

ESMO BREAST CANCER

Annual Congress



BERLIN GERMANY
7-9 MAY 2020

EXHIBITOR MANUAL

IMPORTANT DEADLINES:

5 March 2020	Submissions of the booth layout
5 March 2020	Orders of additional services
13 March 2020	Company and product description
1 April 2020	Exhibitor registration

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Attachments:

- *Short Company Description Template*
- *Exhibitor Registration Excel Template*
- *FAIREXX Official Freight forwarder- Shipping Instructions & Time slot request*
- *Lead System/Badge Scanner (CTI)*
- *Messe Berlin - Technical guidelines*

1) CONGRESS VENUE

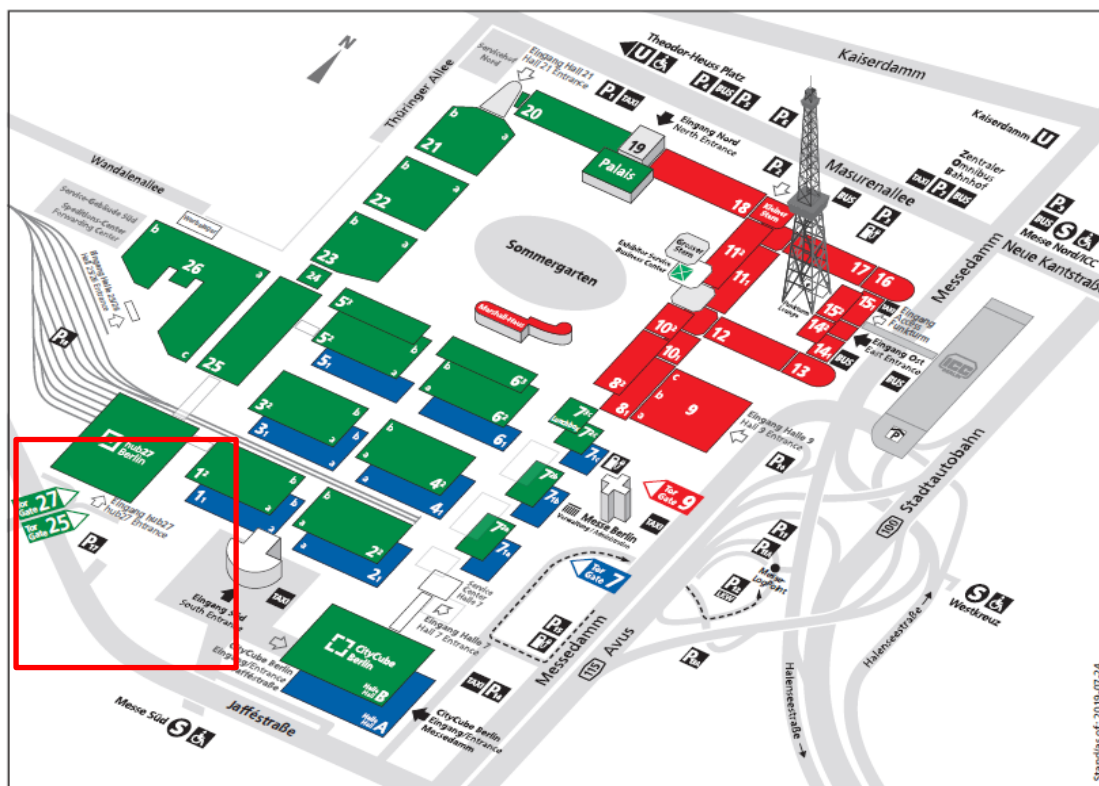
1.1. VENUE ADDRESS

Hub27
Jafféstr. 2
D-14055 Berlin, Germany
Web: www.hub27-berlin.de

1.2. DELIVERY ADDRESS

Messe Berlin/ HUB 27
ESMO Breast Cancer 2020
Fairexx Logistics GmbH c/o Agility Logistics GmbH
Jafféstr. 2 GATE 25
14055 Berlin Germany

Access for exhibitors and standbuilders via the access gates 25 & 27



Notify: ESMO Breast Cancer 2020 Exhibition / Exhibitors Name / Hub27 / 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 and trucks are only allowed to stay on the property for offloading/reloading, parking is permitted. Please refer to the shipping manual or contact Fairexx for the detailed information concerning the time slots.
For all detailed information regarding shipments, tariff information etc. please also 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

MAW (Medizinische Ausstellungs- und Werbegesellschaft)
International Exhibitions & Advertising
Freyung 6
1010 Vienna, Austria

Ms. Natalie Ubl - ext. 75 (general planning, logistics, additional orders and exhibitor registration, company description)

Ms. Andrea Etz - ext. 42 (general planning, stand approval, logistics)

Tel.: +43 (0) 1 536 63 + direct exts.

