

# ESMO 2019

## EXHIBITORS' MANUAL

**BARCELONA SPAIN**  
**27 SEPT – 1 OCT 2019**

The ESMO 2019 Congress, in partnership with the European Association for Cancer Research (EACR), will bring cancer researchers and clinicians together to enable collaboration and the exchange of ideas, from the laboratory to the bedside and back.

This exciting partnership creates a unique cancer congress in Europe with huge scientific reach and the true potential to improve the lives of cancer patients.

Organised by:



In partnership with:





## TABLE OF CONTENTS

Letter of Acknowledgment .....	2
Congress Venue .....	3
Important Addresses .....	4
Time Schedule .....	6
Exhibitor Registration / Labour Badges .....	9
Company Description .....	11
Stand Building Rules .....	12
Liability / Insurance .....	17
Venue Specifications .....	18
Venue Regulations .....	19
ESMO Trade Exhibition Policy .....	26
General Conditions for Participation in the Exhibition .....	31
Stand Services / Payment conditions, invoicing .....	34
Stand Services / Important Information:	
Cleaning, waste management/waste disposal .....	36
Longer set-up .....	37
Electricity, Electricity important information, .....	38
Water Connection and Drainage .....	41
Internet Connection, WiFi Internet Connection, WIFI Policy, telecommunication services, communication services .....	42
Rental modular booth, furniture, carpet .....	45
Logos and graphics .....	46
Audiovisual Equipment .....	47
Security service .....	48
Booth hostess/host .....	49
Flowers and plants .....	49
Exhibition technical floor plan incl. service chests .....	50

**Service Orders online at the following link:**  
<https://forms.media.co.at/ESMO19>

### Attachments:

- **Freight forwarder**
  - Shipping Manual, Tariff
  - Time Flot request
- **Fira Barcelona Documents**
  - Fire Equipment specifications
  - Service Chest, Power Distribution
  - Annex I, Annex II
- **Lead System/Badge Scanner (CTI Meeting Technology)**
  - Lead System brochure
  - Lead System order form
- **Gastrofira**
  - Stand catering brochure
  - Business room



## 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 ESMO 2019 Exhibitors' Manual.
- I understand all rules and regulations as outlined in the ESMO 2019 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 ESMO 2019 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 [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) or by fax +43/1/5356016

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

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

## 1) CONGRESS VENUE

### 1.1. VENUE ADDRESS

**Fira Gran Via, Barcelona**  
Av. Joan Carles I, 64  
08908 L'Hospitalet de Llobregat

### 1.2. DELIVERY ADDRESS

**Fairground Address / full Trailer Loads:**  
FAIREXX LOGISTICS for Exhibitions GMBH  
c/o Fira Barcelona  
Recinto Ferial Gran Via  
Carrer de les Ciències / **Entrada Gate 1**  
08908 L'Hospitalet de Llobregat

#### Access Map:



**Notify:** *ESMO 2019 Exhibition* / Exhibitors Name / Hall 3 / Stand Number  
*For Business Rooms (BR):* ESMO 2019 / Company Name / Hall 4 / BR number  
*ESMO 2019 Society Village* / Society Name / Under Walkway Halls 4-5 / Stand Number

Please note: The Fira Gran Via venue strictly limits night-time activities (between 10pm and 6pm), both during the periods of build up and dismantling.

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!!**

#### Offloading/reloading requirements:

Please note there is a maximum time for offloading/reloading. For the detailed information please refer to the shipping manual or contact Fairexx.

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.  
**The usage and driving of forklifts is restricted to Fairexx**



## 2) IMPORTANT ADDRESSES

### 2.1. EXHIBITION MANAGEMENT, Exhibitor Registration (exhibitor badges only) & Business rooms

MAW (Medizinische Ausstellungs- und Werbegesellschaft), International Exhibitions & Advertising  
Engerthstraße 128, 1200 Vienna / Austria (City Office: Freyung 6, 1010 Vienna / Austria)

- Andrea Etz** – ext. 42 - general planning, logistics, booth approvals
- Veronica Näslund** – ext. 72 - business rooms / additional orders for business rooms
- Sandra Semlitsch** – ext. 71 - society village / additional orders for societies  
additional orders for ESMO exhibition
- Natalie Ubl** – ext. 75 (additional orders for ESMO exhibition)
- Helena Hanzelova** – ext. 13 (exhibitor registration)

Tel.: +43 1 536 63 + direct ext., Fax: +43 1 535 60 16

E-mail: [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at)

As of Sunday, September 22, 2019 noon time the Exhibition Service Desk at Fira Gran Via, Barcelona will be open, and from this time on you can reach us at our mobile phone numbers:

Andrea Etz	+43 664 46 30 448	Sandra Semlitsch	+43 664 811 04 91
Veronica Näslund	+43 664 916 84 20	Natalie Ubl	+ 43 664 811 04 92
Helena Hanzelova	+43 664 811 04 86		

### 2.2. CONGRESS MANAGEMENT

#### ESMO Head Office

Via Ginevra 4, 6900 Lugano, Switzerland  
Tel.: +41 91 973 19 00, Fax: +41 91 973 19 18  
Web: [www.esmo.org](http://www.esmo.org)

#### Congress Operations Coordination

Chantal Cornu, Valentina Allevato  
E-mail: [congress@esmo.org](mailto:congress@esmo.org), Tel.: +41 91 973 19 30

#### Events Sponsorship Department (Sponsorship, Industry Satellite symposia and advertising)

Nikolaj Tomma, Yvonne Giovanelli  
E-mail: [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org), Tel.: +41 91 973 19 69

#### Satellite symposia (logistic)

Letizia Pizzino, Sabrina Peterhans  
E-mail: [satellites@esmo.org](mailto:satellites@esmo.org), Tel.: +41 91 973 19 30

#### Private meetings

Lucia Ardizzi  
E-mail: [congress@esmo.org](mailto:congress@esmo.org), Tel.: +41 91 973 19 24

#### General Information, Registration and Travel Grants

Nicole Bullo, Valentina Meier, Kristine Reguzzoni, Anthony Foti  
E-mail: [registration@esmo.org](mailto:registration@esmo.org), Tel.: +41 91 973 19 63

#### Congress Programme and Abstracts

Kate Kronig, Federica Frigerio  
E-mail: [programme@esmo.org](mailto:programme@esmo.org), Tel.: +41 91 971 19 19, Tel.: +41 91 973 19 38

#### Media Relations

ESMO Press office  
E-mail: [media@esmo.org](mailto:media@esmo.org) +41 91 973 55 71



### 2.3. ACCOMMODATION

Bco Congressos  
Tel.: +34 93 88 23 878  
E-mail: [esmo2019@bcocongresos.com](mailto:esmo2019@bcocongresos.com)

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

FAIREXX – Logistics for exhibitions GmbH  
Marienstrasse 28, 12207 Berlin, Germany  
Marco Junghans  
Tel.: +49 30 44 03 47 11, Fax: +49 30 44 03 47 79  
E-mail: [esmo2019@fairexx.com](mailto:esmo2019@fairexx.com)  
Mobile numbers: Marco Junghans: +49 172 754 95 02

### 2.5. CATERING FOR EXHIBITION STANDS & BUSINESS ROOMS (EXCLUSIVE)

Gastrofira, Fira de Barcelona  
Av. Reina Maria Cristina s/n  
08004 Barcelona, Spain  
Tel.: + 34 93 233 30 00  
E-mail: [esmocatering.exhibitors@firabarcelona.com](mailto:esmocatering.exhibitors@firabarcelona.com)

Attached you can find the catering order forms. For special requests please do not hesitate to contact Gastrofira for individual offers.

Please order the catering service for your stand or the business room with the official catering service partner Gastrofira.  
Barista service, beverages (serving alcohol on stands is forbidden) can be handled on your own, as long as you can store everything in a proper way on your booth/in your business room.

**Please note:** An external catering company cannot deliver on a daily basis – access for deliveries from outside is not possible/not allowed. If you bring your own F & B everything has to be stored on your stand and you have to comply with the current law on food hygiene and have to submit the appropriate form (valid for food only) - form available on request.

### 2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology  
Nussdorferstrasse 20/22, 1090 Vienna, Austria

#### **Lead System/Symposium Scanning:**

Tamara Dworschak  
Tel.: +43 676 83 437 318  
E-mail: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com) or [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)



### 3) TIME SCHEDULE

#### 3.1. EXHIBITION – Hall 3

##### SET-UP

Sunday, Sept 22	12.00 – 20.00	– only for exhibitors over 150sqm exhibition space
Monday, Sept 23	08.00 – 20.30	
Tuesday, Sept 24	08.00 – 20.30	
Wednesday, Sept 25	08.00 – 20.30	
Thursday, Sept 26	08.00 – 19.00	<b>ATTENTION!</b> Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!
Friday, Sept 27	08.00 – 12.00	<b>DECORATION AND CLEANING ONLY</b>

##### EXHIBITION OPENING HOURS

Friday, Sept 27	13.00 – 17.00
Saturday, Sept 28	10.00 – 17.00
Sunday, Sept 29	10.00 – 17.00
Monday, Sept 30	10.00 – 16.30

**Access times for Exhibitors:** Staff holding exhibitor badges may enter the exhibition halls at 08.00 and must leave the halls at 18.00 hrs.

**Please be aware** that for staff holding full congress registration badges who need to enter the exhibition before the opening hours you have to require “early access stickers”. For detailed information please refer to page 8 “Exhibitor Registration”.

**IMPORTANT:** Please do not arrange meeting with clients on the exhibition booth outside the exhibition opening hours as delegates with a full congress registration badge are not allowed to enter the exhibition before the official opening hours.

