

2024 **ESMO GASTROINTESTINAL  
CANCERS**  
Annual Congress

**MUNICH GERMANY**  
**26-29 JUNE 2024**



# ONSITE EXHIBITION MANUAL

## IMPORTANT DEADLINES

- 10 April 2024** Submissions of the booth layout
- 15 April 2024** Orders of additional services
- 05 June 2024** Exhibitor registration

# TABLE OF CONTENTS

---

<b>1 CONGRESS VENUE .....</b>	<b>3</b>
<b>2 IMPORTANT ADDRESSES.....</b>	<b>4</b>
<b>3 TIME SCHEDULE.....</b>	<b>6</b>
<b>4 EXHIBITOR REGISTRATION, FULL REGISTRATIONS &amp; WORKING PASSES.....</b>	<b>8</b>
<b>5 VENUE SPECIFICATIONS &amp; VENUE REGULATIONS.....</b>	<b>9</b>
<b>6 STANDBUILDING RULES.....</b>	<b>12</b>
<b>7 LIABILITY / INSURANCE .....</b>	<b>18</b>
<b>8 GENERAL TERMS AND CONDITIONS.....</b>	<b>19</b>
<b>STAND SERVICES – ONLINE ORDERS .....</b>	<b>21</b>
<b>STAND SERVICES – IMPORTANT INFORMATION .....</b>	<b>23</b>

Attachments:

- Exhibitor Registration Excel Template
- FAIREXX Official Freight forwarder– Shipping Instructions, Tariff & order forms
- Lead System/Badge Scanner (CTI) brochure & order form
- ICM/Messe München - Technical guidelines and Important Notes

Service Orders online at the following link:

<https://forms.media.co.at/GICANCERESMO24>

# 1 CONGRESS VENUE

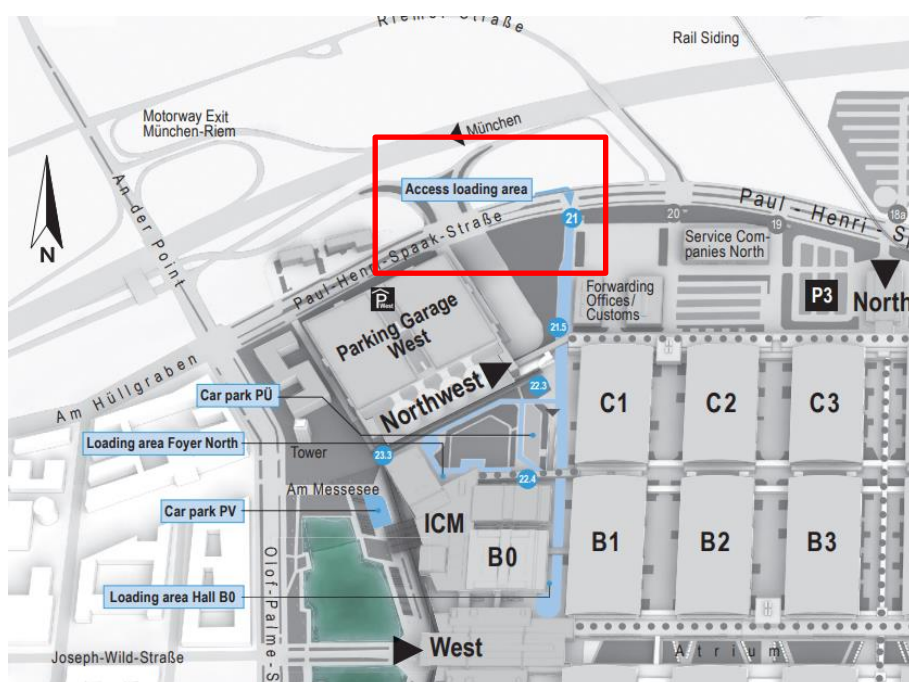
## 1.1. VENUE ADDRESS

**ICM-International Congress Center of the Munich Messe**  
Am Messesee 2  
D-81829 Munich - Germany

## 1.2. DELIVERY ADDRESS

**Messe München/ ICM**  
**ESMO GI Cancers 2024**  
**Fairexx Logistics GmbH c/o Kühne & Nagel Co.**  
**Paul Henri Spaak Strasse**  
**Am Messesee 6, Tor 21**  
**81829 München - Germany**

**Access for exhibitors and standbuilders via the gate 21 and Loading area Foyer Nord**



**Notify: ESMO GI Cancers 2024 Exhibition / Exhibitors Name / ICM / 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!**

### **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.

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. The usage and driving of forklifts is restricted to Fairexx. If you use your own pallet trucks and other handling machines, they must be equipped with rubber wheels and you have to consider further restrictions mentioned in the document “Notice use of lifting equipment ICM”.**

## 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)

**Mrs. Sarah Zollner** – ext. 105 (general planning, additional orders and exhibitor registration)

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

Fax: +43 (0) 1 535 60 16

E-mail: [esmomeetings.exhibition@maw.co.at](mailto: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, 24 June 2024 the Exhibition Service Desk at ICM will be open, and from this time on you can contact us via our mobile phone numbers:

