

MADRID  
2017

**ESMO**

congress

esmo.org

**ESMO 2017**

**EXHIBITORS'  
MANUAL**

**MADRID  
SPAIN**

**8-12 SEPTEMBER 2017**

Organiser



Partner

**EACR**

European Association  
for Cancer Research

### IMPORTANT DEADLINES

10 May 2017	Abstract submission and travel grant applications
07 June 2017	Early Registration
12 July 2017	Name lists for group registrations
19 July 2017	Late-breaking abstract submission
09 August 2017	Late registration



Exhibition Management:

**Medizinische Ausstellungs- und  
Werbegesellschaft**



International Exhibitions & Advertising  
Andrea Etz, Veronica Näslund, Sandra Semlitsch  
Engerthstraße 128, AT-1200 Vienna, Austria

Fax: (+43/1) 535 60 16, Tel.: (+43/1) 536 63-42, -72 or -71  
e-mail: esmo2017.exhibition@media.co.at

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**Service Orders online at the following link:**  
**<https://forms.media.co.at/ESMO17>**

### Attachments:

- **Freight forwarder – Fairexx**
  - Shipping Manual – Fairexx
  - Shipping & Handling Tariff – Fairexx
  - Time Slot request – Fairexx
  - Quote request – Fairexx
- **IFEMA important documents**
  - Safety rules
  - Workplace risk prevention (equipment)
  - Workplace risk prevention (machines)
  - Workplace risk prevention (vehicles)
  - Form “prevention of labour risks
  - Form “request head for flame producing works”
  - Workplace Work methods
  - Workplace using Ladders
  - Security Summary
  - Evacuation Plan
- **Lead System/Badge Scanner (CTI Meeting Technology)**



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## LETTER OF ACKNOWLEDGEMENT

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

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

representing

Please print your **COMPANY NAME** here

by my signature below hereby certify that:

- I have completely read the ESMO 2017 Exhibitors' Manual.
- I understand all rules and regulations as outlined in the ESMO 2017 Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO 2017 Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws, and ESMO/MAW bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

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

### ☐ **Stand building Company**

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

### ☐ **Agency**

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

Please return this document to MAW by e-mail [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at) or by fax +43/1/5356016

Place and Date

Signature and Stamp



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## 1) CONGRESS VENUE

### 1.1. VENUE ADDRESS

**IFEMA – Feria de Madrid**

Avda. Del Partenón, 5

28042 Madrid

Web: [www.ifema.es](http://www.ifema.es)

### 1.2. DELIVERY ADDRESS

**Fairground Address / full Trailer Loads:**

FAIREXX LOGISTICS GMBH

c/o IFEMA MADRID

Cargo Acceso OESTE / CARGO access WEST

Calle de la Ribera del Sena (Parque Ferial Juan Carlos I)

28042 Madrid / Spain

**Notify:** *ESMO Exhibition 2017* / Exhibitors Name / Hall 7 / Stand Number

*ESMO / EACR Technology Exhibition* / Exhibitors Name / Hall 8 / Stand Number

*For Business Rooms (BR):* ESMO 2017 / Company Name / Hall 8 (or 10) / BR number

*For Societies, ESMO 2017* / Society Name / Hall 8 / Stand Number

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

**Offloading/reloading requirements:**

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

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

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

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





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## 2) IMPORTANT ADDRESSES

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

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

<b>Andrea Etz</b>	– ext. 42 (general planning, logistics, booth approvals)
<b>Veronica Näslund</b>	– ext. 72 (admin. of additional orders for business rooms and ESMO exhibition)
<b>Sandra Semlitsch</b>	– ext. 71 (admin. of additional orders for societies and ESMO exhibition)
<b>Simone Weinmann</b>	– ext. 75 (ESMO / EACR Technology exhibition)
<b>Helena Hanzelova</b>	– ext. 13 (exhibitor registration)

Tel.: +43 1 536 63 + direct exts., Fax: +43 1 535 60 16  
E-mail: [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at)

As of Monday, September 4, 2017 the Exhibition Service Desk at IFEMA will be open, and from this time on you can reach us at our mobile phone numbers:

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

### 2.2. CONGRESS MANAGEMENT

#### ESMO Head Office

Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland  
Tel.: +41 91 973 19 00, Fax: +41 91 973 19 18  
Web: [esmocongress.org](http://esmocongress.org)

#### ESMO Events Sponsorship Department

Sponsorship, Industry Satellite symposia and advertising  
Nikolaj Tomma, Yvonne Giovanelli  
E-mail: [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org), Tel.: +41 91 973 19 90, Tel.: +41 91 973 19 69

#### Congress Management

Chantal Cornu, Valentina Allevato  
E-mail: [congress@esmo.org](mailto:congress@esmo.org), Tel.: +41 91 973 19 26

#### Satellite symposia (logistic)

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

#### Private meetings

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

#### Registration Management

Nicole Bullo, Valentina Meier  
E-mail: [registration@esmo.org](mailto:registration@esmo.org), Tel.: +41 91 973 19 62

#### Scientific Programme Management

Kate Kronig, Sara Fontanella Chiarani  
E-mail: [programme@esmo.org](mailto:programme@esmo.org), Tel.: +41 91 971 19 16

#### Media Relations

Thomas Balasso  
E-mail: [media@esmo.org](mailto:media@esmo.org) +41 91 973 19 044



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## 2.3. ACCOMMODATION, OPTIONAL TOURS

Barceló Congressos  
Pl. Europa 17-19, 1a plta.  
08908 L'Hospitalet de Llobregat Barcelona – Spain  
Tel.: +34 93 882 38 78  
E-mail: [esmo2017@barcelocongresos.com](mailto:esmo2017@barcelocongresos.com)