##### DISMANTLING

Monday, Sept 30	18.00 – 21.00	<b>just limited dismantling for shell scheme, dismantling of folding stands etc.</b> No big crates can be brought in on Monday evening only small empties (e.g. Tool box, AV boxes) can be delivered. No access for trucks, only access for VANS
Tuesday, Oct 1	08.00 – 20.00	
Wednesday, Oct 2	08.00 – 20.00	



### 3.2. SOCIETY VILLAGE – Under Walkway Hall 4-5

#### SET-UP

Thursday, Sept 26	08.00 – 19.00	<b>ATTENTION!</b> Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!
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#### SOCIETY VILLAGE OPENING HOURS

Friday, Sept 27	13.00 – 17.00
Saturday, Sept 28	10.00 – 17.00
Sunday, Sept 29	10.00 – 17.00
Monday, Sept 30	10.00 – 16.30
Tuesday, Oct 1	09.00 – 12.30

#### ESMO BOOTH OPENING HOURS

Friday, Sept 27	10.00 – 18.00
Saturday, Sept 28	08.30 – 17.30
Sunday, Sept 29	08.30 – 17.30
Monday, Sept 30	08.30 – 17.30
Tuesday, Oct 1	09.00 – 12.30

**Important information:** please note that we recommend that the stands are manned during the Society Village hours. The Society Village is accessible for delegates outside the exhibition hours, if you wish to stay longer it is permitted. Please make sure that you do not leave valuables on the stand. ESMO/MAW or Fira Gran Via Barcelona do not take any responsibility for valuables or material left on the stand.

#### DISMANTLING

Tuesday, Oct 1	13.00 – 20.00
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### 3.3. BUSINESS ROOMS – Hall 4

#### **SET-UP**

Wednesday, Sept 25	08.00 – 20.30
Thursday, Sept 26	08.00 – 20.30

#### **OPERATION HOURS**

Friday, Sept 27	07.00 – 20.00
Saturday, Sept 28	07.00 – 20.00
Sunday, Sept 29	07.00 – 20.00
Monday, Sept 30	07.00 – 20.00
Tuesday, Oct 1	07.00 – 13.00

#### **DISMANTLING**

Tuesday, Oct 1	13.30 – 21.00
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### 3.4. EXHIBITION SERVICE DESK – opening hours

Sunday, Sept 22	12.00 – 19.00
Monday, Sept 23	08.00 – 19.00
Tuesday, Sept 24	08.00 – 19.00
Wednesday, Sept 25	08.00 – 19.00
Thursday, Sept 26	08.00 – 19.00
Friday, Sept 27 to Sunday, Sept 29	08.00 – 18.00
Monday, Sept 30	08.00 – 21.00
Tuesday, Oct 1	08.00 – 18.00
Wednesday, Oct 2	08.00 – 12.00

### 3.5. EXHIBITOR REGISTRATION – opening hours

Thursday, Sept 26	12.00 – 18.00
Friday, Sept 27	08.00 – 18.00
Saturday, Sept 28	07.30 – 18.00
Sunday, Sept 29	07.30 – 18.00
Monday, Sept 30	08.00 – 18.00
Tuesday, Oct 1	08.45 – 13.00

### 3.6. OPENING CEREMONY AND WELCOME RECEPTION

All participants and exhibitors are cordially invited to attend the Congress Opening Ceremony on Friday, September 27 from 11.45 to 13.30, Barcelona auditorium (times subject to changes, please kindly check the final online programme). The session will be followed by a Welcome reception in the exhibition area, hall 3.



## 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.

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 separate e-mail.

All instructions for Exhibitors Registration with password and access information will follow by separate email.

Exhibitor badges have to be pre-registered online by **5 September 2019** at the latest and will be distributed onsite at the Exhibitor Registration 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!**

#### Entrance to exhibition halls with exhibitors badges:

Company staff holding exhibitor badges may enter the exhibition halls 2hrs before the official opening, and must leave the halls at 18.00 hrs.

#### Entrance to exhibition halls with full congress registration badges:

Company staff of exhibiting companies holding full congress registration badges **are only allowed to enter the exhibition hall during the official opening times of the exhibition**

Official opening hours:

- Friday, 27 September 2019: 13.00 – 17.00**
- Saturday, 28 September 2019: 10.00 – 17.00**
- Sunday, 29 September 2019: 10.00 – 17.00**
- Monday, 30 September 2019: 10.00 – 16.30**

For company staff (owners, representatives and employees) holding full congress registration badges who need to enter the exhibition hall 2hrs before the official opening or leave only until 18.00 hrs you can require the necessary number of “**early access stickers**”. The necessary number has to be indicated in the online system and will be distributed at the Exhibitor Registration Desk. They will be handed over all together to the company representative, who is indicated in the Exhibitor Registration System. **IMPORTANT:** The company representative is responsible to distribute the early access stickers to the appropriate staff members.

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:

<https://www.esmo.org/Conferences/ESMO-2019-Congress/Registration>



## 4.2. WORKING PASSES

**Working passes must be worn at all times during set-up and dismantling** for security reasons. An unlimited number of working passes will be available free of charge on-site.

**Please note working passes are personalized (First name, last name, ID-Number)**

Upon arrival for set-up the working passes will be distributed next to gate 1 (at the Fairexx check in point). The head of the set-up crew must pick up the passes and hand it out to the crew. **No access without a working pass.**

It is obligatory to pre-order working passes for the period of set-up and dismantling.

Therefore, please send us the following details on each person, who is on site for set-up & dismantling, until September 5 2019 by using the attached excel file so that we can prepare everything – the excel file has to contain:

- first name
- last name
- type of ID
- ID number

Companies that have not submitted the excel file in advance have to consider waiting times on site as pre-registered persons will be treated first.

The working passes are not valid during the official exhibition hours.

Please order via the MAW online portal the required quantity until September 5, 2019

By submitting your order for working passes you confirm the acknowledgement of FIRA Annex I and Annex II.



## 5) SHORT COMPANY DESCRIPTION

ESMO will offer to all companies a complimentary package including:

- Full company name listed in different Congress tools (programme book, website and event mobile APP)
- A short company description on the ESMO website and event mobile APP

Additionally, exhibiting companies may purchase a Premium listing package for EUR 500.

Premium package items listed here below:

ESMO TOOLS	ITEMS	COMPLIMENTARY PACKAGE	PREMIUM PACKAGE @500 euro *
Programme book	Exhibitor list • Company name & booth number	✦	✦
	Company description • Including company name, booth number & website	✦ Max. 250 characters NO logo	✦ Max. 500 characters NO logo
Congress Website	Exhibitor list • Company name & booth number	✦	✦
	Company description • Including company name, booth number & website	✦ Max. 250 characters NO logo	✦ Max. 500 characters WITH logo
	Sponsorship list • Company name	✦	✦
	Online floorplans • Company name & booth number on the plan	✦	✦
Event Mobile APP	Exhibitor list • Company name & booth number	✦	✦
	Company description • Including company name, booth number & website	✦ Max. 250 characters NO logo	✦ Max. 500 characters NO logo

\*+ 21% Spanish VAT where applicable

To select the preferred package, complimentary or premium package, please fill in the [online form](#) by **10 June 2019**.

Please note that data not provided by the given deadline, 10 June 2019, will not be published. You are kindly requested to check carefully the content you are submitting, as changes to the text will NOT be possible.

### Important note:

It is important to respect the given deadline in order to allow ESMO enough time for the upload.



## 6) STANDBUILDING RULES – ESMO Exhibition Hall 3

### 6.1. 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 FIRA BARCELONA 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.

#### 6.1.1. GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- 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.

#### 6.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50m /

Maximum Stand building height: 4.50 m (for booth 201, 301, 302 and 401 – under the walkway 4,0m)

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

#### 6.1.3. SEPARATION WALLS / PLATFORM / CARPET

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** (no cables on the back side of the walls). **Raised floor / platforms are obligatory** to cover cabling/installations coming from the floor ducts. Please note carpet (rental or your own) is obligatory.

#### 6.1.4. SUSPENSION FROM THE CEILING

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

#### 6.1.5. SUBMISSION OF CONSTRUCTION PLANS

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

- stand design/drawings to scale
  - a) ground view including measurements **and meter grid**
  - b) front elevation including height indication
  - c) cross section measurements
- 3-D view (visuals)
- plan showing the position of **all** exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

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

**Deadline for submission: August 1, 2019 – please send to:** [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at).

For the set up of complex structure there are special requirements (please refer to venue regulations paragraph 9.6.5.) and approval by an authorized technician is necessary. Please provide all required documents as described in paragraph 9.6.5. to MAW in order to handle with the appointed technician. The costs for checking and approval will be charged to the exhibitor. Depending on the complexity and size of the stand the costs are approx. between € 220,-- and € 350,-- (for late requests after September 1, 30% surcharge will apply).



## 6.1.6. 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 (*all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations*). Exceptions are only possible when coordinated and approved by the Exhibition Management (*the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable*). The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures / branding directly facing adjacent booths.

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.

Construction plans for approval are required as soon as possible.

### • 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 or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 30% of the length of the booth on each side and may not interfere with other exhibitors.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (*all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations*). Exceptions are only possible when coordinated and approved by the Exhibition Management (*the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable*). The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures / branding directly facing adjacent booths.

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.

Construction plans for approval are required as soon as possible.



- **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 or elements that block the access are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with maximum height of 3.0m. With a height of more than 3.0m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.5m height must have a distance of minimum 1.5m (if it is placed on a corner the distance of 1.5m is required from both sides).

The standard height of the back wall towards the neighbouring booth is 2.50 m including platform/raised floor (*all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations*). Exceptions are only possible when coordinated and approved by the Exhibition Management (*the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable*). The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures / branding directly facing adjacent booths.

