

GENERAL INSTRUCTIONS

Booth Installation, Booth Dismantling, Storage, and Catering

Booth Construction, Installation and Dismantling

Height and Depth Dimensions:

Please note that **ISALXVIII** has to observe certain height and depth regulations predefined by the room conditions at Klinikum Großhadern.

Following dimensions must not be exceeded:

Maximum developable **height: 2,90 m**; maximum booth **depth: 2,50 m**

Freight Delivery:

All shipments to the Acute Leukemias exposition must be received and processed **Saturday, March 18, 2023 between 08:00 AM and 06:00 PM**. Requests for an **earlier move-in must be made in writing no later than 10 days prior to the exhibition open date**; an explanation of the special circumstances warranting the exception should be sent to the **Organizing Office** at info@acute-leukemias.de

Official Exhibition Hours:

Sunday: March 19, 2023: 12:00 PM – 6:30 PM
Monday: March 20, 2023: 08:30 AM – 7:00 PM
Tuesday: March 21, 2023: 08:30 AM – 5:30 PM
Wednesday: March 22, 2023: 08:30 AM – 1:00 PM

Booth Installation and Dismantling:

Booth Installation Time: Saturday: March 18, 2023: **08:00 AM– 06:00 PM**
Booth Dismantling Time: Wednesday: March 22, 2023: **01.00 PM – 06.00 PM**

Failure to Occupy Exhibit Space:

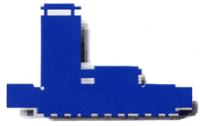
Any space **not occupied by 09:00 AM on Sunday, March 19, 2023** (warranted exceptions excluded) will be forfeited by the exhibitor. The space may be reassigned or used by the organizers of **ACUTE LEUKEMIAS XVIII** without a refund. Exhibitors who anticipate delays in setting up their booths must receive prior approval from **ACUTE LEUKEMIAS XVIII** regarding such delays. All booths must be manned during the official exhibition hours (see above).

Early Dismantling:

Early dismantling is expressly prohibited by **ACUTE LEUKEMIAS XVIII**. Exhibits officially close at 01:00 PM on Wednesday, March 22, 2023. All booths must be manned until that time. Exhibitors that leave before closing will be subject to possible exclusion from future meetings.

Storage:

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly.



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Cancellation of Exposition:

It is mutually agreed that, in the event of cancellation of the **ACUTE LEUKEMIAS XVIII** as a result of strikes, acts of God, war, terrorism, disaster, curtailment of transportation facilities, governmental regulations, or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately.

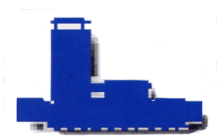
ACUTE LEUKEMIAS XVIII shall determine a reasonable basis for the refund of a portion of the regular exhibit fees after due consideration of expenditures and commitments already made.

Lighting:

All booths may utilize special lighting. However, lighting must be directly over or in the exhibitor's booth and cannot affect other exhibitors or aisles. Overhead lighting may be dimmed or turned off at the exhibitor's expense with prior approval from **ACUTE LEUKEMIAS XVIII** and in prior agreement with **KLINIKUM GROSSHADERN**.

Food and Beverages:

Permission to serve food and beverages in exhibit booths must be requested in writing and approved by the **Organizing Office** of **ACUTE LEUKEMIAS**. Companies wishing to serve food and beverages must send the request for approval to the **Organizing Office** of **ACUTE LEUKEMIAS** at info@acute-leukemias.de by March 1, 2023 **(Request form below)**



ACUTE LEUKEMIAS XVIII (ISALXVIII)

Biology and Treatment Strategies

Munich, Germany, March 19-22, 2023

Food and Beverages – Request Form

Fill in the form and return to:

Fax: +49 2382 76 01 458 / **Email:** info@acute-leukemias.de

We herewith want to ask for the permission

to offer refreshments like

coffee and soft drinks

and / or

to serve small items to eat like

cold snacks

During the lunch and coffee breaks on

Sunday, March 19, 2023

Monday, March 20, 2023

Tuesday, March 21, 2023

Wednesday, March 22, 2023

NAME OF COMPANY:

NAME OF PERSON IN CHARGE:

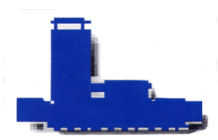
ADDRESS:

EMAIL:

FON:

FAX:

DATE:.....SIGNATURE:.....



ACUTE LEUKEMIAS XVIII (ISALXVIII)

Biology and Treatment Strategies

Munich, Germany, March 19-22, 2023

Additional Individual Conference / Preparation Room Request Form

Fill in the form and return to:

Fax: +49 2382 76 01 458 / **Email:** info@acute-leukemias.de

We herewith apply for an additional conference / preparation room on

Sunday, March 19, 2023 from to

Monday, March 20, 2023 from to

Tuesday, March 21, 2023 from to

Wednesday, March 22, 2023 from to

At the meeting center: at a price of € 20 (minimum rate) per hour. Since space is limited room requests will be handled upon first-come first-serve basis. Invoice will be received by the ISALXVIII organizing office.

At Hotel Maritim (contract hotel for faculty members): Requests will be forwarded to the hotel. Since space is limited room requests will be handled upon first-come first-serve basis. Price and invoice will be received by the Maritim events department .

Total number of hours:

The following technical equipment is required:

Notebook **microphone** **whiteboard** **WLAN access**

Required room equipment:

Conference table (round table) for participants

Conference seating for participants

Name of company:

Name of person in charge:

Address:

Email:

Fon:

Fax:

DATE: **SIGNATURE:**.....