

A stylized Paris skyline composed of various geometric shapes in shades of blue, red, and white. The Eiffel Tower is prominent in the center, flanked by other Parisian landmarks like the Arc de Triomphe and Notre-Dame de Paris. The background is a collage of these shapes, creating a modern, abstract representation of the city.

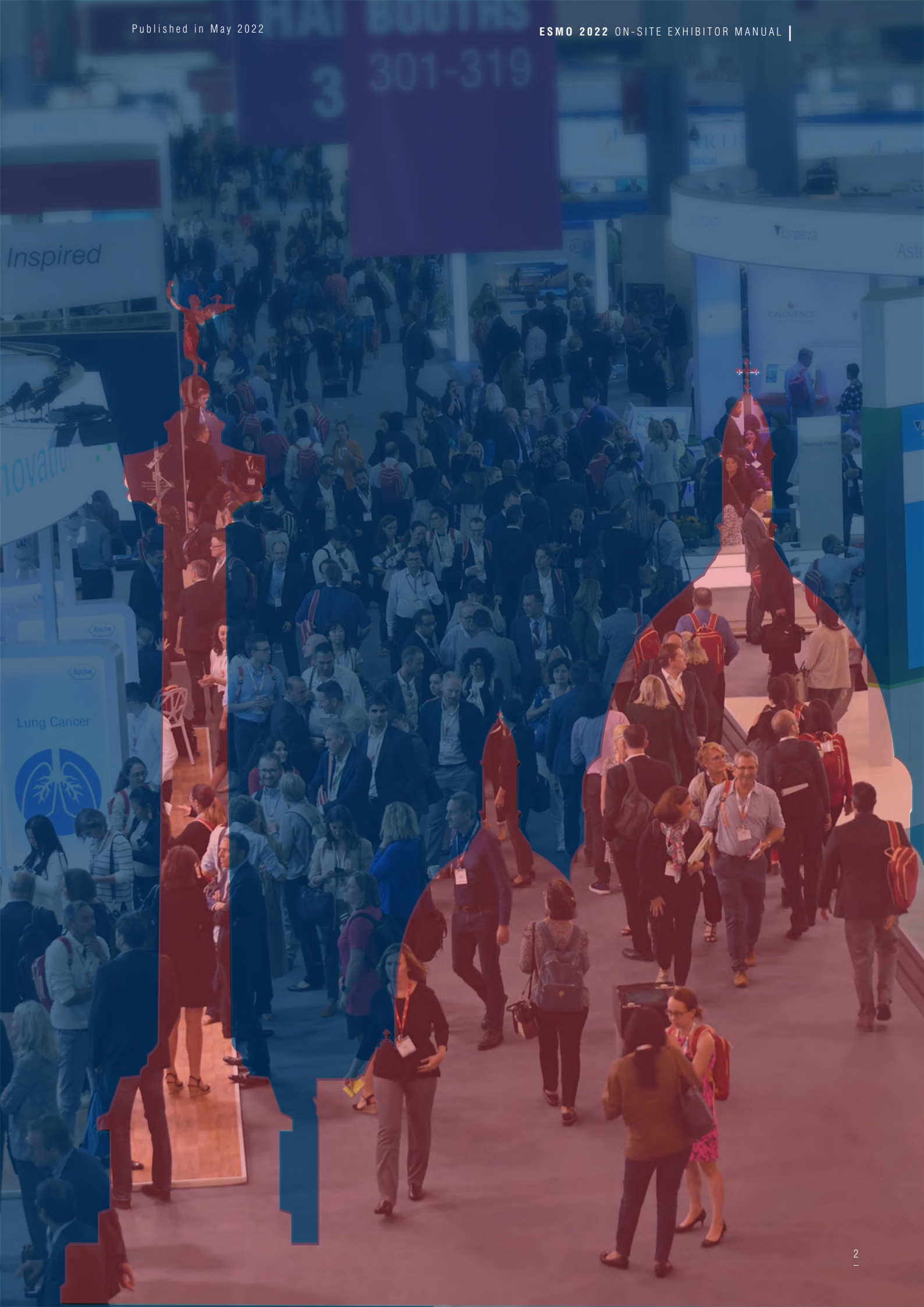
# ESMO 2022

## On-site Exhibitor Manual

PARIS 2022 **ESMO** congress

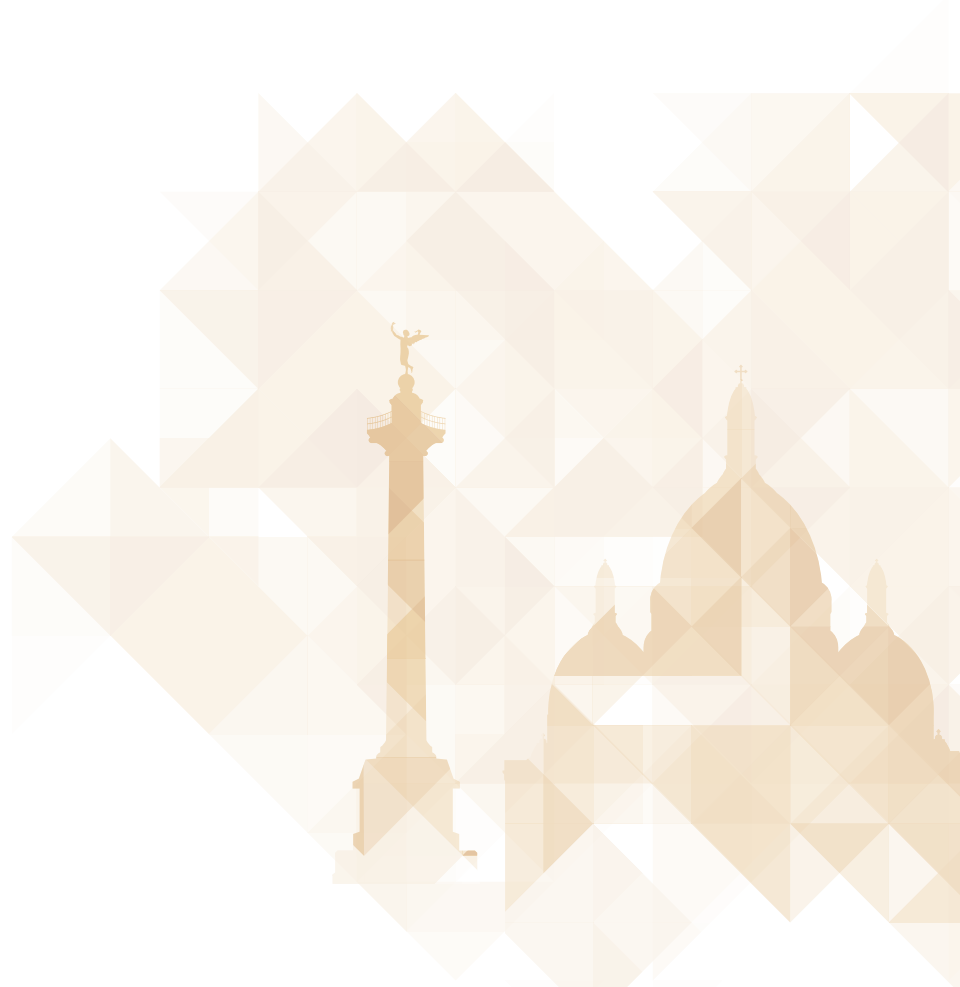
**PARIS FRANCE**  
**9-13 SEPTEMBER 2022**

The ESMO Congress is the most influential oncology platform for clinicians, researchers, patient advocates, journalists and healthcare industry representatives from all over the world.



