



ONSITE EXHIBITION MANUAL

IMPORTANT DEADLINES

19 January 2024 Submissions of the booth layout

9 February 2024 Orders of additional services

1 March 2024 Exhibitor registration

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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

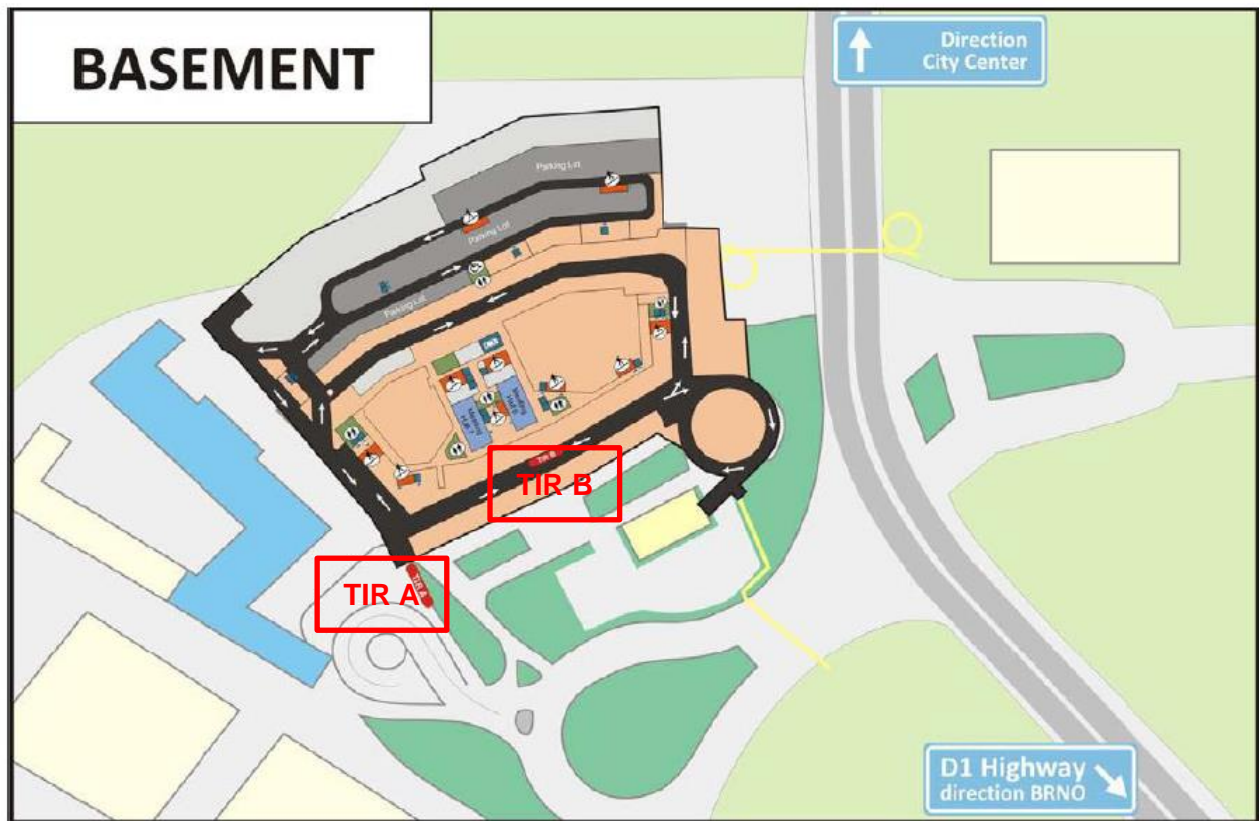
1.1 VENUE ADDRESS

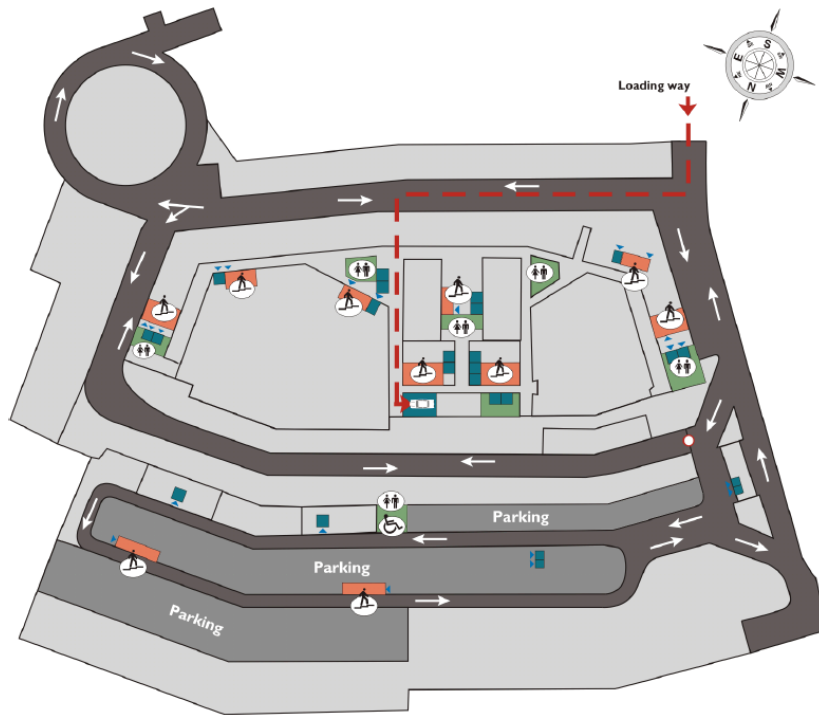
Prague Congress Center
5. května 1640/65, Nusle
140 00 Prague 4
Czech Republic
Web: www.praguecc.cz

1.2 DELIVERY ADDRESS

Prague Congress Center
5.května 65
140 00 Praha 4
Czech Republic

- Goods entry / vehicle access:
via gate 3, TIR A (please see basement map for details)





Notify: *European Lung Cancer Congress 2024 Exhibition* / Exhibitors Name / PCC / 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 the Congress Hall Foyer on the 2nd Floor.

Measures freight elevator:

Two freight elevators are available to access the exhibition areas and may only be operated by authorized staff:

	Lift K	Lift G
Depth:	5 m	2.85 m
Width:	2.40 m	2 m
Height:	2.50 m	2.40 m
Max. load:	5000 kg	2000 kg

Entrance for Trucks

Trucks driving into the basement of the PCC through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below unloading point "TIR A" is possible, please see basement map on page 2 for details):

Height: max 3.3 meters

Width: max 3.5 meters

Length: max 10 meters

Total weight of truck + cargo: max 10 tons

Loading bay has limited dimension: width 2m, height 2m.

All staff working on the loading bay must wear a safety vest

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point "TIR B" (please see basement map on page 2 for details). 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 and deposits are collected. Please refer to the shipping manual or contact Fairexx for the detailed information concerning the time slots.

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

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.

