

22<sup>ND</sup> INTERNATIONAL CONGRESS

**ESTIV**



**PRAGUE - CZECH REPUBLIC**

3 - 6 JUNE 2024

Applications of NAMs in Drug Discovery  
and Drug and Chemical Safety Assessment

## **SPONSOR AND EXHIBITOR MANUAL**

## ESTIV 2024 – Sponsor and Exhibitor manual

Dear partner of ESTIV 2024,

In this manual you will find some important details and information about the ESTIV 2024 congress from 3 – 6 June 2024 in Prague, Czech Republic, regarding to your sponsorship or exhibition. Your support is highly appreciated! Please read the entire manual carefully.



### Prague

Discover the enchanting city of Prague, a mesmerizing destination that seamlessly blends history, culture, and architectural splendor. As you stroll along the cobblestone streets, you'll be captivated by the breathtaking sights at every turn. Admire the iconic Prague Castle, a majestic fortress that overlooks the city, and explore the intricate beauty of the gothic St. Vitus Cathedral. Wander through the charming Old Town Square, home to the famous Astronomical Clock, and savor the flavors of traditional Czech cuisine in cozy local cafes. Immerse yourself in Prague's rich history as you cross the historic Charles Bridge, adorned with statues and offering panoramic views of the Vltava River. Prague is a treasure trove of unforgettable experiences that will leave you spellbound.



### Czech Republic

Welcome to the captivating Czech Republic, a country nestled in the heart of Central Europe. Immerse yourself in the rich tapestry of history as you explore the picturesque towns and cities. Prague, the magnificent capital, will charm you with its medieval architecture, including the iconic Prague Castle and Charles Bridge. Discover the fairy-tale town of Cesky Krumlov, with its winding streets and stunning castle. Delve into the spa culture of Karlovy Vary, renowned for its healing mineral waters. Don't miss the charming village of Telč, a UNESCO World Heritage site, with its beautifully preserved Renaissance architecture. From breathtaking landscapes to cultural treasures, the Czech Republic offers an unforgettable journey into the past.

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## GENERAL INFORMATION

### Dates

The ESTIV 2024 congress will take place from Monday 3 June - Thursday 6 June 2024.

Detailed and up to date information about the congress is available at <https://www.estiv.org/congress2024/>. Please visit the website regularly.

### Venue

We look forward to welcome you all to Cubex Center Prague, the prestigious venue for ESTIV 2024! Situated in the heart of Prague, this state-of-the-art congress center offers world-class facilities and cutting-edge technology, ensuring an exceptional experience for attendees. With its modern architecture and flexible spaces, Cubex Center Prague provides the perfect setting for scientific discussions, presentations, and networking opportunities. From spacious conference halls to intimate meeting rooms, this venue is designed to accommodate the diverse needs of our esteemed participants. Join us at Cubex Center Prague and engage in stimulating discussions that will shape the future of toxicology.

#### Address:

Na Strži 2097/63  
Praha 4, 140 00  
Czech Republic



#### Website:

[www.cubexcentrum.cz](http://www.cubexcentrum.cz)

### Exhibition schedule

The sponsors and exhibitors desk will be situated near the registration desk and will be open from set-up until dismantling. The date and times are:

#### Set-up times:

Sunday 2 June 2024	09:00 – 18:00 hours
Monday 3 June 2024	08:00 - 12:00 hours

#### Exhibition schedule:

Monday 3 June 2024	13:00 - 20:30 hours
Tuesday 4 June 2024	10:30 - 17:00 hours
Wednesday 5 June 2024	10:30 - 16:30 hours
Thursday 6 June 2024	10:30 - 13:00 hours

#### Dismantling:

Thursday 6 June 2024	13:00 - 18:00 hours
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**All booths must be built and decorated before the start of the congress on Monday 3 June 2024 at 12:00 PM CET.** Please, avoid any noise, obstructions, blocking access and any action during set up and dismantling that disrupts the normal movement of people or materials which may be dangerous for people who are in the venue. The organizers of ESTIV 2024 will be on site during set up and dismantling.

