

ESMO 2018

EXHIBITORS' MANUAL

MUNICH GERMANY
19-23 OCTOBER 2018

The ESMO Congress is and continues to be a leading force of high-quality oncology education, a platform for immense international visibility for scientific research, and a proud contributor to continuous improvements in patient care.

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Service Orders online at the following link:
<https://forms.media.co.at/ESMO18>

Attachments:

- **Freight forwarder**
 - Fairexx Shipping Manual
 - Fairexx Time Slot request
 - Fairexx Shipping & Handling Tariff
 - Fairexx Order / request form
- **MESSE MÜNCHEN Documents**
 - Technical guidelines
 - Notice fire protection measures at trade fairs and exhibition
 - Notice use of lifting equipment
 - Notice electrical installation work on exhibition stands
 - Notice description of halls and outdoor exhibition areas
 - Notice of installation of sprinkler compatible materials and fabrics
 - Applications/registration forms: please check if it's applicable for you*
 - 1.2. Application for preventive fire protection measures
 - 1.4. Notification of stand catering
 - 1.5. registration of laser and X-ray equipment
- **Lead System/Badge Scanner (CTI Meeting Technology)**
- **Catering Service (Käfer Service)**

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 2018 Exhibitors' Manual.
- I understand all rules and regulations as outlined in the ESMO 2018 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 2018 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 esmo2018.exhibition@media.co.at or by fax +43/1/5356016

Place and Date

Signature and Stamp

1) CONGRESS VENUE

1.1. VENUE ADDRESS

Messe München
Messegelände
81823 München / Germany
Web: www.messe-muenchen.de



1.2. DELIVERY ADDRESS

Fairground Address / full Trailer Loads:
FAIREXX LOGISTICS GMBH
c/o MESSE MÜNCHEN
Paul Henri Spaak Str. 8 / Gate 19
Messegelände
81823 München / Germany

Notify: *ESMO Exhibition 2018* / Exhibitors Name / B1 **or** B2 / Stand Number
For Business Rooms (BR): ESMO 2018 / Company Name / Hall A3 **or** B4 / BR number
ESMO Society Village 2018 / Society Name / B1 / 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

2) IMPORTANT ADDRESSES

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

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

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

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

E-mail: esmo2018.exhibition@media.co.at

As of Sunday, October 14, 2018 the Exhibition Service Desk at Messe München 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
 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: www.esmo.org

Congress Operations Coordination

Chantal Cornu, Valentina Allevato

E-mail: congress@esmo.org, Tel.: +41 91 973 19 26

Events Sponsorship Department

Sponsorship, Industry Satellite symposia and advertising

Nikolaj Tomma, Yvonne Giovanelli

E-mail: sponsorevents@esmo.org, Tel.: +41 91 973 19 90

Satellite symposia (logistic)

Letizia Pizzino, Jessica Caverzasi

E-mail: satellites@esmo.org, Tel.: +41 91 973 19 30

Private meetings

Lucia Ardizzi

E-mail: congress@esmo.org, Tel.: +41 91 973 19 24

General Information, Registration and Travel Grants

Nicole Bullo, Kristine Reguzzoni, Valentina Meier, Anthony Foti

E-mail: registration@esmo.org, Tel.: +41 91 973 19 63

Congress Programme and Abstracts

Kate Kronig, Simona Tettamanti

E-mail: programme@esmo.org, Tel.: +41 91 971 19 19

Media Relations

Thomas Balasso

E-mail: media@esmo.org +41 91 973 19 04

2.3. ACCOMMODATION

K.I.T. Group GmbH
Kurfürstendamm 71, 10709 Berlin, Germany
Tel.: +49 302 460 3411
E-mail: esmo2018hotel@kit-group.org

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 11, Fax: +49 30 44 03 47 79
E-mail: esmo2018@fairexx.com
Mobile numbers: Marco Junghans: +49 172 754 95 02
Nils Oliver Boldt: +49 174 330 74 40

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

Käfer Service GmbH
Am Messesee 4
81829 Munich, Germany
Tel.: +49 89 949 242 03
E-mail: messe.catering@feinkost-kaefer.de

Lena Lücke	Exhibition	Tel.: +49 89 949 242 94
Alina Reinhardt	Business rooms	Tel.: +49 89 949 242 20

Attached you can find the catering service form. For special requests please do not hesitate to contact Käfer Service for individual offers.

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 or leadsystem@ctimeetingtech.com

3) TIME SCHEDULE

3.1. EXHIBITION – Hall B1 and B2

SET-UP

Sunday, Oct 14	08.00 – 20.30	– only for exhibitors over 150sqm exhibition space
Monday, Oct 15	08.00 – 20.30	
Tuesday, Oct 16	08.00 – 20.30	
Wednesday, Oct 17	08.00 – 20.30	
Thursday, Oct 18	08:00 – 19.00	ATTENTION! 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, Oct 19	08:00 – 12.00	DECORATION AND CLEANING ONLY

EXHIBITION OPENING HOURS

Friday, Oct 19	13.00 – 17.00
Saturday, Oct 20	10.00 – 17.00
Sunday, Oct 21	10.00 – 17.00
Monday, Oct 22	10.00 – 16.30

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

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

DISMANTLING

Monday, Oct 22	18.00 – 21.00	just limited dismantling for shell scheme, dismantling of folding stands etc. 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, Oct 23	08:00 – 20.00	
Wednesday, Oct 24	08:00 – 20.00	

3.2. BUSINESS ROOMS – Hall A3 and Hall Be

SET-UP

Wednesday, Oct 17	08.00 – 20.30
Thursday, Oct 18	08.00 – 20.30

OPERATION HOURS

Friday, Oct 19	07.00 – 20.00
Saturday, Oct 20	07.00 – 20.00
Sunday, Oct 21	07.00 – 20.00
Monday, Oct 22	07.00 – 20.00
Tuesday, Oct 23	07.00 – 13.00

DISMANTLING

Tuesday, Oct 23	13.30 – 21.00
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3.3. EXHIBITION SERVICE DESK – opening hours

Sunday, Oct 14	08.00 – 19.00
Monday, Oct 15	08.00 – 19.00
Tuesday, Oct 16	08.00 – 19.00
Wednesday, Oct 17	08.00 – 19.00
Thursday, Oct 18	08.00 – 19.00

Friday, Oct 19 to Sunday, Oct 21	08.00 – 18.00
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Monday, Oct 22	08.00 – 21.00
Tuesday, Oct 23	08.00 – 19.00
Wednesday, Oct 24	08.00 – 12.00

3.4. EXHIBITION REGISTRATION – opening hours

Thursday, Oct 18	10.00 – 18.00
Friday, Oct 19	09.00 – 18.00
Saturday, Oct 20	07.30 – 18.00
Sunday, Oct 21	07.30 – 18.00
Monday, Oct 22	07.45 – 18.00
Tuesday, Oct 24	08.45 – 12.00

3.5. OPENING SESSION AND WELCOME RECEPTION

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, October 19 from 12.00 – 13.30 (subject to change, please kindly check the final online programme) . The session will be followed by a Welcome reception in the exhibition hall, B1 and B2.

