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GENERAL INFORMATION AND CONTACTS

Congress & Exhibition September 18 — 21, 2022
Venue MECC Maastricht B.V.  
(Maastrichts Expositie en Congres Centrum) 
Forum 100  
6229 GV Maastricht, The Netherlands
Participants 1,500+ delegates from all over the world
Congress Host Dutch Society of Toxicology
Congress President Prof. Dr. Theo de Kok
Congress Organization K.I.T. Group GmbH Dresden 
Bautzner Str. 117-119  
01099 Dresden, Germany
Exhibition & Sponsorship Manager Anja Zeun  
c/o K.I.T. Group GmbH Dresden  
Phone : +49351 65573-137 | Mobile: +49151 22179942  
Email : industry@ict2022.com | Web: www.ict2022.com

ICT 2022 Hosting Society Foundation ICT 2022
Dutch VAT No.: NL860597362B01

IUTOX XVIth ICT Congress Organization
Email: info@ict2022.com
Phone: +49 351 65573138
www.ict2022.com
**DEADLINES**

<table>
<thead>
<tr>
<th>Exhibition</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload of company profile / logo</td>
<td>Thursday, June 30, 2022</td>
</tr>
<tr>
<td>Submission of own booth construction plan</td>
<td>Friday, July 15, 2022</td>
</tr>
<tr>
<td>Delivery of material (to logistic partner)</td>
<td>By Friday, September 12, 2022</td>
</tr>
</tbody>
</table>

**Sponsoring**

| Upload of company profile / logo                   | Thursday, June 30, 2022                |
| Email blast content                                | One week prior to mailing date         |
| Scientific session sponsorship promo video         | Friday, July 15, 2022                  |
| Advertisements in congress app                     | Friday, July 15, 2022                  |
| Preview of sponsoring items (congress bags, congress bag inserts, lanyards…) | Friday, July 15, 2022 |
| Delivery of material (to logistic partner)         | By Friday, September 12, 2022          |

**EXHIBITION SCHEDULE**

<table>
<thead>
<tr>
<th>Set-up</th>
<th>Dismantling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 17, 2022, 08h00- 18h00: Set-Up booths*</td>
<td>Sept. 21, 2022, 12h00- 13h30: Dismantling booths</td>
</tr>
<tr>
<td>Sept. 18, 2022, 10h00-16h00: Furnishing booths**</td>
<td>Sept. 21, 2022, from 13h30: Removing booths*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Opening Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18, 2022, 16h00</td>
<td>Opening of Exhibition incl. Welcome Reception</td>
</tr>
<tr>
<td>September 18, 2022, 16h00-21h00</td>
<td>Exhibition</td>
</tr>
<tr>
<td>September 19, 2022, 09h00-16h30</td>
<td>Exhibition</td>
</tr>
<tr>
<td>September 20, 2022, 09h00-16h30</td>
<td>Exhibition</td>
</tr>
<tr>
<td>September 21, 2022, 09h00-12h00</td>
<td>Exhibition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact On-Site</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anja Zeun</td>
<td>Email: <a href="mailto:industry@ict2022.com">industry@ict2022.com</a></td>
</tr>
<tr>
<td></td>
<td>Mobil: +49151 22179942</td>
</tr>
</tbody>
</table>

**Help Desk**

During the set-up there is a help desk located at a designated area in MECC where exhibitors may find support and place any last-minute furniture/equipment orders.

**Floor Plan**

The current floor plan is available here.

*Set-up and Removal of shell scheme booths by the officially commissioned booth constructor, MECC.

**Rented shell scheme booths and space only booths can be furnished on Sunday, September 18, 2022, from 10h00 to 16h00.

**CONGRESS PROGRAM**

A preliminary program of the congress is available here.
CONGRESS VENUE

MECC Maastricht B.V. - Maastrichts Expositie en Congres Centrum

The congress venue is Maastrichts Expositie en Congres Centrum (MECC), located in close proximity of Maastricht’s city center. Recently reopened in March 2021, MECC welcomes congress delegates with a brand-new convention center, a compact set-up with all rooms and halls withing 5 minutes walking distance, plenty of break-out rooms as well as a wide exhibition area.

https://www.mecc.nl/en/

EXHIBITION AREA & FLOOR PLAN

The exhibition of ICT 2022 is scheduled for four days from Sunday to Wednesday, September, 18 to 21, 2022.

All exhibition booths will be conveniently located nearby the session halls and main traffic routes of delegates in the “Expo Foyer” and “Brightlands Foyer” of MECC (in red in the picture). Furthermore, the poster exhibition, the welcome reception on Sunday as well as all lunch and coffee breaks will be hosted within the exhibition area to increase booth visits. Thus, a constant frequetation at the booths will be guaranteed to maximize networking opportunities.