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.

Construction plans for approval are required as soon as possible.

- **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 or elements that block the access are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with maximum height of 3.0m. With a height of more than 3.0m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.5m height must have a distance of minimum 1.5m (if it is placed on a corner the distance of 1.5m is required from both sides).

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.

Construction plans for approval are required as soon as possible.



### 6.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept. The measurements of the booked area are outside measurements.
- 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.
- Doors and windows have to set back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm.
- 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.
- Any counter, desk etc. or device (i-pads, screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.0m) in order to ensure that the visitors will be in the booth and not standing in the aisle.
- Coffee bars or other F&B-stations has to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer.

### 6.1.8. FIRE CERTIFICATES / MATERIALS

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.

Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke.

Please refer to venue regulation paragraph 9.2. Fire prevention, material specifications.

**Please bring the appropriate certificates (in English) on site for all the materials you use.**



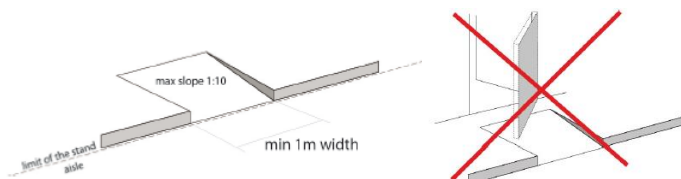
### 6.1.9. FLOORING, RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

As the floor service chests have to remain accessible at any time and in order to avoid cabling across your floor, **it is mandatory to have a platform/raised floor.** Recommended height for platforms:  
5 cms/h – to hide electrical cabling  
10cms/h – to hide water and electrical cabling

**Service chests have to remain accessible – please refer to paragraph 8.1. Venue Specifications.**

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:

- Carpet and flooring must comply with the CRE rules and therefore follow these conditions: Floor coverings must have a reaction to fire classified as EFL (resistant to a brief attach of small flames with a limited spread of flames). The slip-resistance on floor with slopes up to 6° shall be Class 1 (Slip resistance  $R_d: 15 < R_d \leq 45$ ). The floor should not have any perforations or holes in which it could be inserted a sphere of 15 mm diameter.
- All stands with a raised floor / access platform higher than 50 mm shall be built with a ramp.
- The minimum width of the ramp should be 1000mm. The slope has to be uniform, up to 1:10 and completely within the stand.



- 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.
- Ramps must be kept within the stand and not be placed in the aisles.
- The height of the stand platform with respect to the pavement of the hall may never be greater than 18cm.



## 7) LIABILITY / INSURANCE

### 7.1. Liability

Neither ESMO, MAW nor FIRA BARCELONA, 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 FIRA BARCELONA, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or FIRA BARCELONA 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 FIRA BARCELONA 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 FIRA BARCELONA 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.

### 7.2. Insurance

The exhibitor and or his stand building company have to take out a civil liability policy of at least € 2,000,000.-- 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.

**The appropriate insurance policy has to be brought on site – there will be sampled checks.**

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.



## 8) VENUE SPECIFICATIONS / VENUE REGULATIONS (technical guidelines)

### 8.1. VENUE SPECIFICATIONS / IMPORTANT HALL INFORMATION

**Hall 3: ESMO Exhibition Hall**

**Hall 4: Business Rooms**

Hall height – Hall 3 & 4: 10,44 m / 8,9 m

Max. Standbuilding height: 4.5 m

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

Hall floor:

Max. weight – Hall 3 & 4: 5.000 kg / m<sup>2</sup>

Air Conditioning – Hall 3 & 4: yes

Electricity, Water,  
Data & Telecom:

Service chest / service duct

Service chest:

Diameter 89 cm, all service chests must remain accessible –

please leave a 1x1 m access door/hatch. It is not allowed to build rigid elements on this positions.

If your booth space has no own service chest, the closest one will be

used to supply your stand. Please note that it might also happen

that a service chest from your stand supplies other surrounding stands.

In both cases the stand builder shall consider this for the finish of

edges of your raised floor at the outgoing/incoming position (to be

considered also if service chest is placed on the perimeter of the stand).

The service chests are indicated on the “exhibition layout technical” –

please note plan measurements may slightly vary to the site

measurements.



## 9) VENUE SPECIFICATIONS / VENUE REGULATIONS (technical guidelines)

### 9.1. Safety and emergency – escape routes

During periods of build up and break down, and for safety reasons, no material or work tools of any kind that may obstruct movement may be placed in the aisles. All materials must remain within the limits of the stand space.

Should an aisle be obstructed, the Fira Barcelona Cleaning Services will remove the articles placed therein, and, subsequently, the exhibitor will not have the right to claim damages for the said removal. The costs resulting from these actions may be passed onto the corresponding exhibitor.

### 9.2. Fire prevention, material specifications

The materials used for the Fira Barcelona structures (stands, tents, etc.) must comply with the current regulations. In particular, and with regard to the fire resistance of the material, they must comply with the provisions of the Spanish Technical Building Code (TBC).

Table 4.1 of BD-FS 1. Reaction of surfaces to fire

- On ceilings and walls: C-s2 and d0.
- Hanging textile elements: Class 1 in accordance with the UNE-EN 13773:2003 standard.

All decorative elements must comply with the same characteristics as the construction elements. They may not incorporate any type of inflammable material, for example straw, wood shavings, paper shavings, dry leaves, etc.

In any case, the Fira Barcelona technical team reserves the right to request the certificates corresponding to the materials used in the stands or for their decoration.

### 9.3. Surveillance of exhibition areas and exhibitor goods

Under no circumstances any security measures are intended for and focused on the goods displayed, nor on the particular goods of each exhibitor. Therefore, Fira Barcelona accepts no liability for the particular goods that are the property of the exhibitors or their employees. Moreover, Fira Barcelona shall not accept any liability for the robbery or theft of the materials and articles placed in the stands or any other space of the venue, nor for the damages that may be suffered during periods of build up, show days and break down.

Therefore, each exhibitor is exclusively responsible for the surveillance and safety of their particular belongings.

Should an exhibitor wish to have their own surveillance service for their stand, this can be ordered at extra costs with the appropriate order form.

### 9.4. Provisions on the prevention of occupational risks during build up and break down

The build up contractors must comply with and ensure that there is compliance (of their contractors and subcontractors) with the current legislation with regard to the prevention of occupational risks that can be applied to the tasks carried out in each case. This is relevant to tasks carried out directly, as well as those that are subcontracted.

The companies that participate in build up and break down tasks must have an Occupational Risk Prevention management system (in accordance with the provisions of the Law on Occupational Risk Prevention 31/95, Art. 30). This section is included in ANNEX No. II of Occupational Risk Prevention.

The build up contractors hired by the exhibitors and companies involved in the build up and break down of stands must immediately report the occurrence of any accident or incident that requires action by Fira Barcelona to the hall manager, the medical area or Fira Barcelona personnel.

### 9.5. Information on risks and preventative measures

ANNEX II contains detailed information about the risks and preventative measures to be considered during the periods of exhibitions and the events build up, as well as the risks and preventative measures to be considered during the show days.



## **9.6. Regulations on the build up of stands and adaptation of spaces**

### **9.6.1. General provisions**

The following aspects related to the infrastructure of the venue must be respected when designing, installing and decorating stands:

The walls and columns, as well as the technical installations of the halls must not support any loads on their structure pertaining to decorations or the articles displayed.

Hall columns within the stand can be cladded, without damaging them and in accordance with the permitted height regulations, taking into account the fact that in the case of connection boxes or any other supplies, the said boxes can always be registered.

In the case of cladding or decorating columns with fire equipment, extinguishers, fire alarm call points, signage or any other informational element of the venue, they must always be visible, accessible and clear of obstacles that may prevent their normal use. All of these elements must not be manipulated or disassembled.

All connection service chests located on the floors of the halls must be easy to register and must be easily accessible at all times. The design of the stand can never obstruct access to any of the service chests. For this purpose, Fira Barcelona has the power to require compliance with this requirement.

The surface of the exhibition spaces, both inside the hall and in the outer areas, shall solely be carried out by placing a platform. This element must be removed by the exhibitor at the end of the event. Likewise, the rear sides of the walls that form the stand shall have a decorative finish.

It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the halls.

It is prohibited to carry out channeling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be cladded with paint or glue.

It is prohibited to apply cement to the floor without the presence of an intermediate protective element authorized by Fira Barcelona. Furthermore, driving in nails using percussion tools or painting using spray guns is forbidden. Any possible damage caused by the exhibitors or their delegates to the walls, installations or other infrastructures of the Fira Barcelona exhibition area shall be repaired by Fira Barcelona and charged to the exhibitor.

Advertising or informative anchors of the halls that are used exclusively by Fira Barcelona cannot be used.

For safety, health and environmental reasons, the tools that produce dust, such as all types of saws, must not be used inside the Fira Barcelona halls, unless they are equipped with dust holding bags or suction systems designed for this purpose.

### **9.6.2. Custom constructions**

As a general rule, the free constructions must comply with the current regulations and, specifically, the Spanish Technical Building Code (TBC) in all of its sections, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA).

The structures of the stand and any of the elements that comprise it must have the necessary stability and rigidity so that they do not pose a risk to people or to the goods of the exhibition, with the safety of the stand under the responsibility of the exhibitor.

### **9.6.3. Ceiling Installation**

Exhibitors may cover their stands with a ceiling, provided that they observe the technical directives on fire protection and the safety regulations referred to in sections 9.2. and 9.6.5. Since the ceilings can be seen from higher floors, their finish should always be aesthetically pleasing.

In any case, Fira Barcelona suggests that when covering the stand with a ceiling, this ceiling is permeable so that the general temperature control of the hall reaches the space of the stand.



