



## **STAND SERVICES - ONLINE ORDERS**

### **Deadline for orders: 6 July 2022**

**<https://forms.media.co.at/ESMO22>**

#### **CONDITIONS OF PAYMENT AND FOR ORDERS**

##### **Conditions of Payment:**

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

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

beneficiary: MAW – Medizinische Ausstellungs- u. Werbegesellschaft  
Maria Rodler & Co Gesellschaft m.b.H.  
account name: MAW  
account number: 00256 807 900  
bank name: UniCredit Bank Austria AG  
bank address: Rothschildplatz 1, 1020 Vienna, Austria  
bank code: 12000  
BIC: BKAUATWW  
IBAN: AT55 11000 00256 807 900

IMPORTANT – please read carefully:

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
  
- Deadline for ordering: **6 July 2022**
- Deadline for payment: **6 August 2022**
- A surcharge of 10% will be applied on all rates for orders made after 6 July 2022 until 31 August 2022 (unless other conditions are stated), exceptions may occur.
- Please note that after 31 August 2022 and on-site only a limited number of items and services will be available. The surcharge for these services will be another 30%.
  
- On-site orders must be paid in cash or by credit card and are without guarantee and time limit for delivery.
- After the deadline a 100 % cancellation fee applies, exceptions may occur.  
If a service already provided is cancelled, a 100% cancellation fee applies.
  
- All outstanding payments must be settled on-site in cash or with credit card – without exceptions.
- Place of performance and jurisdiction: Vienna.



**Conditions for orders:**

**Rental items – please note:**

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

**Prices for rental items include delivery to and removal from your booth space.  
Electrical connections for rented items are NOT included.**

All rented items are not insured automatically and must be returned in good condition.  
Lost or stolen items will be charged to the exhibitor.

**Delivery times – please note:**

Rental modular booths & Graphics will be ready on **Wednesday, 7 September 2022** in the morning and rental furniture will be delivered throughout the day.

Plants and flowers/AV and IT equipment will be delivered on **Thursday, 8 September 2022** throughout the day. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery.

Electricity, water & internet (fixed line) will be installed before the start of set-up. The ordered **electrical panels will be switched on on Sunday, 4 September 2022.**

**Separation walls towards neighbouring stands are obligatory.** The outside walls facing the neighbours must be finished and white (see also stand building regulations).

**Carpet:**

If you use your own carpet, a written credible **fire-proof certificate** must be presented to the exhibition management (please also see stand building regulations).

**Notice on tape:**

Please only use tapes that can be removed without residues! In case of residues, the exhibitor will be charged for removal.

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

Please submit a dimensional drawing showing the main position of all ordered services until at the latest **6 July 2022.**

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

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

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



## STAND SERVICES – IMPORTANT INFORMATION

### **CLEANING/STAND CLEANING**

The preliminary cleaning after set-up and daily cleaning incl. emptying of trash cans on the booth area are **NOT** included in the space rental fee and need to be ordered via the online order site.

#### **Preliminary cleaning:**

Complete cleaning of your stand carried out on Thursday, 8 September 2022 in the night after end of set-up and includes: Vacuum cleaning or floor mopping, dust withdrawal of the furniture, removal of the protective foil (carpets)

It does not include: cleaning of exhibitor's material or audio visuals removal of construction waste.

#### **Preliminary cleaning & daily cleaning package:**

This package includes cleaning on Thursday, 8 September 2022 in the night after end of set-up and then daily until 13 September 2022.

The service is done before the opening and includes the following: dust withdrawal of the furniture, carpet vacuuming or floor mopping and emptying of bins. It does not include: cleaning of exhibitor's material or audio visuals.

#### **IMPORTANT NOTE:**

Washing/Mopping the floor is ONLY a superficial cleaning of the floor with a wet mop. Rubber stains (e.g. black lines from shoes on white tiles) cannot be eliminated this way.

If you need to remove such stains from the floor you will need to book a customised cleaning – this will be charged after the conference per hour that was actually needed to clean the floor.

In case you need any additional cleaning services please contact the exhibition management for an offer per e-mail [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at).