The current floor plan is available online.
Expo Foyer

Exhibitors with booth numbers 9 to 68, please consider the technical specifications and facilities of the Expo Foyer:

<table>
<thead>
<tr>
<th>Foyer</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>48.50 x 44.90 m</td>
</tr>
<tr>
<td>Platform</td>
<td>10 x 3 m</td>
</tr>
<tr>
<td>Height</td>
<td>4.20 + Base level</td>
</tr>
<tr>
<td>Construction Height</td>
<td>under beams: 4.78 m  between beams: 6.85 m</td>
</tr>
<tr>
<td>Floor Load</td>
<td>500 kg/m²</td>
</tr>
<tr>
<td>Floor Covering</td>
<td>Fixed carpeting</td>
</tr>
<tr>
<td>Beam Load</td>
<td>max. 65 kg. per beam (under the authority of the technical service)</td>
</tr>
</tbody>
</table>

Electrical Installation

| Power Supply           | connections in power rail in beams                                     |
| Max. Capacity          | in consultation with Mansveld Expotech                                 |

Internet

| Connections            | wired internet via beams and WiFi available                            |
| Number of Beams        | 5                                                                       |

Water Supply & Drainage

| 23 floor-level points for water supply and drainage                      |

Lift Installation (0.00-3.00 + Base Level)

| Goods Lift             | 1                                                                       |
| Max. Load              | 6,300 kg                                                               |
| Dimensions             | 6.80x2.48x2.19 m (lxwxh)                                               |

Brightlands Foyer

Exhibitors with booth numbers 1 to 8, please consider the technical specifications and facilities of the Brightlands Foyer:

<table>
<thead>
<tr>
<th>Foyer</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>629.47 m²</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>3.25 m</td>
</tr>
<tr>
<td>Construction Height</td>
<td>max. 3 m (standing constructions)</td>
</tr>
<tr>
<td>Floor Load</td>
<td>350 kg/m²</td>
</tr>
<tr>
<td>Floor Covering</td>
<td>Fixed carpeting</td>
</tr>
<tr>
<td>Beam Load</td>
<td>max. 65 kg. per beam (under the authority of the technical service, bridles and point load is not allowed)</td>
</tr>
</tbody>
</table>

Electrical Installation

| Power Supply           | connections in power rail in floor                                      |
| Max. Capacity          | in consultation with Mansveld Expotech                                 |

Internet

| Connections            | wired internet via beams and WiFi available                            |
| Number of Beams        | 5                                                                       |

Water Supply & Drainage

| 5 floor-level points for water supply and drainage                        |

ICT 2022 Hosting Society
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Bautzner Str. 117-119
01099 Dresden, Germany

Email: info@ict2022.com
Phone: +49 351 65573138
www.ict2022.com
Lift Installation (0.00-3.00 + Base Level)

| Goods Lift | 1 |
| Max. Load | 6,300 kg |
| Dimensions | 6.80x2.48x2.19 m (lxwxh) |

EXHIBITION BOOTHs

The officially commissioned booth constructor is the congress venue itself, Maastrichts Expositie en Congres Centrum (MECC). MECC will prepare the booth measurements, electricity and set-up all booked shell scheme booths on Saturday, September 17, 2022. Exhibitors may furnish the booths on Sunday, September 18, 2022 from 10h00 to 16h00.

Shell Scheme Booth

Exhibitors who booked the shell scheme option will be provided with a basic exhibition booth that includes:

- Wall panels (side and back walls, corner booths with 2 open sides)
- Fascia board with company name* (max. 30 letters)
- 1 table (120 x 70 cm) and 2 upholstered chairs
- Electrical connection 3,5KWh (1 single phase 230V) with double socket**
- Internet access (free Wi-Fi in the congress center)

*The fascia board will be printed with the company name that has been indicated during the submission of the company profile.

** Basic power supply for the exhibition days is included in the booth packages. If a freezer or a fridge is brought to the booth or power is needed during the construction and dismantling of the booth, additional power supply must be ordered.

The floors of Expo Foyer and Brightlands Foyer are carpeted.

Space Only Booth

Exhibitors who booked the space only option will be provided with the floor space including

- Electrical connection 3KW (1 single phase 230V) with 1x 3way socket*
- Internet access (free Wi-Fi in the congress center)

*Basic power supply for the exhibition days is included in the booth packages. If a freezer or a fridge is brought to the booth or power is needed during the construction and dismantling of the booth, additional power supply must be ordered.

The floors of Expo Foyer and Brightlands Foyer are carpeted.
Exhibitor’s Own Stand Constructions

If any own booth construction is planned, the exhibitor is obligated to send a detailed booth drawing (incl. measurements) for approval to industry@ict2022.com by Friday, July 15, 2022, the latest. This is to ensure that all exhibition booths meet all regulations with regards to size, location and other restrictions (e.g., fire safety).

Kindly note, that the floors of Expo Foyer and Brightlands Foyer are carpeted and it is therefore not possible to put another layer of carpet on top.

The planned set-up time for exhibitor assigned booth constructors is Sunday, September 18, 2022 from 10h00 to 16h00. If your assigned booth constructor requires individual arrangements, please submit the request along with your booth construction plan.

