



ONSITE EXHIBITION MANUAL

IMPORTANT DEADLINES

31 January 2023 Submissions of the booth layout

13 February 2023 Orders of additional services

2 March 2023 Exhibitor registration

TABLE OF CONTENT

1	CONGRESS VENUE	3
2	IMPORTANT ADDRESSES	5
3	TIME SCHEDULE.....	7
4	EXHIBITOR REGISTRATION & FULL REGISTRATIONS	9
5	STANDBUILDING RULES	10
6	VENUE SPECIFICATIONS.....	15
7	VENUE RULES & REGULATIONS	16
8	LIABILITY / INSURANCE.....	21
9	GENERAL TERMS AND CONDITIONS	22

Attachments:

- Exhibitor Registration Excel Template
- FAIREXX Official Freight forwarder– Shipping Instructions, Tariff, Time slot request & Order forms
- CTI Lead System/Badge Scanner - Brochure & Order form

1 CONGRESS VENUE

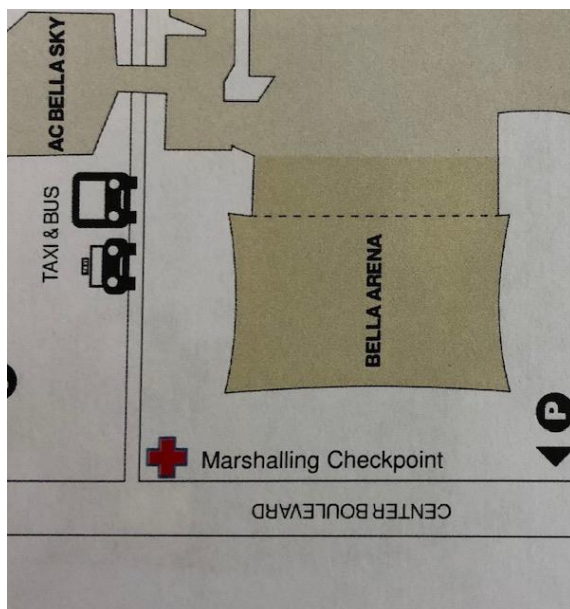
1.1 VENUE ADDRESS

Bella Center Copenhagen
 Center Boulevard 5
 DK - 2300 Copenhagen

1.2 DELIVERY ADDRESS

Fairground Address / full Trailer Loads:

ELCC 2023 / Fairexx Logistics GmbH
 c/o Bella Center
 Marshalling Point Center Boulevard/Martha Christemnsens Vej
 (see sketch below)
 2300 Copenhagen
 Denmark



Notify: *European Lung Cancer Congress 2023 Exhibition* / Exhibitors Name / Bella Center
 Copenhagen / Stand Number

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

1.3 DELIVERY OF GOODS AND PARKING OF TRUCKS

The Exhibition area is situated in Hall D.

Access for exhibitors and standbuilders

- Pedestrian access: access to Hall D via Entrance 4 (No vehicles)
- Goods entry / vehicle access: see sketch above

Please contact the official freight forwarder to coordinate the arrival with either of the trucks, as
 unloading space is limited therefore the form “**TIMESLOT REQUEST FORM**” to FAIREXX **must**
be completed!

Offloading/reloading requirements:

Please note there is a maximum time for offloading/reloading and trucks are only allowed to stay on the property for offloading/reloading, parking is not permitted. Please refer to the shipping manual or contact Fairexx for the detailed information concerning the time slots.

Please note: For in-house transport costs will be applied. Pallet trucks and other handling machines must be equipped with rubber wheels and may only be operated by the official freight forwarder therefore the handling of all in-house transport of goods is restricted to Fairexx.

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

Parking of Trucks

No truck parking is available directly at the Bella Center Copenhagen.

Parking for Vans and cars is available on the opposite of the Bella Center for a fee.