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

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

**Marco Junghans**  
**Nils Oliver Boldt**

Tel.: +49 30 44 03 47 ext. 12 or 13, Fax: +49 30 44 03 47 79  
E-mail: [marco.junghans@fairexx.com](mailto:marco.junghans@fairexx.com); [nils.oliver.boldt@fairexx.com](mailto:nils.oliver.boldt@fairexx.com)  
Mobile numbers: Marco Junghans: +49 172 75 49 502  
Nils Oliver Boldt: +49 174 330 74 40

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

Eurest Servicios FERIALES  
IFEMA-Recinto Ferial Juan Carlos I  
Avda. Del Partenón 5 – Pabellones Complementarios  
28042 Madrid, Spain  
Contact: Esther Castro / Rosa Hernández  
Tel.: +34 91 722 52 06 / 14  
E-mail: [pedidostand@eurest.es](mailto:pedidostand@eurest.es)

Please be informed that catering service for Satellite Symposia and private meetings will be handled by the catering company Mallorca, E-mail: [Sonia@mallorca-catering.com](mailto:Sonia@mallorca-catering.com).  
For the detailed rules / restrictions for catering service for Satellite Symposia and private meetings please refer to the Industry guidelines.

## 2.6. LEAD SYSTEM / BADGE SCANNER

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

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

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



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### 3) TIME SCHEDULE

#### 3.1. EXHIBITION – Exhibition - Hall 7

##### SET-UP

Monday, Sept 4	08.30 – 21.00	<b>(08.30 – 15.00 only for exhibitors over 150 sqm exhibition space)</b>
Tuesday, Sept 5	08.30 - 21.00	
Wednesday, Sept 6	08.30 - 21.00	
Thursday, Sept 7	08:30 – 19.00	
		<b>ATTENTION!</b> Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!
Friday, Sept 8	08:30 – 12.00	<b>DECORATION AND CLEANING ONLY</b>

##### EXHIBITION OPENING HOURS

Friday, Sept 8	13.00 – 17.00
Saturday, Sept 9	10.00 – 17.00
Sunday, Sept 10	10.00 – 17.00
Monday, Sept 11	10.00 – 16.30

**Access times for Exhibitors:** Staff holding exhibitor badges may enter the exhibition halls at 08.30 and must leave the halls at 18.00 hrs.

**Please be aware** that for staff holding full congress registration badges who need to enter the exhibition before the opening hours you have to require “early access stickers”. For detailed information please refer to page 9 “Exhibitor Registration”).

##### DISMANTLING

Monday, Sept 11	18.00 – 21.00	<b>just limited dismantling for shell scheme, dismantling of folding stands etc.</b> No big crates can be brought in on Monday evening only small empties (eg. Tool box, AV boxes) can be delivered. No access for trucks, only access for VANS
Tuesday, Sept 12	08:30 – 21:00	
Wednesday, Sept 13	08:30 – 21:00	



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### **3.2. SOCIETY VILLAGE & TECHNOLOGY EXHIBITION – Hall 8**

#### **SET-UP**

Thursday, Sept 7                      08:30 – 19.00      **Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!**

#### **SOCIETY VILLAGE & TECHNOLOGY EXHIBITION OPENING HOURS**

Friday, Sept 8	10.00 – 17.30
Saturday, Sept 9	08.30 – 16.30
Sunday, Sept 10	08.30 – 16.30
Monday, Sept 11	08.30 – 16.30
Tuesday, Sept 12	08.30 – 12.30

#### **ESMO booth opening hours**

Friday, Sept 8	10.00 – 17.30
Saturday, Sept 9	08.30 – 17.30
Sunday, Sept 10	08.30 – 17.30
Monday, Sept 11	08.30 – 17.30
Tuesday, Sept 12	08.30 – 12.30

**Important Information:** Please take care that the stands are manned during the **Society Village Exhibition hours** . The society village is accessible for delegates outside the exhibition hours, if you wish you stay longer it is permitted. Please make sure that you do not leave valuables on the stand. ESMO/MAW IFEMA do not take any responsibility for valuables or material left on the stand.

#### **DISMANTLING**

Tuesday, Sept 12                      13.00 – 21.00





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### **3.3. BUSINESS ROOMS – Hall 8 and Hall 10**

#### **SET-UP**

Thursday, Sept 7                      08:30 – 21.00

#### **OPERATION HOURS**

Friday, Sept 8                      08.00 – 19.00  
Saturday, Sept 9                      08.00 – 19.00  
Sunday, Sept 10                      08.00 – 19.00  
Monday, Sept 11                      08.00 – 19.00  
Tuesday, Sept 12                      08.00 – 13.00

#### **DISMANTLING**

Tuesday, Sept 12                      13.30 – 21.00

### **3.4. EXHIBITION SERVICE DESK – opening hours**

Monday, Sept 3, Wednesday, Sept 6                      08.30 – 20.00  
Thursday, Sept 7                      08.30 – 19.00  
Friday, Sept 8 – Sunday, Sept 10                      08.30 – 18.00  
Monday, Sept 11                      08.30 – 21.00  
Tuesday, Sept 12                      08.30 – 19.00  
Wednesday, Sept 13                      08.30 – 12.00

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

Thursday, Sept 7                      10.00 – 18.00  
Friday, Sept 8                      08.00 – 18.00  
Saturday, Sept 9 to Monday, Sept 11                      08.00 – 16.30  
Tuesday, Sept 12                      08.45 – 12.00

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

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, September 8 from 12:00 – 13:20. The session will be followed by a Welcome reception in the exhibition area and in the Society Village & Technology exhibition.