## Exhibitor Badges

Badges will be available for pick up at the registration desk. All exhibitor registrations are NON-TRANSFERABLE (i.e. the transfer of registrations between two persons is prohibited). All badges includes the participant's information: name, surname and company.

*The exhibitor badges fee includes:*

- Admission to the opening ceremony and welcome reception
- Admission to the exhibition and poster area
- Refreshments – coffee breaks and lunch

Exhibitor badges will only give access to the exhibition area and do not give access to the scientific congress program (presentations) and the gala dinner. There will be a strict policy on this.

The number of free exhibitor passes and free full congress passes depend on the level of your sponsorship:

Level of sponsorship	Free exhibitor passes	Free full congress passes
Gold Sponsor	3	3
Silver Sponsor	2	2
Bronze Sponsor	1	1
Exhibitor 12m2	3	0
Exhibitor 9m2	2	0
Exhibitor 6m2	1	0

Please register your exhibition staff **before Tuesday 21 May 2024** by downloading the Exhibitor Registration Form [here](#) and return the filled in form to [estiv@klinkhamergroup.com](mailto:estiv@klinkhamergroup.com).

Full congress passes can be booked separately via:

<https://insight.klinkhamergroup.com/estiv/login>

In case your sponsor package includes free congress pass(es) and you have not yet received the discount code(s), please contact Anne Dassen via [estiv@klinkamergroup.com](mailto:estiv@klinkamergroup.com).

## Accommodation

GUARANT International has been appointed the official hotel accommodation agent and will gladly handle all related arrangements. Accommodation of various categories is provided at discounted prices near the Cubex Center Prague.

GUARANT International strongly advises all not to work with any unauthorized vendors/companies who may offer you hotel reservation services by phone/e-mail with “discounted congress prices” and try to obtain your personal data including credit card details.

Please make a hotel reservation as soon as possible. Due to a high season in June, hotels may be easily sold out.

More information can be found on the congress website:

<https://www.estiv.org/congress2024/hotel-accommodation/>

## EXHIBITION

### Exhibition space and technical specifications

Rental refers solely to the price for exhibition space. Other services (standard booths, electricity, furniture, etc.) must be ordered from the exhibition organiser or company Exposale.

The height of Cubex spaces ranges from 2.60 m (exhibition foyer) and 5.0 m (meeting hall A), thus the height of the booth may be limited by where it is installed.

The floor is covered with vinyl. As a precaution against damaging the floor we recommend carpeting in the booth and also under the construction of the booth.

- The carrying capacity of the floor is 400 kg/m<sup>2</sup>.
- Hanging of logos and banners from the ceiling and walls is only possible following consultation with a Cubex representative.
- It is not permitted to stick posters or banners on the walls or columns. This is possible only with the consent of a Cubex representative.
- For security reasons it is not permitted to store any kind of material behind the booth.
- The electricity system and voltage at Cubex is as follows: 3+N+PE, TN-C-S, 230/400V, 50Hz

#### Important:

Unused informational materials, brochures and other waste must be removed from the space following the event. If any is left on site, Cubex will charge the organiser for waste disposal.

#### Freight elevator at Cubex:

	Capacity	Width	Height	Depth
Elevator	4.500 kg	220 cm	205 cm	580 cm

The elevator leads to the western foyer. Exhibits of a maximum width of 130 cm can be transported to the eastern and southern foyer if passage through the hall is not allowed.

If passage through the hall is possible the dimensions are as follows: width 2.20 m and height 2.00 m.

The freight elevator at Cubex is operated solely by trained Cubex employees. Exhibition organisers and exhibitors are in no way authorised to operate the elevators in any manner.

Please click [here](#) how to access the freight elevator.

