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Please read the UEG Week Exhibitor’s Technical Manual carefully and share it with the necessary colleagues and agencies involved in the organisation of your UEG Week activities.

The exhibitor and all involved subcontractors are required to comply with any instructions issued to them. In any case, all guidelines for stand building / terms & conditions, as included in the UEG Week Industry Guidelines and finally in the UEG Week Exhibitor’s Technical Manual are binding for all exhibitors and involved subcontractors. It is assumed that every exhibitor & involved subcontractor has read and agrees to these rules.
## Key Dates & Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Apr 27, 2017</td>
<td>Abstract submission deadline (Note: late-breaking abstract submission from Mon, Aug 28 – Thu Sept 21, 2017)</td>
</tr>
<tr>
<td>April 2017</td>
<td>Circulation of Exhibitors’ Technical Manual</td>
</tr>
<tr>
<td>Thu, May 18, 2017</td>
<td>Deadline early registration for delegates</td>
</tr>
<tr>
<td>Thu, Jun 01, 2017</td>
<td>Deadline for taking advantage of the extended early delegate registration fee (early fee, full payment)</td>
</tr>
<tr>
<td>Fri, Aug 18, 2017</td>
<td>Submission deadline for the company description for the UEG Week congress app</td>
</tr>
<tr>
<td></td>
<td>Deadline for sponsorship options (after this deadline, bookings are still possible upon check of feasibility)</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit the final programme for Industry Sponsored Symposia</td>
</tr>
<tr>
<td>Fri, Aug 25, 2017</td>
<td>Submission of artworks for advertising options and congress bag inserts to UEG for approval</td>
</tr>
<tr>
<td></td>
<td>Deadline for sending construction plans for the self-built booth to the Technical Exhibition Management (extended)</td>
</tr>
<tr>
<td></td>
<td>Deadline for ordering additional services for exhibition booths (online portal)</td>
</tr>
<tr>
<td>Fri, Sept 08, 2017</td>
<td>Submission deadline for print files for advertising options</td>
</tr>
<tr>
<td>Thu, Sept 14, 2017</td>
<td>Deadline late registration for delegates</td>
</tr>
<tr>
<td></td>
<td>Submission deadline for total required exhibitor badges</td>
</tr>
<tr>
<td></td>
<td>Submission deadline for total congress registrations for company staff from exhibiting companies</td>
</tr>
<tr>
<td>Fri, Sept 15, 2017</td>
<td>Latest booking for Company Meeting Rooms/Company Business Lounge</td>
</tr>
<tr>
<td>Fri, Sept 22, 2017</td>
<td>Deadline for submission of names of your delegate registrations</td>
</tr>
<tr>
<td></td>
<td>Deadline for ordering your services and time slots via the Logistic partner DHL</td>
</tr>
<tr>
<td>Thu, Sept 28, 2017</td>
<td>Deadline for payments for orders via Estensis</td>
</tr>
<tr>
<td>Fri, Sept 29, 2017</td>
<td>Early bird deadline for ordering your cLead Retrieval System</td>
</tr>
<tr>
<td></td>
<td>Deadline for payment of ordered MAW additional services</td>
</tr>
<tr>
<td>Mon, Oct 02, 2017</td>
<td>Deadline to confirm the catering service and menu for Company Meeting Room catering &amp; Industry Sponsored Symposia catering</td>
</tr>
<tr>
<td>Fri, Oct 06, 2017</td>
<td>Deadline for entering names for exhibitor and congress registrations for company staff</td>
</tr>
</tbody>
</table>
**NEW - UEG Week Industry Zone:**

Within the UEG Week Industry Zone, you can find all the necessary information (documents, links, application forms and guides) you need for attending UEG Week. Please share the link and the login details as well with your agencies and colleagues who are involved in your preparation for UEG Week.

Link: [https://www.ueg.eu/week/sponsors-exhibitors/industry-zone/](https://www.ueg.eu/week/sponsors-exhibitors/industry-zone/)

**Login details:**
- Account name: industry@ueg.eu
- Password: industry@uegweek

Please note that you can only access the Industry Zone with the above login details.

---

**Wed, Oct 11, 2017:** Deadline for registration of required working passes for set-up & dismantling

**Thu, Oct 12, 2017:** Deadline to confirm final catering numbers for Company Meeting Room catering & Industry Sponsored Symposia catering

**Thu, Oct 19, 2017:** Deadline for acceptance of your airfreight (Airport Barcelona)

Deadline to confirm/book the catering service (menu and final numbers) for booth catering

**Mon, Oct 23, 2017** Deadline for sending your bag insert (not possible before Monday, Oct 09)
3 Important Addresses & Contact Details

25th UEG Week 2017 Venue
Fira de Barcelona
Gran Via North Access – Hall 8
Carrer del Foc, 35
08038 Barcelona, Spain

Organiser
United European Gastroenterology GmbH
House of European Gastroenterology
Wickenburggasse 1
1080 Vienna, Austria
T +43 1 997 16 39
F +43 1 997 16 39 10
uegweek@ueg.eu www.ueg.eu

UEG Industry Relations
Birgit Uebelhör
M +43 699 1997 16 13
b.uebelhoer@ueg.eu

UEG Exhibition & Sponsoring
Christoph Wanzenböck
M +43 699 1997 16 01
c.wanzenboeck@ueg.eu

UEG Sponsoring & Industry Sponsored Symposia
Astrid McCluskey
M +43 699 1997 16 10
a.mccluskey@ueg.eu

UEG Company Meeting Rooms
Linda Dünser
M +43 699 1997 16 22
l.duenser@ueg.eu

UEG Week Technical Exhibition Management
MAW-International Exhibitions & Advertising
Engerthstraße 128
1200 Vienna, Austria
T +43 1 536 63 37
uegweek.exhibition@media.co.at
Katrin Doppler T +43 664 811 04 83
Carmen Zavarsky T +43 664 515 31 14

MAW Exhibition Services – Online portal: https://forms.media.co.at/UEGWEEK2017

UEG Week Industry Zone:
Link: https://www.ueg.eu/week/sponsors-exhibitors/industry-zone/

Login details:
Account name: industry@ueg.eu
Password: industry@uegweek
UEG Week Official Registration & Housing Partner
Mondial Congress & Events
Operngasse 20b
1040 Vienna, Austria
T +43 1 58804 0

Ellen Valckenaere
T +43 1 58804 143
uegweek.registration@mondial-congress.com

Monika Krista Nikolaus
T +43 1 58804 111
uegweek.housing@mondial-congress.com

UEG Week Logistic Partner
DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21 2nd Exhibition Avenue
NEC Birmingham, B40 1 PJ
United Kingdom

Horst Froehling
T +44 121 782 4626
horst@dhl-exh.com

On site: office 8-B in hall 8.1

Audio Visual Equipment and Computer
ESTENSIS GmbH - The Conference Company.
Lübarser Str. 10
13435 Berlin, Germany

T +49 30 403 000 – 0
F/Order +49 30 403 000 – 99
rental@estensis.de

cLead Retrieval System / Scanning of name badges
CTI Meeting Technology Vienna
Nussdorferstrasse 20/22
1090 Vienna, Austria

Tamara Dworschak
T +43 1 3196999 33
leadsystem@ctimeetingtech.com

Catering
GASTROFIRA
acatering@firabarcelona.com
T +34 93 233 32 11
4 Time Schedule

4.1 Set-up hours

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>08:00 – 20:00 (Premium &amp; Major Partner &amp; space &gt; 80 sqm)</td>
<td>08:00 – 20:00 (space &gt; 50 sqm)</td>
<td>08:00 – 20:00</td>
<td>08:00 – 18:00 all crates must be removed at the latest by 18:00</td>
</tr>
<tr>
<td>Friday,</td>
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<tr>
<td>Saturday,</td>
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<tr>
<td>Sunday,</td>
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</tbody>
</table>

4.2 Exhibition hours

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<thead>
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</thead>
<tbody>
<tr>
<td>Monday,</td>
<td>09:00 – 17:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday,</td>
<td>09:00 – 17:00</td>
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<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>09:00 – 14:00*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Dismantling and delivering of empties may not start before 15:00, to allow participants to exit the exhibition hall and to ensure a safe removal of the gangway-carpets.

4.3 Dismantling hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Nov. 01, 2017</th>
<th>Nov. 02, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>15:00 – 21:00*</td>
<td>07:00 – 20:00</td>
</tr>
<tr>
<td>Thursday</td>
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</tbody>
</table>

4.4 Exhibition Service Desk

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<tbody>
<tr>
<td>Thursday</td>
<td>08:00 – 20:00</td>
<td>08:00 – 20:00</td>
<td>08:00 – 20:00</td>
<td>08:00 – 20:00</td>
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<td>Sunday,</td>
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<tr>
<td>Monday,</td>
<td>07:30 – 17:30</td>
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<tr>
<td>Tuesday,</td>
<td>08:00 – 17:30</td>
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<tr>
<td>Wednesday</td>
<td>08:00 – 21:00</td>
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<tr>
<td>Thursday,</td>
<td>07:00 – 13:00</td>
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</tbody>
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4.5 Congress Registration Desk

<table>
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<tbody>
<tr>
<td>Friday,</td>
<td>14:00 – 18:00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday,</td>
<td></td>
<td>07:30 – 18:00</td>
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</tr>
<tr>
<td>Sunday,</td>
<td></td>
<td>07:30 – 18:00</td>
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<tr>
<td>Monday,</td>
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<td>07:00 – 18:00</td>
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<tr>
<td>Tuesday,</td>
<td></td>
<td>07:00 – 18:00</td>
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<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td>07:00 – 16:00</td>
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</tbody>
</table>

Break times:
- Coffee breaks: 10:00-10:30 & 15:30-15:45
- Lunch break: 12:00-14:00

* Freight elevators stop operating at 21:00, but reloading can be finished until 22:00. All lorries have to be gone by 22:00.

