ISMB 2006 GENERAL EXHIBIT INFORMATION



Please read the following information Carefully

If you have questions please contact: Steven Leard, ISCB Conference Liaison steven@iscb.org / 1-780-414-1663

ISMB 2006 Exhibitor Package

ISMB Exhibitors receive the following package:

- One Booth 3m x 3m (9 m²) (Hardwall structure)
- Exhibitor Listing in 2006 Conference Program and Conference Website
- Three (3) exhibit hall only passes
- Company name on booth signboard, black vinyl lettering (max. 20 characters)
- One (1) draped table
- Three (3) chairs
- One (1) wastebasket
- Wireless internet available onsite
- 1 Socket (110V/300W) for each booth
- 1 spotlight (100W) for each 3 square meters
- Walls in white panels, structured by profiles of aluminum in OCTANORM system, in a pattern of 2,20m of height
- Grey Booth Carpet (9 m²)

Exhibitors requiring items not listed in the above package may order items directly from the suppliers detailed in the Official Suppliers list (attached) and listed below.

Conference Location

The Centro de Convenções do Ceará in Fortaleza, Brazil is located at:

Centro de Convenções do Ceará Av. Washington Soares, 1141 Cep 60.811-341 Fortaleza – Ceará – Brazil

Shipping Instructions

The organizations shipping materials for the ISMB Exposition should contract with WTB Worldwide – Trade Business (www.wtb-br.com)

WTB offers special services from Brazil (shipping clerk/customhouse broker) in order to reduce the risk of paying import/export taxes (temporary/transitory importation).

Attention: WTB should be contacted at least 60 days prior to the start of the conference to allow time for them to work with Brazilian authorities.

Complete shipping instructions are available on the WTB events calendar, select August, and then ISMB at:

http://www.wtb-br.com/en/tsd/eventscalendar.html

Contact: William de Oliveira Executive Director Email – woliveira@wtb-br.com Phone (+55.11) 3873.0990 Fax (+55.11) 3873.0821

The Centro de Convenções do Ceará is able to store equipment or materials 15 days in advance of the conference. Please contact WTB to assist with storage of equipment and materials.

Excess stock, literature or packing cases may not be stored on, around or behind stands. Centro de Convenções do Ceará does not have any storage facility for materials left on site outside of tenancy times. Any items/materials left at the end of the tenancy will be thrown away and a charge made to the individual exhibitor/contractor concerned. Exhibitors requiring off-site storage facilities please contact the freight forwarding company, WTB.

Exhibitor Services: Stands Master

Stands Master is the official Exhibition Service company for ISMB 2006.

Additional items: furniture, floral, carpet, graphics, or lighting can be ordered by contacting Josivan Marinho at stands@fortalnet.com.br and include ISMB 2006 Order in the subject line.

Exhibition Schedule**

August 3 – 5	Exhibit area prepared for exhibitor final move in	
Sunday, August 6	10:00 a.m. – 5:00 p.m.	Exhibitor Move In
Monday, August 7	9:45 a.m. – 5:15 p.m.	Exhibits Open
Tuesday, August 8	9:45 a.m – 5:15 p.m.	Exhibits Open
Wednesday, August 9	9:45 a.m. – 1:00 p.m.	Exhibits Open
Thursday, August 10	9:45 a.m. – 4:00 p.m.	Exhibits Open
Thursday, August 10	4:00 p.m. – 8:00 p.m.	Exhibitor Move Out
**schedule subject to change		

The exhibition will take place in Hall C, Centro de Convenções do Ceará http://ismb2006.cbi.cnptia.embrapa.br/exhibitor_all.html

The Exhibitor schedule is provided to allow exhibitors to schedule their time. All booths must remain set up throughout the show open hours. The final conference schedule will be available on-line June, 2006 and is subject to change.

ISMB Conference Schedule: http://ismb2006.cbi.cnptia.embrapa.br/at-a-glance.html

Electrical

Each exhibit booth includes one electrical outlet with approximately 500 watts. Additional **power installation** can be purchased through the exhibition company, Stands Master.

Any additional costs are to be paid directly to Stands Master in Fortalzea. For pricing and services email Josivan Marinho at stands@fortalnet.com.br and include ISMB 2006 Order in the subject line.

Accommodation

For accommodation information, visit the housing website at http://ismb2006.cbi.cnptia.embrapa.br/housing.html

ISMB has secured a block of discounted rooms at the head quarters hotel, the Oasis Atlantico. Questions about accommodation can be directed to housing06@ismbconf.org

Audio-Visual Requirements

The recommended contractor for audio-visual equipment for exhibition stands is Data Video Som. Please email arnaldo@datavideosom.com.br for pricing and available products.