4) EXHIBITOR REGISTRATION / Congress Registration

4.1. EXHIBITOR BADGES

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

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

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

Exhibitor badges have to be pre-registered online by **28 September 2018** at the latest and will be distributed onsite at the Exhibitor Registration Desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, but distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!! No reprints of badges or exceptions for entry will be made!**

Entrance to exhibition halls with exhibitors badges:

Company staff holding exhibitor badges may enter the exhibition halls 1h30min before the official opening, and must leave the halls at 18.00 hrs.

Entrance to exhibition halls with full congress registration badges:

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

Official opening hours: **Friday, 19 October 2018, 13:00 – 17:00**

Saturday, 20 October 2018, 10:00 – 17:00

Sunday, 21 October 2018, 10:00 – 17:00

Monday, 22 October 2018, 10:00 – 16:30

For company staff (owners, representatives and employees) holding full congress registration badges who need to enter the exhibition hall 1h30min before the official opening or leave only until 18.00 hrs you can require the necessary number of “**early access stickers**”. The necessary number has to be indicated in the online system and will be distributed at the Exhibitor Registration Desk. They will be handed over all together to the company representative, who is indicated in the Exhibitor Registration System. IMPORTANT: The company representative is responsible to distribute the early access stickers to the appropriate staff members.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates.**

To register fully to the Congress, please visit the registration section:

<http://www.esmo.org/Conferences/ESMO-2018-Congress/Registration>

4.2. WORKING PASSES

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

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.

5) SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor's company/society profiles online on the ESMO website and event APP plus they will be included in the Congress programme book if provided by the given deadline.

Please kindly fill in the present form with your company/society (clearly indicate the company name as it must appear) to be published online and in the Congress programme book.

You are requested to fill in the form by 30 June 2018. Profiles not provided by the deadline will not be published

All Exhibitors are kindly invited to submit the following details using this link:

<https://esmo.formstack.com/forms/companydescription>

- company name to be listed online and in the Congress programme book
- company description (max 60 words)
- company logo (jpg/jpeg, png)
- company website
- stand number

Deadline for upload: 30 June 2018

Profiles not provided by the given deadline will not be published

6) STANDBUILDING RULES – ESMO Exhibition Halls B1 and B2

6.1. STANDBUILDING RULES

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

6.1.1. GENERAL REQUIREMENTS

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

6.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50m / Maximum Stand building height: 4.50 m

Construction higher than 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by the ESMO Exhibition Management MAW

6.1.3. SEPARATION WALLS / CARPET

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

Please note carpet (rental or your own) is obligatory.

6.1.4. SUSPENSION FROM THE CEILING

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

6.1.5. SUBMISSION OF CONSTRUCTION PLANS

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

- stand design/drawings to scale, 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: August 13, 2018

Please be aware approval process needs some time as partly stands have to be approved by the technical and fire department of Messe München as well. **Submission of construction plan to the Exhibition management MAW: esmo2018.exhibition@media.co.at**

6.1.6. TYPE OF STAND / SPACE

- **Row stand**

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). 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 (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 maximum closing of 35% is only allowed with maximum height of 3.0m. With a height of more than 3.0m, the percentage of the allowed closing will depend on the planned height.

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

The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform/raised floor). 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.

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

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

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

Construction plans for approval are required as soon as possible.

6.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept. The measurements of the booked area are outside measurements.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organizers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- The Exhibition Management reserves the right to issue further instructions concerning the design of stands.
- Doors and windows have to set back so as to open outwards and not exceed the boundaries of the booth.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MAW and have the approval of appropriate authorities.
- Any counter (bar, desk etc.) or device which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.0m) in order to ensure that the visitors will be in the booth and not standing in the aisle.

6.1.8. FIRE CERTIFICATES / MATERIALS

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

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

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

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

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

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

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.

6.1.8. 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 stands with a raised floor / access platform shall be built with a ramp.
- 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.

7) VENUE SPECIFICATIONS / VENUE REGULATIONS (technical guidelines)

7.1. VENUE SPECIFICATIONS / IMPORTANT HALL INFORMATION

Hall B1, B2: ESMO Exhibition Hall

Hall A3, B4: Business Rooms

Hall height: approx. 5,70 m – approx. 10,75 m

Max. Standbuilding height: 4.5 m

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

Hall floor: stone mastic asphalt

Permissible distributed load: 5 t/m² (50 kN/m²)

Permissible point load: 5t (50 kN)
(support are 0.3m x 0.3m, spacing approx 1.5m)
does not apply to utility duct cover

Entrance gates

1) Size, 2) number):
1) 4.5m x 4.5m 2) 6
1) 2.5m x 4.5m 2) 4

Artificial illumination: 100 Lux/m²

Ventilation: partly air-conditioned

Utility ducts transverse across hall

Dimension between axes: 5m

Width of utility ducts: 0.35m

Width of utility duct cover: 0.43m

Utility connections:

Water DN 25/min. 3.5 bar
Wastewater DN 100
Sprinklers DN 50
Compressed air DN 50/min. 10 bar
Gas (availability depending on area coverage) DN 25/20mbar

Electricity supply 200 W/m²

Flooring:

Only the following tapes to attach carpet to the floor will be permitted at Messe München. In case of residues, if other tapes were used, the exhibitor will be charged for removal

Tape:

Tesaband 53999, tesafix 4964, tesa 4939, fermoflex 1352,

Supertape SM 21111 (double-sided tape, to be used directly on the hall floor)

Supertape SM 22132, SM 22128 (double-sided tape, to be used on platform or chipboard)

Floor ducts:

All services (telecommunications, compress air, water and drainage, electricity, etc.) will be supplied inside the ducts/housing at the closest point possible to that requested by the Exhibitor.

