

MADRID  
2014

ESMO

congress

## EXHIBITORS' MANUAL

# ESMO 2014

Madrid  
Spain

**26-30 SEPTEMBER 2014**

### IMPORTANT DEADLINES

07 May 2014	Abstract submission and travel grant applications
18 June 2014	Early registration
23 July 2014	Group registration, participant names to be given
20 August 2014	Late-breaking abstract submission
20 August 2014	Late registration

Organiser

**ESMO** GOOD SCIENCE  
BETTER MEDICINE  
BEST PRACTICE

European Society for Medical Oncology

## TABLE OF CONTENTS

Letter of Acknowledgment .....	2
Congress Venue .....	3
Important Addresses.....	4
Time Schedule.....	6
Exhibitor Registration / Labour Badges.....	8
Company Description .....	9
Venue Specifications .....	10
Stand Building Rules .....	11
Liability/Insurance.....	14
Venue Rules and Regulations.....	15
ESMO Trade Exhibition Policy .....	20
General Conditions for Participation in the Exhibition.....	22
Electricity (excerpt IFEMA rules and regulation).....	23a
Order Forms .....	24
Conditions of Payment and for Orders.....	24
Invoice data Sheet.....	25
AV/IT .....	26
Cleaning.....	27
Electricity.....	28
Flowers & Plants .....	31
Hostesses .....	33
Internet Connection.....	34
Rental Furniture .....	37
Rental Modular Booth.....	42
Rental Stand Material, Carpet & Flooring .....	44
Security Service .....	45
Set-up - Overtime.....	46
Water Connection .....	47
Technical exhibition layout .....	48

**Attachments:**

- **Freight forwarder - Fairexx**
  - Shipping Manual – Fairexx
  - Shipping & Handling Tariff – Fairexx
  - Time Slot request - Fairexx
  - Quote request - Fairexx
- **IFEMA important documents**
  - Safety rules
  - Workplace risk prevention (equipment)
  - Workplace risk prevention (machines)
  - Workplace risk prevention (vehicles)
  - Form “prevention of labour risks
  - Form “request head or flame producing woks”
  - Emergency and evacuation plan
- **Lead System/Badge Scanner (Webges)**

**LETTER OF ACKNOWLEDGEMENT**

No orders for services will be processed until this document has been returned!

\_\_\_\_\_  
Please print your **FIRST and LAST NAME** here

representing \_\_\_\_\_

Please print your **COMPANY NAME** here

by my signature below hereby certify that:

- I have completely read the 39<sup>th</sup> ESMO Exhibitors' Manual.
- I understand all rules and regulations as outlined in the 39<sup>th</sup> ESMO Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the 39<sup>th</sup> ESMO Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws, and ESMO/MAW bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

If applicable, please let us know the names of your stand building company and agency authorized to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities (booth, hospitality suite, exhibitor registration). Thank you for your cooperation.

**Stand building Company**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_

**Agency**

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_

Please return this document to MAW by e-mail [esmo2014@media.co.at](mailto:esmo2014@media.co.at) or by fax +43/1/5356016

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Signature and Stamp

2

## 1) CONGRESS VENUE

### 1.1. VENUE ADDRESS

**IFEMA Feria de Madrid**  
Feria de Madrid  
Avda. del Partenón, 5  
28042 Madrid / España  
Web: [www.ifema.es](http://www.ifema.es)

### 1.2. DELIVERY ADDRESS

**Fairground Address / full Trailer Loads:**  
FAIREXX LOGISTICS GMBH  
c/o IFMEA MADRID  
Cargo Acceso ESTE / Cargo access EAST  
Calle via Dublin  
28042 Madrid / Spain

Notify: ESMO 2014 / Exhibitors Name / Hall / Stand Number

***For deliveries / shipments, parcels with courier service or freight forwarder (Groupage shipments) / Warehouse Address:***

FAIREXX LOGISTICS GMBH  
c/o Transferex S.A.  
Pabellon de Servicios  
Parque Ferial Juan Carlos I  
28042 Madrid / Spain

Notify: ESMO 2014 / Exhibitors Name / Hall / Stand Number

**Please note:** All vehicles for direct-delivery/pick up on set up/dismantling have to be registered – please submit the completed “TIMESLOT REQUEST FORM” to FAIREXX – this is obligatory!!

For all detailed information regarding shipments, tariff information etc. please refer to the shipping manual.

**Please note: For in-house transport costs will be applied.**



## 2) IMPORTANT ADDRESSES

### 2.1. EXHIBITION MANAGEMENT, Exhibitor Registration (exhibitor badges only) & Hospitality Suites

MAW (Medizinische Ausstellungs- und Werbegesellschaft)  
International Exhibitions & Advertising  
Freyung 6, 1010 Vienna / Austria

**Ms. Andrea Etz** – ext. 42 (general planning, logistics)  
**Ms. Katrin Doppler** – ext. 76 (general planning, logistics, exhibitor registration)  
**Ms. Veronica Näslund** – ext. 72 (administration of additional orders)

Tel.: +43 (0) 1 536 63 + direct exts.  
Fax: +43 (0) 1 535 60 16  
E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

As of Wednesday, September 24, 2014 the Exhibition Service Desk at IFEMA Madrid (located in Hall 8) will be open, and from this time on you can reach us at our mobile phone numbers:

Mobile Andrea Etz: +43 (0) 664 46 30 448  
Mobile Veronica Näslund +43 (0) 664 916 84 20

### 2.2. CONGRESS MANAGEMENT

ESMO Head Office  
Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland  
Tel.: +41 (0) 91 973 19 00  
Fax: +41 (0) 91 973 19 18  
Web: [www.esmo.org/conferences/ESMO-2014-congress](http://www.esmo.org/conferences/ESMO-2014-congress)

#### ESMO Events Sponsorship Department

Sponsorship, Industry Satellite symposia and advertising

Nikolaj Tomma [nikolaj.tomma@esmo.org](mailto:nikolaj.tomma@esmo.org) +41 (0) 91 973 19 90  
Fabiana Zanotta [fabiana.zanotta@esmo.org](mailto:fabiana.zanotta@esmo.org) +41 (0) 91 973 19 40

#### Congress Coordination

Including logistical aspects for satellite symposia and private meetings

Alessia Mora [alessia.mora@esmo.org](mailto:alessia.mora@esmo.org) +41 (0) 91 973 19 17  
Chantal Cornu [chantal.cornu@esmo.org](mailto:chantal.cornu@esmo.org) +41 (0) 91 973 19 94  
Valentina Allevato [valentina.allevato@esmo.org](mailto:valentina.allevato@esmo.org) +41 (0) 91 973 19 26

#### Registration Management

Nicole Bullo [nicole.bullo@esmo.org](mailto:nicole.bullo@esmo.org) +41 (0) 91 973 19 39

#### Scientific Programme Management

Kate Kronig [kate.kronig@esmo.org](mailto:kate.kronig@esmo.org) +41 (0) 91 973 19 19  
Sara Fontanella [sara.fontanella@esmo.org](mailto:sara.fontanella@esmo.org) +41 (0) 91 973 19 16

#### Media Relations

Vanessa Pavinato [vanessa.pavinato@esmo.org](mailto:vanessa.pavinato@esmo.org) +41 (0) 91 973 19 07

**2.3. ACCOMMODATION, OPTIONAL TOURS**

Barceló Congressos  
Pl. Europa 17-19, 1a plta.  
08908 L'Hospitalet de Llobregat (Barcelona), Spain  
Tel.: +34 93 8823878  
E-mail: [esmo2014@barcelocongresos.com](mailto:esmo2014@barcelocongresos.com)

**2.4. INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENT**

FAIREXX – Logistics for exhibitions GmbH  
Marienstrasse 28  
12207 Berlin, Germany

**Mr. Marco Junghans**  
**Mr. Stefan Grunwaldt**

Tel.: +49 (0) 30 44 03 47 ext. 12 or 13  
Fax: +49 (0) 30 44 03 47 79  
e-mail: [marco.junghans@fairexx.com](mailto:marco.junghans@fairexx.com); [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)

**2.5. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & HOSPITALITY SUITES**

Vilaplana Catering Ifema  
Eurest Servicios FERIALES  
Recinto Ferial Juan Carlos I  
Avda. Del Partenón 5 – Pabellones Complementarios  
28042 Madrid, Spain  
Tel.: +34 91 722 5400 or +34 91 722 5214  
e-mail: [pedidostand@eurest.es](mailto:pedidostand@eurest.es)

**Ms. Loreto Sanchez**

**2.6. LEAD SYSTEM / BADGE SCANNER**

Webges  
Nussdorferstrasse 20/22, 1090 Vienna, Austria  
**Ms. Tamara Dworschak**  
Tel.: +43 (0) 1 319 69 99  
Fax: +43 (0) 1 319 69 99 33  
e-mail: [tamara.dworschak@webges.com](mailto:tamara.dworschak@webges.com) and [leadssystem@webges.com](mailto:leadssystem@webges.com)

### 3) TIME SCHEDULE

#### 3.1. EXHIBITION – Exhibition Hall 8

##### SET-UP

Wednesday, Sept. 24	08.00 – 22.00 <b>(08.00 – 15.00 only for exhibitors over 100 sqm exhibition space)</b>
Thursday, Sept. 25	08.00 – 22.00
Friday, Sept. 26	08:00 – 19.00 <b>ATTENTION! Please note all crates need to be out on Friday by 17.00 at the latest and set up needs to be finished by 19.00 !!</b> <b>NO OVERTIME POSSIBLE ON FRIDAY</b>

##### EXHIBITION HOURS

Saturday, Sept. 27	08.30 – 17.00
Sunday, Sept. 28	08.30 – 17.00
Monday, Sept. 29	08.30 – 17.00

**Access times for Exhibitors:** Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

##### DISMANTLING

Monday, Sept. 29	18.00 – 21.00 – <b>just limited dismantling for shell scheme, dismantling of folding stands etc.</b> <b>No crates can be brought in on Monday evening.</b>
Tuesday, Sept. 30	08:30 – 21:00
Wednesday, Oct. 1	08:30 – 21:00

#### 3.2. HOSPITALITY SUITES

##### SET-UP

Thursday, Sept. 25	08:30 – 20:00
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##### OPERATION HOURS

Friday, Sept. 26	08.30 – 20.00
Saturday, Sept. 27	07.30 – 20.00
Sunday, Sept. 28	07.30 – 20.00
Monday, Sept. 29	07.30 – 20.00
Tuesday, Sept. 30	07.30 – 13.00

##### DISMANTLING

Tuesday, Sept. 30	13.30 – 21.00
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#### 3.3. EXHIBITION SERVICE DESK – opening hours

Wednesday, Sept. 24 to Friday, Sept 26	08.00 – 20.00
Saturday, Sept 27 to Monday, Sept. 29	08.00 – 18.00
Tuesday, Sept. 30	08.00 – 20.00
Wednesday, Oct. 1	08.00 – 15.00

### **3.4. EXHIBITION REGISTRATION – opening hours**

Thursday, Sept. 25	10.00 – 18.00
Friday, Sept. 26	08.00 – 18.00
Saturday, Sept 27 to Monday, Sept. 29	08.00 – 16.30
Tuesday, Sept. 30	08.00 – 12.00

### **3.5. OPENING SESSION AND WELCOME RECEPTION**

All participants attending the Congress are welcome to attend the official Opening session on Friday, September 26 from 12:00 – 13:30, in Hall Madrid of the Congress Center, followed by a welcome reception.



