

CINP  25-27 APRIL THEMATIC  
2009 MEETING  
EDINBURGH

# Major Psychosis and Substance Abuse

A Research and Education Conference

## Sponsorship and Exhibition Manual

EICC, Edinburgh Scotland

Organised by the Collegium Internationale Neuro-Psychopharmacologicum (CINP)



CINP Thematic Meeting on  
Major Psychosis and Substance Abuse  
A Research and Education Conference  
25 – 27 April 2009

**SATELLITE SYMPOSIA  
&  
ADDITIONAL SPONSORSHIP ITEMS**

Organised by the Collegium Internationale Neuro-Psychopharmacologicum  
(CINP) Executive Committee 2006 – 2008

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# GENERAL INFORMATION

## INTRODUCTION

CINP was established in 1957 in Zurich and had its first international congress in Rome in 1958. Since then virtually all leading researchers in psychopharmacology have attended the meetings and been involved in the organisation. The most exciting and original science in this field has been associated with CINP. The current President, Prof Torgny H. Svensson intentions during his presidency are to bring the most exciting and original science to CINP. This first Thematic meeting is no exception.

An innovative and exciting new format of CINP meeting begins in 2009. International in scope with an engaging mixture of educational sessions and scientific symposia. Focused on a single theme, concentrating on specific topics and incorporating educational and professional development in addition to research sessions. It will also be considerably more intimate than the major biennial international congress. The first such CINP Thematic Meeting is to be held in Edinburgh at the state of the art Edinburgh International Conference Centre (EICC) from April 25 to 27 2009, one of the world's leading capital cities with a dramatic setting and vibrant culture.

The theme for this meeting is "Major Psychoses & Substance Abuse".

The meeting addresses major current issues including the relationships of substances such as cannabis and nicotine to the major psychoses; whether the use of such substances is always in fact "abuse"; the impact of substance abuse on both aetiology and treatment of the major psychoses and vice versa; as well as other related topics.

There will be educational workshops, poster sessions, scientific symposia and plenary lectures.

This will be a most exciting and interesting meeting, bringing a focused approach to a currently much discussed topic and provide an optimal environment for the sharing and exchange of knowledge and ideas.

## EDINBURGH INTERNATIONAL CONFERENCE CENTRE

The Congress and Exhibition will be held at the Edinburgh International Conference Centre (EICC), Established 12 years ago it has become a popular venue for many medical and other congresses. Located in the heart of the Capital City of Scotland, this modern purpose built location is popular with both exhibitors and delegates alike. An easily accessible exhibition centre where the daily activities of coffee breaks, lunches and poster session will all take place. With a comfortable working environment this is an excellent venue for the CINP Thematic meeting.

## WHO SHOULD EXHIBIT AT THIS IMPORTANT INTERNATIONAL EVENT?

The Scientific programme will involve plenary sessions, symposia, workshops and posters. There will also be industry sponsored satellite symposia and a technical exhibition. Many international experts will present state-of-the-art lectures, providing a unique educational and scientific forum. The exhibition will be located in the Cromdale Hall at the EICC.

## CATEGORIES OF EXHIBITORS

CINP are pleased to invite applications for exhibition space for products or services in the following categories:

- Pharmaceutical
- Scientific educational publications
- Activities of professional and educational organizations related to Psychiatry
- Companies related to the psychiatric field

# COMMITTEE

CINP EXECUTIVE COMMITTEE 2006 - 2008

**President**

Torgny Svensson, Sweden

**Past-President**

Brian Leonard, Ireland

**President-Elect**

Robert Belmaker, Israel

**Vice-Presidents**

Wolfgang Fleischhacker, Austria

Stephen Stahl, USA

**Secretary**

Hans-Jürgen Möller, Germany

**Treasurer**

Lars Farde, Sweden

**Executive Director**

Mike Mitchell, UK

**Local Organising Committee**

Wolfgang Fleischhacker, Austria, Chairman

Robert Belmaker, Israel, Co-Chair

Torgny Svensson, Sweden, Co-Chair

Anissa Abi-Dargham, USA

Alan Green, USA

Eve Johnstone, UK

John Krystal, USA

Brian Leonard, Ireland

Robin Murray, UK

**Local Professional Conference Organiser**

Northern Networking Events Ltd

1 Tennant Ave

College Milton South

East Kilbride

Glasgow, G74 5NA

Scotland, UK

**Tel + 44 (0)1355 244930**

**Fax + 44 (0)1355 249959**

Email: [cinp2009@glasconf.demon.co.uk](mailto:cinp2009@glasconf.demon.co.uk)

