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CED/NOF IADR

ORAL HEALTH
RESEARCH
CONGRESS

RODOS PALACE HOTEL
RHODES, GREECE

EXHIBITORS
MANUAL

21-
SEPT.
2023 23

 @CED IADR

 @CED.IADR

 @CED-IADR

Professional Congress Organizer:



CONVIN S.A., 29 K.Varnali str, 15233 Chalandri Athens, Greece
+30210 6833600 www.convin.gr

Congress correspondence & updates: info@ced-iadr2023.com

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General Information _ Exhibitor Overview

Exhibition Dates and Venue Address

Dates: 21-23 September 2023

Conference and Exhibition

Rodos Palace Hotel and Convention Centre

Iraklidon Avenue (Trianton), Ixia P.O.Box 121, 85100 Rhodes, Greece

The Venue Details

To see the Conference Venue details please click [HERE](#)

Exhibition Timetable

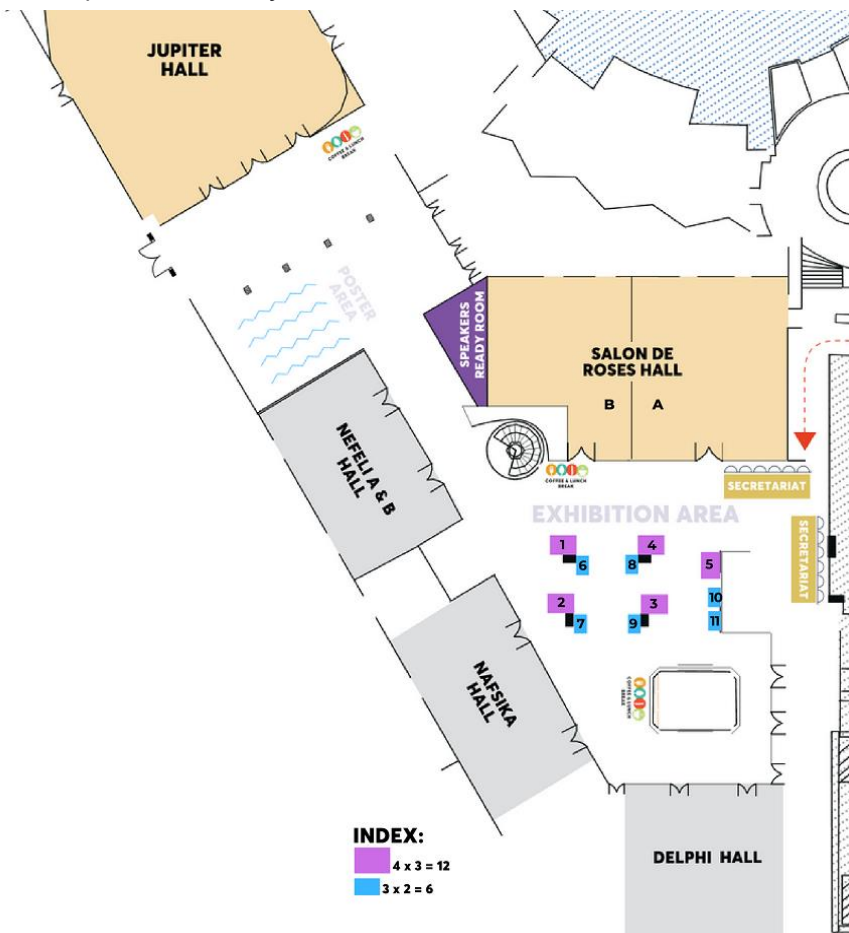
| Set up / Operating Hours/ Dismantling Schedule | Date | Timing (From) | Timing (To) |
|---|--|---------------|-------------|
| Official Build-up <i>Kindly see priority below according to construction type</i> | | | |
| Access for Space Only Contractors / Exhibitors | TUE, 19 September 2023 | 11:00 | 20:00 |
| Access for Basic Booth Exhibitors <i>Venue opens to exhibitors with basic booths to set up and decorate</i> | TUE, 19 September 2023 | 14:00 | 20:00 |
| Deadline for completion of Stand Build <i>Setup time ended. ALL exhibitors and contractors must have completed their preparations. Excess boxes to be removed</i> | WED, 20 September 2023 | 17:00 | |
| Conference Dates and Opening Hours Exhibition Staff | | | |
| Exhibitors | | | |
| Day 1 | THU, 21 September 2023 | 08:30 | 18:00 |
| Day 2 | FRI, 22 September 2023 | 08:30 | 18:00 |
| Day 3 | SAT, 23 September 2023 | 08:00 | 13:00 |
| Official Tear-down for exhibitors | SAT, 23 September 2023 | 13:00 | 20:00 |
| <i>For safety reasons, breakdown cannot commence before the official end of the exhibition (Saturday, 23 September 2023, until 13.00) and until all visitors have left the exhibition hall.</i> | Removal of all goods and stand build materials and collection of material from stands by your appointed company. PLEASE ENSURE ALL BELONGINGS ARE REMOVED FROM YOUR STAND OR LABELED FOR COLLECTION BY Saturday, 23 September 2023 at 20:00 – ANY ITEMS LEFT UNCOLLECTED AFTER THIS TIME WILL BE REMOVED AND DISCARDED. Exhibitors must ensure that any return shipments are clearly labeled (including contact details & shipment destination) and ready for collection from their stands by their appointed company. | | |