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

Sarah Zollner: +43 (0) 660 936 59 20

### 2.2. CONGRESS MANAGEMENT

**ESMO Gastrointestinal Cancers Congress Team**

c/o ESMO Head Office

Via Ginevra 4

6900 Lugano - Switzerland

Organisation		
Alessia Mora	gicongress@esmo.org	+41 (0) 91 973 19 62
Chiara Sommaruga		
Scientific Programme		
Debora Carbonetti-Asta	programme@esmo.org	+41 (0) 91 973 19
Andrea Borghesi		
Registration Management		
ESMO Registration Office	registration@esmo.org	+41 (0) 91 973 19 13
Sponsorship opportunities for industry		
Jon Roberts	jon.roberts@esmo.org	
Anna MacDougall	anna.macdougall@esmo.org	
Media Relations		
Media activities organised by third parties	media@esmo.org	
ESMO Press Office	press@esmo.org	
Filming Activities	filming@esmo.org	

### 2.3. ACCOMMODATION, OPTIONAL TOURS

K.I.T. Group GmbH  
Tel.: +49 30 24603 100  
E-mail: [esmogicongress@kit-group.org](mailto:esmogicongress@kit-group.org)

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

FAIREXX – Logistics for exhibitions GmbH  
Marienstrasse 28, 12207 Berlin, Germany  
Marco Junghans  
Tel.: +49 30 44034711  
E-mail: [marco.junghans@fairexx.de](mailto:marco.junghans@fairexx.de)

### 2.5. CATERING FOR EXHIBITION STANDS

Coffee breaks are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering, but it must be organised through **Käfer Service GmbH**.

Coffee Machines and Baristas do not have to be organized through **Käfer Service GmbH**.

#### **Catering contact:**

Käfer Service Team  
E-Mail: [messe.catering@feinkost-kaefer.de](mailto:messe.catering@feinkost-kaefer.de)  
Phone: +49 89 94924203

Catering for the exhibition can be ordered via  
<https://messe.feinkost-kaefer.de/en/Messe-Muenchen/ESMO-GI-2024>

Please contact them directly in case of any questions regarding catering.

### 2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH  
Nussdorferstraße 20/22  
1090 Vienna, Austria  
Ms. Tamara Dworschak  
Tel.: +43 1 319 69 99-0  
Email: [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)

## 3 TIME SCHEDULE

### 3.1. EXHIBITION

Set-up	
Monday, 24 June	08:00 – 20:00
Tuesday, 25 June	08:00 – 20:00
Wednesday, 26 June	08:00 – 10:00 ( <b>only decorations or cleaning - no construction work!</b> )

**Important information:** 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. Official garbage bags & containers can be ordered at extra costs. Please refer to the appropriate order form.

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

Exhibition Area Hours	
Wednesday, 26 June	10:00 – 17:00
Thursday, 27 June	09:00 – 17:00
Friday, 28 June	09:00 – 17:00
Saturday, 29 June	09:00 – 13:00

**Important information:** please note that the stands must be manned during the opening hours. Please be aware that 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 ICM/Messe München do not take any responsibility for valuables or material left on the stand.

Dismantling	
Saturday, 29 June	13:00 – 00:00

Please note that additional time for dismantling on Sunday is only possible on request (availability is not guaranteed) and at an additional cost, please contact MAW if needed.

**Important information:** When scheduling your timeslots for dismantling please take into account that in Germany it is forbidden to drive trucks (total weight over 7.5 tons) from Saturday midnight until Sunday 22:00.



### 3.2. EXHIBITION SERVICE DESK – OPENING HOURS

Exhibitors Service Desk – opening hours*	
Monday, 24 June	08:00 – 19:00
Tuesday, 25 June	08:00 – 19:00
Wednesday, 26 June	08:00 – 18:30
Thursday, 27 June	08:00 – 18:30
Friday, 28 June	08:00 – 18:30
Saturday, 29 June	08:00 – 21:00

*\*Times are subject to changes.*

### 3.3. EXHIBITION REGISTRATION – OPENING HOURS

Exhibitors Registration Desk – opening hours*	
Wednesday, 26 June	09:30 – 18:30
Thursday, 27 June	07:30 – 18:30
Friday, 28 June	07:30 – 18:30
Saturday, 29 June	08:00 – 12:00

*\*Times are subject to changes.*

### 3.4. WELCOME RECEPTION

All participants attending the Congress are welcome to attend the official Welcome Reception on Wednesday, 26 June from 13:00 – 13:30, in the exhibition area.

### 3.5. COFFEE BREAKS

Coffee Breaks and Poster Presentation*	
Wednesday, 26 June	16:00-16:30
Thursday, 27 June	10:15-10:45, 12:15-12:45, 15:30-16:30 (Poster presentation)
Friday, 28 June	10:00-10:30, 12:45-13:15, 16:00-16:30
Saturday, 29 June	10:00-10:30

*\*Times are subject to changes. For final times please refer to the virtual platform*

## 4 EXHIBITOR REGISTRATION, FULL REGISTRATIONS & WORKING PASSES

---

### 4.1. EXHIBITOR REGISTRATION

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

In case you would like to increase the number of exhibitor badges, a fee of EUR 110 per badge applies.

To order your exhibitor badges and register your staff, please fill out the excel template available via the online order forms and return it by e-mail to: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) by **5 June 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 (in the main entrance). They will be handed over all together to one company representative who will be responsible to distribute the badges to the staff members.

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

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

Staff holding exhibitor badges may enter the exhibition area, as per the official congress hours.

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 REGISTRATIONS

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](mailto:registration@esmo.org).