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## Deadlines:

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<b>24 June 2022</b>	Submission of the company description
<b>6 July 2022</b>	Submission of stand construction plans
<b>6 July 2022</b>	Ordering stand services
<b>17 August 2022</b>	Exhibitor Registration
<b>17 August 2022</b>	Working pass Registration

For the deadlines for Fairexx, CTI & Horeto please refer to the appropriate attachments

## Stand Services:

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- Cleaning, waste management / waste disposal
- Electricity
- Water connection and drainage
- Internet Connection, Wi-Fi, telecommunication service
- Rental modular booth (shell scheme), furniture, carpet
- Logos and graphics
- Audiovisual equipment
- Security service
- Hostess / host
- Flowers and plants

Stand services can be ordered online at the following link: <https://forms.media.co.at/ESMO22>

## Attachments:

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- **Stand Services - MAW**
  - Payment conditions, invoicing, important/detailed information
  - Technical layout (service ducts)
- **Freight forwarder - FAIREXX**
  - Shipping Manual, Tariff
  - Time Slot request
- **Lead System/Badge Scanner - CTI MEETING TECHNOLOGY**
  - Lead System brochure
  - Lead System order form
- **Catering - HORETO**
  - Stand catering brochure
  - Business room form



# LETTER OF ACKNOWLEDGEMENT

Kindly return this document to MAW by e-mail to [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)

**No orders for services will be processed until this document has been returned by the exhibitor.**

If applicable, please let us know the names of your stand building company and agency authorised 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, business room, exhibitor registration) in the below dedicated section.

**Exhibitor name:**

**Contact person:**

by my signature below hereby certify that:

- I have completely read the ESMO 2022 On-site Exhibitor Manual
- I understand all rules and regulations as outlined in the ESMO 2022 On-site Exhibitor 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 2022 On-site Exhibitor 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 authorised to sign this document on behalf of my company

☐ **Stand building Company**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

☐ **Agency**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Place and Date:**

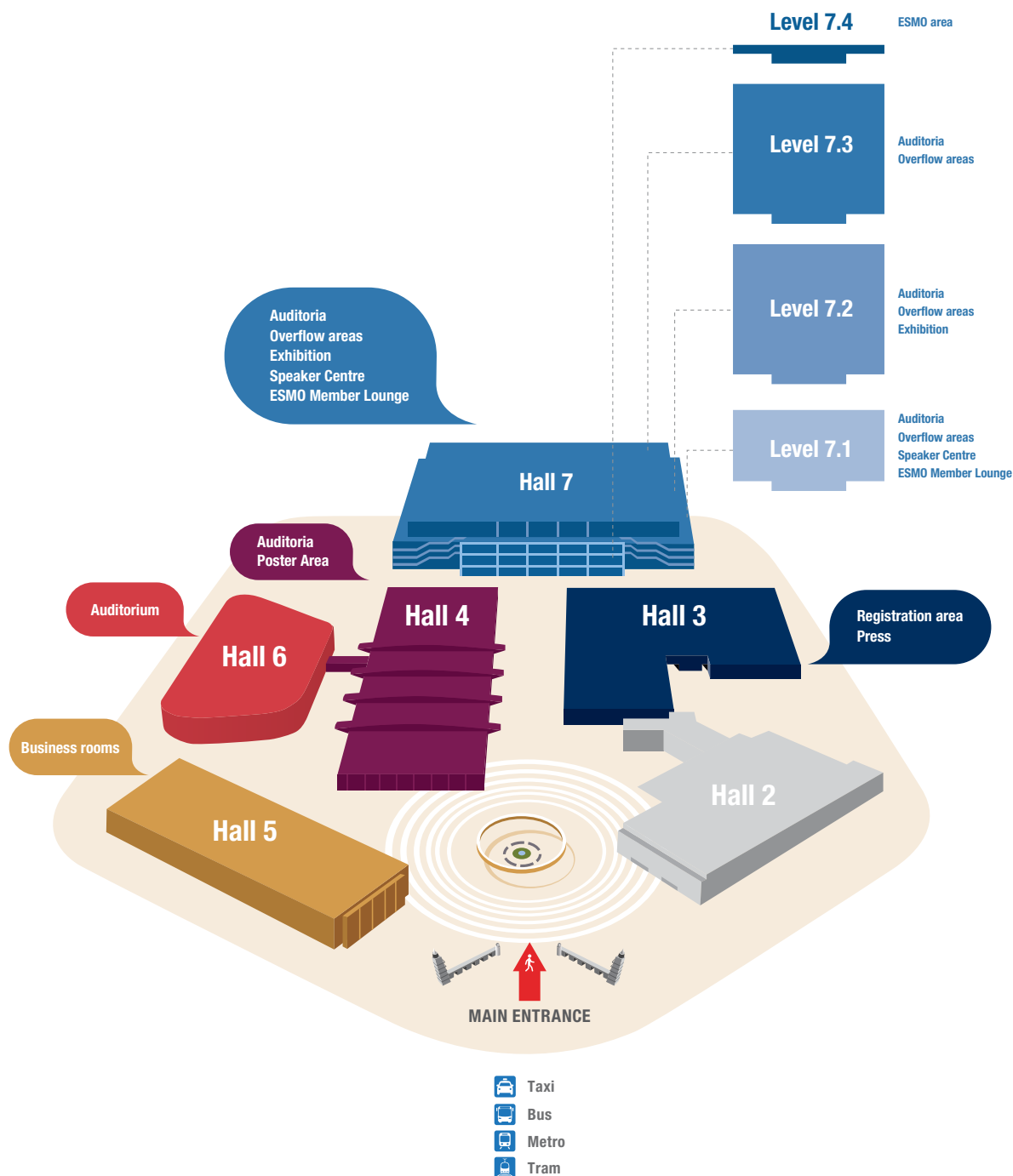
**Signature and Stamp:**

# 1 CONGRESS VENUE

## 1.1. Venue address

### Paris Expo Porte de Versailles

1 Place de la Porte de Versailles  
75015 Paris, France



Venue Overview as of February 2022 - subject to changes.  
The updated venue floor plan will be available online

## 1.2. Delivery address

### Fairground address / full trailer loads:

FAIREXX LOGISTICS GMBH  
c/o HELIPORT  
2 rue Louis Armand  
75015 Paris, France

### For groupage or courier shipments – advanced warehouse address:

Deadline: 30 August 2022 for airfreight  
Deadline: 1 September 2022 for shipment from EU  
FAIREXX – Logistics for exhibitions  
ESMO 2022 + exhibitor name + booth number  
Gottlieb Daimler Strasse 3  
50181 Bedburg, Germany  
Tel.: +49 2272 99 69 021

### Late shipments – on request only

Please contact Fairexx in advance  
Only from 5 September 2022 – no goods requiring customs clearance  
Deadline: one day prior to delivery to the venue  
FAIREXX – Logistics and exhibitions  
ESMO 2022 + exhibitor name + booth number  
c/o HELIPORT  
2 rue Louis Armand  
75015 Paris, France

**Notify:** ESMO 2022 Exhibition / Exhibitors Name / Hall 7.2. / Stand Number

**For Business Rooms (BR):** ESMO 2022 / Company Name / Hall 5.1. or 5.2./5.3. / BR number

## 1.3. Delivery procedure / Time slots

### Important Note:

All vehicles for direct delivery/pick-up during set-up/dismantling have to be registered – **please submit the completed “TIMESLOT REQUEST FORM” to FAIREXX**, mandatory.

### 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.

### Important Note:

For in-house transport costs will be applied. The usage and driving of forklifts is restricted to Fairexx.

## 1.4. Access map

The access map will be provided by Fairexx after assignment of your time slot.

