18th Annual Meeting of the European Venous Forum

29 June - 1 July 2017
Alfândega Porto Congress Centre
Porto, Portugal

Exhibition Manual

For more information, visit: europeanvenousforum.org
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Welcome to EVF Porto 2017!

The European Venous Forum Annual Meeting 2017 will be held in the city of Porto between June 29th and July 1st. The venue will be the Alfândega Congress Centre that was recently voted Europe’s Best Meetings & Conference Centre during the Business Destinations Travel Awards in 2014 and 2015.

The scientific program will provide participants with a three-day conference on the most up to date information about new developments in clinical practice and relevant research. Important updates and re-evaluations of the latest technologies and techniques, diagnostic modalities, and data from clinical trials will be presented and discussed.

The panel of expert international speakers will present this cutting-edge information as well as being available for your comments and queries.

The target audience will be mostly Vascular Surgeons and Residents but also Angiology Specialists, Phlebologists, Interventional Radiologists, Vascular Medicine Specialists, Nurses, Technicians and all others interested in the management of venous disease.

As always, your participation will be crucial! The EVF is your Society and we need the scientific input of all members. The centerpiece of our daily sessions will be the peer-reviewed presentations selected from the best of the submitted abstracts.

We look forward to welcoming you in Porto and hope that you will enjoy the final scientific program.

Armando Mansilha  
*EVF President and Local Chairman*

Andrew Nicolaides  
*Chairman of the EVF Board*
Venue: Alfandega Porto Congress Centre
Address: Rua Nova da Alfandega 4050-430 Porto, Portugal

Tel: +351 403 000/024
Fax: +351 223 403 099
Email: geral@ccalfandegaporto.com
Web: www.ccalfandegaporto.com
Congress Information

Administrative contact for the EVF:
Exhibition Coordinator
European Venous Forum
Dawn Bond exhibition@europeanvenousforum.org
Mobile: +44 7815075664 | Skype: dgmbond61

Congress Secretariat
European Venous Forum
Anne Taft admin@europeanvenousforum.org

Website:
www.europeanvenousforum.org

Administrative Contact: Porto:
Cristina Freitas
Byms, Lda
cristina.freitas@byms.pt

Website:
www.byms.pt

Venue regarding Exhibition Area /Delivery queries:
Filipe Santos
General Manager Alfândega Porto Congress Centre
filipesantos@ccalfandegaporto.com

For General Information


Hotel information

You are advised to book early as Hotels rooms are already being taken up

Website

www.europeanvenousforum.org
Exhibition Schedule

Exhibition

The commercial exhibition will accompany the congress. It will be located on the Ground Floor of the Venue. All delegates will need to attend the exhibition area for all their refreshments and lunches.

- The Welcome Reception on the evening of Thursday 29 June, immediately after the last session, will also be held in the Exhibition Areas.

Exhibition Opening Times

The opening hours for the exhibition will be:

- Thursday 29 June 2017: 07:30-18:30, followed by the Welcome Reception in Exhibition Areas
- Friday 30 June 2017: 07:30-18:45
- Saturday 1 July 2017: 07:30-13:30

Exhibition Hours Stand Set-up Times

- Wednesday 28 June 2017: from 10:00am

*Stand setup will take place from 10:00 on Wednesday 28 June 2017 until 18.00. All stands should be completed and ready by 07:30 Thursday 29 June 2017.*

Stands:

- The Exhibition space Flooring is concrete throughout
- 2 x 3 m stands are allocated 1 table, 2 chairs, electricity point and 2 Exhibitor badges
- 2 x 6 m stands are allocated 2 tables, 4 chairs, electricity point and 4 Exhibitor badges
- Stands 2 x 6 m and larger have a maximum space of 3 m x 3m within each square (as indicated on the Exhibition plan), please be aware that there are pillars located at every 3 m and in front of the exhibition stand space. Do not extend your allocated stand past the pillars.
- All stands 2 x 6 m and over are required to send in their plans to Dawn Bond who will forward to the Venue for approval; to ensure they comply with all health and safety regulations.
- Height maximum for each stand area is 4.2 m.