2 IMPORTANT ADDRESSES

2.1 EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)

International Exhibitions & Advertising

Freyung 6

1010 Vienna, Austria

Ms. Natalie Ubl – ext. 75 (general planning, logistics, stand approval, additional orders)

Ms. Nadja Hauser – ext. 76 (general planning, additional orders and exhibitor registration)

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

Fax: +43 (0) 1 535 60 16

E-mail: esmomeetings.exhibition@maw.co.at

The following services will be handled by MAW:

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

As of Monday, 27 March 2023 the Exhibition Service Desk at Bella Center Copenhagen will be open and from this time on you can reach us at our mobile phone numbers:

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

Nadja Hauser: +43 (0) 660 323 58 65

2.2 CONGRESS MANAGEMENT

ESMO Head Office

Via Ginevra 4, 6900 Lugano, Switzerland

Organisation		
Alessia Mora	elcc@esmo.org	+41 (0) 91 973 19 62
Chiara Sommaruga		
Scientific Programme and Abstracts		
Frederica Frigerio	programme@esmo.org	+41 (0) 91 973 19 38
Serena Zagni		+41 (0) 91 973 19 61
Registration Management		
ESMO Registration Office	registration@esmo.org	+41 (0) 91 973 19 13
Sponsorship opportunities for industry		
Nikolaj Tomma	sponsorevents@esmo.org	+41 (0) 91 973 19 69
Yvonne Giovanelli		
Media Relations		
ELCC Press Office	media@esmo.org	+41 (0) 91 973 55 71

2.3 ACCOMMODATION

Kuoni Global Travel Services AG has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to ELCC 2023.

E-mail: esmo@kuonitumlare.com

Tel.: +420 234 747 431

2.4 INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENT

FAIREXX – Logistics for exhibitions GmbH
Marienstrasse 28, 12207 Berlin, Germany (**not the delivery address, please refer to the shipping manual for the correct address**)
Jens Metscher
Tel.: +49 30 44 03 47 25, Fax: +49 30 44 03 47 79
E-mail: jens.metscher@fairexx.com
Mobile number: +49 172 152 00 39

2.5 CATERING FOR EXHIBITION STANDS

Coffee breaks are provided by ESMO as part of the registration fee, while lunches can be purchased onsite. However, the exhibitors can offer additional catering, but it must be organised through the Bella Center Copenhagen.

IMPORTANT:

Coffee Machines and Baristas must be approved by Bella Center Copenhagen, so please contact them directly to get approval for your coffee machine and Barista via ELCC2023expo@bellacenter.dk to obtain approval. Please also refer to the document “Barista Terms & Conditions” to make sure you are in line with their environmental regulations and note that an environmental fee of € 67,56 excl. VAT per unit per day applies.

Catering contact:

Bella Center Copenhagen
Name: Barbara Struwe-Lundgreen
Tel: +45 32 47 33 20
E-mail: ELCC2023expo@bellacenter.dk

2.6 LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH
Nussdorferstraße 20/22
1090 Vienna, Austria
Ms. Tamara Dworschak
Tel.: +43 1 319 69 99
E-mail: leadsystem@ctimeetingtech.com

2.7 HOSTESS SERVICES

Upon request we can provide the contact details of the official selected hostess agency.

3 TIME SCHEDULE

3.1 EXHIBITION

Set-up	
Monday, 27 March	08:00 – 20:00
Tuesday, 28 March	08:00 – 20:00
Wednesday, 29 March	08:00 – 10:00 decorations only!

VERY IMPORTANT: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / standbuilder must take care of their waste removal. Please note waste should not be left behind at the venue.

If you need assistance for waste disposal on site, please contact us and specify your request. In this case we will check the costs and options.