## 4) EXHIBITOR REGISTRATION / Congress Registration

### 4.1. EXHIBITOR BADGES

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of “exhibitor” badges free of charge. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

To order your exhibitor badges and register your staff, please access the restricted area “preparatory information for exhibitors” in the section “Exhibition”, on ESMO website, using your e-mail address and personalized password that will be sent to you by e-mail in due time. All further instructions will be available online. Please follow the steps carefully.

Online name entries, changes and additions will be possible until September 18, 2014. After this deadline the online “exhibitors only”-section will be closed and no further changes will be possible.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry). A small/limited number of “no-name” badges, showing only the company name and the country, can be requested. The information about the number of no name badges will be sent by e-mail together with the password.

Exhibitor badges are distributed onsite only at the Exhibition Service Desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, but distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!!**

**No reprints of badges or exceptions for entry will be made!**

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates.** To register fully to the Congress, please visit the registration section:

<http://www.esmo.org/Conferences/ESMO-2014-Congress/Registration>

### 4.2. LABOUR BADGES

**Labour badges must be worn at all times during set-up and dismantling** for security reasons.

An unlimited number of labour badges will be available free of charge on-site.

Upon arrival for set-up, the head of the set-up crew must present himself at the exhibition service counter to pick up the labour badges and hand it out to his crew.

## 5) SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor's company/society profiles on the ESMO website:  
<http://www.esmo.org/Conferences/ESMO-2014-Congress>, in the "Exhibition" section.

All Exhibitors are kindly invited to send to [fulvio.santimaria@esmo.org](mailto:fulvio.santimaria@esmo.org) the company details by 10 July 2014, as follow:

- company name to be listed online and in the program book.
- company description (max 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the congress program book

## 6) VENUE SPECIFICATIONS

### 7.1. VENUE SPECIFICATIONS / HALL INFORMATION

Hall 8 – Exhibition Hall

Hall height: 10.00 – 14.00 m

Max. Standbuilding height: 4.5m (\*\*)

Maximum floor load: 15,000 kg – **ATTENTION:** there is a limitation and no heavy loads are possible on the utility ducts.

If you use a raised floor there is no problem as the weight will be distributed, but if there will used carpet only, please check the positions of the utility ducts and don't place heavy equipment there. For any assistance please contact MAW.

\*\* Max. standbuilding heights only with approval of the exhibition management / MAW.

#### **Flooring:**

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor are allowed.

#### **Floor ducts:**

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the Exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

## 7) STANDBUILDING RULES

### 7.1. STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW or IFEMA take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

#### 7.1.1. GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MAW and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of the exhibition management. ESMO and the exhibition management (MAW) reserve the right to stop such activities on the booth immediately, if they are blocking passage ways around the booth area.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

#### 7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50m\*

Maximum Stand building height: 4.50m

\* Construction higher than 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by the ESMO Exhibition Management MAW

#### 7.1.3. SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.** The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside.

#### 7.1.4. SUSPENSION FROM THE CEILING

**No part of any exhibit may be suspended from the ceiling** or attached to any part of the building

#### 7.1.5. SUBMISSION OF CONSTRUCTION PLANS

Please provide the following documents via e-mail as pdf-file

- stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view
- plan showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)
- installation diagrams (electricity, water etc.)

Depending on the stand design and structure you might be asked to submit static calculations.

**Deadline for submission: August 1, 2014**

### 7.1.6. TYPE OF STAND / SPACE

- **Row stand**

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Exceptions are only possible when coordinated and approved by the Exhibition Management.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

- **Corner of Row stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors.

Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Exceptions are only possible when coordinated and approved by the Exhibition Management.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides.

At the 3 open sides, any solid walls are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.

Therefore construction plans for approval are required as soon as possible.

The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform/raised floor).

Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Exceptions are only possible when coordinated and approved by the Exhibition Management.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides.

At the 4 open sides, any solid walls are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.



### 7.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organizers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- The Exhibition Management reserves the right to issue further instructions concerning the design of stands.

### 7.1.8. FIRE CERTIFICATES

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.

Depending on how they are used, the materials must respond to the follow reaction to fire classes:

Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings

Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products.

**Please bring the appropriate certificates on site for all the materials you use.**

### 7.1.8. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

The following regulations are essential to reduce the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by the Exhibition Management before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

## 8) LIABILITY / INSURANCE

### 8.1. Liability

Neither ESMO, MAW nor IFEMA, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO, MAW or IFEMA, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or IFEMA and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO, MAW nor IFEMA shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO, MAW nor IFEMA maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ESMO congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, Spanish and European law, where applicable.

### 8.2. Insurance

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

## 9) VENUE RULES AND REGULATIONS - IFEMA

### 9.1. Use of machinery and tools during the event and exhibition

All machinery and tools must have the CE type approval and be identified with the corresponding marking. All machinery and tools must be equipped with emergency stop mechanisms to enable them to be stopped in a safe manner.

Everyone who has to use machinery or tools must have received the appropriate training and information on the risk that come with using it.

Dangerous areas with machinery or tools must be marked with warnings and signs. Every part of a machine or a tool that poses danger of trapping, cutting, abrasion or projection must be equipped with safeguards or protection mechanisms.

Exhibitors must never bypass or build a bridge circuit in any safety mechanism that a machine or tool has, nor should they remove the protection or safeguards.

### 9.2. Laser use during the Fair

All activities carried out with Lasers can pose a risk, not only to the user, but also for other people, even if they are at a considerable distance. For this reason, all procedures which require the use of any kind of laser can only be carried out in clearly marked spaces, which must be completely closed and demarcated, with restricted access only for authorised personnel. All laser devices used must be accompanied by their corresponding authorisation and type-approval certification from the manufacturer.

### 9.3. Maximum sound level

Noisy demonstrations which might be a nuisance to third parties are prohibited on the fair site.

Inside the hall, or convention centre, the volume level must not disturb the neighbours – the exhibition management (MAW) reserves the right to ask exhibitors to discontinue any such activity.

If there is a nuisance to third parties due to exceeding noise level, MAW will require the exhibitor to reduce the volume.

With regard to the loudspeaker service, it will be available on the last day of set-up, throughout the staging of the show and during the first day of dismantling the show. The loudspeaker will only be used for security and institutional announcements, and at no point can it be used to transmit personalised messages for exhibitors or their collaborating companies.

### 9.3. Catering, food and drink

9.3.1.- All matters relating to catering, cafeterias and serving cocktails and drinks at stands, are the responsibility of the company holding the catering services concessions at Feria de Madrid (catering contact please refer to paragraph 2.5.)

9.3.2.- If Exhibitors who plan to offer catering at their stands have to handle this with the official catering company chosen by ESMO (catering contact please refer to paragraph 2.5.). Exhibitors may bring their own coffee machines and e.g. "cookies", but no other food. If exhibitors offer food or drink, on the stands this should be free of charge to the visitors.

9.3.3.- The direct sale of food or drink to be taken away from Feria de Madrid is not allowed.

## 9.4. Workplace safety regulations – coordination of business activities

### 9.4.1. General information

Ensuring the health and safety of all the people who provide their services at Feria de Madrid is one of IFEMA's goals.

For this purpose and in compliance with article 24 of the Occupational Risk Prevention Act on the Coordination of Business Activities, and with Royal Decree 171/2004 which develops it, IFEMA, as proprietor of the work centre, is obliged to inform the rest of the participating business people on the risks that the work centre has that could affect the activities carried out by them, the measures set up to prevent them and the emergency and evacuation measures which must be applied.

In accordance with these regulations, all physical and legal persons that, for any reason, carry out work at Feria de Madrid (service providers hired by IFEMA, exhibitors, the organisers of fairs or events and the contractors, subcontractors or personnel dependent on any one of them, whatever their activity, working situation or professional connection may be) are obliged to know, comply with and take into account the information provided by IFEMA in the preventive planning of activities that may take place at Feria de Madrid.

The information provided by IFEMA can be complemented by other specific regulations that could be applied when, due to the nature of the determined activities to be carried out, it is considered necessary for general safety.

This decision is the responsibility of IFEMA, in joint agreement, where appropriate, with the companies that may take part in the work. Similarly, the other specific technical regulations contained in these Regulations will be additional to the general regulations for risk prevention, insofar as their compliance is intended to ensure the safety of people and premises.

In addition, all participating companies are responsible for complying with and obliging their contractors, subcontractors and/or freelancers to comply with the legislation on occupational risk prevention which is applicable to activities carried out by them, including the information and instructions provided by IFEMA which are outlined in the General Participation Regulations.

For this reason, before the start of the stand assembly work, all companies carrying out work in the contracted space on behalf of the Exhibitor must fill in, sign and present to IFEMA the "**Prevention of Labour Risks and Business Activity Coordination**" (form attached to the manual) and send it to the e-mail address mentioned on the form. Assembly cannot begin until this Protocol is filled in and sent.

Additionally, if exhibitor or assembly companies should need to carry out metal cutting, soldering and/or use equipment producing heat or flame, they must fill in the "**Authorisation Request for Heat or Flame-producing Works**" (form attached to the manual) and send it to the e-mail address on the form.

## 9.5. Safety regulations: security surveillance at the Feria De Madrid

### 9.5.1. Security and emergencies at Feria de Madrid

Throughout the fair period, IFEMA provides general surveillance of the fairgrounds, as a measure to deter, prevent, control access, public order and safety against fires.

IFEMA's Security Management is in charge of managing and leading situations of emergency (medical, fire, threats of any kind and natural disasters), as well as activating the Feria de Madrid Emergency, Self-Protection and Evacuation Plan.

In these situations, the Organisers, Exhibitors, their contractors and/or subcontractors and personnel under them are subject to the Feria de Madrid Emergency, Self-Protection and Evacuation Plan, following the directives of IFEMA Security Management, which will always act in co-ordination and collaboration with, and under the authority of, the State Law Enforcement Agencies.

The Organiser, Exhibitor, their contractors and/or subcontractors and staff under them, are obliged to comply with the existing legislation on public order.

### **9.5.2. Non-occupation of aisles. Packaging**

Aisles, as escape routes, must remain, at all times, passable, including during set-up and dismantling periods. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely free. The cleaning services of Feria de Madrid will remove any object deposited in these areas, with the exhibitor having no right to claim for damages.

While the Show is taking place, no samples, packaging or items in general can be left in the aisles and other communal areas. There is a service for collecting, storing and delivering goods and packages, provided by IFEMA's partner company for this service, in accordance with the existing rates.

### **9.5.3. Fixed and mobile installations**

The visibility and accessibility of the fire protection material and facilities will be respected at all times: Fixed Fire Hydrants (BIE), floor hydrants, extinguishers, alarms, water extinguishers, emergency exits, etc. even when they are included within the contracted space, as well as entrances to technical and service areas.

### **9.5.4. Fire prevention**

The materials used for the different fair installations and constructions (stands, marquees, etc.) must comply with regulations, particularly with regard to the fire resistance of material. The material used for flooring will be EFL, and that used in the construction of walls and ceilings will be C-s2,d0; suspended textile elements, such as curtains or drapes will be class 1, in accordance with the regulation UNE-EN 13773:2003. Likewise, elements of decoration will have to comply with the same characteristics as those used in construction, with the use of any material or product that is easily combustible being forbidden, such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves, etc. Likewise, in order to be able to carry out work, demonstrations or decoration with an open flame, Exhibitors will have to request the corresponding permission from IFEMA's Fair Services Management. Compliance with the regulations may be inspected by the relevant official bodies, and by IFEMA Fair Services staff.