Wi-Fi

- Wi-Fi is free for exhibitors

Gala Dinner/Extra Exhibitor Badges

- To book Gala Dinner tickets at €60 and extra exhibitor badges at €300 before 23 May 2017 http://europeanvenousforum.org/index.php/evf-porto-2/registration-form/
- Exhibitor staff are requested to wear their official conference badges at all times
Security

- All exhibitors are advised to be extremely careful with any valuable items of equipment.
- Please note that neither the venue nor EVF accept any responsibility for loss or damage of these goods.
- There is 24 hour security at the venue but no regular patrol of the exhibition areas.

Delivery of Goods and Equipment:

Please label all your company Goods and Equipment:

- **FAO:** *Company name and Stand Number*
- The 18th Annual Meeting of European Venous Forum
- Alfandega Porto Congress Centre
- Rua Nova da Alfandega 4050-430 Porto, Portugal
- Tel: +351 403 000/024
- Fax: +351 223 403 099
- Email: geral@ccalfandegoporto.com
- Web: www.ccalfandegoporto.com

Unloading/Delivery instructions see General Rules for Venue pages 15-17

Contact Person:
Dawn Bond
EVF email: exhibition@europeanvenousforum.org
Mob. +44 7815075664 | Skype dgmbond61

- Dates for Delivery should be scheduled for Wednesday June 28 2017.
- All equipment must be collected by Saturday 1 July 2017. Additional charges may apply for storage beyond this date. Please contact Dawn Bond: exhibition@europeanvenousforum.org, with any queries.

INSERTS:

If you are sending Inserts please label all your packages:

- INSERTS “FAO Christina Freitas, Byms”
- Rua Brito e Cunha no 254
- 4 Esquerdo
- Postal code 4450-082
- Matosinhos
- Portugal

Inserts: no larger than 1 x A4 size (Approx. 600-700 in total).

To be delivered no later than Friday June 23, 2017. Please e mail Dawn Bond (by June 1, 2017) to confirm regarding sending inserts exhibition@europeanvenousforum.org.
Exhibitors Procedures

Exhibition Stands

- The EVF and Venue reserve the right to move or remove any stands or equipment blocking exits, lanes, fire hydrants or obstructing areas in which staff are to operate.
- No signs are to be fixed to the walls by any means.
- Please read the General Rules for Rented Spaces and Safety Regulations for Rented Spaces pages 15-20.

Insurance

The venue will take every precaution to protect all property at the conference. Security staff are in attendance but cannot guarantee the safety of any equipment. The conference organisers, the venue and the European Venous Forum cannot be held responsible for the security of exhibits before or during the Conference. We recommend you obtain insurance on all your equipment.

- Exhibitors are required to take out and maintain public liability insurance cover providing a minimum indemnity of £2,000,000 for the duration of the Exhibition including the construction and dismantling periods and insure against costs and expenses in the event that the meeting is cancelled outside the control of the venue or organisers.
- It is a requirement that you send a copy of insurance cover note to the EVF Office (Dawn Bond: exhibition@europeanvenousforum.org). If you do not have a policy, we recommend that you contact a specialist exhibition insurance company.

Stand Cleaning

The venue is responsible for the cleaning of the aisles and public areas. Exhibitors are responsible for the cleaning and maintenance of their own stands.
Exhibition Area at Alfândega Congress Centre with numbered stands 1-40:
Example of layout of Pillars in Exhibition Area 3x3m throughout

- Height maximum 4.2m
- Space between each pillar 3m. Do not extend the stand past the pillars
### Provisional Scientific Programme