#### Ceiling height

Exhibition space: 2.6 m (exhibition foyer), 5.0 m (meeting hall A)

#### Floor in exhibition space

Vinyl

#### Carrying capacity of floor

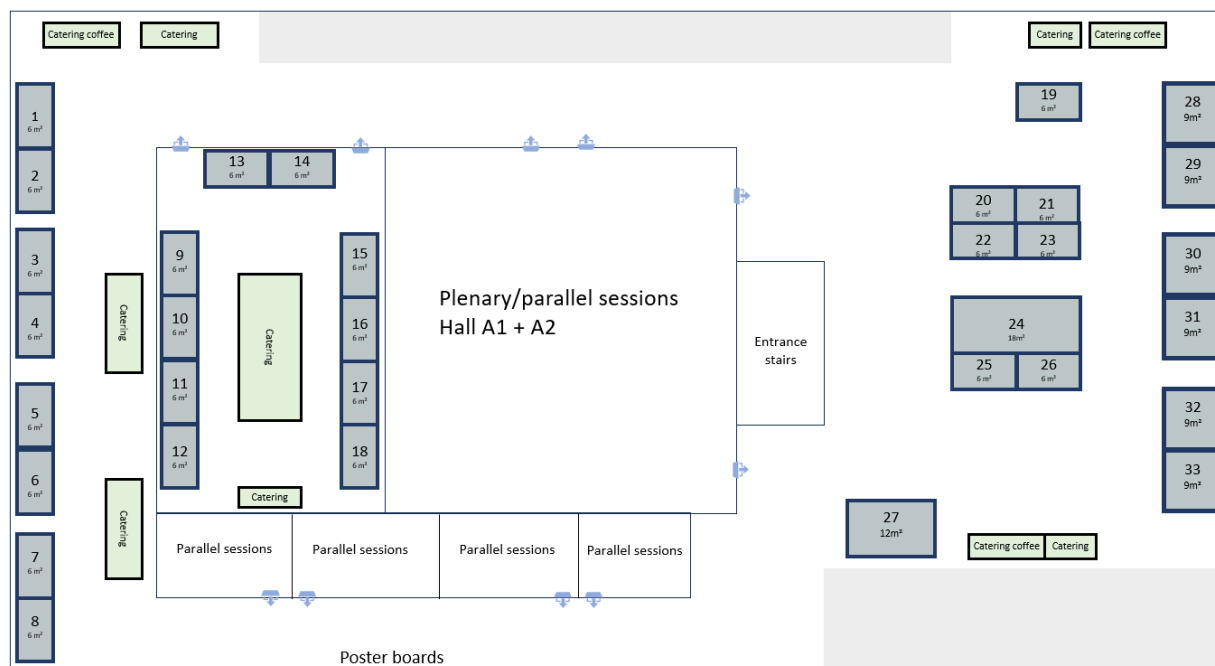
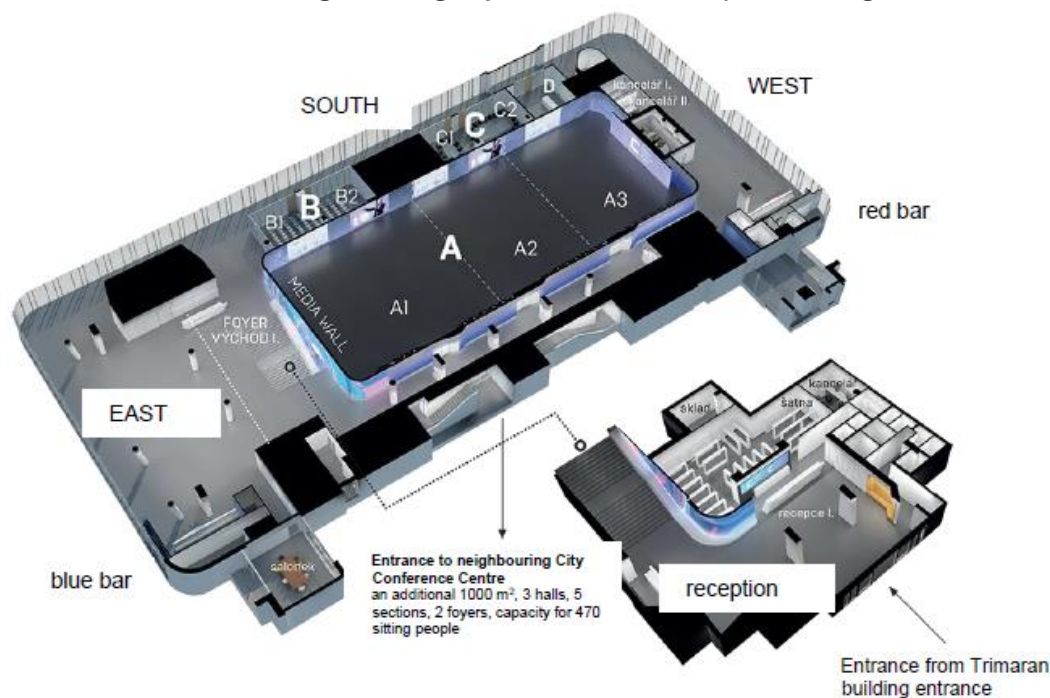
400 kg / m<sup>2</sup>