Stand ceilings

The halls at Messe München GmbH are equipped with sprinkler system, the effective operation of which may not be hindered by any stand ceilings. Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered in writing.

Please submit your stand drawings with all detailed information to MAW for approval.

All stand ceilings (independent of the size) require the prior, written approval.

Detailed information see "Technical guidelines Messe München – paragraph 4.4.2. stand ceilings.

Regularly occupied spaces / Partitioned "trapped" rooms

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only ("trapped" rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

Please submit your stand drawings with all detailed information to MAW for approval.

Doors

The use on emergency escape/rescue routes of swing doors, revolving doors, security coded doors, sliding doors, lift doors or any other device that could act as an access barrier is prohibited.

Work permits

If the setting up and dismantling of exhibition stands is to be performed by employees who are neither German nationals in the sense of Article 116 of the German Constitution, nor citizens of a member state of the European Union, such persons require a work permit issued by the Federal Institute of Employment. This does not apply to employees who retain their residence abroad while setting up or dismantling trade fair stands belonging to their foreign employer.

For all rules and regulations at Messe München please refer to the attached documents:

- Technical guidelines
- Notice fire protection measures at trade fairs and exhibition
- Notice use of lifting equipment
- Notice electrical installation work on exhibition stands
- Notice description of halls and outdoor exhibition areas
- Notice of installation of sprinkler compatible materials and fabrics

For specific application / registration forms please refer to the attached forms – please check if it's applicable for you and in case please return to the address as mentioned on the form:

- 1.2. Application for preventive fire protection measures
- 1.4. Notification of stand catering
- 1.5. Registration of laser and X-ray equipment

8) LIABILITY / INSURANCE

8.1. Liability

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

ESMO 2018 EXHIBITION RULES

1. Unapproved therapies

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

2. Duration of the exhibition

The exhibition will be open from Friday, 19 October to Monday, 22 October 2018.

3. Concomitant activities

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

4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2018 on invitations and promotional documents related to the approved Satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department (sponsorevents@esmo.org) will provide the ESMO 2018 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

5. Exhibition promotion / Stand activities

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

5.2. Display, projection or distribution of promotional materials on site: All these activities must be confined within the company's assigned exhibition space or business room and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Congress does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO Congress bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Germany. 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 2018 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 2018 Industry Prospectus for more information on this sponsorship opportunity.

5.4. Advertisements:

Advertisement of the exhibit is possible in the ESMO 2018 Programme Book and ESMO 2018 Congress Daily Newspaper. All advertisements for these publications are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with German and European laws, where applicable. Consult the ESMO 2018 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 2018 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).

ESMO 2018 EXHIBITION RULES

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.-, Net amount) do not authorise entrance to the official Congress sessions.

7. Identification of the exhibitors

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

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 2018 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 2018 Industry Guidelines and will affect the future conference attendance of the company in question. The complete ESMO 2018 Industry Guidelines will be available on: www.esmo.org in the dedicated Congress section.

10. Surveys

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

11. Media activities

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

11.1. Press badges

According to the ESMO Media Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please contact the ESMO Press Office (media@esmo.org) 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 2018 EXHIBITOR MANUAL. Any aspect that is not covered in the ESMO 2018 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.

ESMO 2018 EXHIBITION RULES

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 2018 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 Messe München. It is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid industry codes of practice.

16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed. The Opening session and Welcome reception will take place in the congress centre on Friday, 19 October 2018 from 12:00 to 13:30. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 19 October 2018 before the end of the Opening session (13:30 hours). **Times subject to changes.**

17. Business rooms

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

18. Giveaways / Industry codes of practice

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

19. Postponement or Abandonment

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO 2018 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 2018 Exhibition Rules will follow the procedure outlined in the Terms and Conditions that are included in the ESMO 2018 Exhibition Prospectus on page 19 and 20.

23. Final Clause

In cases not covered by the regulations in the ESMO 2018 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 2018 EXHIBITOR MANUAL.

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

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

3. Setting up stands – Maintenance of stands: Before setting up their stands, exhibitors must contact the Exhibition Management and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to

be 2.50 (2 and a half) metres high; for any variation from this norm (2.50 metres) specific permission must be obtained from the Exhibition Management as soon as possible, at the latest by August 20, 2018. 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 Messe München 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 2018 EXHIBITOR MANUAL

STAND SERVICES - ONLINE ORDERS

Deadline for orders: August 8, 2018

<https://forms.media.co.at/ESMO18>

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: August 8, 2018**
- **Deadline for payment: September 8, 2018**
- **A surcharge of 25% will be applied on all rates for orders made after August 8, 2018, and for onsite orders (unless other conditions are stated), exceptions may occur.**
- On-site orders have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- After the deadline 100 % cancellation fee applies, exceptions may occur.
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.

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, **October 18, at 08.30.**

Plants and flowers/AV and IT equipment will be delivered on Thursday, October 18, 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 (fixed line) 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 (please also see stand building rules from page 10 onwards)

Notice on tape:

With immediate effect only the following tapes to attach carpet to the floor will be permitted at Messe Munich. In case of residues, if other tapes were used, the exhibitor will be charged for removal:

Tapes allowed: tesaband53999, tesafix 4964, tesa 4939, fermoflex 1352, Supertape Sm21111 (double-sides tape, to be use directly on the hall floor), Supertape SM 22132, SM22128 (double-sided tape, to be used on platforms or chipboard)

Separation walls towards neighbouring stands are obligatory. The outside walls facing the neighbours have to be finished and white.

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

Please submit a dimensional drawing showing the main position of all ordered services until at the latest **August 8, 2018.**

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

Exceptions to this rule are rental shell scheme booth ordered through MAW.

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

STAND SERVICES - IMPORTANT INFORMATION

CLEANING/STAND CLEANING

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.

One time basic cleaning: carried out on Thursday October 18 in the night after end of set-up. Includes one-off cleaning of floor surfaces, emptying of waste containers, vacuuming of textile floor coverings and/or wiping clean of hard floor coverings.

Daily cleaning: Includes emptying of waste containers, vacuuming of textile floor coverings and/or wiping clean of hard floor coverings.

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 esmo2018.exhibition@media.co.at.

For orders submitted later than October 8, an additional surcharge of 25 % will apply. 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.