Fax: +43 (0) 1 535 60 16

E-mail: maw@media.co.at

The following services will be handled by MAW:

- Stand approval
- Additional services for the booth (electricity, furniture etc. please refer to the order forms)
- Exhibitor badges
- Company and product description

As of Tuesday, May 5, 2020 the Exhibition Service Desk at Hub27 will be open, and from this time on you can reach us at our mobile phone numbers:

Natalie Ubl: +43 (0) 664 811 04 92

Andrea Etz: +43 (0) 664 463 04 48

2.2. CONGRESS MANAGEMENT

ESMO Head Office

Via Ginevra 4

6900 Lugano, Switzerland

Organisation		
Alessia Mora	breast@esmo.org	+41 (0) 91 973 19 17
Chiara Sommaruga	breast@esmo.org	+41 (0) 91 973 19 62
Scientific Programme and abstracts		
Simona Tettamanti	programme@esmo.org	+41 (0) 91 973 19 60
Registration Management		
Nicole Bullo	registration@esmo.org	+41 (0) 91 973 19 39
Sponsorship opportunities for industry		
Jon Roberts	jon.roberts@esmo.org	+44 (0) 7932 677 911
Media Relations		
ESMO Press Office	media@esmo.org	+41 (0) 91 973 19 04

2.3. ACCOMMODATION, OPTIONAL TOURS

K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany
esmo2020@kit-group.org

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

FAIREXX - Logistics for exhibitions GmbH
Marienstrasse 28, 12207 Berlin, Germany
Jens Metscher
Tel.: +49 30 44 03 47 25, Fax: +49 30 44 03 47 79
E-mail: jens.metscher@fairexx.com
Mobile number: +49 172 152 00 39

2.5. CATERING FOR EXHIBITION STANDS

Coffee breaks and lunches are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering but it must be organised through Capital Services. Coffee Machines and Baristas do not have to be organised through Capital Services.

Catering contact:

Mutlu Turac

Phone +49 (0)30 30 38-2931

Fax +49 (0)30 3038-91-2931

mutlu.turac@capital-catering.de

Catering order forms: <https://www.capital-catering.de/en/Portfolio/ExhibitorService/>

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH
Nussdorferstraße 20/22
1090 Vienna, Austria
Ms. Tamara Dworschak
Tel.: +43 1 319 69 99-0
Fax: +43 1 319 69 99 33
Email: t.dworschak@ctimeetingtech.com or leadsystem@ctimeetingtech.com

3) TIME SCHEDULE

3.1. EXHIBITION

Set-up	
Tuesday, May 5	08:00 - 20:00
Wednesday May 6	08:00 - 19:00

ATTENTION! Please note that all constructions must be completed by 17.00, goods must be removed from aisles as carpets will be installed from 20.00 hrs on.

VERY IMPORTANT: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / standbuilder has to take care of their waste removal. Official garbage bags & containers can be ordered at extra costs. Please refer to the appropriate order form.

MAW reserves the right to charge exhibitors / standbuilders who do not remove their waste for the extra costs that will occur for the cleaning and removal of their waste.

Exhibition Area Hours	
Thursday, May 7	10:00 - 18:30
Friday, May 8	08:30 - 18:30
Saturday, May 9	08:30 - 15:45

Important information: please note that the stands have to be manned during the opening hours. Please be aware the exhibition area is accessible for delegates outside the exhibition hours. Please make sure that you do not leave valuables on the stand. ESMO/MAW or Messe Berlin/hub27 do not take any responsibility for valuables or material left on the stand.

Dismantling	
Saturday, May 9	16:30 - 00:00
Sunday, May 10	08:00 - 12:00

3.2. EXHIBITION SERVICE DESK - opening hours

Exhibitors Service Desk - opening hours	
Tuesday, May 5	08:00 - 20:00
Wednesday, May 6	08:00 - 19:00
Thursday, May 7 & Friday, May 8	08:00 - 17:00
Saturday, May 9	08:00 - 22:00
Sunday, May 10	08:00 - 10:00

3.3. EXHIBITION REGISTRATION - OPENING HOURS

Exhibitors Registration Desk - opening hours	
Wednesday, May 6	14:00 - 19:00
Thursday, May 7 & Friday, May 8	08:00 - 17:00
Saturday, May 9	08:00 - 12:00

3.4. WELCOME RECEPTION

All participants attending the Congress are welcome to attend the official Welcome Reception on Thursday, May 7 from 13:00 - 13:30, in the exhibition area.