FURNITURE RENTAL AND ADDITIONAL EQUIPMENT

Maastrichts Expositie en Congres Centrum (MECC) provides an online shop where all exhibitors may order additional furniture and equipment for their booths. The online shop is available here:

https://mecc.ungerboeck.com/Prod/app85.cshtml?aat=2tyYwocsXJ6RD13GdeggJWv1yQ%2bS
FcvKrgCVJU36Ks%3d

Kindly note that
- basic power supply for the exhibition days is included in the booth packages. If a freezer or a fridge is brought to the booth or power is needed during the construction and dismantling of the booth, additional power supply must be ordered.
- ordering, prices and invoicing for any additional furniture and equipment via the web-shop need to be directly managed with MECC. The congress organization of ICT 2022 is not involved and cannot be held liable for anything related to this process.

If, instead of ordering additional furniture and equipment, you wish to upgrade your space only option to the above listed shell scheme option, please contact the congress organization ICT 2022 at industry@ict2022.com

Access to the web-shop

To place your online orders, you may log into the web-shop via this link. The web-shop provides a complete overview of all the products and services that MECC offers to help make the exhibition a success for you. It is important to thoroughly check the address on your order confirmation as this will also be the invoice address. The web-shop will be open until September 12, 2022.

User name:

Email address that has been provided as the contact email address in your application to the congress organization. If you would like to log in using a different email address, please contact the MECC Exhibitor Services Team at es@mecc.nl
Password:
If this is the first time you are using the web-shop, click 'no password' and you will receive an email within a few seconds containing your personal 5-digit password.

Pricing / Discounts:

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up until 3 weeks prior to the event</td>
<td>Early bird rate (25% discount)</td>
</tr>
<tr>
<td>Within 3 weeks prior to the event</td>
<td>Standard rate</td>
</tr>
<tr>
<td>During set-up</td>
<td>Late order charges apply</td>
</tr>
</tbody>
</table>

An early bird discount of 25% applies to all orders placed before August 26, 2022. Within three weeks prior to the event, it is no longer possible to order on account / pay via bank transfer. Only credit card payments are possible.

Web-shop support
Do you need assistance? Or do you have questions about certain products or services? Feel free to contact the MECC Exhibitor Services Team by email es@mecc.nl or phone +31 (0)43 38 38 308.

DELIVERY & SHIPPING OF MATERIAL
All shipments to MECC are managed by their official logistics partner Ceva Logistics. Please find detailed instructions in the attachment of this manual.

Contact
<table>
<thead>
<tr>
<th>Phone</th>
<th>+31 (0) 880 283 117</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:Events.nl@cevalogistics.com">Events.nl@cevalogistics.com</a></td>
</tr>
</tbody>
</table>

Booking deadline: September 1, 2022
For any orders placed after the booking deadline, a surcharge of 20% will be applied. All shipments which require handling by Ceva, a written order (see attachment) is required.

Arrivals
Deadline for shipments to advanced warehouse: September 12, 2022
For all shipments arriving afterwards, a late arrival surcharge of 50% on the inbound charges will be applied. In case of late arrival, a timely delivery to the booth cannot be guaranteed.

All shipments from exhibitors will be delivered to the corresponding booth (in Expo Foyer or Brightlands Foyer). In case of late arrival, a timely delivery to the booth cannot be guaranteed.

Pick-Ups
Earliest collection date from warehouse: September 26, 2022
Return shipments are collected in the exhibition area after the congress and will be brought back to the warehouse. From there, pick-ups can be arranged five days after the end of the congress, the earliest.
Empty Packaging Storage

Return of empty packaging: September 21, 2022, from 11h30
CEVA can store your empty packing materials during the congress. Rates include collection, storage during the congress and return of material after the congress ends. Rates are calculated based on cubic meters, consignment and stand.

LOADING AREA ONSITE

If you commission your own booth constructor and/or will bring your own material to the congress venue, you may (un-)load your vehicles at Gate 18 (at the end of parking lot 10/11) at MECC on Sunday, September 18, 2022 from 10h00. If your plan to set-up your own booth construction and your assigned booth constructor requires individual arrangements, please submit the request along with your booth construction plan.
A lift is available that connects Gate 18 to the exhibition area.

<table>
<thead>
<tr>
<th>Lift</th>
<th>H: 219 cm</th>
<th>W: 249 cm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door</td>
<td>H: 250 cm</td>
<td>W: 341 cm</td>
</tr>
<tr>
<td>Inside</td>
<td>Max. load</td>
<td>6300 kg</td>
</tr>
</tbody>
</table>

Kindly note, there is no forklift available at MECC. If you require a forklift for transports/set-up, please contact Ceva Logistics early. Contact information is provided in the attachment of this manual.

REGISTRATION & ACCOMMODATION

Complimentary Congress Registrations

Each exhibition package and sponsorship level comes with a certain number of complimentary congress registrations. The number of complimentary registrations included in your package is stated in the exhibition/sponsorship agreement.

The complimentary congress registration for exhibitors/sponsors includes:
- Access to scientific sessions (except CECs), exhibition and poster area
- Refreshments during the official congress coffee breaks
- Light lunch during the lunch breaks on Monday and Tuesday (on Sunday & Wednesday, there are no lunch breaks)

To assign the complimentary congress registrations, please use the registration link that is provided in your exhibition/sponsorship agreement and follow the registration process online. Industry partner delegates may be registered for CECs at the regular registration fees.