Exhibition access times:
Persons wearing an exhibitor badge or free congress badge can access the exhibition 1 hour before the official opening and may stay until 1,5 hours after the official closing time.

On Monday, people wearing an exhibitor badge or free congress badge can access the exhibition already at 07:30.
4.6 Extended Set-up/Dismantling times

4.6.1 Additional set-up day – free of charge

Thursday, Oct. 26, 2017 08:00 – 20:00 free of charge for Premium and Major Partners and General Sponsors/Exhibitors with a booth space of 80 sqm or bigger.

Not valid for stand building companies building several stands with total space over 80 sqm.

4.6.2 Overtime during set-up

Thu-Fri, Oct 26-27, 2017 20:00 – 08:00
Fri-Sat, Oct. 27-28, 2017 20:00 – 08:00
Sat-Sun, Oct. 28-29, 2017 20:00 – 08:00

Freight elevators stop operating at 21:00, but reloading can be finished until 22:00. All lorries have to be gone by 22:00.


On Sunday, Oct. 29, 2017, all crates must be removed at the latest by 18:00.

Costs for overtime are EUR 1.80 x m² x hour (for hall rental, light, personnel etc.), to be ordered online via MAW Exhibitor Services.

On site: please come to the exhibition service desk (office 8-A in hall 8.1) and sign up on the same day, until 12:00 at the latest, for extra hours.

The MAW Exhibition Service Desk for orders and assistance will be open as stated on page 7, point 4.4.

IMPORTANT: The freight elevators stop operating at 21:00. Until 22:00 all lorries have to leave the loading area. After 22:00 it is only allowed to work within the exhibition hall, but no loading or unloading is allowed (due to noise prevention laws for neighbours).

From 20:00 on there will be an official security guard in the exhibition area. Before leaving the exhibition area, you have to sign out with the security guard. If you do not sign out when leaving, you will be charged for the whole night, from 20:00 to 08:00m.
5 Venue

Venue Address
Fira de Barcelona  
Gran Via North Access – Hall 8  
Carrer del Foc, 35  
08038 Barcelona, Spain

5.1 How to get to the Venue
Please refer to the UEG Week website: https://www.ueg.eu/week/attendance/practical-information/

5.2 Floor plans
You can download the latest floor plans as well on the UEG Week website or in the Industry Zone: https://www.ueg.eu/week/sponsors-exhibitors/key-dates-information/

Login details:
Account name: industry@ueg.eu  
Password: industry@uegweek
Hall 8.0, Ground Floor

- Core Programme, Hands-on Learning Areas and ESGENA Conference
- Speakers Centre
- Registration

Hall 8.1, First Floor

- Exhibition
- Meeting Rooms
- UEG Office / Meetings

25th UEG Week Main Entrance (North)

to Hall 6
UEG Week Plenary Hall
5.3 Venue access map for stand builders

Lorry access to hall 8.1 is through GATE 5. There is a barrier at the gate. Access to the exhibition hall during set-up and dismantling will be controlled very strictly according to the unloading/reloading schedule. Please mind that it is mandatory to apply for an unloading/reloading slot with DHL until September 22, 2017. You may only enter to the premises within your booked time slot. Trucks have to leave immediately after unloading/reloading according to the schedule, parking on the premises is not permitted – please see point 5.5 Truck Parking.

How to get to Fira Gran Via

Distance from/to airport 12km
Distance from/to city center 2,5 km

Address:
Fira Gran Via (Hall 8 access)
C/ Foc, 37
08036 Barcelona
5.4 Car Parking

Parking “A” at South Access is open from Monday-Friday 08:00 am to 08:00 pm. There is also a parking area at Gran Via 2 Shopping. Both parking possibilities are with costs.

How to get there

5.5 Truck Parking

There are two parking areas for trucks near the venue (against cost). Please refer to the attached direction map, which will also be distributed on site.
6 Logistics, Transport, Storage & Freight Elevators

6.1 Logistics

- Please contact the appointed freight forwarder DHL in any case to organize a smooth set-up, unloading and delivery of goods within the congress venue. All exhibitors, also the ones who prefer to unload themselves, need to apply for unloading and loading slots until Sept. 22. Please use the respective ordering form and contact Mr. Horst Froehling from DHL.

- Please note that it is obligatory that one English speaking team leader of the stand building team is present onsite during set-up and dismantling for coordination with MAW exhibition management and the congress venue and security staff.

- For transport of small boxes / literature, etc. to the exhibition hall during the day only small trolleys are allowed.

6.1.1 Set-up Logistics

Before setting up their stands, exhibitors/stand builders must contact the Exhibition Management (MAW office 8-A in hall 8.1) to reconfirm the placement of their stand as well as inform themselves of any special regulations to their stand and must collect the necessary amount of obligatory working passes. Exhibit space will not be available for set-up until all conditions set forth in these rules are met.

Please note that your trucks must leave the unloading position immediately after unloading. The trucks cannot stay in the unloading area for a longer period or overnight (see point 5.5 truck parking). Please contact the Freight Forwarder DHL as soon as possible to organize your in-house transport and storage.

6.1.2 Dismantling Logistics

The dismantling of stands may not commence until after the closing of the exhibition on the last day and according to the dismantling schedule.

Delivery of empty boxes:

All exhibitors who stored their empty crates and boxes at cost with the Freight Forwarder DHL will have them ready at their booths as soon as possible, but delivery of empty boxes at certain times cannot be guaranteed and waiting times must be taken into account. Therefore, do not book your flights too early.

**IMPORTANT:**

Please separate in advance the boxes for machines / IT equipment, etc. that you will need first from the stored boxes, to be followed by the other booth structure boxes needed later.

Please note that your trucks must leave the loading position near your booth area immediately after loading. The trucks cannot stay in the loading area for a longer period or overnight, they shall drive to the truck parking areas (see point 5.5).

The exhibitor / stand builder must leave the stand area cleared and the floor cleaned. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the exhibitor’s expense and risk. The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise removal and cleaning costs will be charged automatically to the exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

Repair of damage to the exhibition area shall be charged to the exhibitor and may be carried out only on the lessor’s instructions and by firms commissioned by the latter.
6.2 Transport

The exhibitor is strongly advised to contact the appointed freight forwarder DHL for all transports of goods, for customs matters, labour, as well as for renting of forklifts!

For shipping information & tariffs please refer to the DHL documents attachment.

All truck drivers must check in at the barrier of Gate 5 and fill-in the vehicle pass. They will be directed to the unloading/reloading position according to their slots / as soon as the spot is free. All truck drivers must stay at their trucks. **NO PARKING OF TRUCKS AT THE UNLOADING/RELOADING POSITION.** If you offload/reload and handle the material on your own, please make sure not to block others. Security staff / traffic marshals will be on duty to secure a smooth offloading/reloading process.

6.3 Storage

The appointed forwarding agent DHL will also handle and provide storage space during the exhibition, and will return properly marked materials on completion of the meeting. Fire prevention regulations require that material such as paper, etc. must be completely stored in the packing boxes. Materials not in accordance with these regulations will be disposed of by the cleaners.

Storage of containers, packaging or any flammable materials in the stand is strictly not allowed.

6.4 Freight Elevators

There are 4 freight elevators to be used. Elevators no. 8.4 + 8.5 will be used by DHL and elevators no. 8.2 + 8.3 can be used by self-unloaders (elevator 8.1 is for in-house transports only).
Yellow lines drawn in the freight elevator floors must be crossed by the freight, otherwise doors cannot close. Please make sure that the freight inside is fixed on the floor so that it does not crash with the walls when the elevator moves.

Only forklifts operated by DHL are allowed due to security reasons.

Please note that it is totally forbidden to use the freight elevators with personnel inside them. Only goods/freights may be transported without personnel, nor forklifts nor pallet jacks. There will be a lift guard positioned on each level opening and closing the doors of the freight elevators, so that the movement of the crates and goods will be coordinated, please follow the instructions of the lift guard. People can only use the staircase connecting the different levels, but no passenger elevator is available. Please consider this fact for your planning of the unloading and set-up teams.

It might be recommendable to foresee one team downstairs for unloading the truck and one team upstairs for bringing your freight from the freight elevator up to your booth area.