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

Exhibition Area Hours	
Wednesday, 29 March	10:30 – 17:00
Thursday, 30 March	08:30 – 17:30
Friday, 31 March	08:30 – 17:30
Saturday, 1 April	08:00 – 12:00

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

Dismantling	
Saturday, 1 April	12:30 – 23:00

3.2 EXHIBITION SERVICE DESK – OPENING HOURS

Exhibitors Service Desk – opening hours*	
Monday, 27 March	08:00 – 19:00
Tuesday, 28 March	08:00 – 19:00
Wednesday, 29 March – Friday, 31 March	08:00 – 17:00
Saturday, 1 April	08:00 – 20:00

*Subject to change

3.3 EXHIBITOR REGISTRATION – OPENING HOURS

Exhibitors Registration Desk – opening hours*	
Tuesday, 28 March	15:00 – 18:00
Wednesday, 29 March	09:30 – 17:00
Thursday, 30 March	07:30 – 17:00
Friday, 31 March	07:30 – 17:00
Saturday, 1 April	08:00 – 12:00

*Subject to change

3.4 WELCOME RECEPTION

The official Welcome Reception will take place in the exhibition on Wednesday, 29 March from 13:00 to 13:30.

3.5 COFFEE BREAKS

Coffee Breaks*	
Wednesday, 29 March	16:00 – 16:30
Thursday, 30 March	10:45 – 11:15, 12:45 – 13:30, 16:40 – 17:00
Friday, 31 March	10:00 – 10:30, 12:00 – 12:45, 16:40 – 17:00
Saturday, 1 April	10:00 – 10:15

*Times are subject to changes. For final times please refer to the [online programme](#).

4 EXHIBITOR REGISTRATION & FULL REGISTRATIONS

4.1 EXHIBITOR BADGES

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

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

Platinum package: 25 Exhibitor badges

Gold package: 20 Exhibitor badges

Silver package: 15 Exhibitor badges

Bronze package: 10 Exhibitor badges

Exhibitor Package: 5 Exhibitor Badges

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

To order your exhibitor badges and register your staff, please fill out the excel template according to your sponsorship package and return it by e-mail to: esmomeetings.exhibition@media.co.at by **2 March 2023**.

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

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

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

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening.

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

4.2 FULL DELEGATE REGISTRATIONS

To register fully to the congress please visit the registration section:

<https://www.esmo.org/meetings/european-lung-cancer-congress-2023/registration>

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

Please note that these full delegate registrations are handled by ESMO directly. In case of any questions concerning the full delegate registrations please contact registration@esmo.org.

5 STANDBUILDING RULES

Exhibitor package:

According to their sponsorship level exhibitors with a booking of a 9 to 12 sqm space will receive a shell scheme package including the following items:

Shell scheme booth with fascia (company name in lettering only), carpet, 1 table and 2 chairs (please refer to the appropriate form). **These exhibitors are not allowed to build their own structure but can use their own furniture if preferred.**

Exhibitors with a larger space are responsible to build their own booths. Please refer to the Standbuilding rules and submit the stand drawings (detailed requirements 5.1.5. Submission of construction plans / STAND DESIGN) until **31 January 2023** at the latest to esmomeetings.exhibition@maw.co.at.

5.1 STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW nor Bella Center Copenhagen 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.

5.1.1 GENERAL REQUIREMENTS

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

5.1.2 STAND BUILDING HEIGHTS

Standard Stand building height: 2.5 m

Stand height allowance is in direct proportion to the sqm floor area of each stand and is subject to stand design approval by MAW:

- 9 sqm - 24 sqm: maximum 2.5 m
- 25 sqm - 45 sqm: maximum 3 m
- 46 sqm - 66 sqm: maximum 3.5 m
- 67 sqm - 87 sqm: maximum 4 m
- 88 sqm - 100 sqm: maximum 5 m

Generally speaking, should MAW consider that an item of the stand will obstruct visibility of neighbouring stands, MAW reserves the right to ask for any modification.

5.1.3 SEPARATION WALLS AND FLOOR COVER

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

5.1.4 SUSPENSION FROM THE CEILING

For ELCC 2023, exhibitors with a stand size larger than 63 sqm will be able to benefit from the possibility of having a portion of their stand design suspended.