## **9.6. Conditions for the assembly and installation of the spaces**

### **9.6.1. Vehicle access, loading and unloading of goods during set-up and dismantling periods**

Feria de Madrid and the inside of the pavilions will be accessed by the doors, on the days and at the times that are stated in each case. The inside of pavilions will only be accessed to unload materials. Vehicles will not be able to park inside pavilions or in the adjacent areas. IFEMA takes no responsibility for the surveillance of vehicles while they are on the grounds of Feria de Madrid. There is a car park for trucks and another for private cars, which can be used by paying, where appropriate, the corresponding rates.

### **9.7. Assembly regulations**

Stands that are built on top of wooden flooring, when this has a height of more than 19 mm, must have at least one disabled access ramp that is at least 1.20 m wide.

### **9.8. Prohibited activities**

#### **It is prohibited throughout the site**

- a) To affect the facilities of Feria de Madrid, or any of its structural elements.
- b) To spray paint inside the Feria de Madrid onto objects of any kind.
- c) To deposit or display material that is dangerous, inflammable, explosive and dangerous to health, which gives off unpleasant smells and that could inconvenience other Exhibitors or visitors to the fair.



- d) To make holes in the flooring or stick fitted carpet or construction elements to it with rubber adhesive or similar products. Such elements must be fixed with two-sided adhesive tape, or stuck to the wooden flooring requested by the Exhibitor for such a purpose, or using any other means, provided it is independent of the flooring. Exhibitors will not be allowed to paint, fit rawlplugs or cable chases of any type.
- e) To perforate, fix with nails or drills or attach any kind of fixture to the walls of the facilities. Nor is it permitted to paint, fit wall plugs or cable chases of any type.
- f) To use balloons inflated with light gases as decoration for stands. They can be used, after consultation with IFEMA Fair Services Management, when they are attached to a structural element of the stand or filled with innocuous heavy gases which prevent them from rising.
- g) To assemble structures in the areas defined as aisles for the fair.
- h) To aim spotlights outside the stand.
- i) To use of the hall utility ducts to pass cables or any other type of installation, except for coaxial cables for TV reception.
- j) To install antennas in outdoor areas or on hall roofs. Should exhibitors need to install an element of this kind, they must seek the corresponding permission, undertaking, in writing, to dismantle the elements once the show is over.

The costs of repairing any damage caused when setting up, installing or taking down stands will be at the expense of the Exhibitor and/or their decorator.

#### **9.9. Utilities provided through utility ducts/channels**

IFEMA may use the service ducts/housing situated inside a stand in order to provide service to adjacent stands where necessary.

For the correct installation of utilities, the plan must be sent to the exhibition management / MAW (deadline please refer to the order from).

Should the plan not be sent, IFEMA will situate the services following its own criteria. In the event the Exhibitor wishes to change these criteria, IFEMA will not guarantee the provision of the service and, should it do so, it will bill the Exhibitor for the cancellation of this service or for the transfer rate, as appropriate, and for new services.

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the Exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

Connection to IFEMA's network will always be carried out under the supervision of personnel from IFEMA's Technical Services and Maintenance Department.

#### **9.10. Water and drainage**

The general supply points for water, drainage will be provided by IFEMA. Supply points of water have a diameter of ½ inch, and drainage points have a diameter of 1 ½ inches, all of which have a female thread. The installation of any other element in the stand (washbasin, sink, connection, etc.) must be contracted independently.

Connection to IFEMA's network will always be carried out under the supervision of personnel from IFEMA's Technical Services and Maintenance Department.

### 9.10. Regulations for gas installations and other elements using fuels

In the exhibition area, it is not permitted to emit vapours or gases that are inflammable, toxic or generally unpleasant, and which represent a danger to health and/or an inconvenience to the visiting public. Exhaust gases and vapours must be pumped outdoors from the exhibition areas through piping approved in accordance with existing regulations and after receiving authorisation for installation from IFEMA's Technical Services and Maintenance Department. The only exceptions to the abovementioned requirement are devices that use gaseous fuels which are non-directed open-circuit run-off devices (type A devices), according to the provisions set out in Royal Decree 919/2006 of 28 July, approving the Technical Regulations on the Distribution and Use of Gaseous Fuels and their Complementary Instructions ICG 01 to IGC 11.

### 9.11. Regulations for installing Wi-Fi

Please refer to the respective order form for rules and regulations

### 9.12. Removal of waste and assembly and display materials

Exhibitors, in the case of their stands, as well as the companies contracted and/or subcontracted to assemble or dismantle stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used, in the periods of time allocated to do so. Should installations not be dismantled within the set time limit, the exhibitor will pay the exhibition management/MAW the cost of providing this service.

After the established times set for removing goods and decorative materials and for dismantling the installations used in the stands, all the materials remaining in the spaces ceded to the Organiser and occupied by Exhibitors, if any, will be considered waste materials and will be removed by IFEMA, the Exhibitors, if any, forfeiting all rights to claim for damage or loss, and all costs relating to their removal being payable by the Exhibitor.

### 9.13. Regulations for carrying out electrical installations

The safety of all electrical installations and the used materials on the exhibition stand carried out by the exhibitor and his stand building company is the sole responsibility of the exhibitor and his stand building company.

For information please refer to pages 23a, 23b, 23c and the order form and information sheet "electricity – important information".

### 9.14. Emergency signs and lighting

The buildings will have emergency lighting, which in the case of a failure in the normal lighting, will supply enough light for users to leave the building, to avoid panic and enable the signs to exits and protective or emergency equipment to be seen.

## 10) ESMO 2014 Exhibition Rules

The complete ESMO 2014 Industry Guidelines will be available on:  
<http://www.esmo.org/Conferences/ESMO-2014-Congress>.

### 1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organisers supporting those products or services for their sole promotion at the ESMO Congress. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Spain.

### 2. Duration of the exhibition

The exhibition will be open from Saturday, 27 September to Monday, 29 September 2014.

### 3. Concomitant activities

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO Congress educational and scientific programme are subject to ESMO approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to ESMO (congress@esmo.org) at least 6 weeks prior to the event.

### 4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2014 on invitations and promotional documents related to the approved Satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department (sponsorevents@esmo.org) will provide the ESMO 2014 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 5. Exhibition promotion

#### 5.1 General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence.

#### 5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined within the company's assigned exhibition space or hospitality suite and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.

#### 5.3 Congress bag inserts

The Congress Bag Insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official ESMO 2014 Congress Bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the Congress Bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly followed. ESMO bears no responsibility for the non-inclusion of leaflets in the Congress Bags if the shipping instructions and deadline were not respected. Consult the ESMO 2014 Industry Prospectus for more information on this sponsorship opportunity.

#### 5.4. Advertisements:

Advertisement of the exhibit is possible in the ESMO 2014 Programme Book and ESMO 2014 Congress Daily Newspaper. All advertisements for these publications are subject to approval by the ESMO Marketing Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Marketing Department and it is under the responsibility of the sponsoring company, to comply with Spanish and European laws, where applicable. Consult the ESMO 2014 Industry Prospectus for more information on the opportunities available.

#### 5.5. Promotion at Congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the ESMO 2014 Industry Guidelines.

#### 5.6. Other promotional activities:

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

### 6. Exhibitor/Visitor badge

The exhibitor (no limit, no fee) and the visitor badges (EUR 60, 20% VAT included) do not authorise entrance to the official Congress sessions.

### 7. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorised persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

### 8. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

### 9. Admission Rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms.

Only fully registered ESMO 2014 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall.

Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules.

Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the ESMO 2014 Industry Guidelines and will affect the future conference attendance of the company in question.

**10. Surveys**

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

**11. Press badges**

Representatives of communication agencies with media credentials will be assigned a Press badge at no charge. The Press badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates for purposes other than bona fide journalistic coverage of the event.

**12. Booth restrictions**

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2014 EXHIBITOR MANUAL. Any aspect that is not covered in the ESMO 2014 EXHIBITOR MANUAL is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

**13. Management of the booth**

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the Exhibition Management Company. Relating costs will be borne by the exhibiting company.

**14. Audio and visual activities**

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO 2014 EXHIBITOR MANUAL.

**15. Catering**

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer at the IFEMA.

**16. Social functions/activities**

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed. The Opening ceremony and Welcome reception will take place in the congress centre on Friday, 26 September 2014 from 13:30 to 14:00. ESMO does not authorise that

the participants are offered any corporate organised event on Friday, 26 September 2014 before the end of the Opening ceremony (13:30 hours). Companies hosting corporate functions after 20:00 must ensure that participants are transferred directly from the congress venue to their event location. Companies must also advise the number of guests they expect to join the corporate function.

**17. Hospitality suites**

Hospitality suites are available and their rental is offered to exhibitors only. Hospitality suites may be rented in the congress venue if at least 40 sqm of exhibition space has been booked and paid for by the company. The organisation of activities which are not classifiable as purely promotional (press conferences, educational activities, surveys etc) are subject to ESMO approval. ESMO will not allow any official hospitality suites or anything similar in places other than the congress venue from the Thursday preceding the Congress up to and including the Wednesday after the Congress. For further information on the rental, please contact the Exhibition Management Company.

**18. Giveaways**

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. It is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice.

**19. Postponement or Abandonment**

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO 2014 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

**20. Security and Insurance**

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

**21. The ESMO Congress is a non-smoking event.**

22. Any **infraction(s)** to our ESMO 2014 Exhibition Rules will follow the procedure outlined in the Terms and Conditions that are included in the ESMO 2014 EXHIBITOR MANUAL as well as stated on page 17.

**23. Final Clause**

In cases not covered by the regulations in the ESMO 2014 Exhibition Rules, the Organisers' interpretation shall be final.



## 11) CONDITIONS FOR PARTICIPATION IN THE EXHIBITION

**1. Contract – Exhibition dates:** Mailing or delivering the Application Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when the Exhibition Management sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The Application Form must be filled in, signed with a legally competent signature and delivered to the Exhibition Management on time. Exhibition space allocation is made according to the ESMO sponsors priority list and the sponsorship point system and then according to date of application and booth size. The requested floor space may be reduced by the Exhibition Management, if necessary. The Exhibition Management has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length of time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby.

**2. Purpose of the exhibition – Advertising:** The stands may be used only for exhibiting and advertising the exhibitor's own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. For the presentation of advertising lectures, advertising films, slide projection, for the distribution of samples, drinks or foodstuffs it is necessary to obtain written permission from the Exhibition Management. Companies which are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

**3. Setting up stands – Maintenance of stands:** Before setting up their stands, exhibitors must contact the Exhibition Management and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.50 (2 and a half) metres high; for any variation from this norm (2.50 metres) specific permission must be obtained from the Exhibition Management as soon as possible, at the latest by July 16, 2012. For any changes in the size or structure of the floor space, or for any changes to the rented objects, specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management. The Exhibition Management reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the Exhibition Management with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands. Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.



**4. Electrical Installations – Power consumption:** The Exhibition Management arranges for the installation of a ring main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. The Exhibition Management however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. The costs incurred for the installation of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by the Exhibition Management.

**5. Subleasing – Access permission:** Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Exhibition Management reserves the right to enter any stand at any time.

**6. Dismantling of stands:** The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area cleared and the floor cleaned. Stored materials, empty containers and packing materials must be disposed of. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind, become the property of the Exhibition Management and no reimbursement will be made for such items. The Exhibition Management can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by the Exhibition Management is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by the Exhibition Management at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the Exhibition Management in such removals of abandoned exhibits.

