistics.com/euse-2019>

Today's Logistics B.V.

Event logistics managers: Udo Smit / Peter Busscher

Phone: +31 (0) 348 478016

Email: events@todayslogistics.nl

CONDITIONS FOR STAND BUILDING

All stands /booths will be built with shells scheme, see page 3. However, if you prefer space only, please inform the Conference secretariat a.s.a.p.

Approval of designs

Stand building of raw space booths (space only) can commence once the design has been approved by the Conference Organizers. A design in the form of a stand design with clear measurements must be submitted one month in advance.

All designs must meet fire regulations.

Stand building, placement and finishing

For the purposes of building a stand, exhibitors are not permitted to damage floors, walls, roofs or other parts of the lounges or the building by using nails, screws, glue, paint, cello tape or other fixing materials. Therefore, stands, stand panels and/or stand parts must always be constructed as free-standing.

Stands, stand panels and/or stand parts must be painted and sawn to size in advance. The stands must be prefabricated, so to speak. By prefabricated we mean that the stands are made to fit beforehand, so that they only need to be assembled in the Exhibition area. Think of the following activities: sawing, painting, sanding/grinding and other preliminary work.

Any damage resulting from the stand building will be charged to the stand builder.

Heights and other measures

In connection with the general view through the building, public access and the proper functioning of the air conditioning system, the maximum height for stands is 2.50 m. (external dimension measured from the floor).

Mounting and removal of exhibition goods

Goods that are displayed must be kept within the building line of the stand space; movable parts may not move beyond the building line of the stand, not even to demonstrate the action of the exhibited goods.

Displayed goods must be set up in such a way that the view of the exhibition spaces and the surrounding stands is not inhibited or inhibited as little as possible.

Unightly objects (in the opinion of the organisers) on stands that are visible to the public (such as coat racks, etc.) must be screened off.

Exhibited goods may not be covered during the hours that the exhibition is open to the public. The organisers have the right to remove (or order the removal of) any covering, without incurring any liability on their part.

Boxes, cases, etc. may not be stored behind the stand walls; only the stand itself may be used for the storage of goods.

For other matters not described in this set of regulations the instructions of the Duty Manager should always be followed immediately.

Tape or self-adhesive expressions may not be used. You can use our suspension points for communication expressions.

RULES AND REGULATIONS

General regulations

Exhibitors promoting (medical) products for human use must comply with the relevant regulations in France and the European Union. Exhibition Management and the EUSE2019 Organizers do not accept any responsibility or liability whatsoever with respect to unauthorized or illegal promotional activities by exhibitors.

The EUSE 2019 organizers reserve the right to demand removal of unauthorized or illegal promotional items in case exhibitors do not respect the relevant regulations.

Exhibitors must follow instructions by Exhibition Management at all times.

It is forbidden to undertake:

- Any works that affect smoke ducts, water pipes, electrical or telephone circuits, water conduits of drain pipes, freight-lift, glass windows, heating equipment or any other part of the building.
- Any drilling of holes in walls, ceilings or floors.
- Any displacing of doors, fixing receiving aerial.
- Any creating effects by pyrotechnical generators and loud explosions, explosions with sparks, flames or fumes.
- Any other activities that may affect the normal functioning of the university's properties or cause damage to the same.

Any damage to the venue or other properties will be repaired at the exhibitor's expense.

All matters and issues not covered by this manual are at the discretion of Exhibition Management.

General instructions regarding safety installations

- Respect the routes towards the different exits. The width of the passageways leading to the exits must be at least equal to the width of the corresponding exit.
- Never hide or block an emergency exit. Never hide the safety lighting in the lounges or the lighting which indicates the direction of the exits or the luminous signs pointing out the exits.
- Never hide electrical equipment boxes or other technical installations.
- Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.
- Do not interfere with the smoke extraction systems by covering the fresh air vents situated in the lower part of the walls of the rooms.
- Do not create installations exceeding 2.5 meters in height in order not to interfere with the proper functioning of the fire detection and automatic sprinkler system installations.
- Leave all means of fire alarm and fire fighting clearly visible and completely unobstructed.
- In case of emergency or when first aid is needed, contact the the conference coordinators at the registration / information desk
- Stands must not be cluttered with packaging and merchandise as this could constitute a fire risk.

Dangerous products

Compressed gas: Air, nitrogen and carbon dioxide are permitted. Other gases are strictly FORBIDDEN.

Inflammable liquids: All inflammable liquid containers introduced into the stands must be empty (paint or varnish tins, bottles of perfume, aerosol sprays etc.).

The exhibition of motor vehicles is forbidden.

Radioactive products: Subject to authorisation.

Give-aways and selling

Customary descriptive product literature, documentation and small give-away items may be distributed from the booth. The nature of such literature/documentation/items needs to comply with the regulations for the promotion of medicinal products for human use in The Netherlands and the European Union.

Exhibition Management does not allow food/beverage service from the exhibitor's booth without prior permission. Please contact the Conference Secretariat for details.

Contests, lotteries, games of chance, market research activities (such as structured interviews) and selling of goods or services are not allowed.

Security

Exhibitors must make provisions for safeguarding their goods, materials, equipment and display at all times. Small-sized valuable goods will be stored overnight in a safe place by Exhibition Management upon request. Contact Exhibition Management on-site for practical arrangements.

Since no security is available outside exhibition hours, we strongly recommend using the above-mentioned storage possibility.

Electrical and mechanical apparatus must comply with local regulations. Exhibition Management is authorized to check the proper functioning of such apparatus.

Violations

Violation of any of these regulations on the part of the exhibitor, his employees or agents shall nullify the right to occupy space, and such exhibitor shall forfeit to Exhibition Management and the EUSE 2019 Organizers all monies that have been paid.

Liability

The EUSE 2019 Organizers, Exhibition Management and Beurs van Berlage Amsterdam do not accept liability for any loss of, or damage to exhibitor's properties.

Exhibitors are advised to take out insurance through their own sources for loss of, or damage to properties, and injury to persons, resulting from the perils of fire, lightning, windstorm, smoke or any other occurrences.

The exhibitor shall at all times protect, indemnify, save and keep harmless the EUSE 2019 Organizers, Exhibition Management and the Beurs van Berlage Amsterdam against and from any and all loss, cost, damage, liability, or expenses which arises out of or from or by no reason of any act or omission by the exhibitor, his employees or agents.

REGISTRATION

Exhibitor registration

Exhibitors (2 per 6m2) may be registered for the EUSE 2019 Conference via the online registration system for which you received information in a separate e-mail with login details. We kindly ask you to register before **1 May 2019**.

Any additional registration with access to all workshops of the conference are € 480 per person, can be completed via the above mentioned login, which you receive in the separate e-mail.

Exhibitors will have access to the exhibition areas, the conference catering facilities and the sessions and will receive one set of conference materials per booth.

Floor plan exhibition

at the Beurs van Berlage – Grote Zaal

GROUND FLOOR

EVENT: EUSE 2019

DATE: 27-29 mei

- Stands EUSE 2019:**
1. Cedris / SBCM
 2. Blik op Werk
 3. Koraal Groep
 4. Oval
 5. GTB België en VDAB
 6. Pameijer
 7. Elan Training
 8. PHH Academie