Web site: <http://www.northernnewtorking.co.uk>

CINP Website [www.cinp.org](http://www.cinp.org)

# SATELLITE SYMPOSIA & GUIDELINES

- Companies are invited to schedule Satellite symposia between the official scientific Programme of the Congress. (Please see the following pages for Guidelines for Satellite Symposia)
- The Executive Committee especially encourages Satellite symposia that highlight the most recent advances in the field and explore their implications for clinical practice.
- Satellite Symposia should be designed to attract the widest possible audience, including students, researchers and clinicians.
- Satellite slots will be sold on a first come first served basis. Early booking will ensure that information about your Satellite Symposia will appear in all official Congress publications.
- Sponsor Recognition: The Satellite symposium title and the sponsoring company will be included in all future Congress announcements.

## 1.0 GUIDELINES FOR SATELLITE SYMPOSIA

### 1.1 CONDITIONS FOR HOLDING A SATELLITE SYMPOSIUM

- 1.1.1 The Symposium should fit into the standard time allocation of 1½ hours.
- 1.1.2 Promotion or advertising prior to the Symposium is limited to the designated signage areas in the building as well as on the sponsors stand. The Organisers will provide dedicated areas for poster advertising. Handing out programmes and brochures at the entrance to the Symposium room is allowed 1 hour before the beginning of the session. Posters, sandwich boards, flyers or other means of guiding participants to the Symposium are strictly forbidden at all times. An insert to the delegate bag not exceeding A4 size is permitted.
- 1.1.3 The Symposium must be open to all Congress participants.
- 1.1.4 All persons attending the Satellite Symposium must be registered as full participants. Participants not in possession of a badge will not be allowed to enter the

Symposium room. This should be made clear on the invitations that Satellite Symposia organisers send to potential attendees.

### 1.2 TIME SLOTS RESERVED FOR SATELLITE SYMPOSIA

The Satellite Symposia must comply with the standard times as follows:

Saturday 25 April 2009

13.00 – 14.30 and 15.00 – 16.30

Sunday 26 April 2009

07.00 – 08.30 (breakfast sessions)

12.30 – 14.00

16.00 – 17.30

Monday 27 April 2009

07.00 – 08.30 (breakfast sessions)

12.30 – 14.00

A maximum of 3 satellites will run in any given time slot.

### 1.3 CATERING FOR SATELLITE SYMPOSIA

- 1.3.1 Catering requirements will need to be negotiated in advance with the Organisers. All catering must then be arranged through the official caterer at the EICC.

### 1.4 SATELLITE SYMPOSIA COST INCLUSIONS

- 1.4.1 The cost of a Satellite Symposium includes the basic equipment of a lecture room:
  - A table and chairs for the 2 chairpersons and 3 more people
  - 1 table microphone
  - 1 lectern for the speakers with a fixed microphone
  - 1 screen for projections
  - 1 slide projector and data projector
  - Chairs arranged theatre-style
- 1.4.2 Costs of any extras eg. extra audio-visual equipment, translation, extra furniture, extra decoration, changes in the set up of the room etc. exclusively for the Satellite Symposium, should be organised directly via the Organisers.

## 1.5 THE SCIENTIFIC PROGRAMME

- 1.5.1 A “full Programme” must include the following:
- Title of the session
  - Names of the chairpersons
  - Titles of each presentation with their duration and names of speakers
  - Complete addresses of the participants
- 1.5.2 As in the rest of the scientific Programme, speakers and chairpersons cannot participate in two parallel sessions within the same time slots. If it is found that this is the case in Satellite Programmes, both the companies and the speakers involved will be informed and a resolution agreed
- 1.5.3 The format of the Symposium may be organised by the sponsor but should be approved finally by the Organisers.
- 1.5.4 The Scientific Programme of the Satellite Symposium has to be submitted to the Organising Committee for approval, at least two months before the beginning of the Congress.