WASTE MANAGEMENT / WASTE DISPOSAL

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

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

Please also see the terms of business of waste disposal on the next page.

Terms of business: waste disposal

General

1. Every exhibitor is obliged to dispose of such waste as is generated on his exhibition stand at his own expense and without delay. Messe München provides exhibitors with a wide range of environmentally friendly waste disposal services. Once Messe München's approved waste disposal contractor has been appointed, the latter guarantees the due and proper disposal of the waste generated.
2. If you have appointed a company to build your exhibition stand, please inform the company concerned of our relevant guidelines.
3. Waste for the disposal where nothing has been ordered may at no time be stored outside the rental stand area. The storage of empty boxes in the hall is generally prohibited.
4. The waste containers in the loading yards may be filled by persons appointed by Messe München only.

Waste disposal during the stand set-up and dismantling periods

1. Kindly order the required waste disposal services through our online order system, please take into account the deadlines as communicated.
2. Waste sacks (item no. 30840) will be supplied as of the delivery date requested. If no delivery date is stated, they will be supplied the course of the last stand set-up day. Sacks that have been filled may remain in the halls and will be collected from there.
3. Containers are lockable (padlock not included) and will be delivered to the stand as of the delivery date requested and will be collected from there too. Containers with a capacity of 1.5 or 2.5m³ are equipped with rollers and can be moved by hand. Containers with a capacity of 5 m³, which can be moved with a pallet truck will be delivered to and collected from outside the hall only. The collection and/or emptying of containers can be registered with the exhibition management as and when required. If the container lid can no longer be shut due to the container being too full, a fine may be charged - therefore do NOT overload the containers. As soon as a container is full, please notify us, that they should be collected. If full containers are left standing for more than two hours, without notifying

us, they may be collected automatically and a fine may be charged.

4. Waste sacks and containers may be filled with missed waste (no hazardous waste, no food waste, no liquids) only.
5. Carpeting can be rolled up or bundled and left on the stand for collection if the item disposal of carpeting has been ordered. During the stand set-up period wood waste and/or chipboard can be collected from OUTSIDE the halls ONLY; during the dismantling period it can be collected from inside the halls.
6. For other waste not mentioned on our online order form, please contact us with you detailed request.
7. On the evening of each stand set-up and dismantling day, all waste must have been removed from the halls by 20:00.
8. The rental area is to be left in a swept and generally clean state at the end of the dismantling period. Adhesive tape (please also see allowed tape on page 23) and other debris are to be removed by the exhibitor himself or by a company appointed by him.

Other provisions

1. The provision of items on a rental basis is for the agreed use and period only. The exhibitor is liable for any damage and/or loss. Any items that are not returned will be charged to the exhibitor at the cost of replacement. The repair cost of any damage will also be billed to the exhibitor insofar as no replacement is required.
2. Waste stored by the exhibitor, his customers or persons appointed by him outside the area of the stand without any arrangements having been made for its disposal and waste left by the exhibitor on the grounds of Messe München after the designated dismantling period will be disposed of as mixed waste at a price of € 99/m³ plus an additional handling fee of € 70,-. Each cubic meter or part therefore will be charged as a full m³. The same applies to any adhesive tape or residue thereof that has not been removed from the hall floors by the end of the designated stand dismantling period.

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 esmo2018.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, October 18, all crates must be removed at the latest by **17:00 hrs.**

ELECTRICITY

Please note that you have to order power supply for your booth. Indicate in a dimensional drawing (use the form layout fittings) the required position(s) of your main electrical connection point(s) and submit it per e-mail to esmo2018.exhibition@media.co.at until **August 8, 2018!**

Service position layout change:

A surcharge of € 109,- per service will be raised for service positions/layouts changes that occur on site, after the service was already put in in place.

Electricity is generally supplied from the utility conduits wherever possible, exceptions may occur. The ordered main electric supply will be laid on your booth area.

The internal wiring has to be done by the exhibitor's staff, however please note that electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201 (see also the "Electricity connection and supply conditions" on the next pages). All necessary material has to be brought in by the exhibitor.

Distribution boards:

Please note that the main electrical connections are all including either the distribution boards 1 or 4 or a CEE 32A or CEE 125A - please choose the respective option when ordering the electricity connection.

If you are operating with your own primary distribution system, it has to be equipped with a master switch and a 30 mA RCD (residual current device).

Special distributions can also be ordered, see Modules 2-10. These distribution boards will be charged in addition to the connection price. No credits to the distribution board 4 included in the main connection can be granted. Customer-specific main distribution systems can also be arranged upon request.

On a general note:

- If you are building a platform on your stand, please inform us of the clearance between hall floor and the platforms via the online order form.
Also please inform us if electrical equipment/exhibits will be operated with a frequency converter.
- 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.

Details on the electricity connection:

The power is supplied via a TN-S system (3 phases, one neutral conductor, one earthed conductor). If distribution boards by Messe Munich GmbH are used, the earthing work may only be carried out by a service partner accredited by Messe Munich GmbH. Depending on model and type of stand construction, stands may require connections to the protective conductor (earthing/equipotential bonding) in accordance with DIN ENVD 0100 (see also instruction sheet “notice on electrical installation work on exhibition stands” on page 29).

Please also refer to the Messe Munich regulations for carrying out electrical installations at Messe Munich see the electricity connection and supply conditions in this manual on page 29.

Please note: the cost of power consumed by the various electrical connections is included in the price for the main electrical connection, as on the online order form.

There is 24h power supply at the venue. However, please also see the conditions of electricity supply and connection conditions point 9:

The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area

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.

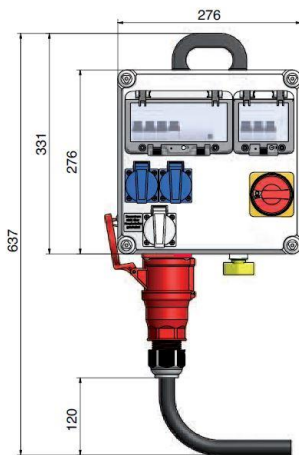
Explanation for panel boards for main electrical connections

Below you will see descriptions and schematic representations for the distribution board 1, including a 3kW main electrical connection, and for the distribution board 4, including main electrical connections of 5 kW up to 15 kW.

If the option CEE 32 A adapter is ordered together with a main electrical connection up to 15 kW prior to the commencement of the event, the change to a distribution board 4 (during the stand set-up period) will result in costs of € 172,- per unit.