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## 4) EXHIBITOR REGISTRATION / Congress Registration

### 4.1. EXHIBITOR BADGES

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

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

Online name entries, changes and additions will be possible until August 18, 2017. After this deadline the online “exhibitors only”-section will be closed and no further changes will be possible.

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

Exhibitor badges are distributed onsite only at the Exhibition Service Desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members. **Important:** do not keep the badges at the booth, but distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!! No reprints of badges or exceptions for entry will be made!**

Staff holding exhibitor badges may enter the exhibition halls 1h 30 min before the opening hours (at 08.30) and must leave the halls at 18.00 hrs.

**Please note:** Staff holding full congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Official opening hours – **Hall 7:**

Friday, 8 Sept 2017, 13.00 – 17.00

Saturday, 9 Sept 2017, and Sunday, 10 Sept 2017 10.00 – 17.00

Monday, 11 Sept 2017, 10.00 – 16.30

Official opening hours – **Hall 8:**

Friday, Sept 8 10.00 – 17.30

Saturday, Sept 9 - Monday Sept 10, 08.30 – 16.30

Tuesday, Sept 12, 08.30 – 12.30

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

Exhibitor badges **do not authorize entrance to the official sessions of the congress or access to other benefits offered to fully registered delegates.** To register fully to the congress, please visit the registration site: <http://www.esmo.org/Conferences/ESMO-2017Congress/Registration>

### 4.2. WORKING PASSES

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

An unlimited number of working passes will be available free of charge on-site.

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



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## 5) SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor's company/society profiles on the ESMO website:  
<http://www.esmo.org/Conferences/ESMO-2017-Congress>, in the "Exhibition" section.

All Exhibitors are kindly invited to send the company details to [lucia.ardizzi@esmo.org](mailto:lucia.ardizzi@esmo.org) by 15 June 2017, as following:

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

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



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## 6) VENUE SPECIFICATIONS

### 7.1. VENUE SPECIFICATIONS / IMPORTANT HALL INFORMATION

#### *Hall 7: ESMO Exhibition Hall and Hall 8: ESMO EACR Technology Exhibition / Society Village*

Hall height: 10 – 14.00 m

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

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

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

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

#### **Flooring:**

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

#### **Floor ducts:**

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

#### **Covered stand areas:**

As all the halls have a sprinkler system in the event of a fire, it is **only permissible to cover your stand with fireproofed and water permeable fabric.**

The construction of stands with waterproofed ceiling elements / solid closed roof elements is generally not permitted, as this type of roofing would render useless the existing fire detection and response systems, located in the roofs of a hall. The fire prevention plan at the venue is based on early detection, either visual or via smoke detectors, and the resulting initiation of extinguishers located in the ceiling, whose primary function is to disperse water to cool the burning structure during a sufficient period to evacuate the hall and to limit the damage to the existing hall infrastructure.

Thus in order for IFEMA to exceptionally consider the construction of stands with closed solid roof elements, it is necessary to consider the installation of a system, incorporated into these suites, and replicating the existing detection and alarm system, to guarantee that, any outbreak or fire be detected as quickly as possible, thus avoiding greater damage.

Dispensation may be granted the ceiling element do not exceed approx. 9 m<sup>2</sup> (it also depends on the position). Any solid ceiling constructions have to be approved separately – please submit the drawings with all detailed information to the Exhibition Management / MAW.





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## 7) STANDBUILDING RULES – ESMO Exhibition Hall 7

### 7.1. STANDBUILDING RULES

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

#### 7.1.1. GENERAL REQUIREMENTS

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

#### 7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50m/3.00m\* / Maximum Stand building height: 4.50 m

\* **The height of Modular Rental Booth is 3.0 m.** Construction higher than 2.50/3.0 m are only allowed with prior approval of the booth layout – showing all height indications – by the ESMO Exhibition Management MAW

#### 7.1.3. SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.** The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be **finished on the inside as well as on the outside** (no cables on the back side of the walls).

#### 7.1.4. SUSPENSION FROM THE CEILING

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

#### 7.1.5. SUBMISSION OF CONSTRUCTION PLANS

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

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

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

**Deadline for submission: July 20, 2017**





Exhibition Management:

**Medizinische Ausstellungs- und  
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## 7.1.6. TYPE OF STAND / SPACE

### • Row stand

The standard height of side and back walls towards neighbouring booths is 2.50 m / 3.0 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management 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 the Exhibition Management.

### • Corner of Row stand

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

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 30% of the length of the booth on each side and may not interfere with other exhibitors.

The standard height of side and back walls towards neighbouring booths is 2.50 m / 3.0 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management 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).

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

Construction plans for approval are required as soon as possible.

### • Peninsula stand

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The standard height of the back wall towards the neighbouring booth is 2.50 m / 3.0 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management 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).

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

Construction plans for approval are required as soon as possible.

### • Island stand

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. At the 4 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

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

Construction plans for approval are required as soon as possible.



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### 7.1.7. FURTHER CONSTRUCTION REGULATIONS

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

### 7.1.8. FIRE CERTIFICATES / MATERIALS

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry. Depending on how they are used, the materials must respond to the follow reaction to fire classes:

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

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

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

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

According to the Regulations on operational requirements all decoration material must be safeguarded as class B.

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



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

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

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

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



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## 8) LIABILITY / INSURANCE

### 8.1. Liability

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

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

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

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

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

### 8.2. Insurance

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

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





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## 9) VENUE RULES AND REGULATIONS - IFEMA

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

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

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

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

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

### 9.2. Laser use during the Fair

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

### 9.3. Maximum sound level

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

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

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

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

### 9.3. Catering, food and drink

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

9.3.2.- If Exhibitors who plan to offer catering at their stands or/and in the business room have to handle this with the official catering company chosen by ESMO (catering contact please refer to paragraph 2.5.) Only very limited exceptions are possible – please contact the Exhibition Management (MAW) at [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at) and request the form "Catering in stands communication".