## **WASTE MANAGEMENT / WASTE DISPOSAL**

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

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

Remember that batteries, oils, light bulbs, paint, solvents and, in general, any toxic or chemical product must be duly recycled.

At the end of the break down period, the contracted surface must be completely clean, which includes removing the adhesive carpet tape and any other material.

Once this period has finished, the stand exhibitors that still have waste will be charged the cost of cleaning and waste removal to restore the conditions of the contracted space.

## **General information waste management**

The fire prevention policy prohibits the accumulation of waste in the stands and their storage areas, as well as in the corridors and common areas.

Waste must be removed at the latest at the end of each day. The bins can be ordered via the online order forms and can be located inside the exhibition hall, next to your stand or in your construction space. The bin will be labelled with a sign showing your company name and booth number. ViParis and MAW accept no liability for bins filled by other builders. The bin will be removed in any of the following cases:

- At the request of the builder, contacting the exhibition management
- By the waste patrol if the bin is full

## **LONGER SET-UP**

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

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

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

Send your request per e-mail to [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)

**IMPORTANT:** In case overtime during set-up has been requested and approved, it is only allowed to work within the exhibition halls.

Please note that on **Thursday, 8 September 2022** all crates must be removed at the latest by **17:00 hrs.**



## ELECTRICITY

Please note that you must order power supply for your booth. Indicate in a dimensional drawing (use the form layout fittings) the required position(s) of your main electrical connection point(s) and submit it per e-mail to [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at) until **6 July 2022!**

### **Service position layout change:**

A surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in in place. **The cost for the position change will be € 250,00.**

### **When ordering your electrical panel please note:**

Calculate your real power needs (maximum electric capacity /watts of all devices used).

You can also refer to the document “Electrical Table – AMP- Volt” available online.

- The number of ordered electrical panels will be laid on your booth area. All internal wiring must be done by the exhibitor’s staff and the necessary material need to be brought by the exhibitor.
- Electricity is supplied from the floor service chests, please note that the main connection point should be accessible at all times
- Don’t forget to bring your own converters and adapters, if needed.
- Neither MAW Exhibition Management nor ViParis are responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

### **IMPORTANT NOTE:**

- When contracting the electrical box, the power associated with the box is automatically included in the price.
- Under no circumstances will machines be connected for the exhibitor. Likewise, electrical outlets will not be provided (cables, extension leads, adapters, etc.).
- The electrical boxes must always be accessible!

The measurements of the electrical box (up to 20kW) are height = 40cm, width = 37,5cm & depth = 30cm. Please keep in mind that this box will be placed on the floor and needs to be accessible at any time.

**ATTENTION:** The electrical boxes (up to 20kW) include a certain number of sockets (please refer to the online order forms for further details). If you need electrical power over 20 kW an electrical cabinet will be supplied. The electrical cabinets do not include outlets and all connections must be made directly to the terminal blocks!

If you order an electrical connection over 20kW we recommend to also install a raised floor of at least 5cm to hide the internal wiring and cabling.



**Connection periods:**

Power will be supplied during the set-up and official exhibition opening hours and 2 hours before the exhibition opens (according to the time schedule in the manual) and will be disconnected 1 hour after the closing time.

If you require a 24-hour electrical supply (power throughout the whole exhibition, 24 hours) please order it via the online order form.

24 hours-supply is recommended if you have machinery that needs to be permanently connected (e.g. LED walls, refrigerators, etc.)

**Please refer to the online order form for details on the electrical box ordered (illustrations of the boxes are available online).**

**VIPARIS INSTALLATIONS AND POWER SUPPLY REGULATIONS**

**1. Electrical installations**

The electrical installation of each stand must be protected at its origin against overcurrent's 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 for the staff on the stand.

**2. 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 on earth conductor linked to the general network via the earth terminal on the stand's electricity control panel.

**3. Conductors**

The use of conductors with a cross-section of less than 1.5 mm<sup>2</sup> is prohibited.