**7. Liability:** The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases. The Exhibition Management recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Exhibition Management is not liable for personal or property damage.

**8. Payments – Breach of contract:** The given dimensions of floor space, stands and rented items are approximate. The Exhibition Management reserves the right to change the dimensions in order to use the available exhibition area most efficiently. Prices charged are based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitor must bear the cost of any special installations.

Please refer to the Rates and Financial Terms (deposits and due dates and well as cancellation terms) contained in this brochure.

**9. Final stipulations:** Any company which disobeys the directives of the Exhibition Management can be excluded immediately from the exhibition by the Exhibition Management. Such companies are liable for the whole rental sum, and for all incidental expenses including the legal value added tax. In cases in which the Exhibition Management is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of the Exhibition Management. The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation it is agreed to by the exhibitor that the competency of the duly authorised court in Vienna, Austria is recognised. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be used.

**10.** The applying exhibitor fully accepts these conditions and the full regulations that will be part of the Exhibitors Manual.

## 12.- ANNEX REGULATIONS FOR CARRYING OUT ELECTRICAL INSTALLATIONS Excerpt – IFEMA General Rules for Exhibitors

### 12.1. General items

All installation work will be carried out in accordance with the requirements demanded in the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Complementary Technical Instructions and any other internal provision set by the General Directorate of Industries, Energy and Mines of the Madrid Regional Government.

All electrical installations carried out on the fair site must be submitted for approval by IFEMA's Technical Services and Maintenance Department.

For this purpose the **Electrical Inspection Sheet**, which can be obtained at the fair site, must be filled in and presented to the IFEMA Electrical Inspection Service .

Three possibilities are envisaged, depending on the type of fair, the elements comprising the installation and the power requested.

#### 12.1.1 Events of all kinds

12.1.1.1. In this case, and as established in section 3 of the ITC-BT-04, if the events are of a temporary nature and will be held in open areas, the Design Specifications (MTD) must be presented, with the data specified in the ITCBT-04 section 2.2., and in Order 9344/2003 of 1 October of the Regional Minister for the Economy and Technological Innovation, as long as the requested power is less than 50 kw. Before the installation starts up, the authorised installer must present the Installation Certificate and Design Specifications to an authorised Industrial Inspection and Monitoring body. Once the copies of the Installation Certificate have been processed, one of them must be given to the IFEMA Technical and Maintenance Department so that the definitive electricity supply can be provided for the installation.

12.1.1.1 As in the above section, but if the power of the installation is 50 KW or over a plan for the installation must also be drawn up and signed by a qualified technician who will be directly responsible for its adherence to regulations. Before the installation starts up, the authorised installer must present the Installation Certificate, the corresponding plan and the documentation required by Order 9344/2003 of 1 October of the Regional Minister for the Economy and Technological Innovation, to an authorised Industrial Inspection and Monitoring body. Once the copies of the Installation Certificate have been processed, one of them must be given to the IFEMA Technical and Maintenance Department so that the definitive electricity supply can be provided for the installation.

### 12.2. Electricity supply

All electrical energy powering the stands will be supplied by IFEMA, The characteristics of the supply are 400 V phase-to-phase and 230 V phase-to-phase and neutral.

It is not IFEMA's responsibility to provide supplies that could be required for direct current or for any other condition of stability and continuity different to that of the general supply, these being, in all cases, at the expense of the installer or the user of the stand and require prior authorisation from IFEMA's Technical Services and Maintenance Department.

IFEMA may, at its discretion, limit the power of the supply in situations where it may have a negative bearing on other users or for reasons of overload or the safety of its own lines and installations.

The users of stands and facilities are obliged to keep a  $\cos \phi$  power factor of between 0.95 and 1.

As power supply in the Fair Park is the responsibility of the electricity company providing the service, IFEMA takes no responsibility for anomalies that have nothing to do with the Institution, due both to the lack and quality of the service (frequency variations, voltage variations, transient responses, spikes, sags, short interruptions, microoutages, harmonic flickers, etc.).

23a

### 12.3. Electricity connection

The electrical connection will be carried out by the installer of the stand, under the supervision of IFEMA's Technical Services and Maintenance Department. It will be made from the distribution point that IFEMA states for best using the network, and will consist of a power socket manufactured by the company MARECHAL, with the following specifications:

- Supply up to 32 A: "DS" type connectors 380/400 V-50 Hz 3P+N+T
- Supply up to 63 A: "DS" type connectors 380/400 V-50 Hz 3P+N+T

For consumption greater than 63 A, the board of the stand will be directly connected to IFEMA's electrical supply.

These outlets must be contained inside the distribution ducts/housings of the pavilions, accessible at all times in order to be able to solve possible issues.

In the case of the North and South Conference Centres, the cables from the installer panel will be directly connected to the terminals distributed around these areas.

### 12.4. Electrical distribution of installations and/or stands

#### 12.4.1. Protection measures for guaranteeing safety

The installer will place an electrical board as close as possible to the supply entrance point, with at least:

- A general all-pole circuit breaker (neutral breaker included) and gauge, according to the supply line. This circuit breaker can be 2 pole when their rating is not greater than 25A.
- A residual-current device of 30 mA of sensitivity and with a rating not less than that of the general circuit breaker.

Receiver devices with consumption greater than 16 A will be individually protected at the board. Electrical boards must have closed housing that cannot be opened apart from with the help of a tool or a key, with the exception of its manual starts. Should it be triggered from the inside, they must be protected against possible direct contact. The protection classes of the housings will be IP4X for interior and IP45 for exterior. They must be fixed to some structural element of the stand, and cannot be placed at ground level. The board and its features must be maintained in optimum condition.

#### 12.4.2. Electrical cables

For electrical installations in the installations and/or stands inside the halls, the cable used will be of a set minimum voltage of 300/500 V, in accordance with UNE 21027 or UNE 21031, suitable for mobile services, and channelled with tubing or channels, according to the provisions of the ITC-BT 20 and 21, and with protection class IP4X in accordance with UNE 20.324, or either a set tension of 450/750V with a polychloroprene or similar covering, in accordance with UNE 21.027 or UNE 21.150 and suitable for mobile services, or flexible cable of 450/750V (H07ZZ-F) in accordance with regulation UNE 21027-13. In these two last cases, it will not be necessary to install it inside tubing, although it won't be accessible to the public.

For outdoor installations that provide service to the stands or installations set up outside the halls, the cable will be of a set minimum voltage of 450/750 V with a polychloroprene or similar covering, in accordance with UNE 21.027 or UNE 21.150 and suitable for mobile services, channelled with tubing or channels, in accordance with the provisions of ITC 20 and 21 and with a IP4X protection class, in accordance with UNE 20324, or the cable can even have copper conductors, with a polychloroprene or similar covering and a set minimum voltage of 0.6/1 kV., suitable for mobile services, and not having to be installed inside tubing, although it will not be accessible by the public. The interior electrical installations of these stands will adhere to the previous point whenever it is not closed at all its parts.

Seams and splices will be carried out with the use of terminals on the inside of the connection boxes. The flexible connections of the systems will be no longer that two metres, using the cable that is appropriate for the working conditions.

All cabling which may be subjected to mechanical stress will be armoured or placed under a protection sheath.

23b

#### **12.4.3. Bases and sockets**

Bases for sockets must be high safety type and include grounding. Sockets installed in the ground will have adequate protection against water penetration and will have a IK10 anti-impact protection class. They must be installed at a distance over one metre away from any water access point.

One single flex cable must be connected to the socket. Multi-way adapters cannot be used. Multiple bases must not be used, except for the mobile multiple bases which will be powered from a fixed base with a cable no longer than 2 m.

#### **12.4.4. Motors**

All motors with a power rating over 0.75 kilowatts must be equipped with reduced intensity start-up systems, in accordance with the provisions set out in ITC-BT-47 of the current Low Voltage Electrical Regulations

#### **12.4.5. Lighting**

Lamps located at least 2.5 m. from floor level or in places that can be accessed by people must be firmly fixed and placed in such a way that they pose no risk of danger to people or igniting materials. Any lighting system that reaches high temperatures must be sufficiently distanced from any inflammable material.

#### **12.4.6. Ground connections**

Metal structures must be earthed.

#### **12.5. Installation of illuminated signs**

The installation of lighted signs which require special voltage must be previously authorised by IFEMA's Technical Services and Maintenance Department and shall meet the following conditions:

- Said signs must include individual magnetothermal protection for each raising transformer installed.
- The signs, whose bottom part is at least 2.5 m from the ground, must be enclosed in housings of adequate dielectric quality.
- Signs which are of a greater height must not have any uninsulated electrically charged part.
- Lighted signs and installations powered with set output voltages (no load) of between 1 and 10 kilowatts will be subject to the provisions set out in regulation UNE-EN 50.107.

#### **12.6. Regulations for using the installation**

No modification may be made to the electrical installation of the stand or installation once its connection to the network has been authorised, merely connecting receivers to the sockets or connection points allocated by the authorised installer for that purpose. Multi-way adapters cannot be used. Each one of the stand's receivers will be individually and directly connected to the corresponding connection points installed beforehand by the installer for that purpose.

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. Their inclusion at stands will only be allowed with prior knowledge and authorisation of IFEMA's Technical Services and Maintenance Department. The Organiser, Exhibitor, their contractor and/or subcontractors will be responsible for the damages that could be caused due to modifications to or improper use of the electrical installation.

#### **12.7. Emergency signs and lighting**

The buildings will have emergency lighting, which in the case of a failure in the normal lighting, will supply enough light for users to leave the building, to avoid panic and enable the signs to exits and protective or emergency equipment to be seen.



# ORDER FORMS

**Deadline for orders: July 15, 2014**

## CONDITIONS OF PAYMENT AND FOR ORDERS

### Conditions of Payment:

Prices are net – the tax liability lies with the benefit recipient. For Austrian companies: + 20% VAT:

On receipt of the invoice, the exhibitor shall transfer the total sum to:

beneficiary:	MAW – Medizinische Ausstellungs- u. Werbegesellschaft Maria Rodler & Co Gesellschaft m.b.H.
account name:	MAW
account number:	00256 807 900
bank name:	UniCredit Bank Austria AG
bank address:	Schottengasse 6-8, 1010 Vienna, Austria
bank code:	12000
BIC:	BKAUATWW
IBAN:	AT55 11000 00256 807 900

### IMPORTANT – please read carefully:

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
- **Deadline for ordering: July 15, 2014**
- **Deadline for payment: September 3, 2014**
- **A surcharge of 25% will be applied on all rates for orders made within 30 days before the start of set-up and for onsite orders.**
- Orders onsite have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- Exhibitors may cancel a service during the 30 days leading up to the start of set-up or during set-up by paying 40% of the corresponding fee.
- If a service already provided is cancelled, 100% cancellation fee applies.
- All outstanding payments must be settled onsite in cash or with credit card – without exceptions.
- Place of performance and jurisdiction: Vienna.

### Conditions for Orders:

#### For rental items – please note:

With your Application Form / Contract you ordered **only floor space** – wall separations, stand construction, lettering, furniture, electricity and carpet etc. are not included.

Prices for rental items include delivery to and removal from your booth space.

**Electrical connections for rented items are not included.**

All rented items are not insured automatically and must be returned in good condition.

Lost or stolen items will be charged to the exhibitor.

#### Delivery times – please note:

Rental modular booths / rental modular stand material / rental furniture will be ready on Friday, **Sept. 26, at 08.00.**

Plants and flowers / AV and IT equipment will be delivered on Friday, Sept. 26, between 08.00-14.00. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery.