Exhibitors may bring their own coffee machines and e.g. "cookies", but no other food. If exhibitors offer food or drink, on the stands this should be free of charge to the visitors.

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

9.3.4. – The preparation of food in the stand is forbidden (cooking, frying, roasting etc.).





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

### 9.4.1. General information

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

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

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

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

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

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

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

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

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

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

The Organiser, Exhibitor, their contractors and/or subcontractors and associated staff are obliged to comply with prevailing public order and safety legislation.

During the Fair, IFEMA provides general security, preventive deterrent, door management and public order services.

Among the “public order and general surveillance” duties carried out by IFEMA's private security services, as a collaborator of the State Security Corps and Forces, are the prevention, avoidance and persecution, to the best of their abilities, of any offences. In this regard, it is understood that this is a general preventative security service not a dedicated security service for the area nor for the stands and their contents.

In line with the above, IFEMA shall not be responsible for the theft of material or objects deposited in the area occupied by the Organiser either on the stands, nor of any damage to objects, samples, personal belongings, assembly and/or exhibition materials, before, during or after the Event, unless IFEMA personnel can prove responsibility or if this damage is covered by the compulsory exhibition, civil liability and “Multifair” insurance.

The Exhibitors of each stand shall therefore be responsible for the security and safety of their personal belongings.



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

Aisles must be kept clear at all times including during assembly and dismantling. All material must be kept within the confines of the assembly areas or the stands, leaving the gangways and other common areas completely clear. The Feria de Madrid cleaning services shall remove any objects left in these areas, and no damages may be claimed.

During the Event, no packaging or objects may be placed in the gangways or common areas. The official freight forwarder (Fairexx) offers a collection, storage and delivery service at current rates.

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

Visibility and accessibility of all fire protection material and installations shall always be respected, these include fire hose cabinets, hydrants, fire extinguishers, alarms, water sprinklers, emergency exits, etc. even when there are in the hired areas, as well as accesses to the technical and service areas.

If the existing signs are hidden from view, the Exhibitor must label all elements using standardised signage:

- TECHNICAL BUILDING CODE/ basic FS document, Sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety - signs.
- UNE 23034:1988 Fire safety - Safety signs. Emergency escape routes.
- UNE 23035- 1-2-4:2003 Fire safety - Photo-luminescent signs. Part 4:

General Conditions. Measurement and classification.

Additionally, the areas surrounding partitioning curtains at connection points, as reflected in the hall floor plans, must be kept clear.

### **9.5.4. Fire prevention**

All materials used for the different facilities of the Fair or Event, constructions (stands, marquees, etc.) must comply with prevailing legislation. With regard to the flammability of the materials used, floor coverings must be coated with E<sub>FL</sub> while walls and ceilings must be coated with C-s<sub>2,d0</sub>; suspended textile elements, such as curtains or screens must be class 1, pursuant to UNE-EN 13773:2003 standard. Likewise all decoration materials must comply with the same characteristics as the construction material and highly flammable materials such as straw, wood shavings, paper shavings, sawdust, dry leaves, etc. must not be used. In order to be able to use an open flame, the Exhibitor must apply to the IFEMA Fair Services Office for the corresponding license. The competent official bodies and staff from the IFEMA Fair Services Office may carry out an inspection to ensure that the regulations are being adhered to.

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

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

Feria de Madrid and the inside of the pavilions will be accessed by the doors, on the days and at the times that are stated in each case. The inside of pavilions will only be accessed to unload materials.

Vehicles will not be able to park inside pavilions or in the adjacent areas. IFEMA takes no responsibility for the surveillance of vehicles while they are on the grounds of Feria de Madrid. There is a car park for trucks and another for private cars, which can be used by paying, where appropriate, the corresponding rates.

### **9.7. Assembly regulations**

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



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## 9.8. Prohibited activities

### It is prohibited throughout the site

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

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

## 9.9. Utilities provided through utility ducts/channels

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

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

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

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

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

## 9.10. Water and drainage/compressed air

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

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





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In order to ensure the proper working order of the sanitary facilities, no more than two wastepipes may be installed per water source point contracted.

The general supply of drinkable water of IFEMA depends on Canal de Isabel II, and therefore the supply pressure may change. Usually, the supply pressure changes between 4 and bars, but these parameters may be altered. If the equipment that will be connected to the requested water source point need a pressure different from the one supplied by the service for their proper working, the inspector or Organiser will have to include in its equipment the elements needed to regulate the pressure to their needs and proper working. In case of doubt, we recommend to contact with the Technical Secretariat.

The supply of compressed air is carried out with a pressure of 6 bars. In case of needing less pressure, the pressure regulators needed to adjust it to their needs will have to be prepared.

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

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

#### **9.11. Regulations for installing Wi-Fi**

Please refer to the respective order form for rules and regulations

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

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

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

#### **9.13. Regulations for carrying out electrical installations**

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

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

#### **9.14. Emergency signs and lighting**

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



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## 10.- ANNEX REGULATIONS FOR CARRYING OUT ELECTRICAL INSTALLATIONS

### Excerpt – IFEMA General Rules for Exhibitors

#### 10.1. General items

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

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

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

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

##### 10.1.1 Events of all kinds

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

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

#### 10.2. Electricity supply

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

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

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

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

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

If the installed equipment consuming electricity require any type of caution in their turning off processes or are sensitive to possible electricity supply cuts, it is recommended that the individual installing the equipment, also installs elements that avoid this risk in case of lack of electricity supply, such as uninterruptible power supplies (U.P.S.).





