

EANM'19

WORLD LEADING MEETING



Barcelona, Spain

Annual Congress of the European Association of Nuclear Medicine

October 12 – 16, 2019
Barcelona, Spain

eanm19.eanm.org

EXHIBITORS' MANUAL



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.com/officialEANM

Barcelona, Spain

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EANM EXHIBITORS' MANUAL 2019

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*The EANM Exhibitors' Manual 2019 is provided by the official Exhibitors' Support Service Company:
MAW – Medizinische Ausstellungs- und Werbegesellschaft / International Exhibitions & Advertising,
indicated as „MAW” in the following pages.*

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LETTER OF ACKNOWLEDGEMENT

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

FIRST and LAST NAME

representing _____
Please print your COMPANY NAME here

by my signature below I hereby certify that:

- I have completely read the EANM'19 Exhibitors Manual.
- I understand all rules and regulations as outlined in the EANM'19 Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the EANM'19 Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws, and EANM / MAW bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

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

Stand building company

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Responsibilities: _____

Agency

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Responsibilities: _____

Please return this document to MAW by E-mail eanm2019@media.co.at or by Fax +43-(0)1-5356016 until August 9, 2019 at the latest.

Place, Date _____ Company's stamp and signature of official representative as designated above

We hereby accept the conditions of payment and for orders as started on the order form section cover page. Prices are net – the tax liability lies with the benefit recipient. For Austrian companies: +20% VAT – On receipt of the invoice we transfer the total sum to the bank account, IBAN: AT55 1100 0002 5680 7900, BIC: BKAUATWW – no charge to be made to the beneficiary – Deadline for ordering: August 9, 2019. Deadline for payment: September 6, 2019 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid in cash or by credit card) without guarantee and time limit +50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 9, 2019 are not possible. Any dispute arising out of this agreement shall be settled by the courts of Vienna.

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Dear Exhibitor,

We cordially invite you to the EANM'19 Congress in Barcelona. The document also comprises the link to order additional services. Please forward this manual and its attachments to your stand builders/agencies and read carefully to ensure no important information gets lost. We are at your disposal for any questions that may arise.

1 CONGRESS VENUE

1.1 VENUE ADDRESS:

CCIB – Barcelona International Convention Centre
Plaça de Willy Brandt, 11-14
08019 Barcelona, Spain

1.2 DELIVERY DETAILS

Delivery entrance: Plaça de Willy Brandt, 11-14, door E & F, 08019 Barcelona, Spain
Dimensions – delivery entrance doors: Clear gate access: 1,45m x 3,36 m (w x h)

For trucks up to 7,5 t: Leonardo da Vinci, 08019 Barcelona, Spain

For full and half trailer loads to arrive during official move-in period:

Fairground Address:

Exhibitors Name:

Hall/ Booth No.:

c/o IML – Messe Logistik GmbH/ RESA Expo Logistic

Willy Brandt Square 11-14

08019 Barcelona, Spain

NOTIFY: EANM2019 / Exhibitors name / Booth Number

For Customs Clearance, Freight forwarding, Deliveries with courier service of freight forwarder please contact the On-site Handling agent:

Warehouse Address:

IML – Messe Logistik GmbH

Austria Center Vienna

Bruno-Kreisky-Platz 1, 1220 Vienna, Austria

Tel.: +43-(0)1-997 413 321

E-mail: eanm@iml-vienna.at

For short notice of delivery of parcels please contact also IML!

NOTIFY: EANM2019 / Exhibitors name / Booth Number

Please note: For in-house transport costs will apply.

For detailed information regarding general information freight forwarder, shipping instructions, shipping deadlines and tariff information please refer to the detailed IML documents.

The usage and driving of forklifts are restricted to IML, handlifts are allowed.

For deadlines please see IML Shipping Information.

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2 EXHIBITION TIME SCHEDULE

Please note that the official working hours must be adhered strictly otherwise overtime costs arise by the Congress Center and will be charged accordingly to the respective Exhibitor/stand builder!

