



# ESMO 2024

## On-site Exhibitor Manual

BARCELONA  
2024

**ESMO**

congress

**BARCELONA SPAIN**  
**13-17 SEPTEMBER 2024**

The ESMO Congress is a globally influential oncology platform, aimed at disseminating the latest data, providing high quality education and bringing together oncologists and other stakeholders from all around the world.



# INDEX

■	<b>LETTER OF ACKNOWLEDGMENT</b> .....	4
■	<b>1. CONTACTS</b> .....	5
■	<b>2. KEY DATES</b> .....	9
■	<b>3. CONGRESS VENUE</b> .....	11
■	<b>4. DELIVERY ADDRESS AND INFORMATION</b> .....	12
■	<b>5. TIME SCHEDULE OVERVIEW</b> .....	15
■	<b>6. EXHIBITOR REGISTRATION/WORKING PASSES</b> .....	18
■	<b>7. EXHIBITOR VISIBILITY</b> .....	21
■	<b>8. STAND BUILDING RULES</b> .....	23
■	<b>9. LIABILITY/INSURANCE</b> .....	32
■	<b>10. VENUE SPECIFICATIONS/SAFETY MEASURES</b> .....	34
■	<b>11. ESMO EXHIBITION RULES</b> .....	35
■	<b>12. GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION</b> .....	40
■	<b>13. CONDITIONS OF PARTICIPATION</b> .....	42
■	<b>14. VENUE REGULATIONS FIRA BARCELONA</b> .....	44
■	<b>15. SUSTAINABILITY AND ENVIRONMENTAL PROTECTION GUIDELINES</b> .....	51
■	<b>ANNEX I - MEASURES TO TAKE IN THE CASE OF EMERGENCY</b> .....	52
■	<b>ANNEX II - OCCUPATIONAL RISK PREVENTION, RISK AND PREVENTION MEASURES</b> ...	53

## Attachments:

- **Stand Services – MAW**
  - Payment conditions, invoicing, important/detailed information
  - Technical layout (service ducts)
- **Freight forwarder – FAIREXX**
  - Shipping guidelines, shipping rates
  - Time slot request
- **Lead system/badge scanner – CTI MEETING TECHNOLOGY**
  - Lead system brochure
  - Lead system order form
- **Catering – GASTROFIRA**
  - Stand catering brochure & order form
  - Business room brochure & order form

# LETTER OF ACKNOWLEDGEMENT

Kindly return this document to MAW by e-mail address to [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)

This document must be submitted by the exhibitor.

No orders for services will be processed until this document has been returned by the exhibitor.

If applicable, please let us know the names of your stand building company and agency authorised 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, business room, exhibitor registration) in the below dedicated section.

**Exhibitor name:**

**Contact person:**

by my signature below hereby certify that:

- I have completely read the ESMO 2024 On-site Exhibitor Manual
- I understand all rules and regulations as outlined in the ESMO 2024 On-site Exhibitor 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 2024 On-site Exhibitor 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 authorised to sign this document on behalf of my company

**Stand building Company**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Agency**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Place and Date:**

**Signature and Stamp:**





# 1 CONTACTS

## Exhibition management company (on-site exhibition) & business rooms

**MAW (Medizinische Ausstellungs- und Werbegesellschaft),  
International Exhibitions & Advertising**  
Engerthstraße 128, 1200 Vienna/Austria  
(City Office: Freyung 6, 1010 Vienna/Austria)  
E-mail: [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)  
Tel.: +43 1 536 63 + direct ext.



<b>Andrea Etz</b>	ext. 42 – general planning, logistics
<b>Veronica Näslund</b>	ext. 72 – business rooms/additional orders for business rooms
<b>Natalie Ubl</b>	ext. 75 – booth design approvals
<b>Sarah Zollner</b>	ext. 105 – additional orders/stand services ESMO 2024 exhibition
<b>Katharina Lässer</b>	ext. 67 – additional orders/stand services ESMO 2024 exhibition
<b>Helena Hanzelova</b>	ext. 13 – general information for exhibitor registration

As of Sunday, 8 September 2024 the on-site Exhibitor Service Desk will be open where you can reach out to us directly.

### Mobile numbers (on-site only):

Andrea Etz	+43 664 46 30 448	Sarah Zollner	+43 660 936 59 20
Veronica Näslund	+43 664 916 84 20	Katharina Lässer	+43 664 105 20 18
Natalie Ubl	+43 664 811 04 92		

## Virtual exhibition – technical support

### ESMO Congress 2024 Secretariat

ESMO Head Office  
Via Ginevra 4, 6900 Lugano, Switzerland  
[www.esmo.org](http://www.esmo.org)

Macaud Yandug	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 (0)91 973 19 24
Lucia Ardizzi		
Simone Arena		

**The Virtual Exhibitor Manual will be provided as separate document.**

## Satellite symposia logistics & programmes

Letizia Pizzino	<a href="mailto:satellites@esmo.org">satellites@esmo.org</a>	+41 (0)91 973 19 63
Valentina Meier		
Paola Ventura Frigerio		
Gioia Di Benedetto		



## Private meetings

Lucia Ardizzi

[congress@esmo.org](mailto:congress@esmo.org)

+41 (0)91 973 19 24

## Registration management

Kristina Reguzzoni - Group registration

[groups@esmo.org](mailto:groups@esmo.org)

+41 (0)91 973 19 13

Francesca Pozzi - Exhibitor registration

[exhibitors@esmo.org](mailto:exhibitors@esmo.org)

+41 (0)91 973 55 03

## Media relations

Media Activities

[media@esmo.org](mailto:media@esmo.org)

+41 (0)91 973 19 04

## ESMO 2024 Official Housing Agency

### Bco Congressos

Tel.: +34 93 88 23 878

E-mail: [esmo2024@bcocongresos.com](mailto:esmo2024@bcocongresos.com)

## International freight forwarding agent/on-site handling agent

### FAIREXX – Logistics for exhibitions GmbH

Marienstrasse 28, 12207 Berlin, Germany

Contact: Marco Junghans

E-mail: [esmo2024@fairexx.com](mailto:esmo2024@fairexx.com)

Tel.: +49 30 44 03 47 11

Mobile number: +49 172 754 95 02



FAIREXX

## Catering for exhibition stands & business rooms (authorised, exclusive caterer)

### Gastrofira

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



### Exhibition stands

E-mail: [esmocatering.exhibitors@firabarcelona.com](mailto:esmocatering.exhibitors@firabarcelona.com)

Tel.: +34 93 233 200

Attached you can find the catering order forms.

### Business rooms

E-mail: [esmocatering.businessrooms@firabarcelona.com](mailto:esmocatering.businessrooms@firabarcelona.com)

Tel.: +34 93 233 200

Attached you can find the catering order forms.