#### 9.6.4. Different floor levels due to installation of platforms

When the floor of the stand must be lifted by installing a platform on the entire surface thereof, it must comply with current accessibility and safety regulations in order to prevent falling to a different level, always in accordance with the provisions set forth in the specifications of the Spanish Technical Building Code. Under no circumstances shall the access ramp to the platform exceed the limits of the area of the stand, and it must comply with the relevant regulations defined in the Spanish Technical Building Code (BD SUA). More specifically, it must ensure that the height of the stand platform with respect to the pavement of the hall is never greater than 18 cm.

#### 9.6.5. Construction of complex structures in halls

MAW/Fira Barcelona may authorize the construction of a complex structure in accordance with the regulations established by the event organizer and in the sections where the ceiling height and the hall structure allow it.

Risk assessment is required to any construction that implies the submission of design floorplans, calculations and certificate of stability approved by qualified technicians. The same applies to all constructions that need a custom evaluation of a special risk assessment.

The complex structures are classified in the following way:

- Platforms or stages with a height equal to or higher than 0.50 m.
- Singular structures higher than 4 meters.

**Please note if you request a complex structure the costs to check the documentation and certify the structure will be charged to the exhibitor!! The costs depends on the structure.**

The complex structures must comply with the requirements set forth in the current regulations and, specifically, in the contents of all sections of the Spanish Technical Building Code, as well as the basic documents of structural safety (BD SS), fire safety (BD FS) and safe use and accessibility (BD SUA). Authorization to construct any of these structures must be requested from MAW (MAW will handle with Fira Barcelona Operations Department) and providing the following documentation:

Project approval by the corresponding professional association, which includes:

- A descriptive and explanatory report of compliance with the current regulations.
- A structural study with static calculation, which includes the verification of each element of the structure and the description of loads transferred to the pavement under each support.
- A floorplan and elevation drawings, including details of the handrails and stairs.
- The evacuation and fire detection plan for structures with a surface larger than 100 m<sup>2</sup>.
- Assessment of risks and preventative measures to consider during the construction build up and break down process.

Once the construction of the complex structure is complete, the responsible technician shall issue the corresponding final certificate (or permission for build up), approved by the corresponding professional association and to be delivered to Fira Barcelona.

In the case of a structure approved by a qualified and authorized organism, the approval certificate of the structure, along with the build up and break down regulations, shall be submitted to replace the structural study.

In the case that all provided documentation is correct, the build up of the stand or structure presented shall be authorized. If any deficiency is detected, the resulting non-compliances shall be indicated in order to request that the client or decorator make the appropriate corrections. The build up of the stand or structure shall not be authorized as long as the deficiencies remain uncorrected.



### **9.7. Gas installations and elements that generate combustion or inflammable gases**

The emission of vapors, inflammable gases or toxic gases that may be a health hazard or bothersome to the attending public or other exhibitors is not permitted.

The gases and vapors generated by the fuel must be evacuated to an outside area through the ducts provided for the said purpose. To do so, the technical viability studies for the location and securing of these ducts must be requested from Fira Barcelona. In terms of the technical viability of the project, the costs of carrying out the authorized installation shall be charged to the exhibitor.

In any case, there must be compliance with the provisions of the technical regulation on the distribution and use of gaseous fuels RD 919/2006 and its supplementary technical instructions IG01 to 11.

With regard to generating odors that may bother the rest of the exhibition area, a hood with filters suitable for absorbing the said odors must be installed.

If there is a need to use domestic gas, the installation and the gas supply must be legalized by a company authorized for the said purpose, delivering the corresponding report to the Fira Barcelona hall manager.

### **9.8. Welding equipment and hot work**

For safety reasons, cutting and welding work cannot be carried out without the prior corresponding authorization of Fira Barcelona. The work area must be examined and approved by the Fira Barcelona manager present at the hall before signing the corresponding authorization.

This type of work shall not be authorized in the following cases:

1. In the presence of carpeting, wood, paper or any other inflammable material.
2. In areas or equipment that have not been especially conditioned.
3. With cutting and welding equipment that is not in a good state of use.
4. By unqualified people.

Conditions for the authorization of cutting and welding work:

1. All potential risks of fire or explosion, such as combustible materials, paints, oils, fats, solvents and compressed gases, must be removed from a radius of twenty (20) meters.
2. There shall be an operational extinguisher that will be placed 2 meters from the work.
3. The work area shall be protected with fire-resistant elements (safety screens).
4. In the case of electric welding, the machines must have their respective ground line.
5. The areas of electric-arc welding must be visually isolated from the rest of the work environment.
6. In the case of oxy-fuel equipment, the bottles must be secured to their corresponding cart by means of metal chains or clasps. Each portable cart with welding equipment must be equipped with a 6 kg ABC powder extinguisher.
7. Sixty (60) minutes after completing the work, the area must be examined by an authorized person.
8. Personal protective equipment suitable for the work to be carried out:
  - A safety helmet
  - Glasses or facial screens, with filter glass, that protect from the violent projection of particles and radiation from welding.
  - Protective elements for hands, arms, legs and the body against heat and mechanical risks.
  - Safety footwear.
  - Cotton work clothing (flame-resistant and fitted).
  - In poorly vented areas, the use of protective masks with filters for metal fumes.

### **9.9. Installation of antennas and radio signal transmitting and receiving stations.**

The Installation of antennas and radio signal transmitting and receiving stations is not allowed, in case of need please contact MAW.



## **9.10. Limitations to the build up of stands and adaption of exhibition spaces**

The walls and columns, as well as the set of technical installations of the halls, must not support any loads on their structure caused by decorations or the articles displayed.

Hall columns inside the stand can be cladded without damaging them and in accordance with the permitted height regulations, taking into account the fact that, in the case of connection boxes, these boxes can always be registered. In the case of cladding or decorating columns with fire equipment, extinguishers, fire alarm call points, signage or any other informational element of the venue, they must always be visible and accessible. They cannot be manipulated or broken down.

All connection service chests located on the floors of the halls shall always be registered and must be easily accessible at all times. The design of the stand can never obstruct access to any of the service chests.

The surface of the exhibition spaces, both inside the halls and outdoors, shall solely be carried out by placing a platform or carpeting which must be removed by the exhibitor or decorator at the end of the event.

It is prohibited to drill holes, drive in screws or hammer nails into the walls, ceilings, floors or columns of the halls.

It is prohibited to carry out channeling, bracing or any other structural modifications to the interior of the halls or to the outer areas of the venue. Both the indoor and outdoor exhibition spaces must not be cladded with paint or glue.

It is prohibited to apply cement to the floor without the presence of an intermediate protective element authorized by Fira Barcelona. Furthermore, it is prohibited to drive in nails using percussion tools or to paint using spray guns.

The Gran Via venue has escalators, moving walkways and public elevators. This equipment cannot be used to transport, lift or move elements for constructing or decorating stands. For this purpose during the periods of build up and break down, this equipment shall be temporarily kept out of use.

Any possible damage caused by exhibitors or their delegates to the walls, installations or other infrastructures of the Fira Barcelona exhibition area shall be repaired by Fira Barcelona and charged to the exhibitor.

Supporting construction elements or elements of any other type on the walls, columns or other fixed elements of the halls is prohibited. Proper protection must be used or a safe distance must be maintained between the construction materials and the hall parameters.

## **9.11. Technical regulation**

### **9.11.1. Lighting**

All lighting shall be distributed so as to avoid disturbing both visitors and neighbouring exhibitors.

The situation of the installed lamps must not pose a fire risk and those installed at a height up to 2,5m must be protected in such a way so as not to pose a hazard to people. The use of strobe lighting and flashing lights is not allowed.

### **9.11.2. Balloons**

The use of balloons as decoration of stands is restricted to previous consultation with MAW Industry Exhibition Management. Balloons with light gases are banned. (i.e.: Helium gas)

### **9.11.3. Work machinery**

All equipment used during build-up and dismantling of stands must comply with the regulations of RD 1627/97 Health and Safety guideline in the workplace





#### 9.11.4. Use of machines and tools during the event

All exhibition machines or tools must have the CE approval and must be identified with the corresponding marking. In the case of exhibition machinery that does not have the CE approval, it must comply with the provisions of Article 3 of RD1644/2008.

The exhibitor shall equip the installations that must function during the event with the protective devices necessary for the work and accident prevention required by the technical regulations defined for the said installations.

The work areas or parts of the machines that may generate a risk of entrapment, cutting, abrasion or projection must be marked with the appropriate warnings and danger signs and must be equipped with protective devices suitable for eliminating the risk.

All machines or tools must be equipped with emergency stop devices that allow their operation to be stopped under safety conditions.

It is entirely prohibited that the safety devices of the machines are stopped or disconnected to prevent the use thereof during the demonstrations.

The personnel who operate the machine during the demonstrations must have received the proper training and information regarding the machine operations and the risks of its use.

For cases in which these regulations are violated and where the operation of the machinery potentially poses a risk to people, Fira Barcelona is authorized to demand that it is stopped or, likewise, that it does not become operational. The exhibitor or organizer shall be responsible for complying with the said regulations, as well as the consequences derived from non-compliance.

#### 9.11.5. Health and Safety, Risks and Preventive Measures

Risks:

- Falling of persons to a different level, while using stairs and scaffolding.
- Falling to the same level because of objects in the passageways.
- Falling of objects by collapse caused by the installation of stands, suspended loads, etc.
- Running into stationary objects.
- Stepping on objects such as planks, wood, nails, etc. from assembly and dismantling.
- Flying fragments or particles due to assembly and dismantling tasks.
- Cuts or bangs from objects and/or tools.
- Electrical contact from work with electric tools or lighting installations.
- Fires and explosions.
- Exposure to noise due to using manual tools and machine tools.
- Crashes and collisions with moving vehicles throughout the grounds.