## Electrification system and voltage

3+N+PE, TN-C-S, 230/400V, 50Hz

## Floorplan

The most up to date booth plan can be found at the congress website by clicking [here](#). Here you will find your booth number and position. Booths have to be built at the assigned number. The organisation reserves the right to slightly alter the size or positioning of the booth.



**Please note that the floorplan is subject to changes.**

## Exhibition approval

Klinkhamer | conferences & events in collaboration with Cubex will submit an exact layout ahead of time with the dimensions of the booths and descriptions. All booths will be drawn into the exhibition grid. Supply lines for electricity, water, low voltage wiring, etc. will be included

for the individual booths. The Cubex fire and safety technician shall approve the submitted layout.

The following conditions will be respected:

- Fire prevention devices and A/C sensors may not be covered.
- The final placement of booths must be consistent with the pre-approved grids.
- For atypical booths, technical drawings describing the structure and materials used must be submitted to Cubex, potentially with a statement from a structural engineer.
- For exhibition booths and exhibits that include their own wiring, a valid inspection report will be required before connecting to the Cubex power distribution network.
- The maximum permitted floor load in the Cubex premises is 400 kg / m<sup>2</sup>.
- Bringing of material into the exhibition space is permitted only using the new silicone-pallet carts, which are to be operated by authorised Cubex employees. The use of own forklifts in the exhibition space inside the building is not permitted.
- Drilling, screwing or nailing into the walls, ceilings or columns in the exhibition space is not permitted.
- Work during which small flammable waste is created (shavings, sawdust, etc.) may be permitted by the Cubex fire and safety technician with the condition that the machines and tools used have sacks or suction installed.
- Making any structural modifications to the space without the prior consent of Cubex is not permitted.
- All rented equipment and spaces, including floors, columns, walls, etc. must be returned in the original undamaged condition following the event. In the case of any damage to Cubex property, the damages shall be charged to the event organiser.

#### Construction of booths with floors

We recommend installing floors for booths that have more sophisticated wiring. The corners of these floors must be finished and safe. Floors must be placed according to the boundaries of the booth. These floors must not restrict the movement of the disabled. For this reason it is advisable to install ramps.

#### **Exhibition Equipment and Facilities**

All exhibitor packages contain booth construction. The size and measures of the booth construction depends on the level of your sponsorship package.

**Please inform us before Monday 29 April 2024 if you would like to take advantage of the booth construction. If you do not respond to us before the set deadline, the construction will not be set up.**

Additional equipment such as carpets, furniture, electricity, water connection etc. can be ordered separately and paid-for extra in advance.

In case you would like to book equipment, such as carpets, furniture, trans pallets etc., this can be ordered separately and paid-for extra in advance via the official EXPO sale.

Please download the Exhibitor Order Form for ordering booth equipment [here](#). You can find this form as well on the congress website.



Please return the filled in form **before Monday 29 April 2024** to [linda.skarkova@exposale.cz](mailto:linda.skarkova@exposale.cz).  
Orders after this date cannot be guaranteed.