1.3 SET-UP

Wednesday, Oct. 9	08:00 – 20:00	For Exhibitors over 100 sqm exhibition space. For Exhibitors less than 100 sqm upon prior request, as approval is needed!
Thursday, Oct. 10	08:00 – 20:00	
Friday, Oct. 11	08:00 – 22:00	
Saturday, Oct. 12	08:00 – 20:00	national bank holiday

Please note: All waste (NOT CONSTRUCTION WASTE) has to be out on Saturday by 19:00 hrs and ready for pick up in the aisles.

1.4 EXHIBITION OPENING HOURS

Sunday, Oct. 13	09:00 – 17:00
Monday, Oct. 14	09:00 – 17:00
Tuesday, Oct. 15	09:00 – 17:00

ACCESS HOURS FOR EXHIBITORS

Sunday, Oct. 13	07:30 – 18:00
Monday, Oct. 14	08:00 – 18:00
Tuesday, Oct. 15	08:00 – 22:00

Attention: During set-up and dismantling only persons with working passes are allowed to enter. Only persons with blue badges will be granted access to the Exhibition Hall prior to / after the official Exhibition Opening Hours.

1.5 DISMANTLING

Tuesday, Oct. 15	18:30 – 22:00
Wednesday, Oct. 16	08:00 – 22:00
Thursday, Oct. 17	08:00 – 14:00

All Exhibitors storing their empty crates with IML will have them ready at their booths as soon as possible. Certain times cannot be guaranteed and waiting times must be taken into account!

3 CONGRESS OFFICE AND REGISTRATION DESK

Congress Office opening times:

Saturday, Oct. 12	07:30 – 18:00
Sunday, Oct. 13	07:30 – 18:00
Monday, Oct. 14	07:30 – 18:00
Tuesday, Oct. 15	07:30 – 18:00
Wednesday, Oct. 16	07:30 – 12:00

Registration Desk opening times:

Saturday, Oct. 12	07:30 – 22:00	(from 19:30 Opening Ceremony and Welcome Reception)
Sunday, Oct. 13	07:30 – 18:00	
Monday, Oct. 14	07:30 – 18:00	
Tuesday, Oct. 15	07:30 – 18:00	
Wednesday, Oct. 16	07:30 – 12:00	(from 11:45 Closing Ceremony and Farewell Cocktail)

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4 IMPORTANT CONTACTS

- **Congress Organisation, Registration, Exhibition, Sponsoring**
EANM Executive Office
Schmalzhofgasse 26, 1060 Vienna, Austria
Tel.: +43-(0)1-890 44 27, Fax: +43-(0)1-890 44 27-9
Contact: Mr. Andreas Felser, Congress Manager, E-mail: a.felser@eanm.org
Ms. Susanne Koebe, Deputy Congress Manager, E-mail: s.koebe@eanm.org
- **Congress Website:** <https://eanm19.eanm.org>
- **Exhibitors' Support Service**
MAW – Medizinische Ausstellungs- und Werbegesellschaft
International Exhibitions & Advertising
Freyung 6/3/3, 1010 Vienna, Austria
Tel.: +43-(0)1-536 63-62, -15 or -42, Fax: +43-(0)1-535 60 16
E-mail: eanm2019@media.co.at
Contact: Stand approval: Ms. Gerda Maierhofer (-15), Ms. Andrea Etz (-42)
Administration of orders, general questions: Ms. Nicole Lehner (-20),
Ms. Gerda Maierhofer (-15)

MAW Exhibition Services – online portal: <https://forms.media.co.at/EANM19>
- **Accommodation**
ENITED Business Events GmbH
Gillegasse 11/14, 1090 Vienna, Austria
Tel.: +43-(0)1-409 56 31-12, Fax: +43-(0)1-409 56 31-22
E-mail: eanm19@enited.eu
Contact: Ms. Rosa B. Reyer, Ms. Anna Sanchis Roca
- **Recommended Freight Forwarder, Customs Broker and On-site Handling Agent**
IML - Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisley-Platz 1, 1220 Vienna, Austria
Tel.: +43-(0)1-997 413 321
E-mail: eanm@iml-vienna.at
Contact: Mr. Karma Knoll
- **Exclusive Caterer for Exhibition Stands and Lunch Symposia**
CCIB – Barcelona International Convention Centre
Placa de Willy Brandt, 11-14
08019 Barcelona, Spain Tel.: (+34) 93 – 230 1000
E-mail: stands@ccib.es
Contact: Ms. Charlotte Dindy
- **Lead Retrieval System**
leadu.at – netkey information technology GmbH
Amalienstraße 68/2, 1130 Vienna, Austria
E-mail: eanm19@leadu.at
Contact: Mr. Christoph Sebela