## 2 CONTACTS

### 2.1. Exhibition Management Company (on-site exhibition) & business rooms

**MAW (Medizinische Ausstellungs- und Werbegesellschaft), International Exhibitions & Advertising**

Engerthstraße 128, 1200 Vienna / Austria (City Office: Freyung 6, 1010 Vienna / Austria)

**Andrea Etz**  
**Veronica Näslund**  
**Natalie Ubl**  
**Nadja Hauser**  
**Carmen Zavarsky**  
**Helena Hanzelova**

ext. 42 - general planning, logistics, booth design approvals  
 ext. 72 - business rooms / additional orders for business rooms  
 ext. 75 - booth design approvals / additional orders for business rooms  
 ext. 76 - additional orders ESMO exhibition  
 ext. 23 - additional orders ESMO exhibition  
 ext. 13 - general information for exhibitor registration

Tel.: +43 1 536 63 + direct ext.  
 Fax: +43 1 535 60 16  
 E-mail: [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)

As of Sunday, 4 September 2022 the Exhibition Service Desk at Paris Expo Porte de Versailles will be open, and from this time on you can reach us at our mobile phone numbers:

Andrea Etz	+43 664 46 30 448	Nadja Hauser	+43 660 323 58 65
Veronica Näslund	+43 664 916 84 20	Carmen Zavarsky	+43 664 515 31 14
Natalie Ubl	+43 664 811 04 92		

### 2.1.a Virtual exhibition – technical support

#### ESMO Congress 2022 Secretariat

ESMO Head Office

Via Ginerva 4, 6900 Lugano Switzerland

Macaud Yandug	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 91 973 19 24
Lucia Ardizzi		

**The Virtual Exhibitor Manual will be provided as separate document.**

### 2.2. Congress management

#### ESMO Head Office

Via Ginevra 4, 6900 Lugano, Switzerland

[www.esmo.org](http://www.esmo.org)

#### Operations management

Chantal Cornu	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 91 973 19 30
Valentina Vinci-Allevato		
Sabrina Peterhans		
Macaud Yandug		

#### Sponsorship, industry satellite symposia and advertising

Nikolaj Tomma	<a href="mailto:sponsorevents@esmo.org">sponsorevents@esmo.org</a>	+41 91 973 19 69
Yvonne Giovanelli		



International Exhibitions & Advertising

Medizinische Ausstellungs- und Werbegesellschaft Maria Rodler & Co GmbH  
 Engerthstraße 128, 1200 Wien/Vienna, Austria | OFFICE: Freyung 6/3, 1010 Wien/Vienna, Austria  
 T +43 (0)1 536 63-42 or 72 | F +43 (0)1 535 60 16 | E [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at) | [www.maw.co.at](http://www.maw.co.at)  
 UID-Nr./VAT Reg No. ATU15098604 | Handelsgericht Wien/commercial court Vienna FN 104324v



**Satellite symposia logistics and programmes**

Letizia Pizzino	<a href="mailto:satellites@esmo.org">satellites@esmo.org</a>	+41 91 973 19 93
Valentina Meier		
Lucia Ardizzi		

**Private meetings**

Lucia Ardizzi		
Aurora Soldati	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 91 973 19 24

**Registration management**

Kristine Reguzzoni	<a href="mailto:groups@esmo.org">groups@esmo.org</a>	+41 91 973 19 13
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**Exhibitor badges**

Nicole Bullo	<a href="mailto:exhibitors@esmo.org">exhibitors@esmo.org</a>	+41 91 973 19 39
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**Programme management**

Kate Kronig	<a href="mailto:programme@esmo.org">programme@esmo.org</a>	+41 91 973 19 19
Federica Frigerio		+41 91 973 19 38

**Media relations**

Media activities organised by third parties	<a href="mailto:media@esmo.org">media@esmo.org</a>	+41 91 973 19 04
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**2.3. Housing agency****K.I.T. Group GmbH**

Kurfürstendamm 71, 10709 Berlin Germany  
 Tel.: +49 30 24603 411  
 E-mail: [esmo2022@kit-group.org](mailto:esmo2022@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  
 Tel.: +49 30 44 03 47 11  
 Mobile number: +49 172 754 95 02  
 Fax: +49 30 44 03 47 79  
 E-mail: [esmo2022@fairexx.com](mailto:esmo2022@fairexx.com)

## 2.5. Catering for exhibition stands & business rooms (exclusive)

### Horeto Paris

Parc des Expositions Paris Porte de Versailles Hall 1,  
1 Place de la porte de Versailles, 75015 Paris  
Caroline Boukacem  
Tel.: + 33 1 57 25 10 00  
E-mail: [commercial@horeto-paris.com](mailto:commercial@horeto-paris.com)

Attached you can find the catering order forms. For special requests please do not hesitate to contact the Catering Company for individual offers.

All catering must be ordered through the official caterer Horeto for your stand and/or the business rooms.

Any planned catering activities by the Exhibitor/Company must take place on the premises of the rented stand/business room and within the official hours of the exhibition or business rooms. Sufficient storage and serving space must be planned ahead of time and must be within the rented space. These activities, which must be kept at reasonable levels, are forbidden in the aisles and must not disturb neighbouring stands or affect the overall appearance of the exhibition. MAW/ESMO reserves the right to cancel/stop such activities should it be deemed necessary without incurring any responsibility and/or being liable for compensation to the Exhibitor. Exhibitor may not sell food or drink for consumption on the premises. Please note serving alcohol on stands is forbidden. It is the exhibitor's 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. It is the exhibitor's responsibility to abide by all valid regulations and restrictions in relation to Covid-19 at the time of the congress (please check in time the current status with the official caterer).

Please also refer to the [ESMO 2022 Exhibition rules, paragraph 15.](#)

Barista service can be handled on your own, as long as you can store everything in a proper way on your booth/in your business room.

#### Important note:

Horeto is the assigned exclusive catering company and all F&B must be ordered through the official catering company (except Barista service). An external catering company is subject to prior approval by MAW and will be directed to Horeto for the further procedure/agreement and approval by Horeto. Please be aware that penalty may apply for external catering services, details to be checked with Horeto.

With approval of Horeto an external catering company may deliver food and beverages to a stand or business room. Everything must be delivered during set-up and must be stored on the stand or in the business room as deliveries on the congress days are not permitted. For food items the external caterer must comply with the current law on food hygiene and with all regulations and restrictions in relation to Covid-19 valid at the time of the congress.

Please be informed that catering service for Satellite Symposia and Private meetings will be handled by the catering company Raynier Marchetti, e-mail: [congres@rayniermarchetti.fr](mailto:congres@rayniermarchetti.fr)

For the detailed rules / restrictions for catering service for Satellite Symposia and Private meetings please refer to the Industry Guidelines.

## 2.6. Lead system / badge scanner

### CTI Meeting Technology

Nussdorferstrasse 20/22, 1090 Vienna, Austria

#### Lead System/Symposium Scanning:

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





## 3 TIME SCHEDULE

### 3.1. Exhibition – Hall 7.2

#### Set-up

<b>Sunday, 4 September 2022</b> Only for exhibitors over 150 sqm exhibition space Time slot for offloading on Sunday will be assigned according to the booth size: Above 300 sqm 200 – 300 sqm 150 – 200 sqm	<b>08:00 – 20:00</b>  <b>08:00 – 12:00</b> <b>12:00</b> <b>14:00</b>
<b>Monday, 5 September 2022</b>	<b>08:00 – 20:00</b>
<b>Tuesday, 6 September 2022</b>	<b>08:00 – 20:00</b>
<b>Wednesday, 7 September 2022</b>	<b>08:00 – 20:00</b>
<b>Thursday, 8 September 2022</b> 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	<b>08:00 – 19:00</b>
<b>Friday, 9 September 2022</b> No construction work allowed on Friday DECORATION AND CLEANING ONLY (the delivery doors will be closed at 10:00 – no access or exit possible after 10:00)	<b>08:00 – 10:00</b>

#### Exhibition opening hours

Friday, 9 September 2022	<b>13:30 – 18:00</b>
Saturday, 10 September 2022	<b>10:00 – 18:00</b>
Sunday, 11 September 2022	<b>10:00 – 18:00</b>
Monday, 12 September 2022	<b>10:00 – 18:00</b>

#### Important note:

There are 2 session auditoria in hall 7.2.

As of Friday 10:00 on, then on Saturday, Sunday and Monday hall 7.2 will be open and accessible outside the exhibition opening hours.