3.5. COFFEE BREAKS AND POSTER LUNCHES

Coffee Breaks and Poster Lunches*	
Thursday, May 7	16:00 - 16:30
Friday, May 8	10:15 - 10:45, 12:15 - 13:00, 16:15 - 16:45
Saturday, May 9	10:15 - 10:45

**Times are subject to changes. For final times please refer to the onsite programme book*

4) EXHIBITOR REGISTRATION & FULL REGISTRATIONS

4.1. EXHIBITOR BADGES

Owners, representatives and employees of exhibiting firms are entitled to request a limited number of “exhibitor” badges as included in their sponsorship packages. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

Please find below the included number of badges per sponsorship package:

Platinum package: 20 Exhibitor badges

Gold package: 15 Exhibitor badges

Silver package: 10 Exhibitor badges

Bronze package: 3 Exhibitor badges

Exhibitor package: 2 Exhibitor badges

In case you would like to increase the number of exhibitor badges, a fee of EUR 100,00 per badge applies.

To order your exhibitor badges and register your staff, please fill out the excel template available via the online order forms and return it by e-mail to: maw@media.co.at by April 1, 2020.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the Exhibitor Registration Desk (in the main entrance). They will be handed over all together to one company representative who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!!**

No reprints of badges or exceptions for entry will be made!

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

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

4.2. FULL DELEGATE REGISTRATIONS

The sponsorship packages also include a limited number of full delegate registrations (number depending on the sponsorship package) which allow entrance to the official sessions of the congress and all other benefits offered to full registered delegates.

Please note that these full delegate registrations are to be treated separately from the exhibitor badges and are handled by ESMO directly. In case of any questions concerning the full delegate registrations please contact registration@esmo.org.

5) COMPANY & PRODUCT DESCRIPTION

ESMO will include short exhibitor's company/society profiles in the Programme Book, on the ESMO website and Events App in the "Industry Participation" section.

All Exhibitors are kindly invited to send to maw@media.co.at the company details by **13 March 2020**, as follow:

- company name **to be listed online, in the Programme Book and the Events App**
- company description (max 60 words)
- company logo
- company website
- stand number

Please refer to the attached template.

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website, the Programme Book and in the Events App.

6) VENUE SPECIFICATIONS

6.1. VENUE SPECIFICATIONS / IMPORTANT INFORMATION

Hub27

Hall height:	09.50 m
Max. Standbuilding height:	please refer to 7.1.2.
Max. permissible surface load:	10 kN/m ²
Floor:	solid floor with cable ducts

Platinum, Gold and Silver Sponsors are responsible to build their own booths. Please refer to the Standbuilding rules (7 - Standbuilding rules) and submit the stand drawings (detailed requirements 7.1.5. Submission of construction plans / STAND DESIGN) until **March 5, 2020** at the latest to maw@media.co.at.

Bronze Sponsors and **non- for-profit society** packages include the following items:
Booth space 6 to 9 sqm
Shell scheme booth with fascia (company name in lettering only) and carpet, Spots
Electricity is not included and has to be ordered at extra costs

Flooring

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor is allowed. **Carpet or any other floor covering is obligatory!**

Service Chests

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied through the service chests in the false floors.

Stand stability and structural stability

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

The provisions of the Berlin Building Regulations (Bauordnung von Berlin /BauO Bln/) and the following regulations, in their currently valid versions, apply in all cases:

- BetrVO - Ordinance on Operation of Buildings and Structures (Verordnung über den Betrieb von baulichen Anlagen)
- MVStättVO - Model Ordinance Concerning the Construction and Operation of Places of Public Assembly (Musterverordnung über den Bau und Betrieb von Versammlungsstätten)
- M-FlBauR - Model Directive Concerning the Construction and Operation of Temporary Structures (Musterrichtlinie über den Bau und Betrieb Fliegender Bauten)

The following rules always apply in exhibition halls and all other buildings and facilities which have dedicated event areas:

Upright vertical structural elements and special structures (e. g. free-standing walls, tall exhibits, tall and slender decorative elements) which may possibly tip over shall be designed to have a horizontally effective equivalent area load q_h as follows:

- $q_{h1} = 0.125 \text{ kN/m}^2$ for sections up to 4 m above floor surface
- $q_{h2} = 0.063 \text{ kN/m}^2$ for all structure sections more than 4m above floor surface.

In both cases the reference area is the visible vertical surface.

Calculations proving compliance to these rules must be presented to Messe Berlin upon request. Exceptions may be permitted in cases where they are justified for special reasons. In these cases more detailed proof of stability must be provided.

In substantiated cases, Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site examination of the stability. This will be charged to the exhibitor.

Stand ceilings

The exhibition halls are equipped with sprinkler systems.

Effectiveness of the sprinkler system must not be impaired by exhibition stands and other structures or installations. In case of special conditions, exhibition stands and other enclosed installations must be fitted with separate sprinkler systems. The minimum distance between exhibits, decoration and stand roofs/coverings and the sprinkler heads must be at least 0.5 m. Luminaires, lamps and floodlights must be located far enough away from the sprinkler heads that no unintentional triggering of the fire-extinguishing system due to heat dissipation is possible.