**Thursday 29 June 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session/Activity</th>
</tr>
</thead>
</table>
| 08.30-10.30 | Abstract Session 1: 6 papers
  (10-minute presentation, 10-minute discussion) |
| 10.30-11.00 | Refreshments and visit to Exhibition | ePresentation Session |
| 11.00-12.00 | Didactic Session 1: American Venous Forum and Union International de Phlebology
  **Superficial Venous Surgery** |
| 12.00-13.00 | **Industry Session:**
  **Progression of chronic venous disease: Where are we today?**
  *Chair: Armando Mansilha (Portugal), Andre van Rij (New Zealand)* |
| 12.00     | Evolution of chronic venous disease. Update of epidemiological data. *Armando Mansilha (Portugal)* |
| 12.15     | Pathophysiology of progression of chronic venous disease. *Andre van Rij (New Zealand)* |
| 12.30     | Therapeutic options to delay the progression. *Marc Vuylsteke (Belgium)* |
| 12.45     | Panel Discussion |
| 13.00-14.00 | Lunch and visit to Exhibition | ePresentation Session |
| 14.00-15.00 | **Industry Session:**
  **The value of glycosaminoglycan in venous diseases**
  *Chair: Jaweed Fareed (USA), Frederico Bastos Gonçalves (Portugal)* |
| 14.00     | Pleiotropic activities that affect multiple sites of venous disease. *Ferdinando Mannello (Italy)* |
| 14.20     | Review of clinical trials on the reduction of symptoms and ulcer healing. *Tomasz Urbanek (Poland)* |
| 14.40     | Prevention of recurrent deep venous thrombosis as the key to preventing post-thrombotic syndrome. *Andrew Nicolaides (Cyprus)* |
| 15.00-16.00 | Didactic Session 2: Organised by SPACV
  **Oral anticoagulation** |
| 16.00-16.30 | Refreshments and visit to Exhibition | ePresentations Session |
| 16.30-18.30 | **Abstract Session 2: 6 papers**
  (10-minute presentation, 10-minute discussion) |
<p>| 18.30     | Welcome Reception. Exhibition Area |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| 08.30-10.30 | **Abstract Session 3: 6 papers**  
(10-minute presentation, 10-minute discussion) |
| 10.30-11.00 | Refreshments and visit to Exhibition | ePresentations Session |
| 11.00-12.00 | **Industry Session:**  
New Data on Chronic Venous Disease, New Place for Cyclo 3  
*Chair: Arkadiusz Jawien (Poland), Armando Mansilha (Portugal)* |
| 11.00 | Effects of venotonic drugs on the microcirculation: Comparison between ruscus extract and diosmine. *Eliete Bouskela (Brazil)* |
| 11.15 | Cyclo 3. New clinical meta-analysis. *Stavros Kakkos (Greece)* |
| 11.30 | Guidelines Update. *Andrew Nicolaides (Cyprus)* |
| 11.45 | Discussion. *Arkadiusz Jawien (Poland), Armando Mansilha (Portugal)* |
| 12.00-13.00 | **Didactic Session 3:**  
From Theory to Practice in the Clinical Management of Chronic Venous Disease  
*Chair: Armando Mansilha (Portugal), Michel Perrin (France)* |
| 12.00 | Introduction. *Michel Perrin (France)* |
| 12.03 | SYM Vein consensus has clarified all aspects of venous symptoms. *Eberhard Rabe (Germany)* |
| 12.23 | Key factors influencing the adherence and the efficacy of medical treatments: The Vein Act Programme. *Dacia Branisteau (Romania), Jorge Ulloa (Colombia)* |
| 12.48 | REVEAL CEAP. A promising tool for GPs. *Armando Mansilha (Portugal)* |
| 12.58 | Conclusion. *Armando Mansilha (Portugal)* |
| 13.00-13.30 | EVF Invited Lecture:  
*Michel Perrin (France)* |
| 13.30-14.30 | Lunch and visit to Exhibition  
Judging ePresentations Session  
AGM of EVF (Members only) |
| 14.30-16.30 | **Abstract Session 4: 6 papers**  
(10-minute presentation, 10-minute discussion) |
| 16.30-17.00 | Refreshments and visit to Exhibition | ePresentations Session |
| 17.00-18.40 | **Prize Session**  
(10-minute presentation, 10-minute discussion) |
| 17.00-17.40 | Two Presentations from American Venous Forum (AVF) |
| 17.40-18.00 | One Presentation from American College of Phlebolology (ACP) |
| 18.00-18.20 | Long-term results of great saphenous vein ligation at the sapheno-femoral junction and above the knee combined with trunk foam sclerotherapy.  
*Toshmia M, Makino S. Department of Vascular Surgery, Kamiichi General Hospital, Toyama, Japan* |
### 18th Annual meeting of the European Venous Forum
Archive Room, Alfândega Porto Congress Centre, Porto, Portugal
29 June – 1 July 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.20-18.40</td>
<td>Comparison between DVT after earthquake in Japan and Italy: Relationship with gender and atherosclerosis. Hanzawa K(^1), Okamoto T(^1), Aoki K(^1), Namura O(^1), Tsuchida M(^1), Stipa S(^2), Lugli M(^3). (^1)Niigata University Graduate School of Medicine, Niigata, Japan, (^2)Finale Emilia, Moderna, Italy, (^3)Hesperia Hospital, Modena, Italy</td>
</tr>
<tr>
<td>20.00</td>
<td>Congress Dinner</td>
</tr>
</tbody>
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**Saturday 1 July 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.30-10.30</td>
<td><strong>Abstract Session 5</strong>: 6 papers</td>
</tr>
<tr>
<td></td>
<td><em>(10-minute presentation, 10-minute discussion)</em></td>
</tr>
<tr>
<td>10.30-11.00</td>
<td>Refreshments and visit to Exhibition ePresentation Session</td>
</tr>
<tr>
<td>11.00-12.20</td>
<td><strong>Abstract Session 6</strong>: 4 papers</td>
</tr>
<tr>
<td></td>
<td><em>(10-minute presentation, 10-minute discussion)</em></td>
</tr>
<tr>
<td>13.30</td>
<td>Closing Ceremony End of Meeting</td>
</tr>
</tbody>
</table>
GENERAL TERMS AND CONDITIONS