Core Hours & Floor Plan

We are asking stands to be staffed during the following core hours

| Dates | Schedule | Core Hours |
|-------------------------------|------------------|---------------|
| THU, 21 September 2023 | Coffee Break (1) | 10.00 - 10.30 |
| | | |
| | Lunch Break | 12.30 - 13.30 |
| FRI, 22 September 2023 | Coffee Break (1) | 10.00 - 10.30 |
| | | |
| | Lunch Break | 12.30 - 13.30 |
| SAT, 23 September 2023 | Coffee Break (2) | 15.30 - 16.00 |
| | | |
| | Coffee Break (2) | 15.30 - 16.00 |
| SAT, 23 September 2023 | Coffee Break | 10.00 - 10.30 |

Outside of these hours you may leave your stand unstaffed, however you must ensure that your stand is as safe as is reasonably practicable, preferably using rope and post to prevent delegates entering the area. Please note we will not be responsible for any valuables left on the stand when it is not staffed.



| Booth # | Exhibitor |
|---------|------------------------------|
| 1 | GC International |
| 2 | Ivoclar Vivadent |
| 3 | Septodont |
| 4 | Tecnos Dental |
| 5 | Dentsply Sirona |
| 6 | SDI |
| 8 | Harvard Dental International |
| 9 | MEDITERRA SA |
| 10 | Zircon Medica/Patent |
| 11 | Kuraray Noritake |

A-Z of Information

A Accommodation

Rhodes offers an excellent choice of accommodation in a range of hotels within walking distance, apart from the Rodos Palace Hotel and Convention Centre, which the congress will take place.

CED-IADR has appointed CONVIN SA as the official hospitality services provider that has negotiated specially discounted rates for CED-IADR 2023 delegates' hotel bookings.

You can book, modify or cancel your hotel reservations at any time by contacting delegates@ced-iadr2023.com

ATM Facilities / Banks

An **Eurobank ATM machine** is located within 2 minutes walking distance from the premises as well as an **Alpha Bank ATM machine** is located within 3 minutes walking distance from the premises, too.

An **Alpha Bank** branch is located approximately 8 minutes driving distance from the venue (Eth. Antistasis 83, Rodos 851 00, Greece). Bank working hours: 08:00-14:00 (Monday-Friday).

Audiovisual requirements

If you require any additional technical facilities for your stand, please liaise with your Exhibition coordinator at sponsorship@ced-iadr2023.com.
Related order form is be available in this [link](#).

B Badges and Passes

Please note: No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Contractor Passes: Anyone employed to build-up or breakdown your stand (including representatives from the exhibiting company).

On arrival, individuals must hand in either their passport or valid ID in exchange for a pass.

If an individual does not hold their original passport or valid ID, the passport with company stamp and manager signature will be temporarily accepted. This process is by exception only. This will allow them to access the exhibition hall during build-up and breakdown (but not during the exhibition open times).

