



The European Cancer Congress 2015 - Business Lounges

During ECC 2015, a limited number of business lounges are available for use by participating companies to welcome their guests during the congress at the congress venue Messe Wien.

Business lounges are reserved for exhibiting companies only. Rooms can be reserved only through ECCO, the congress secretariat, and are assigned for the entire duration of the congress.

Business lounges are closed rooms and may not be used to exhibit company's products or to organise activities, such as media briefings, press conferences, satellite symposia, educational and Meet-the-Expert sessions.

Logistics: the rental of a business lounge includes the room only, without furniture or equipment. Each company is responsible for organising in accordance with Gielissen Exhibition and Event Services or other suppliers its individual needs such as furniture, catering, supplies or hostesses.

Location

Business lounges are located both in Hall A and Hall C, ground floor of Messe Wien. ECC 2015 will occupy all 4 halls and the Congress Centre of Messe Wien. Please see general floor plan.

Included services

Each business lounge will come complete with wall structure with ceiling, carpeting, double lockable door, basic lighting. Each company, thereafter, is responsible for organising in accordance with Gielissen Exhibition and Event Services or other suppliers its individual needs such as catering, furniture, electricity or hostesses.

All companies are required to send a detailed floorplan of their business lounge to the Congress Secretariat for approval.

The ECC 2015 preferred supplier for standbuilding services is Gielissen Exhibition and Event Services. Business lounge bookers are free to bring in their own stand builder if preferred. Bookings of services can be done via the Gielissen webshop which will be online at the end of April. Requests for offers for design of complete business lounges can be sent to ecc@gielissen.nl – please include the number of your business lounge in the request.

The exclusive catering supplier for industry is Gerstner (<http://www.gerstner.at/en/index.html>). Please contact Andrea Jann: Jann@gerstner.at for detailed information and offers.

Access

All persons involved in the operation of the business lounge must have a valid badge (exhibitor, delegate, day badge). All persons requesting access to the business lounge must be registered either as delegates or as exhibitors. Persons without such a badge will not be allowed to enter the room.

Business lounges may be open as follows:

Friday 25 September	08:00-19:00
Saturday 26 September	08:00-20:00
Sunday 27 September	08:00-20:00
Monday 28 September	08:00-20:00
Tuesday 29 September	08:00-13:00

Set-up must be done on **Thursday 24 September**, the set-up fee for that day is included in the rental.



Promotion

Companies renting a business lounge are entitled to the use of the congress logo in invitations directly related to the business lounge. An electronic file of the congress logo (saved as EPS format) can be obtained from the ECCO Secretariat, together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the congress logo is strictly prohibited.

The placement of signs and posters on the exterior doors or walls of the rented room is possible. No other signage or promotion can be made within the building other than on the company's stand.

Companies are allowed to place a table with two chairs in the hallway outside their business but no company branded registration counters are permitted.

The list of business lounges will be published in the congress app and in onsite signage.

Damages, breakages, theft

The customer is responsible for any damage, breakage or theft caused by himself or by one of his participant or guest. The customer undertakes to refund any damage to the congress centre or Gielissen Exhibition and Event Services.

Reservations

Business lounges are reserved for exhibiting companies only. **All third-party companies booking on behalf of an ECC 2015 partner must mention the exhibiting company they have been appointed by.**

Business lounges are assigned on a first-come, first-served basis, while space is available, and for the entire duration of the Congress.

Confirmation of the allocation of the Business Lounges by ECCO in writing constitutes establishment of contract between the company and ECCO.

A Business Lounge assignment and invoice will be sent by email. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the company's application, the contract is based on the assignment issued by ECCO unless the company objects in writing within two weeks after the date the assignment was sent.

Confirmation of request for reservation of a business lounge is only valid when made in writing by the exhibitor to the organiser, by returning a completed and signed Business lounge booking form (see further in this offer). Once the signed booking form has been accepted by the organiser, it becomes legally binding for the company.

Payment conditions

A first deposit of 50% of the total rate will be sent within 2 weeks following the confirmation. Payment is due within 30 days following the date of the invoice. The balance (50%) is due not later than 15 June 2015. Corresponding invoices will be sent out by ECCO in due time before the deadline for receipt of payment.