You might want to consider using the unloading services of the freight forwarder DHL. Please contact Mr. Horst Froehling as soon as possible - you find the freight forwarding information on page 5 and following. Please inform your stand building company accordingly to avoid any surprises onsite.

7 Exhibitor Staff Registration, Free Congress Registration & Working Passes

7.1 Exhibitor Staff Registration & Free Congress Registration

You will receive a separate email via the UEG Week Official Registration Partner with detailed information and a personalized link for the exhibitor staff registration. Moreover, the Registration Terms & Conditions are available within the MAW online portal and in the Industry Zone.

7.2 Working Passes

An unlimited number of working passes will be available free of charge on site for the set-up and dismantling period. Upon arrival for set-up in the exhibition hall, the head of the stand building crew must present himself at the Exhibitor Service Desk (office 8-A in in the exhibition hall) to pick up the working passes and hand it out to his crew. The working passes must be worn at all times during set-up and dismantling.

It’s obligatory to pre-order working passes for the period of set-up and dismantling. Therefore, please send us the following details of each person, who is on site for set-up & dismantling, until October 11 by using the attached Excel File so that we can prepare everything: first name – last name – type of ID – ID number.

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

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

Please fill in the attached Excel File and return it to us via e-mail until October 11, 2017.

7.3 Badge Pick-up

All badges will only be available on site for pick-up, they are not mailed in advance.

Working Passes: please pick up your working passes at the MAW Exhibitor Service Desk, which is located in the exhibition hall 8.1, office 8-A.
Exhibitor Badges and Free Congress Registrations: the exhibitor registration desk & self-printing terminals dedicated to exhibitors are located in the foyer of hall 8 (main entrance area, north entrance).

Individual exhibitor badges or free congress badges: please use one of the self-printing terminals dedicated to exhibitors.

Group pick-up or payment issues: please proceed to the exhibitor registration desk.

8 Company Description

The UEG Week Congress App will be available at the congress. Within the App the company description of all exhibitors will be published and is intended to give an overview of your services and products. Therefore, you will receive a separate email with a link, enabling you to insert your company description electronically with a maximum of 100 words. The deadline to submit your company description is Fri, Aug 18, 2017.
9 Stand Building Rules

9.1 Stand Building Heights, Venue Specifications & Suspensions from the Ceiling

According to the information on sponsorship levels listed in table below, the following limitations apply:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Hall Height</th>
<th>Max. Building Heights</th>
<th>Suspensions from the Ceilings</th>
<th>Water Connection &amp; Drainage</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Premium Partner</td>
<td>Major Partner</td>
<td>General Sponsor</td>
<td>Premium Partner</td>
</tr>
<tr>
<td>8.1</td>
<td>10 m</td>
<td>5 m</td>
<td>4 m</td>
<td>3.5 m</td>
<td>7 m</td>
</tr>
</tbody>
</table>

Venue Specifications
Maximum floor load: 1800kg/m2

9.2 General Stand Assembly, Design & Stand Building Rules

The exhibitor is required to comply with any technical instructions issued to him. In any case, all guidelines for stand building, as included in the UEG Week Industry Guidelines and finally in the UEG Week Exhibitor’s Technical Manual are binding for all exhibitors.

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither UEG nor MAW or the 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.

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic (shall be about 30 cm away from the border, delegates have to stand on your booth). All products and services must be safe in the opinion of UEG/MAW and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and/or causing queues (e.g. product display, presentation, quiz, give away distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic (shall be about 30 cm away from the border, delegates have to stand on your booth). Those activities must be clearly identifiable on the booth layout sent in for approval of the exhibition management. UEG and the exhibition management (MAW) reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- „Meet the expert“ sessions, hands-on trainings or press briefings at the stand are not allowed during the official core scientific programme but only during the following break times: 10:00 am – 10:30 am and 03:30 pm – 03:45 pm.
- If you need a company meeting room, please contact Ms Linda Dünser (L.Duenser@ueg.eu)
- Stands must be staffed at all times during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours.
• MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
• No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
• No signs may project beyond the limiting walls of the stand, and each exhibitor must avoid hindering the view or entranceway of neighbouring stands.
• No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
• Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the exhibition organizers, they do not interfere with the activities of the neighbouring exhibitors.
• Exhibits or other devices, which emit sound, light or smell, must be operated and controlled so as not to irritate other exhibitors.
• Any planned catering activities by the exhibitor must take place on the premises of the rented stand and within the official hours of the exhibition. Sufficient storage and serving space within the booth area must be planned. Catering stations/bars may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Catering activities must be kept at reasonable levels and may not disturb neighbouring stands or affect the overall appearance of the exhibition. MAW/UEG 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.
• Working with circular saws or grinding of wood without catcher or integrated hoover is not allowed within the exhibition area.
• Particular care shall be exercised in the passageways and accesses of the exhibition premises in order to avoid damage to the floor. Within the hall, only means of transport with PVC or rubber wheels should be used.
• Smoking is not permitted at any time.
• Working under the influence of alcohol or drugs is prohibited.
• It is not permitted to stick posters on hall or room walls.
• The Exhibition Management reserves the right to issue further instructions concerning the design of stands.
• The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms. In rooms with parquet flooring or unmarrered 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 cases placed on such floors. Exhibitors who wish to display extra-heavy exhibits demand in special supports or foundations must get specific permission for this from the Exhibition Management.
• It is not permitted to drive nails or hooks in the walls/columns or in the floor of the exhibition hall. Hall walls and columns as well as the technical facilities of the hall shall not support loads of decoration or exhibits.
• Empty containers and packing materials must be disposed of at the cost of the exhibitor before the exhibition begins.

If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management preserves the right to close or obstruct
unused entrances or exits to the exhibition area 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.

9.2.1 Type of Stand

Row Stand (1 open side)
The standard height of two side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management. Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Corner of Row Stand (2 open sides)
According to international custom, a corner stand shall be built open on two sides. At the two open sides, any solid walls are only allowed with special permission of the Technical Exhibition Management and if they do not interfere with other exhibitors. Therefore, construction plans for approval are required as soon as possible. The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management.

Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Peninsula Stand (3 open sides)
According to international custom, peninsula booths shall be built open on three sides and should be fully accessible on all open sides. At the three open sides, any solid walls or elements that block the access are only allowed with special permission of the Technical Exhibition Management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth of each side and may not interfere with other exhibitors. The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform/raised floor). Therefore, construction plans for approval are required as soon as possible. Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management.

Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Island Stand (4 open sides)
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 to the booth are only allowed with special permission of the Technical Exhibition Management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% – 35% of the length of the booth on each side and may not interfere with other exhibitors. Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management. Construction plans for approval are required as soon as possible.

Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.
9.2.2 Separation Walls

All stands must be separated from the neighbouring stand(s) by means of a separation wall. The separation wall can be provided by the exhibitor or can be ordered online at extra cost.

These side and back walls of stands must be finished with white, neat and neutral panels (no logos) on the outside – not with cloth and without cables hanging down on the back.

The standard height of stands/walls shall be 2.50 m (incl. platform).

For any variation from this norm height specific permission must be obtained from the Exhibition Management.

9.2.3 Wall heights in blocks of booths

In a block of booths, where two or more booths have adjacent back walls, the booth with highest sponsor level in this block will be given preference to build its back wall in the preferred height (upon approval of the booth design by the Exhibition Management MAW), but will be obliged to finish the upper outside of this back wall with white and neat panels (not with cloth) to cover any possible height difference to walls of neighbouring stands. Thereafter the second booth with the highest sponsor level/booth size will be considered, and so forth. In blocks of General Sponsors/Exhibitor the largest booth will be given preference and so forth. In any case the Exhibition Management MAW will coordinate all communication related to the various wall height preferences.

9.2.4 Flooring, Raised Floor and Ramps within the Exhibition Booth

Flooring

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 platforms. Recommended height for platforms:

- 4cms/h - to hide electrical cabling
- 9cms/h - to hide water and electrical cabling.

Service chests: have a diameter of 89 cm and must remain accessible, so please leave a 1x1 m access door/hatch.

In order to avoid risks of fire and accidents, carpets and floorings must comply with the CTE 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). The slip-resistance on floors with slopes up to 6% shall be Class 1 (Slip resistance Rd:15 < Rd ≤ 35) and Class 2 for stairs. (Slip resistance Rd: 35 < Rd ≤ 45). The floor should not have any perforations or holes in which it could be inserted a sphere of 15mm diameter.

Raised floor and ramps

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- All stands with a raised floor / access platform higher than 50 mm shall be built with a ramp.
- The minimum width of the ramp should be 1000 mm. The slope has to be uniform, up to 1:10 and completely within the stand.
- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a tripping hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like must have the edges taped down or firmly secured and must not be deemed to cause a tripping hazard.
- Permission must be granted by the Exhibition Management (MAW) before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring must be steady under foot and must not be deemed to cause a tripping hazard. Further regulations apply to the installation and removal of these materials from the venue floor. The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

9.2.5 Doors and Windows
The minimum height of doors is 2100 mm and the maximum width of sheet is 1230 mm. Doors and windows have to set back so as to open outwards and not exceed the boundaries of the stand.