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5 EXHIBITOR REGISTRATION / CONGRESS REGISTRATION

The related information will be sent to you by separate e-mail.
For any questions, please contact:

EANM Executive Office
Schmalzhofgasse 26, 1060 Vienna, Austria
Tel.: +43-(0)1-890 44 27, Fax: +43-(0)1-890 44 27-9
Contact: Ms. Petra Neubauer, Registration Services, E-mail: registration@eanm.org

6 WORKING PASSES

It is obligatory to order Working Passes for the period of set-up and dismantling in order to gain access to the venue. Wrist bands will be handed out each day in the morning at the loading bay to every single person that needs to enter the congress centre. Therefore, please send us the following details (name & ID-number) in order to prepare all in advance. Kindly note that unannounced persons have to wait until all pre-registered staff has been dispatched. The Working Passes are not valid during the official congress opening hours.

Please fill in the attached Excel file and return the completed form until August 9, 2019 at the latest.

7 LOGISTICS (ACCESS, SCHEDULE, PARKING)

EANM appointed IML – Messe Logistik GmbH as international freight forwarder, customs broker and on-site handling agent. EANM strongly recommends the use of IML. The following advantages will result in using the appointed freight forwarder:

- Best possible coordination of your transport and the on-site handling
- In time delivery to your booth
- Specialized in transport for congress and exhibitions
- Reliable, good international partners and network
- Perfect knowledge of the congress centre
- Storage and handling facilities for empty boxes

If you arrange for the complete transport and delivery with handlifts to your booth by yourself or with your stand building company, you have free access to your booth. The usage and driving of forklifts are restricted to IML. Please contact the appointed freight forwarder in order to organize the unloading schedule.

Should you need customs service, labourer or a forklift, please contact the appointed freight forwarder.

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1.6 ACCESS INSTRUCTION

Trucks must leave immediately after unloading.

If you offload / reload and handle the material on your own, please make sure not to block others. Security staff will be on duty to secure a smooth offloading / reloading process.

Please separate in advance the boxes for machines / IT equipment etc. (Priority 1) 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.

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 per m³ at a rate of 780, - € 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.

1.7 SCHEDULE

Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML - Messe Logistik GmbH in advance and not later than September 30, 2019 with the following information:

- Name of Exhibitor and/or stand contractor
- Size of shipment
- Requested date and time of delivery

After reconfirmation we ask you for the following information:

- On-site contact name and ID-number, cell phone number and Truck plate number
- Carrier's name
- Driver's contact name, ID-number and cell phone number

IML - Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220 Vienna, Austria
Tel.: +43-(0)1-997 413 321
E-mail: eanm@iml-vienna.at
Contact: Mr. Karma Knoll

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1.8 TRUCK PARKING

Trucks must leave immediately after unloading. There is no parking possibility on the premises of the congress centre. We recommend the following website to find the nearest space to park your truck: <https://www.truckparkingeurope.com>

8 STORAGE

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

There is no storage possibility within the premises.

9 EANM RULES AND REGULATIONS / LIABILITY

Exhibition Hours

EANM determines the opening hours for the exhibition for each congress individually.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the Exhibitors, or which may interfere with or be felt objectionable by attendees or other Exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. EANM reserves the right to ask Exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organizers.

Stand Activities

Any presentations with “session character” at the stand are prohibited during the official scientific core programme but may take place during coffee breaks. A request to hold such presentations must be submitted to the organizers for approval and EANM reserves the right to check on-site. Please contact the EANM Executive Office (s.koebe@eanm.org).

Photographing, Filming and Audio Recording within the Congress Centre

Photographing, filming and audio-recording in the exhibition halls is not permitted at any time. However, exhibitors may take photographs of their own stands. EANM does not offer a photographer for hire.

Photographing, Filming and Audio Recording of Sponsored Lunch / Satellite Symposia

A company holding a symposium has the exclusive right to organize filming and audio-recording of its symposium either through an own technical supplier (incl. photos) or the official Audio-Service-Supplier of the venue. Please contact the EANM Executive Office (s.koebe@eanm.org).