Up to 3 kW max

Distribution board 1



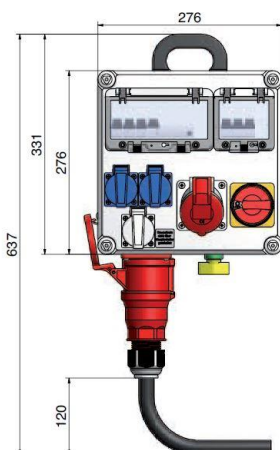
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

Panel box dimensions:

W = 276 mm
H = 637 mm
D = 181 mm

Up to 15 kW

Distribution board 4



1 CEE outlet (16 A) for 230 V/400 V 50 Hz three-phase connections,
2 AC outlets (16 A),
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

Panel box dimensions:

W = 276 mm
H = 637 mm
D = 211 mm

**Illustrations of the other distributions boards (Module 2-10) upon request.*

Electricity connection and supply conditions

Please use the online order form to order the main connection(s). Orders and service position layouts must be submitted no later than August 8, 2018. No guarantee can be given for the timely completion of installations applied for after this deadline.

1. The exhibition management reserves the right to raise a surcharge for any orders received after the given DEADLINE.
Electrical installations are provided on a rental basis only.
2. Power supply lines will be installed in utility conduits wherever possible, from which they will be branched to the power supply transfer point as communicated by the exhibitor through the service position layout at ground level. Electrical installations within the stand and downstream of the transfer point between Messe Munich GmbH and the exhibitor may be carried out by the exhibitor's own electricians or specialist electrical contractors. Only service partners officially accredited by Messe Munich have the right to use the utility conduits.
3. The ordering party declares that he and the companies appointed by him will, during the stand set-up period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A3 and BGI 608 as well as the special terms laid down by Messe Munich GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a Type UA ≤ 30 mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including Din VDE 0100) will result in the power supply being cut off. In such cases, no

refund shall be due on the cost of installations already completed. Charges for the main connection will be invoiced in every case.

4. All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified.
5. The list of dimensions and tolerances supplied to the exhibitor or ordering party should be reviewed, countersigned and returned as soon as possible. This list will be subsequently used for invoicing purposes. Grievances pertaining to the scope of products and services provided must be addressed to the exhibition management prior to stand assembly in order to allow the opportunity for an appropriate assessment. Subsequent complaints regarding the scope or products or services will not be acknowledged.
6. Repair work conducted on equipment not installed by Messe Munich GmbH will be invoiced according to the actual labour hours required.
7. Cancellations are only possible up to August 8, 2018. Services up to this point in time are to be remunerated. After this time, the exhibition management/Messe Munich is entitled but not obliged to provide the services ordered. The additionally provided services are to be remunerated. Any amendment thus constitutes a cancellation of the original order and placement of an additional order.
8. The exhibitor is obliged to disconnect the power supply daily after the exhibition closes, using the master switch incorporated in the main connection. Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.
9. For safety reasons Messe Munich/the exhibition management reserves the right to switch off the entire power supply once the event has ended.
10. The main electrical connection ordered is already available for use during the stand set-up period.
11. The general terms of contract for exhibitor services as on page 22 are a constituent part of any contract concluded.

Internet connections

There are two options of internet connections possible:

- **wired internet connections**
 - with DHCP (comparable with a internet access at home)
 - with fixed public IP Address (for server connections or similar)
- **private WiFi networks with a router ordered through us or one established & set-up by the exhibitors/stand builder themselves.**

There will also be a public (open) WiFi for both attendees and exhibitors available at the venue throughout the congress. However, this **free public WiFi network should 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 € 109,- will be charged per service.

The internet is generally supplied from the utility conduits wherever possible, exceptions may occur. The ordered wired internet line will be laid on your booth area according to the layout provided. The fixed public IP address will be made available in due time. The IP addresses from our DHCP are Class C addresses and will be applied automatically unless your hardware will request an IP Address.

Please note: No technical support is included in the mentioned prices on the online order form. 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)!

WiFi Internet connections

If private WiFi connections are needed on the booth or in the business rooms, there are two options possible:

Option A) Private network with WiFi router ordered through us:

For this option you will need to order (1) a wired internet line (2) the wireless router (up to 32 clients). *If you order the WiFi Router through us we will automatically assign the proper channel and in case of a custom SSID we already have all the information needed for the WiFi planning.*

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

For this option you will need to order (1) a wired internet line and (2) register your network. After submitting your order and registering your own private network with form provided a wireless channel is allocated for you to be used by the exhibition management/Messe Munich.

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

It is absolutely mandatory to abide by the rules as laid down in the registration form and described below in "WiFi & Internet Policy".

→ IF none of the above options meets your needs, an individualised offer for WiFi might be solution. Please contact us with your detailed request.

WiFi & Internet Policy

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 WiFi networks during the event a set of mandatory rules have been established to control the deployment of private WiFi networks and to ensure a good WiFi service throughout the exhibition center.

Much like on the road, it is necessary to formulate some rules for WiFi service, so that every wireless traffic participant reaches his destination with maximum efficiency and without defects in his system.

These rules apply to WiFi networks that you install yourself for use at your booth or for mobile applications. We kindly ask you to observe these rules, also in your own interest.

WiFi systems use a common medium which is limited by physical conditions - the propagation of electromagnetic waves in the air. These waves may overlap and interfere with each other, with the result that ultimately, none of the signals reach the receivers in the quality required.

To keep with the image of road traffic: WiFi networks spread out like cars on a multi-lane freeway. It makes sense that road users each use one lane and adhere to the traffic regulations.

Traffic congestion results if too many cars are out on the freeway simultaneously; violation of the rules leads to accidents or stop- and-go traffic.

For operation purposes at exhibitions, the quality of a WiFi network depends to a large extent on various factors such as the number of persons, exhibits and stand structures. In conclusion, we would like to point out that traffic in WiFi networks is just as unpredictable as on our freeways.

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 WiFi (public as well as private) throughout the event, we ask for the cooperation of all exhibitors by abiding to the rules given.

Please also carefully read the form for registration of your own WiFi network. It is absolutely mandatory to abide by the rules as laid down in these forms.

During the event, Messe Munich/the exhibition management 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.

Also Messe Munich/the exhibition management will check whether the installation and transmitting power of the exhibitor's own router complies with regulatory requirements.