9.2.6 Ceiling Installations
Exhibitors may cover their stands with a ceiling structure up to max. 40 m² provided that they observe the material specifications and conditions hereinafter. All materials used must meet the relevant Spanish build regulations CTE (Código Técnico de la Edificación), and of the EU (European Union). The Technical Department at Fira de Barcelona reserves the right to request certifications at all times.

In order to comply with the CTE (DB-SI), covering materials must follow:
On ceilings and walls: C-s2 (resists briefly to flames and burning of a single object both limiting the spread of flame, light smoke blockage) and d0 (no drops in 10min).

Test certificates should meet DIN 4102-B1 or its equivalent standards. Relevant certificates should be available for presentation upon request.

If the ceiling area to be covered is less than 40m2, the corresponding smoke detector can be avoided if and only when the covered ceiling has at least 2 openings on opposite corners of the room to be covered, resulting in a total uncovered area of minimum 0.18m² for a room of 40m2. Smaller areas have to apply the same ratio (0.0045 m² per m² enclosed) i.e. if the room is 30m2 the sum of the total area of the 2 openings in the opposite corners would be of 0.135m2 minimum

Ceilings made from textile wire mesh are accepted without smoke detector if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum grid opening of 2mm x 4mm or 3mm x 3mm. The textile has to be stretched horizontally and has to be in one layer only.

Ceilings made with metal grid are accepted without smoke detector if they are fire resistant M0, M1 or M2 (Euroclass A, B or C) and have a minimum grid opening of 10mm x 10mm.

Conventional textile ceilings are classed as solid ceilings and will require smoke detectors.
9.2.7 Paintwork
Only water-based paints are allowed.
Fabrics and fire-treated materials cannot be recovered with any kind of paint.
Protection must be provided to avoid spilling or spraying on the hall floor, structure or on neighbouring stands. Covering of hall floor with PVC foil is required.
Inside the hall it is strictly forbidden to use cellulose varnish and flammable materials.

9.2.8 Lighting
All lighting shall be distributed so as to avoid disturbing both visitors and neighbouring exhibitors.
The situation of the installed lamps must not pose a fire risk and those installed at a height up to 2,5m must be protected in such a way so as not to pose a hazard to people. The use of strobe lighting and flashing lights is not allowed.

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

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

9.2.11 Fire Emergency Regulations – Material Specifications
All materials used must meet the relevant Spanish build regulations CTE (Código Técnico de la Edificación), and of the EU (European Union). The Technical Department at Fira de Barcelona reserves the right to request certifications at all times.

In order to comply with the CTE (DB-SI), covering materials must follow:
On ceilings and walls: C-s2 (resists briefly to flames and burning of a single object both limiting the spread of flame, light smoke blockage) and d0 (no drops in 10min).
On floorings: EFL. (Withstands brief flames and limits the spreading of flame).
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.

Please bring the appropriate certificates with you on site for all the materials used.

9.2.12 Complex Structures
Platforms and stages over 0.5 m in height and those including stairs are considered as complex structure which requires special documentation. A project describing the construction of the structure, including materials, measurements, load transmission to the hall floor, its height and location. A structural project with static calculations by a competent technician must be provided.
A risk assessment of the structure during build-up and dismantling will also be requested.
A certificate issued by a qualified technician, stamped by an official body competent in Barcelona.
9.2.13 Health & 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 de Barcelona grounds is 10 km/h.
- All equipment for work with electrical equipment must be in good condition, including protections, plugs, cables, fuses, earth, etc.
- Only qualified persons can perform electrical tasks.
- Saw discs and cutting parts and carpentry equipment must be protected.
- Safety shoes, work gloves and protective glasses must be worn.
- Reflective vests must be worn when there is vehicle traffic and for work outside.

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

9.2.14 Security & Dangerous Goods

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

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

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

9.3 Approval of Stand Drawings and Construction Plans

Please provide the following documents via e-mail as pdf-file until Friday, August 25, 2017 to uegweek.exhibition@media.co.at:

• Stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication of all elements, cross section measurements
• 3-D view
• Plan showing the position of exhibition equipment/product display, give-away areas, catering area, machinery and/or installations
• Installation diagrams (electricity, water, internet etc.)

If you have a column inside your booth area, please check with the exhibition management / MAW, if it has to be accessible and check the exact size. If you plan to cover the column, please provide a detailed drawing of the construction of the planned column covering to the exhibition management / MAW.

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

Construction may not begin without approval by the Exhibition Management. The measurements of the booked area are outside measurements. Substantially completed stand constructions must not interfere with approved drawings. The Exhibition Management reserves the right to cancel stand operation and require changes in accordance with approved drawings and described stand concept.

If you exhibit with an umbrella/folding stand or order a rental modular stand no approval is required, but please do not forget to order separation walls online or bring them with you (see point 9.2.2).

10 MAW Exhibitor Services & Related Terms & Conditions

Please refer to the online portal where all exhibitor services can be ordered: https://forms.media.co.at/UEGWEEK2017

The following services can be ordered online directly: cleaning, electricity, floral service, internet, longer set-up/overtime, rental furniture, rental modular booth, security service, staff, suspension points, water connection.

Other supplier order forms and links are only available ONLINE as pdf downloads, (please consider their applicable terms & conditions):

• DHL – Official Freight Forwarder – Shipping Instructions and Tariffs
11 Technical Supply Details – MAW Exhibitor Services

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

Electrical connections for rental items are not included.

Prices for rental items include delivery to and removal from your booth space.
All rented items are not insured and must be returned in good condition.
Lost or stolen items will be charged to the exhibitor.

Service positions for electricity, internet and water:
Please submit a dimensional drawing showing the positions of all ordered services (use “Layout Fittings”). Should you require a change of position once services are in place, a fee of EUR 95.– will be charged per service.

11.1 Power Connection

All switchboards will be connected on Friday, Oct. 27.

On Thursday, Oct. 26, working power will be available (4 units – 6.6kw single phase, schucko connection). Please use one of the switchboard spread out in the hall. If you prefer to have your own switchboard on Thursday, please order working power via MAW Exhibition Services - online platform.

Please calculate your real power needs and consider whether you require a single-phase (230V) or three-phase (400V) system!

• Please indicate in a dimensional drawing (use “Layout Fittings”) the required position(s) of your switchboard(s) and submit it together with your order until Fri, August 25, 2017!
• The number of ordered switchboards will be laid on your booth area. All internal wiring has to be done by the exhibitor’s staff and the necessary material has to be brought by the exhibitor.
• Electricity is supplied from the floor service chests.
• Don’t forget to bring your own converters and adapters, if needed.

Nor MAW Exhibition Management neither UEG is responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

It is necessary to install a thermomagnetic switch and a differential according to the characteristics of the power requested and with all the necessary protections for the installation’s existing circuits.

What are the connection periods?
Power will be supplied during the exhibition hours and 1 hour before the exhibition opens and will be disconnected 1 1/2 hours after the closing time.

If you require a 24-hour electrical supply (power throughout the whole exhibition, 24 hours) please order it on request online and we will get back to you with a quote.
24 hours-supply is recommended if you have fridges or machinery that needs to be permanently connected.
If you contract a three-phase electrical panel with CBs, how many single-phase outlets will it have?
The number of CBs installed should always be in accordance with the following ratio:

CB = Circuit Breaker
1kW = 1000 Watts

Remember that the socket cannot bear more electrical power than the power indicated in the CB.

When is it necessary to provide an ELECTRICAL PLAN when contracting a switchboard?
If the total kilowatts contracted through switchboards is more than 50 kW, it is compulsory to submit an electrical plan in accordance with the regulations of the Department of Industry of the Generalitat of Catalunya.

Electrical project is needed:
- For a switchboard superior to 50 kW
- For the sum of several switchboards (superior to 50 kW) in the same stand.

Under no circumstances exhibitor’s machinery will be connected by FIRA technicians. Likewise, electrical connectors are not supplied (cables, extensions, adaptors, etc.).

11.2 Water Supply & Drainage
For security reasons, exhibitors who require water must contract their installation through MAW. Under no circumstances shall an exhibitor / decorator connect to Fira Barcelona’s supplies.

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use “Layout Fittings”) and submit it together with your order until Fri, August 25, 2017!

11.3 Cleaning and Waste Removal
The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after set-up and dismantling! Otherwise removal and cleaning costs will be charged automatically to the exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

For cleaning of your booth area, please use the online order form. If any special cleaning service is needed, please get in contact with the MAW Exhibition Management.

Without the completed online cleaning order no cleaning of your booth will be done.