In order not to compromise the protection afforded by sprinklers, the tops of stands and event areas in halls equipped with sprinkler installations must always be left open.

Ceilings shall be considered as being open if no more than 50 % of the area, based on the area of each individual stand, in m², is covered.

Ceilings suitable for incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm are permitted for areas of up to 30 m². Separate individual areas can be added together.

Fabric coverings should be tensioned in a horizontal direction and should consist of a single layer only. Sagging of fabric awnings and other overhead sheets should be avoided. Open grid ceilings are permitted.

Approval must be obtained for horizontal decorations and for ceiling areas over individual and collective stands.

The materials used for these areas must be at least flame retardant and of material class C -s2 d0 in accordance with EN 13501-1 and/or B1 as specified in DIN 4102-1, not forming burning droplets, and proof of these properties must be furnished in the form of a valid test certificate.

Under the above provisions, the following regulations apply to all stands and event areas:

- a) Contiguous areas may not constitute a single area of more than 30.0 m². (Floor plan projection).
- b) If there are a number of such individual areas they must be separated from one another (floor plan projection). The spacing shall be determined individually in each case.
- c) If the stated maximum area is exceeded, a sprinkler system must be provided.

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.

Doors

The use on emergency escape/rescue routes of power-operated swinging doors, revolving doors, security coded doors, sliding doors, lift doors or any other device and other access restrictions operated by motors etc. that could act as an access barrier is prohibited. Swinging doors on escape/rescue routes must be equipped with a device to prevent them from swinging back.

Manually-operated rotating doors / turnstiles on escape/rescue routes are only permitted if they are equipped with a mechanical device that can be used in an emergency to open the rotary door / turnstile fully and easily across the entire passageway width from the inside.

For all rules and regulations at Messe Berlin please refer to the attached document:
- Technical guidelines

For specific application / registration forms e.g. "Fire Officer for Work with Heat Sources - Welding work" or "Operation of laser devices" please contact us if applicable and we will forward the needed forms.

7) STANDBUILDING RULES

7.1. STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW nor Messe Berlin/Hub27 take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

7.1.1. GENERAL REQUIREMENTS

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

7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height:	2.5 m
Height of separation walls to adjacent booths:	3.5 m
Maximum building height:	4.0 m

7.1.3. SEPARATION WALLS AND FLOOR COVER

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). The **height of the separation walls** to adjacent booths may not exceed **3.5m**.

Carpet or any other floor covering is obligatory.

7.1.4. SUSPENSION FROM THE CEILING

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

7.1.5. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

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

- stand design/drawings to scale
 - a) ground view including measurements **and meter grid**
 - b) front elevation including height indication
 - c) cross section measurements
- 3-D view (visuals) - plan showing the position of **all** exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

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

Deadline for submission: March 5, 2019 - please send to: maw@media.co.at

No approval by MAW means no permission to construct the stand - resulting costs are entirely at the exhibitors expense.

The aisles in the exhibition hall will be carpeted and therefore it's important for all stands to be well finished.

7.1.6. 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 (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations). Exceptions up to a maximum height of 3.5m 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. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths.

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.

• Corner stand

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

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of 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 (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations). Exceptions up to a maximum height of 3.5m 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. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths. 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 4.0m 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 side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" in regards to the regulations). Exceptions up to a maximum height of 3.5m 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. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths.

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 4.0m 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.

7.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, 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. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm.
- 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, desk etc. or device (i-pads, screens etc.) 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.
- Coffee bars or other F&B-stations has to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer.

7.1.8. FIRE CERTIFICATES

As a rule, no materials which are easily inflammable, form burning droplets and/or which emit toxic gases or dense smoke upon combustion, such as most thermoplastic materials, including polystyrene foams (styrofoam) and diverse acrylic glass products, may be used in stand construction.

For safety reasons, special requirements may be imposed on structural supporting elements in individual cases (e. g. the specification that they must be non-inflammable).

Only non-inflammable means of connection may be used for connections and joints required for static stability reasons or which transmit loads. Plastic cable ties may not be used to secure any supporting components which contribute to the stability of the structure.

Decoration materials must be at least **not easily flammable (class B1)**, must not form burning droplets in accordance with **DIN 4102.1** and only emit low smoke levels upon combustion and/or must at least **conform to class C-s2, d0 according to DIN EN 13501-2**. Test certificates for the building material categories of the materials used must be made available.

Bamboo, reeds, hay, straw, bark mulch, turf, (coniferous) trees without root balls or similar materials do not normally satisfy the above requirements. Deciduous plants, conifers and other plants may only be used as decorations if their root balls are damp or if they have been freshly cut

(i. e. leaves or needles must be fresh and green). If it is determined that trees and plants are drying out in the course of the exhibition, thus becoming more easily inflammable, they must be removed.