Booth Representative Registrations

In addition to the complimentary congress registrations included in your package, you may register booth representatives at the reduced fee of 200 EUR (incl. 21% VAT). Exhibitors may register as many booth representatives as desired.

Booth representatives have access to the exhibition, poster and lunch area but not to scientific sessions. Booth representatives may still be registered for CECs at the regular registration fees.

To register booth representatives, please use the registration link that is provided in your exhibition/sponsorship agreement and follow the registration process online.

Further Registrations

If you would like to register further delegates with full access to scientific sessions and CECs, please use the regular delegate registration form: https://www.ict2022.com/registration/

Accommodation

MECC Hotel Services has taken options in different hotels in Maastricht at very competitive rates. There are no reservation costs. More information is available here: https://www.ict2022.com/accommodation/
UPLOAD OF COMPANY PROFILE AND LOGO

For the industry partners listing on the congress homepage and in the congress app, all industry partners are kindly requested to upload a short 100-word company profile and the company logo by Thursday, June 30, 2022 at the latest.

SPONSORSHIP ITEMS

Email blast

Industry partners who booked an email blast are kindly requested to send the corresponding content for the mailing at least one week in advance of the scheduled mailing date.

**Email blast basic**

The sponsor is requested to send a text of max. 100 words to industry@ict2022.com so it can be included in the ICT 2022 participant newsletter along with the sponsor’s logo.

Three newsletter editions will be sent (July, August, September) and up to two sponsors can be included per newsletter.

Sponsors may indicate which newsletter they would like to be preferably included in. Otherwise, the congress organization schedules the inclusion accordingly.

**Email blast premium**

The sponsor is requested to send the mailing content in a ready-to-send html format to industry@ict2022.com.

The date of mailing needs to be agreed upon with the congress organization.

The mailing is subject to approval by the Scientific Program Committee (SPC).

Scientific Session Sponsorship – premium

Industry partners who booked the scientific session sponsorship – premium option and wish to submit a promotional video that is shown at the beginning of the sponsored session are kindly asked to send the video until Friday, July 15, 2022, the latest. The video may not be longer than one minute and needs to be approved by the Scientific Program Committee and the session (co-)chairs.

Advertisement in Congress App

Industry partners who booked an advertisement in the congress app are kindly requested to send a preview of the planned ad (banner ad or push message) and make any arrangements (date of advertisement) etc. with the congress organization (industry@ict2022.com) until Friday, July 15, 2022.

Badge Lanyards

The sponsor is requested to send a preview of the lanyards to industry@ict2022.com by Friday, July 15, 2022, the latest, and to provide approx. 1,700 pieces. The final number of pieces must be confirmed with the congress organization.

The lanyards must be delivered at the sponsor’s own cost to MECC until Friday, September 16, 2022, the latest. Please adhere to the instructions for the delivery of material.
Congress Bags / Insert in Congress Bags

A preview of the congress bags / congress bag inserts must be sent to industry@ict2022.com by Friday, July 15, 2022, the latest.

The final number of pieces (approx. 1,500) needs to be confirmed with the congress organization. The congress bags / inserts must be delivered at the sponsor’s own cost to MECC by Friday, September 16, 2022, the latest. Please adhere to the instructions for the delivery of material.

Pens and/or Writing Pads

The sponsor is requested to provide approx. 1,700 pieces. The final number of pieces must be confirmed with the congress organization.

Pens and note pads must be delivered at the sponsor’s own cost to MECC by Friday, September 16, 2022, the latest. Please adhere to the instructions for the delivery of material.

MEETING ROOMS

Meeting facilities are available on-site at MECC. Meeting rooms will be provided on a “first come, first served”-basis (upon availability) during the regular congress opening hours. On request, technical and catering services can be offered (additional charges apply). If you would like to rent a meeting room, please contact the congress organization via email (industry@ict2022.com) specifying your request:

- Type of meeting
- Preferred date and time
- Room size and set-up
- Expected number of participants
- Technical and catering requirements
- Name and contact details of the contact person on-site

Please kindly note that access to these meetings is restricted to registered delegates/booth representatives and is not open to external visitors.

PROMOTE YOUR PARTICIPATION – MEDIA DOWNLOADS

You can download various graphics with the congress layout here in order to promote your participation. You may include the files in your email signatures, on social media, websites etc.

Any further questions?
Please do not hesitate to contact us in case of any questions or if individual arrangements need to be made.