For special requests please do not hesitate to contact the catering company for individual offers.

Any catering may only be undertaken by the authorised caterer. Any planned catering activities by the Exhibitor must take place on the premises of the rented exhibition space (or business rooms) and within the official hours of the exhibition (or business room). Sufficient storage and serving space must be planned ahead of time and must be within the rented space. These activities, which must be kept at reasonable levels, are forbidden in the aisles and must not disturb neighbouring stands or affect the overall appearance of the exhibition. MAW/ESMO reserves the right to cancel/stop such activities should it be deemed necessary, without incurring any responsibility and/or being liable for compensation to the Exhibitor. The Exhibitor may not sell food or drink for consumption on the premises. Please note serving alcohol on stands is forbidden. It is the exhibitor's 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. It is the exhibitor's responsibility to abide by all valid regulations and restrictions at the time of the congress (please check the current status with the official caterer in due time).

Please also refer to the [ESMO 2024 Exhibition rules/paragraph 15](#).

Barista service and beverages can be handled on your own, as long as you can store everything in a proper way on your booth/in your business room.

### IMPORTANT NOTE:

Gastrofira is the assigned exclusive catering company and all F&B must be ordered through the official catering company (except Barista service and beverages). An external catering company is subject to prior approval by MAW – **the request has to be submitted to MAW by 4 July 2024**.

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 needs to be stored on your stand and you have to comply with the current law on food hygiene and the appropriate form has to be submitted (valid for food only) – the Food Hygiene authorisation information is available on request.

Please be informed that Gastrofira is the appointed catering company for catering service for Satellite Symposia, Private meetings and the Meet the Investigator Studio as well.

For further information on catering services addressed to Satellite Symposia and Private Meetings please refer to the [ESMO 2024 Industry Guidelines](#), the [ESMO 2024 Industry Satellite Symposia Technical Manual](#) and the dedicated order forms once available.

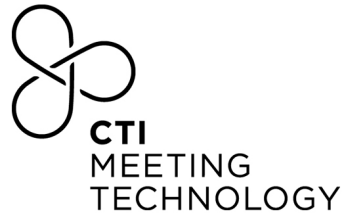
## Lead system/badge scanner

### CTI Meeting Technology

Nussdorferstrasse 20/22  
1090 Vienna, Austria

#### Lead system/badge scanner:

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



## 2 KEY DATES

### Congress Dates

#### Official Programme

13 – 17 September 2024

#### ESMO Colloquia & Industry Satellite Symposia

13 – 16 September 2024

#### Exhibition

13 – 16 September 2024

#### EONS Programme (including EONS Satellite Symposia)

14 – 16 September 2024

#### Virtual Congress Platform (VCP)

13 – 19 September 2024

Pre-opening 5 September 2024 (Congress bag only)

Content available on OncologyPRO from 20 September 2024



## Deadlines:

10 June 2024	Submission of constructions plans for companies with suspensions from the ceiling
25 June 2024	Ordering stand services Submission of the construction plans
31 July 2024	Submission of Working passes details
28 August 2024	Exhibitor registration

For the deadlines applied by FAIREXX, CTI & Gastrofira please refer to the appropriate attachments.

## Stand Services:

- Cleaning, waste management/waste disposal
- Electricity
- Water connection and drainage
- Internet connection, Wi-Fi, telecommunication service
- Rental modular booth (shell scheme), furniture, carpet
- Logos and graphics
- Audio visual equipment
- Security service
- Hostess/host
- Flowers and plants
- Suspensions from the ceiling, on request (limited to exhibitors with a stand size of minimum 200 sqm and above, per stand)

Stand services can be ordered online at the following link: <https://forms.media.co.at/ESMO24>

# 3 CONGRESS VENUE

## 3.1 Venue address

### Fira Barcelona

Gran Via venue  
 Av. Joan Carles I, 64  
 08908 L'Hospitalet de Llobregat  
 Barcelona, Spain  
[www.firabarcelona.com](http://www.firabarcelona.com)



Venue Overview as of May 2024 – subject to change.  
 The updated venue floor plan is available online.

# 4 DELIVERY ADDRESS AND INFORMATION

## 4.1 Delivery addresses

### Fairground address/full trailer loads:

FAIREXX LOGISTICS GMBH  
 c/o Fira Barcelona  
 Recinto Ferial Gran Via  
 Carrer de les Ciències/Entrada Gate 1  
 08908 L'Hospitalet de Llobregat

### Access map:



### For groupage or courier shipments:

DEADLINE: Please refer to the FAIREXX shipping guidelines.

### Shipments from European Union and from outside the European Union (US, Canada, Switzerland, etc.):

FAIREXX – Logistics for exhibitions  
 ESMO 2024 + exhibitor name + booth number  
 Gottlieb Daimler Strasse 3  
 50181 Bedburg, Germany  
 Tel.: +49 2272 996 90 21

### Late shipments (on request only):

#### Please contact FAIREXX in advance

#### Only from 9 September 2024 (no goods requiring customs clearance).

DEADLINE: one day prior to delivery to the venue.

FAIREXX – Logistics for exhibitions  
 ESMO 2024 + exhibitor name + booth number  
 c/o Fira Barcelona  
 Recinto Ferial Gran Via  
 Carrer de les Ciències/Entrada Gate 1  
 08908 L'Hospitalet de Llobregat

### Mandatory delivery information to be included in shipment labels:

**ESMO 2024 Exhibition:** Exhibitors Name / Hall 3 / Stand Number

**ESMO 2024 Business Rooms (BR):** Company Name / Hall 4 / BR number

## 4.2 Delivery procedure/time slots

**IMPORTANT NOTE:**

All vehicles for direct delivery, unload and pick-up during set-up/dismantling have to be registered – please submit the completed *Timeslot Request Form* to FAIREXX. Mandatory for all vehicles who need access to the venue premises.

**Unloading and loading requirements:**

Please note there is a maximum time for unloading/loading. For the detailed information please refer to the shipping manual or contact FAIREXX.

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

**IMPORTANT NOTE:**

For in-house transport costs will be applied. The usage and driving of forklifts is restricted to FAIREXX.