Preventive measures: Operators that work at high altitudes shall be provided with sufficient prevention material to eliminate risk of falls (safety belts, ladders, scaffolding, etc.):

- Stairs and ladders must be equipped with anti-slip shoes, a locking device and be in good condition.
- Fire extinguishers and emergency exits must always be visible and free from obstacles.
- All chemical products must be visibly labelled, in such a way that the substance can be clearly identified (paints, solvents, oils, degreasers, etc).
- Flammable products are not permitted on the grounds.
- A special work permit is required for soldering. Soldering equipment cannot be used without prior FIRA authorisation.
- All equipment to be used in electric soldering works must be in safe usage conditions: overall protection, insulated cables without fissures and proper connections.
- All load lifting equipment, cranes, forklifts, etc., must be fully equipped with safety elements and be adapted to current legislation.
- This equipment can only be operated by authorised and qualified personnel who are responsible for their actions.
- Suspended loads shall not be passed over people.



- The maximum traffic speed on the Fira Barcelona grounds is 10 km/h.
- All equipment for work with electrical equipment must be in good condition, including protections, plugs, cables, fuses, earth, etc.
- Only qualified persons can perform electrical tasks.
- Saw discs and cutting parts and carpentry equipment must be protected.
- Safety shoes, work gloves and protective glasses must be worn.
- Reflective vests must be worn when there is vehicle traffic and for work outside.

The exhibitor and all subcontractors / providers are required to ensure that any person working on the congress premises during set-up, exhibition and dismantling period is working in line with the Spanish working safety rules and regulations.

#### **9.11.6. Safeguarding**

Each exhibitor must make provisions for the safeguarding of his stand, goods, material, equipment and display at all times. General overall guard service will be provided for the installation and exhibition period, but the guard service will not be responsible for loss or damage to any property from any cause.

#### **9.11.7. Security & Dangerous Goods**

In the event that an accident occurs as the result of a demonstration, the exhibitor concerned must immediately carry out all necessary measures and accept the responsibility for the settlement of all matters concerning the accident.

- No inflammable substances or sensitive materials with inflammable or explosive basis may be brought into the exhibition area without prior permission from the Exhibition Management.
- Devices emitting ionizing radiation may not be operated within the exhibition area.
- Radioactive substances may not be brought into the exhibition area.
- Use of open flames is prohibited.
- Fixed lasers are permitted, free-working lasers are forbidden.
- Decorating material and wall-paper which are used by the exhibitor must be fire-proof and a written credible proof of this must be presented to the Exhibition Management.
- Highly inflammable materials shall not be used in the erection, lining and outer or inner decoration of the stands.

The use of containers with pressure gas or liquid gas bottles shall be subject to approval by the Exhibition Management and by the competent authorities.

Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

#### **9.12. Extraordinary activities during the show days**

The creation of smoke inside the halls is not permitted.

All activities not mentioned in this document shall always require the prior authorization.

#### **9.13. Vehicle access in the exhibition area (delivery vehicles)**

Please refer to the shipping manual and contact Fairexx for any questions / needs.



## ESMO 2019 EXHIBITION RULES

### 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 Friday, 27 September to Monday, 30 September 2019.

### 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 2019 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 2019 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 / Stand activities

5.1. General note: ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence. For all stand activities (promotion of products, catering, giveaways, surveys, etc.) it is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Neither ESMO nor MAW or the venue bear any responsibility towards the delegates, the authorities or other organisations.

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 business room and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Congress does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO Congress bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Spain. 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.



## ESMO 2019 EXHIBITION RULES

### 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 2019 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 2019 Industry Prospectus for more information on this sponsorship opportunity.

### 5.4. Advertisements:

Advertisement of the exhibit is possible in the ESMO 2019 Programme Book and ESMO 2019 Congress Daily Newspaper. All advertisements for these publications are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with German and European laws, where applicable. Consult the ESMO 2019 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 2019 Industry Guidelines.

### 5.6. Photographing, filming, audio recording:

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time (Exception: exhibitors may take photographs of their own stand).

### 5.7. Stand activities:

No programmatic activities or scientific/educational activities may take place at the booth. Activities which are not classifiable as purely promotional are subject to approval. Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

### 5.8. 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 100.-, Net amount) 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.



## ESMO 2019 EXHIBITION RULES

### 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 2019 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 2019 Industry Guidelines and will affect the future conference attendance of the company in question. The complete ESMO 2019 Industry Guidelines will be available on: [www.esmo.org](http://www.esmo.org) in the dedicated Congress section.

### 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. Media activities

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the Congress should send a request to the ESMO Press Office using the appropriate form made available through the ESMO website or contacting [media@esmo.org](mailto:media@esmo.org). For any additional information about Media issues, please contact [media@esmo.org](mailto:media@esmo.org).

#### 11.1. Press badges

According to the ESMO Media Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)) to obtain a temporary badge. Full details are available in the ESMO Third-party Media Activities Policy.

### 12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2019 EXHIBITOR MANUAL. Any aspect that is not covered in the ESMO 2019 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.



## ESMO 2019 EXHIBITION RULES

### 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 loud-speakers; 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 2019 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 Fira Barcelona. It is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice.

### 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 session and Welcome reception will take place in the congress centre on Friday, 27 September 2019 from 12:00 to 13:30. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 27. September 2019 before the end of the Opening session (13:30 hours). **Times subject to changes.**

### 17. Business rooms

Business rooms are available and their rental is offered to exhibitors and sponsors only. Business rooms may be rented in the congress venue if at least 40 sqm of exhibition space, a Satellite symposium or an ESMO colloquium 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 business rooms 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.



## ESMO 2019 EXHIBITION RULES

### 18. Giveaways / Industry codes of practice

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. The ESMO Congress does not review and approve giveaways. It is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry 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 2019 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 2019 exhibition rules will follow the procedure outlined in the Terms and Conditions that are included in the ESMO 2019 EXHIBITOR MANUAL as well as stated on page 22 and 23.

### 23. Final Clause

In cases not covered by the regulations in the ESMO 2019 exhibition rules, the organisers' interpretation shall be final.



## CONDITIONS FOR THE PARTICIPATION IN THE EXHIBITION

The final rules will be confirmed in the ESMO 2019 EXHIBITOR MANUAL.

**1. Contract – Exhibition dates:** Mailing or delivering the Booking 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 Booking 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 August 1, 2019. 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





## CONDITIONS FOR THE PARTICIPATION IN THE EXHIBITION

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



## CONDITIONS FOR THE PARTICIPATION IN THE EXHIBITION

dismantling, as well as during the exhibition days themselves, as the Exhibition Management is not liable for personal or property damage. The safety and stability of the booth construction and all used materials is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW or Fira Barcelona 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. Exhibitors/stand buildings companies have to bring the appropriate insurance policy on site.

**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 ESMO 2019 EXHIBITOR MANUAL



# STAND SERVICES - ONLINE ORDERS

## Deadline for orders: August 1, 2019

<https://forms.media.co.at/ESMO19>

### 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:	Rothschildplatz 1, 1020 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: August 1, 2019**
- **Deadline for payment: September 1, 2019**
- **A surcharge of 15% will be applied on all rates for orders made after August 1, 2019 until September 11, 2019 (unless other conditions are stated), exceptions may occur.**
- **Please note that after September 11 and on-site only a limited number of items and services will be available. The surcharge for these services will be another 15%.**
- On-site orders have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- After the deadline a 100 % cancellation fee applies, exceptions may occur.  
If a service already provided is cancelled, a 100% cancellation fee applies.
- All outstanding payments must be settled on-site in cash or with credit card – without exceptions.
- Place of performance and jurisdiction: Vienna.



## **Conditions for orders:**

### **Rental items – please note:**

With your booking 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 Thursday, **September 26, at 08.30.**

Plants and flowers/AV and IT equipment will be delivered on Thursday, September 26, throughout the day. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery.

Electricity, water & internet (fixed line) will be installed before the start of set-up. The ordered **electrical panels will be switched on on Wednesday, September 25<sup>th</sup>, 2019.**

[If you need the electricity to be switched on before Wednesday, please notify us through the online order form.](#)

**It is mandatory to build a platform** – minimum height 5cm. Please consider the stand building rules on page 12 when planning the platform. The floor ducts need to be accessible at all times.

**Separation walls towards neighbouring stands are obligatory.** The outside walls facing the neighbours have to be finished and white (see also stand building regulations).

### **Carpet:**

If you use your own carpet, a written credible **fire-proof certificate** must be presented to the exhibition management (please also see stand building rules from page 12 onwards)

### **Notice on tape:**

Please only use tapes that can be removed without residues! In case of residues, the exhibitor will be charged for removal.

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

Please submit a dimensional drawing showing the main position of all ordered services until at the latest **August 1, 2019.**

Electricity orders without a layout for the service position are not valid, as they cannot be followed through.

### **Exceptions to this rule are rental shell scheme booths ordered through MAW.**

Should no layout be received for these kind of booths, the connections will be automatically placed in the corner (for corner booths) or the right corner (for row booths).



## STAND SERVICES – IMPORTANT INFORMATION

### CLEANING/STAND CLEANING

The preliminary cleaning after set-up and daily cleaning incl. emptying of trash cans on the booth area are **NOT** included in the space rental fee and need to be ordered via the online order site.

#### **Preliminary cleaning:**

Complete cleaning of your stand carried out on Thursday September 26 in the night after end of set-up and includes: cleaning of walls, glass, furniture, carpet vacuuming or floor mopping.