Exhibition and Sponsorship Manager
Anja Zeun | Phone: +49351 65573-137 | E-mail: industry@ict2022.com

ATTACHMENTS

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Foundation ICT 2022
Dutch VAT No.: NL860597362B01

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01099 Dresden, Germany

Email: info@ict2022.com
Phone: +49 351 65573138
www.ict2022.com
Logistical services

ICT 2022 Congress
MECC Maastricht

Booking deadline: Thursday 1st of September 2022

International / Freight / Onsite handling enquiries:
Events.nl@cevalogistics.com
+31 (0) 880 283 117
## Handling Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unloading shipments via advanced warehouse</td>
<td>€ 95.00 per cbm</td>
</tr>
<tr>
<td>Rate includes: receiving shipment, intermediate storage, transport to MECC and delivery to stand</td>
<td>min. charge 3 cbm</td>
</tr>
<tr>
<td>Storage of empty packing materials</td>
<td>€ 59.00 per cbm</td>
</tr>
<tr>
<td>Rate includes: collection of empty packing material from stand, intermediate storage and automatic return to stand</td>
<td>min. charge 2 cbm</td>
</tr>
<tr>
<td>Reloading shipments via advanced warehouse</td>
<td>€ 95.00 per cbm</td>
</tr>
<tr>
<td>Rate includes: collection from stand, transport to CEVA warehouse, intermediate storage and reloading shipment</td>
<td>min. charge 3 cbm</td>
</tr>
<tr>
<td>Unloading/Reloading shipments to/from stand with a 2,5T forklift and Electric Pumptruck</td>
<td>Rates available upon request</td>
</tr>
<tr>
<td>Airfreight, Ocean freight</td>
<td>Rates available upon request</td>
</tr>
</tbody>
</table>

## Customs Charges

### Import Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Customs Clearance</td>
<td>€ 90.00</td>
</tr>
<tr>
<td>Import Risk Management Fee</td>
<td>1% of the shipment value</td>
</tr>
<tr>
<td>Minimum Import Risk Management Fee</td>
<td>€ 90.00</td>
</tr>
<tr>
<td>Permanent Customs Clearance</td>
<td>€ 80.00</td>
</tr>
<tr>
<td>Advanced Fee on Import Duties and VAT</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Export Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issueing T1 or Export Document</td>
<td>€ 80.00</td>
</tr>
<tr>
<td>Export Risk Management Fee</td>
<td>1% of the shipment value</td>
</tr>
<tr>
<td>Minimum Export Risk Management Fee</td>
<td>€ 90.00</td>
</tr>
</tbody>
</table>

## General Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration fee</td>
<td>€ 25.00 per invoice</td>
</tr>
<tr>
<td>Late arrival surcharge (if applicable)</td>
<td>50% on inbound rates</td>
</tr>
<tr>
<td>For shipments arriving in advanced warehouse after April 29th 2022</td>
<td></td>
</tr>
<tr>
<td>Late booking surcharge (if applicable)</td>
<td>20% on complete invoice</td>
</tr>
<tr>
<td>For orders placed after the booking deadline of April 25th 2022</td>
<td></td>
</tr>
<tr>
<td>Third party costs (if applicable)</td>
<td>At cost + 15%</td>
</tr>
</tbody>
</table>
General handling instructions

Transport

CEVA Showfreight can relieve you of the complete logistic process, leaving you free to concentrate on other matters in the preparation of your event. CEVA Showfreight has the expertise and a well-established network of logistic specialists to satisfy all your logistic requirements. As an experienced exhibition forwarding agent, CEVA Showfreight can provide you with tailor-made solutions.

Build-up / Breakdown

You can deliver/collect goods on the exhibition area during the official build-up and Breakdown period, as determined by the organizer. Goods that you would like to have delivered before or collected after these official days and times will always have to be un- or reloaded via our advanced warehouse.

<table>
<thead>
<tr>
<th>Build-up period:</th>
<th>17th September 2022 – 09:00-17:30 (booth builders)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18th September 2022 – 10:00-15:30 (exhibitors)</td>
</tr>
<tr>
<td>Show days:</td>
<td>18th September until 21st September 2022</td>
</tr>
<tr>
<td>Breakdown period:</td>
<td>21st September 2022- 11:00-13:30: (exhibitors)</td>
</tr>
<tr>
<td></td>
<td>21st September 2022- 13:30-18:00: (booth builders)</td>
</tr>
</tbody>
</table>

IMPORTANT
Please take into account the lift, necessary for transporting your exhibition materials, has following dimensions.
Door: H219 cm X B249 cm
Inside: H250cm X W341cm X D678cm – Max load per pallet/crate etc: 1000 KGS
Please also note that exhibitors cannot use this lift without booking an order via CEVA

Storage before and/or after the event

If your goods are delivered before the start of the build-up period and/or are collected after the end of the breakdown period you can store your goods in our advanced warehouse (outside Maastricht).

IMPORTANT!!

All shipments that you want to deliver before the official build-up date and/or collect after the official breakdown date will be handled via our advanced warehouse outside Maastricht. The correct address for consigning your shipments can be found on the next page. There is no possibility to send any shipments directly to and/or collect directly from MECC without written approval from CEVA.

The latest arrival date to CEVA’s advanced warehouse is September 12th 2022. For any shipments arriving after this deadline a late arrival surcharge of 50% on the inbound charges applies. In case of a late arrival, we can’t guarantee a timely delivery to your booth.
General handling instructions

Advanced Warehouse

Shipments which require handling via our advanced warehouse should be delivered to and/or collected from the following address:

CEVA Showfreight / ICT 2022
<Your company name>
<Your stand number>
Elektronweg 24
3542 AC Utrecht
The Netherlands

Latest arrival date in warehouse: September 12th 2022
Earliest collection date from warehouse: September 26th 2022

Please note that for any shipments for which you require handling by CEVA, we require a written order (page 7 to 9). To avoid any delays in receiving your shipment, please make sure that you place the handling order in time. After placing your order, you will receive an official confirmation with a booking number. We advise you to mention this booking number on any of your shipments to avoid any misunderstanding/misplacement of your shipment.