Give-aways and Printed Materials

‘Give-aways’ and printed materials may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms (and not in the aisles in front of the

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meeting rooms!) or at satellite symposia. No such material may be distributed or displayed in any other area of the congress centre, any official EANM hotels or other venues used by EANM. Unauthorized displays will be removed and a penalty of € 1.000, - up to € 5.000, - (depending on the amount of material and the area of display) will be charged. Companies may only offer gifts of educational or scientific value. Product identification is permitted on 'give-aways'. It is the company's responsibility to also adhere to any restrictions and/or limitations that may be applicable according to the legislation of the host country of the congress. Contests, lotteries, raffles are subject to prior approval by EANM.

Advertising and Promotion of Sponsored Lunch / Satellite Symposia during the Congress

Symposia programmes and invitations may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms, and at the entrance to the Symposium Hall right before the start of the session.

Space Integrity / Promotional Activities

Exhibitors are prohibited from publicising, distributing, canvassing and/or maintaining any activities, inducements, demonstrations, materials or displays outside the space assigned to them.

Product Disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by EANM.

Installation of Exhibits

Any exhibit that is not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the exhibition on the first day. No waste may be placed in the aisles after the final cleaning. Please do not litter the floor in the booths or aisles after cleaning.

Dismantling

No packing or dismantling of exhibits will be permitted prior to the published dismantling time.

Insurance

Insurance on all exhibits remains in the responsibility of the Exhibitor. Neither EANM, nor its agents or assignees will assume any responsibility for property loss, damage, personal injury or other claims related to the Exhibitor's space. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

Other Prohibited Practices

- Operation of unprotected X-ray equipment, UV sources or sources of ionising radiation.
- Use of billboard advertisements and/or display of signs outside the exhibit area unless approved by the EANM.
- Entry into another Exhibitor's booth, examination or photographing of another Exhibitor's booth without permission.

LIABILITY

Neither EANM, MAW, IML, CCIB, nor any of their officers, agents, employees or other representatives shall be held liable for, and are hereby released from any damage, loss,

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

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

The EANM Congress Organisation will not attempt to settle disputes between Exhibitors over issues such as trademark violations, sign cop and copyright violation claims.

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

Advertising / promoting a specific product does not mean acceptance by EANM and it is the full responsibility of the Exhibitor to ensure that it is in accordance with Spanish and European law, where applicable. Any disputes arising out of this agreement shall be settled by the courts of Vienna.

10 STAND BUILDING RULES

Double Deck Buildings are not allowed at the EANM. 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 MAW, EANM nor CCIB 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.

1.9 FIRE CERTIFICATES

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

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

- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be

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used as these materials are not flameproof. If materials are not fireproof, they must be specially treated with fireproofing products.

Please bring the appropriate certificates on-site for all the materials used for booth construction as well as for all exhibits / machines. Also do not forget to bring the fire certificates for all materials in use.

1.10 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 material with inflammable or explosive basis may be brought into the exhibition area without prior permission from the Exhibitors Support Service.
- 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.
- Decorating material and wall-paper which are used by the Exhibitor must be fire-proof.
- 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 Exhibitors Support Service 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 exhibit.

1.11 CONTROL

- Only products / machines which comply with the European Standards may be exhibited.
- Please make sure to be equipped with the standardized personal protective equipment.
- Exhibitors must be able to proof to the relevant authorities that their products have the necessary CE- marking.
- If there is an obvious risk of a serious accident involving personal injury as a result of a machine demonstration, the official local Safety Inspectorate may issue an immediate ban on further use.

1.12 SAFETY AT EXHIBITIONS

- The manufacturer / importer or his agent is responsible for ensuring that such devices / materials are sufficiently safe and must also have taken the requisite measures to ensure that said devices / materials do not constitute any risk of ill-health when properly used.
- Technical devices, e.g. machines, may be demonstrated at an exhibition even if they are not CE-marked, provided that the following conditions are met: "For Exhibition Demonstration Only" or "Not CE-marked".
- Before a device is activated (demonstrated), adequate safety measures must be taken to prevent accidents. For demo runs, it is of particular importance to ensure that there is an adequate cordoning / safety distance for visitors and stand personnel.