Electricity, water & internet will be installed before the start of set-up. Rental carpet will be installed on Sept. 24.

**Carpet – please note: (rental or your own) is obligatory** – Gluing only with special adhesive tapes that do not damage the floor. If you use your own carpet, a written credible **fire-proof certificate** must be presented to the Exhibition Management.

#### Service positions for electricity, internet, water and phone – please note:

Please submit a dimensional drawing showing the main position (supply duct) of all ordered services.

**Should you require a change of position once services are in place, a fee of € 105,- will be charged per service.**



**INVOICE DATA SHEET for ORDERS**

Please return to:

**Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)**

**total pages: \_\_\_\_\_**

MAW - Medizinische Ausstellungs- u. Werbegesellschaft  
International Exhibitions & Advertising  
Freyung 6, 1010 Vienna, AUSTRIA

For placing an order please complete this form and submit it together with the respective order forms (chosen below), otherwise your orders cannot be processed.

Exhibitor: \_\_\_\_\_

**Company / Invoice Address:** \_\_\_\_\_

Represented by Mr/Mrs/Ms: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
(country code/city code/number) (country code/city code/number)

E-mail: \_\_\_\_\_

VAT-number: \_\_\_\_\_ P.O. number: \_\_\_\_\_  
(obligatory for companies registered in the EU) (if applicable)

**THE ORDER CONTAINS THE FOLLOWING ORDER FORMS**

- |  |  |
|--|--|
| page 26 <input type="checkbox"/> AV & IT Rental Equipment                        | page 39-40 <input type="checkbox"/> Rental Furniture 2/3                     |
| page 27 <input type="checkbox"/> Cleaning  | page 41 <input type="checkbox"/> Rental Furniture 3/3                        |
| page 28-30 <input type="checkbox"/> Electricity                                  | page 42-43 <input type="checkbox"/> Rental Modular Booth                     |
| page 31-32 <input type="checkbox"/> Flowers & Plants                             | page 44 <input type="checkbox"/> Rental Stand Material,<br>Carpet & Flooring |
| page 33 <input type="checkbox"/> Hostesses                                       | page 45 <input type="checkbox"/> Security Service                            |
| page 34 <input type="checkbox"/> Internet  | page 46 <input type="checkbox"/> Set-up – additional day                     |
| page 35 <input type="checkbox"/> Internet (info form: private Wi-Fi networks)    | page 47 <input type="checkbox"/> Water Connection                            |
| page 36 <input type="checkbox"/> Internet (authorization request: private Wi-Fi) |  |
| page 37-38 <input type="checkbox"/> Rental Furniture 1/3                         |  |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We hereby accept the conditions of payment and for orders as stated on page 24.

Place and Date

Company's Stamp and Signature of Official Representative as designated above

25

ORDER FORM

AV & IT

RENTAL EQUIPMENT

Deadline: July 15, 2014

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity  
Required

Unit Price

Booth  Hospitality

**COMPUTERS:**

_____ (PC01) Laptop (incl. standard connections & office software, safety cable)	€ 233,33
_____ (PC02) Desktop PC (17" min. flat screen, office software)	€ 225,—
_____ (PC03) Laser printer b/w, A4 formats (paper not incl.)	€ 200,—
_____ (PC04) Colour Laser printer, A4 formats (paper not incl.)	€ 250,—

**MONITORS:**

_____ (6RZ03033) TFT Monitor 17" (VGA signal distributor incl.)	€ 75,63
_____ (6RZ03082) TFT Monitor 19" (VGA signal distributor incl.)	€ 91,60
_____ (6TZ01036) 42" Plasma Monitor + Base	€ 321,57
_____ (6TZ01038) 64" Plasma Monitor + Base	€ 588,24

Contracted equipment shall be delivered and removed exclusively by IFEMA-authorized personnel. If an equipment is rented which will be connected to another equipment property of the client, IFEMA will not provide the cables or connection elements necessary. These will have to be provided by the client. Equipment rented will not be installed, meaning by installation the process of hanging them or fitting them to the structure of the stand.

Delivery of equipment: Friday, Sept. 26, 2014

Place and Date

Company's Stamp and Signature of Official Representative as designated above

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

ORDER FORM  
**CLEANING**

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Unit Price

**STAND / HOSPITALITY CLEANING:**

\_\_\_ sqm **Cleaning – A**  **Booth**  **Hospitality** per sqm € 4,40  
one cleaning before each daily opening of the exhibition, which consists of a cleaning of the floor of the stand and a withdrawal of wastebaskets. Cleaning of the exhibited goods / furniture is not included.

\_\_\_ sqm **Cleaning – B**  **Booth**  **Hospitality** per sqm € 6,47  
one cleaning before each daily opening of the exhibition, which consists of a cleaning of the floor of the stand and three (3) touch-ups for withdrawal of wastebaskets. Cleaning of the exhibited goods / furniture is not included.

**WASTE DISPOSAL / STAND REMOVAL:**

Removal of construction waste is NOT included and must be done by the exhibitor or ordered here:

\_\_\_ sqm (WD01) **Loose waste disposal after dismantling** per sqm € 9,60  
Book this service if you are planning to leave loose waste after dismantling of your stand at the fair. If loose waste is found attributable to a stand and the waste disposal service has not been booked, a 40% surcharge on the price above will be charged automatically after the congress directly to the exhibitor.

\_\_\_ sqm (SR01) **Stand removal** per sqm € 30,—  
Book this service if you are not planning to dismantle and remove your stand and you want us to **treat it as waste**. Be sure not to leave any exhibition, decorating material or personal belongings in the stand. We will not be responsible for any loss or damage occurred to equipment left inside the stand. If a complete stand is found after dismantling period is over and the stand removal service has not been booked, a 40% surcharge on the price above will be charged automatically after the congress directly to the exhibitor.

Place and Date

Company's Stamp and Signature of Official Representative as designated above

## ELECTRICITY - IMPORTANT INFORMATION - ANNEX 6

### VALIDATION OF FERIA DE MADRID ELECTRICAL INSTALLATION

#### 1. INTRODUCTION

Feria de Madrid is, by law, a public place, and its electrical installations have been duly validated. This document seeks to provide the guidelines for the validation of the temporary electrical installations set up at the Exhibition Centre for different types of events, such as: Congresses, Shareholder's Meetings, Product Roll-Out, etc.

#### 2. APPLICABLE REGULATION

The regulation applicable to this type of installations is described hereunder:

- The Low Voltage Electrotechnical Regulation adopted by Royal Decree 842/2002 of 22 August.
- The Regional Ministry of Finance and Technological Innovation, by Order 9344/2003 of 1 October, lays down the procedure for the application, commissioning and inspection of non-industrial, low voltage, electrical installations.
- The Directorate General for Industry, Energy and Mining, by the Resolution of 14 January 2004, establishes the official models for the Technical Design Report and Installation Certificate of the Autonomous Community of Madrid.

#### 3. REGULATORY REQUIREMENTS

The installations for the abovementioned events are considered as temporary installations under the following two assumptions:

- Installations with 50 Kw maximum power (
- Installations with > 50 Kw maximum power

##### a) Installations with 50 Kw maximum power (

Once the installation is set up and checked according to the provisions laid down in section 3 of ITC.BT.05, the approved Low Voltage electrical installer shall submit the following documentation to the EICI (Industrial Inspection and Control Agency) :

- Official application form (Provided by the EICI upon submission of the documentation).
- Technical Design Report according to the official model (2 copies) Annex I.
- Installation Certificate with electrical installer's inspection (five copies). Annex II.
- User information dossier (two copies)
- Written proof of valid low voltage installer qualification.

The EICI shall validate and return to the installer four copies of the Installation Certificate and a copy of the Technical Report. The EICI may inspect the installation if said provision is part of the predetermined sampling. The EICI shall contact the Approved Installer and the Project Supervisor to that effect.

##### b) Installations with > 50 Kw maximum power

Once the installation has been completed and the appropriate inspections conducted according to the provisions set forth in section 3 of the ITC BT 05, the approved Low Voltage installer shall submit the following documentation to the EICI:

- A project written and signed by a qualified person, and endorsed by the appropriate professional association (two copies).
- Official application form (Provided by the EICI upon submission of the documentation).
- Installation Certificate with electrical installer's inspection (five copies).
- User information dossier (two copies).
- Project Design and Construction Certificate (two copies).
- Written proof of valid low voltage installer qualification.
- Supplementary supporting documents of deviations, if any.

The EICI shall analyze all the abovementioned documentation, within 15 days maximum, ensuring that it complies with the regulations in force, and shall validate the Installation Certificate copies, returning four copies to the Approved Low Voltage Installer, of which two shall be for the installer proper and two for the property holder. Furthermore, a validated copy of the project shall be returned to the holder or his/her representative.

The EICI may inspect the installation if said provision is part of the predetermined sampling. The EICI shall contact the Approved Installer and the Project Supervisor to that effect.

**Do not forget to bring your converters and adapters, if needed!**

**All stands are supplied with 24-hr power. Please ensure all electricity is turned off before you leave your stand each evening.**

## ELECTRICITY – CALCULATION SAMPLES & GUIDANCE FOR YOUR ORDER

The minimum order for electrical consumption is 0,13 KW per sqm including one main electrical connection, bookable in conformity with your total floor space. Additional required power and additional main connections have to be ordered separately. The minimum/total order for consumption can be divided among several main connections.

Costs:

1.)	0,13 KW per sqm minimum electrical consumption incl. 1 main connection	EUR	3,49	per sqm
1.1)	KW additional power	EUR	26,86	per KW
1.2)	add. main connection	EUR	111,10	per add. main conn.
2.)	pin, fuse board, certificate for up to 5 kw	EUR	125,79	
	pin, fuse board, certificate for up to 9 kw	EUR	181,10	
	pin, fuse board, certificate for up to 18 kw	EUR	251,59	
	pin, fuse board, certificate for up to 35 kw	EUR	566,07	

**Order point 2. (pin, fuse board & certificate) has to be ordered obligatory in addition to points 1. / 1.1 & 1.2 (according to the ordered total power needs per main connection).**

As guidance for your order please find below some examples:

**Ex 1) Stand with 100 sqm floor space - total power need 20 KW, with one main connection:**

Minimum consumption is 0,13KW/sqm (EUR 3,49) → 13 KW with one main conn.	EUR 349,--
7 KW additional power / EUR 26,86 per KW	EUR 188,02
1x pin, fuse board, certificate up to 35 KW	EUR 566,07
<b>TOTAL COSTS:</b>	<b>EUR 1.103,09</b>

**Ex 2) Stand with 100 sqm floor space – total power need 20 KW, but 2 connections needed – one with 5 KW and one with 15 KW:**

Minimum consumption is 0,13KW/sqm (EUR 3,49) → 13 KW with one main conn.	EUR 349,--
7 KW additional power / EUR 26,86 per KW	EUR 188,02
1x add. main connection	EUR 111,10
1x pin, fuse board, certificate up to 5 KW	EUR 125,79
1x pin, fuse board, certificate up to 18 KW	EUR 251,59
<b>TOTAL COSTS:</b>	<b>EUR 1.025,50</b>

**Ex 3) Stand with 12 sqm floor space - minimum consumption sufficient:**

Minimum consumption is 0,13KW/sqm (EUR 3,49) → 1,56 KW with one main conn.	EUR 41,88
1x pin, fuse board, certificate up to 5 KW	EUR 125,79
<b>TOTAL COSTS:</b>	<b>EUR 167,67</b>