Messe Munich/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.

Important information - Internet safety & terms

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

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

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

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

Infringement may result in claims for damages of the organizer of the affected neighbouring exhibitors. The WiFi hardware to be installed has to comply with guidelines for radio communications networks in effect in Europe. Whether the hardware used meets the guidelines above should be determined from the documentation supplied by the manufacturer of the device.

General points to note concerning information and telecommunication services

Telephone/Telefax/Modem/ISDN

The Messe Munich exhibition center is equipped with state-of-the-art-communications technology and via its comprehensive infrastructure with high-performance communications connections/facilities provides users with an optimum system for transmitting voice, data and image information.

The provision of voice communication services to the entire exhibition centre is guaranteed thanks to a modern IP telecommunications system. In addition to LAN connections, fully-featured IP telephones, fax machines and WiFi routers, Messe Munich can also provide you with mobile (GSM/UTMS) telephones, subject to a charge, ensuring accessibility throughout the exhibition centre. By dialling "0" to get an outside line, you can then autonomously access any telecommunications connection in the world.

At the same time you can be reached by your national and international business partners directly. Thus further enhancing your business contacts.

In conjunction with the telecommunications system, the end devices on your exhibition stand provide you with numerous service features that support effective communication:

- Fast connection setup via state-of-the-art technology and IP functionality
- Display options and menu-guided user information for visual communication support
- Function/one-touch keys for depositing frequently recurring functions (e.g. dialling head office via one- touch button)
- Open listening with fully feature IP devices
- Consultation hold/transferring of calls to other connections within your stand organisation (to and from mobile telephones too) as well as to any connections within the exhibition centre
- Dial repeat, call back function (e.g. depositing a call-back request when line is engaged)
- Call transfer to another connection
- Group connection for several hard-wired connections
- Electronic lock
- Voice memory/voice box

Terms of business for information and communication services

For cancellation policies please see page 22.

Period of availability:

The information and communication services ordered will be made available for the duration of set-up days and the official opening times of the trade show.

Assignment

All products and services ordered will be provided by Messe Munich or its designated subcontractors and will be assigned to exhibitors on a rental basis. If an exhibitor uses his own terminal equipment this must conform to the legal regulations currently in force, including the valid EU directives applicable to terminal equipment and the CCITT recommendations, especially CCITT recommendation i430. The analog line provided are PBX extensions with a dial tone that differs from that of the public telephone network.

If an exhibitor fails to comply with this obligation and malfunctions occur as a result, Messe Munich shall be entitled in particular to demand reimbursement of the cost of analysing the malfunctions and for fault clearance from the exhibitor. Messe Munich shall also be entitled to demand that the exhibitor immediately disconnects from the network the terminal equipment causing the malfunctions.

For internet accesses the network cards used in the exhibitor's PC must conform to the Ethernet specifications (IEEE 802.3). The IP addresses applied for from the Messe Munich address range (Class c address) will be made available to the exhibitor with the order confirmation. The exhibitor may not under any circumstances use IP addresses other than those provided by Messe Munich or modify the prescribed subnet masks. If an exhibitor fails to comply with this obligation and malfunctions occur as a result Messe Munich shall be entitled in particular to demand reimbursement of the costs of analysing the malfunctions and for fault clearance from the exhibitor. Messe Munich shall further be entitled to exclude from the LAN any exhibitors who despite previous warnings use IP addresses other than those assigned to them or who use subnet masks other than those prescribed for them and to demand reimbursement of the associated costs. In the event of network functionality being attacked or other attack being carried out, Messe Munich reserves the right to block the given connection on an either temporary or permanent basis. If malfunctions occur in the PC of an exhibitor, who has used IP addresses other than those assigned to him or has modified the subnet mask, Messe Munich will clear the fault at the request and risk of the exhibitor at the prices valid at the time of the fair.

At the request of the exhibitor Messe Munich will configure the PC, if this is technically and operationally possible at the exhibitor's risk, the prices of ESMO 2018 are valid.

When using internet connections (IP connections, ISDN, etc.) the unsolicited despatch of emails for advertising purposes (mail spamming) or unsolicited despatch of news for advertising purposes (news spamming) to third parties is prohibited.

The exhibitor and other users are provided with permanent access to the internet together with the internet connection. As the data is transmitted in a transparent manner via this connection (as per RFC812 on OSI level 3), Messe Munich has no influence on the content thus transmitted and, as such, is unable to filter out any undesirable content that might impact on the usage of the internet access. At the end of the contractual term the IP address should no longer be used.

The customer (user) undertakes to neither offer information with illegal or immoral content nor to refer to offers with such content. This includes above all such content as serves the incitement of the people as defined under articles 130, 130a and 131 of the German Criminal Code, encourages criminal activity, glorifies or trivializes violence, is pornographic or suitable for use as pornography as defined under article 184 of the German Criminal Code, constitute a serious moral risk for children or juveniles or compromises their welfare.

Liability

The exhibitor will be invoiced for the cost of replacing lost or damaged terminal equipment. The manufacturer's price shall apply in case of doubt. Exhibitor's bear the liability for the loss, damage or destruction of all communications equipment made available. If liability is conditional upon fault, it is the responsibility of exhibitors to provide evidence that they are not a fault.

If an order is received later than the deadline given Messe Munich/the exhibition management assume no responsibility for the proper and timely fulfilment of service provision.

Return of terminal equipment

Terminal equipment will be taken back by Messe Munich on the last day of the dismantling time at the latest. If in an exceptional case the equipment is not taken back, the exhibitor must return terminal equipment still in his possession to Messe Munich and obtain a confirmation of receipt. In cases of doubt this confirmation of receipt will provide proof of return.

RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready on **Thursday, October 18, at 8:30.**

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

The rental modular booth package at ESMO18 includes the following items:

- Set-up and dismantling
- Wall panels with white melamine panels and grey aluminium structure, incl. uprights and frames: height 2,5 m, width 1,00 m. (May vary slightly depending on the supplier.)
(visible size per wall panel: H: 2,255 m x W: 0,950 m - may vary slightly depending on the supplier)
- Fascia along open stand front(s) with 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 esmo2018.exhibition@media.co.at.
- Carpet (fireproof), please choose colour online:
- red (rubin) • light grey (channel) • blue (azur) • green (Tanne)
- One-time basic cleaning after set-up (no cleaning of furniture or displayed objects).
Daily cleaning needs to be ordered separately.
- 1 spotlight, standard 300 W halogen, per every 4 m² (adjustable, rail-mounted).
- triple outlet (note NO electricity connection see below)

➤ **PLEASE NOTE: Electricity is NOT included and needs to be ordered separately through the menu electricity. In most cases the 3 kW connections will be sufficient.**

Please bear in mind that the electricity connection comes with a quite bulky distribution board see picture on page 28.