Exhibitor Badges: Exhibitor badges are required for all personnel working on your stand during the operation hours of the exhibition. These badges will entitle you to entry to the exhibition area and scientific sessions.

Complimentary exhibition passes are allocated as stated in your Exhibitor/ Sponsor Agreement. Full Name list for allocated passes should be send to your coordinator at sponsorship@ced-iadr2023.com according to the important deadlines schedule (**page 13**). If you require additional exhibitors' badges you can book these at the same time at a cost of **€ 100** through this online [form](#)

Each exhibitor will be entitled to the following:

- Access to exhibitors' area
- Coffee Break
- Lunch Break
- Welcome Reception

Exhibitor badges will be available for collection by each individual company representative at the Exhibition Help Desk operating at the exhibition area according to the following schedule:

- Wed 20 September, 17:00 - 19:00
- Thu 21 September, 08:00 - 18:00
- Fri 22 September, 08:00 - 18:00

Build-up and Breakdown

Please refer to the Exhibition Timetable on page 3.

C Car Parking

The Rodos Palace Hotel and Convention Centre car-park offers car parking space which is free for attendees who are staying in the hotel premises.

Carpet

The Exhibition Area does not require the floor to be covered with carpet and thus, the Ordered Standard Schell scheme booths do not include carpet. If you wish to lay a carpet nonetheless, related order form is available in this [link](#).

Catering

The Rodos Palace Hotel is the exclusive supplier of food and beverage to all exhibitors at the Convention Center, as it includes catering services in-house. As per Venue policy and Food Safety regulations, it is not allowed to bring any food or beverages from external sources into the premises during build-up, event days and tear-down.

The hotel can prepare custom-made menus to accommodate your special requirements.

Please refer to the Exhibition coordinator at sponsorship@ced-iadr2023.com in order to assist you with tailor-made needs.

Cleaning & Waste Collection

The Hotel undertakes the cleaning of communal spaces (at the end of each Conference Day), but not the cleaning of the interior of each booth.

If you wish to clean the interior of your booth (floor, desks, tables, etc.) at the end of each Conference Day, you will have to send us your request including the exact dates you wish to receive the cleaning services, at sponsorship@ced-iadr2023.com

Removal of any abandoned booth fitting materials, carpet or excessive waste will be subject to an additional charge. Exhibitors are responsible for their own waste removal during set-up and tear-down. The paint cans should not be thrown inside the skips and should be removed from the premises instead. The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

Contractors

In case you wish to create your own bespoke booth design you may employ the stand contractor of your choice.

If you are employing a contractor to build your booth, it is essential that he is fully aware of the relevant forms, deadlines and responsibilities.

Please ensure that all of your contractors are fully competent to carry out the jobs allocated to them. **BASIC BOOTH** stands (and any extra requirement) must use the official contractor:

Group Congress | Exhibition & Event Services

T: +30 210 60 95 800

E: orders@ced-iadr2023.com

Couriers

Any courier requirements we encourage to be arranged through the official Conference forwarder:

HARLAS INTERNATIONAL TRANSPORT SA

39 Gounari str, 18531, Piraeus, Greece

PIC : **Ms. Efi Griva**

T: +30 210 9648771-5 (ext. 205)

E: exhibitions@harlas.gr

Important Note: All materials should be sent via the official forwarder:

Please add "CED-IADR and Booth Number" on the labels as well.

Please see also below section "Deliveries", for the collection procedure.

Currency Exchange

Rodos Palace Hotel and Convention Centre provide currency exchange services for their guests. For more information about rates and fees you can contact the hotel directly at:

Tel: (+30) 22410 97222

E-mail: info@rodos-palace.gr

D Decoration

Decoration such as Plants & Flowers, Graphics/Printings can be ordered through the [related order forms which are available in this link](#).

Deliveries/ Collections

The Venue cannot accept any deliveries on behalf of neither organizers nor exhibitors in any time prior the Congress.

HARLAS International Transport S.A. has been appointed as the official CED-IADR 2023 contractor for domestic and international freight forwarding.