The cleaning of the stands will be finished every morning before 07:30.
11.4 Suspension Points

Only Premium & Major Partners are allowed to suspend from the ceiling according to this table:

<table>
<thead>
<tr>
<th>Premium Partners</th>
<th>Major Partners</th>
<th>General Sponsors / Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspension from the ceiling in exhibition hall (where possible)</td>
<td>max. height of 7 m (upper rim – truss, lights included)</td>
<td>max. height of 5 m (upper rim – truss, lights included)</td>
</tr>
</tbody>
</table>

Max. load per suspension point: 150 KG

Basic conditions for suspended structures:
All the materials to be used must be approved under EU Regulations.
The number of points depends on the type of structure and the individual loadings of each hall.
It is mandatory to use an additional security cable.
The motor to the structure should always be vertical and must be used with slings that hug the structure and should be joined with a shackle joined to the motor.
All suspended elements need to be approved by the Technical Exhibition Management.
The wooden elements that are to be hanged must be adequately fixed to an EU approved structure in order to ensure that the weight is adequately divided. The approved structure will be the one fixed onto the anchoring points or elevating system. Depending on the type of structure and the weight capacities of each pavilion, the division of weights of the structure will be taken into account in order to determine the number and location of the anchoring points needed for suspension. Electrical supply only from the floor. We recommend the use of fireproof C1 cloth ceilings and 40%-60% vent meshing, in order to ensure the proper functioning of smoke and fire detector systems. Also, these ceilings must be fixed onto an EU approved structural frame.
In some cases the location of the stand can result in:
- installation of an additional structure (also called pre-rigging)
- technically not possible to install anchoring points

Procedure for your RIGGING PROJECT – VERY IMPORTANT:

- Please send a 3D-plan showing the heights and booth elements as well as a sketch indicating the required suspension points together with the indication of the weight per hanging point and the total overall weight. For the quotation specify one of the options:
  - without Safety Steel
  - with Safety Steel
  - with Safety Steel + Manual Motor
  - with Safety Steel + Electric Motor
- The max. weight limitation per point always has to include weights for any material like hand hoists, etc.
- This plan will be checked and the final number of feasible hanging points together with a quote will be reconfirmed to you within 14 working days.
- Upon reconfirmation no further changes or additions of hanging points are possible, and the number of points will be invoiced to you.
- Please note the strict deadline of Fri, August 25, 2017. Any order after this date cannot be guaranteed!
- Please note that you must bring with you the relevant affixation material.
  Connection, assembling and suspension parts as well as safety belts with steel inside or steel chains to affix your banner or structure – they will not be provided!

If you need a scissors lift / genie for further hanging/affixation work, please book it via DHL.
11.5 Rental Furniture

Rental furniture and rental carpet will be ready on **Saturday, Oct 28**, at **12:00** hrs.

Before that time, no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery.

11.6 Rental Modular Booth

The rental modular booth includes the following items:
• Set-up and dismantling
• Wall panels, white, incl. uprights and frames: height 245 cm, width 100 cm (inner measurements 235 x 94,5 cm)
• Fascia along open stand front(s), height 43,5 cm, white
• Standard lettering, black, max. 20 letters (corner booths will have lettering on the two open sides.)

Optional at cost: Company Logo on Fascia Board – please order it online and submit it together with the online order of the rental modular booth.

• Platform (4 cm height) including carpet, please choose colour online: Red, navy blue, charcoal grey, black

If no carpet colour is indicated, charcoal grey carpet will be laid automatically.

• Electrical switchboard with 1,2 kW and triple socket outlet
• 1 spotlight, standard 100 W, for each 3 m²
• One-time basic cleaning of booth (no cleaning of exhibits)

- Please bring your own adapters and converters, if needed
- Please order any furniture needed separately
- Please note that the rental booth and rental furniture will be ready by **Saturday, Oct. 28, 12:00 pm**

Before that time no delivery can be guaranteed.

Any additional onsite orders are without guarantee and time limit for delivery.

11.7 Rental Modular Booth – Graphics and Lettering

**How to send your data:**
We accept the following formats: eps, pdf or via download links (dropbox or similar) - please contact the Exhibition Management MAW for details of the file transfer by sending an e-mail to: uegweek.exhibition@media.co.at

**Programmes and formats we use:**
Adobe Photoshop CC, TIFF and EPS files are easiest to work with. Do not send compromised JPG data. Please set up files in CMYK mode. Do not generate any new fonts and logos in Photoshop (as vector graphics are not possible).

Adobe Illustrator CC: All fonts should be converted to paths.

Quark X-Press 9 (Mac), Adobe InDesign CC: Please include all fonts and typefaces.

Do not save data in EPS.
Important information: Formatting preparing data: Print files to be saved in 1:10 format. Picture data in 1:10 format must have a resolution of at least 300 dpi. All fonts should be converted to paths (vector data).

Proofs featuring exact colours: Colours may be reproduced differently depending on the medium used. To ensure our colours correspond with yours we require high quality colour proofs. A conventional colour copy is not accurate enough. If we are not provided with a representative colour proof or colour details no subsequent complaints as regards colour deviations can be accepted.

11.8 Rental Flowers and Plants

Plants and flowers will be delivered on Sunday, Oct. 29, between 10:00 am – 18:00 pm.

Damaged or lost vases will be charged to the exhibitor.

11.9 Internet & Wi-Fi

It is mandatory for each exhibitor to complete the Wi-Fi Policy Acceptance Form together with the form Option A (wired connection or Wi-Fi from Fira OR no internet services required) or Option B (request for installing own Wi-Fi network).

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

The LAN-Connection-cable (RJ45 Plug) will be installed on one position of the booth area. The offered data connection guarantees the dedicated bandwidth. The connection is symmetrical, the addressing is private. IP addresses will be assigned automatically when devices are attached (via DHCP). In case you need a static public IP address, please order it online in addition to your connection.

In case you would like to connect more than 1 device please order a switch and/or cables or bring both with you.

Internal wiring within the booth is in the responsibility of the exhibitor.

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

If you are ordering Wi-Fi from Fira, please ensure that you are using 5GHz enabled Wi-Fi devices.

OWN WI-FI NETWORKS only upon confirmation of FIRA possible – please request an own wi-fi networking by submitting form Option B.

Exhibitors who bring their own equipment and are allowed to install their own Wi-Fi network (upon reconfirmation of FIRA only) are responsible for the correct configuration of their items – please consider the requirements and specifications as stated in the form Option B (online).

No technical support is included. Support requests for devices/equipment brought by the exhibitors will be charged on an hourly basis and cannot be guaranteed (for all kinds of exhibitors own equipment)

Internet connections will be provided from the floor service chests.
For rental of computer equipment please refer to the respective order form of the Recommended Supplier ESTENSIS – contact details can be found on page 6. Furthermore, please find the order forms within the attachment.

11.9.1 Wi-Fi Specifications for own Wi-Fi access points

TECHNICAL REQUIREMENTS FOR EXHIBITOR OWN WIFI ACCESS POINTS - Option B:

In the case that the exhibitor cannot use the Wi-Fi service from Fira de Barcelona due to technical reasons, this option allows the exhibitor to check if they are a candidate to bring their own private Wi-Fi networking equipment to the stand. Signing and agreeing to this option will not allow the exhibitor to bring their own access point, the request is only valid when the exhibitor reaches an agreement with the Fira de Barcelona IT technical department.

The requirements must be strictly followed to ensure compatibility with Fira de Barcelona’s IT infrastructure.

Wi-Fi access points must provide adjustable power transmission. The available power settings must cover at least the range from: 0dBm (1mW) to 14dBm (25mW) and must be set by default to the minimum value.

Fira de Barcelona will have an on-site team during the event to ensure that the exhibitor’s SSID will not be seen broadcasting at higher than -75dBm at their neighbours’ stands. The on-site team reserves the right to go directly to the exhibitor and ask them to increase or decrease the transmission power and/or change their assigned channel at any moment during the show if the exhibitor does not comply with the terms and conditions stated within the Wi-Fi Policy.

Dynamic Frequency Selection

If the Wi-Fi access point supports this feature, it must be disabled. The Wi-Fi access point must work over a fixed channel which Fira de Barcelona will assign.

Data rate supported

- 802.11a: 12, 18, 24, 36, 48 and 54 Mbps
- 802.11g: 11, 12, 18, 24, 36, 48 and 54 Mbps
- 802.11n: from 11 up to 104 Mbps
- 802.11b must be disabled
- IEEE 802.11n and 802.11ac

Channel bonding is not permitted, only standard 20MHz channels are allowed.

Compliance

IEEE Standards: IEEE 802.11g/n, IEEE 802.11a/n (IEEE 802.11b is not permitted)
Minimum security: WEP, Wi-Fi Protected Access 2 (WPA2) or WPA

Please fill in the form Option B the SSID (network name) field, select which frequency/frequencies your SSID will be broadcasting in and indicate how many access points will be broadcasting the SSID.

Channels

The exhibitor’s own Wi-Fi equipment must be configured on these channels:
- Channel 1 on the 2.4GHz frequency band
- Channel 44, 48 and 52 on the 5GHz frequency band

Other channels must not be used. Fira de Barcelona’s on-site team will make sure exhibitors follow this important rule.
11.10 Booth Personnel & Host(ess)

(1) Hostess with 1 additional language: speak(s) SPANISH, in addition following languages to choose: German/English/Italian/French/Portuguese

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

Standard uniform is black suit with orange scarf (Other uniform on request and upon agreement.)