ESMO will place ropes and security along the main middle aisle throughout the hall from the entrance door in use to the auditoria and along the booth row opposite of the sessions auditoria outside the exhibition opening hours.

Security will be placed in the staircases as well.

However ESMO **cannot** guarantee that attendees do not enter the exhibition area or any exhibition stand. Please make sure that you do not leave valuables on stands. ESMO/MAW or Paris Expo Porte de Versailles do not take any responsibility for valuables or material left on stands.

**Important:** It is not possible to close off the exhibition area (access is possible from the main entrance and from the staircases within the hall).



**Access times for exhibitors:** Staff holding exhibitor badges may enter the exhibition hall at 08:00 and must leave the hall at 19:00.

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 [Exhibitor Registration, page 16](#).

**Important note:**

Please do not arrange meetings with clients within the exhibition booth outside the exhibition opening hours as delegates with a full congress registration badge are not allowed to enter the exhibition before the official opening hours.

### Dismantling

Tuesday, 13 September 2022  
Wednesday, 14 September 2022

08:00 – 20:00  
08:00 – 20:00

**Important note:**

No dismantling or deliveries on Monday evening 12 September are possible.

In hall 7.2 the session auditoria are in use outside the official exhibition hours in the evening – see above “Exhibition opening hours”.

## 3.2. Business Rooms – Hall 5

### Set-up

Wednesday, 7 September 2022  
Thursday, 8 September 2022

08:00 – 20:00  
08:00 – 20:00

### Operation hours

Friday, 9 September 2022  
Saturday, 10 September 2022  
Sunday, 11 September 2022  
Monday, 12 September 2022  
Tuesday, 13 September 2022

07:00 – 20:00  
07:00 – 20:00  
07:00 – 20:00  
07:00 – 20:00  
07:00 – 13:00

### Dismantling

Tuesday, 13 September 2022

13:30 – 22:00

### 3.3. Exhibition Service Desk – Opening hours

Sunday, 4 September 2022	08:00 – 19:00
Monday, 5 September 2022	08:00 – 19:00
Tuesday, 6 September 2022	08:00 – 19:00
Wednesday, 7 September 2022	08:00 – 19:00
Thursday, 8 September 2022	08:00 – 19:00
Friday, 9 September 2022 - Monday, 12 September 2022	08:00 – 18:00
Tuesday, 13 September 2022	08:00 – 18:00
Wednesday, 14 September 2022	08:00 – 12:00

### 3.4. Exhibitor registration – Opening hours

Thursday, 8 September 2022	12:00 – 18:00
Friday, 9 September 2022	08:00 – 18:00
Saturday, 10 September 2022	07:30 – 18:00
Sunday, 11 September 2022	08:00 – 18:00
Monday, 12 September 2022	08:00 – 18:00
Tuesday, 13 September 2022	08:30 – 12:30

### 3.5. Opening session

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, 9 September from 12:00 – 13:45, main auditorium 6. P – Paris, hall 6 (times subject to changes, please kindly check the final online programme).



## 4 Exhibitor Registration / Labour Badges

### 4.1. Exhibitor badges

Owners, representatives and employees of exhibiting firms are entitled to request a specific number of “exhibitor” badges free of charge, depending on the number of sqm exhibition space booked in the on-site exhibition.

- |                       |                            |
|-----------------------|----------------------------|
| • Above 200 sqm       | <b>35 exhibitor badges</b> |
| • Between 100-199 sqm | <b>25 exhibitor badges</b> |
| • Between 50-99 sqm   | <b>15 exhibitor badges</b> |
| • Between 9-49 sqm    | <b>10 exhibitor badges</b> |

The printed exhibitor badge will show the first and last name, the company name and the country (mandatory entries). Further exhibitor badges can be purchased at 240 EUR (incl. VAT) via the registration system.

#### Important note:

Badges for local and catering staff are included if ordered through the official supplier\*. Any other staff member working at the booth will require an exhibitor badge within the exhibitor entitlement or purchased extra.

*\*Official supplier for hostesses is MAW, official supplier for catering staff is Horeto.*

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

Exhibitor badges have to be pre-registered online by **17 August 2022** at the latest and will be distributed on-site 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. Badges should be distributed immediately to make sure your staff can have access to the exhibition hall. **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 hall at 08:00 and must leave at 19:00.

#### 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 exhibition opening hours:

Friday, 9 September 2022:	<b>13:30 – 18:00</b>
Saturday, 10 September 2022:	<b>10:00 – 18:00</b>
Sunday, 11 September 2022:	<b>10:00 – 18:00</b>
Monday, 12 September 2022:	<b>10:00 – 18:00</b>

Company staff (owners, representatives and employees) holding full congress registration badges who need to enter the exhibition hall 2 hours before the official opening or leave after the official closing time, can require the necessary number of “**early access stickers**”. Such 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 indicated in the Exhibitor Registration System.



**Important Note:**

The company representative is responsible to distribute the early access stickers to the appropriate staff members.

The exhibitor badge authorises access to the exhibition, satellite symposia, business rooms and private meeting rooms, but does not authorise entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates (to purchase a full registration to the Congress, please visit the registration section: <https://esmo.org/meetings/esmo-congress-2022/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 for the set-up and dismantling time will be available on-site, free of charge.

**Important Note:**

Working passes are personalised (first name, last name)

Upon arrival for set-up, the working passes will be distributed at the access control.

**It is obligatory to pre-order working passes for the period of set-up and dismantling.**

In this regard, please complete the attached excel document with the below details for each person who will be on-site for set-up and/or dismantling. Information must be provided by **17 August 2022**:

- Main contact / head of the set-up crew incl. e-mail and mobile number
- First name
- Last name
- Date of presence on-site

Working passes are valid for the set-up and dismantling period only and will not grant access during the congress days and the official exhibition hours.

**Morning access for set-up staff during the congress days (08:00-10:00):**

If access for set-up staff on the congress days in the morning (Saturday 10 September, Sunday 11 September and Monday 12 September) from 08:00 – 10:00 is needed a limited number of "congress day working passes" can be requested on-site at the MAW Exhibition Service Desk.

These working passes grant access on Saturday 10 September, Sunday 11 September and Monday 12 September from 08:00 – 10:00.

- |                       |          |
|-----------------------|----------|
| • Above 200 sqm       | <b>4</b> |
| • Between 100-199 sqm | <b>3</b> |
| • Between 50-99 sqm   | <b>2</b> |
| • Between 9-49 sqm    | <b>1</b> |

### 4.3. COVID-19 regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards.

#### On-site Congress Participation/entry requirements:

To enter the venue, faculty, delegates, sponsors and staff will be required to show:

- A certificate providing evidence of full primary vaccination against COVID-19 with or without a third booster, with a vaccine approved by WHO (the list can be found [here](#))  
OR
- A certificate showing proof of recovery from COVID-19 in the last 6 months with at least one dose of a WHO-approved vaccine administered at any timepoint

Additionally, for all is strongly recommended:

- Testing for SARS COV2 within 48 hours prior to the inbound trip with a molecular, rapid antigen or self test. The result will not be checked by ESMO
- Wearing a face mask in closed spaces

Please note that each participant need to follow the specific French COVID-19 regulations approved by the local authorities, if more restrictive than the ESMO regulations.

Regulations as per May 2022, subject to change. Please check regularly the valid rules on the ESMO Website.

## 5 EXHIBITOR VISIBILITY

### 5.1 Company description

ESMO will include the exhibitor's company description online on the ESMO 2022 Website and ESMO 2022 App.

Company descriptions should be submitted as soon as the exhibition subscription is confirmed, by filling in the [online form](#) by **24 June 2022** at the latest.

