

medhealth
CAIRO 2010



Arab Hospitals Federation
الإتحاد المستشفيات العربية

March 2010

MEDHEALTH CAIRO 2010

10-11 March 2010

Simultaneously with the Arab Health Ministers Council

EXHIBITOR MANUAL

1. Contacts:

Organizing committee:

Mounassabattcom for Congresses & Exhibitions:

Jounieh Highway - Sarba

Adaimi Building

First floor

Lebanon

T & F: +961 9 900110-1

E: events@mounassabattcom.com

Chief Executive Officer:

Mrs. Alice Yammine Boueiz

Project Manager:

Dr. Mireille Boueiz Khalil

E: ahfonline@ahfonline.net

Official Stand Constructor:

Arab African Conferences & Exhibitions (ACE)

Egypt

Tel: +202 2359 4110 // 2359 0999.

Fax: +202 3780458.

E-mail: ace1@link.net

2. Deadlines:

2.1 Order Form

Order form 1: **Catalogue Entry** - 15 February, 2010

Order form 2: **Furniture** - 15 February, 2010

Order form 3: **Fascia Form** - 15 February, 2010

Order form 4: **Hotel Reservation** - 15 February, 2010

Order form 5: **Entrance Badges** - 15 February, 2010

Note: it is mandatory for all the forms to be sent directly to the organizer.

3. Instructions and Terms of Payment:

3.1 Order Forms:

By signing the order form you acknowledge having note of the instructions and terms of payment. Prices quoted are for the duration of the exhibition. Order forms must be duly completed, indicating the stand number, name and address details of the company responsible for payment.

3.2 Deadlines:

Deadlines must be adhered to. Additional costs may be charged to the Exhibitor if ordering after the due date on each form.

3.3 Cancellation:

Charges for services already supplied will have to be paid in full.

3.4 Invoicing & Payments:

Invoicing will be in US Dollars or Egyptian Lira.
No Services can be ordered on site.

Account of Beetle Design:

Account owner: Beetle Design SARL
Bank details: Bank of Beirut - Branch 24- Kferaaka - Lebanon
Account no.: 024 - 011 - 401 - 305681 - 01
IBAN: LB65 0075 0000 0001 1401 3056 8101

3.5 Onsite Requests:

No furniture and requests can be done onsite.

3.6 On location Payment:

Organizers will only accept cash payments in US Dollars or Egyptian Lira only.

3.7. Security

The Organizer or any of its suppliers or service providers will not be liable for damage caused to exhibitors' goods or to installations provided by third parties.

The Organizer or any of its suppliers or service providers declines all responsibility, in all cases and at all times, for the loss, disappearance or theft of goods.

Transit and exhibition insurance are optional. However, exhibitors are strongly advised to insure against any risks during transit and throughout the exhibition.

3.8. Construction Heights

The height of the Stand may not exceed 2.5 meters (fitted stand). Special Design Stands higher than 2.5 meters must be pre-approved by the Organizer.

4. Travel & Country Regulations:

4.1 Entry Obligations:

Arrivals to Egypt should have the following:

1. Non-Egyptian visitors arriving in Egypt are required to be in possession of a valid passport.
2. Entry visas may be obtained from Egyptian Diplomatic and Consular Missions Abroad or from the Entry Visa Department at the Travel Documents, Immigration and Nationality Administration (TDINA).
3. The Egyptian Ministry of Foreign Affairs issues the following 3 types of entry visas: Tourist Visa, Entry Visa, and the Transit visa.

Note that: Citizens of the following countries are required to be in possession of a pre-arrival visa: Algeria, Iraq, Iran, Lebanon, Morocco, Palestine, Tunisia and all African countries.

Those in possession of a residence permit in Egypt are not required to obtain an entry visa if they leave the country and return to it within the validity of their residence permit or within six months, whichever period is less.

For more information please contact the Egyptian Embassy or Consulate in your country of residence.

5. Exhibition Area & Stand

5.1 Valuable Articles

The Organizer takes no responsibility in case of theft. Exhibitors are advised to reduce the possibility of theft by removing articles of value from their stands everyday at closing time.

5.2 Suspicious Objects

Any suspicious object found on or near a stand should be reported immediately to the Organizer's office.