### 4.3. WORKING PASSES

Personalized working passes will be required during set-up and dismantling.

To order the working passes for your crew, please fill out the excel template available via the online order forms and return it by e-mail to: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) by **5 June 2024**.



# 5 VENUE SPECIFICATIONS & VENUE REGULATIONS

---

## 5.1. VENUE SPECIFICATIONS / IMPORTANT INFORMATION

### ICM

<b>Hall height:</b>	depending on stand position
<b>Max. Standbuilding height:</b>	3m
<b>Max. permissible surface load:</b>	Ground floor: 1 t/m <sup>2</sup> (10 kN/m <sup>2</sup> ) Upper floor : 500kg/m <sup>2</sup> (5 kN/m <sup>2</sup> )
<b>Floor:</b>	Ground floor: Natural stone (granite) Upper floor: Wood (Maple Parquet)

All exhibitors have only booked floor space and are responsible to build their own booths or order rental modular booths via the additional order forms.

In case you will build your own booth please refer to the Standbuilding rules (6 – Standbuilding rules) and submit the stand drawings (detailed requirements 6.1.5. Submission of construction plans / STAND DESIGN) until **10 April 2024** at the latest to [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at).

### Hall floors, ceilings and walls

Hall floors may not be covered with paint, glue or stickers. **Adhesive fixing of floor coverings to hall floors is permitted only with double-sided adhesive fabric tape that can be removed without residues. Only ICM adhesive tape may be used for laying floor inside the ICM, the adhesive tape for wooden and granite floors is available free of charge at the exhibitor service desk.** All materials used must be removed leaving no residues and without damaging the floor. **All damages to flooring will be charged to the Exhibitor responsible.** Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

### Supply points

All services (telecommunications, & electricity) will be supplied through floor sockets/connections. *Please note that water cannot be supplied, as there are no water connections throughout the planned exhibition space.*

### Stand stability and structural stability

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health. The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

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

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

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

The reference surface in such cases is the surface potentially exposed.

Calculations proving compliance to these rules must be presented to Messe München upon request.

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

### **Stand ceilings**

The exhibition area is equipped with an automatic fire-extinguishing system, the effective operation of which may not be hindered by any stand ceilings. **Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered in writing with the exhibition management, as they require written approval. Please submit your stand drawings with all detailed information to MAW for approval. You will then receive the needed documents to obtain approval from the venue.**

Closed ceilings are only allowed if sprinkler-compatible materials (mesh / netting materials as have been approved by VdS Schadensverhütung GmbH) are used. Stand ceilings/canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1).

Closed ceilings with solid material instead of mesh/netting materials bigger than 1m<sup>2</sup> are not allowed in any case!

### **Regularly occupied spaces / Partitioned “trapped” rooms**

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only (“trapped” rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance.

Please submit your stand drawings with all detailed information to MAW for approval.

### **Doors**

The use on emergency escape/rescue routes of power-operated swinging doors, revolving doors, security coded doors, sliding doors, lift doors or any other device and other access restrictions operated by motors etc. that could act as an access barrier is prohibited.

Swinging doors on escape/rescue routes must be equipped with a device to prevent them from swinging back.

Manually operated rotating doors / turnstiles on escape/rescue routes are only permitted if they are equipped with a mechanical device that can be used in an emergency to open the rotary door / turnstile fully and easily across the entire passageway width from the inside. It must be possible to open double-leafed doors fully and easily from the inside (in the direction of evacuation) using a single handle.

### **Fire certificates**

As a general rule, no easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking / sooting, such as most thermoplastics including polystyrene (Styrofoam), whatsoever may be used.

In individual cases and for safety reasons, special conditions may be imposed for load-bearing Structural components (e.g. non-flammability).

Any mountings, fasteners and ties required for structural or load-bearing purposes must be made of non-flammable materials.

Decorative materials must be classed as being at least **extremely flame-retardant (class B1)**, may not drip or melt when burning **pursuant to DIN 4102-1**, may only produce a limited amount of smoke or **comply with class C (C -s2, d0) pursuant to EN 13501-1**. A test certificate verifying the fire classification of the materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated with a suitable and approved fire-proofing agent, to be coordinated with the Munich Municipal Fire Department and taking account of the processing instructions. The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

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

Welding, cutting, soldering, abrasive cutting and other work involving the use of a naked flame or flying sparks is strictly prohibited on all operational and display areas belonging to Messe München. In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. Exhibitors need to apply for special approval and the forms needed can be obtained via MAW. In case you are planning to use laser devices (or X-ray) you also need to apply for special approval and the required documents can be obtain via MAW as well.

**For all rules and regulations at ICM/Messe München please refer to the attached documents:**

- **Technical guidelines**
- **Important notes**
- Notice fire protection measures
- Notice use of lifting equipment ICM
- Notice electrical installation work
- Notice description of halls and foyer

**Important information:** In cases where the Organisers regulations, stated in this onsite exhibition manual, differ from the regulations of the Messe München GmbH, stated in the additional documents from the venue mentioned above, the Organisers regulations shall apply. Some paragraphs may also not be relevant to ESMO GI Congress 2024. If in doubt, please contact MAW.