You will be asked to provide the following information:

- Company name (clearly indicate the company name as it must appear)
- Company description (max. 250 characters including spaces) and information (please clearly indicate the company name as it must appear online)
- Company Corporate Website
- Company Logo (in jpeg or png format) will be published on the ESMO 2022 Website only

Data not provided by the given deadline, **24 June 2022**, will not be published. You are kindly requested to check carefully the content you are submitting, as changes to the text will NOT be possible.

#### Important note:

The provided company description and logo will NOT be uploaded onto your Virtual Booth on the ESMO 2022 Virtual Congress Platform. Virtual Booth owners will be asked to upload such content via the appointed company administrator following the instructions included in the ESMO 2022 Virtual Exhibitor Manual.

### 5.2 Signature banner

The ESMO 2022 Signature banner is sent to all exhibitors and can be included in the email signatures of any company representative until the end of the ESMO Congress 2022.

We kindly invite you to make no other use of this graphic other than as email signature banner, and welcome you to consult the [ESMO 2022 Industry Guidelines](#) for further information on ESMO logo usage policies.







## 6 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 the venue (Paris Expo Porte de Versailles) 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. General requirements

- a. All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan
- b. All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution, coffee bars) 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 Company
- c. ESMO and the Exhibition Management Company (MAW) reserve the right to stop such activities on the booth immediately, if they are blocking passage ways around the booth area
- d. 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

### 6.2. Stand building heights

Standard Stand building height: 2.50 m  
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 Company (MAW).

The height of Modular Rental Booth (shell scheme booth) is 2.40m.

### 6.3. 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.

### 6.4. Suspension from the ceiling

**No part of any exhibit and/or construction (trusses, lights etc.) may be suspended from the ceiling** or attached to any part of the building.

### 6.5. Submission of construction plans

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

- a. Stand design/drawings to scale
- b. Ground view including measurements and meter grid
- c. Front elevation including height indication, cross section measurements
- d. 3-D view (visuals)
- e. 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: 6 July 2022 - please send to: [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)**

## 6.6. 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 1.5 m will be considered as “back wall” in regards to the regulations). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company 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).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

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 Company.

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 Company 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 1.5 m will be considered as “back wall” in regards to the regulations). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company 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).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

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 Company.

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 Company. 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 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.5 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

The standard height of the back wall towards the neighbouring booth 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 1.50 m will be considered as "back wall" in regards to the regulations). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to have exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company 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).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m. 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 Company.

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 Company. 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 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

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 Company.

Construction plans for approval are required as soon as possible.

## 6.7. Further construction regulations

- a. 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
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location
- c. 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
- d. 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
- e. 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
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- g. The Exhibition Management Company reserves the right to issue further instructions concerning the design of stands
- h. 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 2100 mm and the maximum width of sheet is 1230 mm
- i. 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
- j. 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. 1.00 m) in order to ensure that the visitors will be in the booth and not standing in the aisle
- k. 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. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required
- l. 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
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth

## 6.8. Fire certificates / materials

**Please refer to the paragraph 8.2. venue regulations/fire safety precautions.**

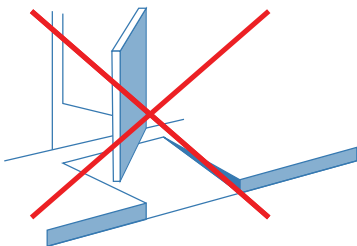
All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must comply with fire protection regulations – please refer to paragraph 8.2. venue regulations/fire safety precautions.

All certificates must be sent in advance together with the stand drawings for approval and must be brought along on-site.

## 6.9. Flooring, 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:

- a. Carpet and flooring must comply with the fire classifications of materials – refer to paragraph 8.2.2.
  - The slip-resistance on floor with shall be Class 1
  - The floor should not have any perforations or holes in which it could be inserted a sphere of 15 mm diameter
- b. All stands with a raised floor / access platform higher than 2 cm should be provided with a handicapped access ramp (please refer to paragraph 8.2.7.3. venue regulations / raised floors)
- c. The minimum width of the ramp should be 1000 mm. It has to be completely within the stand. For the slope please refer to paragraph 8.2.7.3.



- d. All raised floor sections must be clearly distinguishable from areas of the surrounding floor space
- e. All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard
- f. Ramped edges should be of non-slip construction or coated with a non-slip finish
- g. 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
- h. Permission must be granted by the Exhibition Management Company 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
- i. 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
- j. Ramps must be kept within the stand and not be placed in the aisles
- k. The height of the stand platform with respect to the pavement of the hall may never be greater than 18 cm



## 7 LIABILITY / INSURANCE

### 7.1. Liability

Neither ESMO, MAW nor the venue (Paris Expo Porte de Versailles), 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 the venue (Paris Expo Porte de Versailles), or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or the venue (Paris Expo Porte de Versailles) 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 the venue (Paris Expo Porte de Versailles) 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 the venue (Paris Expo Porte de Versailles) 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.

### 7.2. Insurance

The exhibitor and or his stand building company have to take out a civil liability policy / multi-risk insurance 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.

The appropriate insurance policy has to be brought on-site – there will be sample checks.

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

Please also refer to the [ESMO Exhibition rules, paragraph 20](#) and to the General terms & conditions, paragraph ["Insurance"](#).







## 8 VENUE SPECIFICATIONS / VENUE REGULATIONS

### (Fire safety precautions)

#### 8.1. Venue specifications / Hall information

##### Hall 7.2.: ESMO Exhibition Hall

Hall height – hall 7.2:	5.80 m – 6.30 m
Hall floor – max floor load:	600 kg/sqm
Electricity, Water, Internet connection:	service chests / service ducts on the floor

##### Hall 5.1. and 5.2./5.3.: Business Rooms

Hall height – hall 5.1:	8.00 – 8.35 m
Hall height – hall 5.2/5.3:	9.90 m
Electricity, Water, Internet connection:	service chests / service ducts on the floor

#### 8.2. Venue regulations / Fire safety precautions

##### 8.2.1. General remarks

The safety precautions against the risks of fire and panic in establishments open to the public shall be as laid down in the Order of June 25, 1980 (General Requirements).

The Order of November 18, 1987, gives the particular requirements applicable to exhibition halls. The following text consists of extracts from these regulations in order to facilitate comprehension.

The Safety Committee is very strict as far as the construction of stands is concerned (stability, construction and decoration materials, electrical installations, etc.) Decision taken by the Committee during the visit, which shall take place the day before or on the morning the event opens, shall be implemented immediately. When the Committee makes the inspection, the installations of the stands must be complete. The exhibitor (or his representative) must be present on the stand and must be able to provide fire resistance certificates for all the materials used. No compliance with this rule may lead to the materials being removed or the stand being prohibited from being opened to the public.

Any more proposals must be submitted for the approval to the Exhibition Management Company. Drawings and technical information must be submitted for this purpose to the organizer until July 7 (any extensions has to be requested separately).

During the build-up period, the Safety Officer shall monitor the application of the safety measures set out below.

##### 8.2.2. Stand construction and fitting

The fire classification of materials is subject to the provisions of the Order of November 21, 2002, the French standard or the European standard.

##### **Important note:**

**Foreign reports and reports from foreign laboratories (outside the European Community) are not valid and will not be accepted even if they refer to French or Euroclass standards.**

**Material certificates need to be certified either by:**

- One of the 8 French labs certified by the Interior Ministry
- A lab from a European origin country – certified by origin country Authorities and to be established with the Euroclass Standard (UK certificates at Euroclass Standard are valid)

### 8.2.2.1. Euroclasse (European Norme)

Classes des produits selon NF EN 1 3501-1 (Euroclasses)			Ancien classement
Comportement au feu	Production de fumée	Goutelettes enflammées	
A1	-	-	Incombustible
A2	s1	d0	M0
A2	s1	d1	M1
A2	s2 s3	d0 d1	
B	s1 s2 s3	d0 d1	
C	s1 s2 s3	d0 d1	M2
D	s1 s2 s3	d0 d1	M3
			M4 - non gouttant
E	non applicable	d1	M4
E	non applicable	d2	Pas de classement
F	non applicable	non applicable	Pas de classement

### 8.2.2.2. Stand Framework, Partitions and Large Furniture

M0, M1, M2 or M3 shall be permitted for the construction of the framework and of the partitioning of stands and for the construction of large items of furniture (cash desk, counter, display cabinets, separating screens, ect.).