They can arrange:

- all local, interstate and international transport services including delivery to each exhibitor's booth at the exhibition venue;
- storage of early consignments;
- storage during and after the exhibition;
- packing materials during the exhibition.

See full contact details on page 12.

Dilapidations

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor.

The organizer will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

Disabled Visitors

All exhibition halls, meeting rooms and public areas are accessible by wheelchair.

All toilets have access for disabled visitors, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons.

Note for exhibitors: all stands should be readily accessible to disabled visitors.

Distribution of Promotional Material

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc. in any part of the exhibition hall or at the entrance to the event, in the gangways, concourse or conference rooms.

E Electrical Services / Lighting

Power supply within the venue is as follows:

- Single Phase: 220-240 V, 50 Hz
- Two-prongs plugs/sockets are standard in Greece. The majority of equipment can be catered for either by the standard single-phase, 220-240 V supply, or by a 10-Amp, two-pin plug socket with earth contact on the sides.

- Three Phase: 380-440V, 50 Hz

The high-voltage power supply uses the standard Greek 380-440V, 50 Hz, three phase, five-wire, 50Hz, multiple-earthed neutral system, industrial plug. Exhibitors planning to bring their own electronic equipment to the Conference must conform to the standard power supply described above. Plug adaptors and power converters may be needed to make internationally configured equipment compatible with Greek power outlets.

Please ensure your order includes a sufficient number of sockets to prevent overloading. In case you require 24-hour electricity supply, please note it must be ordered separately.

Any additional electrical requirements must be ordered through the respective form.

Related order form is available in this [link](#).

Please ensure you order electrical connections in advance to avoid delays onsite.

Adaptors and extension lead must be provided by the exhibitor or by his stand contractor and they are responsible to wire and test them accordingly.

Standard provision to all **BASIC BOOTH** exhibitors of 12sqm and 6sqm, is:

- 2 Spotlights & power supply with 1 twin socket (1 kW)

Evacuation plan (Emergency procedures)

For the Hotel's full Emergency Procedures and [Evacuation Plan](#).

F Fire Precautions

There are strict regulations governing in the materials that may be used in the construction of stands and in the demonstration of products.

Please refer to the [Venue website](#) for more info.

First Aid

If you need assistance during your presence in the Rodos Palace Hotel and Convention Centre, please address your request to the Registration Secretariat, operating at the Convention Center throughout Conference dates. Also, it is important to be noted that the hotel has a "doctor on call" 24/7, as a service.

Furniture

All furniture should be hired via the Official Contractor through the [related order form is available in this link](#).

G Gangways

Gangways shall be kept unobstructed at all times and exhibits shall not project into gangways.

H Heights for Constructions

Constructions' height in the **Exhibition Area is 2,5 m**.

Hostesses

If you require promotional services/ hostesses for your booth please contact your Exhibition coordinator at sponsorship@ced-iadr2023.com.

I Insurance

Neither the Organizers nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. Exhibitors are reminded they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

Internet

The Venue/Congress offers free WIFI services throughout the hotel premises. During the Congress dates, a dedicated named WIFI Network will be available for the Congress Attendees.

L Lost Property

The Lost and Found office is located at the Venue's Reception Area and is responsible for the safekeeping of items that have been found at the premises after the end of the daily program. Rodos Palace or Organizer assumes no responsibility for the care and/or protection or loss of any personal belongings left unattended on the Venue property, under any circumstances, including theft, vandalism, or malicious mischief of any such belonging. Anybody losing property should report the details to the Lost and Found office as soon as they become aware of the loss.

Losses may be reported by phone to the Lost and Found office or in person, and must be followed up with an official report of loss, theft or disappearance.

M Marking out of Stands

Marking out of booth will be carried out by the official stand contractor prior to the exhibition build-up times.

N Name Boards (company name sign)

All Basic Booth stands are provided with a fascia board bearing the exhibiting company's name in standard script. If you do not submit a name, the name of the company as it appears on your agreement form will be shown.

Form to complete, page 14: Exhibitor Receipt Form

P Photographer

The Conference Organizers will arrange for a professional photographer to take general photos from the exhibition area and conference halls during scientific sessions.