It does not include: cleaning of exhibitor's material, cleaning of remains generated by building works or audio visuals

#### **Preliminary cleaning & daily cleaning package:**

This package includes cleaning on Thursday September 26 in the night after end of set-up and then daily until September 30.

The service is done before the opening and includes: cleaning of horizontal surfaces, glass, furniture, carpet vacuuming or floor mopping and emptying of bins. It does not include: cleaning of exhibitor's material, cleaning of remains generated by building works or audio visuals.

Washing/Mopping the floor is **ONLY** a superficial cleaning of the floor with a wet mop. Rubber stains (e.g. black lines from shoes on white tiles) cannot be eliminated this way.

If you need to remove such stains from the floor you will need to book a customised cleaning – this will be charged after the conference per hour that was actually needed to clean the floor.

In case you need any additional cleaning services please contact the exhibition management for an offer per e-mail [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at).



## WASTE MANAGEMENT / WASTE DISPOSAL

The exhibitor must remove all waste (e.g. wooden panels, floor elements, carpet rolls, packaging materials, plastic etc.) of the booth after set-up AND after dismantling! The booth area will remain clean and clear of any waste left behind after set-up as well as after dismantling. Waste disposal / waste containers can either be ordered with the appropriate online order form or the waste can be taken off the venue by the exhibitor/contractor.

**Otherwise removal and cleaning costs will be charged automatically to the exhibitor (= the contract partner) after dismantling.** Please advise your stand builder accordingly!

Remember that batteries, oils, light bulbs, paint, solvents and, in general, any toxic or chemical product must be duly recycled.

At the end of the break down period, the contracted surface must be completely clean, which includes removing the adhesive carpet tape and any other material.

Once this period has finished, the stand exhibitors that still have waste will be charged the cost of cleaning and waste removal to restore the conditions of the contracted space.

## General information waste management

The fire prevention policy prohibits the accumulation of waste in the stands and their storage areas, as well as in the corridors and common areas.

Waste must be removed at the latest at the end of each day. The bins can be ordered via the online order forms and can be located inside the exhibition hall, opposite your stand, or in your construction space. The bin will be labelled with a sign showing your company name and booth number. Fira de Barcelona and MAW accept no liability for bins filled by other builders. The bin will be removed in any of the following cases:

- At the request of the builder, contacting the exhibition management
- By the night inspection team if the bin is full
- At any time after 48 hours of delivery

## LONGER SET-UP

It will **NOT** be possible to book extra set-up **days** in addition to the scheduled ones.

### **Overtime during set-up (extra hours):**

**On request basis only** at extra cost (for hall rental, light, personnel etc.).

Send your request per e-mail to [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at)

**IMPORTANT:** In case overtime during set-up has been requested and approved, it is only allowed to work within the exhibition halls. **No loading or unloading is allowed after 21:00.**

Please note that on Thursday, September 26, all crates must be removed at the latest by **17:00 hrs.**



## ELECTRICITY

Please note that you have to order power supply for your booth. Indicate in a dimensional drawing (use the form layout fittings) the required position(s) of your main electrical connection point(s) and submit it per e-mail to [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) until **August 1, 2019!**

### Service position layout change:

A surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in in place. The cost will be evaluated case by case.

### Time schedule for electricity:

**The ordered electrical panels will be switched on by Wednesday, September 25.**

**Please notify us via the online order form, if you need your electrical panel to be switched on before that date as additional costs will apply.**

From Monday, Sept 23 (Sunday, Sept 22 for exhibitors over 150sqm) a limited number of provisional panels including single phase sockets (10A schuko) will also be available in the exhibition hall.

### When ordering your electrical panel please note:

Calculate your real power needs (maximum electric capacity /watts of all devices used) and consider whether you require a single-phase (230V) or three-phase (400V) system!

- The number of ordered electrical panels will be laid on your booth area. All internal wiring has to be done by the exhibitor's staff and the necessary material has to be brought by the exhibitor.
- Electricity is supplied from the floor service chests
- Don't forget to bring your own converters and adapters, if needed.

Neither MAW Exhibition Management nor FIRA are responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

### **Very important information:**

- *When contracting the electrical panel, the power associated with the panel is automatically included in the price.*
- *The rental prices of the electrical panels on fair days include their legal permits and power consumption, but do not include the electrical plan for booths with 50 kW or more contracted.*
- *Under no circumstances will machines be connected for the exhibitor. Likewise, electrical outlets will not be provided (cables, extension leads, adaptors, etc.).*

### **Connection periods:**

Power will be supplied during the set-up and official exhibition opening hours and 2 hours before the exhibition opens (according to the time schedule on page 6 / access times for exhibitors) and will be disconnected 1 hour after the closing time.

If you require a 24-hour electrical supply (power throughout the whole exhibition, 24 hours) please order it via the online order form.

24 hours-supply is recommended if you have machinery that needs to be permanently connected (e.g. LED walls, refrigerators, etc.)



**--> Attention: An on-site change from the daytime to the 24 hour connection is not possible. In this case a new electrical panel with 24 hours electricity needs to be ordered and installed (surcharge plus new panel costs will apply). A timely delivery also cannot be guaranteed.**

**Please refer to the online order form for details on the electrical panel ordered (illustrations of the different panels are available online).**

Please see the number of single-phase outlets when ordering a three-phase electrical panel with Circuit Breakers/ Fuse switch (1 Circuit Breaker equals one single phase socket) in the table below:

Panel	Amperes	Circuit breakers
9,9 kW	16 A	3
19,9 kW	32 A	6
24,9 kW	40 A	9
39,2 kW	63 A	12

### **ELECTRICAL PLAN for power usage over 50kW**

If the total number of kilowatt contracted through switchboards is more than 50 kW, it is compulsory to also order the item “electrical plan” through the online order form. All necessary documents and certificates will then be provided automatically by Fira.

## **FIRA INSTALLATIONS AND POWER SUPPLY REGULATIONS**

### **1. Power supply**

All electrical energy supplied to the stand shall be provided by Fira de Barcelona, the characteristics thereof being 400 V between phases and 230 V between phases and neutral. A direct current supply or a supply in any other condition of stability and continuity which differs from the general supply and does not belong to Fira de Barcelona will be charged to the stand exhibitor and requires the prior authorization of Fira de Barcelona.

Fira de Barcelona may limit the supply power when it may have a negative effect on other users or through the risk of overload or the safety of its own lines and installations.

The users of the stands and installations are required to maintain a  $\cos \phi$  power factor of between 0.95 and 1.

In the case that the installed electricity-consuming equipment requires some type of precaution in the shutdown processes or is sensitive to possible cuts in the power supply, the equipment installer must install elements that prevent the risk of a possible power supply failure, such as uninterruptible power supply (UPS) systems.

Since the power supply of the Gran Vía venue depends on the power company providing the services, Fira de Barcelona is not responsible for the external defects thereto, including both supply failure and the quality thereof

(variations in frequency, variations in voltage, transitions, spikes, sags, short outages, micro-cuts, etc.).

### **2. Legalization of the installation**

All installations must be carried out in accordance with the requirements required by the Low-Voltage Electrotechnical Regulations (LVER) and the supplementary technical instructions thereof by an electrician officially authorized by the Industry

Department of the Generalitat of Catalonia, in compliance with the corresponding electrical installation report (official certificate).

When ordering an electrical panel, all necessary legal permits and procedures will be duly fulfilled by Fira Barcelona.

The electrical connections in Fira are made by using CEE PLUG 3P+N+T 6h three-phase connectors.

Stands with up to 50 kW shall require a technical design report that must include the following documentation: · Electrical installation report. · Electrical diagram with calculations.

Stands with more than 50 kW must be legalized by means of a technical project created by a licensed engineer.





When ordering the electrical plan, all legal permits and legalisation will be taken care of by Fira Barcelona.

All installations powered by a generator must also be legalized in the case that the said generator exceeds 10 Kva.

The costs of legalization, carrying out the project and the necessary documentation will be provided by Fira de Barcelona, if a electrical panel is ordered.

### **3. Electrical connection to service chests or exhibitor boxes**

The power supply in the halls shall be exclusively activated by the Fira de Barcelona personnel, and it shall be provided once the electrical installations of the stand have been approved and authorized by the corresponding Industry Service present in the Fira de Barcelona Customer Service Office.

In the Fira connections up to 63 A shall be made by means of a CEE PLUG 3P+N+T 6h form with the proper intensity (16, 32 and 63 A, three-phase).

The physical connection to the outlet must be made by the electrical installer of the stand, who shall note the number of the electrical base used.

For consumption greater than 63 A, the stand switchboard shall be directly connected to the service line that Fira de Barcelona will install, and the TN-C distribution system must be used.

### **4. Power supply through service lines**

When the power supply is greater than 63 A, the available connection points have been used up or a power supply is required in areas without services, an electrical service line connected to the Fira de Barcelona fixed installations must be installed.

This service line consists of a cable hose and a switch for supply to the exhibitor.

This final switch can sometimes be omitted upon providing the supply in an exhibitor switchboard. This installation shall be carried out by the Fira de Barcelona technical personnel. In this case and for all purposes, the point where the electrical service line installed by Fira de Barcelona ends shall be considered the starting point of the electrical installation of the stand.

### **5. 24-hour or permanent switchboard**

When the distribution switchboards and their electrical connections require a supply for 24 hours, they must be independent of the daytime distribution switchboards and

exhibitors must contract Fira de Barcelona, expressly indicating the timetable for the 24 hours. Likewise, they must be legalized with the Industry Service, clearly indicating that they will be used for 24 hours.

Switchboards that have been previously contracted for daytime use cannot be extended to 24 hours; in this instance, the exhibitor must contract a new permanent switchboard (24 hours).