## 6 STANDBUILDING RULES

---

### 6.1. 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 the congress venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

#### 6.1.1. GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- 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 during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

#### 6.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.5 m

Maximum building height: 3 m

#### 6.1.3. 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).

**Carpet or any other floor covering is obligatory.**

#### 6.1.4. SUSPENSION FROM THE CEILING

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

#### 6.1.5. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Please provide the following documents via e-mail as pdf-file - stand design/drawings to scale:

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

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

**Deadline for submission: 10 April 2024 – please send to:**

**[esmomeetings.exhibition@maw.co.at](mailto: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.

### 6.1.6. TYPE OF STAND / SPACE

- **Row stand**

According to international custom, a row booth shall be built open on one side.

At the open side any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on the open side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Corner stand**

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

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 30% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.



Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management. The maximum closing of 35% is only allowed with a maximum height of 3.00 m.

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.



- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. At the 4 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m.

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

### 6.1.7. 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. Depending on the usage of the room, doors and windows must be 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 inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required (for small coffee machines/counters slight exceptions might be possible)
- l. It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth

### 6.1.8. FIRE CERTIFICATES/MATERIALS

All material used to set-up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.

Depending on how they are used, the materials must respond to the following 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

Please bring the appropriate certificates (in English) on-site for all the materials you use. For fire certificates/materials please also refer to the venue regulations.

### 6.1.9. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITION

The following regulations are essential to reduce the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All stands with a raised floor / access platform shall be built with a ramp (**mandatory, especially for raised floors over 4cm height**)
- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by the Exhibition Management before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.
- Ramps must be kept within the stand and not be placed in the aisles.

## 7 LIABILITY / INSURANCE

---

### 7.1. LIABILITY

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

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ESMO Gastrointestinal Cancers Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders. Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, German and European law, where applicable.

### 7.2. INSURANCE

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

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

## 8 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Gastrointestinal Cancers Congress 2024 insofar as the contractual partners do not reach contrary agreements in writing.

### 8.1 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 ESMO Gastrointestinal Cancers Congress 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.

### 8.2 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.

### 8.3 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.

### 8.4 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.

### 8.5 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.

### 8.6 TERMS OF PAYMENT

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

### 8.7 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.

### 8.8 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.

### 8.9 INDEBTEDNESS

Payments not received by the first day of the start of the ESMO Gastrointestinal Cancers Congress 2024 will be subject to a 10% penalty fee on the total sponsorship investment.

### 8.10 REFUNDS

Any refunds of deposits paid will be made after the ESMO Gastrointestinal Cancers Congress 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.

### 8.11 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 the ESMO Gastrointestinal Cancers Congress 2024.

### 8.12 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 the ESMO Gastrointestinal Cancers Congress 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 the ESMO Gastrointestinal Cancers Congress 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). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

#### **LIMITATION OF LIABILITY OF ESMO**

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence 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 the ESMO Gastrointestinal Cancers Congress 2024 or any materials related thereto or offered at the ESMO Gastrointestinal Cancers Congress 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. The ESMO Gastrointestinal Cancers Congress 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Gastrointestinal Cancers Congress 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Gastrointestinal Cancers Congress 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Gastrointestinal Cancers Congress 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.

#### **CONNECTIVITY OR TECHNICAL ISSUES**

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO Gastrointestinal Cancers Congress 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 the ESMO Gastrointestinal Cancers Congress 2024. ESMO will use its best efforts to provide access to the ESMO Gastrointestinal Cancers Congress 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.

#### **BANKRUPTCY OR LIQUIDATION**

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the

contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

#### **SECURITY AND INSURANCE**

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the ESMO Gastrointestinal Cancers Congress 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.

#### **ENFORCEMENT OF RULES**

Applies equally to all. All companies investing in sponsorship at the ESMO Gastrointestinal Cancers Congress 2024 must comply with all rules and policies established by ESMO.

#### **VIOLATION PROCEDURE**

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

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

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

This will be confirmed in writing after the ESMO Gastrointestinal Cancers Congress 2024. Appeals may be made to the ESMO Management.

#### **PENALTIES**

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

#### **CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION**

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of the ESMO Gastrointestinal Cancers Congress 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.

#### **NON-SMOKING POLICY**

The ESMO Gastrointestinal Cancers Congress 2024 is a non-smoking event.

#### **FINAL CLAUSE**

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



# STAND SERVICES – ONLINE ORDERS

Deadline for orders: 15 April 2024

<https://forms.media.co.at/GICANCERESMO24>

## CONDITIONS OF PAYMENT AND FOR ORDERS

### Conditions of Payment:

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

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

beneficiary: MAW – Medizinische Ausstellungs- u. Werbegesellschaft

Maria Rodler & Co Gesellschaft m.b.H.

account name: Med. Ausst.- u. Werbeges.

account number: 00256 807 900

bank name: UniCredit Bank Austria AG

bank address: Rothschildplatz 1, 1020 Vienna (Austria)

bank code: 12000

BIC: BKAUATWW

IBAN: AT55 11000 00256 807 900

### **IMPORTANT – please read carefully:**

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
- **Deadline for ordering: 15 April 2024**
- **A surcharge of 15% will be applied on all orders made after the deadline of 15 April 2024 and there will also be an additional surcharge for onsite orders.**
- Orders onsite must be paid by credit card and are without guarantee and time limit for delivery.
- If a service already provided is cancelled, 100% cancellation fee applies.
- All outstanding payments must be settled onsite with credit card – without exceptions.
- Place of performance and jurisdiction: Vienna.