Courier Shipments

Courier companies – such as TNT, UPS, FedEx and DHL – deliver door to door. They aren’t obliged to deliver the goods on your stand. Address your shipment to the advanced warehouse of CEVA Showfreight. Then you are sure that your shipment will be delivered to your stand in the timeframe you request.

Please send us the written order (page 7 to 9), together with a copy of the transport document on which the shipment number, hall and stand number are stated.

Please make sure that your shipment is addressed correctly, because we can only accept shipments that are consigned to CEVA Showfreight. For the correct address, please see above.

If we receive a shipment that is addressed to CEVA Showfreight, but for which we haven’t received a written order, we will deliver the shipment as soon as we receive the written order for this.

Unfortunately we can’t accept any shipments for which courier costs upon delivery are charged.
General handling instructions

Storage of Empty packing materials during the show

CEVA can store your empty packing materials during the event.

The mentioned rates in our rate sheet include collection, storage during the event and returning your empty packing materials automatically after the event ends. The rate shall be calculated per starting cbm, consignment and stand.

If you have ordered the storage of the empty packing materials before the construction period starts, printed storage labels will be ready for you. A CEVA Staff member will hand over the labels to you and you can put them on the empty packing materials. CEVA Showfreight will handle the rest.

Please take into account that we will commence with returning the stored materials on September 21th from 11.00 onwards. Any earlier return of stored materials will not be possible, so we advise you to take CEVA’s starting time into account when booking any return travel arrangements.

We will return the materials as soon as possible, but we can’t confirm or promise a specific time.

Air Freight, Ocean Freight & Customs Formalities

CEVA can also assist you with shipments being sent by air or by sea. For shipments from outside the European Union we can take care of the customs formalities.

Prices are available upon request.

Liability

CEVA Showfreight is a trade name of CEVA Logistics Netherlands BV which is registered under Chamber of Commerce number 16066165. On all our transactions are applicable the CEVA Showfreight Conditions and the General Conditions of the Federation of Dutch Forwarding Agent's (FENEX) deposited at Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. A copy of the FENEX conditions is attached.

We express the fact that your goods are not automatically insured by us. Please take into consideration that the liability of CEVA Showfreight is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that you to insure your goods for the duration of the show.
General handling instructions

General

- For orders that are placed after the booking deadline, a surcharge of 20% will apply on the complete invoice.

- For any shipments arriving after the latest arrival date in CEVA’s advanced warehouse, a late arrival surcharge of 50% on the inbound charges applies and a timely delivery to your stand can’t be guaranteed.

- Delivery and Re-loading rates performed during office hours (Monday-Friday 08:00-17:00) Outside these hours an surcharge of +50% will apply

- Storage charges will be calculated in full cbm (rounded up), per consignment and per stand

- All prices are excluding 21% VAT (only applicable for invoicing within The Netherlands, or invoicing within the European Union without a valid VAT number).

- All invoices will be sent with an administration fee of € 25.00 per invoice.

- The terms of payment of CEVA Showfreight are strictly thirty (30) days from the date of invoice, unless stated otherwise on the invoice.

- Please also note that we will charge you 15% advanced fund commission on all third party costs made by CEVA Showfreight.

- An invoice will be sent per partner/sponsor company.

- To avoid credit issues we advise you to use one of our appointed agents in your country. Contact details are available upon request.

- This tariff is only valid for ICT 2022, organized at MECC Maastricht by K.I.T. Group GmbH Dresden.
# General Details

<table>
<thead>
<tr>
<th>Showname:</th>
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</thead>
<tbody>
<tr>
<td>Exhibitor’s name:</td>
<td></td>
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<tr>
<td>Hall and stand number:</td>
<td></td>
</tr>
<tr>
<td>On Site Contact person:</td>
<td></td>
</tr>
<tr>
<td>Mobile phone:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Company name:</th>
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</thead>
<tbody>
<tr>
<td>Contact person/Department:</td>
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</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Zip code:</td>
<td>City:</td>
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<tr>
<td>Country:</td>
<td>VAT number:</td>
</tr>
<tr>
<td></td>
<td>Only for companies inside the European Union</td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
<tr>
<td>Your reference:</td>
<td>Optional</td>
</tr>
</tbody>
</table>

Please return this document, including the next 2 pages to [events.nl@cevalogistics.com](mailto:events.nl@cevalogistics.com)
CEVA Showfreight
Order Form

Please return this document, including the previous and next page to events.nl@cevalogistics.com

General details

Company name invoice recipient: _________________________________________________________
Exhibitor’s name (if different from above): ___________________________________________________
Stand number: ________________________________________________________________________

Credit card details (please tick)

❑ American Express
❑ Visa Card
❑ Eurocard Mastercard

Card holder : ________________________________________________________________
Card number : ________________________________________________________________
Valid till : _________________________

After receiving your filled in order form, you will be contacted separately by the Finance Department of CEVA Showfreight to request your credit card security code in order to be able to charge your credit card. Due to CEVA’s General Data Protection Regulation policy, we kindly ask you to not write your security code on this form.