## 1.6 CANCELLATION POLICY

Cancellations of Satellite Symposia should be by letter addressed to the Organisers. If the cancellation is received after the approval of the Organisers and before 26 January 2009, 50% of the total sponsorship amount due will be charged. If an approved scientific Programme is cancelled after 26 January 2009 the full fee will be charged.

## 1.7 APPLICATION PROCEDURE

To apply for a Satellite Symposium time slot, please complete the enclosed application form indicating your day/time preferences. Confirmation of application will be forwarded to you together with the

appropriate invoice. The Organisers will hold the confirmed session allocation on your behalf for 45 days after the date of the invoice. If payment has not been received by this date, then the application will be automatically cancelled.

## 1.8 CONDITIONS OF PAYMENT

The schedule of payments for Satellite Sponsorship is as follows:

- Initial deposit of 50% (non refundable) due with confirmation
- Final payment of 50% due by 26 January 2009

## 1.9 PAYMENT DETAILS

Payment is due and payable within 30 days of date of invoice. All payments must be made in pounds sterling in the form of a Bank Draft or a BACS payment directly to CINP UK's bank account. Details of this are available on request. Direct telegraphic transfer made via your bank payable to CINP UK Ltd.

## 1.10 AVAILABLE TIMESLOTS

Saturday 25 April 2009  
13.00 – 14.30 and 15.00 – 16.30

Sunday 26 April 2009  
07.00 – 08.30 (breakfast sessions)  
12.30 – 14.00  
16.00 – 17.30

Monday 27 April 2009  
07.00 – 08.30 (breakfast sessions)  
12.30 – 14.00

The cost of one individual satellite slot of 1½ hours is £20,000 plus Vat at the prevailing rate.

**A maximum of 3 satellites will take place at any time.**

# SPONSORSHIP ITEMS

## 1. ABSTRACTS – CD ROM

- The sponsor of the printed abstracts will be given the first option on the rights to produce the CD-ROM.
- Sponsorship Fee: £20,000 plus VAT
- plus costs of production

## 2. ABSTRACTS - PRINTED

- Arrangements have been made for the Congress abstracts to be printed
- Sponsorship Fee: £10,000 plus VAT

## 3. COFFEE BREAKS

- Two 30-minute coffee breaks could be offered between the Plenary Session and the Introductory Lectures, Workshop Sessions and Parallel Sessions. During this time delegates can relax and enjoy refreshments.
- Sponsorship Fee: £5,000 plus VAT per session
- Sponsor Recognition: The sponsor will be acknowledged at all coffee stations as well as in all future Congress literature and the Final Programme.

## 4. CONGRESS BAGS

- The Congress satchel or bag should be sturdy, attractive and large enough to contain all Congress Publications.
- You as the sponsor will be responsible for the cost of purchasing and overprinting the Congress Bags. The rights will only be passed to you upon approval of the Congress bag and its logo by the Organisers. This decision will be based on the quality of the product.

**OR**

- In conjunction with the Organisers, Northern Networking Events Ltd will look after all designing, purchasing and delivery of bags on site.
- Every delegate will receive a Congress bag, which will include Final Programme, Book of Abstracts, Edinburgh tourist information, and other items.
- Sole Sponsorship Fee: £10,000 plus VAT
- Plus costs of production

## 5. FINAL PROGRAMME

- The Final Programme will include Programme details, scientific Programme information, social information and highlights. Full page colour advertisement from sponsors of the package scheme will also be included. This will be distributed to all registrants. You as a sponsor may have extra copies for your own distribution.
- The copy will be written and the publications produced by the Organisers.
- Sponsorship Fee:  
Outside backcover £10,000 plus VAT  
Inside backcover £5,000 plus VAT  
Sponsor Recognition: This option ensures recognition with Congress delegates and draws attention to your organisation by your first choice of two page advertisements in the Final Programme.

## 6. INTERNET CAFÉ

- The internet café is one of the most popular areas within a Congress. Located within the EICC, sponsors will have the opportunity to provide suitable branding of their products within this area.
- Sponsorship Fee: £15,000 plus VAT
- Sponsor Recognition: Onsite advertising within this congress hub along with acknowledgment in all future Congress literature and the Final Programme.
- Note: More than one site may be available.