**Ex 4) Stand with 12 sqm floor space – total power need 3 KW, with one main connection:**

Minimum consumption is 0,13KW/sqm (EUR 3,49) → 1,56 KW with one main conn.	EUR 41,88
1,5 KW additional power / EUR 26,86	EUR 40,29
1x pin, fuse board, certificate up to 5 KW	EUR 125,79
<b>TOTAL COSTS:</b>	<b>EUR 207,96</b>



Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

## ORDER FORM ELECTRICITY

Deadline: July 15, 2014

### EXHIBITOR:

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Booth  Hospitality

Unit Price

### REQUIREMENTS

Total required MAIN CONNECTIONS \_\_\_\_\_ / Total required POWER (KW) \_\_\_\_\_

The minimum order for electrical consumption is 0,13 KW per sqm including one main electrical connection, bookable in conformity with your total floor space. Additional required power and additional main connections have to be ordered separately. **But the minimum/total order for consumption can be divided among several main connections.**

#### 1. MINIMUM ELECTRICAL CONSUMPTION INCL. 1 MAIN CONNECTION:

\_\_\_\_\_ sqm (02A) 0,13 KW per sqm minimum electrical consumption € 3,49 / sqm  
incl. one main connection ( \_\_\_\_\_ sqm x 0,13 = \_\_\_\_\_ total KW included)

##### 1.1 ADDITIONAL POWER CONSUMPTION

If you require more power (KW) than 0,13 KW/sqm please order here:

\_\_\_\_\_ (02B) KW additional power € 26,86 / KW

##### 1.2 ADDITIONAL MAIN CONNECTIONS (MINIMUM/TOTAL ELECTRICAL CONSUMPTION CAN BE DIVIDED)

If you would like to split the minimum/total power consumption (as per order 1. and 1.1.) to two or more main connections please order here and indicate the power consumption per main connection:

incl. in point 1.)	1 <sup>st</sup> main connection	total power needed per conn.: _____KW	see point 1.)
<input type="checkbox"/> (02D)	2 <sup>nd</sup> main connection	total power needed per conn.: _____KW	€ 111,10 / conn.
<input type="checkbox"/> (02D)	3 <sup>rd</sup> main connection	total power needed per conn.: _____KW	€ 111,10 / conn.

#### 2. OBLIGATORY ORDER obligatory in addition to points 1. / 1.1 & 1.2 - according to your above ordered total power needs per main connection:

_____ (KH)	pin, fuse board, certificate for up to 5 kw	€ 125,79
_____ (K02)	pin, fuse board, certificate for up to 9 kw	€ 181,10
_____ (KJ)	pin, fuse board, certificate for up to 18 kw	€ 251,59
_____ (KX)	pin, fuse board, certificate for up to 35 kw	€ 566,07

#### 3. OUTLETS (not included in point 1. + 2.)

_____ (K05)	Double outlet 500w	€ 13,39
_____ (K06)	Triple outlet 500w	€ 15,45

**Please use the attached floor plan, which shows the supply ducts. Please indicate the exact position of requested main connection point(s) and submit it together with this order!**

Should you require a change of service position once service is in place, a fee of € 105,- will be charged per service.

Place and Date

Company's Stamp and Signature of Official Representative as designated above

30

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

## ORDER FORM FLOWERS & PLANTS

Deadline: July 15, 2014

### EXHIBITOR:

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity  
required

Unit Price

Booth  Hospitality

### PLANTS:

_____ (PLA.0001) Ficus Benjamina– 150 cm high	€	50,70
_____ (PLA.0002) Ficus Benjamina– 200 cm high	€	77,35
_____ (PLA.0005) Schefflera – 150 cm high	€	50,70
_____ (PLA.0006) Schefflera – 200 cm high	€	77,35
_____ (PLA.0008) Kentya – 150 cm high	€	77,35
_____ (PLA.0009) Kentya – 200 cm high	€	90,35
_____ Spathiphyllum – 100 cm high	€	77,35
_____ (PLA.0007) Rectangular plant composition pot – 0,50 m high (pot 80x37 cm)	€	50,70
_____ (PLA.0007) Rectangular plant composition pot – 1,50 m high (pot 80x37 cm)	€	70,35

### FLOWERS:

_____ Flower bowl	<input type="checkbox"/> small	desired colour(s): _____	on request
	<input type="checkbox"/> large	desired colour(s): _____	on request
_____ Cut flowers		desired colour(s): _____	on request

Place and Date

Company's Stamp and Signature of Official Representative as designated above

## PICTURES FLOWERS & PLANTS

These pictures are examples and also pots may vary.  
The plants used for compositions may be changed according to the season.



Ficus Benjamina



Schefflera



Kentya



Spathiphyllum



Rectangular plant composition pot

ORDER FORM  
**HOSTESSES**

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity Required \_\_\_\_\_ Unit Price \_\_\_\_\_

**(08B) HOSTESS (2 languages) € 27.46 per person and hour**

**Booth**    **Hospitality**   Minimum order/charge 4 hours per person and day

Standard language: English and Spanish.

**(08C) HOSTESS (3 languages) € 29.72 per person and hour**

**Booth**    **Hospitality**   Minimum order/charge 4 hours per person and day

Standard language: English and Spanish. One additional language to choose (no translations):

Italian    German    French

Exhibition (Hall 8):      Saturday – Monday

Hospitality (Hall 6):    Friday - Tuesday

	Date	# pers.	male/female	from	to	hrs / pers	€ / pers.
Friday	Sept. 26, 14						€
Saturday	Sept. 27, 14						€
Sunday	Sept. 28, 14						€
Monday	Sept. 29, 14						€
Tuesday	Sept. 30, 14						€

- Standard uniform is dark blue suit / white shirt (business attire)  
Other uniform on request and upon agreement. Please indicate: \_\_\_\_\_
- **Please indicate name and mobile phone of onsite contact person for the hostess(es) and the meeting point:**

**IMPORTANT – please note:**

- Hostesses are only allowed to work during official exhibition hours within IFEMA (booth or hospitality), but not in any other areas.
- No photos, names or phone numbers of hostesses will be supplied in advance.
- Minimum order/charge: 4 hours in a continuous shift.
- For shifts longer than 6 hours, hostesses shall have a one-hour lunch break (cannot be deducted).
- Exhibitor Badges for hostesses are included and will be provided on site at the exhibitor registration desk.
- Please do not order hostesses for booth cleaning or carrying of heavy boxes. For these works please order cleaning staff or workers. Thank you.

**Without any guarantee when ordered after the deadline or onsite!**

Place and Date \_\_\_\_\_

Company's Stamp and Signature of Official Representative as designated above \_\_\_\_\_

Please return this order form together with the [invoice data sheet](#) to:

## ORDER FORM INTERNET

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

Deadline: July 15, 2014

### EXHIBITOR: \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Booth  Hospitality

Unit Price

**Please use the attached floor plan, which shows the supply ducts. Please indicate the exact position of requested LAN internet access point(s)\* and submit it together with this order!**

Should you require a change of service position once service is in place, a fee of € 105,- will be charged per service.

### LAN – INTERNET CONNECTIONS (wired/cabled)

_____ (042)	Internet access – 1MB – 1 user <u>Note:</u> each connection valid for one single computer	€ 222,—
_____ (RMV2)	Pack Internet access – 1MB – 2 users <u>Note:</u> connection valid for two computers	€ 333,—
_____ (RM)	Internet Multi-Station Package 4MB – 4 users ** <u>Note:</u> comprises a 4 Mb internet access connection, 1 switch (rental!) connection and 4 internet access stations	€ 1.222,—
_____ (UA)	Additional user – Multi-Station Package <u>Note:</u> only in connection with (RM), up to 11 users maximum	€ 210,—
_____ (044)	Internet access – 4MB – 1 user <u>Note:</u> each connection valid for one single computer	€ 333,—
_____ (047)	Internet access – 8MB – 1 user <u>Note:</u> each connection valid for one single computer	€ 555,—

**IMPORTANT:** The services will be supplied from the last set-up day on. The service is rendered via a UTP cable ending in an RJ45 connector, which is located previously at the stand in accordance to the assembly plan\*. This is a single access. If only one computer is installed, the connection is direct and the only thing that has to be done is to insert the cable RJ45 connector into the BASE-T Ethernet access of the computer which is going to use the service. The configuration is undertaken automatically without need for any technical knowledge, via a DHCP server. The computer must be equipped with a network card which supports 10/100 Base T/TX Ethernet and be configured to use DHCP services. An IP address is obtained automatically. The IP address is private. In case that you need a public IP, please notify this in writing to [esmo2014@media.co.at](mailto:esmo2014@media.co.at).

If more computers need to be installed on an access, each of the services allows the connection of up to eleven systems. Exhibitors shall be responsible for setting up the necessary electronics (switch) at the stand and the wiring needed so that all the terminals connected to the internet access are operative. The internet connection will start working on the last day of set-up.

\*\* Multi-Station Package: the multi-station data network service which implements the full installation of a network access with a guaranteed speed of 4 Mb, wiring at the stand for 4 computer workstations and the installation of the necessary electronics (switch) at the stand. The total number of users can be increased up to a total of eleven. The switches will be provided in a rental scheme and collected when the exhibition is over.

Place and Date \_\_\_\_\_

Company's Stamp and Signature of Official Representative as designated above \_\_\_\_\_



Please return this info form together with the [Internet order form](#), the [authorization request form](#) & the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

**INTERNET –  
PRIVATE WI-FI NETWORKS**  
ONLY IN ADDITION TO LAN-INTERNET

Deadline: August 15, 2014

**EXHIBITOR:** \_\_\_\_\_

**IMPORTANT INFORMATION FOR PRIVATE WI-FI NETWORKS**

To guarantee a proper functioning of all the Wi-Fi networks in the event, IFEMA and ESMO organization have established a set of mandatory rules in order to control the deployment of private Wi-Fi networks (no matter whether they have internet connectivity or not). These are premises you are obliged to follow:

**First, you need to fill out and send back to MAW the enclosed [authorization request form](#).**  
On it, you have to include a brief explanation of the use of the network.  
**These forms must be received at the latest by August 15, 2014.**

**The following instructions must be observed:**

- **Use only the 5 GHz Wi-Fi band** (Please bring 5 GHz capable devices – transmitting and receiving devices-). 2,4 GHz band should be avoided at all costs. If you unavoidably have to use that band, please contact MAW.  
Wi-Fi surveys will be made continuously to guarantee the fulfillment of this condition. Those networks without installation permission will be shut down.
- Regulate transmission power to the minimum, that will be enough to cover your stand area and will reduce noise in surroundings (Please make sure that your router access/point allows the control of the emitting power).
- Please include in the form the equipment (router/AP brand and model) you intend to use.
- WPA2 encryption and hidden SSID.
- Disclaimer of liability: You have to be able to individually identify all of those using your network. ESMO/MAW/IFEMA will assume no responsibility with regard to an eventual malicious use of traffic of those connected to your network and your company will be legally responsible for it.
- Ifema can guarantee the proper functioning of its cabled internet access (guaranteed bandwidth) but not that of a Wi-Fi network deployed with unknown, 3rd party-run equipment. Therefore, we cannot be held liable for a hypothetical improper functioning of your Wi-Fi network.
- We do not recommend the use of Mi-Fi (mobile Wi-Fi hotspots) or tethering via smartphone, that is the use of the cellular phone 3G/4G networks due to the bandwidth fluctuation you may experience, we strongly recommend the use of our internet cable connections.