Normally this board will be hung on to top of the modular walls in the position you communicated. If you want them to be placed on the floor instead so it can be easily hidden, please inform us respectively!

- **Please submit a dimensional drawing with the position of your power connection** on the booth (use the form layout fittings). Otherwise it will be automatically installed in a corner of the booth.
- Please bring your own adapters and converters, if needed.
- Please order any furniture needed separately.
- Please always await the definite measures of the wall panels before producing any graphics if back wall graphics was ordered by your company.

The rental booth and rental furniture will be ready by Thursday, October 18, 2018 8:30.
Before that time no delivery can be guaranteed.

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

LOGOS & GRAPHICS - RENTAL MODULAR BOOTH

Company logos:

Please send your company logo for the fascia board as **pdfX3**, per e-mail to MAW at:

esmo2018.exhibition@media.co.at

Fonts need to be imbedded. NO PRINT MARKS. Bleed setting on 10mm

Wall panel graphics:

➤ Option 1 - print on single wall panels (vinyl print/foil cut)

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

(Visible size per wall panel: H: 2,255 m x W: 0,950 m)

In the production process “foil cut” the desired graphics or letters will be mechanically cut out of colored self-adhesive foil and mounted to the surface. This makes it absolute necessary, that the printing data is available to us as a vector- coded format. (Also known as paths, curves or character routes) Please specify every color of your graphic by using HKS, Pantone or RAL. We will select a foil that comes closest to your required color. In addition, we ensure that the results harmonize in terms of color.

➤ Option 2 - „graphic wall“ - print on entire wall elements (forex)

Graphics printed on one wall element covering an entire wall, no visible shell scheme structure (measurement per graphic wall 1m x2,5m).

Actual size will vary if you decide to cover several walls, especially if you have a corner or row stands. Please contact us for the definite measures for your graphic file!

Please only send „ready to print“ vectored artwork as **pdfX3** per e-mail to MAW at:

esmo2018.exhibition@media.co.at OR via download links (wetransfer, dropbox or similar).

Before you send the files please carefully read the pdf “graphic file details” on the online order site!

➤ Requirements:

- Please provide an individual pdf file for each design.
- The files should be sent in pdfX3
- Vectored graphic files 100% size with actual dimensions (ai, id, ps, pdf, eps)
- Please convert all fonts into paths after your final layout or artwork.
- Colours mode: ISO_Coated_V2 (ECI)
- 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), pls also see the specifications page → image resolution
- A jpg image should be attached as a proof of contrast.
- No PRINT MARKS (trim marks, cutting marks, etc.)
- Bleed settings on 10 mm

Other graphic prints only on request.

SECURITY SERVICE

The venue/exhibition halls will be locked during the night. Exhibitors who need to have their booth placed under a particular supervision should order a stand security guard separately on the online order site. **Please note: Minimum order is 2,5 hours.** Without any guarantee when ordered after the deadline or onsite!

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

The following surcharges will be raised per hour (in addition to the late rates) for short notice orders:

received later than October 1: 15%
received later than October 8: 25%

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.

Stand Security Service General Terms of Business - Messe Munich

In the period during which the trade fair is closed (one hour after the end of the trade fair to one hour prior to the start of the trade fair) neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand in the halls or on the exhibition grounds. The fact that a security service is provided does not mean that the items under protection are insured.

To the extent that we act on behalf of commercial traders and such customers as equate to commercial traders as defined in the law governing rights in respect of general terms of business the following general terms of business apply:

1. For the purposes of carrying out the orders we accept, only such persons as are reliable are deployed. All orders are carried out using our technical expertise and experience. Special requests and instructions from the customer must be made in writing, as must any subsequent changes to the agreements made.
2. Complaints of any kind relating to the execution of a given order are to be submitted to the company management without delay so that corrective measures can be taken. Should the violations concerned be of such a significant nature that the purpose of the contract is put at risk, the customer is entitled to cancel the contractual relationship without notice, providing the company management has been notified in writing without delay and no corrective action is taken within the appropriate period of time set.
3. In case of force majeure the company is entitled to interrupt or appropriately amend the execution of orders to the extent that their execution is not possible. The customer is not obliged to pay the respective charge during the period of interruption in the execution of the given order.
4. Notwithstanding its liability in accordance with § 276 Section 11 BGB (German Civil Code), the company is liable only for damage occurring due to the gross negligence of its management and/or senior staff. In all other cases, no liability for damage can be assumed.
5. The company has third-party liability insurance coverage with the following limits:
 - a) for damage to persons up to a maximum amount of € 2.000.000,-
 - b) for damage to property up to a maximum amount of € 1.000.000,-
 - c) for guarded items that are lost up to a maximum amount of € 500.000,-
 - d) for financial losses up to a maximum amount of € 100.000,-
- It undertakes to maintain the coverage offered by its third-party liability insurance up to the limits detailed under points a) to d) and to provide evidence of the existence of the third-party liability insurance coverage if required to do so.
6. Any right to claim against the company's third-party liability insurance lapses if the customer does not notify the company in writing without delay or, in cases where the given claim is rejected by the company and/or its insurance company, the claim is not legally asserted within a period of three months following its rejection.
7. The customer may not himself employ personnel supplied by the company for similar purposes during the term of contract and for one year following the termination of contract.
8. The contract in respect of execution of the given order is binding for the company from the point in time at which the customer receives written confirmation of order. Any

contractual agreement that has been concluded also applies to any legal successors the customer may have.