I hereby authorise you to debit my credit card for the full amount of my order

ANY HARD COPIES OF THIS PAGE WILL BE DESTROYED ONCE PAYMENT HAS BEEN TAKEN

Initials
CEVA Showfreight
Order Form
Please return this document, including the previous 2 pages to events.nl@cevalogistics.com

Shipment Details

<table>
<thead>
<tr>
<th>Amount of pieces</th>
<th>Type of piece (please circle)</th>
<th>Length cm</th>
<th>Width cm</th>
<th>Height cm</th>
<th>Weight kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallet / Crate / Carton / Flightcase / Machine / Trailer</td>
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</tr>
</tbody>
</table>

Required Services

- Unloading directly from truck to stand with forklift
  Date/time: _______________________

- Unloading via advanced warehouse
  Date/time in warehouse: _______________________
  Date/time on stand: _______________________

- Forklift assistance on stand during construction
  Date/time: _______________________

- Storage of empty packaging material
  Volume: ± ________________________ cbm

- Storage of full goods
  Volume: ± ________________________ cbm

- Forklift assistance on stand during dismantling
  Date/time: _______________________

- Reloading directly from stand to truck with forklift
  Date/time: _______________________

- Reloading via advanced warehouse
  Date/time from stand: _______________________
  Date/time ex warehouse: _______________________

Other services, based on quotation

- Airfreight / Ocean Freight handling
  AWB no.: _______________________
  please send draft AWB or B/L

- Customs handling
  B/L no.: _______________________
  please send commercial invoice & packing list

- (Inter)national transport
  please specify per E-mail collection/delivery address, opening hours and shipment details

By signing this order form, you are placing an order for logistical services.

The undersigned declares to have received the tariff and conditions and declares to accept the General Conditions of CEVA Showfreight. Also the undersigned declares to be an authorized signatory for the company.

CEVA Showfreight only accepts completely filled out and signed reply forms.
Should you not fill out your VAT number, then CEVA Showfreight is not able to reverse the VAT and is forced to send you the invoice with 21% VAT for companies within the European Union.

Should you have any questions or requests please feel free to contact us, we will be more than happy to be at your assistance.

Name in capitals: _______________________
Signature: _______________________
Date: _______________________

CEVA Showfreight
Order Form
Please return this document, including the previous 2 pages to events.nl@cevalogistics.com
Conditions

The latest version of the Dutch Forwarding Conditions (“Fenex Conditions”) as filed by the Netherlands Association for Forwarding and Logistics (Fenex) at the office of the District Court in Amsterdam, address and other procedural provisions apply to all activities of Showfreight. The Fenex Conditions do not cover every aspect of the full service package of CEVA Showfreight and, therefore, additional contractual provisions shall apply in these cases. The most relevant articles of Fenex Conditions (abridged) and the additional Conditions of CEVA Showfreight are listed below. The full text of the Fenex Conditions can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A. General

1. Definitions
   - CEVA Showfreight (part of CEVA Logistics Netherlands B.V.) hereinafter also called “CEVA Showfreight”, provides logistics services for trade fairs, exhibitions and events on the instructions of the general, fair organiser, national lessor/manager, stand builder, exhibitor, etc.
   - Client: a company or organisation that has instructed CEVA Showfreight to perform work.
   - Exhibitor: a company or organisation that takes part in a trade fair, exhibition or event.
   - Stand builder: builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.
   - Hall lessor/manager: the owner of a hall complex that leases exhibition space to a trade fair, exhibition or event.
   - Trade fair organiser: a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.
   - CEVA Showfreight shall be present on location during the normal working hours and days. At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.
   - If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.
   - If, after written confirmation of an order, the client chooses not to make use of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the value of the order.

B. Representative

Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities will be deemed to be the authorised representative of the exhibitor/stand builder/organiser for whom the services are being provided. This representative decision is that he/she agrees with both the Fenex Conditions and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directions while the work is being performed.

C. Provision of services

1. The client shall bear the expense and the risk of the work performed by CEVA Showfreight.
   - If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order to deliver the goods accordingly (after payment in cash where deemed necessary).
   - The costs of this service will be charged to the exhibitor/stand builder/organiser.
   - CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
     a. the work is to be performed by a company or organisation which is not independent or is not acting for the benefit of the client;
     b. the packaging is not of such a nature that it does not meet government requirements or, in the absence of government requirements, the packaging is not of such a nature that it does not meet CEVA Showfreight's requirements;
     c. the client or a party acting on the client's behalf or another interested party has not or has insufficiently given instructions or has given inadequate instructions and if CEVA Showfreight has not been informed of the instructions or has not changed the manner of movement in writing at the time of the performance of the work;
     d. CEVA Showfreight considers the work dangerous or inadvisable to perform, due to factors such as weight, size, nature or amount of goods, or where there is a risk of damage to the goods; or
     e. the instructions of hall managers/trade fair organisers entrust the client with the work; or
     f. the instructions of hall managers/trade fair organisers make the work impossible.