# 5 TIME SCHEDULE OVERVIEW

## 5.1 Exhibition – Hall 3

### Set-up

<b>Sunday, 8 September 2024</b> Only for exhibitors over 150sqm exhibition space Time slot for unloading on Sunday will be assigned according to the booth size: 350 - 600 sqm 08:30-10:30 250 - 350 sqm 10:30-13:00 150 - 250 sqm from 13:00	<b>08:30 – 20:30</b>
<b>Monday, 9 September 2024</b>	<b>08:30 – 20:30</b>
<b>Tuesday, 10 September 2024</b>	<b>08:30 – 20:30</b>
<b>Wednesday, 11 September 2024</b>	<b>08:30 – 20:30</b>
<b>Thursday, 12 September 2024</b> <b>ATTENTION!</b> Please note all crates need to be out on Thursday by 17:00 at the latest and set-up must be finished by 18:00	<b>08:30 – 18:00</b>
<b>Friday, 13 September 2024</b> No construction work allowed on Friday, simple decoration and cleaning only (The delivery doors will be closed at 09:00 – no access or exit possible after 09:00)	<b>08:00 – 09:00</b>

### Exhibition opening hours

Friday, 13 September 2024	<b>10:00 – 18:00</b>
Saturday, 14 September 2024	<b>10:00 – 18:30</b>
Sunday, 15 September 2024	<b>10:00 – 18:30</b>
Monday, 16 September 2024	<b>10:00 – 18:30</b>

#### IMPORTANT NOTE:

**Access times: The entire venue including the exhibition hall is accessible from 06:30 – 21:30**

The exhibition hall is considered as part of the Congress public space meaning that delegates can access the hall outside the exhibition opening hours. The hall will remain entirely accessible to allow access to the auditoria and the scientific activities, no close-off will be implemented by ESMO. Exhibitors are free to decide to close-off their booths by placing barrier bands, or by ordering dedicated security.

Please make sure that you do not leave valuables on the booth. ESMO/MAW or the venue do not take any responsibility for valuables or material left on the booth.

**No booth activity can be performed outside the official exhibition opening hours. Interaction with delegates and meetings must take place during the mentioned timeframes. ESMO/MAW reserve the right to intervene should any activity be taking place outside the official exhibition opening hours.**

## Dismantling

Tuesday, 17 September 2024  
Wednesday, 18 September 2024

**08:30 – 21:00**

**08:30 – 20:00**

### IMPORTANT NOTE:

No dismantling or deliveries on Monday evening 16 September 2024 are possible. The exhibition hall is a public area. The session auditoria in Hall 3 are in use outside the official exhibition hours including Monday evening.

## 5.2 Business rooms – Hall 4

### Set-up

Wednesday, 11 September 2024  
Thursday, 12 September 2024

**08:30 – 20:30**

**08:30 – 20:30**

### Operation hours

Friday, 13 September 2024  
Saturday, 14 September 2024  
Sunday, 15 September 2024  
Monday, 16 September 2024  
Tuesday, 17 September 2024

**07:00 – 20:00**

**07:00 – 20:00**

**07:00 – 20:00**

**07:00 – 20:00**

**07:00 – 13:00**

### IMPORTANT NOTE:

**Access times: The entire venue including Hall 4 is accessible from 06:30 – 21:30**

## Dismantling

Tuesday, 17 September 2024

**13:30 – 21:00**

### 5.3 Exhibition Service desk – Barcelona Suite foyer

Sunday, 8 September 2024	<b>08:30 – 19:00</b>
Monday, 9 September 2024	<b>08:30 – 19:00</b>
Tuesday, 10 September 2024	<b>08:30 – 19:00</b>
Wednesday, 11 September 2024	<b>08:30 – 19:00</b>
Thursday, 12 September 2024	<b>08:30 – 19:00</b>
Friday, 13 September to Monday, 16 September 2024	<b>08:00 – 18:30</b>
Tuesday, 17 September 2024	<b>08:30 – 18:00</b>
Wednesday, 18 September 2024	<b>08:30 – 12:00</b>

### 5.4 Exhibitor registration desk – Registration area Hall 1

Thursday, 12 September 2024	<b>10:00 – 18:00</b>
Friday, 13 September 2024	<b>08:00 – 18:00</b>
Saturday, 14 September 2024	<b>07:30 – 18:00</b>
Sunday, 15 September 2025	<b>08:00 – 18:00</b>
Monday, 16 September 2024	<b>08:00 – 18:00</b>
Tuesday, 17 September 2024	<b>08:30 – 12:30</b>

### 5.5 Opening session

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, 12 September from 12:00 – 13:45 in the main auditorium on-site (times subject to changes, please kindly check the final online programme).

# 6 EXHIBITOR REGISTRATION/WORKING PASSES

## 6.1 Exhibitor badges

Owners, representatives and employees of exhibiting firms are entitled to request a specific number of “exhibitor” badges free of charge, depending on the number of sqm exhibition space booked in the on-site exhibition.

• Above 200 sqm	<b>35 exhibitor badges</b>
• Between 100-199 sqm	<b>25 exhibitor badges</b>
• Between 50-99 sqm	<b>15 exhibitor badges</b>
• Between 9-49 sqm	<b>10 exhibitor badges</b>

The printed exhibitor badge will show the first and last name, the company name and the country (mandatory entries). Further exhibitor badges can be purchased at 253 EUR (incl. VAT) via the registration system.

### IMPORTANT NOTE:

Badges for local and catering staff are included if ordered through the official supplier\*. Any other staff member working at the booth will require an exhibitor badge within the exhibitor entitlement or purchased extra.

(\*Official supplier for hostesses is through MAW, official supplier for catering staff is Gastrofira)

All instructions for Exhibitors Registration with password and access information will follow by separate email. Exhibitor badges must be pre-registered online by **28 August 2024** at the latest and will be distributed on-site 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 NOTE:

Do not keep the badges at the booth, but distribute them immediately, 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

Company staff holding exhibitor badges, or a full registration, may enter the exhibition hall at 06:30 and must leave the hall at 21:30, as per the general public hours. No booth activity can be performed outside the official exhibition hours. Please refer to [paragraph 5.1](#).

The exhibitor badge authorises access to the exhibition, satellite symposia, business rooms and private meeting room, but does not authorise 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/meeting-calendar/esmo-congress-2024/registration>)

## 6.2 Working Passes

Working passes must be worn anytime during set-up and dismantling for security reasons. An unlimited number of working passes for the set-up and dismantling time will be available free of charge on-site.

### IMPORTANT NOTE:

Working passes are personalised (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. Without working passes the crew will not be able to access the hall and start the set-up.

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

In this regard, please complete the appropriate excel document with the below details for each person who will be on-site for set-up and/or dismantling. Information must be provided by **31 July 2024**.

The excel file has to contain.

#### Main contact/head of the set-up crew:

First name  
Last Name  
Type of ID  
ID number  
E-mail  
Mobile number

#### For the entire set-up and/or dismantling crew:

First name  
Last name  
Type of ID  
ID number

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

Working passes are valid for the set-up and dismantling period only and will not grant access during the congress days and the official exhibition hours.

### ESMO Disclosure of information and use of your data

Personal data is mainly collected, used and shared with services providers and authorities as necessary for the organization and operation of the ESMO Congress 2024 in Barcelona. Additional information on how ESMO process personal data and about your rights is available in our [Privacy Notice](#).