### Conditions for Orders:

#### **For rental items – please note:**

All exhibitors have only booked floor space and are responsible to build their own booths or order rental modular booths via the additional order forms. Please refer to the modular rental booth section in the manual to view all included items.

**Prices for rental items include delivery to and removal from your booth space.**

**Electrical connections for rented items are not included.**

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

### Delivery times – please note:

Rental modular booths / rental modular stand material / rental furniture will be ready on Tuesday, 25 June 2024 until noon. AV and plants will be delivered throughout the last day of set-up. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity & internet will be installed before the start of set-up.

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

**Tape** – please note: Hall floors may not be covered with paint, glue or stickers. Adhesive fixing of floor coverings to hall floors is permitted only with doubled-sided adhesive fabric tape that can be removed without residues. After the end of the congress, floor coverings and adhesive tapes are to be removed.

**Only ICM adhesive tape may be used for laying floors inside the ICM.** Adhesive tape for wooden and granite floors is available free of charge at the exhibitor service desk.

**Separation walls towards neighbouring stands are obligatory.** The outside walls facing the neighbours must be finished and white.

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

Please submit a dimensional drawing showing the main position of all ordered services until **15 April 2024** at the latest.

Service positions for electricity and internet – please note: **Please submit a dimensional drawing showing the main position (supply duct) of all ordered services.** Installation according to the plan provided. Any alteration after installation will be invoiced € 160.

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

Exceptions to this rule are rental modular booths ordered through MAW.

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

# STAND SERVICES – IMPORTANT INFORMATION

## CLEANING/STAND CLEANING

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

**Initial cleaning:** carried out on Tuesday, 25 June 2024 in the night after end of set-up. Includes one-off cleaning of floor surfaces and the horizontal surfaces of tables, chairs, and counters, emptying of waste container and vacuuming of textile floor coverings and/or wet wiping of hard floor coverings.

**Daily cleaning:** carried out nightly from Wednesday, 26 June 2024. Includes emptying of waste containers, cleaning of the horizontal surfaces of tables, chairs and counters, vacuuming of textile floor coverings and/or wiping clean of hard floor coverings.

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

In case special cleaning services are needed, please contact the exhibition management for an offer per e-mail [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at).

**For orders submitted later than 15 April 2024 an additional surcharge of 15% will apply. Without the completed online cleaning order, no cleaning will be done.**

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

The cleaning of the stands will be done overnight and will be finished every morning before the exhibition opens.

## WASTE MANAGEMENT/WASTE DISPOSAL

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

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

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

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

## **Terms of business: waste disposal**

### **General**

Every exhibitor is obliged to dispose of such waste as is generated on his exhibition stand at his own expense and without delay. Messe München GmbH provides exhibitors with a wide range of environmentally friendly waste disposal services.

In accordance with Munich city council statutes concerning the disposal of commercial and construction waste, the separation of waste into individual recyclable groups is a mandatory requirement. All exhibitors and stand builders are therefore obliged to take effective steps before, during and after the event to minimize waste and ensure both its proper separation and disposal. Disposable carpeting should be avoided. Please refrain from using disposable tableware.

Waste for the disposal of which no approved waste disposal contractor has been appointed may at no time be stored outside the rental stand area. The storage of empty boxes in the hall is generally prohibited.

The waste containers in the loading yards may be filled by persons appointed by Messe München GmbH only.

### **Waste management**

Pursuant to the Recycling Management Act, the Industrial Waste Directive (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EG with amendments via Directive (EU) 2018/851), the prime aim is to avoid generating waste at trade fair centers during the stand setup period, the duration of the fair and the dismantling period. Exhibitors and their contractors are obliged to contribute to this in every phase of the event. This aim must be pursued at all times, even in the planning stage, and coordinated with all parties involved. As a general rule, only such materials as can be recycled and pollute the environment as little as possible are to be used for stand construction and operation purposes.

### **Waste disposal during the stand setup and dismantling periods**

The exhibitor may only appoint Messe München GmbH to dispose of its waste at the exhibition center. The exhibitor is to ensure that its contractors only appoint Messe München GmbH to dispose of their waste at the trade fair center. Any materials left behind may be disposed of, without verification of their value, at the exhibitor's

expense for an increased fee. Waste sacks will be supplied as of the delivery date requested. If no delivery date is stated, they will be supplied in the course of the last stand setup day. Sacks that have been filled may remain in the halls and will be collected from there.

Containers will be delivered to the stand as of the delivery date requested and will be collected from there too. Containers with a capacity of 1.1 m<sup>3</sup> are equipped with rollers and can be moved by hand. The collection and / or emptying of containers can be registered directly at the exhibitor service desk as and when required. If the container lid can no longer be shut due to the container being too full, a handling fee will be charged for each such container. Notably on the last stand setup day, Messe München GmbH are entitled to collect filled containers at the expense of the exhibitor if the containers are left standing for longer than two hours without any request for collection.

Waste sacks and containers may be filled with mixed waste (no hazardous waste, no food waste, no liquids) only.

Carpeting can be rolled up or bundled and left on the stand for collection if it has been registered for collection. Wood and chipboard as well as any other waste generated can be collected following its registration with the approved waste disposal contractor and the issuing of a delivery note. During the stand setup period wood waste and / or chipboard can be collected from OUTSIDE the halls only; during the dismantling period it can be collected from inside the halls.

On the evening of each stand setup and dismantling day, all waste must have been removed from the halls.