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- Persons under the age of 18 (minors) are prohibited from using certain dangerous machinery.

1.13 GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- **Equipment to be shown or demonstrated must be placed in the exhibition space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic.** All products and services must be safe in the opinion of EANM / MAW and have to have the approval of appropriate authorities.
- All activities in the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give-aways distribution) may not take place in the immediate borders of the booth facing the aisles, as this might impede aisle traffic. Such activities must be clearly identifiable in the booth layout sent in for approval to MAW. EANM and MAW reserve the right to stop such activities in the booth immediately, if they are blocking passage ways around the booth area.
- Exhibition booths must be staffed at all times during the exhibition hours. The exhibition areas are to be used only during the specified opening hours.
- It is forbidden to store flammable and dangerous substances in the exhibition area. The storage of empty packing has to be booked through IML.

1.14 SEPARATION WALLS

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

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 – see maximum stand building heights – specific permission must be obtained from MAW.

1.15 SUSPENSION FROM THE CEILING

Suspensions from the ceiling are allowed and possible upon request. The upper rim of the suspension may not exceed the maximum stand building height (please see page 16). For further exact details of the processing please see page 18 “Suspension Points” and send in the online “Rigging Request Form”.

1.16 SUBMISSION OF CONSTRUCTION PLANS

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

- Stand design / drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view

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- Plan showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give-away zones etc.)
- Installation diagrams (electricity, water etc.)

Construction plans for approval are required as soon as possible.

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

Deadline for submission: August 9, 2019

1.17 TYPE OF STAND / SPACE

- **Row stand (1 open side)**

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

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

- **Corner stand (2 open sides)**

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

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of MAW. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform / raised floor). Exceptions are only possible when coordinated and approved by MAW. MAW will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside (no cables on the backside of the walls).

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

- **Peninsula stand (3 open sides)**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of MAW. Depending on the concept and location of the booth, solid walls must not be longer than 25% - 35% of the length of the booth of each side and may not interfere with other Exhibitors. The maximum closing of 35% is only allowed with maximum height of 3.0m. With a height of more than 3.0m, the percentage of the allowed closing will depend on the planned height.

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

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The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform / raised floor). Exceptions are only possible when coordinated and approved by MAW. MAW will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside (no cables on the back side of the walls).

The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform / raised floor). Exceptions are only possible when coordinated and approved by MAW.

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

- **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 are only allowed with special permission of MAW. Depending on the concept and location of the booth, solid walls must not be longer than 25% - 35% of the length of the booth of each side and may not interfere with other Exhibitors. The maximum closing of 35% is only allowed with maximum height of 3.0m. With a height of more than 3.0m, the percentage of the allowed closing will depend on the planned height. Closing of 35% with a solid structure of 4.5m height must have a distance of minimum 1.5m (if it is placed on a corner the distance of 1.5m is required from both sides).

Individual stand elements within the booth area may be planned with the maximum height allowance – please refer to page 16 - again only with prior approval of the design by MAW.

1.18 RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITION BOOTHS

In order to make the visit to the event as pleasant as possible for everyone, please bear the needs of people with reduced mobility in mind when planning your exhibition stand. Stands and furnishings should be accessible and usable without help.

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

- **All raised floor sections with a height difference of 5 cm must be clearly distinguishable from areas of the surrounding floor space and must have a ramp which have to be within the floor space booked and may not bother the aisles.**
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by MAW before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.

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- 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.