Please note:
- Hostesses are only allowed to work on the booth, in a hospitality suite/satellite symposium, but not in any other areas.
- No photos, names or phone numbers of hostesses will be supplied in advance.
- Minimum order: 4 hours.
- Lunch-breaks (1 hour) and waiting time cannot be deducted.
- Exhibitor Badges for hostesses are included and will be provided on site at the exhibitor registration desk.
- Please do not order hostesses for booth cleaning or carrying of heavy boxes. For this kind of work please order workers.

11.11 Stand security

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

Exhibitors are required to close objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor UEG nor the Exhibition Management MAW can accept liability for thefts, losses or damages of any sort occurring during the day or at night. Exhibitors exhibiting equipment of value should take out a complementary insurance policy.

11.12 Audio Visual & Computer Equipment

AV and IT equipment will be delivered Sunday, Oct. 29, upon agreement with ESTENSIS.

Please indicate your preferred delivery time on the order form and contact them directly on site for confirming your delivery time.

11.13 Catering

Catering services (booth deliveries and room deliveries) will be provided exclusively by GASTROFIRA. The catering brochure for booth catering can be found in the MAW portal and in the Industry Zone at https://www.ueg.eu/week/sponsors-exhibitors/industry-zone/. The link to the web shop will be available nearer to the congress. Tailor-made catering solutions for booth catering are available and can be arranged by contacting GASTROFIRA by email at the following address: acatering@firabarcelona.com or by phone at +34 93 233 32 11. It is recommended to place catering orders at your earliest convenience.

Deadline conditions for **booth catering** orders:
- Deadline to confirm the catering service (menu and final numbers) for booth catering Thu, Oct 19, 2017
Deadline conditions for company meeting room catering and Industry Sponsored Symposia orders:

- Deadline to confirm the service and menu: Mon, October 2, 2017
- Deadline to confirm final numbers: Thu, October 12, 2017

Placing of new orders or making amendments to the confirmed final numbers is generally not acceptable after the above given deadlines and would incur additional costs, once feasibility to accommodate is checked and approval is given by GASTROFIRA.

11.14 Scanning of name badges

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality barcode scanner attached to an iOS mobile device (iPod touch). A more detailed description of all features can be found in the online platform and attached.

12 General Exhibition Regulations

12.1 Promotion, Activities & Noise

The stands may only be used for exhibiting and advertising the exhibitors own products, materials or services but not for the sale of any products (exemption: publishing houses and book stores). Exhibitors are prohibited from publicising, distributing, and canvassing, and/or maintaining any activities, inducements, demonstrations, materials, or displays outside the space assigned to them. UEG reserve the right to refuse applications from companies that do not adhere to the standard requirements or expectations and reserve the right to curtail or close exhibitors, wholly or partially, should they unfavourably reflect the nature and the purpose of the congress.

Give-aways and printed matters may only be distributed in the space rented by the company in the exhibition hall, in their own company meeting rooms & business lounges. No such material may be distributed in any of the official congress hotels.

Companies are advised to adhere to industry standards (healthcare compliance rules) related to the value of give-aways they intend to give out, which should preferably be of an educational or scientific nature. Contests, lotteries, raffles and quizzes are subject to approval by UEG.

„Meet the expert“ sessions, hands-on trainings or press briefings at the stand are not allowed during the official core scientific programme but only during the following break times: 10:00 – 10:30 and 15:30 – 15:45.

Exhibitors have to ensure that audio equipment cannot be heard outside the space assigned to the exhibitor or interfere or prove objectionable to attendees or other exhibitors. UEG and the technical exhibition manager reserve the right to request that exhibitors halt any activity that may be causing annoyance or interference to others.

12.2 Photographing, filming

The exhibiting company has the right to take photos or film their own booth at the assigned exhibition space. Photographing or filming outside this area without permission is forbidden.

To request permission please contact uegweek@ueg.eu.

It is strictly forbidden to film, take photos or record any oral or poster presentation of UEG Week without the consent of the UEG (including smart phones, mobile devices, etc.). Please note that numerous sessions will be recorded and published at www.ueg.eu/education immediately after the
congress and will be available for all congress delegates. This also includes all abstracts and E-Posters.

12.3 Industry Activities outside the Congress Venue

Industry meetings are to be held only at the congress venue where a number of meeting rooms are available. Meetings outside the congress venue cannot be accepted. This rule has been established to avoid attendees missing the scientific programme of the congress. Furthermore, the company has to assure not to conduct any social or other activity that coincide with the scientific programme within the official congress hours (incl. the hours of Industry sponsored symposia) and which would take people away from the congress venue. Transportation to such activities starting after the official congress hours must not be organised at times coinciding with the official congress hours.

Please contact UEG directly regarding the detailed black out times for each day.

Any kind of on site promotion activity during 25th UEG Week 2017 that is not listed in the sponsorship prospectus has to be reported to UEG and needs to be approved. The respective fee shall be determined.

Failure to comply with these regulations shall entitle UEG to determine sanctions on short notice.

12.4 Publicity, Media & Press

Press conferences conducted by sponsors and exhibitors may neither be held before the first UEG Week press briefing nor at the same time as the official press briefings. To rent rooms for press conferences at the congress venue please contact uegweek@ueg.eu, the organisation of the press conference remains with the company. The UEG PR Agency SPINK may support you at your own expense in organising your press conference. If you are interested, please contact them directly: media@ueg.eu.

The official press briefing times will be announced in June at the latest.

All companies organising press conferences should inform UEG of the date, schedule and venue of their press conferences. Events with more than eight participants need the prior approval of UEG.

Company representatives are not permitted in the UEG Week press centre.

With prior permission from the UEG PR Agency SPINK, sponsors and exhibitors are allowed to display prepared press material in the press centre. Please contact therefore: media@ueg.eu.

The use of the UEG and UEG Week logo on sponsors and exhibitors press material is prohibited.

Market research activities and interviews are not permitted in any general congress areas, lecture rooms and exhibition halls but can take place in company meeting rooms if conducted in the name of the company and clearly stated that they are not affiliated with UEG. Any interview requests with members of the UEG Council or UEG Scientific Committee must be coordinated through our UEG PR Agency SPINK: media@ueg.eu.

12.5 Privacy & Data Protection

By participating at UEG Week, participants and company representatives agree that UEG uses and publishes personal information, names, photos and video-impressions taken during UEG Week for UEG’s purposes. The company is aware that, within the framework of an agreement regarding UEG Week, UEG stores personal data supplied by the company in relation to the
agreement for the purposes of automatic processing. UEG collects, uses and processes personal data with reasonable diligence only according to the strict data protection provisions in Austria and in compliance with the provisions of the EU Data Protection Directive.

12.6 Observance of Statutory Rules and Regulations

With respect to the use of the agreed exhibition space, the content of Industry sponsored symposia, advertising activities as well as the general admissibility of the activities which the company plans to perform at the congress, the company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the congress venue is located. It is being agreed that the organiser shall not be under any obligation to inform the company of such legal provisions. Each sponsor and/or exhibitor is responsible for the material and information provided at the congress and may only display this at their stand, at their Industry sponsored symposia or at an officially and legally approved site in compliance with both the legislation of the host country and of the congress.

12.7 Codes of Practice and Pharmaceutical Product Promotion

All companies and associations are advised to consult the guidelines and codes of practice applicable to Spain and Barcelona. It is the sponsor’s / exhibitor’s responsibility to comply with the local authority’s regulations. The company hence accepts all liability in all cases of non-compliance with these codes.

- Farmaindustria – Spanish Association for the Pharmaceutical Industry
  http://www.farmaindustria.es/Farma_Public_ING/Codigo/index.htm
- Farmaindustria – Spanish Association for the Pharmaceutical Industry
  http://www.farmaindustria.es/Farma_Public_ING/Codigo/index.htm
- IFPMA - International Federation of Pharmaceutical Manufacturers and Associations
- MedTech Europe – Represents the European Medical Technology Industry
  http://www.medtecheurope.org/industry-themes/topic/93
- EDMA – European Diagnostic Manufacturers Association
- COCIR – The European Coordination Committee of the Radiological, Electromedical and Healthcare IT Industry
  http://www.cocir.org/
- EACCME® – The European Accreditation Council for CME
  http://www.uems.eu/uems-activities/accreditation/eaccme

12.8 Insurance & Liability, Safety at the Venue

UEG enters into agreements with the company assuming that any UEG Week sponsor/exhibitor is holding an adequate insurance covering personal injury and loss of/damage to property for the duration of UEG Week.

The risks of individual exhibitors and equipment and all related display materials installed by companies are not insured by UEG. Neither UEG nor its contractors will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors and therefore we highly recommend to take out additional insurance against the mentioned risks.
UGE shall take appropriate steps as being reasonable to ensure the safety of the participants at the venue. UEG shall foresee to the necessary arrangements with the congress venue and the local authorities. Notwithstanding, the Sponsor shall take appropriate measures as being reasonable to ensure the safety of the participants as visiting the sponsor’s exhibition booth or Industry sponsored symposium.