#### Conventional classification of wood (order of 21 November 2002)

The following materials shall be considered as having the characteristics of category M3:

- Solid no-resinous timber 14 mm thick or more
- Solid resinous timber 18 mm thick or more
- Wood based panels (plywood, blockboard, fibreboard, chipboard) 18 mm thick or more

#### Important note:

It shall be strictly forbidden to set any type of fitting out whatsoever over the aisles (structure of signboards, walkway, etc).

### 8.2.2.3. Finishing materials

#### 8.2.2.3.1. Walls finishes

Wall finishes (natural fabrics or plastic) must be in M0, M1 or M2 materials. They may be stretched or fixed with staples; Sundry finishes (fabrics, paper, plastic film) which are very thin (1 mm maximum) may be used when fixed in a full bed of adhesive to backgrounds of M0, M1, M2 or M3 materials. Embossed or textured paper, however, must be fixed in a full bed of adhesive onto M0 materials only.

Materials on display may be shown on the stands without any requirements for fire resistance. However, if these materials are used for decorating the partitions of false ceilings, and if they represent more than 20% of the total area of these elements, the requirements in the above paragraphs shall be applicable to them. However, these requirements shall not apply to trade fairs and stands aimed specifically at interior decoration where fabrics and wall finishes are displayed.

#### 8.2.2.3.2. Curtains – Hangings – Net Curtains

Curtains, hangings and net curtains may be left loose if they are made with M0, M1 or M2 materials (or made to meet such classification with a fireproofing treatment). They shall however be forbidden on entrances and exits to the stands, but permitted on doors to internal rooms.

#### 8.2.2.3.3. Paints and varnishes

Paints and varnishes shall be strictly forbidden if they are deemed to be inflammable (based on nitro-cellulose or alkyds for example).

#### 8.2.2.3.4. Finishes to floors, podiums, platforms and steps

Floor finishes must be in M4 materials and fixed securely. Finishes, whether horizontal or not, to podiums, platforms or steps of a height greater than 0.30 m and with a total surface area greater than 20m<sup>2</sup>, must be made from M3 materials. If their total surface area is less than or equal to 20m<sup>2</sup>, these finishes may be formed from M4 materials.

#### Important note:

For carpets classified as M3 or M4 laid onto wood, make allowance for the method of fixing. The fire resistance certificates must indicate: "Valid for fixing stretched over any M3 background".

### 8.2.2.4. Decorative items

#### 8.2.2.4.1. Loose laid elements

Elements for decoration or cladding which are not fixed (advertising panels of an area greater than 0.50 m<sup>2</sup>, garlands, lightweight objects for decoration, etc) shall be constructed from M0 or M1 materials. The use of signs or advertising panels using white letters on a green background shall be strictly forbidden, as the colors are reserved exclusively for indicating exits and emergency exits.

#### 8.2.2.4.2. Floral decorations

Limited use should be made of floral decorations in synthetic materials. If this is not the case, these decorations must be made from M2 materials. These rules shall not apply to specialised trade fairs and stands where such items are exhibited.

#### Important note:

For real plants, peat soil should preferably be used and kept permanently damp.

#### 8.2.2.4.3. Furniture

There are no requirements for standard furniture (chairs, tables, desks, etc). on the other hand, display cases, counters, shelves, etc must be made from M3 materials (or made to meet such classification with a fireproofing treatment).



### 8.2.2.5. Awnings – Ceilings – False Ceilings

Stands which have a solid ceiling, false ceiling or awning must have a covered surface area of less than 300m<sup>2</sup>. If the surface area covered is greater than 50m<sup>2</sup>, appropriate methods of fire extinction, attended permanently by at least one safety officer, must be provided while the public is present. The total surface area of solid ceilings and false ceilings, including those over upper levels, must not be greater than 10% of the surface area of the level concerned or of the hall.

#### 8.2.2.5.1. Awnings

Awnings will be permitted under the following conditions:

- In establishments protected by an automatic water-based fire extinction system, awnings must be in M0, M1 or M2 materials
- In establishments not protected by an automatic water-based fire extinction system, they must be in M0 or M1 materials
- In CTS-type establishments (marquees, tents, they must be in M2 materials only

They must also be provided with an effective fixing system to prevent them from falling and must be supported by a wire mesh network so as to form meshes of a maximum of 1 m<sup>2</sup>.

In all cases, the hanging system and the fixing of ceilings and false ceilings must be in M0 materials. When insulating materials are fixed in voids in ceilings and false ceilings, they must be in M1 materials.

#### 8.2.2.5.2. Ceilings and false ceilings

Ceilings and false ceilings must be in M0 or M1 materials. However, it is acceptable for 25% of the total surface area of these ceilings and false ceilings to be in M2 materials. Light fittings and their accessories shall be included in this percentage; On the other hand, if the ceilings and false ceilings made up of open-worked or net materials, they may be M2 when the area of the solid parts is less than 50% of the total surface area of these ceilings and false ceilings.

### 8.2.2.6. Fireproofing

A guarantee of the category of fire resistance of the materials used in the exhibition halls must be provided at the request of the Safety Officer, in the form of labels of quality, official reports or certificates. Finishes and materials that comply with the safety requirements are available from specialized vendors who must provide the certificates showing the fire classification of the material. For a list of the vendors, contact : GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tél. : +33 (0) 1.47.56.30.81).

Fireproofing may provide an M2 classification to materials which are normally fairly inflammable or easily inflammable. This can be done by spraying a special liquid, by applying a paint or special varnish with a paintbrush, or by soaking in a special bath. Fire protection treatment work can either be carried out by the decorators, who must be capable of providing all information on the treatment of the material, or by an approved contractor, who shall provide the exhibitor with a certificate of an approved type on which shall be shown: the nature, the surface area and the color of the finish treated, the product used, the date of the operation, the stamp and the signature of the operator. Details of approved contractors may be obtained from GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION, 10, rue du Débarcadère, 75017 PARIS (Tél : +33(0) 1.40.55.13.13).

#### **Important note:**

**Fireproofing can only be used on timber panels or on fabrics that are natural or have a high proportion of natural fibres. It is impossible on synthetic and plastic.**

**Reports of foreign origin cannot be taken into consideration. Only reports issued by approved French laboratories can be accepted.**

### 8.2.3. Electricity

#### 8.2.3.1. Electrical installations

The electrical installations on each stand must be protected, from its entry to the stand, against overloading and against earthing faults. All metalworks must be interconnected and linked to the earth connection of the stand's electricity control panel.

Electrical connections must be made inside connecting boxes.

The electrical cut-off devices must be permanently accessible to the staff on the stand.

#### 8.2.3.2. Electrical equipment

##### 8.2.3.2.1. Electrical cables

Only cables that do not propagate flames must be used.

These cables will consist of:

- Either C2 class cables
- Or insulated conductors placed inside pipes that do not propagate flames or profiles that do not propagate flames

All wiring must include an earth conductor linked to the general network via the earth terminal on the stand's electricity control panel.

##### 8.2.3.2.2. Conductors

The use of conductors with a section of less than 1,5 mm<sup>2</sup> is prohibited.

##### 8.2.3.2.3. Electrical apparatus

Electrical apparatus of category 0 (1) must be protected by differential current devices operating at no more than 30 MA.

Electrical apparatus of category I (1) must be connected to the earth conductor of the cable supplying them.

Of the apparatus in category II (1), those marked are recommended.

##### 8.2.3.2.4. Multiple sockets and adaptors

Multiple sockets and adaptors are prohibited. Only connecting boxes shall be permitted.