Place and Date \_\_\_\_\_

Company's Stamp and Signature of Official Representative as designated above \_\_\_\_\_

Please return this request together with the [info form for private Wi-Fi networks](#), the [Internet order form](#) and the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

## INTERNET - AUTHORIZATION REQUEST FOR PRIVATE WI-FI INSTALLATIONS

Deadline: August 15, 2014

EXHIBITOR: \_\_\_\_\_

Booth  Hospitality

### 1. REASON FOR THE REQUEST all 4 fields must be filled in:

- IT contact details: \_\_\_\_\_

\_\_\_\_\_

- Technical and functional characteristics of the network to be installed (noting the access point model and characteristics regarding regulation of strength and channel selection): \_\_\_\_\_

\_\_\_\_\_

- Aim and purpose of the wireless network to be installed: \_\_\_\_\_

\_\_\_\_\_

- Indicate network name: \_\_\_\_\_

### 2. DOCUMENTS TO BE PRESENTED

Attach installation plan.

### 3. COMMENTS

IFEMA/ESMO will study the application and MAW will inform the exhibitor in writing if authorisation can be given or will be denied.

IFEMA also reserves the right to reject an application if the network to be installed as described by the exhibitor might, in its technical opinion, endanger the quality of service to other exhibitors.

Without prejudice to the above, the following criteria will apply:

– The public identifier of the network (SSID) must have a name identifying the exhibitor or stand and, in any event, must avoid confusion (the name must not be easy to confuse with a service provided by IFEMA, a show or conference. Identifiers such as IFEMA, ESMO, Internet, WI-FI, etc, will not be valid.). The public identifier of the network (SSID) must be authorised by IFEMA.

In all cases, unless expressly authorised, it is prohibited to install Wi-Fi access points providing free internet access to visitors and/or exhibitors.

If an exhibitor installs an unauthorised Wi-Fi network or a different configuration to that authorised, the exhibitor will be contacted and asked to immediately turn off the network or reconfigure it to the authorised parameters. If the exhibitor refuses to do so or repeats this breach of regulations, IFEMA may disconnect its internet access service.

Place and Date \_\_\_\_\_

Company's Stamp and Signature of Official Representative as designated above \_\_\_\_\_

36

ORDER FORM

RENTAL FURNITURE

(1/3)

Deadline: July 15, 2014

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Unit Price

Booth  Hospitality

**FURNITURE PACKAGES:**

_____ (GR2)	Furniture package 2 (white round table 80 cm dm / 74 cm h, 3 chairs)	€ 101,96
_____ (GR3)	Furniture package 3 (black round table 80 cm dm / 74 cm h, 3 chairs)	€ 39,22
_____ (GR4)	Furniture package 4 (black high table 110 cm h, 3 matt silver bar stools)	€ 113,73
_____ (GR5)	Furniture package 5 (white rectangular table cm 135w x 75d x 75h, 6 chairs)	€ 225,49

**CHAIRS:**

_____ (SI01)	Chair <i>Madrid</i> (white, chromed legs)	€ 4,31
_____ (SI02)	Chair <i>Barcelona</i> (black, chromed legs)	€ 4,31
_____ (SI12)	Chair <i>Algeciras</i> (black structure, blue upholstered seat)	€ 15,69
_____	Chair <i>Oslo</i> <input type="checkbox"/> black (SI23) <input type="checkbox"/> white (SI22)	€ 19,61

**TABLES:**

_____ (ME01)	Round Table <i>Dom</i> , white (74 cm h, 80 cm dm)	€ 19,61
_____ (ME03)	Round Table <i>Dom</i> , black (74 cm h, 80 cm dm)	€ 21,57
_____ (ME11/2)	Square Table <i>Kilimanjaro</i> <input type="checkbox"/> black <input type="checkbox"/> white (75w x 75d x 74h)	€ 43,14
_____ (ME27/8)	Rectangular Table <i>Gredas</i> <input type="checkbox"/> black <input type="checkbox"/> white (145w x 75d x 74h)	€ 82,35
_____ (ME34/5)	Low Table <i>Kibo</i> <input type="checkbox"/> black <input type="checkbox"/> white (60w x 50d x 40h)	€ 45,10

Place and Date

Company's Stamp and Signature of Official Representative as designated above

## PICTURES RENTAL FURNITURE (1/3)

### FURNITURE PACKAGES:



GR2



GR3



GR4



GR5

### CHAIRS:



S101



S102



S112



S22



S23

### TABLES:



ME01+ME03



ME11+ME12



ME27+ME28



ME34+ME35



ME01+ME03



ME11+ME12



ME27+ME28



ME34+ME35

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

ORDER FORM  
**RENTAL FURNITURE**  
**(2/3)**

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Unit Price

Booth  Hospitality

**BAR FURNITURE:**

_____ (SI46/7)	Bar stool <i>Milan</i>	<input type="checkbox"/> black <input type="checkbox"/> white (height adjustable, metal frame)	€ 37,25
_____ (SI56/7)	Bar stool <i>Siena</i>	<input type="checkbox"/> black <input type="checkbox"/> white (height adjustable, silver chrome base)	€ 29,41
_____ (ME44/5)	High table <i>Aneto</i>	<input type="checkbox"/> black <input type="checkbox"/> white (height adjustable, chrome base)	€ 39,22
_____ (ME49/51)	High table <i>Vinson</i>	<input type="checkbox"/> black <input type="checkbox"/> white (110 cm h, cast steel frame)	€ 31,37

**LOUNGE FURNITURE:**

_____ (SI60)	Armchair <i>Santiago</i> , white (55w x 72d x 77h)	€ 18,63
_____ (SI61)	Armchair <i>Santiago</i> , black (55w x 72d x 77h)	€ 21,57
_____ (SI63/4)	Armchair <i>Grenoble</i> <input type="checkbox"/> black <input type="checkbox"/> white (66w x 71d x 74h)	€ 137,25
_____ (SI67)	Armchair <i>Lyon</i> (two-seat black leather im. sofa, 130w x 71d x 70h)	€ 234,14
_____ (SI71)	Armchair <i>Toulouse</i> (two-seat white leather im. sofa, 143w x 76d x 75h)	€ 207,84

**BROCHURE HOLDERS & STORAGE RACK:**

_____ (CO02)	Shelf unit <i>Drava</i> (4 shelves, aluminium structure, 78w x 34d x 175h)	€ 29,41
_____ (CO41)	*Brochure holder <i>Nilo</i> (folding holder, seven boxes for A4, 25w x 35d x 155h)	€ 98,04
_____ (CO42)	*Brochure holder <i>Misisipi</i> (folding holder, four boxes for A4, 25w x 35d x 140h)	€ 94,12

\* available on a sales basis only. Please take them with you!

**COUNTERS & SHOWCASES:**

_____ (CO07)	Counter <i>Tana</i> (white, 1 inner shelf, 100w x 50d x 50h)	€ 41,18
_____ (CO09)	Counter <i>Sena</i> (black, 1 inner shelf, 100w x 50d x 50h)	€ 66,67
_____ (CO11)	Showcase counter <i>Torne</i> (upper part glass, inner shelf & sliding doors, 100w x 50d x 50h)	€ 66,67
_____ (CO14)	Showcase <i>Narva</i> (with low cabinet and sliding doors, upper part in glass with glass shelves, 100w x 50d x 198h)	€ 170,59

Place and Date

Company's Stamp and Signature of Official Representative as designated above



## PICTURES RENTAL FURNITURE (2/3)

### BAR FURNITURE:



SI46+SI47

SI56+SI57

ME44+ME45

ME49+ME51

### LOUNGE FURNITURE:



SI60+SI61

SI63+SI64

SI67

SI71

### BROCHURE HOLDERS, STORAGE RACK, COUNTERS & SHOWCASES:



CO02

CO41

CO42

CO07+CO09

CO11

CO14

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

ORDER FORM  
**RENTAL FURNITURE**  
**(3/3)**

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Unit Price

Booth  Hospitality

**ACCESSORIES:**

_____ (CO22/3)	Clothes stand <i>Indo</i>	<input type="checkbox"/> black <input type="checkbox"/> white (171 cm h, 8 chrome ball hangers)	€ 13,73
_____ (CO25)	Clothes stand <i>Eufrates</i> (umbrella stand, 8 hangers, 166 cm h)		€ 19,61
_____ (CO29/3)	Wastepaper basket <i>Duero</i>	<input type="checkbox"/> black <input type="checkbox"/> white (dm 25 cm, 37cm h)	€ 5,49
_____ (HO01)	Refrigerator <i>Volga</i> (135 litres, cm 51w x 51d x 85 h, 70 W Power)		€ 52,94
	→ Electricity connection must be ordered separately!		



CO22+CO23

CO25

CO29+CO30

HO01

Place and Date

Company's Stamp and Signature of Official Representative as designated above

ORDER FORM  
**RENTAL MODULAR  
BOOTH**

Please return this order form together with the [invoice data sheet](#) to:

Deadline: July 15, 2014

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required (minimum 9 sqm) Unit Price

**A) \_\_\_\_\_ sqm RENTAL MODULAR BOOTH excl. Furniture per sqm € 38,—**

**B) \_\_\_\_\_ sqm RENTAL MODULAR BOOTH incl. FURNITURE (\*) per sqm € 52,—**

- Set up and dismantling
- One cleaning before each daily opening of the exhibition, which consists of a cleaning of the floor and a withdrawal of wastebaskets. Cleaning of exhibited goods is not included.
- White melamine panels, grey aluminium structure. 2,93 m h x 1.00 m w (corner booths built open on 2 sides). Inner measurements per panel: h 2,835 m, w 0,945 m
- Carpet – please choose colour (if no colour has been selected, grey carpet will be used):
  - Grey                       Blue                       Red                       Green
- Electric power: consisting of a switchboard with electromagnetic differential and 500W outlet, capable of handling of 0,13 KW per sqm (sqm x 0,13 = KW included). One triple outlet included.
- 1 spotlight for each 4 sqm
- Fascia sign along open stand front(s) with exhibitor name in standard lettering Arial:  
Please indicate company name for fascia sign (max. 20 letters):

**(\*) VERSION B includes the following furniture (cannot be exchanged, for every full booking of 9 sqm):**

- 1 Table “Andes” rectangular, white, 140 x 80 x 70 h cm
- 3 Chairs “Madrid”, white plastic.
- 1 Wastepaper basket

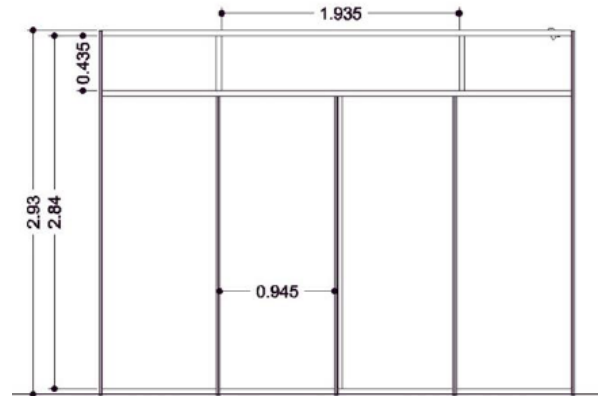
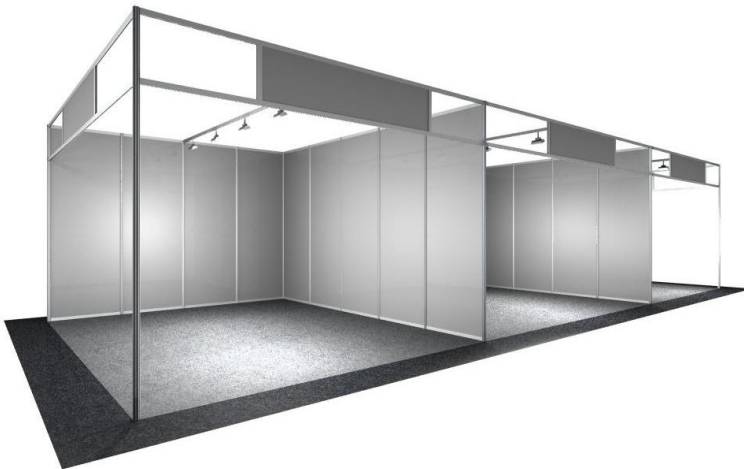
ON REQUEST: \_\_\_\_\_ COMPANY LOGO(s) mounted on Fascia Board  
Please choose:  lettering and logo  logo only  
*We will get back to you asap with an offer.*

Please note that rental modular booths, rental stand material and rental furniture will be ready by Friday, Sept. 26, at 08.00. Before that time no delivery can be guaranteed.  
Any additional onsite orders are without guarantee and time limit for delivery.