**4. Electrical apparatus**

Class 0 (1) electrical equipment must be protected by devices with a nominal differential current of not more than 30 MA.  
 Class I (1) electrical appliances must be connected to the earth conductor of the cable supplying them.  
 Among class II (1) electrical appliances, those bearing the sign



are recommended.

**5. Multiple outlets**

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

**6. Halogen lamps (standard 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 all flammable materials (at least 0.50 meters away 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.

**7. 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 places 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). that there is no voltage throughout the entire work area of their stand.

**8. 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.



### **WATER CONNECTION AND DRAINAGE**

If a water connection is needed, please order water supply via the online forms. This service includes supply and installation of flexi hoses, connection to your device and removal after the exhibition.

Exhibitors who require water must contract their installation through MAW. Under no circumstances shall an exhibitor / decorator connect to ViParis supplies. Tee Connectors and additional water connections are also available on request.

When ordering a water connection, we highly recommend a platform with at least 5cm height to cover the pipes.

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use the form layout fittings) and send it per e-mail to [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at) until **6 July 2022** at the latest.

#### **Service position layout change:**

A surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in in place. **The cost for the position change will be € 250,00.**



## **INTERNET AND WI-FI CONNECTIONS**

There are 3 Internet options:

1. Personal Wi-Fi access with User + password for one or several devices  
**Choose the following option in the online shop: EXPERT WI-FI**
2. Personal Wi-Fi access with User + password plus one network cable.  
Both share the same internet access  
**Choose the following option in the online shop: EXPERT WI-FI + ACCOUNTS**
3. Network cable(s) only to access Internet (different internet bandwidth possible)  
**Choose the following option in the online shop: SYMETRIC INTERNET CONNECTION**

**Please submit a dimensional drawing with the position of requested main connection point(s) with the order (use “Layout Fittings”) and return the completed form until 6 July 2022!**

The wired Internet connection cable (also called “Internet drop”, ethernet cable with a RJ45 connector) will be installed on one position of the booth area. The offered data connection (Internet speed) guarantees a bandwidth based on the selected package. The connection speed is symmetrical, the TCP/IP addressing is private for each exhibitor. IP addresses will be assigned automatically when devices are connected (via DHCP).

- In case you need a static public IP address, you must order it online in addition to the connection
- In case you would like to connect more than 1 device, you must order a switch and cables or bring both with you
- Internal cabling within the booth to connect exhibitors’ equipment is in the responsibility of the single exhibitor

### **IMPORTANT NOTE:**

ViParis reserves the right to automatically disconnect from the network exhibitor’s equipment with configuration problems, virus or any other security cause, that can compromise ViParis network integrity.

**ATTENTION:** If you are ordering Wi-Fi from ViParis, please ensure that you are using **5GHz** compatible devices. **ViParis is not supporting 2,4GHz devices**

### **IMPORTANT NOTE:**

Please note that, by default, it is not allowed for exhibitors to build their own personal Wi-Fi networks to avoid Wi-Fi signal disturbances between all the Wi-Fi’s in the exhibition area.

**Exceptions can be granted upon a request and ESMO approval!**

**If you want to request such an exception, please complete the own Wi-Fi request form which you can find online.**

Internet connections will be provided from the technical floor service duct or columns depending on the position of the stand. Service ducts must always be accessible.

**For your information, the ESMO 2022 Wi-Fi will be available within the whole venue hosting the ESMO congress. This Wi-Fi is dedicated for the ESMO attendees’ needs and it is not designed for any business/exhibition purposes.**

**Exhibitors are urged to order their own Wi-Fi solution through the online order form.**





## WI-FI POLICY

The WI-FI POLICY at the ViParis (Palais des Exposition de Paris Porte de Versailles) is taking a proactive approach to avoid any wireless interference or security issues at their venue to provide the most reliable and safe Wi-Fi infrastructure to the exhibitors. All the IT resources at the venue (Wi-Fi, Internet, wired network...) are constantly monitored.

ViParis has implemented rules in order to improve the Wi-Fi availability and quality within the exhibition area. It is forbidden to install or operate any device, without the authorization of ViParis IT department, that can propagate Wi-Fi or other wireless signals at 2.4GHz or 5GHz frequency bands, as these would cause interference in the general Wi-Fi service provided at the venue during ESMO 2022. In the interest of everyone, unauthorized wireless networks will be detected and shut down.