If you require tailor-made photographer services, please contact at sponsorship@ced-iadr2023.com.

R Religious Services

Rodos Palace provide its guests religious services in order to accommodate and respect their religious needs. For more information about the availability and the religious services, you can contact directly the hotel at:

Tel: (+30) 22410 97222

E-mail: info@rodos-palace.gr

S Security

The Congress Organizers will control general security arrangements for the exhibition and ensure the premises are adequately patrolled. Whilst the Congress Organizers will make reasonable arrangement for security coverage, neither them nor the venue shall be held responsible for any loss or

damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stands.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are busy periods so you are recommended to work in pairs, so that your stand is staffed at all times.

Smoking Policy

Smoking within the building premises is strictly prohibited, but designated smoking areas are provided outside of the building.

Stand Information

BASIC BOOTH SPECIFICATION:

BASIC BOOTH ordered/provided by default through the Organizer (as per Sponsorship & Exhibitor Brochure) includes:

- Standard Shell Scheme build-up (aluminum frames in white color & stand wall partitions (panels) from white melamine panels 100x250 (WxH)
- 1 Fascia Board (company name sign), one color Helvetica fonts
- 2 spot lights
- Power supply with 1 twin socket (1 kW)
- 1 Table
- 2 Chairs

The stands will be constructed by the official contractor:

Group Congress | Exhibition & Event Services

T: +30 210 60 95 800

E: orders@ced-iadr2023.com

Please note: No furniture, power or lighting other than mentioned above is included within the cost of your selected stand type. This must be ordered through the relevant forms (link).

Storage

Please note that the Venue does not have any storage facilities; therefore, no deliveries will be accepted prior to your tenancy times or during Conference dates. In case you wish to store large volume objects, all enquiries should be directed to:

HARLAS INTERNATIONAL TRANSPORT SA

39 Gounari str, 18531, Piraeus, Greece

PIC : **Ms. Efi Griva**

T: +30 210 9648771-5 (ext. 205)

E: exhibitions@harlas.gr

Sustainability

CED-IADR 2023 aims to minimize the environmental impact of the event and contribute towards a safe and healthy environment. Implements numerous measures, from the planning of the event to execution and from the moment you start looking into your travel arrangements until you are back from the congress.

T Traffic Management

The Rodos Palace Hotel and Convention Centre located near the beach and thus, in the high season (June-Mid September) the traffic is increased, compared to the other months. However, Rodos Palace is well aware of the traffic issue and every year they take precautions to ensure seamless access for visitors with minimum interruption to traffic flow. They also provide dedicated free parking at their premises.

Travel to Venue

The Hotel is located along Iraklidon Avenue (Trianton), Ixia, approximately 2 minutes walking distance from the nearest beach and 20 minutes' drive from the Rhodes International Airport Diagoras. The venue is also next to the main road which public transport bus stations are located there, from which, the buses from/to the airport are passing through (line 50).

Bus station: HOTELS RODOS PALACE - AKTI IMPERIAL - DIONISOS

V Visa Information

Greece is a Member-State of the European Union and has signed the [Schengen Agreement](#). While traveling within the E.U., you only need your Identity card. However, a passport is necessary for a number of other transactions, such as currency exchange, purchases, etc. Visas are not required by European citizens from countries that are part of the Schengen Area. Citizens coming from countries that have not yet joined Schengen Area may require a visa to enter Greece. The E.U. visitors from these countries can acquire further information from the Hellenic

Embassies or Consulates in their countries, or from their travel agencies. Before visiting Greece, please consult the detailed information on the [Ministry of Foreign Affairs' website](#) and find out whether you require a Visa.