**Morning access for set-up staff during the congress days (08:00-10:00):**

If access to the exhibition hall for set-up staff on the congress days in the morning (Friday 13 September – Monday 16 September, from 08:00-10:00 is needed, a limited number of “congress day working passes”) can be requested by completing the excel document pertaining the registration of working passes.

These working passes grant access to the exhibition hall on Friday 13 September, Saturday 14 September, Sunday 15 September and Monday 16 September from 08:00-10:00.

- Above 200 sqm **4**
- Between 100-199 sqm **3**
- Between 50-99 sqm **2**
- Between 9-49 sqm **1**

# 7 EXHIBITOR VISIBILITY

## 7.1 Company description

ESMO will include the exhibitor's company description online on the ESMO 2024 Website and ESMO 2024 App.

Company descriptions should be submitted as soon as the exhibition subscription is confirmed, by filling in the [online form](#) by **30 April 2024** at the latest.

You will be asked to provide the following information:

- Company name (clearly indicate the company name as it must appear)
- Company description and information (max. 250 characters including spaces)
- Company Corporate Website
- Company Logo (in jpeg or png format) will be published on the ESMO 2024 Website only

Company descriptions received after the given deadline, **30 April 2024**, are not guaranteed to be published in short times. You are kindly requested to carefully check the content you are submitting, as changes to the text will NOT be possible.

### IMPORTANT NOTE:

The provided company description and logo will NOT be uploaded onto your Virtual Booth on the ESMO 2024 Virtual Congress Platform. Virtual Booth owners will be asked to upload such content via the appointed company administrator following the instructions included in the ESMO 2024 Virtual Exhibitor Manual.

## 7.2 Signature Banner

The ESMO 2024 Signature banner is sent to all exhibitors and can be included in the email signatures of any company representative until the end of the ESMO Congress 2024.

We kindly invite you to make no other use of this graphic other than as email signature banner and welcome you to consult the [ESMO 2024 Industry Guidelines](#) for further information on ESMO logo usage policies.



# 8 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. The structures of the stand, and any elements used in its decoration, must have the necessary rigidity and stability to prevent any risk to people or goods. Neither ESMO nor MAW or the Congress venue 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.

## 8.1 General requirements

- a. All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan
- b. All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, giveaways distribution, coffee bars) may not be placed immediately at the borders of the booth facing the aisles, as this might be obstructing aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval to MAW
- c. ESMO and MAW reserve the right to stop such activities on the booth immediately, if they are blocking passageway around the booth area
- d. Booths must always be staffed during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours

## 8.2 Stand building heights

Standard Stand building height: 2.50 m  
Maximum Stand building height: 4.50 m (under the walkway 4.0 m)  
Maximum Stand building height for companies with suspensions from the ceiling: 3.50 m  
(for the detailed information about the suspensions from the ceiling please refer to [paragraph 8.4](#) and [8.11](#))

Construction higher than 2.50 m is only allowed with prior approval of the booth layout – showing all height indications – by MAW.

## 8.3 Separation walls/flooring

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 online 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).

Please note raised floor/platforms are obligatory to cover cabling/installations coming from the floor ducts (please refer to [paragraph 8.10](#)). Flooring (rental or your own) is obligatory as well.

## 8.4 Suspension from the ceiling

For the ESMO Congress 2024, exhibitors with a stand size of minimum 200 sqm and above (per stand) can benefit of having a portion of their stand design suspended from the ceiling. For detailed regulations for suspensions from the ceiling please refer to [paragraph 8.11](#). Please note the deadline for ordering suspensions is **25 June 2024**.

## 8.5 Double decks

Double decks (two story stands) are not allowed.

## 8.6 Submission of construction plans

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

- a. Stand design/drawings to scale
- b. Ground view including measurements and meter grid
- c. Front elevation including height indication, cross section measurements
- d. 3-D view (visuals)
- e. 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: 25 June 2024**

Please send to: [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)

### **For companies with suspensions from the ceiling:**

Please note the deadline for ordering suspensions is **25 June 2024**, therefore the constructions plans must be submitted within **10 June 2024** at the latest. Rigging orders will only be processed once the stand design has been approved.

## 8.7 Type of stand/space

- **Row stand**

According to international custom, a row booth shall be built open on one side.

At the open side any solid walls or elements that block the access are only allowed with special permission of MAW 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% - 35% of the length of the booth on the open side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to MAW for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

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 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by MAW (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). MAW will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands 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 in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m.

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

Construction plans for approval are required as soon as possible.



- **Corner 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 MAW 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% - 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 a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to MAW for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

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 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by MAW (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). MAW will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands 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 in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m.

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

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 MAW. 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 a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to MAW for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

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 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by MAW (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). MAW will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall to neighbouring stands 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 in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by MAW.

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 MAW.

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 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to MAW for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

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

Construction plans for approval are required as soon as possible.

## 8.8 Further construction regulations

- a. 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
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location
- c. 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
- d. 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
- e. 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 organisers, they do not interfere with the activities of the neighbouring exhibitors
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors
- g. MAW reserves the right to issue further instructions concerning the design of stands
- h. Depending on the usage and size of the room, doors and windows must be set back as to open outwards and not exceed the boundaries of the booth or must open inwards. The minimum height of doors is 2100 mm and the maximum width of sheet is 1230 mm
- i. 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
- j. Any counter, desk etc. or device (i-pads, screens etc.) which attracts visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.00 m) in order to ensure that the visitors will be in the booth and not standing in the aisle
- k. Coffee bars or other F&B-stations must 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. Depending on the size of the bars a minimum distance of 2.00/2.50 m to the edge of the booth from all sides is required (for small coffee machines/counters slight exceptions might be possible).
- l. 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 authorisation and approval certificate from the manufacturer
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth

## 8.9 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 following 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 bring the appropriate certificates (in English) on-site for all the materials you use. For fire certificates/materials please also refer to the venue regulations.

## 8.10 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:

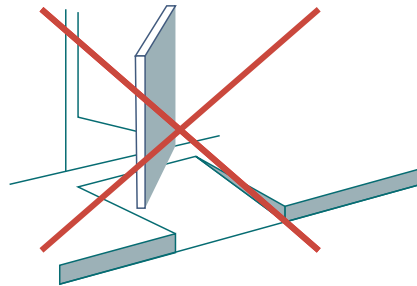
4 cms/h – to hide electricity cabling

6 cms/h – to hide water and electricity cabling

**Service chests must remain accessible – please refer to paragraph 10.1 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:

- a. 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 attack of small flames with a limited spread of flames)
- b. The slip-resistance on floor with slopes shall be Class 1



- c. All stands with a raised floor/access platform higher than 50 mm shall be built with a ramp
- d. The minimum width of the ramp should be 1200 mm
- e. All raised floor sections must be clearly distinguishable from areas of the surrounding floor space
- f. All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard
- g. Ramped edges should be of non-slip construction or coated with a non-slip finish
- h. 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
- i. Permission must be granted by MAW 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
- j. 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
- k. Ramps must be kept within the stand and not be placed in the aisles
- l. The height of the stand platform with respect to the pavement of the hall may never be greater than 18 cm

## 8.11 Suspensions from the ceiling

For the ESMO Congress 2024, exhibitors with a stand size of minimum 200 sqm and above (per stand) will be able to benefit from the possibility of having a portion of their stand design suspended from the ceiling.