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

7.1.9. 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.

8) LIABILITY / INSURANCE

8.1. LIABILITY

Neither ESMO nor MAW nor Messe Berlin/Hub27, 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 nor MAW nor Messe Berlin/Hub27, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor MAW nor Messe Berlin/Hub27 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 nor MAW nor Messe Berlin/Hub27 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 nor MAW nor Messe Berlin/Hub27 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 Breast Cancer 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, German 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.

9) GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Breast Cancer 2020 insofar as the contractual partners do not reach contrary agreements in writing.

ESTABLISHMENT OF CONTRACT

- Application for a sponsorship product(s) / service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Breast Cancer 2020 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s) / service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

APPOINTED AGENCIES

- Application for any sponsorship product(s) / service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

PROCEDURE

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

ASSIGNMENT

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.

For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

PAYMENT DEADLINES

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

TERMS OF PAYMENT

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

CANCELLATION POLICY

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

ADMINISTRATION FEES/INVOICING CHANGES

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

INDEBTEDNESS

Payments not received by the first day of the start of the ESMO Breast Cancer 2020 will be subject to a 10% penalty fee on the total sponsorship investment.

REFUNDS

Any refunds of deposits paid will be made after ESMO Breast Cancer 2020 but not later than 31 December 2020. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

POSTPONEMENT OR ABANDONMENT

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Breast Cancer 2020 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 Breast Cancer 2020 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.

LIMITATION OF LIABILITY OF ESMO

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

BANKRUPTCY OR LIQUIDATION

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

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, neither 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 acquire 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.

ENFORCEMENT OF RULES

Applies equally to all. All companies investing in sponsorship at ESMO Breast Cancer 2020 must comply with all rules and policies established by ESMO.

VIOLATION PROCEDURE

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after ESMO Breast Cancer 2020. Appeals may be made to the ESMO Management.

PENALTIES

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

CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of ESMO Breast Cancer 2020.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

NON-SMOKING POLICY

ESMO Breast Cancer 2020 is a non-smoking event.

FINAL CLAUSE

In cases not covered by the regulations in this Exhibitor Manual, ESMO interpretation shall be final.

STAND SERVICES - ONLINE ORDERS

Deadline for orders: March 5, 2020

<https://forms.media.co.at/ESMOBreastCancer2020>

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: Med. Ausst.- u. Werbeges.

account number: 00256 807 900

bank name: UniCredit Bank Austria AG

bank address: Rothschildplatz 1, 1020 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: March 5, 2020**
- **Deadline for payment: April 7, 2020**
- **A surcharge of 10% will be applied on all orders made after the deadline of March 5 and there will also be an additional surcharge for orders after April 7th and onsite orders.**
- Orders onsite have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- If a service already provided is cancelled, 100% cancellation fee applies.
- All outstanding payments must be settled onsite in cash or with credit card - without exceptions.
- Place of performance and jurisdiction: Vienna.

Conditions for Orders:

For rental items - please note:

Platinum, Gold and Silver Sponsors are responsible to build their own booths (incl. walls, furniture and decorations). Bronze Sponsors will be provided with a 9sqm modular rental booth (please refer to the modular rental booth section in the manual to view all included items).

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 Wednesday May 6th, at 08.00. Plants and flowers will be delivered throughout the last day of set-up. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity, water & internet will be installed before the start of set-up.

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

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 **March 5, 2020**.

Service positions for electricity and internet - please note: **Please submit a dimensional drawing showing the main position (supply duct) of all ordered services.** Installation according to the plan provided. Any alteration after installation will be invoiced € 120,00.

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

Exceptions to this rule are rental modular booths ordered through MAW and as included in the Bronze Sponsor Package:

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 need to be ordered extra on the online order site.

Preliminary cleaning: carried out on Wednesday 6th May in the night after end of set-up. Includes removal of foil, dusting of furniture, vacuuming of textile floor coverings and/or wiping clean of hard floor coverings.

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

Please note that the removal of heel tracks on hard floor coverings as well as stains on textile floor coverings is NOT included in the preliminary and daily cleaning.

In case special cleaning services are needed, please contact the exhibition management for an offer per e-mail maw@media.co.at.

For orders submitted later than April 7th 2020 an additional surcharge of 20% will apply. Without the completed online cleaning order no cleaning will be done.

Exhibitors must ensure access to the areas to be cleaned and to power points.

The cleaning of the stands will be done overnight and 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!

Waste sacks or containers for re-usable materials which are incorrectly filled will be charged at the maximum rate plus a handling charge.