The rental area is to be left in a swept and generally clean state at the end of the dismantling period. Adhesive tape and other debris are to be removed by the exhibitor himself or by a company appointed by him.

### **Hazardous waste**

The exhibitor is obliged to register with Messe München GmbH in good time for disposal such waste as

is by virtue of its nature, characteristics or quantity particularly hazardous to health or the environment, explosive or easily inflammable (e. g. batteries, varnishes, solvents, lubricants, machine oils, coolants, printing dyes and inks, paints), together with the relevant data safety sheet details.

### **Waste brought to the exhibition center**

Such materials and waste as are not used or generated in connection with the given event in the stand construction or dismantling periods or its actual duration may not be brought to the trade fair center.

### **Waste disposal fees**

Waste registered for disposal will be disposed of by Messe München GmbH at the prices valid at the time of the event. Messe München GmbH reserves the right to demand higher charges for the disposal of mixed waste than for fully presorted, recyclable materials.

For such waste generated by the exhibitor or his contractors as has not been registered with Messe München GmbH for disposal, Messe München GmbH is entitled to charge lump-sum compensation equating double the charge it would have raised for disposal of the same quantity of mixed waste. Messe München GmbH's right to claim further compensation remains unaffected. The exhibitor may demand a reduction in the lump-sum compensation if he proves that Messe München GmbH has incurred less damage. Waste generated by the exhibitor or his customers is considered to be all such waste as is located on the exhibitor's stand, unless he can prove that the waste has not been generated by him or his contractors.

All such objects as are located on the exhibitor's stand after the exhibitor has recognizably left the stand will be treated as waste generated by the exhibitor or his contractors not registered with Messe München GmbH for disposal unless the exhibitor proves that these objects were neither in his nor in the possession of his contractors during the entire period of the event, including stand setup and dismantling times.

The exhibitor has the option during the dismantling period stated in the Terms of Participation, between 08:00 and 17:00, of having the due and proper clearance of his exhibition stand confirmed by Messe München GmbH.



## LONGER SET-UP

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

## ELECTRICITY

Please note that you must order power supply for your booth. Indicate in a dimensional drawing (use the form layout fittings) the required position(s) of your main electrical connection point(s) and the sum total of power [in kW] required for all consumer units (electric lights, motors, appliances etc.) must be stated to allow calculation of an adequate power line cross-section and submit it per e-mail to [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) until **15 April 2024!**

### Service position layout change:

A surcharge of € 160,- per service will be raised for service positions/layouts changes that occur on site, after the service was already put in in place.

### Distribution boards:

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

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

### On a general note:

- If you are building a platform on your stand, please inform us of the clearance between hall floor and the platforms via the online order form.
- Please inform us if electrical equipment/exhibits will be operated with a frequency converter.
- Do not forget to bring your own converters and adapters, if needed.
- The ESMO/MAW exhibition management is not responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

### Details on the electricity connection and supply conditions:

#### Connections

The power is supplied via a TN-S system (3 phases, one neutral conductor, one earthed conductor). If distribution boards by Messe Munich GmbH are used, the earthing work may only be carried out by a service partner accredited by Messe Munich GmbH. Depending on model and type of stand construction, stands may require connection to the protective conductor (earthing/equipotential bonding) in accordance with DIN ENVDE 0100 (see also instruction sheet “notice on electrical installation work on exhibition stands”).

Power will be supplied via the nearest available floor box outlet point. Electrical installations within the stand and downstream of the transfer point between Messe München GmbH and the exhibitor may be carried out by the exhibitor’s own electricians or specialist electrical contractors. Only service partners officially accredited by Messe München GmbH have the right to use the floor box outlet.

The main electrical connection ordered is already available for use during the stand setup period.

Please note: the cost of power consumed by the various electrical connections is included in the price for the main electrical connection, as on the online order form.

For safety reasons, Messe München GmbH reserves the right to switch off the entire power supply to exhibitors once the event has ended.



**There is 24h power supply at the venue. However, please note the following:**

For fire-prevention reasons the exhibitor is obliged to disconnect the power supply daily after the exhibition closes using the master switch incorporated in the main connection. Exceptions: Circuits for devices needing a continuous current supply (separate outlets and circuits required) are exempt. The exhibitor shall be fully liable for the electrical installation and use thereof within his stand area.

**Please help saving energy by always switching off the lights and machines that do not need 24h power upon leaving the booth after exhibition closing hours.**

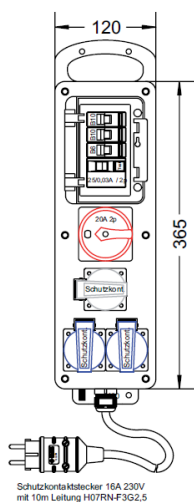
**Explanation for panel boards for main electrical connections**

Below you will see descriptions and schematic representations for the distribution board 1, Included with a 3kW, respectively main electrical connection, and for the distribution board 4, included with main electrical connections of 5 kW up to 15 kW.

If a CEE 32 A adapter is ordered together with a main electrical connection up to 15 kW prior to the commencement of the event, the subsequent ordering (during the stand set-up period) of a distribution board 4 will result in additional costs.

Up to 3 kW max.