### Services during exhibition

For construction of booths and for services associated with the exhibition we recommend contacting the company Exposale.

### EXPOSALÉ – CZ s.r.o.

Mr. Vladimír Škarka

Školská 33/3 - 250 92 Šestajovice

Tel: +420 277 278 411

E-mail: [vlada.skarka@exposale.cz](mailto:vlada.skarka@exposale.cz)

### Clean-up and waste removal

The exhibition organiser is responsible for removing all waste from the booth area and Cubex exhibition spaces. Cubex recommends that the organiser order booth clean-up for each day of the event in advance. Any waste (including promo materials) that remains in the space before, during or after the exhibition will be removed at the exhibition organiser's expense. Standard clean-up of municipal waste (not e.g. waste from building booths, non-standard packing material, etc.) in the shared hallways is included in the space rental price.

### Booth inspection

If the exhibitor fails to respect the fire and safety rules, the Cubex fire and safety technician may decide to close the booth. In such a case Cubex refuses to bear any liability for the exhibitor's potential losses.

### Water distribution and drainage

This is not possible for technical reasons.

### Responsibility for loaned equipment

Before the event the organiser shall sign a "**Handover report**" and is liable for all loaned equipment, for example standard booths, AV equipment, etc. in the case of any loss or damage, the damages shall be billed to the event organiser or to the exhibitor.

### Storage of empty packaging

No waste or empty packaging (for example boxes, crates, etc.) may be left in the side aisles or behind the booths. If any exhibitor or its supplier leaves such items in these spaces, Cubex may charge the organiser for removal of this waste.

### Booth security

Cubex bears no liability for items or goods in the booths. Cubex is not liable for the damage or loss of goods brought in. Should the exhibitor wish to order guarding of the booths, it shall contact the event organiser.

### Supervision of the exhibition and security

The organiser is responsible for the goods displayed in Cubex spaces during the event, both day and night. It is recommended that exhibitors pay attention to the displayed goods when the event is being set up and taken down. It is necessary for exhibitors to secure their booths against the damage and theft of goods. Valuables may easy to take from open booths by foreign

persons. Such items should be stored overnight e.g. in a lockable cupboard or display case that is part of the booth. Cubex is not liable for goods stolen from the exhibition. The event organiser may arrange for security before the event.

### Insurance

Insurance for exhibited items, goods or packing shall be provided for by the exhibitor. Cubex bears no liability for the damage, loss or theft of items or for bodily harm. The exhibitor (organiser) is responsible for the costs for insurance and matters associated therewith.

## **Fire protection rules**

### Fire-Protection Orders, Prohibitions and Instructions

- All persons present in the Building are obliged to act so as not to cause fire, including (without limitation) when using heating, electrical or other devices, in storing and using flammable or fire-prone substances and when using open fire.
- All Persons shall comply with the Operating Rules and all other instructions given by Cubex Centrum Praha.
- At relevant designated places within the Building, all Persons shall comply with the fire-protection orders and prohibitions stipulated for the given place.
- No Person may smoke or use open fire within the Building except for premises designated for such activities.
- When leaving the Building, every Person must leave its workplace or place of its activities, as applicable, in a state preventing the occurrence of a fire.
- Every Person is obliged to comply with orders (whether written or oral) issued by Cubex Centrum Praha and/or other responsible person/responsible fire-protection officer in connection with fire protection measures within the Building.
- A Person shall notify the Cubex Centrum Praha responsible person and/or other responsible persons/responsible fire-protection officer without delay of any and all defects in the Cubex Centrum Praha and/or the Building affecting fire protection within the Cubex Centrum Praha and/or the Building.