5.3 Security

Exhibitors should insure their own exhibit and display materials. Security services will not be liable for damage or loss.

5.4 Stand Numbering

All stands will be marked with stand numbers by the Organizer. Stand number may not be removed or covered by the exhibitor under any circumstances.

5.5 General Lighting, Power Supply, Voltage

The Organizer will provide 2 spotlights, 1 electrical plug, 1 table and 2 chairs per fitted stand of 12sqm. The standard voltage in Egypt is 220 volts.

5.6 Failures

Any failures in technical supplies shall be notified to the Organizer's office. The Organizer shall not be responsible for any losses and/or damage caused by such failures.

5.7 Stand Safety

Stands, including all equipment, exhibits and advertising materials are to be constructed so as to pose no danger to public safety and order, and in particular to life and health. The exhibitor is responsible for structural safety and if necessary must provide proof of the same.

5.8 Approval of Stand Construction

All stand construction must be provided to the Organizer for approval 30 days prior to exhibition date. Stands must comply with the safety regulations of the Organizer.

5.9 Construction Heights

The height of the Stand may not exceed 2.5 meters (fitted stand). Special Design Stands higher than 2.5 meters must be pre-approved by the Organizer.

5.10 Advertising Material

Markings on stands & exhibits and brand logos shall not exceed specified and/or authorized structural height.

The whole stand should make an appealing impression. Noise from presentations must not disturb the stand's surroundings.

Advertisements in newspapers, magazines, inserts, and all other advertising material must receive the Organizer's approval.

5.11 Damage

Any damage caused by the exhibitor, or any person acting on his behalf, within the exhibition grounds, or to its buildings or equipment, will be remedied by the Organizer at the exhibitor's expense.

5.12 Rented Equipment

Equipments provided by the Organizer shall be returned in the same state. Any damaged equipment will be charged to the exhibitor.

5.13 Storage

No storage will be provided during this exhibition. All Wooden Boxes and other items need to be stocked with the freight company.

5.4.8 Badges

Exhibitors, organizers, and participants will not be allowed inside the exhibition hall without a badge.

5.15 Assembly/ Construction of Exhibition Stands

Setting up of exhibition stands in the exhibition area is limited to assembly only. Construction, woodworking, painting, electrical or major alterations to the stand of any type are not permitted inside the exhibition area.

5.16 Mandatory Insurance Coverage

The Organizer or any of its suppliers or service providers will not be liable for damage caused to exhibitors' goods or to installations provided by third parties.

The Organizer or any of its suppliers or service providers declines all responsibility, in all cases and at all times, for the loss, disappearance or theft of goods.

5.17 Transit and Exhibition Insurance

Transit and exhibition insurance are optional. However, exhibitors are strongly advised to insure against any risks during transit and throughout the exhibition.

5.18 Relocation

The Organizers reserve the right to relocate exhibitors stand areas, without liability, should it be deemed necessary for whatever reason.

6. Administrative Regulations:

6.1 Media Invitation

Exhibitors are not allowed to send private invitation to the Media without the prior approval of the organizer.

6.2 Product Launch

All product launches must be coordinated with the organizer.

6.3 Stand manning

Stand must be manned at all times. The organizer will not be responsible for any consequences resulting from such action.

6.4 Waste Removal and Cleaning

The exhibition hall will be cleaned daily prior to opening in the morning. Exhibitors must complete their collection of fresh stocks 2 hours before the opening time in order to facilitate the cleaning of the walkways.

6.5 Complaints

Complaints should be directed to the organizing committee.

6.5 Videos & Photography

Photography and videotaping of the Exhibition is only permitted with the prior consent and approval of the Organizer.

6.7 Advertising & Official Information Signs

It is forbidden to conceal any part of advertising boards or official information signage at the venue.

Banners and hanging banners over the Exhibitor's space are not allowed except with approval of the Organizer.

All signs and banners must be mounted securely to stand walls not more than 2.5m, within the stand area.

6.8 Packing of Goods & Bumping out

Packing up of goods is not permitted to commence before 18.00, 11th March 2010, or unless otherwise instructed by the organizer.