**Distributor panel 1**



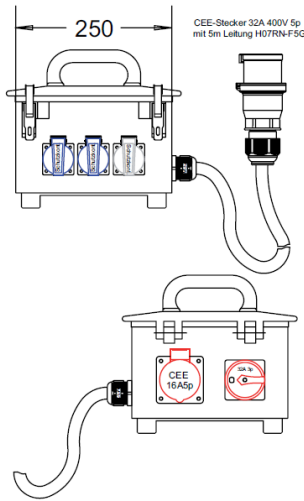
2 AC outlets (16 A) for AC appliances and devices (e.g. music and video systems) and  
1 AC outlet (6 A) for continuous power supply (e.g. refrigerator, fax machine)

**Panel box dimensions:**

W = 120 mm  
H = 450 mm  
D = 120 mm

Up to 15 kW max.

### Distributor panel 4



1 CEE outlet (16 A) for 230 V/400 V  
50 Hz three-phase connections,  
2 AC outlets (16 A),  
1 AC outlet (6 A) for continuous power supply  
(e.g. refrigerator, fax machine)

#### Panel box

##### dimensions:

W = 300 mm

H = 300 mm

D = 300 mm

*\*Illustrations of the other distributions boards (Module 2-3) upon request.*

### Electricity supply conditions

The exhibitor / stand builder is responsible for the proper laying of the power supply line (cable) on his stand downstream of the cable exit point from the utility duct!

The ordering party declares that he and the companies appointed by him will, during the stand setup period, the duration of the fair and the stand dismantling period, comply with all statutory and insurance-related requirements. These include the provisions set out in the BayBO, TRBS 1201, VDE 0100, BGV A1, BGV A 3 and BGI 608 as well as the special terms laid down by Messe München GmbH. Work on electrical installations may only be carried out by qualified electricians in accordance with TRBS 1201. All distributors used must be protected via a master switch and a TYPE A  $U_{\Delta n} \leq 30$  mA RCD (residual current device). If frequency converters, alternators without transformers, EMC filters or other electronic components capable of generating stationary, variable or transient leakage current or DC residual current in excess of 6 mA are connected, TYPE B (SK) or B+ RCDs, or for 2-pin electrical appliances TYPE F RCDs are to be used. Serious violation of the regulations (including DIN VDE 0100) will result in the power supply being cut off. In such cases, no refund shall be due on the costs of installations already completed. Charges for the main connection will be invoiced in every case.

All exhibition stand electrical installations will be inspected and approved by an expert for compliance with the regulations currently effective in Munich. Any deficiencies found are to be immediately rectified.

Repair work conducted on equipment not installed by Messe München GmbH will no longer be carried out by Messe München's service partners for insurance reasons. A voluntary decision will be taken by the service partners in emergencies, but any work conducted will be invoiced according to actual cost.

## INTERNET & WIFI CONNECTIONS

We offer a few options for internet connections (wired LAN Connections and WiFi). Please refer to the online order site for the available services.

Please note that when ordering Internet services, you automatically accept the general conditions concerning Internet services of the Messe München GmbH. So please read the document “**Terms of Business for Information and Communications Services**” carefully.

For the wired internet connections please submit a dimensional drawing with the position of requested main connection point(s) with the order (use the form layout fittings)! Should you require a change of service position once the service is in place, a fee of € 160,- will be charged per service.

The internet is generally supplied from the floor box outlets wherever possible, exceptions may occur. The ordered wired internet line will be laid on your booth area according to the layout provided.

**Please note: No technical support is included in the mentioned prices on the online order form unless stated otherwise. Support requests for devices/equipment brought in by the exhibitors will be charged on an hourly basis and cannot be guaranteed (for all kinds of exhibitor’s own equipment)!**

## WiFi Internet connections

If private WiFi connections are needed on the booth or in the business rooms, there are two options possible:

### **Option A) Private network with WiFi router ordered through us:**

For this option you will need to order (1) a wired internet access (2) the wireless router (up to 32 clients).

### **Option B) Private network set-up by the exhibitors/stand builder themselves (Please choose only if absolutely necessary):**

In case it is absolutely necessary to register for a private WiFi (which will only be granted as an exception) please contact us and send your request to [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at). We will then provide the needed form for registration of your own WiFi network. It is absolutely mandatory to abide by the rules as laid down in these forms. For this option you will also need to order (1) a wired internet access and (2) register your network at an extra cost (€ 204,00 if ordered before the deadline).

## WIFI & INTERNET POLICY

Previous experience has shown that, when multiple wireless networks are sharing the same airspace, all wireless users are susceptible to wireless (RF) interference. This can lead to a loss of connectivity, slow network traffic and poor performance. To guarantee a proper functioning of all WiFi networks during the event a set of mandatory rules have been established to control the deployment of private WiFi networks and to ensure a good WiFi service throughout the exhibition center.

Much like on the road, it is necessary to formulate some rules for WiFi service, so that every wireless traffic participant reaches his destination with maximum efficiency and without defects in his system. These rules apply to WiFi networks that you install yourself for use at your booth or for mobile applications. We kindly ask you to observe these rules, also in your own interest.

WiFi systems use a common medium which is limited by physical conditions – the propagation of electromagnetic waves in the air. These waves may overlap and interfere with each other, with the result that ultimately, none of the signals reach the receivers in the quality required.

To keep with the image of road traffic: WiFi networks spread out like cars on a multi-lane freeway. It makes sense that road users each use one lane and adhere to the traffic regulations.

Traffic congestion results if too many cars are out on the freeway simultaneously; violation of the rules leads to accidents or stop- and-go traffic.