Exhibitors who want to benefit from this possibility must request the rigging manual from MAW and respect the above-mentioned deadlines.

### Maximum stand building height: 3.50 m

For companies which make use of the benefit of suspensions from the ceiling the maximum building height for construction from the floor is 3.50 m.

For detailed information for stand building heights please refer to [paragraph 8.2](#) (regulations for stand building heights) and [8.7](#) (regulations for the different type of spaces).

### Height regulations for suspensions from the ceiling:

- Upper edge of banners/suspended items 6.00 m
- Lower edge of banners/suspended items 4.50 m (no suspended item may be below the height of 4.50 m)
- Max. allowed height of banners/suspended items up to 1.50 m
- In case of a truss – the truss will be fixed at 6.50 m (no exception allowed)

Lighting can be placed within the supporting truss as long as the light is focused/points on the designated stand space and does not effect neighbouring stands.

Suspensions/banners must not be placed directly at the edge of the stand to a neighbouring stand – the distance of any suspensions facing an adjacent booth must be minimum 2.00 m.

It is not foreseen to suspend any part of the stand structure (walls, columns, sculptures etc.) from the ceiling, but only for trusses, banners and lights.

**Please note that rigging services must be ordered through MAW, deadline for ordering suspensions is 25 June 2024.**

# 9 LIABILITY/INSURANCE

## 9.1 Liability

Neither ESMO nor MAW nor the venue, nor either of their officers, agents, employees, or other representatives shall be held liable, and that 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 the venue, or either of their officers, agents, employees or other representatives' negligence. The exhibitor shall indemnify, defend, hold harmless ESMO, MAW or the venue and their representative 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 the venue 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. The exhibitor understands that neither ESMO, MAW nor the venue 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 the 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.

## 9.2 Insurance

The exhibitor and or his stand building company have to take out a civil liability policy/multi-risk insurance 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 sample checks.

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

Please also refer to [paragraph 20](#) of the ESMO Exhibition rules and to the General terms & conditions, paragraph "[Insurance](#)".





# 10 VENUE SPECIFICATIONS/SAFETY MEASURES

## 10.1 Venue specifications/hall information

### Hall 3: Exhibition Hall

Hall height: 10,44 m/8,90 m (under walkway 5,00 m) – standbuilding heights – please refer to [paragraph 8.2](#)

Hall floor – max floor load: 5 000 kg/m<sup>2</sup>

Air Conditioning: yes

### Hall 4: Business Rooms

Hall height: 10,44/8,90 m

Hall floor – max floor load: 5 000 kg/m<sup>2</sup>

Air Conditioning: yes

### Hall 3 (Exhibition Hall), Hall 4 (Business rooms)

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 these 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 measurements may slight vary
- Column: if there is a column on your space please contact MAW ([esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)) for detailed information

## 10.2 Safety Measures

As a general safety measure it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the set-up and dismantling period in all the exhibition area and business room area. Please also refer to ANNEX II ([page 53](#)).

# 11 ESMO EXHIBITION RULES

ESMO 2024 is an event organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The Congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code. For full details concerning this section, consult the ESMO 2024 Industry Guidelines.

## 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, 13 September to Monday, 16 September 2024. The virtual exhibition information will be available on the Virtual Congress Platform until 2 October 2024.

## 3. Concomitant activities

Activities such as internal meetings involving Congress delegates, 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 organizers, purpose, targeted participants and the full programme must be submitted for approval to ESMO ([congress@esmo.org](mailto: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 2024 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](mailto:sponsorevents@esmo.org)) will provide the ESMO Congress 2024 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

## 5. Promotion and activities in the exhibition

### 5.1 General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should this 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 organizations.

### 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. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO 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. ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.



### 5.3 Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment. Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

### 5.4 Promotion at 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 2024 Industry Guidelines.

### 5.5 Photographing, filming, audio recording

Photographing, filming and audio-recording in the exhibition hallways is not permitted at any time. Exhibitors may only take photographs or filming of their own stand or stand activities. Exhibitors can perform their activities abiding by the [ESMO Policy on Filming Activities](#) and purchasing a badge.

Anyone carrying filming equipment at ESMO Congress 2024, is requested to wear all times a specific vest distributed on-site together with the badge.

### 5.6 Stand activities

No programmatic activities or scientific/educational activities (scientific sessions, meet the expert sessions, workshops) may take place at the booth. Activities which are classifiable as purely promotional (product presentations) may take place and can be announced accordingly. ESMO does not review and approve the content of promotional activities or product presentations. ESMO bears no responsibility towards the delegates and authorities for the content of presentations.

Such activities must take place within the booth – the exhibitor has to ensure that the visitors are on the booth and not standing in the aisle or blocking passageways around the booth. It must be at a volume that does not disturb neighbouring stands.

ESMO reserves the right to stop activities which do not comply with the above specifications.

Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

### 5.7 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 and visitor badges do not authorize entrance to the official Congress sessions. Exhibitor badges grant access to the exhibition, satellite symposia, business rooms and private meetings. Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space ([please refer to page 18](#)). Further exhibitor badges via the registration system. The price of additional exhibitor badges not included in the entitlement will be confirmed at a later stage.

The exhibition visitor badge holders can access the exhibition only. Visitor badges will be purchasable at a specific price confirmed at a later stage.

## 7. Identification of the exhibitors

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

## 8. Subletting of on-site and virtual 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 exhibition is limited to the owners, representatives and employees of exhibiting companies. Only fully registered ESMO 2024 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 2024 Industry Guidelines and will affect the future conference attendance of the company in question.

## 10. Surveys

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

## 11. Media activities

All media activities initiated by third parties are subject to the [ESMO Policy on Media Activities Organised by Third Parties](#). For companies wishing to organise a media event during the Congress and for any media related issue, please send a request to [media@esmo.org](mailto:media@esmo.org).

### Badges (Media Activities)

According to the [ESMO Policy on Press Activities](#), press badges may only be assigned to Press Representatives working for ESMO-recognised press outlets. Should communication agency or company representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration ([registration@esmo.org](mailto:registration@esmo.org)) and [media@esmo.org](mailto:media@esmo.org) to request a dedicated badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Policy on Media Activities Organised by Third Parties](#).