UEG provides general guard service at the congress venue. Special stand surveillance is not provided. If special surveillance is required, only a security company commissioned by UEG or the Technical Exhibition Management may provide this service on the company’s own costs. UEG’s liability for damages the company incurs or may incur, is limited to the fares extent permitted by the law applicable. Thus, UEG shall not be held liable for any damages, resulting from any negligent or gross negligent act or omission of any of UEG’s directors, employees, contractual partners, consultants or any participant in the 25th UEG Week 2017. UEG cannot be held liable for consequential damages, such as losses, costs, fees and negative impact on reputation.

12.9 Compliance

The exhibitor and all involved subcontractors are required to comply with any instructions issued to him. In any case, all guidelines for stand building / terms & conditions, as included in the UEG Week Industry Guidelines, in the UEG Week Exhibitor’s Technical Manual as well as in the congress venue in-house rules and regulations are binding for all exhibitors.

Attachments

- DHL – Official Freight Forwarder – Shipping Instructions and Tariffs
- CTI – cLEAD - Badge Reader System
- ESTENSIS – Audio Visual & Computer Equipment
- FIRA – Individual Booth Design

The related applicable ordering/payment terms & conditions can be found in the online portal. Upon submitting an online order these terms & conditions are considered as accepted.

NEW - UEG Week Industry Zone:

Within the UEG Week Industry Zone, you can find all the necessary information (documents, links, application forms and guides) you need for attending UEG Week. Please share the link and the login details as well with your agencies and colleagues who are involved in your preparation for UEG Week.

Link: https://www.ueg.eu/week/sponsors-exhibitors/industry-zone/

Login details:
Account name: industry@ueg.eu
Password: industry@uegweek

Please note that you can only access the industry zone with the above login details.
Attachment_1

DHL – Official Freight Forwarder
Shipping Instructions and Tariffs
DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage and customs clearance for this event.

Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

There will be a strict handling schedule in place to ensure that all goods will be handled to stand within a set time frame and same again for break down.

An unloading and reloading slot MUST be booked whether you unload manually yourselves or use our handling services via our order form. Please note that slots will be allocated on a first-come, first-served basis.

The venue traffic marshals will only allow access at barrier into unloading zone Hall 8 at Fira with an agreed unloading slot agreed with our company. A time limit of 30 mins applies to each slot.

1. ESSENTIAL DATES

<table>
<thead>
<tr>
<th>BUILD-UP</th>
<th>Thursday Oct. 26, 2017 08:00 – 20:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Premium &amp; Major Partner &amp; booth space &gt; 80 sqm)</td>
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<tr>
<td></td>
<td>Friday, Oct. 27, 2017, 08:00 – 20:00</td>
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<tr>
<td></td>
<td>(Premium &amp; Major Partner &amp; booth space &gt; 50 sqm)</td>
</tr>
<tr>
<td></td>
<td>Saturday, Oct. 28, 2017 08:00 – 20:00</td>
</tr>
<tr>
<td></td>
<td>Sunday, Oct. 29, 2017 08:00 – 20:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPENING HOURS</th>
<th>Monday, Oct. 30 – Wednesday, Nov. 01, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISMANTLING</td>
<td>Wednesday, Nov. 01, 2017 15:00 – 22:00</td>
</tr>
<tr>
<td></td>
<td>Thursday, Nov. 02, 2017 07:00 – 20:00</td>
</tr>
</tbody>
</table>

2. PRE-ADVISE / ORDER FORM

<table>
<thead>
<tr>
<th>DEADLINE ORDER FORM</th>
<th>22 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for our services and time slot request)</td>
<td></td>
</tr>
</tbody>
</table>

ALL PRE-ADVISES WITH ALL DETAILS MUST BE SENT PER EMAIL TO:

DHL Trade Fairs & Events (UK) Limited
United Kingdom
ATTN: Mr. Horst Froehling

E-Mail: horst@dhl-exh.com

If you dispatch your shipment without preadvise to us you may occur delays and additional expenses.
3. TRANSPORT-INSTRUCTIONS

3.1 AIRFREIGHT

CONSIGNEE AIRWAYBILL (AWB)

RESA Expo Logistic
C/Botanica, Entrada 4
Fira Gran Via
08909 Hospital de Barcelona, Spain
UEG Week 2017 Exhibitors Name : Booth No : Package __ of __

<table>
<thead>
<tr>
<th>AIRPORT OF DESTINATION</th>
<th>Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE</td>
<td>19 October 2017</td>
</tr>
</tbody>
</table>

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

Please note, it will not be possible to address shipments directly to a contact at the venue. The above mentioned address needs to be used. UEG does not accept any responsibility for any deliveries made, which is the sole responsibility of the exhibitor.

3.2 ROAD FREIGHT

We can offer you road transport services by full truck loads or smaller shipments using standard or express service.

If you arrange your own transport then you must book unloading slots with our company for any vehicles arriving at the venue. This is mandatory whether or not you use our handling services. Please note that slots will be allocated on a first-come, first-served basis.

We strongly recommend to do this as early as possible. Due to limited space outside the hall we can only allow a certain number of vehicles entering at the same time.

DEADLINE ORDER FORM | 22 September 2017

Neither the venue nor the organiser will accept express courier shipments on your behalf and they should be routed via our onsite holding warehouse RESA (see below for address)

You can dispatch your shipment to our holding warehouse at venue prior to official set up:

RESA Expo Logistic
C/Botanica, Entrada 4
Fira Gran Via
08909 Hospital de Barcelona, Spain
UEG Week 2017 Exhibitors Name : Booth No : Package __ of __
3.3 CUSTOMS CLEARANCE

We can arrange customs clearance on permanent and temporary import into Spain. Please send us your commercial invoice by email prior to dispatch so that we can check all documents.

4. ON-SITE HANDLING TARIFF

SEE ATTACHMENT

There are no credit facilities available and payment of all our charges must be made prior to the start of the exhibition. Payments can be made by either bank-transfer or MasterCard/VISA.

5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder.

The forwarders custody liability ends with the delivery of the consignment to the exhibitor’s stand even if the exhibitor or his representative is not present.

YOUR LOGISTICS PARTNERS FOR 25th UEG Week 2017

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21 2nd Exhibition Avenue
NEC Birmingham  B40 1 PJ
United Kingdom

Phone : 0044 121 782 4626

E-Mail : horst@dhl-exh.com

Contact : Horst Froehling

We wish your company every success at the 25th UEG Week 2017.

www.dhl-exh.com
Official Forwarding - Handling – Storage Tariff

25th Week
28 Oct – 1 Nov 2017 Fira Gran Via Barcelona Spain

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Customs Clearance Formalities</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carnet ATA Clearance</td>
<td>195.00</td>
</tr>
<tr>
<td>2</td>
<td>Temporary / Permanent</td>
<td>250.00</td>
</tr>
<tr>
<td>3</td>
<td>Customs Bond Fee 3% of CIF value</td>
<td>150.00</td>
</tr>
<tr>
<td>4</td>
<td>USE of our customs brokers Import Tax Registration Number</td>
<td>115.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Lifting – Direct Handling at venue ex truck on to Stand or ex Stand onto truck Includes fork lift and labour to move all cargo to or from stand via elevator</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Lifting for Unloading or Reloading per 100 kgs Basis 1 cbm = 333 kilos Minimum Full trailer rate stand building equipment</td>
<td>16.00</td>
</tr>
<tr>
<td>6</td>
<td>Collection/storage and re-delivery of empty cases Full goods storage with access and supply to stand to show</td>
<td>55.00</td>
</tr>
<tr>
<td>7</td>
<td>Labour (English speaking) Minimum 3 hours per man per hour</td>
<td>45.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Storage Minimum 2 cbm will apply</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Collection/storage and re-delivery of empty cases</td>
<td>55.00</td>
</tr>
<tr>
<td>7</td>
<td>Full goods storage with access and supply to stand to show</td>
<td>65.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Labour (English speaking)</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Labour Minimum 3 hours per man per hour</td>
<td>45.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Handling via warehouse or airport to or from venue inclusive lifting to stand</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Handling via warehouse to stand Per 100 kgs (1 cbm = 333 kgs) Minimum</td>
<td>195.00</td>
</tr>
<tr>
<td>10</td>
<td>Handling from collected airport to stand (excluding airline handling or AWB fee) Per kg (1 cbm = 333 kgs) Min 250 kgs Same costs are applicable again ex stand back to warehouse or airport</td>
<td>1.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Other Costs</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Timed deliveries within venue for symposiums ex storage area</td>
<td>135.00</td>
</tr>
<tr>
<td>13</td>
<td>Hire of Scissor Lift 8-meter height Delivery and handling charge to hall 8 for stand delivery and pick up.</td>
<td>150.00</td>
</tr>
<tr>
<td>14</td>
<td>Hire of manual Genie Delivery and handling charge to hall 8 for stand delivery and pick up.</td>
<td>95.00</td>
</tr>
<tr>
<td>15</td>
<td>Order processing charge</td>
<td>50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Surcharges - Add to Items:</th>
<th>5</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 19:00 hours or Saturdays / Sundays</td>
<td>-</td>
<td>50 %</td>
<td>-</td>
<td>50 %</td>
<td>50 %</td>
</tr>
<tr>
<td>No bank holiday surcharge 01 November</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Important Notes**

Charges are subject to local rate of VAT. Please supply your VAT Number on our order form.