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

Terms of business: waste disposal

Waste management

All the following provisions are based on the currently valid versions of :

- the Berlin Recycling and Waste Management Act (Landesgesetz zur *Förderung der Kreislaufwirtschaft und Sicherung der umweltverträglichen Beseitigung von Abfällen in Berlin* - /Kreislaufwirtschafts- und Abfallgesetz Berlin /KrW-/AbfG Bln/),
- the Commercial Waste Ordinance (*Gewerbeabfallverordnung* - GewAbfV),
- the Packaging Law (*Verpackungsgesetz* - VerpackG),
- the Law on Distribution, Recovery and Environmentally Compatible Disposal of Batteries and Accumulators (*Batteriegesetz* - BattG), and
- implementation regulations and ordinances including the Ordinance on the Disposal of Problematic Waste from Households, Commercial, Trade and Business Facilities (*Verordnung über die Entsorgung von Problemabfällen aus Haushaltungen, Handel, Handwerk und Gewerbe* - /Problemabfallverordnung ProbAbfV/).

Exhibitors / customers are responsible for proper and environmentally compatible waste disposal in the course of construction and dismantlement of their stands as well as for the duration of the event. The exhibitor / event organiser / customer and stand construction companies on contract to them are waste producers as defined in the Commercial Waste Ordinance (GewAbfV) and are responsible for the separation of waste materials by type and into recyclable materials and disposable waste in accordance with the GewAbfV.

Technical arrangements for the recycling and removal of waste are the sole responsibility of

Messe Berlin and its appointed contractual partners

Waste disposal

In accordance with the principles of recycling, every effort should be made to avoid producing waste on the exhibition grounds. Disposable plates and cups should not be used when catering for visitors.

Exhibitors / customers and their contractual partners are obliged to make an effective contribution to such efforts at all stages of the event. This objective must be pursued at the planning stage already and in coordination of the efforts of all those involved. As a general rule, materials which are re-usable and have a low environmental impact should be used for stand construction and operation.

Any materials left behind by exhibitors / customers will be disposed of at the exhibitor's / customer's expense and at a higher cost without ascertainment of their value.

Hazardous waste

Exhibitors / customers and their contractors (e. g. stand construction companies) are required to inform Messe Berlin about any waste materials which by their nature, condition or quantity present a particular health hazard (in particular foods and other organic waste), are hazardous to the atmosphere or water, or are explosive or inflammable (e. g. batteries, paints, solvents, oils, fuels and lubricants, dyes etc.), and to arrange for their correct disposal by Messe Berlin's contractors.

Bringing waste to the site

Materials and waste that are not produced during the event and are not the result of construction and dismantling work may not be brought onto the exhibition grounds / event location..

LONGER SET-UP

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

Please note that on Wednesday, May 6, 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 the sum total of power [in kW] required for all consumer units (electric lights, motors, appliances etc.) must be stated to allow calculation of an adequate power line cross-section and submit it per e-mail to maw@media.co.at until **March 5 2020!**

Service position layout change:

A surcharge of € 120,- per service will be raised for service positions/layouts changes that occur on site, after the service was already put in in place.

Distribution boards:

Please note that the main electrical connections are including CEE sockets or distribution boards- please choose the respective option when ordering the electricity connection.

If you are operating with your own primary distribution system please note that Earth leakage circuit breakers (residual-current devices - RCDs, formerly also called FI-circuit breakers) rated at 30 mA are compulsory for all circuits.

On a general note:

- 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:

Connections

Electricity is generally supplied from the utility conduits wherever possible, exceptions may occur. One or more connection points with fuse boxes and master switches will be provided for each stand / event area which has ordered an electrical energy supply. These connections (main connections) will be installed at the exhibitor's expense by companies under contract to Messe Berlin.

Stand installations

If ordered, electrical installation work on the stand can be carried out by Messe Berlin or its appointed contractors at the exhibitor's / customer's expense. The exhibitor / customer may also allow his own electricians or approved electrical contractors to carry out installation work on the stand in accordance with valid VDE regulations, valid European regulations and the current state-of-the-art.

All conducting parts on which electrical devices are mounted and with which persons may come into contact must be earthed.

Electrical installations on the stand may not be put into operation for the respective event until they have been inspected and approved by the technical surveyor commissioned by Messe Berlin. Messe Berlin will arrange for the inspection. Any defects found during the inspection (as stated in the report) shall be corrected immediately by the respective exhibitor at his/their own expense.

Installation and operating regulations

All electrical equipment must be installed and operated in accordance with the currently valid safety regulations of the German Electrical Engineering Association, VDE, or currently valid EU standards (EN). In particular, the provisions of VDE 0100 et. seq., 0100-560, 0100-718, 0128 and ICE standard 60364-7-711 shall be observed.

Compensation must be provided for installations using fluorescent tubes (single-ballast compensation or dual-ballast circuit).

The level of high or low frequency interference to the mains must not exceed the values stated in VDE 0160 and VDE 0838 (EN 50 006) and EN 61000-2-4.