Upper edge of the banner: 6,0 m

Max. allowed height of the banner: 1,0 m

In case of a truss the truss will be fixed at: 7,0 m

Lighting can be placed within the supporting truss / banner structure as long as the light is focused / points on the designated stand space and does not affect neighbouring stands or the aisles.

5.1.5 SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions of their stand.

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

- stand design/drawings to scale

- a) ground view including measurements **and meter grid**

- b) front elevation including height indication

- c) cross section measurements

- 3-D view (visuals) - plan showing the position of **all** exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

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

Deadline for submission: 31 January 2023 – please send to:

esmomeetings.exhibition@maw.co.at

No approval by MAW means no permission to construct the stand – resulting costs are entirely at the exhibitor's expense.

5.1.6 TYPE OF STAND/ SPACE

- **Row stand**

The standard height of side and back walls is according to the height table 5.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 5.1.2.) may be planned with the maximum height. **Stand construction must be approved by MAW – please refer to 5.1.5.**

- **Corner stand**

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

At the 2 open sides, any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. Exceptions are only allowed with special permission from MAW and only if they do not interfere with other exhibitors. Therefore construction plans for approval are required as soon as possible. The standard height of side and back walls is according to the height table 5.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 5.1.2.) may be planned with the maximum height. **Stand construction must be approved by MAW – please refer to 5.1.5.**

- **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 are only allowed with special permission of MAW. Any solid walls should not be longer than 1/3 of the length of the sides and insert by 30 cm within the stand perimeter. MAW requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side (exceptions possible depending on the location of the stand and only after approval by MAW). As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval. A high tower to attract attention is likely to be approved. Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is according to the height table under 5.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 5.1.2.) may be planned with the maximum height. **Stand construction must be approved by MAW – please refer to 5.1.5.**

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. Any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. MAW requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side (exceptions possible depending on the location of the stand and only after approval by MAW). As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval. A high tower to attract attention is likely to be approved. Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is according to the height table under 5.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 5.1.2.) may be planned with the maximum height. **Stand construction must be approved by MAW – please refer to 5.1.5.**

5.1.7 FURTHER CONSTRUCTION REGULATIONS

- a. MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- 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 Organisers, 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 reserves the right to issue further instructions concerning the design of stands.
- h. Doors and windows must be set back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm.
- 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. 1.0m) 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 must be situated inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- 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.

5.1.8 FIRE CERTIFICATES

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

- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

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

Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke. According to the Regulations on operational requirements all decoration material must be safeguarded as class B.

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

5.1.9 RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

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

6 VENUE SPECIFICATIONS

6.1 VENUE SPECIFICATIONS / IMPORTANT INFORMATION

Bella Center Copenhagen, Hall D

Hall height: Lower edge of skirt 11,7 meter

Lower edge of truss 12,5 meter

Max. Standbuilding height: please refer to 5.1.2.

Max. permissible surface load: 15x15 cm evenly distributed printing surface = 2500 kg
30x30 cm evenly distributed printing surface = 4000 kg

Floor: light concrete tile

Flooring

When laying carpet/mats only easy to-remove two-sided adhesive tape (DuploColl 43102, Tesa tape 4964 or TESA Power-Strips) which does not leave residues on the floor is allowed.

Carpet or any other floor covering is obligatory!

Service Chests

All services (internet, water and drainage, electricity, etc.), will be supplied through floor channels. The distance between the channels (c-c) is 9 m and the channels are 60cm wide with duct covers 60x120cm.

Covered stands

As the halls have an automatic sprinkler system, there are limits to how you can cover your stand. All conditions regarding covering of stands must be approved by Bella Center Copenhagen. They reserve the right to prohibit covering if it conflicts with the fire strategy in the hall. Therefore, you must inform MAW about the type of covering, size and materials and we will liaise with Bella Center Copenhagen. Coverings of more than 9m² should be constructed with water permeable materials. You can also construct a firm covering, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered area. If you have a firm covering of more than 9m², you are obliged to establish extra sprinklers on the stand. The sprinkler system may be installed by Bella Center Copenhagen or another authorized technician (according to SKAFOR's regulations) but the connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen.