D. Client's responsibilities

1. Goods are not insured, client needs to arrange a (transport) insurance by himself
   - The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed time.
   - The exhibitor/stand builder shall be present to provide instructions and guidance while the work is being performed.
   - The client is responsible for providing written instructions on the work that is to be performed.

E. Responsibilities/liability of CEVA Showfreight

1. Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor/stand builder shall bear the expense and risk of these goods.
   - CEVA Showfreight shall not be liable for no circumstances be held liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.
   - CEVA Showfreight is not liable for the contents of the parcels.
   - CEVA Showfreight is not liable for the number of parcels loaded from the stand or stand location.
   - CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.
   - Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.
   - CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.
   - CEVA Showfreight is not liable for damage that arises as the result of improper storage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the instructions or has not changed the manner of storage in writing at the time of the performance of the work.
   - CEVA Showfreight shall not be liable for damage that arises as the result of breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order and did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.

F. Instructions of hall managers/trade fair organisers

1. CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.
   - CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this storage will not affect the allocation of the packaging surcharges.
   - When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
   - CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
   - Packaging is usually stored in areas that cannot be securely locked. CEVA Showfreight is not liable for damage or loss that may arise as a consequence.
   - The packaging storage area is not accessible to the client.
   - At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

G. Storage of packaging

1. CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
   - If stored goods damage the properties of third parties or buildings, the costs arising from this damage will be charged to the client.
   - The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
   - Entering the storage area is at the visitor’s own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
   - The client shall bear the costs related to the supervision of the visit to the storage area.
   - The client is liable for any direct or indirect damage caused by the client or any person falling under the client’s responsibility.

H. Storage

1. CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
   - If stored goods damage the properties of third parties or buildings, the costs arising from this damage will be charged to the client.
   - The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
   - Entering the storage area is at the visitor’s own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
   - The client shall bear the costs related to the supervision of the visit to the storage area.
   - The client is liable for any direct or indirect damage caused by the client or any person falling under the client’s responsibility.

DUTCH FORWARDING CONDITIONS GENERAL CONDITIONS OF THE FENEX

(Netherlands Association for Forwarding and Logistics)

The latest version of the Dutch Forwarding Conditions ("Fenex Conditions") as filed by the Netherlands Association for Forwarding and Logistics (Fenex) at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam on 1 July 2004.

Liability

Article 11.

1. All operations and activities will be at the client’s expense and risk.
2. Without prejudice to the provisions of Article 16, the forwarder shall not be liable for any damage whatsoever, unless the client can prove that the damage has been caused by fault or negligence on the part of the forwarder or any subordinate of the forwarder.
3. The forwarder shall not be liable for damage or loss that may arise in connection with the execution of events with one and the same cause of damage, subject to the proviso that in the event of damage, loss of value or loss of the goods comprised in the order, the liability will be limited to 4 SDRs per kilogram of the gross weight of damaged or lost goods, with a maximum of 4,000 SDR per consignment.
4. A claim may never exceed the value stated on the invoice, in default wherein the market value at the time when the damaged occurred shall apply. The forwarder is not liable for lost profit, consequential loss, or intangible loss.
5. If, during the performance of the order, damage occurs for which the forwarder is not liable, the forwarder shall make efforts to recover the client’s damage from the party that is liable for the damage. The forwarder shall be entitled to charge the client for the related costs. If requested, the forwarder shall waive his claims against third parties engaged by him for the purpose of carrying out the order in favour of the client.
6. The client is liable to the forwarder for any damage arising as a consequence of the goods or the nature of the goods and the packaging thereof, incorrectness, incompleteness or incompleteness of instructions, failure to deliver the goods at the appointed time and place, as well as the failure to supply documents and/or instructions at the appointed time and, fault or negligence in general on the part of the client, any subordinate of the client or a third party called or engaged by the client.
7. The client indemnifies the forwarder against third party claims relating to the damage referred to in paragraph 6, including claims by any subordinate of the forwarder or the client.
8. Even when all or flat rates have been agreed, the forwarder, not acting as a carrier, shall be liable under the present conditions and not as a carrier.

Article 12.

1. Force majeure shall be understood to include all circumstances which the forwarder could not reasonably avoid and the consequences of which the forwarder could not reasonably prevent.

Article 13.

1. In the event of force majeure, the contract will remain in force; the forwarders obligations will however be suspended for the duration of the event of force majeure.
2. All additional costs resulting from the event of force majeure, such as carriage and storage charges or payment of extra regulations or taxes, such as excise duty, shall be borne by the client and paid to the forwarder upon first request.

Article 14.

1. A statement on the part of the client for the time of delivery shall not, on its own, bind the forwarder.
2. Unless agreed otherwise in writing, the forwarder provides no guarantee as to the time of arrival.

Article 24.

1. These general conditions may be cited as the “Dutch Forwarding Conditions”. In the case that the English translation differs from the Dutch text, the latter will prevail.