1.19 FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and ask for changes in accordance with approved drawings and described stand concept.
- The structure of an exhibit or stand may not project beyond the limits of the stand location on any side and each Exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Signs may not project beyond the delimiting walls of the stand, and each Exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- Obstruction of the gangways and aisles shall not be permitted. Special care must be taken to avoid lights or spotlights that may be disturbing to visitors or neighbouring stands.
- Audio-visual and other sound devices that attract attention need to be shown clearly on the plan and will be permitted only in locations in which the visitor viewing them will be in the booth and not impeding aisle traffic. The volume level may not exceed 70dB(A). The sound may not interfere with the activities of the neighbouring Exhibitors. MAW reserves the right to stop such activities.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled as not to irritate visitors and Exhibitors.
- MAW reserves the right to issue further instructions concerning the design of stands.
- Verification of rented areas: The space rented is marked out and deviations of up to 0.10m may occur from the sketches provided.
- All Exhibitors are required to check their stand location, dimensions and any fittings, e.g. pillars, electrical junction boxes, water supply and waste pipes, fire alarms, etc. Stand boundaries must be strictly observed.
- Stand sides facing visitor aisles must be transparent and open. Adjacent or opposite stands must not be hindered and there must be no impairment of the view into those stands. Railings with a height of up to 1.3m are regarded as walls. Please consider this issue at an early stage of your planning phase.
- Walls along visitor aisles should be livened up by the insertion of glass-fronted showcases, niches, displays, etc.
- Working with circular saws or grinding of wood without catcher or integrated Hoover is not allowed within the exhibition area.
- Painting shall be permitted on the exhibition premises only if PVC foils cover the surrounding floors.
- Particular care shall be exercised in the passageways and accesses of the exhibition premises in order to avoid damage to the floors. Within the halls, only means of transport with PVC or rubber wheels should be used.
- No smoking at any time.
- It is not permitted to stick posters on hall or room walls.
- MAW 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 unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the Exhibitors

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are required to place a protective covering under heavy packing cases placed on such floors. Exhibitors who wish to display an extra-heavy exhibit must ask for specific permission from MAW when it is heavier than the permitted weight.

11 VENUE SPECIFICATIONS

1.20 CCIB RULES AND GUIDELINES

The Exhibitor has to comply with the Welcome to the CCIB, Basic Rules for Exhibitors, Exhibition Area General Regulation as well as CCIB Health & Safety Rules (Emergency Response Manual, Risk Assessment) on our MAW online portal.

1.21 VENUE SPECIFICATIONS / HALL INFORMATION

Main entrance to the venue: Entrance Level / Level 0

Exhibition area: Polivalente Area 1, 2 & 3

Height of Hall: 10 m

Standard stand building height: 2,50m

Entrances to the exhibition hall for participants: 41 31, 21

Delivery doors to the exhibition hall for setup & dismantling: door E & F

Clearance entrance door: height 1,45 m and width 3,39 m (w x h)

Floor: poured concrete, grey

Maximum load: 2.500 kg /sqm

Exhibitors in the area of entrance door 31 and 41 may take into account, due to the building construction, that their booth may be seen from above.

Max. stand building heights only with approval of the MAW:

Exhibitors with less than 100 sqm floor space: 4.50m upper edge incl. rigging and raised floor

Exhibitors with 100 or more sqm floor space: 6.00m upper edge incl. rigging and raised floor

Constructions higher than 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by MAW. It is up to the Exhibitor to check whether the planned stand construction heights can be realised at his stand position – please check accordingly!

Obligatory Waste Disposal Fee

An obligatory overall waste disposal fee of € 3,- / sqm (NO CONSTRUCTION WASTE) will be charged by the congress via MAW.

To save our environment you are asked to separate your overall waste. Please make sure that all waste is provided on the aisles for pick up on Saturday, October 12, 2019 no later than 19:00 hrs as thereafter a high waste disposal fee is charged.

A skip with 1m³ can be ordered for Construction Waste at the cost of € 780.-.

Cleaning

Cleaning of general surfaces walking aisles and heating/air conditioning will be provided by EANM.

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 per m³

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at a rate of € 780, - 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!

To organize cleaning of your booth area, please use the online order form. If any special cleaning service is needed, please get in contact with MAW. Without the completed online cleaning order, no cleaning of the booth will be done. The cleaning of the stands will be finished every morning before opening the exhibition.

Safety Shoes – Helmets

Please do not forget to bring your safety shoes! It is obligatory to wear safety shoes on October 9 to 11 and October 15 - 17. When working overhead helmets have to be worn.

Escape Ways

All escape ways and blocked zones need to be kept clear at all times!

Aisles

All exhibitors are asked to keep free the aisles during set-up and dismantling of their working material. A minimum width of 1,2m should be always guaranteed!

Flooring – Laying Carpet is highly recommended

When laying carpet / mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor or any surfaces is allowed. In case of residues on any surfaces or floor a fee will be charged.

Raised Floor

If the raised floor is higher than 5cm a ramp is obligatory.

Laser Equipment

The use of laser equipment must be reported to MAW in advance.