Exhibitors agree to accept and adhere to the policies, rules and regulations (Conditions) outlined in the Exhibitor Manual, on the website, stated by the venue, and any subsequent publication. These conditions are valid throughout the conference. The exhibitor will be liable for any damage resulting from the failure to comply with the Conditions.

- Exhibitors undertake that their stand will be ready by 7.30 am on Thursday 29 June 2017.
- Exhibitors must not dismantle their stand before Saturday 1 July 2017 at 13.30. All stands should be fully labelled, required forms to be completed and ready for collection.
- Exhibitors are not allowed to fix anything, or cause any damage to the floors, walls, ceiling or other parts of the building (e.g. by using nails, screws).
- Badges: All personnel must be registered. All Exhibition staff must wear the badges provided by the meeting organisers at all times.

UEMS-EACCME: All sponsors are to comply with the UEMS-EACCME, regulations on the support of medical meetings.

Customs Duty: Companies are to ensure that any customs duty or tax due is paid by their company. The venue or organisers will not sign for any delivery where there is a liability for such duty/tax.

Security: The venue and organisers will take every precaution to protect all property at the conference. Security staff are in attendance but cannot guarantee the safety of any equipment. All companies are advised to be careful with any items of equipment and to obtain insurance on the equipment. The conference organisers, the venue and the European Venous Forum cannot be held responsible for theft, loss or damage of equipment before, during or after the Conference.

Fire Protection: Exits, passages, corridors, emergency exits, staircases, etc. within the Exhibition areas must not be blocked under any circumstances. Fire hydrants and Fire-extinguishers must be visible and easily accessible. Materials used must be flame-proof and fire resistant. Companies are forbidden to store flammable materials in or behind the workstations.