## 7. KNOWLEDGE BAR

- Delegates will have the opportunity to receive on a branded data stick all the powerpoint presentations that presenters have agreed to release. These presentations will be prepared after the congress in a pdf format and put on a data stick for circulation to all delegates.
- Sponsorship Fee: £20,000 plus VAT
- Sponsor Recognition: The sponsor will be allowed to include useful scientific information and their satellite presentations on this data stick. The data stick will be sent out in branded envelopes to all participants.

## 8. MESSAGE CENTRE

- The Message Centre is an area where registrants may stay in touch with their respective homelands and leave and receive messages.
- The Organisers will provide all equipment and staff.
- Sponsorship Fee: £10,000 plus VAT
- Sponsor Recognition: Your sponsorship can be acknowledged within and on the Message Centre as determined and approved by the Organisers. Up to four advertisements can be displayed on the message screens throughout the Congress Centre. Acknowledgments will also be made in all future Congress literature and in the Final Programme.

## 9. OPENING CEREMONY

- The Congress Opening Plenary and Welcome Reception will take place at the EICC on Saturday 25 April 2009 from 17.00 – 19.30. Following the Opening Plenary light refreshments will be served in the Exhibition area for all participants to enjoy.
- Sponsorship Fee: £15,000 plus VAT
- Sponsor Recognition: The sponsor will be acknowledged in the Final Programme and in the Auditorium.

## 10. PADS AND PENS

- It is planned to have a pad and pen inserted into every delegate's congress bag. You as the sponsor will be responsible for the cost of purchasing and overprinting the pads and pens. The Organisers are also pleased to make these arrangements on your behalf at your cost. All copy and designs must be approved in advance by the Organisers and the pads must carry the Congress logo.
- Sponsorship Fee: Note Pads only £5,000 plus VAT  
Pens only £5,000 plus VAT
- Sponsor Recognition: Acknowledgment in all future Congress literature and in the Final Programme. Your name will also be printed on the pad and pen.

## 11. POCKET PROGRAMME

- Every delegate will receive a pocket-sized Programme in their delegate bag. This contains Programme information (day at a glance) and, room locations

- Sponsorship Fee: £5,000 plus VAT  
Sponsor Recognition: Combined with your company product specific advertising, the guide offers an opportunity to get your marketing message in the hands of the delegates on a daily basis.

## 12. POSTER BOARDS

- The Scientific Poster Display will be an important part of the Scientific Programme. The Poster sessions will take place on Sunday 26 April 2009 at 17.30 – 19.00 in the main exhibition hall.
- Sponsorship Fee: £10,000 plus VAT
- Sponsor Recognition: Acknowledgment on all future Congress literature including the Final Programme. Exposure within the poster areas will be by negotiation.

## 13. PRESIDENT'S AND SPEAKERS DINNER

- This prestigious dinner will take place at one of Edinburgh's exclusive venues. Only invited guests of the President will attend this event.
- Sponsorship Fee: £10,000 plus VAT
- Sponsor Recognition: The sponsoring company will be offered two complimentary places and acknowledged as the sponsor during the dinner.

## 14. PRESENTATION PREVIEW ROOM

- This will be the "heart" of the Congress, where speakers and chairs will check in, finalise presentations and drop off presentations in a relaxed environment.
- Sponsorship Fee: £10,000 plus VAT
- Sponsor Recognition: Your name as a sponsor will appear on all locator signs for the Slide Preview Room as well as on the entrance of this room. All future Congress literature will include an acknowledgment, including the Final Programme.

## 15. RAFAELSON TRAVEL AWARDS

- Grants for young investigators can be offered. These will be awarded to the most suitable candidates by the Organisers.
- Sponsorship Fee: £1,250 plus VAT per grant
- Sponsor Recognition: The successful applicant will be advised of the sponsor name and given a certificate of recognition of the grant with the sponsors name on the certificate. The sponsor will receive a list of names of their selected applicants.