ORDER FORM 1: CATALOGUE ENTRY:

دليل العارضين:

Company:	_____	اسم الشركة:
Stand No.:	_____	رقم السτανد:
Country:	_____	البلد:
City:	_____	المدينة:
P.O.Box:	_____	صندوق بريد:
Zip Code:	_____	الرمز البريدي:
Address:	_____	العنوان:
Phone:	_____	الهاتف:
Fax:	_____	الفاكس:
Mobile:	_____	الجوال:
E-mail:	_____	بريد إلكتروني:
Website:	_____	موقع إلكتروني:
Contact Person:	_____	اسم المسؤول:
Product	_____	
Category:	_____	المعروضات:

The text you would like to include in the catalogue should be in English and should not be more than 50 words.

يتوجب عليكم تعبئة 50 كلمة كنبذة صغيرة عن شركتكم باللغة الإنكليزية

English:		

يرجى اكمال المعلومات التالية طباعة لادراجها مجاناً في الدليل الخاص بالمشاركين .
المنظم غير مسؤول عن صحة المعلومات التي تكتب بخط اليد أو عن إكمال المعلومات الناقصة .

Kindly TYPE the above information to be listed in the free catalogue entry.

The organizers are not responsible for an illegible handwriting or for any missing information.

FAX BACK TO +961 9 900111/ E-mail: ahfonline@ahfonline.net

ORDER FORM 2: Extra Furniture:

تجهيزات إضافية:

Company: _____ اسم الشركة:
Stand No.: _____ رقم الستان:
Country: _____ البلد:
Phone: _____ الهاتف:
Fax: _____ الفاكس:
Mobile: _____ الجوال:
E-mail: _____ بريد إلكتروني:
Contact Person: _____ اسم المسؤول:

We require the following items.

We do not require any of the following items.

Item No.	Description	Unit Price USD السعر دولار اميركي	Quantity العدد	Total المجموع
F01	Desk 100 x 50 x 75 cm	70.00		
F02	Table 100 x 50 x 75 cm	50.00		
F03	Table 80 x 80 x 75 cm	50.00		
F04	Coffee Table 50 x 50 x 40 cm	35.00		
F05	Round Table	95.00		
F06	Drawers Unit	50.00		
F07	Information Counter 100 x 50 x 105 cm	70.00		
F08	Lockable Counter 80 x 50 x 85 cm	100.00		
F09	Shelves Stand 100 x 50 x 105 cm (2 shelves)	85.00		
F10	Tools Hanging Board (Metal)	85.00		
F11	Wooden Flat Shelf 100 x 30 cm	30.00		
F12	Wooden Slopping Shelf 100 x 30 cm	35.00		
F13	Magazine Rack 4 Holds (A4)	45.00		
F14	Free Magazine Rack Stand	70.00		
F15	Aluminum Coat Rack curved	35.00		
F16	Acrylic Panel	210.00		
F17	Acrylic Panel with Venation Blind	300.00		
F18	Folding Door	140.00		
F19	Small Showcase 100 x 50 x 85 cm	125.00		
F20	Tower Showcase 50 x 50 x 170 cm	140.00		
F21	Large Showcase 100 x 50 x 170 cm	210.00		
F22	Platform 100 x 100 x 40 cm	60.00		
F23	Platform 100 x 50 x 40 cm	45.00		
F24	Platform 50 x 50 x 40 cm	35.00		
F25	Metal Chair	70.00		
F26	Plastic Folding Chair	30.00		

Item No.	Description	Unit Price USD السعر دولار اميركي	Quantity العدد	Total المجموع
F27	Bar Stool (N)	70.00		
F28	Bar Stool (E)	100.00		
F29	Swivel Chair	100.00		
F30	T.V Stand 50 x 50 x 120 cm	100.00		
F31	Stand Ashtray	15.00		
F32	Desk Ashtray	2.00		
F33	Waste Bin	2.00		
F34	Refrigerator 4.5 Feet	175.00		
F35	Coffee Machine	85.00		
F36	Water Kettle	50.00		
F37	Fascia board letters (normal font 12 cm H)	30.00		
F38	Extra Wall Panel	70.00		
F39	Power Socket 13 Amp 220V	45.00		
F40	Spotlight 100W	45.00		
F41	Plasma Screen 42"	500.00		
F42	DVD Player	30.00		

