



AIDS 2010

XVIII INTERNATIONAL AIDS CONFERENCE
JULY | 18-23 | 2010 | VIENNA AUSTRIA

**GLOBAL VILLAGE
Exhibitor Manual
General Terms and Conditions**

XVIII International AIDS Conference

Vienna, Austria
July 18th – 23rd, 2010

AIDS 2010 Conference Secretariat
Global Village and Youth Programmes

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WELCOME TO VIENNA



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Vienna is Austria's principal city – and one of the country's nine states – with a population of about 1.7 million (2.3 million within the metropolitan area). It is by far the largest city in Austria, as well as its cultural, economic and political centre, and the tenth largest city by population in the European Union. In 2009, Vienna was listed by the consulting firm Mercer as having the highest quality of living in the world.

Vienna is host to many major international organizations and various international institutions and companies. It is the seat of a number of United Nations offices and is the world's 4th "UN city" (after New York, Geneva and The Hague). In 2001, the city centre was designated a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (UNESCO).

The city has a multi-faceted cultural life offering a choice of theatres, opera houses, musical stages and museums, as well as numerous theatre, music and dance festivals. The Museumsquartier, with its Baroque façade, is home to one of the biggest cultural districts in Europe.

For more information, visit www.wien.gv.at and www.wien.info.

THE CONFERENCE VENUE

The Conference will take place at the Reed Messe Wien, Messeplatz 1, Vienna, Austria.

The inauguration of the Messe Wien in early 2004 consolidated the Austrian capital's strong position as an international meeting place.

The exhibition centre offers sophisticated and versatile facilities. The halls, furnishings, equipment and architecture assure maximum functionality and an ideal atmosphere for international meetings. The Messe Wien consists of five separate buildings, each with different functions. All are close to each other and linked by covered walkways.



Reed Messe Wien

Messeplatz 1
P.O.Box 277
1021, Vienna
Austria

Tel: +43 (0)1 727 20-0
Fax: +43 (0)1 727 20-4709
Email: info@messe.at

Website: www.messe.at/en

Detailed information on the following subjects can be found on the Reed Messe Wien website www.messe.at/en:

- Arrival directions and maps
- Parking
- Public transportation
- Venue facts and figures

CONFERENCE KEY DATES & DEADLINES

1 November 2009

Abstract submissions open

1 December 2009

Registrations open
Global Village and Youth Programme submissions open
Workshops submissions open
Satellite applications open
Exhibition space applications open
Accommodation bookings open

8 December 2009

Scholarship applications open

10 February 2010

Abstract submissions close
Global Village and Youth Programme submissions close
Workshops submissions close
Scholarship applications close