All areas may be inspected by representatives of the venue, organisers and local fire authorities. Any Exhibition stand found not to be fire-proof must be dismantled upon request. Exhibitors are responsible for all claims, actions or costs for personal injury and loss of or damage to property.

Exhibitors will take out and maintain public liability insurance cover providing a minimum indemnity of £2,000,000 for the duration of the Exhibition, including the construction and dismantling periods and insure against costs and expenses in the event that the meeting is cancelled and outside the control of the venue or organisers.
General Rules for Rental and Use of Rented Spaces

A. Accesses

1. The loading and unloading of any material must be done, through the accesses identified in the attached plant with the letter A, unless specified otherwise by the Alfândega Porto Congress Centre (CCAP).

2. All necessary goods for an event should enter the Alfândega Porto Congress Centre by the accesses identified in the attached plant with the letter B, unless specified otherwise by the Alfândega Porto Congress Centre.

3. The Alfândega Porto Congress Centre has three freight elevators, identified in the attached plant with the letter C, that can be used for transportation of material, as indicated in the previous number 2, unless specified otherwise by the Alfândega Porto Congress Centre.

B. Set-up and Dismantling

1. All set-up and dismantling of infra-structures necessary for events must be done during the CCAP business hours, every day from 08h00 to 19h00, unless authorized otherwise by CCAP.

2. Unless authorized otherwise, no stand, any other structure or exhibition material is allowed outside of the rented spaces. If so should happen, the costs of its removal and any damage associated to it will be charged to its owner. If any of the mentioned material is allowed outside of the rented areas, it will only be during set-up and dismantling schedules, and even so, during this period CCA may demand its removal.

3. CCAP has designated storage areas that can be used by event promoters/organizers for event material, as long required with convenient advance, and authorized by CCAP.

C. Furniture and Equipment

All furniture and equipment owned by CCAP can be used by event promoters/organizers, as long as previously requested in writing and authorized by CCAP, and, if needed, paid according to the presented prices.

D. Sponsors, Advertising and Promotions

1. The placement of event sponsor material outside of the rented spaces is allowed, as long as it is authorized by CCAP, requested previously and according to the agreed conditions.

2. The placement of event advertisement and promotion outside of the rented spaces is also allowed, as long as it is authorized by CCAP, requested previously and according to the agreed conditions.

E. Electricity and Electrical Connections

3. Energy points are available according to the identification on the technical information factsheets of each space.

4. All sockets throughout the building are single-phase and 16 Amp. The electrical connections for stands can only be established with the supervision of a CCAP electrician and must comply with the Low Voltage Directive, being equipped with differential switches and ground protection network.

5. Any particular need (specific power output or number of sockets, for example) should be explained to CCAP at least 15 days prior to the event, in order to be analyzed and to see if possible.
F. **Telephone, fax and internet**

Telephone, fax and internet installation must be requested by the event promoters/organizers to specialized entities with prior authorization of CCAP. All costs related to these services will be charged directly to the event promoters/organizers.

G. **Parking Space**

Event participants may use, when possible, CCAP's parking space, at the east side of the building. Identified on the attached plant with the letter D, or at the west side of the building, identified on the attached plant with the letter A.

H. **Custom Operations/Receiving or sending material**

CCAP has no responsibility upon any customs operation, neither with transportation, receiving or sending of any type of material related with events or with the verification of its quantity of content.

I. **Stand Installation and other infrastructures**

1. The application of glue or any other fixing system is not allowed if it will damage the floor, direct or indirectly.

2. The attachment of any type of material on the walls or ceilings of the rented spaces or its accesses with any type of system that will damage the building is not allowed, namely screws, plugs, glue, duck tape or others. The location and fixing systems must be defined previously with CCAP.

3. Drilling or screwing walls, ceilings or pavement as well as any structure of the building is expressly prohibited, unless previously authorized by CCAP.

4. The use of paint or any similar product on the walls, ceilings, pavements or any structure of the building is expressly prohibited, unless previously authorized by CCAP.