Parking of Trucks

The parking of trucks can be arranged by official freight forwarder. No truck parking is available in the Prague Congress Centre.

The possibility of parking is: Prague Exhibition Area, Street "Beranovych" 111 , Prague 9 - Letnany or Parking-place , direction highway Brno (abt 20 km) Pruhonice (petrol station , Motel-parking-place. These possibilities are not obligatory, they are only recommended.

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 and stand approval)

Ms. Sarah Leitner – ext. 67 (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)
- Registration for Exhibitor badges

As of Monday, March 18, 2024 the Exhibition Service Desk at PCC 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

Sarah Leitner: +43 (0) 664 105 20 18

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	press@esmo.org	
Media Activities Organised by Third Parties	media@esmo.org	
Filming Activities	filming@esmo.org	

2.3 ACCOMMODATION

Kuoni Tumlare Congress has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to ELCC 2024.

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

Jens Metscher

Tel.: +49 30 44 03 47 25

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 Zatisi Catering Group. Coffee Machines and Baristas do not have to be organised through Zatisi Catering Group

Catering contact:

Zatisi Catering

Mr. Andrea Jakubove

Tel: +420 776 383 147

E-mail: andrea.jakubove@zatisigroup.cz

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, 18 March	08:00 – 22:00
Tuesday, 19 March	08:00 – 20:00
Wednesday, 20 March	07:30 – 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 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, 20 March	10:00 – 17:00
Thursday, 21 March	08:45 – 17:00
Friday, 22 March	09:00 – 17:00
Saturday, 23 March	09:00 – 13:30 Only for booths located in the Forum Hall Foyer

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 PCC do not take any responsibility for valuables or material left on the stand.