Exhibition Management:

**Medizinische Ausstellungs- und  
Werbegesellschaft**



International Exhibitions & Advertising  
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### 10.3. Electricity connection

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

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

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

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

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

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

#### 10.4.1. Protection measures for guaranteeing safety

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

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

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

#### 10.4.2. Electrical cables

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

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

Seams and splices will be carried out with the use of terminals on the inside of the connection boxes.

The flexible connections of the systems will be no longer that two metres, using the cable that is appropriate for the working conditions.

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



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#### **10.4.3. Bases and sockets**

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

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

#### **10.4.4. Motors**

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

#### **10.4.5. Lighting**

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

#### **10.4.6. Ground connections**

Metal structures must be earthed.

#### **10.5. Installation of illuminated signs**

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

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

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

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

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

## ESMO 2017 EXHIBITION RULES

The complete ESMO 2017 Industry Guidelines will be available on: <http://esmo.org>

### 1. Unapproved therapies

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

### 2. Duration of the exhibition

The exhibition will be open from Friday, 8 September to Monday, 11 September 2017.

### 3. Concomitant activities

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

### 4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2017 on invitations and promotional documents related to the approved Satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ESMO 2017 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 5. Exhibition promotion / Stand activities

- 5.1. General note: ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence.
- 5.2. Display, projection or distribution of promotional materials on site: All these activities must be confined within the company's assigned exhibition space or business room and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.

### 5.3. Congress bag inserts

The Congress Bag Insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official ESMO 2017 Congress Bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the Congress Bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly followed. ESMO bears no responsibility for the non-inclusion of leaflets in the Congress Bags if the shipping instructions and deadline were not respected. Consult the ESMO 2017 Industry Prospectus for more information on this sponsorship opportunity.

### 5.4. Advertisements:

Advertisement of the exhibit is possible in the ESMO 2017 Programme Book and ESMO 2017 Congress Daily Newspaper. All advertisements for these publications are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with Spanish and European laws, where applicable. Consult the ESMO 2017 Industry Prospectus for more information on the opportunities available.

### 5.5. Promotion at Congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the ESMO 2017 Industry Guidelines.

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

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

### 5.7. Stand activities:

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

### 5.8. Other promotional activities:

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

### 6. Exhibitor/Visitor badge

The exhibitor (no limit, no fee) and the visitor badges (EUR 65.—, 21% VAT included) do not authorise entrance to the official Congress sessions.

### 7. Identification of the exhibitors

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

### 8. Subletting of space

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

### 9. Admission Rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Only fully registered ESMO 2017 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the ESMO 2017 Industry Guidelines and will affect the future conference attendance of the company in question.



## ESMO 2017 EXHIBITION RULES

### 10. Surveys

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

### 11. Media activities

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

#### Press badges

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

### 12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2017 EXHIBITOR MANUAL. Any aspect that is not covered in the ESMO 2017 EXHIBITOR MANUAL is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

### 13. Management of the booth

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

### 14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loud-speakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO 2017 EXHIBITOR MANUAL.

### 15. Catering

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

### 16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-

assisted learning which the delegate can choose to start and end at his/her wish are allowed. The Opening session and Welcome reception will take place in the congress centre on Friday, 8 September 2017 from 12:00 to 13:20. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 8 September 2017 before the end of the Opening session (13:20 hours).

### 17. Business rooms

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

### 18. Giveaways / Industry codes of practice

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

### 19. Postponement or Abandonment

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

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO 2017 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

### 20. Security and Insurance

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

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

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

22. Any **infraction(s)** to our ESMO 2017 Exhibition Rules will follow the procedure outlined in the Terms and Conditions that are included in the ESMO 2017 EXHIBITOR MANUAL as well as stated on page 18 and 19.

### 23. Final Clause

In cases not covered by the regulations in the ESMO 2017 Exhibition Rules, the Organisers' interpretation shall be final.

## RATES, FINANCIAL TERMS AND CONDITIONS

### MAW – Conditions for the Participation in the Exhibition

The final rules will be confirmed in the ESMO 2017 EXHIBITOR MANUAL.

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

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

**3. Setting up stands – Maintenance of stands:** Before setting up their stands, exhibitors must contact the Exhibition Management and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.50 (2 and a half) metres high; for any variation from this norm (2.50 metres) specific permission must be obtained from the Exhibition Management as soon as possible, at the latest by July 20, 2017. For any changes in the size or structure of the floor space, or for any changes to the rented objects, specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management. The Exhibition Management reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the Exhibition Management with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands. Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.



## RATES, FINANCIAL TERMS AND CONDITIONS

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

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

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

**7. Liability:** The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases. The Exhibition Management recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Exhibition Management is not liable for personal or property damage. The safety and stability of the booth construction and all used materials is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW or IFEMA take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance. Exhibitors/stand buildings companies have to bring the appropriate insurance policy on site.

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

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

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

**10.** The applying exhibitor fully accepts these conditions and the full regulations that will be part of the ESMO 2017 EXHIBITOR MANUAL.



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# STAND SERVICES - ONLINE ORDERS

**Deadline for orders: July 17, 2017**

<https://forms.media.co.at/ESMO17>

## CONDITIONS OF PAYMENT AND FOR ORDERS

### Conditions of Payment:

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

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

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

### **IMPORTANT - please read carefully:**

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
- **Deadline for ordering: July 17, 2017**
- **Deadline for payment: August 4, 2017**
- **A surcharge of 25% will be applied on all rates for orders made after August 2, 2017, and for onsite orders.**
- On-site orders have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- Exhibitors may cancel a service during the 7 days leading up to the start of set-up by paying 40% of the corresponding rate.
- If a service already provided is cancelled, 100% cancellation fee applies.
- All outstanding payments must be settled on-site in cash or with credit card - without exceptions.
- Place of performance and jurisdiction: Vienna.