Contacts- Checklist & Forms



CEC/NOF
IADR

Contacts

Conference Event Team

Professional Conference Organizer



CONVIN SA

29 K. Varnali Str.
15233 Chalandri, Athens
T: +30 210 6833600
W: www.convin.gr



Official Forwarder



HARLAS INTERNATIONAL TRANSPORT S.A

39 Gounari str, 18531, Piraeus, Greece
PIC : **Ms. Efi Griva**
T: +30 210 9648771-5 (ext. 205)
E: exhibitions@harlas.gr

ATHENS WARHOUSE DETAILS

COLONIS 3PL A.E.
STR. MAKRIGIANNI 64
AG. IOANNIS RENTIS 18233
Tel: 21 0347 3901

Memberships



- Exhibition- Sponsorship Management

Email: sponsorship@ced-iadr2023.com

- Registrations & Hospitality Services (i.e., Accommodation, Land Arrangements, etc.)

Email: delegates@ced-iadr2023.com

- Exhibition Extra Orders:

Conference Correspondence Email: orders@ced-iadr2023.com

- General queries:

Conference Correspondence Email: info@ced-iadr2023.com

CONVIN S.A will also be at your disposal for any queries related with:

- Hotel bookings (Provision of best hotel rates for groups and individuals)
- Visa services
- Ground Transportation services
- Tours & excursions
- Organizing private meetings
- Organizing events such as dinners, restaurant reservations for groups
- Printing services
- Multi lingual local Staffing
- Customized Airport transfers / meet & greet services
- Custom stands construction for exhibition, staffing services,
- Gifts and Promotional materials

Exhibitor Checklist

| For what | Till when | To whom | Specs |
|---|--|---|---|
| General files/ forms requested: | | | |
| Company Logo for Printed Material | Upon signing the Agreement | Your Exhibition Coordinator: sponsorship@ced-iadr2023.com | *.jpg, 300 dpi High Resolution |
| Exhibitor Receipt form (signed) | By 23 rd of June | | Complete relevant form (page 14) |
| Names for Registrations for Scientific Programme – Full Access (Complementary) | By 20 th of July | | With full details as per official registration form . Last Name/First Name Position / e-mail address |
| Names for Exhibitor Registrations (Complementary) | By 20 th of July | | Last Name/First Name Position / e-mail address |
| Orders for Extra Booth Equipment & Deliverables | | | |
| Furniture, AV, Cleaning, Plants, etc. | By 14 th of July (After that date, an extra 25% surcharge policy applies). | Addressed to (as indicated in the relevant A-Z information section) per service | Fill the relevant Order Forms available here . |
| <p>LATE ORDERS POLICY: Above prices are valid till the submission deadline (14th July 2023) For late orders, given after the aforementioned deadline the following surcharges will apply: From 15th July – until / and on site: a 25% surcharge on the late order total amount (subject also to availability)</p> | | | |
| Files for Materials according to each Sponsorship Agreement: | | | |
| Advertisements File Format: high resolution *.pdf file | By 20 th of July | Your Exhibition Coordinator: sponsorship@ced-iadr2023.com | Final Program Dimensions: For Full Page Advert file: A5 Size (148(w) x 210(H) mm) 0,5cm trimming – Fonts: outline For Half Page Advert file: ½ A5 Size (148(w) x 105(H) mm) 0,5cm trimming – Fonts: outline |
| Material for Bag Insertion | CONSIGNMENT DEADLINES Starting August 28 with latest Arrival 01 September <i>*HARLAS warehouse may accept shipments earlier than the above-mentioned deadlines</i> | HARLAS INTERNATIONAL TRANSPORT SA 39 Gounari str, 18531, Piraeus, Greece PIC: Ms. Efi Griva T: +30 210 9648771-5 (ext 205) E: exhibitions@harlas.gr | Estimated pieces: ~750 |

Exhibitor Receipt Form



PLEASE COMPLETE AND RETURN THIS FORM **by 23rd of June** (via email at sponsorship@ced-iadr2023.com), TO ENSURE THAT WE ARE NOTIFIED OF YOUR REQUIREMENTS.

CONTACT DETAILS

E-mail:

Company Name:

Company Representative:

BOOTH DETAILS

Stand type required (please tick as appropriate):

I wish to have just the **Basic booth** package.

Fascia Name (company name sign):

I wish to create a bespoke stand build and plan to use my own contractor.

Contractor contact details (optional):

Name:

International Telephone number:

E-mail:

Please note, that the **maximum booth height is 2,50 m.**