All exhibitors must adhere to this Wi-Fi policy.

Should an exhibitor need to install Wi-Fi or any wireless signals other than these provided by the venue, a specific request should be directed to the exhibition management team ([esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)). Each request will be studied case per case by the IT department team in charge who will accept or decline the request. If the request is accepted, the details of the rules and configurations will be communicated accordingly.

## **RECOMMENDATIONS FOR EXHIBITORS**

- Please see all the available connectivity products & packages on the online order site
- If the connectivity is critical for you, we are recommending that you contact the exhibition management in advance, so a tailor-made connectivity solution could be ordered.
- Should your devices (mobile phones, laptops, etc.) only connect through Wi-Fi, they need to be compatible with **5GHz** frequency band (Wi-Fi standard 802.11a/n/ac). Any device not compatible with 5GHz will not work with any product ordered via the online order form. ViParis will not be responsible for any claim on devices not compatible with 5GHz
- ViParis has a State-of-the-Art Wi-Fi network available at the venue to offer the best Wi-Fi coverage possible to exhibitors and attendees. The installation or operation of unauthorized Wi-Fi networks causes interference deteriorating Wi-Fi performance to yourself and your neighbor exhibitors and attendees. Please use the Wi-Fi services provided by ViParis!

### **IMPORTANT NOTE:**

**During the event, ViParis will have an on-site team who will monitor and keep the venue interference-free as possible by locating and shutting-down unauthorized wireless sources.**

**ViParis reserves the right to shut down exhibitors unauthorized wireless sources, disconnect internet access services and/or apply any further actions considered necessary.**

**In most cases, an adjustment of the settings of the private networks will solve the problem.**

**Disconnections will only happen after warning the exhibitor first.**



## **IMPORTANT INFORMATION – INTERNET SAFETY & TERMS**

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

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

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

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

Infringement may result in claims for damages of the organizer of the affected neighbouring exhibitors.



### RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths and carpet will be ready **on Wednesday, 7 September 2022 in the morning** and rental furniture will be delivered throughout the day.

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

**The rental modular booth package at ESMO 2022 includes the following items:**

- Set-up and dismantling
  - Wall panels white with visible structure, incl. uprights and frames: height 2,40 m, width 1,00 m.
  - high printed fascia board along open stand front(s) with standard lettering, black, max. 20 letters (Corner booths will have lettering on the two open sides.)
  - Optional at cost: company logo on fascia board – please order it online and submit it per e-mail to [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at).
  - needle-felt carpet (fireproof), please choose colour online:
    - grey • blue • green • red
  - General lighting with LED spotlights placed on the upper beam, 1 spotlight per 3 sqm
  - Electrical switchboard with 3,3 kW/13A – limited power supply (no night-time electricity) incl. 2 single-phase sockets of 240V-16A & three-phase socket female P17 400V-32A
  - Daily cleaning (Vacuum cleaning or floor mopping, dust withdrawal of the furniture, emptying of bins, foil removal in the night before the opening of the exhibition
- **Please submit a dimensional drawing with the position of your power connection** on the booth (use the form layout fittings). Otherwise it will be automatically installed in a corner of the booth.
- Additional sockets and placements of them at different positions on the booth is not included.
- Please bring your own adapters and converters, if needed.
- Please order any furniture needed separately through the online order system.
- Any additional onsite orders are without guarantee and time limit for delivery.**
- Please always check the definite measures of the wall panels before producing any graphics if back wall graphics were ordered by your company.



### LOGOS & GRAPHICS - RENTAL MODULAR BOOTH

#### **Company logos:**

Please send your company logo for the fascia board per e-mail to MAW at [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)

Fascia print height 300mm, Measurements example for a 3m fascia: 2966 x 300mm high

For the format please see graphic requirements below.