# Sponsors Group Accommodation Request Form

Please return this Accommodation Request Form to Northern Networking Events Ltd no later than Monday 26 January 2009

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Address (No/Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

\* additional nights are available on request by contacting Northern Networking Events Ltd

## CINP 2009

Number of rooms required per night per hotel
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Hotels Available	Star Rating	Room Type single/ double/twin	Price per room	24th April	25th April	26th April	27th April
The Bonham	4	Double Superior	Max £145 Max £175				
Channings	4	Double Superior	Max £140 Max £170				
Fountain Court	4	Single Double	£81 Max £112				
Carlton Edinburgh	4	Single	£110				
Holiday Inn	4	Room rate	£110				
Holiday Inn North	4	Single	£110				
Marriot Dalmahoy	4	Single	£125				
Marriot Edinburgh	4	Single	£115				
Hilton Caledonian	5	Single Double	£195 £215				
Hilton Grosvenor	4	Single Double Twin	£135 £155 £185				

Accommodation will be sold on a first come first served basis. Full prepayment of all accommodation is required, 50% on booking and 50% 8 weeks before arrival. Rooming lists for accommodation are required 3 weeks before arrival.

# SPONSORSHIP APPLICATION FORM

Northern Networking Events Ltd, 1 Tennant Avenue,  
College Milton South, East Kilbride, Glasgow, G74 5NA, UK  
Tel: +44 (0) 1355 244930 Fax: +44 (0) 1355 249959 Email: [cinp2009@glasconf.demon.co.uk](mailto:cinp2009@glasconf.demon.co.uk)  
[www.northernnetworking.co.uk](http://www.northernnetworking.co.uk)

Please return this Sponsorship Application Form to the Organisers

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (No/Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

## SPONSORSHIP

We confirm the following sponsorship items. **All items are exclusive of VAT.**

	VALUE	TOTAL
<b>Satellite Symposia:</b>		
14.00 – 15.00 Sat 25 April	£20,000	
15.30 – 16.30 Sat 25 April	£20,000	
07.30 – 08.30 Sun 26 April	£20,000	
16.00. – 17.00 Sun 26 April	£20,000	
07.30 – 08.30 Mon 27 April	£20,000	
<b>Sponsorship Items:</b> Abstracts CD-ROM		
(plus production costs)	£20,000	
Abstracts Printed	£10,000	
Coffee Breaks (per break)	£5,000	
Congress Bag	£10,000	
<b>Final Programme</b>		
Outside backcover	£10,000	
Inside backcover	£5,000	
Internet Café	£15,000	
Knowledge bar	£20,000	
Message Centre	£10,000	
Opening Ceremony	£15,000	
Pads	£5,000	
Pens	£5,000	
Pocket Programme	£5,000	
Poster Boards	£10,000	
President's Dinner	£10,000	
Slide Preview Room	£10,000	
<b>Young Researcher</b> Grant (per grant)	£1,250	
<b>Total</b>		

I/we are authorised to sign documents on behalf of the company and acknowledge that the company will pay all costs as detailed above and follow guidelines and policies listed in the sponsorship kit.

SIGNATURE \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

CINP Thematic Meeting on  
Manor Psychosis and Substance Abuse  
A Research and Education Conference  
25 – 27 April 2009  
EICC, Edinburgh Scotland

## Invitation to Exhibitors

Organised by the Collegium Internationale Neuro-Psychopharmacologicum

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# EXHIBITION INFORMATION

## LOCATION

Edinburgh International Conference Centre – Cromdale Hall

## EXHIBITION DATES AND TIMES

### DATES

Saturday 25 April 2009 – Monday 27 April 2009

### OPENING TIMES

Saturday 25 April 2009	18.00 – 20.30
Sunday 26 April 2009	07.00 – 19.30
Monday 27 April 2009	07.00 – 16.00

## PROVISIONAL EXHIBITION SCHEDULE

### MOVE IN & SET UP

Saturday 25 April 2009	07.00 – 17.00
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### DISMANTLING & MOVE OUT

Monday 27 April 2009	16.00 – 23.00
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Times may be subject to change however exhibitors will be notified.

## EXHIBITION HALL DETAILS

The Cromdale Hall is situated on Level -2 of the EICC. There is direct flat access to the hall via loading/unloading bay through a door 3.08m wide and 3.97m high. A floor plan indicating the location of the areas available is contained within this manual. Space will be sold on a strictly first come first served basis.