### **6. Electrical shut down**

Fira de Barcelona & the ESMO exhibition management shall establish off time for the electrical circuits during the event and once the said event has finished. This off time shall be applied to both the daytime switchboards (during the event) and the 24-hour switchboards (once the aforementioned event has finished). In the case of requiring a power supply after this time, the corresponding request must be made to Fira de Barcelona 24 hours prior to the final show day.

It is the responsibility of the company carrying out the break down to check, prior to the commencement of the works, that there is no voltage throughout the entire work area of their stand.

### **7. General conditions for installing and contracting a power supply**

- All services are provided on a rental basis.
- Exhibitors who hire electrical switchboards through Servifira delegate to Fira de Barcelona the management of their installation.
- Power consumption and the corresponding fees are included in the cost of the electrical switchboards.
- The rental prices of the electrical switchboards for show days include the legalization thereof but not the electrical project in the case it is equal to or greater than 50 kW in the stand.
- The electrical consumption rates are open to any possible official variations that may occur.
- In any case, only the supply of goods and services contracted at least two weeks prior to the commencement of the build up is guaranteed.
- Fira de Barcelona accepts no responsibility for interruptions to the power supply due to causes beyond its control.



## WATER CONNECTION AND DRAINAGE

If a water connection is needed, please order the following: Water outlet 1/2", drainage duct is 32 mm (includes supply and installation of flexi hoses but no connection element/basin drain hose).

Should you need a connection element/basin drain hose, please order it additionally online.

Exhibitors who require water must contract their installation through MAW. Under no circumstances shall an exhibitor / decorator connect to Fira Barcelona's supplies. Likewise water connectors will not be provided.

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use the form layout fittings) and send it per e-mail to [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) until August 1<sup>st</sup> at the latest.

## **FIRA INSTALLATIONS AND WATER SUPPLY REGULATIONS**

The connection of the water and drainage installation of the stand to the Fira de Barcelona fixed installation shall always be carried out by the Fira de Barcelona technical personnel. Pressure tubes with threading on both sides must be used for the ducts.

The water pressure in the Fira de Barcelona distribution ducts is supplied by the general water company, this pressure being four (4) bars. For apparatus that needs constant pressure, the use of regulators and, if applicable, devices that increase the pressure is recommended.

Fira de Barcelona will install a hose from the connection in the service chest to the point indicated by the exhibitor for connecting the installation to their stand. A shut-off valve will always be installed at the end of the hose. The

water network from the connection point to the Fira de Barcelona fixed installation is the responsibility of the exhibitor, except when Fira de Barcelona has contracted the water installation of the stand.

In the case of requiring water or a drainage service at a point where there is no supply, the Fira de Barcelona technical service should be contacted through the exhibition management team for the possibility of temporarily installing a water supply at the said point. This will be charged to the client.

Fira de Barcelona does not accept responsibility for the possible interruptions or irregularities in the distribution of general water by the company.



## INTERNET AND WIFI CONNECTIONS

There are 3 Internet options:

- WiFi User + password for single device or group of devices
- Office LAN, which is one user + password to connect to the WiFi plus one network cable.  
*Both share an internet access and have local LAN visibility.*
- LAN cable services via Network Lines

**Please submit a dimensional drawing with the position of requested main connection point(s) with the order (use “Layout Fittings”)!**

The LAN-Connection-cable (RJ45 Plug) will be installed on one position of the booth area. The offered data connection guarantees the dedicated bandwidth. The connection is symmetrical, the addressing is private. IP addresses will be assigned automatically when devices are attached (via DHCP).

- In case you need a static public IP address, please order it online in addition to your connection.
- In case you would like to connect more than 1 device please order a switch and/or cables or bring both with you.
- Internal wiring within the booth is in the responsibility of the exhibitor.

Fira de Barcelona reserves the right to automatically disconnect from the network equipment / devices exhibitor for configuration problems, virus or any other cause, that can damage Fira’s network. The given range is a class C (up to 250 devices), the first 50 IP addresses are reserved for static use.

**If you are ordering WiFi from Fira, please ensure that you are using 5GHz enabled WiFi devices.**

**Please note that OWN WiFi networks are generally not allowed. In special cases exception can be granted. If you want to request such an exception please complete the own WiFi request form which you can find online.**

Internet connections will be provided from the floor service chests, as with the electricity and water connection the service chests need to be accessible at all times.

For your information, the ESMO 2019 WiFi will be available within the whole venue hosting the ESMO congress. This WiFi is dedicated for the ESMO attendees’ needs and it is not designed for any business/exhibition purposes. Exhibitors are urged to order their own WiFi solution through the online order form.



## WIFI POLICY

FIRA de BARCELONA is taking a proactive approach to wireless interference at their venue in order to provide the most reliable WiFi infrastructure to the exhibitors.

FIRA de BARCELONA has implemented rules in order to improve the WiFi availability and quality within the exhibition areas.

It is forbidden to install or operate any device that propagates WiFi or other wireless signals at 2.4GHz or 5GHz frequency bands, as these would cause interference in the general WIFI service provided at the venue during **ESMO 2019**.

In the interest of everyone, unauthorized wireless networks will be detected and shut down. All exhibitors must adhere to this WIFI policy.

Should an exhibitor need to install WIFI or any wireless signals other than these provided by the venue, a specific request should be directed to the exhibition management team ([esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at)) which will then forward the request to the FIRA network and communications department to become a candidate. Each request will be studied by a local expert team who will accept or decline the request. If the request is accepted, a local team will detail specific rules and configurations, and agree on an onsite meeting for its validation.

## RECOMMENDATIONS FOR EXHIBITORS

- Please see all the available connectivity products on the online order site.
- If the connectivity is critical for you, we are recommending that you contact the exhibition management in advance, so a tailor-made connectivity solution could be ordered.
- Should your devices (mobile phones, laptops, etc.) only connect through WiFi, they need to be compatible with 5GHz frequency band (WIFI standard 802.11a/n/ac). Any device not compatible with 5GHz will not work with any product ordered via the online order form. FIRA de BARCELONA will not be responsible for any claim on devices not compatible with 5GHz.
- FIRA de BARCELONA has a State-of-the-Art WIFI network available with more than 1.500 antennas distributed along the venue to offer the best WiFi coverage possible to exhibitors and attendees. The installation or operation of unauthorized WIFI networks causes interference deteriorating WIFI performance to yourself and your neighbour exhibitors and attendees. Please use the WiFi service provided by FIRA de BARCELONA.

- **During the event, FIRA de BARCELONA will have an on-site team who will monitor and keep the venue interference-free as possible by locating and shutting-down unauthorized wireless sources.**
- **FIRA de BARCELONA reserves the right to shut down exhibitors unauthorized wireless sources, disconnect internet access services and/or apply any further actions considered necessary.**
- **In most cases, an adjustment of the settings of the private networks will solve the problem. Disconnections will only happen after warning the exhibitor first.**



## Important information – Internet safety & terms

*The exhibition management does not assume any liability for your safety on the internet. You are responsible for your own data security, including for virus-protection. It is moreover your responsibility that no rights of the exhibition management or third parties are violated in the use of wireless communications.*

*In the event of an attack on the function of the network or other attacks, as well as in the event of a violation of rights of the exhibition management or third parties, we reserve the right to disable the respective connection either temporarily or on a permanent basis!*

*If, during an event, local failures should occur in the hotspot or the WiFi services of FIRA or of other participants in the exhibition network, which are due to a faulty or negligent configuration of a customer's hotspot, FIRA/the exhibition management is entitled to take the customer hotspot off the network or to arrange for its de-installation.*

*FIRA/the exhibition management hereby explicitly points out that the operation of a customer WiFi network is not allowed unless a written exception is granted and is exclusively at the risk of the exhibitor. FIRA does not provide any guarantee of interference-free reception. The customer indemnifies and holds harmless FIRA/the exhibition management from all claims of third parties which are asserted against FIRA due to an unlawful use of the customer connection.*

*Infringement may result in claims for damages of the organizer of the affected neighbouring exhibitors.*



## RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready **on Thursday, September 26, at 8:30.**

Before that time no delivery can be guaranteed. Any additional on-site orders are without guarantee and time limit for delivery.

**The rental modular booth package at ESMO19 includes the following items:**

- Set-up and dismantling
- Wall panels with white melamine panels and grey aluminium structure, incl. uprights and frames: height 2,50 m, width 1,00 m. (May vary slightly depending on the supplier.)  
(visible size per wall panel: H: 2,48 m x W: 0,95 m - may vary slightly depending on the supplier)
- Fascia along open stand front(s) with standard lettering, black, max. 20 letters (Corner booths will have lettering on the two open sides.)
- Optional at cost: company logo on fascia board – please order it online and submit it per e-mail to [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at).
- Platform 5cm including Carpet (fireproof), please choose colour online:  
• grey • blue • green • red
- General lighting with 20 W LED lights (equivalent to 75w per sqm) place on the upper beam
- Electrical switchboard with 3,3 kW and triple socket outlet

Please note that cleaning is **NOT** included.

**Preliminary cleaning and Daily cleaning need to be ordered separately.**

- **Please submit a dimensional drawing with the position of your power connection** on the booth (use the form layout fittings). Otherwise it will be automatically installed in a corner of the booth.
- Additional sockets and placements of them at different positions on the booth is not included.
- Please bring your own adapters and converters, if needed.
- Please order any furniture needed separately through the online order system. **Any additional onsite orders are without guarantee and time limit for delivery.**
- Please always await the definite measures of the wall panels before producing any graphics if back wall graphics was ordered by your company.



## **LOGOS & GRAPHICS - RENTAL MODULAR BOOTH**

### **Company logos:**

Please send your company logo for the fascia board per e-mail to MAW at [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at)  
For the format please see graphic requirements below.