Place and Date

Company's Stamp and Signature of Official Representative as designated above

**VERSION A: RENTAL MODULAR BOOTH excl. Furniture**



Sample

**VERSION B: RENTAL MODULAR BOOTH INCL. FURNITURE**



**STAND MATERIAL (icon):**



horizontal shelf



inclined shelf

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

## ORDER FORM RENTAL STAND MATERIAL, CARPET & FLOORING

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

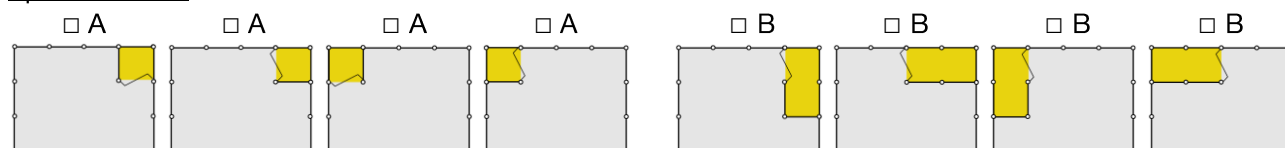
Quantity required

Unit Price

### STAND MATERIAL (can only be ordered in connection with a rental modular booth):

_____ (GM) Shelf, horizontal, mounted on wall panel, 100 cm long x 50 cm deep	€	25,57
_____ (GX) Shelf, inclined, mounted on wall panel, 100 cm long x 30 cm deep	€	25,57
_____ (GO) Spotlight, 300W, Halogen rail-lighting	€	59,55
<input type="checkbox"/> A * Storage room for Rental Modular Booth – 1 m x 1 m (GA+GL) (wall panel and door with key)	€	167,42
<input type="checkbox"/> B * Storage room for Rental Modular Booth – 2 m x 1 m (GA+GL) (wall panels and door with key)	€	213,19

\* please select:



### CARPET:

_____ (GG) sqm Carpet (rolling, covered with plastic)	per sqm	€	6,80
<input type="checkbox"/> Jasper Grey (I004) <input type="checkbox"/> Deep Blue (I010) <input type="checkbox"/> Red (I021) <input type="checkbox"/> Leaf Green (I040)			



I004-GRIS JASPE  
I004-JASPER GREY



I010-AZULON  
I010-DEEP BLUE



I021-ROJO  
I021-RED



I040-VERDE HOJA  
I040-LEAF GREEN

**OTHER FLOORING** on request – please specify your request:

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Place and Date

Company's Stamp and Signature of Official Representative as designated above



Please return this order form together with the [invoice data sheet](#) to:

**ORDER FORM**  
**SECURITY SERVICE**

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

General information:

The congress center will be locked during night times.

Exhibitors are advised to:

- not leave their booth unattended as long as visitors are still in the building
- cover all products or materials exhibited, or better, place them under lock and key

Exhibitors are required to lock in objects of value. No special safety containers are available. Neither the general security service nor the organizing committee (ESMO) nor the exhibition management (MAW) can accept liability for thefts, losses or damages of any sort occurring during the day or at night.

Exhibitors who desire to have their booth placed under a particular supervision should apply separately with this order form. Without any guarantee when ordered after the deadline or onsite!

**SECURITY GUARD**

€ **43.— per person and hour**

- Booth     Hospitality

Minimum order/charge 7 continuous hrs per person and day. Maximum 12 hrs per person and day.

Date		# Pers.	From	To	Total hrs/pers.	€ / pers.	€ / TOTAL
Wednesday,	Sept. 24, 14					€	€
Thursday,	Sept. 25, 14					€	€
Friday,	Sept. 26, 14					€	€
Saturday	Sept. 27, 14					€	€
Sunday,	Sept. 28, 14					€	€
Monday,	Sept. 29, 14					€	€
Tuesday,	Sept. 30, 14					€	€
Wednesday,	Oct. 1, 14					€	€

Place and Date

Company's Stamp and Signature of Official Representative as designated above

Please return this request form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

REQUEST FORM  
**SET-UP – OVERTIME /  
ADDITIONAL DAY**

Deadline: July 15, 2014

**EXHIBITOR:** \_\_\_\_\_

**A) OVERTIME DURING SET-UP**

Please indicate the required overtime during set-up, we will come back to you with detailed information and costs as soon as possible.

Date		from	to
Wednesday	Sept. 24, 14	22:00 hrs.	
Thursday	Sept. 25, 14	22:00 hrs.	

**B) ADDITIONAL SET-UP DAY**

Additional set-up is possible on Wednesday, September 23, 2014.

We would like to book an additional set-up day – please let us know the details and costs.

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Company's Stamp and Signature of Official Representative as designated above

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: [esmo2014@media.co.at](mailto:esmo2014@media.co.at)

## ORDER FORM WATER CONNECTION

Deadline: July 15, 2014

### EXHIBITOR: \_\_\_\_\_

25% surcharge will be applied for all orders made 30 days before the start of set-up and for all onsite orders

Quantity required

Unit Price

Booth  Hospitality (on request)

**Please use the attached floor plan, which shows the supply ducts. Please indicate the exact position of requested main water connection point(s) and submit it together with this order!**

Should you require a change of service position once service is in place, a fee of € 105,-- will be charged per service.

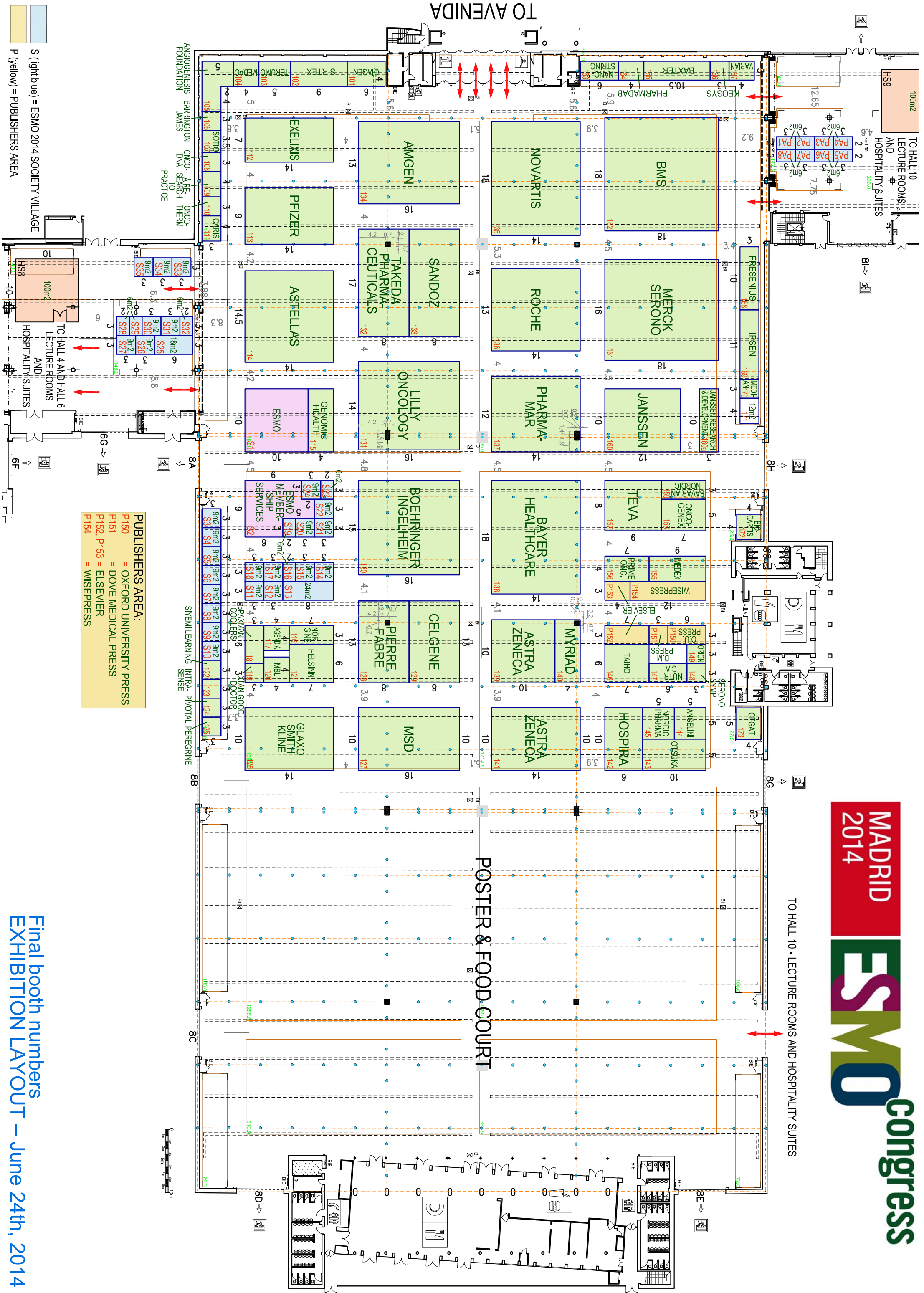
_____ (03A1) WATER & DRAINAGE WITH CONNECTION (water intakes/outlets are provided with internal thread endings, water 1/2" and drainage 1 1/2")	€ 327,03
_____ (03A2) WATER & DRAINAGE WITH CONNECTION + SINK (water intakes/outlets are provided with internal thread endings, water 1/2" and drainage 1 1/2")	€ 393,08
_____ (MB) Pipe extra, per running meter	€ 47,80
_____ (MF) Visit by a plumber (breakdown analysis)	€ 20,99

Place and Date

Company's Stamp and Signature of Official Representative as designated above

47

TO HALL 10 - LECTURE ROOMS AND HOSPITALITY SUITES



**PUBLISHERS AREA:**  
 P150 = OXFORD UNIVERSITY PRESS  
 P151 = DOVE MEDICAL PRESS  
 P152, P153 = ELSEVIER  
 P154 = WISEPRESS

S (light blue) = ESMO 2014 SOCIETY VILLAGE  
 P (yellow) = PUBLISHERS AREA

Final booth numbers  
 EXHIBITION LAYOUT – June 24th, 2014

TO AVENIDA

TO HALL 10  
 LECTURE ROOMS  
 AND  
 HOSPITALITY SUITES

TO HALL 4 AND HALL 6  
 LECTURE ROOMS  
 AND  
 HOSPITALITY SUITES

POSTER & FOOD COURT