25 February 2010

Registrations late surcharge added

31 March 2010

Satellite applications close

1 April 2010

Volunteer applications open

20 April 2010

Late breaker abstract submissions open

6 May 2010

Registrations last minute surcharge added

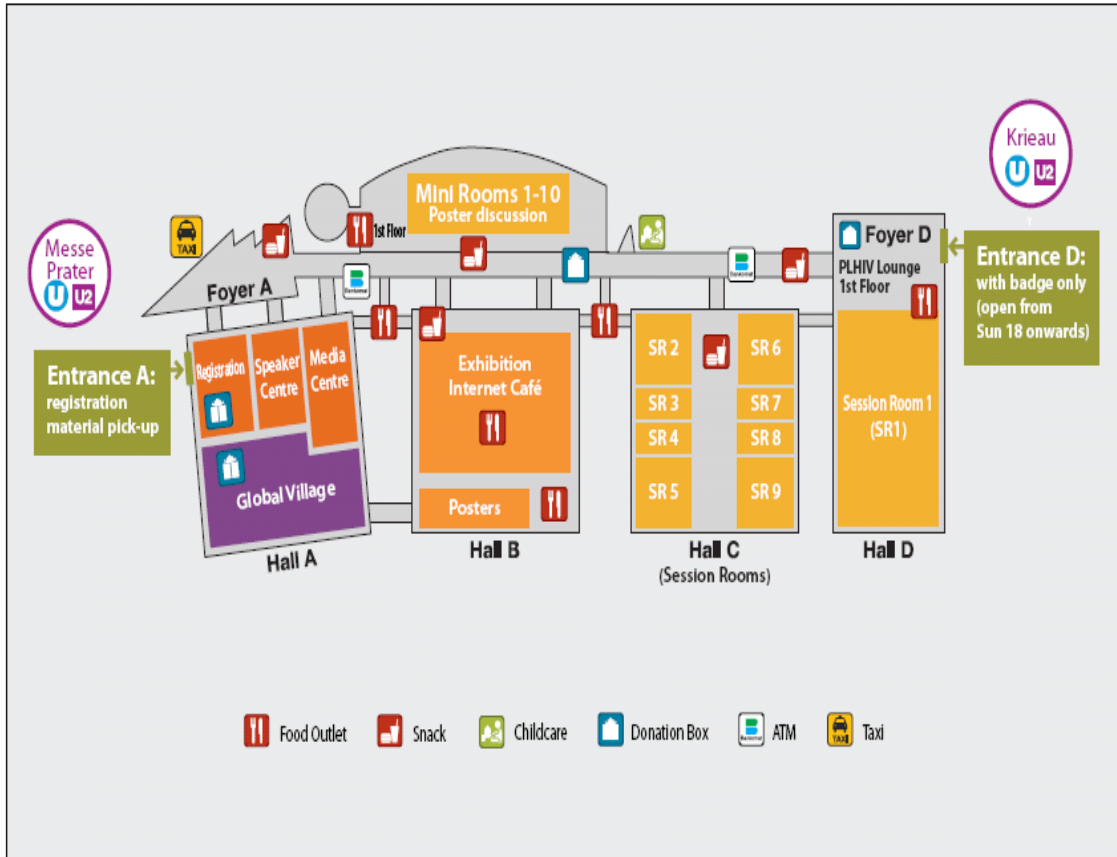
20 May 2010

Late breaker abstract submissions close

18-23 July 2010

Conference

REED MESSE WIEN FLOOR PLAN



KEY CONTACT INFORMATION

General Information	info@aids2010.org
Abstract Mentor Programme	mentor@aids2010.org
Abstracts Handling	abstracts@aids2010.org
Accommodation	accommodation@aids2010.org
Affiliated Events	affiliatedevents@aids2010.org
Global Village Exhibitions (ISET)	GV_exhibitions@aids2010.org
Flights	flights@aids2010.org
Global Village	globalvillage@aids2010.org
Media	media@aids2010.org
Media Scholarships	mediascholarship@aids2010.org
Outreach	outreach@aids2010.org
Programme Information	programme@aids2010.org
Registration	registration@aids2010.org
Scholarships	internationalscholarship@aids2010.org
Sponsorship Opportunities	sponsorship@aids2010.org
Tours	tours@aids2010.org
Volunteer Programme	volunteer@aids2010.org
Workshops	workshops@aids2010.org
Youth Programme	youth@aids2010.org

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Messeplatz 1
P.O.Box 277
1021, Vienna
Austria
Tel: +43 (0)1 727 20-0
Fax: +43 (0)1 727 20-4709
Email: info@messe.at
Website: www.messe.at/en

Official Freight Forwarder

Schenker Deutschland AG
DB Schenkerfairs
Jafféstrasse 2
14055 Berlin, Germany
Tel: +49 30 301 2995 451/454
Fax: +49 30 301 2995 459
Email: axel.schiek@dbschenker.com
corinna.walz@dbschenker.com

EXHIBITION INFORMATION

Global Village Opening Hours

Sunday 18 July: 18:00 – 21:30

Monday 19 July: 8:30 – 20:30

Tuesday 20 July: 8:30 – 20:30

Wednesday 21 July: 8:30 – 20:30

Thursday 22 July: 8:30 – 20:30

Friday 23 July: 8:30 – 12:00

Build Up, Exhibition and Dismantling Schedule

Build Up Hours		
Wednesday 14 July	08:00 – 24:00	Heavy buildup. No access for programme activities organizers
Thursday 15 July	00:00 – 12:00	Heavy buildup. No access for programme activities organizers
Access to Global Village Exhibitors		
Friday 16 July	12:00 – 22:00	Access to Global Village exhibitors: installations of material and furniture (if applicable) within booths, marketplaces and networking zones
Saturday 17 July	08:00 – 20:00	Access to Global Village exhibitors: installations of material and furniture (if applicable) continues within booths, marketplaces and networking zones. Placement of cultural exhibitions.
Dismantling Hours		
Friday 23 July	14:00 – 00:00	Removal and packing of materials within the booths, marketplaces or networking zones, in addition to cultural exhibitions. Aisles must be kept clear for carpet removal.