Light

The booth manager will have to make sure that the general booth lights are turned off during the night.

Compressed Air and Water Connection

only on request and not possible in all areas.

If the connection must be laid from a neighbouring stand and this stand does not have a double floor – the cost for a wooden platform must be covered by the company requesting the water connection.

Please provide detailed drawings with the exact position. It is the obligation of the Exhibitor / stand builder to verify that the installation is provided on the right place. Connection points need to be kept accessible all times.

Power Connection from Floor Ducts

For electricity connections please provide a drawing with the exact position of the main power supply.

The internal wiring on the booth area has to be done by the exhibitor and is the sole

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responsibility of the exhibitor and the stand building company. Please make sure to use only CEE plugs and be informed that stand earthing / potential compensation might be checked by CCIB and necessary changes / adjustments have to be carried out at extra costs.

- **Please note that the differential relay of the power and lighting primary circuits is 30mA and not super immunised.**
- **According to the venue's green rules, electricity will be shut off outside the exhibition opening hours. If you require a 24 hrs supply, please inform us in advance to check and guarantee feasibility.**
- **Main electricity connection points need to be kept accessible at all times.**
- **Please inform us if you will bring and use your OWN switchboard in addition to the one provided by CCIB.**
- **Cables will be laid over the carpet and for hiding them floor trunking can be ordered.**

Suspension Points

Rigging is possible upon request. In any case **general pre-rigging trusses** on the ceiling have to be installed by CCIB in order to enable your required suspension points. The maximum stand building height (=upper rim of suspended item) must be respected. Exhibitors are obliged to adhere to safety regulations. Cable hanging from the roof structure is to be carried out only by the CCIB.

Rigging points will be ready by **Wednesday, October 9, 2019** and can only be carried out from the CCIB.

Procedure and Order to Build-up

- **Send a plan showing the exact position within the hall (orientation!) including the ceiling points with the exact distance from the point to your booth edge.**
- Please send a 3D-plan showing the heights, booth elements and all necessary measures.
- These documents will be checked, and the final number of feasible hanging points will be reconfirmed together with the quotation. After your written confirmation the invoice will be issued.
- Maximum load is 350 kg per point. **Each rigging project having points more than 350 kg cannot be guaranteed and needs structural analysis at extra cost. You will get a quotation.**
- The indication of the **weight per hanging** point and the **total overall weight** (including hoists etc.) needs to be announced. Dead weights, dynamic factors and uneven loads applied to suspension points that may result from hoisting operations shall be taken into consideration.
- The prices include material on rental basis, construction and dismantling. One lifting up and down of your hanging item is included.
- In case of changes a new structural analysis may occur.
- First of all, the pre-rigging structure will be built up by the CCIB before the start of the set-up on Wednesday, October 9.
- Once the pre-rigging is finished, the suspension wires will be left at the working level to allow the exhibitor to finish the structure hanging.

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- The basic and most usual look of the suspension wire endings can be seen on the below picture, but upon request also slings can be provided.



- If the exhibitor needs to order a **scissor lift, knuckle booms, electric or mast lifts** for his further hanging/affixation works, please request for quotation at the official freight forwarder IML. Please find contact details on page 3.
- Please do not forget to bring the relevant 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! They can be ordered at separate cost.
- When the structure or banner hanging is completed by the exhibitor, the **CCIB staff will lift the banner or structure** with the motors up to the required height, max. 4.5 / 6.0 m. Important: please note that only pulling up and down the cables one time is included.
- At the very end of the set-up time, when all crates have been moved out of the hall, CCIB staff will enter with the crane and the motors will be unplugged. Before the dismantling starts on Tuesday, Oct. 15 CCIB staff will re-plug the motors, so the structures or banners can be lowered again to working height.
- At the beginning of the dismantling the CCIB staff will re-plug the motors, so the structures or banners can be lowered again on working height.

Catering

IMPORTANT: No food and drinks from outside may be brought into the building, due to health and food safety regulations and will be checked very strictly. Exceptions must be discussed with the exclusive caterer. When serving drinks or coffee a corkage fee may occur. Please inform the exclusive caterer well in advance.

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 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.

MAW Exhibition Services – online portal: <https://forms.media.co.at/eanm19>