5. The use of flammable and/or toxic products on stand construction is expressly prohibited.

6. On spaces with wooden floor, all stands or any structure must be placed on carpet thick enough to protect the floor form any damage.

7. The placement of infrastructures, namely “Truss”, illumination systems, projection and sound systems and others must be evaluated and approved by CCAP.

8. The placement of coffee, ice-cream, popcorn, drink or any other type of machines, in any part of the building is not allowed, unless authorized otherwise. If allowed, the installation of these machines must always be done in order to prevent the damage of the floor and walls, by using an isolating material (ex. carpet thick enough). The used material must be larger than the referred equipment and must isolate the pavement.

9. All facilities and material must be returned to CCAP in the same conditions that they were made available at first.

J. **Catering**

1. All Catering services must be provided exclusively by CCAP “business partners”, unless accorded previously with the event promoter.

2. Any distribution of food products, not included in catering services, may only be carried out with CCAP’s authorization and upon request of the event promoter/organizer.

3. CCAP has appropriate and designated spaces for catering preparation. For this reason, it is expressly prohibited to treat any type of food product on stands or any other space that is not one of the above referred areas. Food confection is always forbidden, unless specified otherwise by CCAP.

4. The storage or exhibition of food related goods on stands or other structures, namely food products that have strong odors or release smoke, is prohibited, unless specified otherwise by CCAP.
K. Audiovisual

All audiovisual services must be provided exclusively by CCAP “business partners”, unless accorded previously with the event promoter.

L. Cleaning

CCAP has a cleaning team for all common areas of the building, namely the corridors, main entrance and WC’s. For the rented spaces for each event, the cleaning services are responsibility of the event promoter. However, if needed, the promoter may request CCAP for this service, as long as required in advance.

M. Security

CCAP is not responsible for any theft or damage in the rented spaces, namely on stands or any material part of these.

N. Damage

Any damage caused by the non-compliance of the rules hereby established are of the entire responsibility of the event promoter/ organizer.

Appendix 1. Plant Alfândega Building
Safety Regulations for Rented Spaces
Internal Emergency Plan

The safety regulations for rented spaces are a set of procedures and conduct for prevention that should be adopted by Event Promoters/Organizers (temporary tenants) and their collaborators.

These regulations aim to guarantee the safety conditions of all occupied areas in order to avoid emergency situations, support the intervention of protection teams and ensure the safe evacuation of all occupants.

The safety regulations for rented spaces include the following items:
- General duties;
- Viability of evacuation routes;
- Maintenance and preservation of security conditions;
- Hazardous material and substances;
- Evacuation of areas.

The safety regulations for rented spaces will be provided by the Intervention Coordinator to the Event Promoters/Organizers prior to the set-up of the event itself.

This document identifies the safety regulations for rented spaces that all Event promoters/organizers (temporary tenants) and their collaborators must have in mind, as well as their roles and responsibilities.

General duties

Rules to be followed:

Guidelines:
- The event promoters/organizers (temporary tenants) should use the rented spaces in a way that doesn’t increase any risk for occupants and for the Alfândega Infrastructures;
- In case of emergency or accident, the event promoters/organizers (temporary tenants) and their collaborators should ensure total and controlled evacuation of the rented area and guide all occupants to the nearest meeting point (duly identified by signage throughout the building).

Duties:
- Making sure that the safety regulations for rented spaces are delivered by the intervention coordinator before the event;
- Knowing the location of all safety equipment in the rented areas, namely fire extinguishers and fire hydrants;
- Ensuring permanent clearance and visibility of intervention instruments in the rented areas for immediate use, in case of need;
- Acting in order to prevent the occurrence of personal injuries or material damage, and intervene directly in order to minimize the effects of an accident.