Saturday 24 July	00:00 – 18:00	Dismantle of booths, marketplace or networking zone shell schemes.
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All booth set up must be completed by **18 July, 12:00 hours**. This includes cleaning inside the booth area, light set-up and decoration/finishing touches. No heavy transportation, power tool usage or machinery is permitted during this time.

Important:

- Exhibitors should staff their booths during the opening hours whenever possible. If the booth is not staffed, the exhibitor must ensure that nothing valuable is left in the booth. The conference organizers take no responsibility for stolen or lost goods. Should you need to book a locker in the storage room, please send a request to: GV_exhibitions@aims2010.org.

Important: The build up times, exhibition opening times and dismantling times may be subject to changes upon notice by the conference organizers.

Global Village Exhibitor Help Desk Hours

Friday 16 July	12:00 – 22:00
Saturday 17 July	08:00 – 20:00
Sunday 18 July	18:00 – 21:30
Monday 19 to Thursday 22 July	08:30 – 20:30
Friday 23 July	08:30 – 12:00

Exhibition Set Up

There are three different shell schemes for booths in the Global Village. The shell scheme packages include:

1. Exhibition Booths:

1.1 NGO exhibition booths (6 square meters):

Standard package includes:

- 3 x hard white walls: 2x (2mw x 2.48mh), 1x (3mw x 2.48mh)
- 1 header sign (including name of organization), 2 shelves, 2 chairs, 1 table (skirted), 1 wastebasket, 1 light, and electricity.
- Carpet Services included: insurance and cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online using the GV ISET system. Charges will

apply for orders placed online. A link to the GV ISET system has been sent to the activity organizers.

1.2 Marketplace booths (4 square meters):

- Standard package includes: 2 x hard walls: 2 x (2mw x 2.48mh), 1 booth identification sign (including name of organization), 2 chairs
- 1 table (skirted), 1 wastebasket
- 1 light and electricity only for the light
- Carpet Services included: insurance and cleaning.

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online using the GV ISET system. Charges will apply for orders placed online. A link to the GV ISET system has been sent to the activity organizers.

2. Networking Zones (60 square meters):

Standard package includes:

- 3 x hard walls: 1 x (12mw x 2.48), 2x (5mw x 2.48), 1 header sign (including name of Networking Zone), 1 speakers' platform (approx. 1m x 2m)
- 2 chairs, 1 table (skirted), 1 wastebasket, 1 light, and electricity
- 1 computer
- Carpet Services included: insurance and cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online using the GV ISET system. Charges will apply for orders placed online. A link to the GV ISET system has been sent to the activity organizers.

Free wireless network coverage will be provided throughout the Global Village.

Using the Global Village IAS Satellites and Exhibitions Tracker (GV ISET)

All Global Village exhibitors will receive a login name and password to the Online Satellite and Exhibition Tracker system (GV ISET). This is the online tool for processing all exhibition related orders. You may login at any time and place orders for additional equipment and services you require on site. Additional items ordered through GV ISET will incur a cost. Payment can be made by either credit card or bank transfer, and any items ordered will be delivered on site.

Cultural Exhibitions

Specific information regarding the placement of your exhibit will be sent to you in the coming weeks. The Cultural Activities Supervisor will contact you regarding your technical requirements.