The measures intended to provide protection in case of indirect contact must include conductive structural components (earthing of the stand). Only cables of type NYM, H05VV-F or H05RR-F (only for indoor use) and H07RN-F (for outdoor use and in *temporary buildings and constructions*) with a minimum cross-section area of 1.5 mm² Cu are permitted. The only exceptions to this rule are mobile consumer device power cables (for appliances etc.) with a length of up to 1.5 m.

Flexible cables (including flat cables) without protection against mechanical loads may not be laid under floor coverings.

Non-insulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated as well. Secondary circuit wiring must be protected against short-circuits and overloading.

Transformers and converters are to be protected by primary and secondary fuses. Electronic protection systems do not qualify as automatic cut-out devices as defined in the VDE regulations.

Measures to prevent lamps from falling out of their fittings must be in place. Only lamps fitted with a protective disc may be used in halogen-lamp luminaires. Busbars must be provided with protective covers. Mounting busbars with the aid of plastic cable ties is not permitted. Lamps should be placed at a suitable distance from inflammable materials, depending on the amount of heat generated.

Uninsulated electrical wires and terminals may not be used for voltages exceeding 25 V AC or 60 V DC (and must be protected against being touched directly).

No unauthorised extensions or alterations may be made to electrical installations once these have been inspected and approved. No power shall be taken from neighbouring stands. Stands are not allowed to use proprietary power generator systems.

Safety measures & Emergency lighting

In order to provide special protection, all heat-dissipating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases. Depending on the amount of heat generated, such appliances must be placed at a suitable distance from inflammable materials. Lighting may not be attached to inflammable decorations or similar items. The manufacturer's safety instructions must be observed.

Stands /event areas on which, due the special nature of their construction, the existing general safety and emergency lighting is not effective must be equipped with their own, additional safety and emergency lighting in conformity with VDE 0100-560, -718 and 108-100 (DIN EN 50172). This shall be installed in such a way that persons can safely find their way to the general rescue and escape routes.

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 note the following:

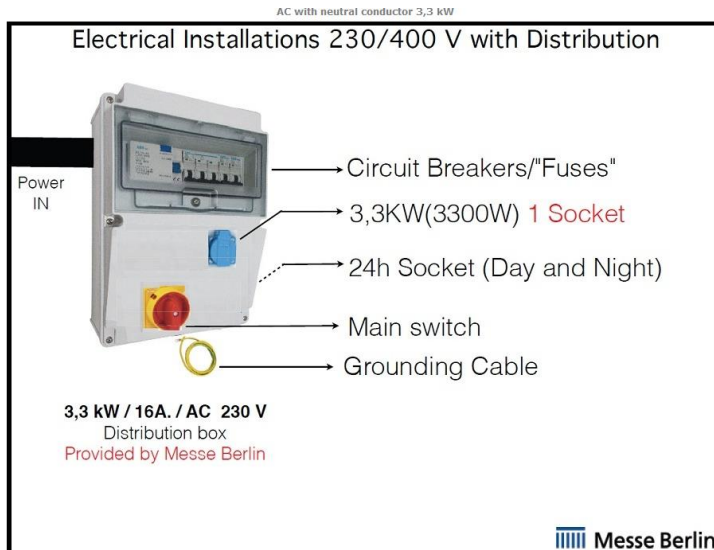
For fire-prevention reasons the exhibitor is obliged to disconnect the power supply daily after the exhibition closes. **Exceptions:** Emergency lighting and safety equipment, refrigerators, computers and servers necessary for technical installations on the stand and which require a considerable amount of restarting effort. 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.

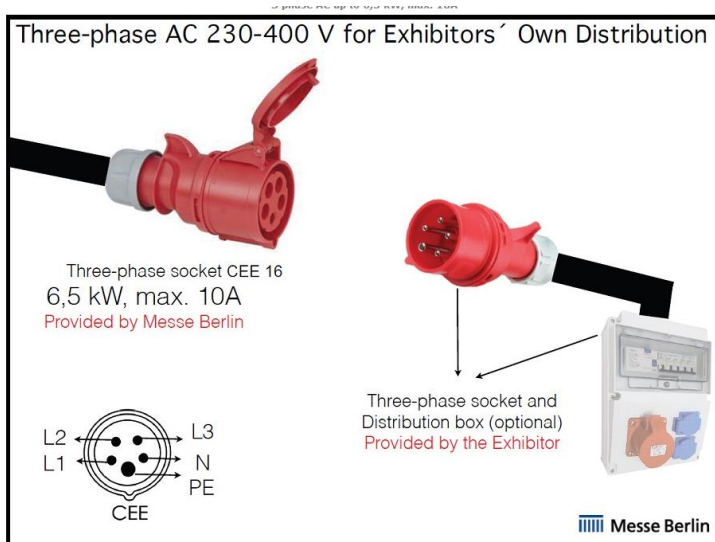
Explanation for main electrical connections

Below you will see descriptions and schematic representations for the electrical connections. Distributions boards are available for 3.3kw up to 22kw and have a different number of sockets depending on the ordered power. Electrical connections with CEE plugs are available for 6,5kw to 44kw connections.