##### 8.2.3.2.5. Halogen lamps (norme EN 60 598)

Light fittings on stands which have halogen lamps shall:

- Be fixed at a minimum height of 2,25 meters
- Be kept away from any inflammable materials (at least 0,50 meters from timber and other decorative materials)
- Be fixed securely
- Be fitted with a safety screen (glass or fine mesh) to provide protection from a possible explosion of the lamp

##### 8.2.3.2.6. High voltage illuminated signs

High voltage illuminated signs positioned with reach of the public of staff working on the stand must be protected, particularly the electrodes, by a screen made of a material in category M3 at least. The switch to turn them off shall be indicated and the transformers shall be placed in a position that cannot cause any danger to people. Their presence may be indicated with a sign reading "Danger, haute tension" (Danger, high voltage).

##### 8.2.3.2.7. Installed electrical power

For stands with more than 100 kW of power supply, a plan and instructions for the insulation of the control box or the technical room must be sent to the Parc des Expositions and the Safety Officer for approval.

## 8.2.4. Enclosed stands – rooms constructed in the halls

### 8.2.4.1. Enclosed stands

Exhibitions sometimes prefer to isolate themselves within enclosed stands. These stands must have exits directly onto the public aisles. The number of exits and their width shall depend on the surface area of the stand, namely:

- Less than 20 m<sup>2</sup>: 1 exit de 0,90 m wide
- From 20 to 50 m<sup>2</sup>: 2 exits, one 0,90 m wide, the other 0,60 m wide
- From 51 to 100 m<sup>2</sup>: either 2 exits 0,90 m wide, or 2 exits, one 1,40 m wide, other de 0,60 m wide
- From 101 to 200 m<sup>2</sup>: either 2 exits, one 1,40 m wide, other de 0,90 m wide, or 3 exits de 0,90 m wide
- From 201 to 300 m<sup>2</sup>: 2 exits de 1,40 m wide
- From 301 to 400 m<sup>2</sup>: 2 exits, one 1,80 m wide, the other 1,40 m wide.

The exits must be carefully positioned and, if possible, be opposite each other. Only doors or sets of doors with their outer frames at least 5 meters away from each other shall be included in the number of exists or units of passage.

Each exit must be marked « Sortie » in white letters clearly visible on a green background. If the openings are closed by doors, these must open in the exit direction, without a locking system and without projecting into the public aisles.

(1)Standard NF c 20-030.

### 8.2.4.2. Rooms formed in the halls

Independently from the areas used for display purposes, meeting rooms, restaurants, cinemas and presentation rooms with a stage or sloping floor, etc. can be set out.

Stages and sloping floors with space for people to stand shall have a load-bearing strength of 600 kg per m<sup>2</sup>. Stages and sloping floors with seats shall have a load-bearing strength of 400 kg per m<sup>2</sup>. The steps leading to spaces on the sloping floors shall be a minimum height of 0,10 m and a maximum height of 0,20 m with a tread of at least 0,20 m. in this case, flights of steps shall be limited to 10 and the slope of the treads shall not exceed 45 degrees.

As each case is particular, a detailed drawing shall be submitted to the Safety Officer who will define the measures to be applied.

## 8.2.5. Emergency equipment

Emergency equipment must always remain visible. Access to the various items of emergency equipment (hydrants, hose reels, telephones, fire extinguishers, smoke vent controls, etc) must be always kept clear.

On stands that are provided with a hose reel, a 1 meter wide space, totally clear of any obstructions, shall be maintained between the apparatus and the public circulation aisles. The use of panels or fabrics to conceal the apparatus shall be absolutely forbidden.

## 8.2.6. Operating instructions

It shall be forbidden to stock cases, wood, straw, cardboard, etc. in the exhibition halls, on the stands or in the aisles.

Regular cleaning (daily) shall be carried out in order to clear the premises of dust and rubbish of all kinds. All refuse arising from the cleaning and sweeping must be removed each day, outside public opening hours, and taken outside the establishment.

## 8.2.7. Access for the handicapped

### 8.2.7.1. Access to closed rooms

The access doors have no leaves lower than 0,90 meters.

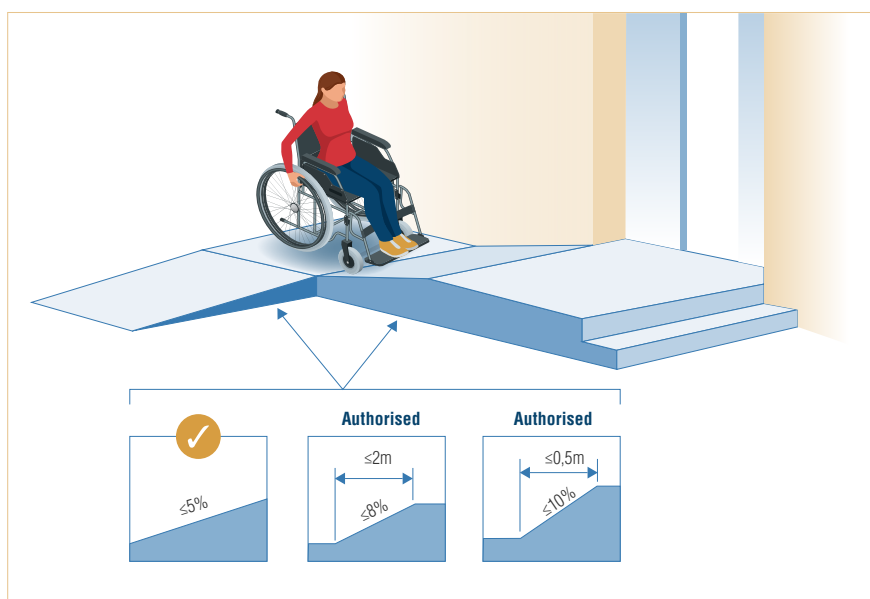
### 8.2.7.2. Reception desks, Bars and Buffets

They will be equipped with a usable shelf less than 0,80 meters with a void in the lower part of at least 0,30 meters deep, 0,60 meters wide and 0,70 meters high allowing the passage of feet and knees of a person in a wheelchair.

### 8.2.7.3. Raised floors

Any booth with a floor from a height greater than 2 cm should be provided with a handicapped access ramp included in the area of the stand. The slope is:

- 5% on 10 meters
- 8% on 2 meters
- 10% on 0,50 meters
- 33% for 4 cm high (12 cm for a 4 cm high floor)



## 9 ESMO EXHIBITION RULES

ESMO 2022 is an event organised by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code. For full details concerning this section, consult the [ESMO 2022 Industry Guidelines](#).

### 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 France.

### 2. Duration of the exhibition

The exhibition will be open from Friday, 9 September to Monday, 12 September 2022. The virtual exhibition information will be available on the virtual platform until 20 September 2022.

### 3. Concomitant activities

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

### 4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2022 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ESMO Congress 2022 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 5. Promotion and activities in the Exhibition

**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. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO 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 France. ESMO 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. Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment. Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

### 5.4. 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 2022 Industry Guidelines](#).

### 5.5. Photographing, filming, audio recording

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time. Exception: exhibitors may take photographs or filming of their own stand or stand activities with prior approval of the Exhibition Management Company. For photographer or filming staff a special FILMING BADGE is needed and can be requested from the Exhibition Management Company.

### 5.6. 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.

### 5.7. 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 and visitor badges do not authorise entrance to the official Congress sessions. Exhibitor badges can access the exhibition, satellite symposia, business rooms and private meetings. The visitor badge can access the exhibition only. Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space (please refer to [page 16](#)). Further exhibitor badges can be purchased at 240 EUR (incl. VAT). Visitor badges can be purchased at 120 EUR (incl. VAT).

## 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 On-site and Virtual 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 2022 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 2022 Industry Guidelines and will affect the future conference attendance of the company in question.