Procedure for Set Up and Dismantling

Global Village exhibitors may arrive anytime after 12:00 pm on Friday, 16 July 2010. On arrival at the Global Village area, exhibitors must check in at the GV exhibitor registration desk, where badges will be distributed. After check in, exhibitors can proceed to their booth. Booths can be located by checking the booth number. The title of each booth will be written in the banner above the booth entrance. All standard furniture and ordered equipment will be placed in the booth by Friday 16 July. Any material sent in advance

using the official freight provider – Schenker - will be delivered directly to the booth on Friday 16 July from 14:00 onwards.

Once in the booth, exhibitors can set up their posters and materials. No equipment may be removed from the booth nor can equipment be taken from another booth. Exhibitors are reminded to bring all necessary set up materials such as tape, scissors, etc that they require. Shell scheme packages have certain restrictions, which are described later in this manual.

Items can be attached or hung on the walls, so long as they do not damage the material. For items that need nailing please contact the Programme Activities Department (globalvillage@aids2010.org).

All booth set up must be completed by Saturday 17 July 2010 at 20:00. This includes any cleaning to be done inside the booth. No heavy transportation, power tool usage or machinery is permitted on the morning of Sunday 18 July 2010.

The Global Village will be open on Sunday, 18 July from 18:00. Exhibitors should arrive at their respective booths by 17:30 - at least half an hour prior to the conference opening. Please note that valuables such as computers, electronics, etc should NOT be left in the booth. The conference organizers take no responsibility for materials stolen or misplaced.

Dismantling

Dismantling will begin on Friday 23 July 2010, 14:00 hours, and must be completed by Saturday 24 July, 18:00 hours. After removing all materials from the booths, exhibitors must check out at the exhibitors' desk and return any equipment that may have been hired on-site.

Exhibitors must pick up a Material Handling Services-form from the Exhibitor Helpdesk if any items need to be loaded on to a chosen carrier during dismantling. The form can also be download from the conference website.. This form gives Schenker permission to load specified items onto the carrier. If this form is not completed, materials will be removed from the exhibition on the last day of dismantling and brought back to the Schenker warehouse at the exhibitor's expense. For any questions or further clarification on this process please contact Schenker.

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Fax: +43 (0)1 727 20-4709
Email: info@messe.at
Website: www.messe.at/en

Official Freight Forwarder

Schenker Deutschland AG
DB Schenkerfairs
Jafféstrasse 2
14055 Berlin, Germany
Tel: +49 30 301 2995 451/454
Fax: +49 30 301 2995 459
Email: axel.schiek@dbuschenker.com
corinna.walz@dbuschenker.com

Build up and Dismantling Regulations

Smoking inside the Reed Messe Wien is prohibited. The consumption of alcoholic drinks and the entrance of children under 18 during build up and dismantling period is also prohibited.

Materials, merchandise, machinery or any other product or equipment must be moved with extreme care. Dragging or pulling items that may affect or damage the floor must be avoided. It is strictly forbidden to cross corridors or common areas with electric wiring or hazardous installations, both on the floor and in the higher areas.

The exhibitors are not permitted to hang or secure any item whatsoever from the roof structure, nor tie any item to the columns. Exhibitors must not nail or secure any item using screws, nor drill or secure anything on the floor, walls, soffits, columns or other installations forming part of the Reed Messe Wien building.

The exhibitor is obliged to keep their booth or stand open and operating during Global Village opening hours. The exhibitor must be at her/his booth 30 minutes before the exhibition opens and is responsible for keeping the space presentable.

Any damage caused to building installations as well as robbery and/or damages to any equipment inside the area assigned to the exhibitor shall be the exhibitor's responsibility. In such cases the exhibitor must pay for the damage and/or abide with the measures derived from such action.

During build up and dismantling, it is prohibited to block loading zone platforms and curtains, as well as emergency exits leading to the platforms with boxes, merchandise, materials, or any other product or equipment.

Grounding power generators to metal structures of the conference centre is prohibited.

Using the rear end of stands or booths to store boxes, solvents, electric material, machinery, packing material or any other flammable or combustible material is not permitted.

Booths or stands must be placed in such a manner that they do not obstruct emergency exits, loading curtains facing platforms or hydrants.

