



RRFM 2004 EXHIBITION – INFORMATION & REGULATIONS

1. Location of Exhibition

The exhibition will be located in the Foyer Ballsaal of the Forum Hotel.

2. Forwarding address

RRFM 2004 Exhibition
Forum Hotel
Warenannahme
z. Hd. Banquet Co-ordination
Hochstrasse 3
D-81669 Munich
Germany

Deliveries should be arranged to arrive from Monday to Friday, 08.00 till 14.00 only. Under no circumstances is any equipment to be shipped/forwarded to the hotel without contacting them first. The delivery of all equipment is the responsibility of the exhibitor.

3. Stand Builder Company

Trilogy - EM
Unterföhringer Strasse 28
D 85737 Ismaning / München
Germany
Tel: +49 89 9934 1607
Fax: +49 89 9934 1609
Email: susanne.wimmer@trilogy-em.de
Web: www.trilogy-em.de

4. Modular Stands

Apart from the standard equipment (electric connection, chairs & table), exhibitors are free to decorate their stands as they wish.

Electrical sockets will be placed according to your order form for optional stand accessories. With the same form you can order extras such as info counters, brochure holders, carpet, green flowers, etc. If you have not yet sent it to the RRFM 2004 Secretariat, please forward the order form to us immediately (spare copy enclosed).

5. Decoration & Dismantling of Stands

On Sunday 21 March 2004 you will be able to set up from 15.00 till 19.00 hrs. Please note that the RRFM 2004 Conference Dinner will start at 20.00 hrs.

Exhibitors who have only little material which they can carry should bring it by the main entrance of the hotel. Carriers bringing material by van should inform the hotel at the above mentioned address in advance. Cars may be parked outside the hotel only for unloading and loading the stand decoration material. Should you have any doubts regarding access for large, heavy or unusually shaped objects, please contact the hotel directly for advice.

If you are bringing your own stand please note that the height of the ceiling in the exhibition area is 2.86 m, the door height is 2.02 m and the door width is 1.50 m.

Dismantling: after closure of the exhibition on Tuesday 23 March at 17.50 hrs. Due to the proximity of the exhibition area to the lecture hall, early dismantling of decoration material is not possible if the work causes any noise. Stands must be emptied by 18.30 hrs at the latest.

6. Telephone Lines & ISDN Lines

Exhibitors requiring outside telephone or ISDN lines must contact the venue Banqueting Department directly, at least 20 working days in advance of the conference date.

IN ALL CASES, FULL CREDIT CARD DETAILS MUST BE AVAILABLE IN ORDER TO GUARANTEE PAYMENT FOR THE TELEPHONE/ISDN LINE. ENS WILL NOT TAKE ANY RESPONSIBILITY FOR PAYMENT OF EXHIBITORS' TELEPHONE USAGE.

7. Opening hours of the Exhibition

Monday 22 March	07.30 - 17.30 hrs
Tuesday 23 March	08.30 - 17.50 hrs

The luncheon buffet on Monday and Tuesday as well as the coffee breaks each morning and afternoon will be served in the immediate vicinity of the exhibition.

8. Catering

Exhibitors planning to serve beverages or offer snacks at their stands must get in touch with

Ms Karin Aschenbrenner
Forum Hotel
Hochstrasse 3
D-81669 Munich
Germany
Tel: +49 89 4803 6012
Fax: +49 89 448 7170
Email: karin.aschenbrenner@ichotelsgroup.com

9. Parking

Exhibitors may park outside the Forum Hotel only for unloading and loading their stand decoration material. During the event, cars can be parked in the hotel's garage at an additional cost. Please contact Karin Aschenbrenner at the Forum Hotel for further details.

10. Accommodation

For hotel reservation please refer to the conference website for further information.

11. Conference participation

All exhibitors have the right to one transferable conference registration. They should return the registration form marked "free transferable exhibitors registration" to ENS without delay.

Enclosure: RRFM 2004 Exhibition Floor Plan
RRFM 2004 Preliminary Program & Registration Form
Health & Safety Information
Complimentary Furniture & Power