Any other services not covered by this tariff will be charged according to our expenses or by agreement.

All services must be either prepaid or paid at venue. There are no credit facilities.

We accept payment by bank transfer or VISA/MasterCard.

All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain circumstances. A copy is available on request or can be downloaded via our website.

www.dhl-exh.com
25th UEG Week 2017, 28 Oct - 1 Nov 2017 – Fira Gran Via Barcelona

Please indicate the services below which you require from the official Freight and Lifting Contractor:

1) Receive goods into warehouse before / after show  
   Date of arrival

2) Unloading from vehicle direct to stand  
   Date and time of arrival

3) Reloading to vehicle direct from stand  
   Date and time of collection

4) Removal, storage and redelivery of empty cases

5) Storage of full goods with access during show

6) Labour for help on stand (i.e help in unpacking / repacking) Unskilled

7) Transport via  
   AIR [ ]  Express [ ]  ROAD [ ]

8) Customs Clearance formalities for Export & Import  
   Value for Customs Purposes

9) Symposium deliveries / storage / preparation / timed delivery within venue

10) Requesting time slot for truck arrival with own manual unloading at venue

11) Hire of Scissor lift or Genie (Manual) to work on stand during set up or dismantling

Description of Exhibits / Cases - Please indicate the Lengh - Width - Height and Weight of each item:

I hereby authorise you to debit my credit card for the full amount:

Mastercard / Visa

Expiry Date [ ]  Security number (last 3 digits only) [ ]

Card Holder’s Name……………………………… Card Holder’s Signature…………………………

Address……………………………………………………………………………………………………

THERE ARE NO CREDIT FACILITIES AVAILABLE

PLEASE COMPLETE YOUR DETAILS BELOW

Exhibitors Name…………………………………………………………………………………………

Hall……………………………… Stand No.……… Date Required on stand…………………………

Address………………………………………………………………………………………………………………

Postcode…………………… Contact on stand……………………………………………………………………

Email……………………………………………….. Telephone………………………………………………

VAT No:……………………………… Mobile of person on stand……………………………………

Please complete and return to:  Email : horst@dhl-exh.com
Telephone : + 44 (0) 121 782 4626   Fax : + 44 (0) 121 782 4680    www.dhl-exh.com

Deadline for return of order form: 22 September 2017

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances!

www.dhl-exh.com
CTI – cLEAD - Badge Reader System
EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality barcode scanner attached to an iOS mobile device (iPod touch).

Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite.

By simply scanning a visitor’s badge with the iOS device, the contact is entered into the exhibitor’s visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.
Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Symposium scanning will be done by well instructed hostesses (included in the rental fee).
- Scanned data is synched to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

Scan Options

1. **Scan and add details (Booth system)**
   the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.

2. **Symposia scan (Symposium system)**
   the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.

Costs to the exhibitor

- The following standard prices are available for exhibitors:
  - € 420,00 net per iPod touch including scanner
  - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours). Scan staff is included in this fee.
• These costs are per rented device including the required software systems, staff *(symposium scanning only)* and an unlimited number of scans / amount of prepared individual data.

• Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.

• All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.

• Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.

• The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

**Additional Information: “Webservice/API”**

UEG Week badges will be equipped with a bar code (contains the ID only) to collect data. This will allow UEG Week exhibitors to bring and use their own devices.


After receipt of an official order access to a link generator, configuration code, security token and some sample badges for testing purposes will be provided.

• **Cost/ Webservice (external devices)**
  
  The following standard prices are available:
  
  o € 750,00 net for Webservice Set Up + € 1,25 per set of data before September 29th, 2017
  
  o € 950,00 net for Webservice Set Up + € 1,55 per set of data after September 29th, 2017

**Administrative Procedure**

1. **Order**

   Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (September 29, 2017).

2. **Order confirmation**

   After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
3. **Configuration of products and services**
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.

4. **Lead capture**
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.

5. **Data provision**
After synchronization with the database you can access, check, print or download your collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

**Terms and Conditions**

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.

- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.

- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.

- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.

- **VAT:** Quotations excl. 20% Austrian VAT

- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.

- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.

- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
## EXHIBITOR LEAD RETRIEVAL SYSTEMS

### ORDER FORM

<table>
<thead>
<tr>
<th>Company / Booth</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Mobile (Onsite Contact)</td>
<td></td>
</tr>
<tr>
<td>VAT (UID) Number</td>
<td></td>
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</tbody>
</table>

### SCANNERS

<table>
<thead>
<tr>
<th></th>
<th>Orders before September 29th</th>
<th>Orders after September 29th</th>
<th>Units total</th>
<th>€ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>iOS booth system</strong></td>
<td>€ 420,00 net</td>
<td>€ 520,00 net</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>iOS symposium system incl. staff</strong></td>
<td>€ 399,00 net</td>
<td>€ 499,00 net</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Offer</strong></td>
<td>€ 1,049,00 net</td>
<td>€ 1,149,00 net</td>
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</tr>
</tbody>
</table>

* iOS symposium system incl. hostess (max. 3 hours rental period)  
** Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

### WEBSERVICE

<table>
<thead>
<tr>
<th></th>
<th>Orders before September 29th</th>
<th>Orders after September 29th</th>
<th>Units total</th>
<th>€ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Webservice</strong> (with your own device)</td>
<td>€ 750,00/ € 1,25 net*</td>
<td>€ 950,00/ € 1,55 net*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* per scanned lead
SCAN OPTION

Symposia system: Please inform us about the session number(s) of your symposium and units per symposium.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Session Title</th>
<th>Units/symposium</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

PAYMENT

☐ Credit Card: ☐ VISA ☐ MASTER CARD ☐ AMEX

Number Exp. Date
Name Code*

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

☐ Bank Transfer:

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

________________________________________________________________________

Signature Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or leadsystem@ctimeetingtech.com

CTI MEETING TECHNOLOGY GmbH
Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU8040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com www.ctimeetingtech.com
# 25th UEG Week 2017 - Rental Equipment

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price in EUR ad. VAT/device</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_____PC (Intel i3, 4 GB, WiFi) incl. keyboard US + mouse (TFT optional)</td>
<td>189,-</td>
</tr>
<tr>
<td></td>
<td>_____Notebook (keyb. GER, WiFi, screen 15&quot;, 4 GB RAM, DVD-ROM)</td>
<td>199,-</td>
</tr>
<tr>
<td></td>
<td>_____TFT flatscreen, 19”-27”, VGA &amp; DVI-input (no video input),</td>
<td>89,-</td>
</tr>
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<td></td>
<td></td>
<td>SIZE:_____________</td>
</tr>
<tr>
<td></td>
<td>_____Monochrome Laserprinter, HP 3015 series, 24 ppm (ad. 0,06 € /page)</td>
<td>169,-</td>
</tr>
<tr>
<td></td>
<td>_____Color-Laserprinter, HP CP 2025 series, 22 ppm (ad. 0,26 € /page)</td>
<td>239,-</td>
</tr>
<tr>
<td></td>
<td>_____LED-Display FullHD 32”, 37”, all in the ratio 16:9</td>
<td>349,-</td>
</tr>
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<td>SIZE:_____________</td>
</tr>
<tr>
<td></td>
<td>_____LED-Display FullHD 42”, 46”, 50”, 60”, all in the ratio 16:9</td>
<td>499,-</td>
</tr>
<tr>
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<td></td>
<td>SIZE:_____________</td>
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</tbody>
</table>

OPTIONALLY with

- □ floor-stand (+ 98,-)  
- □ wall-mount (+ 59,-)

|          | _____PC-Display-Kit: 42” display + PC + floor-stand + wireless keyboard & mouse | 749,- |
|          | _____Projector / Beamer XGA, 2.500 lumens incl. lens, incl. VGA cable 10m      | 198,- |
|          | _____Projector / Beamer XGA 5.000 lumens incl. lens: tele or standard (!)       | 698,- |
|          | _____Sound-Equipment “small” (1 wireless micro, 1 loudspeaker)                | 398,- |

Prices including delivery & pick up

**Please deliver to:**

Hall & booth: __________ / __________  Delivery date & time: ________________________

Company: ________________________________________________________________

VAT no.: ________________________________________________________________

Mrs./Mr.: ________________________________________________________________

Mobile-Phone: __________________________________________________________

**Please pay:** bank transfer to ESTENSIS until latest: September 28th, 2017

<table>
<thead>
<tr>
<th>Hotline</th>
<th>: +49 (0) 3304 300 39 - 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX – Order</td>
<td>: +49 (0) 3304 300 39 - 99</td>
</tr>
<tr>
<td>eMail</td>
<td>: <a href="mailto:rental@estensis.de">rental@estensis.de</a></td>
</tr>
</tbody>
</table>
Attachment_4 ........................................................................1 page

FIRA – Individual Booth Design
The stand design department of Fira Barcelona, buildUP, is glad to take the opportunity to welcome you in Barcelona for the upcoming 25th UEGWeek 2017 and offer you its service and know-how for individual booth design.