Please make sure to read paragraph 7 – Venue Rules & Regulations carefully, especially 7.4 Danish Working Environment Authority & 7.9 Fire regulations!

7 VENUE RULES & REGULATIONS

7.1 Stand Build-up

We hope that you will do everything you can to help us look after the floors, stand walls, signage and other stand material. It is therefore not permitted to screw, glue, paint or in any other way cause damage to our buildings or equipment.

If you unexpectedly damage our interiors/building components, we will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to affix wires, mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc. For safety reasons, at least two wires must be ordered for setting up banners, signs or similar. For safety reasons, it is forbidden to load the wires. If you need to lift equipment, you should use chain blocks in rigging points.

Bella Center Copenhagen must establish the rigging point, but you can use it to mount your own chain block.

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use **DuploColl 43102, Tesa tape 4964 or TESA Power-Strips**, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning. If you fail to remove stand materials and own carpets from the stand, we will ensure that they are removed and environmentally sorted. You may be invoiced for this service.

7.2 Elevated stands, high podiums or structures with heavy goods

If you want to build a two-storey stand, and the stand does not have a certification yet, the construction must be authorized by the Construction Authorities. The same applies to structures with heavy goods. Please get approval from the **Exhibition Management (MAW)** before you contact Bella Center Copenhagen.

You must apply via Bella Center Copenhagen (application must contain technical drawings, any photographic material and information on the construction materials, with a fire certification of those if available). The material must be submitted together by the deadline, which is 12 weeks before the event start. There are no costs connected to the application to the Construction Authorities.

Please note that two-storey stands must always have minimum one stairway exit with a minimum width of 1.3 m.

49 persons are allowed to be on the top level (1st floor). The exhibitor must display signs on the stand advising this.

If you plan podium constructions that are higher than 1m, you must follow the same application process as above, unless the constructor has a pre-approved certification of the desired podium construction.

7.3 Good neighborly relations

- Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.
- Avoid lights, sounds, smells etc. which can impact your neighbours. This also applies to the distribution of products/food which require extra cleaning of the aisles.
- If you will be playing music/showing films, then remember to inform your neighbours about which sound demos you will be carrying out, as well as when and for how long.
- Dogs, cats and other pets are not permitted on Bella Center Copenhagen's premises unless otherwise stated or agreed with Bella Center Copenhagen.

7.4 Danish Working Environment Authority

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at: www.arbejdstilsynet.dk (Tel.: +45 70 12 12 88).

Please remember that labour force from non-EU countries must apply for residence and work permits with the Ministry of Foreign Affairs before starting the work at Bella Center Copenhagen.

Please remember to register all work by foreign workers in Denmark via Register of Foreign Service Providers (RUT) unless these exceptions apply.

7.5 Power and Electrical Installations

Power

24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

Electrical installations

Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that we have made a risk assessment in order to execute the work safely. Please be aware that your machines and utility items must be earthed.

Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them. Please ask if you are in doubt.

7.6 Food & Beverages

Bella Center Copenhagen has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, we kindly ask you to make an agreement with Bella Center Copenhagen beforehand.

This policy is due to the fact that Bella Center Copenhagen's F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Danish authorities.

If you contact Bella Center Copenhagen in advance, we can approve your company, in order to comply with the regulations of the Danish authorities.

If the food is produced in advance, you must comply with the three-hour rule for unrefrigerated storage (once the food has been taken out of a refrigerator, it must be discarded after three hours). If food needs to be produced on the stand, it is necessary to have running hot and cold water, a sink, and refrigeration facilities for storing raw ingredients. In general, you must comply with the existing Danish laws on food and beverages.

If you want to prepare food on your stand using a stove or gas hobs, you must ensure there is a 5kg CO2 fire extinguisher and fire blanket available.