Dismantling	
Saturday, 23 March	07:00 – 22:00 Only for booths located in the Congress Hall Foyer 13:30 – 22:00 Only for booths located in the Forum Hall Foyer

3.2 EXHIBITION SERVICE DESK – OPENING HOURS

Exhibitors Service Desk – opening hours*	
Monday, 18 March	08:00 – 21:00
Tuesday, 19 March	08:00 – 19:00
Wednesday, 20 March - Friday, 22 March	08:00 – 17:00
Saturday, 23 March	08:00 – 21:00

*Times are subject to changes

3.3 EXHIBITION REGISTRATION – OPENING HOURS

Exhibitors Registration Desk – opening hours*	
Tuesday, 19 March	15:00 – 18:00
Wednesday, 20 March	09:30 – 18:30
Thursday, 21 March	07:30 – 18:30
Friday, 22 March	07:45 – 19:00
Saturday, 23 March	07:30 – 13:00

*Times are subject to changes.

3.4 WELCOME RECEPTION

The official Welcome Reception will take place in the exhibition on Wednesday, 20 March from 13:00 to 13:30.

3.5 COFFEE BREAKS

Coffee Breaks*	
Wednesday, 20 March	16:00 – 16:30
Thursday, 21 March	10:45 – 11:15 & 16:40 – 17:00
Friday, 22 March	10:00 – 10:30 & 16:40 – 17:00
Saturday, 23 March	09:30 – 10:00

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

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@maw.co.at by **1 March 2024**.

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 area, as per the official congress hours.

Exhibitor badges do 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/meeting-calendar/european-lung-cancer-congress-2024/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 6.1.5. Submission of construction plans / STAND DESIGN) until **January 19, 2024** 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 PCC 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

Standbuilding heights:

Maximum build heights

13m² - 24m² maximum 2.5m

25m² - 45m² maximum 3m*

46m² - 66m² maximum 3.5m*

67m² - 87m² maximum 4m*

88m² - 100m² maximum 5m*

***Important Note:** A standbuilding height over 2.5m is only possible if stand is located in front of the Mezzanine Level and the stand design has been approved by MAW.

The following stands are located in the front of the Mezzanine Level and therefore the above mentioned max. height applies: 2:D2, 2:E2. For the stands 2:C2 & 2:F2 only parts of the stands can be built higher than the standard building height – please contact MAW for further information.

For all other stands the standbuilding height is restricted to 2.5m because of the ceiling height.

Please also refer to 7.4.

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

Suspensions from the ceiling are **not** possible at PCC (Prague Congress Center) and cannot be offered. No part of any exhibit may be suspended from the ceiling or attached to any part of the building.

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: **January 19, 2024** – 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.

6 VENUE SPECIFICATIONS

6.1 VENUE SPECIFICATIONS / IMPORTANT INFORMATION

PCC, Congress Hall Foyer, 2nd Floor

Hall height: depending on stand position
Max. Standbuilding height: please refer to 7.1.2.
Dimensions of the pillars: 45x45cm
Max. permissible surface load: 400kg/m²
Floor: delicate white/light grey marble

Flooring

The floor area is finished by aged marble floor tiles. All damages to flooring will be charged to the Exhibitor responsible.

Therefore, no mortar may be placed on the floor, nailing is not allowed with percussion tools or painting with spray guns.

Should there be an absolute need to carry out any of the unauthorised work, permission must be requested from the Exhibitor at least 4 weeks before the opening, providing detailed plans indicating weights and support surfaces for the products to be exhibited or the decoration to be fitted.

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

Service Chests

All services (telecommunications, water and drainage, electricity, etc.), will be supplied through either the ceiling or via the floor.

Raised floors

Raised floors with a height of more than 5cm must label the elevation with a visible safety tape (black/yellow) and provide a ramp for handicapped access.

Stands with a height of more than 2.80m

For stands higher than 2.80m statical calculations are needed and must be submitted for approval. Any staff/builders working on constructing stand higher than 3 m must bring their authorized license for working in heights. This permit must be valid throughout the whole event. In order to avoid any issues on site please submit your license for working in heights before the event.