For operation purposes at exhibitions, the quality of a WiFi network depends to a large extent on various factors such as the number of persons, exhibits and stand structures. In conclusion, we would like to point out that traffic in WiFi networks is just as unpredictable as on our freeways.

**Therefore, we kindly ask all exhibitors to carefully evaluate the options given and only apply for private network authorisation, when absolutely necessary.**

**In order to ensure a working WiFi (public as well as private) throughout the event, we ask for the cooperation of all exhibitors by abiding to the rules given.**

During the event, Messe Munich/the exhibition management will have an on-site team who will manage and keep the airspace as interference-free as possible by locating and removing unauthorised wireless sources.

Also Messe Munich/the exhibition management will check whether the installation and transmitting power of the exhibitor's own router complies with regulatory requirements.

Messe Munich/the exhibition management reserves the right to shut down exhibitors unauthorised wireless sources, disconnect internet access services and/or apply any further actions considered necessary. In some cases, an adjustment of the settings of the private networks might solve the problem. Disconnections will only happen after warning the exhibitor first.

### **Important information – Internet safety & terms**

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

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

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

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

*Infringement may result in claims for damages of the organizer of the affected neighbouring exhibitors. The WiFi hardware to be installed has to comply with guidelines for radio communications networks in effect in Europe. Whether the hardware used meets the guidelines above should be determined from the documentation supplied by the manufacturer of the device.*

## RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready **on Tuesday, 25 June 2024 at noon.**

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

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

- Set-up and dismantling
- Wall panels with white melamine panels and white aluminium structure, incl. uprights and frames: height 2,5 m, width 1,00 m. (May vary slightly depending on the supplier.)
- Fascia along open stand front(s) with standard lettering, black, max. 20 letters.
- Carpet (fireproof), please choose colour online:  
• grey • anthracite • red • dark green • dark blue
- 1 spotlight per 3 sqm
- initial cleaning after set-up incl. foil removal

**PLEASE NOTE: Electricity Connection and Daily Cleaning are NOT included and need to be ordered separately**

- **Please submit a dimensional drawing with the position of your power connection** on the booth (use the form layout fittings). Otherwise, it will be automatically installed in a corner of the booth.
- Please bring your own adapters and converters, if needed.
- Please order any furniture needed separately.
- Please always await the definite measures of the wall panels before producing any graphics if back wall graphics was ordered by your company.

**Any additional onsite orders are without guarantee and time limit for delivery.**



## LOGOS & GRAPHICS – RENTAL MODULAR BOOTH

Please always refer to the below mentioned measurements and instructions to set up the artwork for your graphics before sending them to us for printing.

### Company logos:

Please note that this option is for a whole graphic on the fascia not just the logo, please prepare the artwork accordingly (artwork dimensions: W:1952mm x H:387mm) as **PDF, 1:1 with min. 150dpi, vectorized**, per e-mail **until 15 April 2024 at the latest** to MAW at: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) OR via download links (wetransfer, dropbox or similar).

### Wall panel graphics:

#### ➤ Option 1 – print on single wall panels (vinyl print/foil cut)

Graphics printed directly on the wall panels with visible shell scheme structure.  
(Artwork dimension, per wall panel: W: 962mm x H: 2267 mm)

In the production process “foil cut” the desired graphics or letters will be mechanically cut out of colored self-adhesive foil and mounted to the surface. This makes it absolute necessary, that the printing data is available to us as a vector- coded format. (Also known as paths, curves or character routes) Please specify every color of your graphic by using HKS, Pantone or RAL. We will select a foil that comes closest to your required color. In addition, we ensure that the results harmonize in terms of color.

Artwork must be sent as **PDF, 1:1 with min. 150dpi, vectorized**, per e-mail **until 15 April 2024 at the latest** to MAW at: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) OR via download links (wetransfer, dropbox or similar).

#### ➤ Option 2 – „graphic wall“ – print on entire wall elements (fabric)

Graphics covering one entire panel, no visible shell scheme structure. Artwork dimensions for one 3-meter side wall: W: 2970mm x H: 2400 mm. Backwall 3-meter W: 2930mm x H: 2400 mm  
Actual size will vary if you decide to cover several walls, especially if you have a corner or row stands.  
Please contact us for the definite measures for your graphic file!

Artwork must be sent as **PDF, 1:1 with min. 150dpi, vectorized**, per e-mail **until 15 April 2024 at the latest** to MAW at: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) OR via download links (wetransfer, dropbox or similar).

## PLANTS & FLOWERS

Rental arrangements and purchase items include the vases/pots as shown in the pictures online.  
Rental plants are provided without pots, please order rental pots or bring your own!

Delivery of ordered flowers/plants will take place during the last set-up day. (Specific delivery times are NOT possible to arrange due to logistics reasons.)

Please note that for the floral arrangements flowers might change due to seasonal reasons and therefore the pictures are only a reference.

## SECURITY SERVICE

The venue/exhibition halls will be locked during the night. Exhibitors who need to have their booth placed under a particular supervision should order a stand security guard. on the online order site. **Please note: Minimum order is 4.5 hours.** Without any guarantee when ordered after the deadline or onsite!

Exhibitors are advised to:

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

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

## BOOTH HOSTESS/HOST

In case you require hostess service for your booth (not for symposia or meeting rooms) please contact us via [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) for an individual offer.

Without any guarantee when ordered after the deadline or onsite!