If you are in doubt about the rules, please do not hesitate to contact Bella Center Copenhagen.

7.7 Organic Waste

If you have organic waste on your stand, it must be disposed of in food waste containers, which you can rent from Bella Center Copenhagen. The cleaning of the food waste container and the disposal of the food waste are included in the rental.

You should make the following considerations in combination with organic waste: Volume, handling, storage, overview over deliveries and disposal (especially cadavers), cleaning before, during and after the event.

7.8 Vehicles in the Halls, Unloading & Parking

- Remember before arrival to check the event specific guidelines on rules regarding access during build-up and dismantling.
- During stand build-up and breakdown, vehicles are **not** allowed in the halls.
- After unloading, you must leave the Bella Center premises completely, parking at the area is not possible.
- If you have large and heavy items for your stand, this should be agreed with MAW before the exhibition. Then, if necessary, Fairexx can transport your items into the halls before stand build-up commences. Please contact Fairexx to arrange the details.
- Aisles must be cleared to ensure free passage for others.
- For unloading, loading, unloading & loading time slot and storage of empties please contact Fairexx.
- Please note that empty packaging material placed in the aisles will be removed and invoiced to you on the last build-up day at closing time so the aisles can be cleaned. Empty packaging material will not be removed from your stand unless this is agreed in advance.

7.9 Fire regulations

The Danish Emergency Management Act (Beredskabsloven) paragraph 71 states:

The following shall be punishable by a fine

1. Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other substances or articles which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and
2. Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

It is therefore extremely important that you ensure that your stand complies with the following:

- Coffee-makers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher (min. 5 kg) which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier's instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any additional fuel on the stand, and the stove's combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls, unless agreed with Bella Center Copenhagen (see also the section about Gas storage further down in this document).
- Candles are allowed with the following conditions: Candles must be secured against over tipping and be placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles are blown out and/or removed from the stand.
- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered with decorations. All equipment for firefighting placed in the hall must always be visible and fully accessible.
- Empty flammable packaging and stock must be continually removed from the hall.
- Use of smoke or pyro must be arranged with Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.

Materials

According to the Regulation on operational requirements (Bekendtgørelsen om driftsmæssige forskrifter) 14.6/14.7, all decoration material must be safeguarded as class B.

However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.

If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

Bella Center Copenhagen can always demand documentation that inflammable materials are sufficiently impregnated/secured against fire, including testing the fire resistance of the material.

Carpets must have one of the following approvals:

- "Class G flooring as in DS 1063.2" – in accordance with Danish Building Regulations '95, chapter 6.11.1, section 5
- Class Dfl – s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements.
- NT Fire 007 (Scandinavian approval)

Furniture must have one of the following approvals:

- Minimum class D-s2,d2 [class B materials]
- Upholstered furniture must meet the demands for ignition in EN 1021-1 [DS/EN-1021-1, 2014]

7.10 Wireless network

If you want to establish your own wireless network on the stand, it must be approved by MAW/Bella Center Copenhagen. Please refer to the instructions on the appropriate order form.

7.11 Gas storage

Gas storage must meet the demands and guidelines described in the document "Guideline for Storage and Use of Gas", which is based on the National Gas Storage regulations.

Please contact MAW, if you need the document "Guideline for Storage and Use of Gas".

If you need gas storage on the stand, you must apply for permission from Bella Center Copenhagen at least eight weeks before the event start. The application must as a minimum include information on gas type, volume, handling and existing safety protocols of the gas storage.

Bella Center Copenhagen is obliged to carry out a formal application for permission to have the gas storage in the building, just as Bella Center Copenhagen is obliged to hand out a complete overview to the fire department showing areas with gas storage during the event. This applies for all types of gas storage.

The exhibitor, who has permission for gas storage on the stand, is always obliged to fulfill all demands and guidelines as described in the document "Guideline for Storage and Use of Gas". This includes ensuring that the gas is stored safely during and outside event opening hours, that there is sufficient extinguishing equipment, and that there is accurate signage regarding the gas storage.