GRAND TOTAL/المجموع: _____

- No Onsite orders can be processed.
- All orders must be received on or before February 15, 2010
- As stocks are limited, late orders cannot be guaranteed. All items are provided on a rental basis only
- Order will not be processed until full payment is made prior to build up

• لا تقبل الطلبات المباشرة خلال الحدث

- جميع الطلبات يجب أن تقدم قبل 15 فبراير/شباط 2010
- بما أن الكميات محدودة، لا يمكن ضمان الطلبات المتأخرة. كل الطلبات هي متوفرة للإيجار فقط لا غير. جميع الطلبات يجب أن تكون مرفقة بالمبلغ كاملاً مع نسخة عن طلب التحويل من البنك.

Signature Date

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ORDER FORM 4: Hotel Reservation -1- :

حجز الفندق -1-:

Personal Information

معلومات شخصية

Family Name: _____ الاسم الاول:
First Name: _____ اسم العائلة:
Nationality: _____ الجنسية:
Postal code: _____ ص.ب.:
City: _____ المدينة:
Country: _____ البلد:
Phone: _____ الهاتف
Fax: _____ الفاكس:
E-mail: _____ البريد الإلكتروني:

Rates:

Hotel	Single room	Double room
Semiramis Intercontinental Hotel	200USD	230 USD
Cairo Shepherd Hotel	140 USD	170 USD

The above mentioned rates include the following services:

- Accommodation per person per night including breakfast.

إن الأسعار المذكورة أعلاه تتضمن التالي:

- حجز غرفة للشخص باليلة مع الفطور

- Reservation should be received before Feb.15.2010 after which rooms will be subject to availability.

- Reservation cancellation 72 hours prior to arrival, in order to avoid NO SHOW charges.

- على كافة الحجوزات أن تصلنا قبل 15 شباط/فبراير 2010، بعد ذلك تخضع الحجوزات لتوفر الغرف.

- إن إلغاء الحجز يجب أن يتم قبل 72 ساعة من الموعد لتفادي دفع تكلفة ليلة في الفندق

Hotel Reservation -2- :

حجز الفندق -2- :-

Reservation	الحجز
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Guest Name					اسم الشخص				
Number of Rooms					عدد الغرف				
Number of Adults					عدد الراشدين				
Arrival Date					تاريخ الوصول				
Departure Date					تاريخ المغادرة				
Number of Nights					عدد الليالي				
Room Type					نوع الغرفة				
Payment Method					طريقة التسديد				
Credit Card No.					رقم البطاقة				
Credit Card Type	Visa		Master Card		Amex		Diners		نوع البطاقة
Credit Card holder					اسم حامل البطاقة				
Expiry Date					تاريخ الإنتهاء				
Secret No.					الرقم السري				
Arrival Flight No.					رقم رحلة الوصول				
Arrival Flight Time					توقيت رحلة الوصول				
Pick-up	Yes		No		الأخذ من المطار				
Departure Flight Time					توقيت رحلة المغادرة				
Drop off	Yes		No		الإيصال الى المطار				

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ORDER FORM 5: ENTRANCE BADGES:**بطاقات العارضين:**

Company: _____ اسم الشركة:
Stand No.: _____ رقم السناد:
Country: _____ البلد:
Phone: _____ الهاتف:
Fax: _____ الفاكس:
Mobile: _____ الجوال:
E-mail: _____ بريد إلكتروني:
Contact Person: _____ اسم المسؤول:

Please use this form to order Passes for the personnel at your stand.
Each Exhibitor is entitled to 3 FREE EXHIBITOR PASSES for a stand of 12sqm.
Passes can be collected from the Organizer's Office on site upon arrival and must be collected **BEFORE THE EXHIBITION OPENS**

الرجاء تعبئة هذه الإستمارة لطلب بطاقات للعارضين في جناح شركتكم.
كل شركة يحق لها بثلاث بطاقات لكل 12 متر مربع.
يمكن استلام البطاقات من مكتب المنظمين في المعرض لحظة الوصول وقبل إفتتاح المؤتمر.

No.	Name of Stand Representatives/اسم العارضين	Job Title/المنصب
1		
2		
3		
4		

Signature

Date

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