Exhibition Management:  
**Medizinische Ausstellungs- und  
 Werbegesellschaft**



International Exhibitions & Advertising  
 Andrea Etz, Veronica Näslund, Sandra Semlitsch  
 Engerthstraße 128, AT-1200 Vienna, Austria

Fax: (+43/1) 535 60 16, Tel.: (+43/1) 536 63-42, -72 or -71  
 e-mail: esmo2017.exhibition@media.co.at

## **Conditions for Orders:**

### **Rental items - please note:**

With your booking form/contract you ordered **only floor space** - wall separations, stand construction, lettering, furniture, electricity and carpet etc. are **not** included.

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

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

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

Lost or stolen items will be charged to the exhibitor.

### **Delivery times - please note:**

Rental modular booths / rental modular stand material / rental furniture will be ready on Thursday, **September 7, at 08.30**. Plants and flowers/AV and IT equipment will be delivered on Thursday, September 7, between 08.30-18.00. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity, water & internet will be installed before the start of set-up.

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

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

Please submit a dimensional drawing showing the main position (supply duct) of all ordered services. Should you require a change of position once services are in place, a fee of € 105,- will be charged per service.



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## STAND SERVICES - IMPORTANT INFORMATION

### CLEANING

One time basic cleaning after set-up and daily cleaning incl. emptying of trash cans on the booth area are NOT included in the space rental fee and have to be ordered extra on the online order site (cleaning A or B).

**Cleaning A:** one time basic cleaning before the opening of the exhibition and daily cleaning comprising cleaning of the floor of the stand and emptying of waste paper baskets/trash cans each morning.

**Cleaning B:** one time basic cleaning before the opening of the exhibition and daily cleaning comprising cleaning of the floor of the stand and three (3) touch-ups for emptying of the waste paper baskets/trash cans per day.

Cleaning services do **NOT** include cleaning of furniture/exhibits. In case this is needed, please contact the exhibition management for an offer per e-mail [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at).

**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 9:00 hrs.

**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 (= the contract partner) after dismantling. Please advise your stand builder accordingly!**

### LONGER SET-UP

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

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

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

Send your request per e-mail to [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at)

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

Please note that on Thursday, September 7, all crates must be removed at the latest by **17:00 hrs.**





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## ELECTRICITY

Please also refer to the IFEMA regulations for carrying out electrical installations at IFEMA, see p. 22-24 in this manual.

Please note that you have to order power supply for your booth. Indicate in a dimensional drawing (use the form layout fittings) the required position(s) of your main electrical connection point(s) and submit it per e-mail to [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at) until July 17, 2017!

**There is 24h power supply at the venue. However, please help saving energy by always switching off the lights and machines that do not need 24h power upon leaving the booth after exhibition closing hours.**

Be careful not to obstruct the electricity distribution boards as IFEMA's staff may need to have access to them throughout the congress. Please also be aware that the main connections from the floor ducts have to stay accessible throughout the event - please make sure to consider this in your stand design.

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

One main electric supply 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 following positions:

- Hall 7: from floor ducts
- Hall 8: from floor ducts.
- Hall 10: from floor ducts.

Do not forget to bring your own converters and adapters, if needed.

The ESMO/MAW exhibition management is not responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

## ELECTRICITY - IMPORTANT INFORMATION - ANNEX 6

### VALIDATION OF FERIA DE MADRID ELECTRICAL INSTALLATION

#### 1. INTRODUCTION

Feria de Madrid is, by law, a public place, and its electrical installations have been duly validated. This document seeks to provide the guidelines for the validation of the temporary electrical installations set up at the exhibition centre for different types of events, such as: congresses, shareholder meetings, product roll-outs, etc.

#### 2. APPLICABLE REGULATION

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

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

#### 3. REGULATORY REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

**All stands are supplied with 24-hr power. Please ensure that all items not needing 24h power are switched off upon leaving your stand after congress hours.**

## ELECTRICITY - CALCULATION SAMPLES & GUIDANCE FOR YOUR ORDER

The minimum order for an electricity connection includes 0,13 kW electrical capacity/rated power per sqm including one main electrical connection, bookable in conformity with your total floor space. To complete you order you have to order the pin, fuse board & certificate corresponding to the minimum electricity capacity or needed electricity capacity.

Additionally required power capacity and additional main connections have to be ordered separately. The minimum/total order for electricity capacity can be divided among several main connections.

### Costs:

1.)	0,13 kW per sqm minimum electrical capacity (rated power)		
	incl. 1 main connection	EUR	3,74 per sqm
1.1)	kW additional power	EUR	28,75 per kW
1.2)	add. main connection	EUR	111,10 per add. main conn.
2.)	pin, fuse board, certificate for up to 3 kW	EUR	57,11
	pin, fuse board, certificate for up to 5 kW	EUR	125,79
	pin, fuse board, certificate for up to 9 kW	EUR	181,10
	pin, fuse board, certificate for up to 18 kW	EUR	251,59
	pin, fuse board, certificate for up to 35 kW	EUR	566,07

*It is obligatory to order pin, fuse board & certificate in addition to points 1. / 1.1 & 1.2 (according to the ordered total power needs per main connection).*

As a guidance for your order please find below some examples:

### Ex 1) Stand with 100 sqm floor space - total power capacity need 20 kW, with one main connection:

Minimum capacity is 0,13 kW/sqm (EUR 3,74) → 13 kW with one main conn.	EUR 374,--
7 kW additional power / EUR 28,75 per kW	EUR 201,25
1x pin, fuse board, certificate up to 35 kW	EUR 566,07
<b>TOTAL COSTS:</b>	<b>EUR 1.141,32</b>