### Persons present in the Building may not:

- Consciously and without reason, call a fire-fighting unit and/or misuse any emergency telephone line;
- Perform work that could cause a fire unless they have the professional qualification required by the special legal regulations for carrying out such work;
- Damage, misuse or otherwise prevent the use of fire extinguishers or other fire-protection devices and fire-safety equipment;
- Restrict or prevent the use of designated access areas and/or access roads for fire-fighting equipment and/or escape routes/emergency exits in/from the Building. • Any installed textile curtains or draperies must have flammability indicator higher than 20 seconds pursuant to the relevant technical standards;
- Any upholstery materials/upholstered furniture used must meet the requirements set out by the applicable technical standards in terms of flammability.

### Conditions for placement of textiles and/or upholstered furniture in the premises of the Cubex Centrum Praha

The following rules must be followed if any textiles and/or upholstered furniture are to be placed in the premises of the Cubex Centrum Praha by the Exhibitors:

- Any installed textile curtains or draperies must have flammability indicator higher than 20 seconds pursuant to the relevant technical standards;
- Any upholstery materials/upholstered furniture used must meet the requirements set out by the applicable technical standards in terms of flammability.

### Specific requirements for sales and exhibition stalls and the associated equipment placed by the Client or its contractors in the relevant part of the premises of the Cubex Centrum Praha:

- The stalls frames must be DP1 - non-flammable;
- The stalls roofs must be permeable for the use of fixed fire-extinguishing equipment and electronic sprinkler system; The stalls roofs or any presentation tables/walls must not hinder the functioning of sprinklers placed in the ceilings or block inlet of air into the rooms and/or hinder proper opening of windows;
- Any stalls/tables/walls must be located so as to allow sufficient room for safety evacuation from the Cubex Centrum Praha in case of fire and/or other extraordinary events;
- The following items must not be sold and/or exhibited at any sales and/or exhibition stalls: flammable liquids, fireworks, corrosive or highly oxidising substances, explosives;
- All interior equipment (including decorations, advertisement boards, etc.) must comply with the requirements of reduced flammability pursuant to the applicable technical standards;
- Any other items intended for interior and made of wood, composite wood, plastic, paper, cardboard or tar paper are considered suitable if falling in fire reaction classes A1 to D;
- Any interior equipment/items containing any products falling in fire reaction classes B to D must be treated with flammability-reduction agents.

### **Congress Catering**

Catering will be provided during the whole congress. For exhibitors there will be provided refreshments in a form of coffee breaks and lunches.

### **Exhibit Catering**

In order to attract delegates to your exhibit booth we suggest that you serve some food, snacks or beverages. This is not mandatory, but only a suggestion and at each exhibitor´s discretion. To avoid disappointment and lack of inventory please make sure you order your F&B prior to your arrival in Prague. The official catering partner of Cubex Centrum Praha is In Catering.

Tomáš Kapek (Director of catering)

E: tomas.kapek@incatering.cz

T: +420 777 247 555

IN CATERING s.r.o.

Libocká 10/64

162 00 Praha 6

## Unloading and Loading Rules

### Entrance for freight vehicles

Freight vehicles that do not exceed the below limits can unload on the delivery route.

Height of entrance to delivery route: unlimited  
 Width: max 3.0 m  
 Length: max 10 m  
 Total weight incl. freight: max 16 t, axle weight 12 t

*Height of the building entrance to the freight elevator: max 3.0 m*

### Entrance and parking for semi-trailers

Semi-trailers cannot enter. It have to be arrange via your shipping company to transfer the cargo and transport it by smaller vehicles. It is not possible for any vehicles to park on the Cubex premises. The delivery route is only for loading and unloading (max 30 minutes) – parking of the unloaded vehicle is not permitted.

Entry of trucks to the city centre is possible only on the basis of a special permit. Permit can be arranged at:

#### **Prague City Hall** (Magistrat hl. města Prahy)

Jungmannova 35/29, Prague 1  
 T: +420 236 004 486

Please be aware that it takes three weeks to process the permit request.

The venue does not have personnel for loading and unloading trucks, nor for the transfer of material to the exhibition area as well as machinery or trans pallets for its transfer. It is the responsibility of the sponsor/exhibitor to transport the material to the designated area or otherwise.