Special agreements

Additional terms of deployment A

1. We would like to draw our customers' attention to the fact that the liability amounts set out in Section 7 of the general terms of Business as above apply only for such claims as are supposedly attributable to the gross negligence of the company management or senior staff. As a rule, no insurance coverage exists for the items to be guarded simply because security service staff is deployed.
2. The customer is advised to take out insurance for the items to be guarded.
3. In the case of special security contracts, the customer is expected to ensure that particularly valuable items are not left open or unprotected in the area to be guarded, even if they are insured and security service staff is deployed; please take the necessary precautions. As far as exhibition stands are concerned, it is advisable to take the necessary steps to protect all goods and exhibits as far as possible - e.g. covering items, fixing them in place or fastening them together provides enhanced security. Under no circumstances should cash be left on the exhibition stand or in the area to be guarded, while any lockable rooms, cupboards, display cabinets and the like should be kept locked.
4. Any complaints or claims relating to our services should be reported to the relevant supervisor or manager without delay. Reports received too late or after the contract has been terminated can generally be neither accepted nor processed!

Addition terms of deployment B

1. In your capacity as customer, your right to give instruction is accepted unquestioningly by the staff we deploy to the extent that the instructions concerned remain within normal, reasonable bounds. We would however advise you, particularly in critical situations, to ensure your instructions are only passed on via the manager/supervisor in charge of the security service ordered and that these instructions are coordinated with him as required.
2. Our employees are instructed by us to do all they can to support you with ensuring compliance with the regulations laid down by the police the local administration department the police fire service, the youth welfare office and other relevant authorities. Our aim is to keep our team as well informed as possible concerning regulatory compliance etc. and we are confident in so doing that many problems potentially impacting on the events can be avoided. Nevertheless, we must point out that neither our company nor our staff can be held responsible by the authorities for regulatory compliance. This is strictly a matter for the organizer, customer, etc.

Addition al terms of deployment C

When placing the order the customer decides on the number of security service staff required and, as such, is responsible for deployment planning. Any problems in terms of the provision of service arising from insufficient numbers of security service staff are therefore not the responsibility of the security service company.

The customer is solely responsible for compliance with and fulfilment of all conditions and regulation relevant to the venue of the given event.

BOOTH HOSTESS/HOST

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

Please note:

- The standard uniform is black suit with white blouse (other uniform/clothing 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: 3 hours/day**
- **Maximum order: 10 hours/day**
- Lunch breaks are required as follows: 6-9 working hours - 30 min lunch break, more than 9 working hours - 45 min lunch break
- Lunch breaks (30/45 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.

Without any guarantee when ordered after the deadline!

Important, please note: if already ordered and confirmed hostess services are reduced or cancelled after September 30, 2018, 100% cancellation fee will apply.

WATER CONNECTION AND DRAINAGE

Main Water connection includes: Inflow: 1/2", outflow: DN50. Installation of piping aboveground from utility/supply duct (hall). Water consumption included. Connection for one appliance, e.g. (rental) sink.

Please note: if the additional consumer appliance is further than 1 m away from the main water connection another main connection is required.

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 esmo2018.exhibition@media.co.at.

A surcharge of € 109,-- will be raised for service positions/layouts changes on site, that occur after the service was already put into place.

Please note on the use of commercial dishwashers:

The use of commercial dishwashers with a rinse cycle of **two minutes or less** and the preparation or demonstration of products containing grease and/or oil requires the use of grease traps for the wastewater being discharged.

Grease Trap

According to the City of Munich's regulations on drainage, the quantities of noxious substances in discharges into sewage network must not exceeded those usual for households. If waste water containing oil/or grease is to be discharged in quantities exceeding these, the waste water must pass through a grease trap.

Please note that the order for a grease trap **does not include** the main water connection. This must be ordered separately.

Water connection and supply terms

1. Please use the online order form to order the main connection(s). Orders and service position layouts must be submitted no later than October 5, 2018. No guarantee can be given for the timely completion of installations applied for after this deadline.
2. The exhibition management reserves the right to raise a surcharge for any orders received after the given closing date DEADLINE. Water installations are provided on a rental basis only.
3. All water utilities are provided on a rental basis only. Installation and connection of appliances to the pipeline network is carried out exclusively by approved contractors of the exhibition management
4. The exhibitor is obliged to turn off the entire water supply to the stand via the stop-cock built into the main water connection every day after the exhibition closes. Property damage arising from negligence will be the responsibility of the exhibitor. For safety reasons the exhibition management reserves the right to turn off the entire water supply to exhibitors once the event has ended. The exhibition management accepts no liability for damage.
 - The general water pressure is 3.5 bar
 - The price paid for the main water connection also includes the cost of the water consumed.
 - Wastewater that is chemically contaminated or greasy may not be disposed of via the normal drainage system.
5. **Required Plan documentation:** Supply and outflow lines will be installed in the exhibition halls according to dimensions submitted. The diagram must indicate the distance between the edge of your stand and the connection and the stand's relative location within the hall. **Orders not containing this information cannot be proceed.**
6. If at all possible, the piping will be laid in utility ducts, but may have to run above ground if the location of the connection point ordered makes this necessary.
7. Connection of appliances (e.g. a sink unit) is included in the main water connection price. If the distance between the appliance to be connected and the main water connection exceeds 1 m, a

second water connection for this appliance must be installed for technical reasons, to be charged at costs.

8. For rental sink units, delivery, maintenance and collection are included in the price. However, connection of the sink unit is not included in the rental price. For safety reasons, dishwashers without a built-in drainage pump will not be connected to the water mains in cases where the drainage gradient is insufficiently steep.

Grease traps:

1. Exhibitors ordering the installation of a main water connection for their stand from the exhibition management who also plan to prepare, process or present food items containing greaser or oil are obliged to additionally order a grease trap through the exhibition management no later than 4 weeks before the start of stand setup. This also applies to exhibitors operating commercial dishwasher at their stand which complete an entire cycle less than two minutes.
2. If, after stand setup has begun, the exhibition management ascertains that an exhibitor with stationary or mobile catering operations has failed to order a grease trap for a main water connection despite being obliged to do so according to these connection and supply terms, the exhibitor hereby agrees that the exhibition management will install the appropriate grease trap equipment at current prices valid for that event without the exhibition management having received an order to this effect from the exhibitor. IN this case or in the event that an order is placed less than four weeks before the start of stand setup, the exhibition management is entitled to invoice a late-order surcharge for the required grease tap equal to 50% of the price in effect at the time of the event, unless the exhibitor can prove that the exhibition management has suffered no loss or negligible loss as a result. If installation of a main water connection and grease trap is either not feasible, or only possible at excessively high costs, the exhibition management may require that the exhibitor neither produce, process or demonstrate any goods containing grease or oil at their stand nor operate a commercial dishwasher that completes an entire cycle in two minutes or less.