### Ex 2) Stand with 100 sqm floor space - total power need 20 kW, but 2 connections needed - one with 5 kW and one with 15 kW:

Minimum capacity is 0,13 kW/sqm (EUR 3,74) → 13 kW with one main conn.	EUR 374,--
7 kW additional power / EUR 28,75 per kW	EUR 201,25
1x add. main connection	EUR 111,10
1x pin, fuse board, certificate up to 5 kW	EUR 125,79
1x pin, fuse board, certificate up to 18 kW	EUR 251,59
<b>TOTAL COSTS:</b>	<b>EUR 1.063,73</b>

### Ex 3) Stand with 12 sqm floor space - minimum capacity sufficient:

Minimum capacity is 0,13 kW/sqm (EUR 3,74) → 1,56 kW with one main conn.	EUR 44,88
1x pin, fuse board, certificate up to 3 kW	EUR 57,11
<b>TOTAL COSTS:</b>	<b>EUR 101,99</b>

### Ex 4) Stand with 12 sqm floor space - total power need 5 kW, with one main connection:

Minimum capacity is 0,13kW/sqm (EUR 3,74) → 1,56 kW with one main conn.	EUR 44,88
3,5 kW additional power / EUR 28,75	EUR 100,63
1x pin, fuse board, certificate up to 5 kW	EUR 125,79
<b>TOTAL COSTS:</b>	<b>EUR 271,30</b>



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## INTERNET CONNECTION

There are three options of internet connections possible: wired internet connections, Wi-Fi networks through IFEMA & private Wi-Fi networks established & set-up by the exhibitors/stand builder themselves.

The free public Wi-Fi network should also be used with care- no download of huge amounts of data is allowed.

For the wired internet connections please submit a dimensional drawing with the position of requested main connection point(s) with the order (use the form layout fittings)! Should you require a change of service position once the service is in place, a fee of € 95,- will be charged per service.

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

## IFEMA WI-FI-POLICY

There will be a public (open) Wi-Fi for both attendees and exhibitors available at the venue throughout the congress.

However, if private Wi-Fi is needed on the booth or in the business rooms, there are two options possible:

**Option A) Hotspot service = Private-network set-up through IFEMA, this is the preferred option (see the online order site for rates):**

This is a turnkey service aimed to exhibitors who need a private Wi-Fi network in their booth. That network would be available within the stand and surrounding areas (or business room). The service has completely dedicated bandwidth and equipment. It comprises the hire of a number of access points configured to meet the customer requirements, as well as the internet bandwidth required for providing users the best possible internet connectivity experience. The access points will be configured to broadcast the network both in 2.4 GHz and 5 GHz bands, using the most appropriate channels on each case.

**Option B) Private network set-up by the exhibitors/stand builder themselves (Please choose only if absolutely necessary):**

You will only be allowed to set-up your own private network, once authorisation has been granted by the exhibition management/IFEMA. Please see the respective authorisation request form on the online order site.

It is absolutely mandatory to abide by the rules as laid down in these forms.

Please note:

- A fixed internet line needs to be ordered for this, it has to be ordered separately on the online order site.

- Routers and other equipment needed to set-up the network have to be brought in by the exhibitor/stand builders themselves.





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### **General note concerning Option B:**

Previous experience has shown that, when multiple wireless networks are sharing the same airspace, all wireless users are susceptible to wireless (RF) interference. This can lead to a loss of connectivity, slow network traffic and poor performance. To guarantee a proper functioning of all Wi-Fi networks during the event a set of mandatory rules have been established to control the deployment of private Wi-Fi networks.

Therefore we kindly ask all exhibitors to carefully evaluate the options given and only apply for private network authorisation, when absolutely necessary.

In order to ensure a working Wi-Fi (public as well as private) throughout the event, we ask for the cooperation of all exhibitors by abiding to the rules given.

During the event, IFEMA will have an on-site team who will manage and keep the airspace as interference-free as possible by locating and removing unauthorised wireless sources. IFEMA/the exhibition management reserves the right to shut down exhibitors unauthorised wireless sources, disconnect internet access services and/or apply any further actions considered necessary. In some cases an adjustment of the settings of the private networks might solve the problem. Disconnections will only happen after warning the exhibitor first.

## **RENTAL FURNITURE**

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready on **Thursday, September 7, at 8:30.**

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

Please note: **CARPET (rental or your own) is OBLIGATORY.**

Gluing is only allowed with special adhesive tapes that do not damage the floor or furniture.

If you fail to remove sticking material residues from the stand surfaces, floors etc. on departure, the stand builder/exhibitor will be invoiced for cleaning.

A written credible **fire-proof certificate** must be presented to the exhibition management.



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## RENTAL MODULAR BOOTH

The rental modular booth package at ESMO17 includes the following items:

- Set-up and dismantling
- Wall panels with white melamine panels and grey aluminium structure, incl. uprights and frames: height 2,93 m, width 1,00 m. (May vary slightly depending on the supplier.)  
 (visible size per wall panel: H: 2,835 m x W: 0,945 m - may vary slightly depending on the supplier)
- Fascia along open stand front(s)
- Standard lettering, black, max. 25 letters (Corner booths will have lettering on the two open sides.)  
 Optional at cost: company logo on fascia board - please order it online and submit it per e-mail to [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at).
- Carpet (fireproof), please choose colour online:  
 • deep blue • red • leaf green • jasper grey
- One-time basic cleaning after set-up and daily vacuum cleaning of booth and emptying of waste paper baskets / trash cans (no cleaning of furniture or displayed objects).
- 1 spotlight, standard 300 W halogen, per every 4 m<sup>2</sup> (adjustable, rail-mounted).
- Electrical installation consisting of a switchboard with electromagnetic differential and 500 W outlet, capable of handling 130 W/m<sup>2</sup>. 1 triple outlet of max 500W included. Electrical capacity of 130 W/m<sup>2</sup> included (m<sup>2</sup> x 0,13 = kW included, example: 9m<sup>2</sup> x 0,13 = 1,17kW maximum rated power output/capacity included for a 9m<sup>2</sup> booth).