Badges

All exhibitors must register with the Conference Registration Desk to receive an official ISMB 2006 conference name badge. The badge will be required for admission to the Exhibition Hall. A special "private" registration site will be set up for exhibiting companies to register their personnel. We will send under separate cover a notice with instructions on how to register. If you have not received the URL and instructions for badges by May 15, 2006, please contact Steven Leard (steven@iscb.org) to obtain the instructions.

Food and Beverage

Exhibitors requiring food and beverage in their booth can do so by contacting the recommended contractor Buffet La Maison. Please email Daniel Fiuza danielfiuza@secrel.com.br for pricing and available products.

Customs Clearance

See customs information on the resource page.

Damage to Premises

No nails, screws or other fixtures may be driven into any part of the Premises including the floors. Nor may any part of the Premises be damaged or disfigured in any way. Should any damage occur, the Exhibitor will be invoiced for repair charges incurred.

Demonstrations

Demonstrations and other special activities must be located so that crowds will be comfortably contained within the contracted display space and not blocking any of the aisles. Distracting activities are subject to adjacent exhibitor and ISMB

approval. Exhibitors may not play loud music on their stand.

Exhibitors employing contractors other than Stands Master to build or breakdown their stand must complete the Exhibitor Appointed Contractor (EAC) form through Stands Master. Exhibitors must inform the EAC that they must abide by all rules and regulations of the show and not solicit business on the Exhibit floor. EAC's are not exhibitors and must wear their designated badges at all times. An insurance certificate from this EAC showing general liability coverage is also required.

Exhibitor After Hours Access

Exhibitors are allowed access to their stands during set up and tear down hours as well as one hour prior to and one hour after official opening hours. Exhibitors requiring access beyond these times, must receive approval from an ISMB representative at the Exhibition Registration Desk.

Helium Balloons

Helium ball are **not permitted** in the Centro de Convenções do Ceará.

Indemnification

It is understood that the exhibitor assumes entire responsibility for and agrees to protect, indemnify, defend and save ISCB, ISMB, Centro de Convenções do Ceará, and their respective consultants, agents, directors, employees, licensees and assigns them harmless from and against all claims, losses and damages to persons or property, governmental charges of fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or the use of or part thereof negligently or otherwise, excluding any such liability caused by the sole negligence of ISCB, ISMB, Centro de Convenções do Ceará or its employees and agents.

Insurance

Proof of insurance must be provided upon request. Exhibitors are to have a rider on their current insurance policy to cover loss of, theft of or damage to their exhibit or other personal property while it is located at or is in transit to or from the Centro de Convenções do Ceará. The exhibitor shall indemnify the Centro de Convenções do Ceará, Stands Master, ISCB, and ISMB against, and hold it and its representatives harmless from complaints, suits or liabilities resulting from

negligence of the exhibitor in connection with the exhibits use of display space. The Centro de Convenções do Ceará, ISCB, and ISMB shall have no liability for loss, damage or theft, through any cause, of goods, hand carried items, exhibits, or other materials owned, rented or leased by the exhibitor. Personal effects, souvenir handouts and other small, easily removed valuable items should not be left unattended. In no event shall ISCB, or ISMB have any liability for incidental, consequential, special, indirect or punitive damages for any harm arising from, or related to, the use of exhibit space under the contract agreement.

Leaflet Distribution

Leaflets may not be distributed from anywhere other than the exhibition stand without receiving prior permission from the Organizers. Leaflets displayed or distributed at any other point throughout the venue, without prior permission, will be removed and destroyed by the Organizers.

Parking

Limited parking is available at Centro de Convenções do Ceará. Exhibitors are encouraged to take the conference shuttle bus from the Headquarters hotel to the conference centre or to use taxi as recommended by the hotel.

Security

ISCB/ISMB will provide security in the exhibit area during all off-hours (including lunch time), and will take reasonable precautions to safe guard exhibitor's property. Exhibitors are encouraged to remove any valuable items from the exhibit area each evening.

Advance Shipments to Warehouse

The Centro de Convenções do Ceará is able to store equipment or materials 15 days in advance of the conference. Please contact WTB to assist with storage of equipment and materials.

Travel Visa Application and Vaccination Requirements

Please ensure to review the Visa information carefully located at:

http://ismb2006.cbi.cnptia.embrapa.br/visa.html

Please check both the Visa and Vaccination requirements, with the Brazilian Embassy in your country - information is available at:

www.mre.gov.br/ingles/endereco/embaixadas.asp or for the USA, the Brazil Tourism Office at www.braziltourism.org/index.html.