### **Wall panel graphics:**

#### ➤ **Option 1 – print on single wall panels (foil print)**

Graphics printed directly on the wall panels with visible shell scheme structure.  
(Visible size per wall panel: H: 2,48 m x W: 0,95 m)

#### ➤ **Option 2 – „graphic wall“ – print on entire wall elements (forex)**

Graphics printed on several wall panels covering an entire wall, no visible shell scheme structure.  
This option is possible for 3 or 4 wall panels and the measurements are available upon request.  
Actual size will vary if you decide to cover several walls, especially if you have a corner or row stands.  
Please contact us for the definite measures for your graphic file!

#### ➤ **Graphic Requirements:**

Please provide artwork to exact dimension specified above bled at 1cm via the e-mail address [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) OR via download links (wetransfer, dropbox or similar).

Formats accepted:

- in AI (adobe illustrator) without lined fonts and graphics
- Photoshop
- PDF high resolution with all fonts and logos embedded
- Images in TIFF or Photoshop EPS in CMYK at a minimum resolution of 100 dpi at 1:1 scale

**Other graphic prints only on request.**



## AUDIOVISUAL EQUIPMENT

All screens are provided with a table stand or floor stand. Please select the preferred option when ordering online.

Please make sure to order the corresponding electricity supply and sockets required.

The cables supplied are standard length (1 m). If you need longer cables, please contact [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) to request an estimate. Prices include transport and basic installation.

**The equipment will be delivered on the last construction day or on the morning of the opening day.**

Screens include:

- Assembly and dismantling (the installation will be carried out the day before the event begins), no further technical support on a daily basis
- 3 m electrical cable (Schuko).
- HDMI connection with 2m cable. If more cable is required, please request a quote.
- VGA cable is available on request.
- Mac-Apple adaptor is available on request.

The screen models (32" + 40" + 50" + 60") include an USB port. Any images or videos that you want to show on the screens must be in the following formats or codecs:

*.avi *.mkv	AVI MKV	DlX 3.11 / 4.x / 5.1 / 6.0	1920X1080	6 ~ 30	8	MP3 / AC3 / LPCM / ADPCM / DTS Core
		XviD	1920X1080	6 ~ 30	8	
		H.264 BP / MP / HP	1920X1080	6 ~ 30	25	
		MPEG4 SP / ASP	1920X1080	6 ~ 30	8	
		Motion JPEG	1920X1080	6 ~ 30	8	
*.asf	ASF	DlX 3.11 / 4.x / 5.1 / 6.0	1920X1080	6 ~ 30	8	MP3 / AC3 / LPCM / ADPCM / WMA
		XviD	1920X1080	6 ~ 30	8	
		H.264 BP / MP / HP	1920X1080	6 ~ 30	25	
		MPEG4 SP / ASP	1920X1080	6 ~ 30	8	
		Motion JPEG	1920X1080	6 ~ 30	8	
*.wmv	ASF	Window Media Video v9	1920X1080	6 ~ 30	25	WMA
*.mp4	MP4	H.264 BP / MP / HP	1920X1080	6 ~ 30	25	MP3 / ADPCM / AAC
		MPEG4 SP / ASP	1920X1080	6 ~ 30	8	
		XviD	1920X1080	6 ~ 30	8	

For technical specifications of the audiovisual equipment, tablets and printers contact [esmo2019.exhibition@media.co.at](mailto:esmo2019.exhibition@media.co.at) .





## SECURITY SERVICE

The venue/exhibition halls will be locked during the night. Exhibitors who need to have their booth placed under a particular supervision should order a stand security guard separately on the online order site.

**Please note: Security can only be ordered for a whole night.** Without any guarantee when ordered after the deadline or onsite!

**A contact person from the exhibiting company must be present at the start and end times of the ordered security service hours in order to check and sign off the booth together with the security guard(s).**

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.

In the period during which the trade fair is closed (one hour after the end of the trade fair to one hour prior to the start of the trade fair) neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand in the halls or on the exhibition grounds.

The fact that a security service is provided does not mean that the items under protection are insured.

Exhibitors are required to place objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor 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 exhibiting equipment of value are advised to take out a complementary insurance policy. Please find additional information concerning Liability & Insurance in the paragraphs below.

### **Liability**

Neither ESMO, MAW nor FIRA BARCELONA, 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 FIRA BARCELONA, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or FIRA BARCELONA 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 FIRA BARCELONA 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 FIRA BARCELONA maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.



## Insurance

The exhibitor and or his stand building company have to take out a civil liability policy of at least € 2,000,000.-- 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.

The appropriate insurance policy has to be brought on-site – there will be sampled checks.

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.

## BOOTH HOSTESS/HOST

**(1) Hostess with 1 additional language:** speak(s) SPANISH and ENGLISH

**(2) Hostess with 3 languages:** speak(s) SPANISH and ENGLISH, in addition following languages to choose: German/Italian/French/Portuguese

### Please note:

- The standard uniform is black suit with scarf/tie (Other uniform on request and upon agreement.)
- Hostesses are only allowed to work on the booth or in a business room, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- Minimum order: 4 hours Maximum hours per day 9 hours including 1 hour lunch break (applicable after 6 hours)
- Lunch-breaks (1 hour) and waiting time 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 this kind of work please order workers.

**Availabilities of hostesses are without any guarantee when ordered after the deadline!**

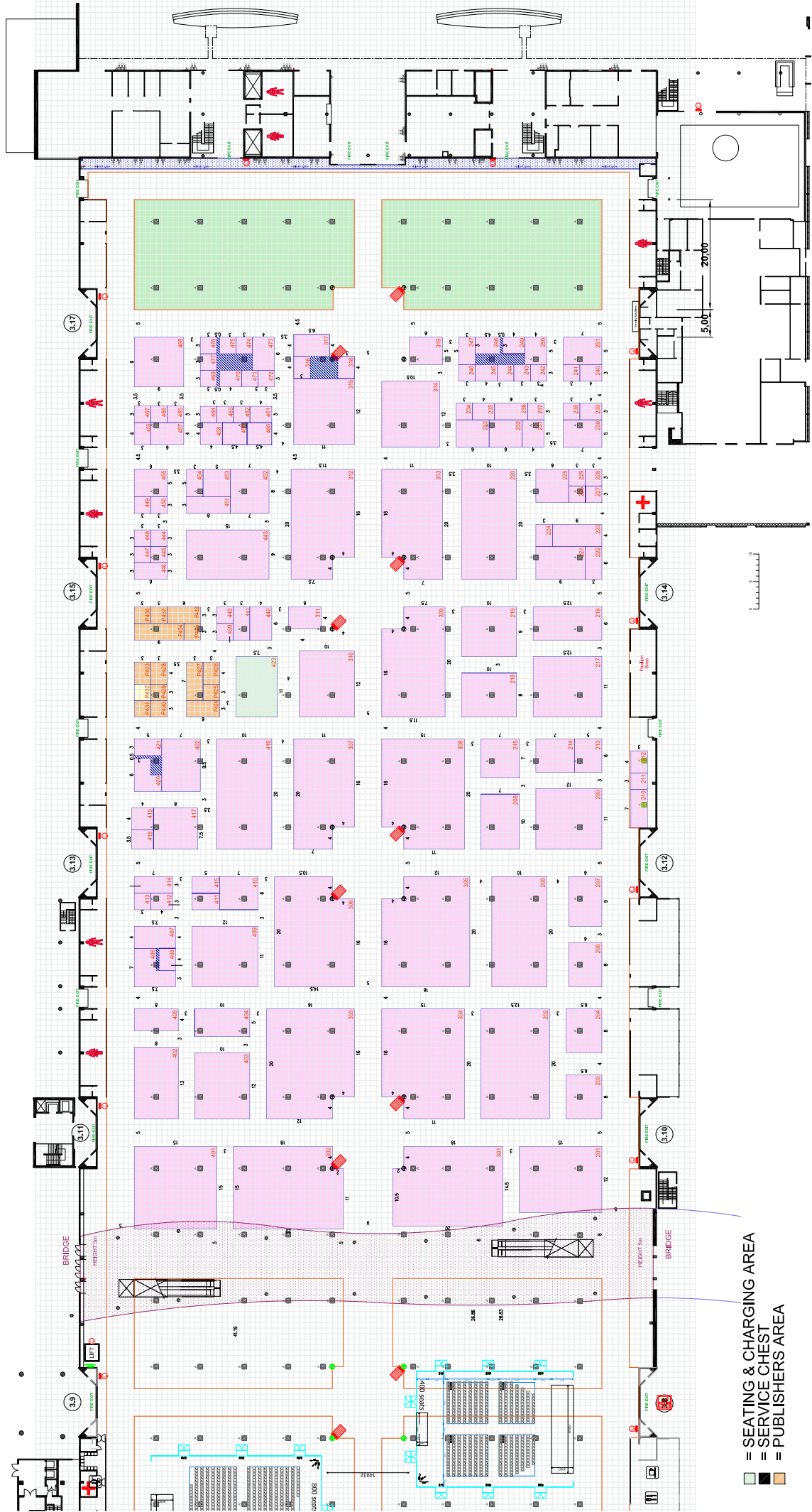
**Important, please note: if already ordered and confirmed hostess services are reduced or cancelled after August 30, 2019, 100% cancellation fee will apply.**

## RENTAL FLOWERS AND PLANTS

Plants and flowers will be delivered on **Thursday, September 26**, between throughout the day.

Damaged or lost vases will be charged to the exhibitor.

# ESMO 2019 - BARCELONA FIRA BARCELONA - HALL 3



- = SEATING & CHARGING AREA
- = SERVICE CHEST
- = PUBLISHERS AREA

BASIC EXHIBITION LAYOUT as per May 14, 2019  
Booth numbers are final