**Important note:** The included rated power output of 1,17 kW is used for the included outlet (0,5kW) as well as for the included spotlights (0,6kW each). This means there is no power supply left for any other items on your booth (laptops, chargers, machines etc). **Therefore please calculate your needed power capacity and order extra kW to have enough power on your booth** (with the included switchboard you may order up to max 5kW in total). See order category „electricity“ on the online order site for ordering of extra kW (EUR 28,75/kW).

- Please submit a dimensional drawing with the position of your included power connection on the booth (use the form layout fittings). Otherwise it will be automatically installed in a corner of the booth.
- 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 Thursday, September 7, 8:00. Before that time no delivery can be guaranteed.
- Please always await the definite measures of the wall panels before producing any graphics if back wall graphics was ordered by your company.

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



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## LOGOS & GRAPHICS - RENTAL MODULAR BOOTH

### Company logos:

Please send your company logo for the fascia board as **printable vectored graphics** (ai, id, ps, pdf, eps), without bleed, scale factor minimum 120 dpi, per e-mail to MAW at:

[esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at)

### Wall panel graphics:

Not bookable online, please send an e-mail to MAW: [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at)

Please refer to the sample pdf on the website.

Please always await the definite confirmation of the measures of the wall panels before producing any graphics.

### Option 1 - print on single wall panels (vinyl print)

Graphics printed directly on the wall panels with visible shell scheme structure.

(Visible size per wall panel: H: 2,84 m x W: 0,945 m - may vary slightly, please wait for our definite confirmation of the measures of the wall panels before producing any graphics.)

Rate per wall panel: will be determined individually depending on the final number of wall panels to be printed. See sample pdf on the online order site for a price guidance.

### Option 2 - „graphic wall“ - print on entire wall element (foam panels)

Graphics printed on one wall element covering minimum of 3 wall panels, no visible shell scheme structure (measurement per graphic wall for minimum size of 9m<sup>2</sup> = covering one side of 3m: 3x2,93m = 8,79m<sup>2</sup> for one graphic wall element - may vary slightly, please wait for our definite confirmation of the measures of the wall panels before producing any graphics ).

Rate per graphic wall: will be determined individually depending on the final number of wall panels to be printed. See sample pdf on the online order site for a price guidance.

Please only send „ready to print“ vectored artwork as pdf-files per e-mail to MAW at:

[esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at) OR via download links (wetransfer, dropbox or similar). See also the pdf with artwork specifications on the online order site.

### Requirements:

Please provide an individual pdf file for each design.

- Vectored graphic files 100% size with actual dimensions (ai, id, ps, pdf, eps)
- Texts, logos, backgrounds and drawings should be provided in vectored graphic files and without bleed.
- Colours should be PANTONE, with values in four colour process.
- The documents should include traced typography
- Density when scale factor is 100%: minimum 120 dpi  
If file is scaled please adjust density accordingly (by scale factor 50% - minimum 240 dpi and so on)
- The files should be sent in pdf format with images in CMYK and drawn or embedded fonts.
- A jpg image should be attached as a proof of contrast.

### Colour images:

- CMYK mode. No compression for saving the file.
- Real Megabytes (do not change size or pixels in Photoshop).

**Other graphic prints only on request.**



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## SECURITY SERVICE

The venue/exhibition halls will be locked during the night. Exhibitors who need to have their booth placed under a particular supervision should order a security guard separately on the online order site. Without any guarantee when ordered after the deadline or on-site!

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

Exhibitors are advised to:

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

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

## STAFF/Booth hostess/host

**Booth hostess/host** (no translator) speaks Spanish and English.  
 Additional languages upon extra costs.

Please note:

- The standard uniform is a red jacket and a dark blue skirt with a white top for the hostesses and a dark blue suit for the hosts (other uniform on request and upon agreement).
- Hostesses are only allowed to work on the booth or in a business room, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- **Minimum order: 4 hours/day**
- Lunch-breaks (30 min) 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 cleaning staff or workers.

**When ordered after the deadline without any guarantee!**

## WATER CONNECTION AND DRAINAGE, COMPRESSED AIR

**Please note: water connection and drainage is not available in all exhibition areas - therefore limited and on request as follows:**

Hall 7: from floor ducts  
 Hall 8: from floor ducts  
 Hall 10: from floor ducts

In order to ensure the proper working order of the sanitary facilities, no more than two wastepipes may be installed per water source point contracted.





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The general supply of drinkable water of IFEMA depends on Canal de Isabel II, and therefore the supply pressure may change. Usually, the supply pressure changes between 4 and bars, but these parameters may be altered. If the equipment that will be connected to the requested water source point need a pressure different from the one supplied by the service for their proper working, the exhibitor will have to include in its equipment the elements needed to regulate the pressure to their needs and proper working.

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use the form layout fittings) and send it per e-mail to [esmo2017.exhibition@media.co.at](mailto:esmo2017.exhibition@media.co.at)

The supply of compressed air is carried out with a pressure of 6 bars. In case of needing less pressure, the pressure regulators needed to adjust it to their needs will have to be prepared.