## 12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2024 Exhibitor Manual. Any aspect that is not covered in the ESMO 2024 Exhibitor Manual is subject to approval by ESMO and by MAW. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must always be kept clear and free for passage. All emergency exits and accesses to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

## 13. Management of the booth

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

#### 14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If MAW judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, MAW reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or refusing to stop an activity will be considered a violation of the ESMO 2024 Exhibition rules.

#### 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 congress venue. It is the exhibitor's 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. Please also refer to the information regarding [catering at page 7](#).

#### 16. Networking events

Networking events and other similar activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meeting or activities conducted by ESMO. Such events are to be held outside the blackout times and are subject to ESMO approval.

Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed. The Congress Opening session will take place on Friday, 13 September 2024 (12:00-13:45). ESMO does not authorize that Congress participants are offered any corporate-organised event before the end of the Opening. The same applies to the ESMO Presidential sessions scheduled on Saturday 14, Sunday 15 and Monday 16 September 2024 (16:30-18:15). These sessions will take place at the Congress venue on-site and on the ESMO 2024 Virtual Congress Platform. Times subject to change.

The ESMO Presidential Dinner is foreseen to take place on Sunday, 15 September 2024. The ESMO Executive Board, Council and the Congress Faculty will be invited to the Presidential Dinner. ESMO does not recommend the organisation of networking events in concomitance with the ESMO Presidential Dinner.

#### 17. Business rooms

Companies renting a minimum of 40 sqm exhibition space can apply for a business room. For companies that do not meet this requirement, a surcharge applies.

The business rooms can be used for promotional activities, product presentations, hospitality for customers and private meetings. Small meetings may take place in parallel with the official ESMO Congress educational and scientific programme provided they do not involve groups larger than 50 people (maximum number of people depends on the room size, set-up and the maximum permitted room capacity according to the safety regulations of the congress venue).

The organisation of scientific or educational activities (scientific session, meet the expert sessions, workshops) are strictly not allowed in the business rooms.

In compliance with the above no prior approval by ESMO is required.

All media activities/press conferences are subject to [ESMO Policy on Media Activities Organised by Third Parties](#) and cannot be held in the business room without prior approval by ESMO.

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.

## 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 2024 Secretariat does not review and approve giveaways. It is the exhibitor's 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 2024 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. For the condition for such cases please refer to the "General terms and conditions".

## 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. Smoking policy

ESMO 2024 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no-smoking policy.

## 22. Infractions

Any infraction to our ESMO 2024 Exhibition Rules will follow the procedure outlined in the "[General Terms and Conditions](#)".

## 23. Final Clause

In cases not covered by the regulations in the ESMO 2024 Exhibition Rules, the Organisers' interpretation shall be final.

# 12 GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION

The following conditions of participation refer to the booking forms for on-site exhibition space, business rooms and virtual exhibition packages at ESMO Congress 2024.

## Establishment of the Contract

- Booking for on-site exhibition space, a virtual exhibition package or a business room is made by filling in and returning the appropriate order form to MAW.
- Only completed and signed order forms will be taken into consideration. By signing the appropriate order form the company accepts the conditions contained in the ESMO 2024 Exhibition prospectus and any supplementary provisions.
- Mailing or delivering the order form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Only the order confirmation and confirmation of the allocation of any order (on-site exhibition space, business rooms and virtual exhibitor packages) by MAW in writing constitutes establishment of contract between the exhibition company and MAW on behalf of ESMO. Any order can be refused by MAW/ESMO without giving cause. Invoicing will be done by MAW, on MAW account.
- Invoices will be sent by e-mail (on request by postal mail).

## Appointed Agencies

- Booking for on-site exhibition space, a virtual exhibition package or a business room must be submitted by the exhibiting company under whose name the exhibitor is to be listed.
- Exhibiting companies should inform MAW in writing which agency is appointed. Otherwise, no request from agencies will be taken into consideration.
- This named agency cannot fully act as if it were the exhibiting company itself and the exhibiting company will continue to be held entirely responsible and accountable for activities organised in its name.

## Payment delays

If payments are delayed ESMO and MAW have no obligation to deliver the service until receipt of the payments.

## Terms of Payment

Payment is due within 30 days following the date of the invoice.

## Administration fees/Invoicing changes

Invoices will be addressed according to the invoicing data provided by the exhibiting company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

## Cancellation policy

Exhibition space, exhibition space size reduction, business rooms, virtual exhibition:

Cancellation fee: 50% if notified in writing by 15 April 2024  
100% if notified in writing thereafter

Cancellation fee applies as percentage of the total amount due. Deposits and cancellation terms for exhibition space assigned in accordance to clause c. of the ESMO sponsorship point system: If exhibition space is assigned in accordance to clause c. of the ESMO sponsorship point system, 100% payment is required on assignment and 100% cancellation fees apply at any time the cancellation is notified.

Changes to the schedule or format of ESMO 2024 – Administration fees

In the event of postponement/rescheduling changes of any sort, the order form is regarded as valid for a new date and possibly a change in duration of the event.

If, for any reason (e.g. pandemic, terrorist attacks, governmental actions, natural disaster, or other adverse occurrences), the ESMO 2024 on-site event has to be cancelled and converted to a virtual congress, the following conditions apply:

- All orders for the virtual congress remain valid
- The physical (on-site) exhibition will need to be cancelled. On behalf of ESMO, MAW shall credit the space rental fees for the on-site stands less a specific administration fee for expenses incurred in reparation of the on-site exhibition stand. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2025. The administration fee corresponds to 25% if cancelled by 31 May 2024, 50% from June until the event in September
- The business rooms will need to be cancelled. On behalf of ESMO, MAW shall credit the business room rental fee less 25% administration fee for expenses incurred in preparation. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2025

## Indebtedness

Payments not received by the first day of the Congress (Friday, 13 September 2024) will be subject to a 10% penalty fee on the total exhibition fee.

## Bankruptcy or Liquidation

In case the exhibiting company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO/MAW shall be at liberty to terminate immediately the contract with the exhibiting/sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

## Enforcement of Rules

Applies equally to all. All companies investing in exhibition at ESMO 2024 must comply with all rules and policies established by ESMO.

## Violation Procedure

The procedure for policing and enforcing the violation is as follows: when noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations. If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion. This will be confirmed in writing after ESMO 2024. Appeals may be made to the ESMO Management.