## EXHIBITION SERVICES

### PRE-EVENT

- Exhibition Manual
- Participation Pack
- Promotional Material
- Participation Advice

### VISITORS

- Entry to registered Congress delegates only

# STAND INFORMATION

## FLOOR PLANS

Floor plans outlined in this brochure are correct at the time of printing, however the organisers retain the right of alteration should it be deemed necessary. The large spaces are available for individual custom-built stands. The smaller grid areas shown will be provided (at additional cost) with modular booth construction. These areas may also be custom-built subject to negotiation

## EXHIBITION COSTS

### EXHIBITION FLOOR SPACE

The cost of floor space only is as follows:

Areas 1 and 2 are 6 x 9 a total of 54 square metres and are at a total cost of £20,000\* per area

Areas 3, 6, 8, 9 and 10 are 3 x 6 a total of 18 square metres and are at a total cost £10,000\* per area

Areas 4, 5 and 7 are 3 x 3 a total of 9 square metres and are at a total cost of £5,000\* per area

\* All are subject to VAT at the prevailing rate

All power consumed during the exhibition period

(NB: Installation of connecting power is at an additional charge)

# APPLICATION AND PROCEDURES

## APPLICATION PROCEDURE

To apply for an exhibition space, complete the Application / Contract form at the back of this brochure and return it with your 50% deposit payment - see Conditions of Payment.

### PLEASE NOTE

Applicants may fax their initial requests for space indicating their preferences. Space will be allocated by return and will be held for a maximum period of 30 days. An up to date floor plan will be available on our web site [www.northernnetworking.co.uk](http://www.northernnetworking.co.uk)

## CONDITIONS OF PAYMENT

- Fifty % (50%) non refundable deposit on signing of Application Form.
- All payments and balance due by Monday 26 January 2009.

### PLEASE NOTE

If full payment is not received before this date, the exhibition managers have the right to reassign the space without notice.

### Payment Methods

#### BANK DRAFT

All payments must be made in pounds sterling in the form of a Bank Draft. Payment can also be made by BACS. Full details of the bank account to be paid into can be supplied by Northern Networking Events Ltd.

## CANCELLATIONS

A cancellation policy is applicable - refer to the Conditions of Contract for the policy (point 13).

## EXHIBITOR REGISTRATION

Exhibitor security passes will be provided free of charge to all personnel working on the exhibition stands upon production of company authorisation. Appropriate forms will be provided in the Exhibitor Manual.

## EXHIBITION MANUAL

An Exhibitor's Manual detailing additional items such as furniture, telephones, car parking, exhibitor passes, free catalogue listing, catalogue advertising etc., will be made available. Should you require early indication of costs for the above, please contact the organisers who will be only too pleased to assist you.

## ACCOMMODATION

A number of hotels have been secured by the organisers a reasonable rates. Details of these hotels are contained within this brochure.

## FURTHER INFORMATION

NORTHERN NETWORKING EVENTS LTD  
1 Tennant Ave  
College Milton South  
East Kilbride  
Glasgow G74 5NA  
Scotland

Tel: + 44 (0)1355 244930  
Fax: + 44 (0)1355 249959

Email: [CINP2009@glasconf.demon.co.uk](mailto:CINP2009@glasconf.demon.co.uk)  
Web site: [www.northernnetworking.co.uk](http://www.northernnetworking.co.uk)  
CINP Web site: [cinp.org](http://cinp.org)

# EXHIBITION REGULATIONS

**1.** If the Exhibitors fail to comply in any substantial respect with the terms of this agreement the Organisers shall have the right to sell the space, the Exhibitor, however, to be liable for any loss suffered by the organisers thereby, and all monies paid by the Exhibitor hereunder shall be absolutely forfeited to the Organisers if in the event of the Exhibitor failing to occupy the said space by the advertised opening of the show, the Organisers are authorised to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability hereunder.

**2.** All exhibitors shall be producers, importers or representatives for goods and/or services displayed. No Exhibitor shall display on his stand any advertisement for goods manufactured and/or sold, or services provided by a non-exhibitor unless written permission has been obtained from the Organisers.

**3.** Dismantling the Exhibits Exhibits must not be removed and displays not be dismantled either partially or totally, before the agreed time on the last day of the Exhibition. All exhibits and display material must be removed as soon as possible and by the time indicated.

**4.** Exhibitors shall comply with the rules and regulations stipulated by the Organisers. The Exhibitor will not damage any walls or floors or ceiling of the exhibition area in which his stand is located - by nails, screws, oil, paint, or any other cause whatsoever.