During the event and/or at the time of receiving evacuation orders:
- Complying with the safety regulations for rented spaces applicable to each area (see table: Evacuation of occupied spaces)
Viability of Evacuation Routes

Rules to be followed:

- Always keep evacuation routes unobstructed;
- In evacuation routes, do not place, even if temporarily, any objects, material, pieces of furniture or decoration that may create the following effects:
  - Encourage the outbreak or development of fire;
  - Be overturned or displaced;
  - Reduce the width of evacuation routes;
  - Complicate the opening of exit doors;
  - Reduce the visibility of signage or mislead to the exits;
  - Damage the functioning of security installations, namely alarms.
- Keep all exit doors that are part of evacuation routes unobstructed and always capable of being easily opened/ unlocked.
- Whenever cables must pass through evacuation routes or obstruct the circulation of occupants, they must always be covered and protected;
- AMTC employees must be consulted whenever the location of fire extinguishers must be changed. If changed, the extinguishers must be replaced to their original locations as soon as the event ends.

Hazardous Material and Substances

Rules to be followed:

- The use of flammable or explosive material or substances requires written authorization by the intervention coordinator;
- The use of combustible gases must comply with existing legislation;
- The production, handling and storage of hazardous material is not allowed in evacuation routes or in public access areas.

Maintenance and Preservation of Safety Conditions

Rules to be followed:

- All areas of the building must be kept clean and organized, including all vertical evacuation routes (stairs) and corridors that lead the occupants to exits;
- All equipment and technical facilities must be maintained in good working order;
- When installing equipment, decoration or stands, confirm that they don’t obstruct the access to any fire protection equipment (fire extinguishers or fire hydrants) and that all evacuation routes are unobstructed or affected;
- Do not use improvised electrical installations without authorization of the AMTC maintenance and security staff.
- Do not perform any fire related actions, or production with naked flames, without removing any nearby flammable material and without prior authorization of the intervention coordinator;
- Do not perform any fire related actions, or production with naked flames, without removing any nearby flammable material and without prior authorization of the intervention coordinator.

Evacuation of occupied areas

Rules to be followed:

- The event promoters/ organizers (temporary tenants) and their collaborators must ensure full and orderly evacuation of the occupied areas, using the following procedures:
- As soon as an evacuation process is communicated or the evacuation alarm sounds, the event promoters/ organizers should:
  - If near to an exit, clear the evacuation routes if there are any obstacles;
  - Open the exit doors to the outside;
  - Do not allow anyone to access areas where any type of function will be performed;
  - Lead occupants to the exit, indicating the shortest routes;
  - Comfort people, acting firmly to ensure a prompt and orderly evacuation;
  - Assist occupants while crossing any possible obstacles;
Help disabled or injured people during the evacuation;
Do not allow anyone to turn back;
Lead occupants to the closest meeting points (see Figure 1 on the next page);
Look through all areas, to confirm that nobody is left behind;
Event promoters/organizers should notify the intervention coordinator as soon as the rented spaces are evacuated.
Once the evacuation is complete, go to the nearest meeting point. If you must leave the area, close all doors and windows.

**Figure 1. Evacuation Plan**

![Evacuation Plan Diagram]
18th Annual meeting of the European Venous Forum
Archive Room, Alfândega Porto Congress Centre, Porto, Portugal
29 June – 1 July 2017

Stand Equipment Booking Form – Additional Requirements

Company: ........................................................................................................................................

Contact Name: .................................................................................................................................

Address: ........................................................................................................................................

.................................................................................................................. Country: .........................

Telephone (including country and city town code):
....................................................................................................................................................... 

Email: .............................................................................................................................................

I wish to order the following at the Exhibition at the 18th annual meeting of the EVF in Porto, Portugal, 29 June-1 July 2017.

Stand No: ....... (See exhibition plan – page 9)

Electrical equipment

Please indicate requirements:
  o Electrical socket (supplied free of charge)
  o Spotlight
  o Other ......................
  o Furniture: Please indicate type .........................
  o Catering
  o Booth builder
  o Other: Please state: ................................................

Please return by latest: 02 June 2017

to Dawn Bond: exhibition@europeanvenousforum.org  |  Fax: +44 (0)20 8575 7044