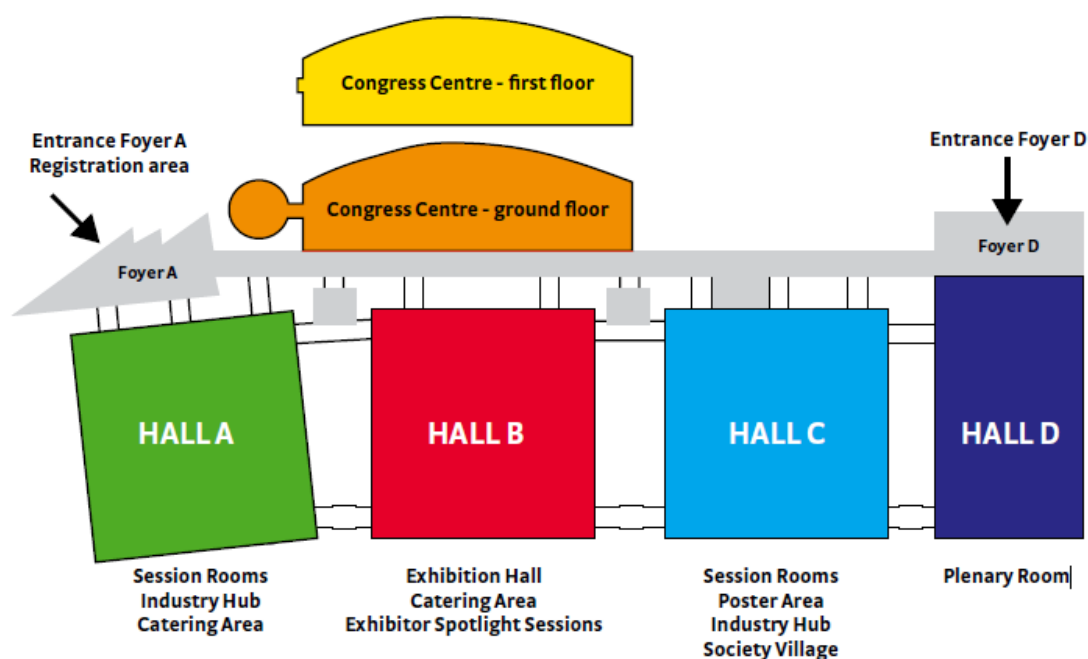
A business lounge booking will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Cancellation Policy

The company cancelling its Business Lounge after the official application has been accepted will be liable to pay the following fees:

- If the Business Lounge cannot be reallocated to another company:
 - 50 % of the total rate, if the cancellation request is received in writing by 31 March 2015
 - 100 % of the total rate, if the cancellation request is received in writing after 31 March 2015
- If the space can be reallocated to another company, the company will receive a full refund of deposits paid, less administrative fees of 10% of the total rental rate, with a minimum of 250 EUR.

Venue General Floorplan





Business lounge booking form

Please complete and return to the Congress Secretariat at ECCO

Avenue E. Mounier 83, B-1200 Brussels, Fax: +32 (0) 2 775 02 00, E-mail : roombookings@europeancancercongress.org

We would like to reserve the following Business lounge at the European Cancer Congress 2015

Business lounge located in hall A (Hall C sold out)

	Room	Sqm	Rental rate* (in EUR)
<input type="checkbox"/>	Room A10	70	18.500 €
<input type="checkbox"/>	Room A17	70	18.500 €
<input type="checkbox"/>	Room A18	70	18.500 €
<input type="checkbox"/>	Room A19	70	18.500 €
<input type="checkbox"/>	Room A20	100	21.500 €
<input type="checkbox"/>	Room A24	70	18.500 €
<input type="checkbox"/>	Room A25	70	18.500 €

**For the entire duration of the Congress*

Company/Organisation _____ VAT number _____

Contact Person _____

Full address _____

Telephone _____

Email _____

In case of third party reserving the Business lounge on behalf of an ECC 2015 Partner:

Company _____ Contact person _____

In signing the order form, companies/organisations declare their acceptance of the regulations and conditions. A first deposit of 50% of the total rate will be sent within 2 weeks following the confirmation. Payment is due within 30 days following the date of the invoice. The balance (50%) is due not later than 15 June 2015. Corresponding invoices will be sent out by ECCO in due time before the deadline for receipt of payment.

We accept the regulations as stipulated in this offer and agree to observe and abide by them.

Signature Date

Please provide credit card information as guarantee

☐ VISA ☐ American Express ☐ MasterCard

Card number Cardholder's name

Expiry date Control code (3-digit)

This application is legally binding on the company pending its acceptance in writing by the organiser