DOUBLE TIER STANDS/STAND EXCEEDING 3 METERS

Exhibitors utilizing and/or planning a double tier stand require written approval from the AIDS 2010 Programme Activities Department. Booth floor plans must be sent to the AIDS 2010 Programme Activities Department for authorization at least **30 (thirty) days prior to the event (17 June)**, to comply with legal/safety regulations. For stands over **2.5 meters** in height, "Space only" stand builders are to submit floor plans, incorporating front, side and top elevation, to the AIDS 2010 Programme Activities Department for approval at least **30 (thirty) days prior to build-up day**. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Booth floor plans must be sent to globalvillage@aids2010.org.

ADMISSION TO THE GLOBAL VILLAGE

The Global Village is the only part of the conference that is open to both conference delegates and the general public. No registration is required to enter the Global Village. Admission is free of charge. The delegate registration fees to attend the conference are as follows:

Conference Delegates	Standard Fee	Late Fee (after 24 February 2010)	Last Minute Fee (after 5 May 2010)
Regular delegate			
Middle/low-income countries*	EUR 430	EUR 515	EUR 570
High-income countries*	EUR 625	EUR 750	EUR 825
Student/Post-doc/Youth delegate			
Middle/low-income countries*	EUR 115	EUR 140	EUR 155
High-income countries*	EUR 175	EUR 210	EUR 235
Youth Delegate (age 18 to 26 inclusive)			
Middle/low-income countries*	EUR 115	EUR 140	EUR 155
High-income countries*	EUR 175	EUR 210	EUR 235
Accompanying adult (age 18 and over)			
All countries	EUR 115	EUR 140	EUR 155
Accompanying child (under age 18)			
All countries	EUR 40	EUR 45	EUR 50
Media representative			
All countries	Free	Free	Free

Note: All fees must be paid in EUR and include all taxes.

Global Village Registrations

All Global Village participants will be issued with badges that allow access to their booths for setup and dismantling outside conference hours.

GENERAL REGULATIONS

Advertising

The distribution of promotional materials is limited to the Global Village area. Signs and banners at booths should be directly linked to the name of the exhibitor.

Companies and organizations must check and ensure their own compliance with the relevant codes and regulations about advertising in Austria and any other applicable rules and regulations from their home country. The conference and its organizers will not accept any responsibility for non-compliance.

No booth or organization has the permission to use the name, logo, slogan or banner of the XVIII International AIDS Conference.

Food and Beverage

A large food court will be placed outside the Global Village, which will sell food and beverage. Selling your own food and beverage within the booth or networking zone is not permitted.

Giving away samples of food and beverages is allowed in small quantities.

Sale of other goods

Sale of goods is restricted to the list approved by the conference centre. Please contact globalvillage@aids2010.org to confirm that your items are included in the approved list.

Workplace Harassment policy

The AIDS 2010 Exhibition Management is committed to providing and maintaining a workplace which ensures that all participants are treated with dignity and respect, and are able to work and/or conduct business in an environment free from harassment and discrimination from any source. This includes workers, customers, suppliers and vendors. Exhibitors who fail to comply with the above will be removed from the site.

Basic Principles and Values

The conference endorses freedom of expression as an essential principle in the fight against HIV/AIDS and in promoting full participation in the conference. The combined efforts of all stakeholders in the public and private sectors and civil society are required to halt and reverse the AIDS pandemic.

The right to participate at AIDS 2010 is fundamental to ensuring open dialogue between all stakeholders. The conference encourages debate and dialogue as key elements of participation, among all conference participants including delegates, sponsors, speakers and presenters, researchers and scientists, community representatives, leaders and the media.

Smoking Policy

The Global Village is a non-smoking space.

Booth/Networking Zone Occupation

Partially or wholly sharing or giving a booth or networking zone to a third party as well as private agreements for exchange of booths or floor space between two exhibitors is prohibited. The AIDS 2010 Programme Activities Department reserves the right to enter a booth at any time.

If you do not register onsite by Saturday 17 July, your space will either be offered to another organization or removed from the Global Village layout altogether.

Cleaning of the Booths

Booths will be cleaned free of charge during closing hours. All areas within the booth will be cleaned. Please do not leave any valuables, including computers etc, in the booth overnight.