Covering of columns

Any column (measuring 45x45cm) of the Foyer situated within the stand may be covered without causing any damage and in compliance with accepted height regulations. Fire extinguishing equipment and sensor system must not be covered.

Surveillance and Security

The Exhibitors undertake the general surveillance service of the PCC both day and night. Each Exhibitor shall be responsible for the surveillance his stand and exhibits. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. PCC strongly urges exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC accepts no responsibility for goods stolen from exhibits. Security services during the nighttime can be ordered through MAW upon request and are recommended if any valuables are left on the stand as the building has several entrances which cannot be locked during the nighttime due to the mixed use of the building (e.g. company offices, etc.)

6.1.1 Type of stand / space

- Row stand

The standard height of side and back walls is according to the height table 6.1.2. (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 has to 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 6.1.2. (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 has to 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 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 6.1.2. (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 has to 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

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.**

6.1.2 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.

6.1.3 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.

6.1.4 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.

Please also refer to paragraph 7.3

7 VENUE RULES & REGULATIONS

7.1 STAND STABILITY AND STRUCTURAL STABILITY

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

7.2 FIRE AND SAFETY REGULATION OF THE VENUE

- 1) All escape routes must always be kept free, not blocked by any objects which could hinder possible evacuation and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm
- 2) Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, e.g. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers)
- 3) Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- 4) All exhibitors are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, stored and used substances, items and goods, etc.
- 5) Within all premises of the PCC it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- 6) All used materials (textile fabric, wood, etc.) brought into the object and serving as decoration, material for construction of exhibition stands, scenes, decoration of halls, hallways, etc., provided by exhibitors, must have fireproof finishing of its own way. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation upon request.
- 7) All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech republic, Order No. 87/2000 Coll. and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire protection in the given area of the PCC. This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue!
- 8) No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the conference venue.
The fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organisation.
The exhibitor must have the certificate of reaction to fire of the materials used for the arrangement or decoration at the disposal of the conference venue.

7.3 RAISED FLOORS AND RAMPS WITHIN EXHIBITS

A raised floor is advised if heavy equipment is stored on the stand (100kgs/m² or more) Authorization must be requested in writing to MAW. A descriptive report and to-scale plans should be presented. All stands with a floor over 5 cm above ground level must present a construction certificate signed by the competent engineer. The stand area may be covered only by the installation of an elevated platform, use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.

The use of wooden platforms is recommended for stands with a lot of electrical wiring. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 5 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe, and labelled with a visible safety tape (black/yellow). Platforms should be placed within the stand perimeter. The platform must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter.

Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the Czech Republic.

7.4 CONSTRUCTION WORK

ATTENTION: Any staff/builders working on constructing stand higher than 2.8 m must bring their authorized license for working in heights. Please submit this beforehand.

7.5 INSURANCE

The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of each Exhibitor shall be left in the same state they were found in. Any damage shall be repaired by the Exhibitor at his expenses.

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither the PCC nor ESMO or MAW can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. The cost for this insurance and responsibility for its arrangement falls to the Exhibitor.

Exhibitors should also be covered against any claims which may ensue from transportation to and from the PCC and against any claims which may be made by third parties, e.g. the PCC, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the PCC.

If any conditions within the Exhibition Services Kit for Participation are infringed, the responsibility for any accident will be exclusively with the Exhibitor who must have contracted an insurance policy for unlimited civil liability for harm to third parties, albeit person or objects. In case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to indemnify the Organizer against all direct and consequential losses.

8 LIABILITY / INSURANCE

8.1 Liability

Neither ESMO nor MAW nor PCC, 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 PCC, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor MAW nor PCC 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 PCC 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 PCC 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, Czech and European law, where applicable.

8.2 Insurance

The exhibitor and or his stand building company must take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

Please also refer to 7.5

9 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ELCC 2024 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 2024 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 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 2024 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 2024 but not later than **13 December 2024**. 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 2024.

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 2024 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 2024 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).

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 2024 or any materials related thereto or offered at ELCC 2024 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 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ELCC 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ELCC 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ELCC 2024 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 2024 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 2024. ESMO will use its best efforts to provide access to ELCC 2024 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 2024 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 2024 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 2024. 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 2024.

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 2024 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.