## Penalties

- First violation: no accrual of points for the year
- Second violation: no accrual of points plus the loss of all accrued points to date
- Third violation: no right to participate at the next ESMO Congress

### Limitation of Liability of ESMO or MAW

ESMO or MAW shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO or MAW be liable to the exhibiting company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO or MAW gives no warranties in respect of any aspect of ESMO 2024 or any materials related thereto or offered at ESMO 2024 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ESMO 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO, MAW or any employee thereof. ESMO 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO 2024 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO or MAW do not endorse, and expressly disclaim all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

### Liability

Neither ESMO, MAW nor the congress venue, 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 the congress venue, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or the congress venue 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 the congress venue 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. The Exhibitor understands that neither ESMO, MAW nor the congress venue 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 exhibitor's 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.

Neither ESMO, MAW nor the congress venue 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. The Exhibitor understands that neither ESMO, MAW nor the congress venue 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 exhibitor's own products in accordance with applicable laws and regulations.

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.

### Insurance

The exhibitor and or his stand building company have to take out a civil liability policy/multi-risk insurance 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 sample checks.

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

Please also refer to ESMO Exhibition rules, [paragraph 20](#).

### Connectivity or Technical Issues

ESMO or MAW specifically disclaim all responsibilities for the unavailability of the ESMO 2024 website due to unexpected condition and/or problems attributable to a third party's network operator or for Force Majeure. The exhibition company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO 2024. ESMO will use its best efforts to provide access to ESMO 2024 through third party channels. In the event that the participant encounters connectivity issues due a weak internet connection, incompatible operation system requirements or inappropriate web browser settings, the participant acknowledges that ESMO or MAW are not liable.

### Claims Procedure, Place of Performance and Jurisdiction

All claims by the company ordering on-site exhibition space, business rooms or any virtual exhibition package against MAW/ESMO must be in writing. The maximum time lapse is 1 month from the closure of ESMO 2024. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. All orders shall be governed exclusively by the laws of the Federal Republic of Austria. The duly authorised court is Vienna, Austria.



# 13 CONDITIONS OF PARTICIPATION

## 1. Contract – Exhibition dates:

Mailing or delivering the order form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when MAW sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by MAW without giving cause. The order form must be filled in, signed with a legally competent signature and delivered to MAW 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 MAW, if necessary. MAW 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 is 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 MAW. 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 MAW 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 m high; for any variation from this norm (2.50 m) specific permission must be obtained from MAW as soon as possible, at the latest by 25 June 2024. 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 set-up 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 MAW. MAW 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 MAW, 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 MAW 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 or does not carry out such directives punctually, MAW reserves the right to take the necessary steps at the cost of

the exhibitor. MAW reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary, even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors.

The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from MAW. 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 the 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 suspended from the ceiling, apart from exhibitors with a stand size of 200 sqm and above.

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 spotlights 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 MAW. 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:

MAW 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. MAW 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 MAW.

## 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. MAW reserves the right to enter any stand at any time.

## 6. Dismantling of stands:

The exhibitor must dismantle the stand within the allotted dismantling 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 MAW and no reimbursement will be made for such items. MAW 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 MAW 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 MAW at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by MAW in such removals of abandoned exhibits and waste.

## 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 MAW in all such cases. MAW recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as MAW 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 the congress venue 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. MAW 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 manual.

## 9. Final stipulations:

Any company which disobeys the directives of MAW can be excluded immediately from the exhibition by MAW. Such companies are liable for the whole rental sum, and for all incidental expenses including the legal value added tax. In cases in which MAW is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of MAW. 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 authorized court in Vienna, Austria is recognised. Electively MAW may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is applicable.

**10. The applying exhibitor fully accepts these conditions** and the full regulations that will be part of the ESMO 2024 Exhibitor Manual.



# 14 VENUE REGULATIONS FIRA BARCELONA

## 14.1 Safety and emergency – escape routes

During periods of buildup 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.

## 14.2 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

## 14.3 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 buildup, 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.

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

The buildup 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 buildup 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 buildup contractors hired by the exhibitors and companies involved in the buildup 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.

## 14.5 Information on risks and preventative measures

ANNEX II (please refer to [page 53](#)) contains detailed information about the risks and preventative measures to be considered during the periods of exhibitions and the events buildup, as well as the risks and preventative measures to be considered during the show days.

## 14.6 Regulations on the build up of stands and adaptation of spaces

### 14.6.1 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 channelling, 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.

### 14.6.2 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.

### 14.6.3 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 14.2 and 14.6.5. 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.

### 14.6.4 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.

### 14.6.5 Construction of complex structures in halls

MAW/Fira Barcelona may authorise 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 m

#### **IMPORTANT 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). Authorisation 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 buildup), approved by the corresponding professional association and to be delivered to Fira Barcelona.

Complex Structures – [complexstructures@firabarcelona.com](mailto:complexstructures@firabarcelona.com).

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

In the case that all provided documentation is correct, the buildup of the stand or structure presented shall be authorised. 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 buildup of the stand or structure shall not be authorized as long as the deficiencies remain uncorrected.

## 14.7 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 authorised 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 legalised by a company authorised for the said purpose, delivering the corresponding report to the Fira Barcelona hall manager.

## 14.8 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 authorisation.

This type of work shall not be authorised 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 authorisation 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 authorised 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

## 14.9 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.

## 14.10 Limitations to the buildup 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 authorised 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 buildup 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.

## 14.11 Technical regulation

### 14.11.1 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 2.50 m 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.

### 14.11.2 Balloons

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

### 14.11.3 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.

#### 14.11.4 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.

#### 14.11.5 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.

### 14.11.6 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.

### 14.11.7 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 MAW
- 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 MAW
- 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 MAW 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

### 14.12 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.

### 14.13 Vehicle access in the exhibition area (delivery vehicles)

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



# 15 SUSTAINABILITY AND ENVIRONMENTAL PROTECTION GUIDELINES

ESMO strives to expand their efforts by applying a green approach to all major activities in relation to the congress. Please support ESMO and MAW in our endeavour by taking note of the following recommendations regarding sustainability and conservation of the environment:

## 15.1 Guidelines - waste reduction

- Waste produced at the congress venue must be disposed according to the waste separation system of the venue
- If guests are catered for, only bulk or reusable packaging should be used (no cans, PET bottles, Tetra Paks etc.). If you will provide your own barista service, please use biodegradable or compostable cups, stirrers, milk and coffee packaging
- Do not offer giveaways. If this is not possible, use durable and/or reusable fair trade or quality assured products made from environmentally friendly materials (e.g. domestic sourced wood or natural fibres)
- Products that produce large quantities of waste (e.g. disposable packaging material for beverages) or hazardous wastes (e.g. products with batteries or accumulators) should not be distributed
- Refrain from mass distribution of flyers or other printed matter; hand out printed matter only upon request, or give preference to electronic means of distributing information (e.g. indication of links for download, etc.)
- Use 100% recycled paper or, at the very least, paper bleached without the use of chlorine (TFC) for printed materials that are required
- Reuse any remaining brochures at other events
- Use cloth and paper bags instead of plastic bags

## 15.2 Guidelines - stand structure

- All materials used under the responsibility of the exhibitor (stand, roll-up, decoration etc.) shall be reused in the future, if possible
- Use exclusively PVC-Free materials and in general materials that are not harmful to the environment
- Use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.)
- Turn off electricity during the assembly of the booth and during night; do not leave the standby function of appliances on overnight
- Reduce the volume of material transported to and stored at the congress as much as possible

Please note, that it lies in the responsibility of the exhibitor to inform all parties involved of these guidelines.