First Aid

The Reed Messe Wien management recognizes that the potential risk of injury or illness is inherent in large gatherings of people, and therefore is committed to ensuring that those, who may find themselves in need, receive medical care. A list of First Aid stations will be available from the Exhibitor Helpdesk on site.

Material Handling During Exhibition

Only small hand carried items may be transported during Global Village opening hours. For larger items or items requiring handcarts etc, please contact Schenker. Please note that this will incur costs.

Outbound Shipping/Customs Assistance

Schenker will have a representative from their transportation department available on site to assist with the outbound shipping of materials. Exhibitors can contact Schenker prior to moving out. Please refer to the Outbound Shipping form under Additional/Optional Services in the GV ISET Download Area. This information will be available on the GV ISET download Area.

Official Freight Forwarder

Messeplatz 1
P.O.Box 277
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Austria
Tel: +43 (0)1 727 20-0
Fax: +43 (0)1 727 20-4709
Email: info@messe.at
Website: www.messe.at/en

Schenker Deutschland AG
DB Schenkerfairs
Jafféstrasse 2
14055 Berlin, Germany
Tel: +49 30 301 2995 451/454
Fax: +49 30 301 2995 459
Email: axel.schiek@dbschenker.com
corinna.walz@dbschenker.com

Liability

The Conference Organizers, the AIDS 2010 Programme Activities Department and the AIDS 2010 Official Suppliers do not accept any responsibilities or obligations, in all cases and at all times, for any damage, either caused by exhibitors' merchandise or their property or personnel, as well as for the loss or theft of any belongings during the period of the exhibition, including the duration of the setting-up and dismantling. **All exhibitors are obliged to purchase their own insurance policies against any and all risks, as this is their responsibility. Proof of this insurance can be requested by the Conference Organizers at any time. This Certificate also needs to be presented during the Exhibitors Check-in.** The insurance policy should cover damage to their furnishings and fittings during the entire time of the exhibition, including the time allotted for setting up and dismantling as well as during the exhibition days themselves, as the AIDS 2010 Programme Activities Department is not liable for personal or property damage.

The exhibitor is liable for all damages caused by him/herself, by staff, by visitors and clients and by any agent acting for the exhibitor. Should the premises be destroyed or damaged by fire or the elements by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Conference Organizers to permit any exhibitor or exhibitors to occupy the premises. The Conference Organizers are released from any kind and all claims for damage that might arise in consequence thereof.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs through GV ISET (available at a later stage).

The exhibitor is responsible for the costs of replacing any damaged goods of any company at the event, re-establishing or renewing any part of the installations of the exhibition and set-up in case of damage or laceration, if these are caused by her/him and/or her/his agents, contracted staff, or an employee or person hired on behalf of the exhibitor.

In case of cancellation of the conference, or if, for whatever reason, the conference does not take place, any credits outstanding after payment of expenses incurred will be shared among the exhibitors in proportion to the sums they have paid. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decisions of the Conference Organizers.

Principles and Values of Conference Participation

By attending the XVIII International AIDS Conference, delegates agree to comply with the IAS Principles and Values of Conference Participation. The conference organizers reserve the right to confiscate the conference name badge, and therefore deny access, to anyone who does not comply with this policy.

The IAS endorses freedom of expression as an essential principle in the fight against HIV/AIDS and in promoting full participation in our conferences. The combined efforts of all stakeholders in the public and private sectors and civil society are required to halt and reverse the AIDS pandemic. Activism and advocacy contribute to advancing commitment, policy and practice aimed at ending the epidemic.

The right to participate at an IAS-supported conference is fundamental to ensuring open dialogue between all stakeholders. The IAS encourages debate and dialogue as key elements of participation, among all conference participants including delegates, sponsors, speakers and presenters, researchers and scientists, community representatives, leaders and the media.

Peaceful protest has always been and continues to be a key element of participation at the conferences. The IAS opposes the destruction of property or the use or threat of physical force by any individual or group of individuals during the conferences. The IAS opposes the disruption of conference sessions or satellite meetings that results in the inability for dialogue and debate to take place.

Additional information can be found at www.aids2010.org and the full policy will also be available at the onsite registration counter.