3,3kW to 22kW incl. distribution board (varying number of sockets)



CEE 6,5kW up to 44kW



INTERNET & WIFI CONNECTIONS

A local high-speed data network (LAN) provides users with internet connections on the exhibition grounds. This LAN connects to the internet via an external line. The maximum available bandwidth depends on the volume of traffic on this external line and on the performance of the entire internet backbone.

We offer several options for internet connections (wired LAN Connections and Wifi). Please refer to the document "Internet connections at a glance" for detailed information concerning these services

Please note that when ordering Internet services you automatically accept the general conditions concerning Internet services of the Messe Berlin. So please read the document "General conditions for the use of internet connections" carefully.

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 € 120,- 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.

Please note: No technical support is included in the mentioned prices on the online order form unless stated otherwise. 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 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 Berlin/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 Berlin/the exhibition management will check whether the installation and transmitting power of the exhibitor's own router complies with regulatory requirements.

Messe Berlin/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 Berlin/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 Berlin/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 Berlin/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 Berlin or of other participants in the exhibition network, which are due to a faulty or negligent configuration of a customer's hotspot, Messe Berlin/the exhibition management is entitled to take the customer hotspot off the network or to arrange for its de-installation.

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

RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready on **Wednesday, May 6, at 8:00 a.m.**

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 ESMO Breast Cancer 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)
- Carpet (fireproof), please choose colour online:
 - red • grey • blue • green • black
- 3 spotlight, standard 150 W halogen lights

Please note that the following options are not included in the modular rental booth package but need to be ordered in addition to it:

- Fascia along open stand front(s) with standard lettering, black, max. 10 letters included (additional letters will be charged extra)

or

- Company logo on fascia board - please order it online and submit it per e-mail to maw@media.co.at.

Please note that corner booths have to order two fascias as the booths are open on two sides!

- **PLEASE NOTE: Cleaning and Electricity are NOT included and need to be ordered separately. Concerning electricity in most cases the 3.3 kW connections will be sufficient.**

Please bear in mind that the electricity connection comes with a quite bulky distribution board. 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.

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:

maw@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: 2,40 m x W: 0,95 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 covering an entire wall (3 wall elements for a 9sqm booth), no visible shell scheme structure (measurement per graphic wall H: 2,48m x W: 2,93m).

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:

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

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 4 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).

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.

BOOTH HOSTESS/HOST

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

Please note:

- The hostesses/hosts are dressed in business attire (other uniform/clothing on request and upon agreement).
- Hostesses are only allowed to work on the booth, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- **Minimum order: 4 hours/day (half-day rate)**
- **Maximum order*: 9 hours/day (full-day rate)**

***Additional hours can be requested and will be charged at an hourly rate**

- 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!

WATER CONNECTION AND DRAINAGE

Basic water connection includes:

15 mm normal tap connection/50 mm drainage piping. Installation of piping aboveground from utility/supply duct (hall). Water consumption included. Installation of bar counter, one sink (single/double or kitchenette).

Please note: there is an additional cost if you would like to have the water connection installed for a coffee machine.

Supply lines without waste-water connections are only permitted for permanently connected consumer units. No drain pipes with a nominal diameter of < 50 mm (<DN 50) will be installed. Disposal of water contaminated by chemicals, food and grease residues into the sewage / waste water network is not permitted. Such waste must be disposed of according to applicable regulations and state-of-the-art.

Water supply pipes and drain pipes will be installed by Messe Berlin's contractors up to floor surface level (hall floor), and this work will be charged to the exhibitor/customer. Exhibitors /

customers are not allowed to make any proprietary installations under the raised false floor of the halls. Any above-floor-level installations made by exhibitors / customers or their contractors which do not meet normal professional standards will be removed or corrected by Messe Berlin at the exhibitor's/customer's expense.

Any further proprietary installations (after the main fresh water and waste-water connections which are subject to charge have been provided) made by exhibitors / customers or their contractors within the stand area / event area must conform to the state-of-the-art as well as to the currently valid version of the German Drinking water Ordinance (*Trinkwasserverordnung* /TrinkwV/) in order to ensure that installation and operation of the connections have no lasting

negative effect on drinking water quality. For safety reasons, the water supply may be cut off on the final day after closing of the exhibition / event.

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 maw@media.co.at.

A surcharge of € 120,- will be raised for service positions/layout changes on site, that occur after the service was already put into place. Please note that a new connection has to be ordered and paid if the main connection point has to be moved more than 2m.

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 March 5, 2020. 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. **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.**
5. 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.
6. 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