Outside of the opening hours of the event, gas storage must always be kept in suitable cages, boxes, cabinets or trailers outside the building. You must provide this yourself, alternatively Bella Center Copenhagen rent out cabinets. The location of your gas storage is appointed by Bella Center Copenhagen. Please contact MAW in order to enter into an agreement with Bella Center Copenhagen regarding your gas storage.

7.12 Vehicles

If you would like to have a vehicle on your stand for decoration purposes, you must submit an application to Bella Center Copenhagen with a description and drawing of the location. The deadline is eight weeks before the event start.

The following guidelines for vehicles indoors apply:

Petrol/diesel-powered vehicles:

- The tank may contain max. 5 liters of fuel.
- The fuel cap must be locked.
- The battery must be disconnected.
- If more than one vehicle on the stand area, a minimum of 3m distance between the vehicles is required.
- The keys must be handed to Bella Center Copenhagen's security staff at night.

Electric vehicles:

You must be able to produce documentation which can be used to approve the following:

- The battery must be disconnected.
- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.

Hydrogen and natural gas vehicles:

Unfortunately, we cannot allow hydrogen vehicles on the stand. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.

Additional safety considerations:

Vehicles are not permitted to be turned on indoors, except when the vehicle is being parked or removed from the stand. You are not allowed to turn on the vehicle for presentations etc. without permission from Bella Center Copenhagen.

Vehicles presentations must be approved by Bella Center Copenhagen and will require a suitable roadway with enough shielding off to spectators and materials.

8 LIABILITY / INSURANCE

8.1 LIABILITY

Neither ESMO nor MAW nor Bella Center Copenhagen, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor MAW nor Bella Center Copenhagen, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor MAW nor Bella Center Copenhagen and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor MAW nor Bella Center Copenhagen shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor MAW nor Bella Center Copenhagen 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 European Lung Cancer Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

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

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

8.2 INSURANCE

The exhibitor and or his stand building company must 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 must 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".

9 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ELCC 2023 insofar as the contractual partners do not reach contrary agreements in writing.

9.1 Establishment of Contract

- Application for a sponsorship product(s) / service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ELCC 2023 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s) / service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

9.2 Appointed Agencies

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

9.3 Procedure

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

9.4 Assignment

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

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available. For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

9.5 Payment deadlines

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

9.6 Terms of Payment

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

9.7 Cancellation Policy

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

9.8 Administration fees/invoicing changes

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

9.9 Indebtedness

Payments not received by the first day of the start of ELCC 2023 will be subject to a 10% penalty fee on the total sponsorship investment.

9.10 Refunds

Any refunds of deposits paid will be made after ELCC 2023 but not later than **15 December 2023**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

9.11 Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of ELCC 2023.

9.12 Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of ELCC 2023 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 ELCC 2023 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any

payments received from the sponsoring company less any costs incurred while preparing the event.

9.13 Limitation of Liability of ESMO

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

ESMO gives no warranties in respect of any aspect of ELCC 2023 or any materials related thereto or offered at ELCC 2023 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. ELCC 2023 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ELCC 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ELCC 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ELCC 2023 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 does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

9.14 Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ELCC 2023 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring 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 ELCC 2023. ESMO will use its best efforts to provide access to ELCC 2023 through third party channels. In the event that the participant encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the participant acknowledges that ESMO is not liable.

9.15 Bankruptcy or Liquidation

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

9.16 Security and Insurance

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from ELCC 2023 or other aspect related thereto.

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.

9.17 Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at ELCC 2023 must comply with all rules and policies established by ESMO.

9.18 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 ELCC 2023. Appeals may be made to the ESMO Management.

9.19 Penalties

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

9.20 Claims Procedures, Place of Performance and Jurisdiction

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

The maximum time lapse is 1 month from the closure of ELCC 2023.

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

9.21 Non-smoking policy

ELCC 2023 is a non-smoking event.

9.22 Final Clause

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