**5.** Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another firm. All deposits paid to this stage will automatically be forfeited and no refund will be made; and no Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.

**6.** Exhibitors' Liabilities Every Exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents and visitors and undertakes to indemnify the Organisers. To keep them indemnified against all liability in respect thereof and against all

actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the Organisers or incurred or become payable by them arising therefrom or in respect thereof including any claims arising out of the supply by the Exhibitor of samples of any kind whatsoever whether such samples be sold or given away free and including any legal costs and expenses and any compensation costs and disbursements paid by the Organisers on the advise of Counsel to compromise or settle any such claims. Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate third party liability insurance.

**7.** Insurance Liability. Neither the Organisers nor the hall owners will be responsible for the safety of any exhibit or property of any Exhibitor or any other person, for the loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Organisers or for any loss or damage occasioned, if by reason of happenings of any such event the opening of the Exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor agrees and undertakes to ensure in their full replacement value the contents of his stand and all associated equipment and materials.

**8.** The Exhibitor is responsible for the safety of his products, display and stand. During move-out period, material should not be left unattended at any time.

**9.** It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after moving out.

**10.** The Organisers reserve the right to postpone the holding of the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as practicable, utilising the right only where circumstances necessitate such action and

without any liability to the Organisers.

**11.** If due to any unforeseen circumstances it is found necessary to close the Exhibition on any day or days or to vary the hours the Exhibition is open the Organisers reserve the right to do so, at their sole discretion.

**12.** The Organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers.

**13. Cancellation of Space:** In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

- (a) That the request for cancellation is submitted by registered post;
- (b) That the request is received at least three months prior to the opening of the Exhibition;
- (c) That the Organisers are able to re-let the cancelled space in its entirety;
- (d) That the reason given for the request of the cancellations is, in the opinion of the Organisers, well founded;
- (e) That the Exhibitor agrees that the Organisers shall retain 10 percent of the contract price if the cancellation is accepted more than twelve months before the Exhibition, 50 percent of the contract price if the cancellation is accepted after that time and 100 percent of the contract price if the cancellation is accepted within three months of the opening of the Exhibition.

**14.** The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

**15. Conduct of Exhibitors and Representatives**

(a) **Annoyance:** The Organisers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere in

the Exhibition.

(b) **Microphones:** The use of microphones is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers' opinion any annoyance is being caused.

(c) **Gangways:** Any encroachment upon gangways or passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss thereto occasioned by such removal.

(d) **Publicity Material:** Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.

**16.** The Organisers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organisers in the event of any claim made against the Organisers.

**17. Right of Rejection** Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Rules and Regulations.

The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representative in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers.

**18.** No stand may be sublet in any manner without consent of the Organisers.

**19. Law of the Contract** The Contract is governed in all respects by the law of the State of Victoria and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State.

**20.** The Organisers reserve the right to refuse participation by any potential exhibitor or inclusion in the Exhibition of goods or services deemed by the Organisers to be unconnected with the topic of the Congress or the Exhibition.

# EXHIBITION APPLICATION FORM

CINP Thematic Meeting on

## Major Psychosis and Substance Abuse

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Address (No/Street): \_\_\_\_\_

City: \_\_\_\_\_ Postcode/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

### APPLICATION (AREA NUMBER & PREFERENCE)

\_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd

### PAYMENT SUMMARY

#### Floor Space Only

Area Number \_\_\_\_\_ Net cost £ \_\_\_\_\_

**Grand Total** £ \_\_\_\_\_

**Full Payment Required** £ \_\_\_\_\_

### PAYMENT METHOD

Please advise which method of payment you will use:

Bankers draft made out to CINP UK Ltd

BACS Payment (details of the bank account are available from the organiser)

**(Please forward copy of transaction from your bank)**

I/We are authorised to sign documents on behalf of the company and I/we acknowledge that I/we have inspected the rules and regulations which form part of the exhibition kit and will comply with them in full.

Signature \_\_\_\_\_

Date \_\_\_\_\_

CINP Thematic Meeting on Major Psychoses and Substance Abuse 25th - 27th April 2009, EICC, Edinburgh, Scotland, UK