### **Car Parks**

Cars cannot park on the Cubex premises. The delivery route is only for loading and unloading – parking of the unloaded vehicle is not permitted. It is possible to make use of the parking spaces at Arkády Pankrác shopping centre, which offers over 1000 parking spots. The price per hour of parking is CZK 40. More information can be found at: <https://www.arkady-pankrac.cz/en/center/directionsparking/directionsparking/>

### **Shipment and Material Handling**

BECKSPEDITION is the official shipping company utilized by event organizers during exhibitions or conferences at Cubex. The employees of this company can offer you or your clients services and assistance during any conference or exhibition taking place at Cubex.

For more information contact the shipping company directly:

**BECKSPEDITION**

Mr. Pavel Beck  
 Výstaviště 67  
 Street „Za elektrárnou“ 1  
 170 00 Praha 7 – Holešovice  
 E: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz)  
 T: +420 602 311 950

**Important: Please inform Mr. Pavel Beck about the delivery of your shipment at least 1 day before, to make sure, that there will be a warehouseperson on duty.**

**Storage**

Cubex does not have a storage inhouse. If you need storage please contact Beckspedition:

**BECKSPEDITION**

Mr. Pavel Beck  
 Výstaviště 67  
 Street „Za elektrárnou“ 1  
 170 00 Praha 7 – Holešovice  
 E: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz)  
 T: +420 602 311 950

In the case you are bringing heavy exhibit construction items, equipment or products to the exhibition area, please let us know.

**Packing Material**

Unless labor has been ordered in advance, exhibitors are fully responsible for the delivery of crates and other packages to their booths and for their removal. Packing material is to be kept outside the halls and loading yards. During the booth assembly and dismantling periods the transport paths must be kept free as much as possible.

Transport and packing material and other equipment no longer needed must be removed from the halls immediately.

The exhibitors are advised to make sure that goods are adequately packed when being returned to the country of origin.

**Security**

There is going to be hotel security throughout ESTIV 2024 Exhibition and overnight during the closed hours. However, we would like to state the following:

Each exhibitor is responsible for his/her own exhibit, packing and construction of the booth. Klinkhamer | conferences and events, Cubex and ESTIV are not responsible for any possible loss or damage of any equipment, goods or booth whatsoever. Individual booth security is available for hire, please contact us if you wish to utilize this service. Thank you for your understanding!

## ADDITIONAL SPONSOR ITEMS

### Advertisement in the programme

If you have booked an advertisement in the programme booklet or if this service is part of your sponsorship package, please send your advert **before Monday 29 April 2024** as printable PDF (Format DIN A5, width 148 mm x height 210 mm, plus 3 mm bleed) to [estiv@klinkhamergroup.com](mailto:estiv@klinkhamergroup.com). Advertisements delivered after this date will not be included in the programme booklet.

### Bag inserts

If you have booked the enclosure of material into the congress bags or if this service is part of your sponsorship package, please note that the amount should be 500 pieces maximum.

The items should be delivered to the below mentioned address maximum 7 days before the congress and no later than 31 May 2024 (materials delivered before 24 May 2024 and after 31 May 2024 will not be enclosed).

**Important: Please inform Mr. Pavel Beck about the delivery of your shipment at least 1 day before, to make sure, that there will be a warehouseperson on duty.**

#### Contact details:

E: [beck@beckspedition.eu](mailto:beck@beckspedition.eu)

T: +420 723 752 673 / +420 602 311 950

#### Delivery address:

BECKSPEDITION

Mr. Pavel Beck

Výstaviště 67

Street „Za elektrárnou“ 1

170 00 Praha 7 – Holešovice

#### Label

CONGRESS BAG INSERT for ESTIV 2024, 3 – 6 June 2024

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

Amount of packages: package \_\_\_\_ of \_\_\_\_.

## CONTACT

If you have any questions, please contact Klinkhamer | conferences & events. We will be happy to help you.

### Klinkhamer | conferences & events

Anne Dassen

T +31 (0)43-36 27 008

E [estiv@klinkhamergroup.com](mailto:estiv@klinkhamergroup.com)