#### **Wall panel graphics:**

##### ➤ **Option 1 – print on single wall panels (foil print)**

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

Measurements 982 x 2400mm high

If you are printing several walls (90° angle) one of the two panels will only have the following visible sizes:  
974 x 2400mm high

##### ➤ **Option 2 – „graphic wall“ – print on fabric to cover the whole wall**

Graphics printed on fabric with a nonvisible wooden frame, no visible shell scheme structure.

Measurements 2950 x 2400mm high, If you are printing several walls (90° angle) one of the two walls will have the following dimensions: 2900 x 2400mm high

This option is possible for a 3m wall. Please contact us for the definite measures for your graphic file and pricing in case you want to cover more than a 3m wall!

#### **Graphic Requirements:**

Please provide artwork to exact dimension specified above via the e-mail address [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at) OR via download links (wetransfer, dropbox or similar).

Formats accepted:

- Option “logo on fascia”: Logos must be provided as a vector-based illustrator file (AI, EPS, PDF), text included
- Option “foil print”: PDF high resolution, TIFF, EPS or PSD with no bleed nor cropmarks
- Option “graphic wall”: PDF high resolution, TIFF, EPS or PSD with an additional 100mm bleed on all four sides and no cropmarks

**Other graphic prints only on request.**



### **AUDIOVISUAL EQUIPMENT**

All screens are provided with a floor stand.

Please make sure to order the corresponding electricity supply and sockets required.

The HDMI cable supplied is standard length. If you need longer cables, please contact [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at) to request an estimate. Prices include transport and basic installation.

**The equipment will be delivered on the last construction day or on the morning of the opening day.**

Screens include:

- Assembly and dismantling (the installation will be carried out the day before the event begins), no further daily technical support
- electrical cable (Schuko)
- HDMI cable. If more cable is required, please request a quote

The screen models include an USB port. Any images or videos that you want to show on the screens must be in the following formats or codecs: MPEG4, .MOV, .AVI

For technical specifications of the audiovisual equipment, tablets and printers contact [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at).



## SECURITY SERVICE

The venue/exhibition halls will be locked during the night. Exhibitors who need to have their booth placed under a particular supervision should order a stand security guard separately on the online order site.

**Please note: Security can only be ordered for a whole night.** Without any guarantee when ordered after the deadline or onsite!

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

Exhibitors are advised to:

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

In the period during which the industry exhibition is closed (one hour after the end to one hour prior to the start) neither the exhibitor's staff nor any outside personnel appointed by him may stay at the stand in the halls or on the exhibition grounds.

The fact that a security service is provided does not mean that the items under protection are insured.

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

## **Liability**

Neither ESMO, MAW nor ViParis, 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 ViParis, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or ViParis 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 ViParis 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 ViParis maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.



### **BOOTH HOSTESS/HOST**

**Hostess with 1 additional language:** speak(s) FRENCH and ENGLISH

**Hostess with another additional language:** speak(s) FRENCH and ENGLISH, in addition following languages to choose: German/Italian/Spanish/Portuguese, Arabic, Russian.

**Available on request only – please contact us via [esmo2022.exhibition@media.co.at](mailto:esmo2022.exhibition@media.co.at)**

#### **Please note:**

- The standard uniform is black suit with scarf/tie (Other uniform on request and upon agreement.)
- Hostesses are only allowed to work on the booth or in a business room, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- Minimum order: 3 hours, maximum hours per day 9 hours including 1 hour lunch break (after 6 hours)
- Lunch-breaks (1 hour) and waiting time cannot be deducted.
- Exhibitor Badges for hostesses are included and will be provided on-site at the exhibitor registration desk.
- Please do not order hostesses for booth cleaning or carrying of heavy boxes. For this kind of work please order workers.

**Availabilities of hostesses are without any guarantee when ordered after the deadline!**

#### **IMPORTANT NOTE:**

**If already ordered and confirmed hostess services are reduced or cancelled after 6 July 2022, 100% cancellation fee will apply.**

### **RENTAL FLOWERS AND PLANTS**

Plants and flowers will be delivered on **Thursday, 8 September 2022** throughout the day.

Damaged or lost vases will be charged to the exhibitor.