# ANNEX I: MEASURES TO TAKE IN CASE OF EMERGENCY

## When accessing the hall where your stand is located

Identify and show your employees the evacuation routes, emergency exits and fire extinguishing equipment near your stand.

## What to do in case of emergency

- Stay calm. Avoid spreading panic
- Inform Fira Barcelona personnel and call the Gran Via Control Center at +34 93 233 41 00, or use emergency buttons
- Do not block the emergency exits

## Evacuating the area

- Upon hearing the evacuation order, please inform all personnel under your responsibility and the visitors who are at your stand at that particular time. Please follow the order immediately
- Use evacuation routes to reach the emergency exits. Walk, do not run. Follow the instructions given over the public address system and by uniformed emergency personnel
- Do not use the elevators
- Remain at the meeting point indicated by the security personnel and await instructions. If you see that someone is missing, inform the emergency teams

## We need your cooperation

Immediately inform our Security Department (either the uniformed guards or by calling + 34 93 233 41 00) or any object, situation, or incident which in your opinion might have serious security implications.

## ANNEX II: OCCUPATIONAL RISK PREVENTION, RISK AND PREVENTATIVE MEASURES

There must be a safety report available to exhibitors and decorators that includes the description on the work to be carried out, the assessment of the risks and the preventative measures of the activity, as well as a nominal list of the employees who participate, confirming that they have received:

- Information on risks and preventative measures provided by Fira Barcelona
- Specific training on Occupational Risk Prevention

They must also have verification on the competency of employees with regard to Health Monitoring and provide their employees with personal protective equipment, the use of which is required during the build up/break down work.

In all cases, the material that they use must always be in accordance with the current legislation on occupational risk prevention and the current regulations of the Ministry of Industry.

Exhibitors and companies hired by those involved in the build up and break down of stands must immediately report an accident or incident that occurs during the work to Fira Barcelona.

### Information on risks and preventative measures to be adopted during the build up and break down

#### Risks

- People falling to a different level, due to use of stairs and scaffolding
- People falling to the same level, due to objects in aisles
- Falling objects from heights, arising from the installation of stands, suspended loads, etc.
- Knocks against immobile objects
- Stepping on objects, such as boards, wood, nails, etc. arising from the build up and break down
- The projection of fragments or particles arising from build up and break down work
- Cuts or blows from objects and/or tools
- Electrical contacts arising from work with electrical tools and the installation of lighting
- Fire and explosion
- Exposure to noise due to the use of manual tools or machine tools
- Knock-downs by vehicles in motion in the entire venue

#### Preventive measures

- Operators working at height shall be provided with sufficient safety material to prevent the risk of falling (safety harnesses, ladders, scaffolding, etc.)
- Ladders must have non-slip feet, anti-opening mechanisms and be in a good state
- The correct use of manual ladders
- Scaffolding must bear the CE marking and be correctly mounted (with platforms at least 60cm wide and handrails at 90cm height, with an intermediate bar and kick plate)
- Offices and workplaces must always be in good state of cleanliness, hygiene and free from waste materials
- Fire extinguishing equipment and emergency exits must always remain visible and free from obstructions
- All chemical products must be clearly labelled, to ensure the identification of the substance (paints, solvents, oils, degreasers, etc.)
- The entry of inflammable products is not permitted
- A special work permit is required to carry out welding. Welding equipment shall not be used without Fira's prior authorization
- In electric welding work, all equipment used shall be in safe condition: equipment protection, wire insulation with no splits and proper connections
- All load lifting equipment, cranes, forklift trucks, etc. must have all relevant safety elements and be in line with the current regulations

- The work equipment may only be operated by authorised, qualified personnel who are responsible for their actions
- Suspended loads shall not be moved above people
- The maximum speed limit in the Fira Barcelona venue will be 10 kph
- For work with electrical equipment, protection, plugs, wires, fuses, earthing, etc. must be in good condition
- Electrical work may only be carried out by qualified personnel. The manipulation of the electrical installations is strictly forbidden
- Discs and saw and carpentry cutting elements must be protected
- The use of safety footwear, gloves, protecting against mechanical hazards and protective glasses is compulsory
- The use of safety helmet will be required in work that requires it (risk of falling objects, double decker stands, blows from suspended objects, etc.)
- Use reflective vests when vehicles are moving and in outdoor work

## Information on risks and preventative measures to be adopted during show days

### Risks

- People falling to a different level. People falling down stairs of double decker stands. Falls from using the wrong furniture or not using stepladders
- People falling to the same level. Tripping over stand platforms. Tripping due to untidy or non-cleaned areas. Slipping on slippery surfaces
- Dropping objects during handling. Manual handling of office material, filing cabinets, advertising brochures etc.
- Knocks or cuts from immobile objects. Knocks against lamps and furniture. Knocks against exhibition material
- Blows or cuts from objects and/or tools. Cuts from office tools: scissors, cutters, etc.
- Overexertion. Handling and transportation of exhibition material. Handling packages with informative brochures
- Contact with heat. Burns from spotlights, halogen lamps
- Contact with electrical elements. Equipment with plugs or cables in a poor condition. Open electrical switchboards. Situations of conflict generated by the work or occupational environment
- Risks caused through ergonomic or postural deficiencies. Inadequate furniture. Muscle or joint pain from using laptops
- Risk derived from exhibition material or machinery

### Preventative measures

- Ensure that fixed staircase have handrails or banisters
- Have stepladders available and check that they are in an acceptable condition before using them
- Signpost irregularities in floor levels
- Ensure the area is clean and tidy
- Signpost wet areas after cleaning
- Use properly fitting shoes
- Training and information on the manual handling of loads
- Signposts in the case of any obstructions to aisles
- Keep everything clean and tidy
- Training and information on the proper use of office tools
- Training and information on the manual handling of loads
- Protect contact zones
- Do not use equipment in a poor condition: remove it
- Keep electrical switchboards closed. Do not handle them
- Give employees instructions for actions
- Have ergonomic furniture available
- Provide training and information on ergonomic postures
- The exhibitor should take the necessary preventative measures to avoid risks deriving from the material or machinery displayed in their stand

**ESMO - European Society for Medical Oncology**  
would like to thank all of our industry partners  
for their continued support at our congresses  
and we look forward to bringing the best of the  
science together with you in Barcelona.