## 10. Surveys

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

## 11. Media activities (Press)

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 using the appropriate form made available through the ESMO website or by contacting ESMO Communications. For any additional information about Media issues, please contact ESMO Communications, [media@esmo.org](mailto: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](mailto: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 2022 Exhibitor Manual. Any aspect that is not covered in the ESMO 2022 Exhibitor Manual is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

## 13. Management of the booth

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

## 14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loud-speakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO 2022 Exhibition rules.

## 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 Paris Expo Porte de Versailles. It is the exhibitor's 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. Please also refer to "[Exhibition general information – stand catering](#)", page 10.

## 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 will take place in the congress centre on Friday, 9 September 2022 from 12:00 to 13:45. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 9 September 2022 before the end of the Opening session (13:45 hours). **Times subject to changes.**

## 17. Business rooms

Companies renting a minimum of 40 sqm exhibition space can apply for a business room. For companies that do not meet this requirement, a surcharge applies. The organisation of activities which are not classifiable as purely promotional (press conferences, educational activities, surveys etc) or private meetings are not allowed. 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 please refer to the Exhibition Prospectus.

## 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 2022 Secretariat 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 2022 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. For the condition for such cases please refer to "the General terms and conditions".

## 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. Smoking policy

ESMO 2022 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no-smoking policy.

**22. Any infraction(s)** to our ESMO 2022 Exhibition Rules will follow the procedure outlined in the General Terms and Conditions.

## 23. Final Clause

In cases not covered by the regulations in the ESMO 2022 Exhibition Rules, the Organisers' interpretation shall be final.

# 10 GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION

The following conditions of participation refer to the booking forms for on-site exhibition space, business rooms and virtual exhibition packages at ESMO Congress 2022.

## Establishment of the Contract

- Booking for on-site exhibition space, a virtual exhibition package or a business room is made by filling in and returning the appropriate order form to MAW.
- Only completed and signed order forms will be taken into consideration. By signing the appropriate order form the company accepts the conditions contained in the ESMO 2022 Exhibition prospectus and any supplementary provisions.
- Mailing or delivering the Booking form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Only the order confirmation and confirmation of the allocation of any order (on-site exhibition space, business rooms and virtual exhibitor packages) by MAW in writing constitutes establishment of contract between the exhibition company and MAW on behalf of ESMO. Any order can be refused by MAW/ESMO without giving cause. Invoicing will be done by MAW, on MAW account.
- Invoices will be sent by e-mail (on request by postal mail).

## Appointed Agencies

- Booking for on-site exhibition space, a virtual exhibition package or a business room must be submitted by the exhibiting company under whose name the exhibitor is to be listed.
- Exhibiting companies should inform MAW in writing which agency is appointed. Otherwise, no request from agencies will be taken into consideration.
- This named agency cannot fully act as if it were the exhibiting company itself and the exhibiting company will continue to be held entirely responsible and accountable for activities organised in its name.

## Payment delays

If payments are delayed ESMO and MAW have no obligation to deliver the service until receipt of the payments.

## Terms of Payment

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

## Administration fees/Invoicing changes

Invoices will be addressed according to the invoicing data provided by the exhibiting 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.

## Cancellation policy

Exhibition space, exhibition space size reduction, business rooms, virtual exhibition:

Cancellation fee: 50% if notified in writing by 31 May 2022  
100% if notified in writing thereafter

Cancellation fee applies as percentage of the total amount due.

Deposits and cancellation terms for exhibition space assigned in accordance to clause c. of the ESMO sponsorship point system: If exhibition space is assigned in accordance to clause c. of the ESMO sponsorship point system, 100% payment is required on assignment and 100% cancellation fees apply at any time the cancellation is notified.

## Changes to the schedule or format of ESMO 2022 - Administration fees

In the event of postponement/rescheduling changes of any sort, the order form is regarded as valid for a new date and possibly a change in duration of the event.

If, for any reason (e.g. pandemic, terrorist attacks, governmental actions, natural disaster, or other adverse occurrences), the ESMO 2022 on-site event has to be cancelled and converted to a virtual congress, the following conditions apply:

- All orders for the virtual congress remain valid
- The physical (on-site) exhibition will need to be cancelled. On behalf of ESMO, MAW shall credit the space rental fees for the on-site stands less a specific administration fee for expenses incurred in reparation of the on-site exhibition stand. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2023  
The administration fee corresponds to 25% if cancelled by 30 June 2022, 50% from July until the event in September
- The business rooms will need to be cancelled. On behalf of ESMO, MAW shall credit the business room rental fee less 25% administration fee for expenses incurred in preparation. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2023

## Indebtedness

Payments not received by the first day of the Congress (Friday, 9 September 2022) will be subject to a 10% penalty fee on the total exhibition fee.

## Bankruptcy or Liquidation

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

## Enforcement of Rules

Applies equally to all. All companies investing in exhibition at ESMO 2022 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 2022. 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 Congress



### Limitation of Liability of ESMO or MAW

ESMO or MAW 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 of an employee, director, representative or contractor. Nor shall ESMO or MAW be liable to the exhibiting 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.

ESMO or MAW gives no warranties in respect of any aspect of ESMO 2022 or any materials related thereto or offered at ESMO 2022 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ESMO 2022 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO 2022 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO, MAW or any employee thereof. ESMO 2022 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO 2022 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO or MAW do not endorse, and expressly disclaim all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

### Liability

Neither ESMO, MAW nor Paris Expo Porte de Versailles, 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 Paris Expo Porte de Versailles, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or Paris Expo Porte de Versailles 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 Paris Expo Porte de Versailles 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 Paris Expo Porte de Versailles 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.

Neither ESMO, MAW nor Paris Expo Porte de Versailles 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 Paris Expo Porte de Versailles 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.

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, French and European law, where applicable.

### Insurance

The exhibitor and or his stand building company have to take out a civil liability policy / multi-risk insurance 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.

The appropriate insurance policy has to be brought on-site – there will be sample checks.

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

Please also refer to [ESMO Exhibition rules, paragraph 20](#).

### Connectivity or Technical Issues

ESMO or MAW specifically disclaim all responsibilities for the unavailability of the ESMO 2022 website due to unexpected condition and/or problems attributable to a third party's network operator or for Force Majeure. The exhibition company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO 2022. ESMO will use its best efforts to provide access to ESMO 2022 through third party channels. In the event that the participant encounters connectivity issues due a weak internet connection, incompatible operation system requirements or inappropriate web browser settings, the participant acknowledges that ESMO or MAW are not liable.

### Claims Procedure, Place of Performance and Jurisdiction

All claims by the company ordering on-site exhibition space, business rooms or any virtual exhibition package against MAW/ESMO must be in writing. The maximum time lapse is 1 month from the closure of ESMO 2022. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. All orders shall be governed exclusively by the laws of the Federal Republic of Austria. The duly authorised court is Vienna/Austria.

# 11 CONDITIONS FOR PARTICIPATION IN THE ON-SITE EXHIBITION

**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 Company sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management Company without giving cause. The Booking Form must be filled in, signed with a legally competent signature and delivered to the Exhibition Management Company 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 Company, if necessary. The Exhibition Management Company 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 Company. 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 Company 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 Company as soon as possible, at the latest by 6 July 2022. 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 Company. The Exhibition Management Company 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 Company, 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 Company 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 Company reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management Company 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 Company. 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 spotlights 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 Company. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

**4. Electrical Installations – Power consumption:** The Exhibition Management Company 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 Company 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 Company.

**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 Company 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 Company and no reimbursement will be made for such items. The Exhibition Management Company 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 Company 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 Company at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the Exhibition Management Company 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 Company in all such cases. The Exhibition Management Company 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 Company 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 Paris Expo Porte de Versailles 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 Company 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 Company can be excluded immediately from the exhibition by the Exhibition Management Company. 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 Company is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of the Exhibition Management Company. 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 Company 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 2022 Exhibitor Manual.

ESMO - European Society for Medical  
Oncology would like to thank all of our  
industry partners for their continued  
support at our congresses and we look  
forward to bring the best of the science  
together with you in Paris.