

2024 **ESMO GYNAECOLOGICAL CANCERS**

Annual Congress

FLORENCE ITALY
20-22 JUNE 2024



FINAL ONSITE EXHIBITION MANUAL

IMPORTANT DEADLINES:

6 May 2024	Submission of the booth layout
6 May 2024	Orders of additional services (without surcharge)
13 May 2024	Submission of “Safety Regulation Compliance” forms
24 May 2024	Exhibitor registration

TABLE OF CONTENTS

1) CONGRESS VENUE.....	2
2) IMPORTANT ADDRESSES	3
3) TIME SCHEDULE	6
4) EXHIBITOR REGISTRATION & FULL REGISTRATIONS	8
5) VENUE SPECIFICATIONS.....	9
6) STAND BUILDING RULES.....	11
7) LIABILITY.....	16
8) GENERAL TERMS AND CONDITIONS.....	17
STAND SERVICES – ONLINE ORDERS	19
STAND SERVICES – IMPORTANT INFORMATION.....	21

Attachments:

- *Firenze Fiera - “Loading/Unloading & Access Exhibition Area” document*
- *Firenze Fiera - “Security Technical Regulations” document and forms*
- *Exhibitor Registration Excel Template*
- *FAIREXX Official Freight Forwarder- Shipping Instructions, Timeslot Request Form*
- *Lead System/Badge Scanner (CTI) brochure & order form*

Service Orders online at the following link:

<https://forms.media.co.at/ESMOGYNAE24>

1) CONGRESS VENUE

1.1. VENUE ADDRESS

Palazzo dei Congressi, Firenze Fiera
Piazza Adua 1
50123 Firenze (FI), Italy
Web: www.firenzefiera.it/en

1.2. ACCESS TO LOADING AREA

Access for exhibitors and stand builders is via the access gate of Piazza Adua 1, near Firenze Santa Maria Novella Station.



Please note: All vehicles for direct-delivery/pick up on set-up and dismantling must be registered - **please submit the completed "TIMESLOT REQUEST FORM" to FAIREXX - this is obligatory!** Further please note that there is an additional access management system from the venue, where every person who is onsite during set-up and dismantling must be registered in advance. Please see paragraph 5.1. "Access Management".

Offloading/reloading / access exhibition area.

Offloading/reloading: The loading/unloading area has limited space. Only trucks with a max. of 3.5t are allowed to access the loading/unloading area. Bigger trucks with a max. of 8m are allowed to access the grounds of Firenze Fiera but have to stop in front of the congress venue as they are too big to access the loading/unloading area.

Access to the exhibition area: The exhibition is located on the lower level (-1). There is a goods elevator available, but with a limited size (w:145 cm, l:155 cm, h:215 cm). Alternatively the goods can be carried via the staircases.

Please see the attached document "Loading/unloading, access exhibition area"

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.

2) IMPORTANT ADDRESSES

2.1. EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)
International Exhibitions & Advertising
Freyung 6/3, 1010 Vienna, Austria

Contact: Sophia Skibicki
Phone: +43 1 536 63 + direct ext. 74
Fax: +43 1 535 60 16
Mobile number: +43 660 114 36 31 (onsite only)
E-mail: esmomeetings.exhibition@maw.co.at

The following services will be handled by MAW:

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

2.2. CONGRESS MANAGEMENT

ESMO Head Office
Via Ginevra 4
6900 Lugano, Switzerland

Organisation		
Alessia Mora	gynae@esmo.org	+41 (0) 91 973 19 17
Camilla Liedtke		+41 (0) 91 973 19 14
Scientific Programme		
Simona Tettamanti	programme@esmo.org	+41 (0) 91 973 19 09
Giada Rizzo		
Registration Management		
Registration Team	registration@esmo.org	+41 (0) 91 973 55 08
Sponsorship Opportunities for Industry		
Jon Roberts	jon.roberts@esmo.org	
Anna MacDougall	anna.macdougall@esmo.org	+44 0 7932 677911
Francesca Iadicicco	francesca.iadicicco@esmo.org	+41 (0)91 973 55 73
Media Relations		
Media activities organised by third parties	media@esmo.org	

2.3. ACCOMMODATION, OPTIONAL TOURS ESMO

AIM Group International

Contact: Francesca Mandelli
Phone: +39 02 566011
E-mail: esmogynae2024.hotel@aimgroup.eu

2.4. INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENTFAIREXX - Logistics for Exhibitions GmbH
Marienstrasse 28, 12207 Berlin, Germany

Contact: Marco Junghans
Phone: +49 30 44 03 47 11
Fax: +49 30 44 03 47 79
Mobile number: +49 172 54 95 02
E-mail: marco.junghans@fairexx.com

Address for Onsite Deliveries:Palazzo dei Congressi, Firenze Fiera
ESMO Gynaecological Cancer 2024
Fairexx Logistics GmbH
Piazza Adua 1

50123 Firenze (FI), Italy

Notify: *ESMO Gynaecological Cancer 2024 Exhibition / Exhibitors Name / Palazzo dei Congressi / Stand Number***2.5. CATERING FOR EXHIBITION STANDS**

Coffee breaks and lunches are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering but it must be organised through the exclusive catering company Gerist.

If you are planning to use your own Coffee Machines plus Baristas, please note that this must be approved by Gerist and that a corkage fee may apply!

Gerist Ricevimenti

Contact: Elisabetta Andrei
Phone: +39 05 54633692
E-mail: info@gerist.it

Please contact them directly for the catering order forms.

2.6. LEAD SYSTEM / BADGE SCANNERCTI Meeting Technology GmbH
Nussdorferstraße 20/22, 1090 Vienna, Austria

Contact: Tamara Dworschak
Phone: +43 1 319 69 99-0
Fax: +43 1 319 69 99 33
E-mail: t.dworschak@ctimeetingtech.com or leadsystem@ctimeetingtech.com

2.7. AIFA AUTHORIZATION

The appointed agency for AIFA authorization is:

AIM Group International - AIM Education S.r.l.
Via G. Ripamonti 129
20141 Milan, Italy

Contact: Cristina Ghidoli
Phone: +39 02 56601.1
Email: aifa@aimgroup.eu / c.ghidoli@aimgroup.eu

Please be informed that according to Italian law, **Pharmaceutical Companies** wishing to participate in a medical congress in Italy with a sponsorship (booth, symposium) have to be registered in Italy and have to request an authorization to AIFA (Italian Drug Agency) /Ministry of Health, within 60 days before the starting date of the event.

In order to simplify the request of authorization, **Pharma Companies not registered in Italy, which have a branch or a representation in Italy, can contact directly the Italian affiliate asking to support them on the submission of the application on their behalf;** this is possible for Pharmaceutical Companies with a branch in Italy.

a) **AIFA Authorization is mandatory:**

If your company produces, sells or commercializes and promotes **drugs/medicines** authorized for marketing and related to the topics covered during the event.

b) **AIFA authorization is NOT necessary:**

1. When a Company promotes only medical devices or food supplements during a congress (products without Marketing Authorization);
2. When a Company sponsors a meeting about topics not related to the use of any of its pharmaceutical products; in this case the Company is not allowed to expose or distribute any kind of advertising material during the meeting (Section 9 art. 124 D.L. n.219/06).

c) If your company needs AIFA Authorization, but it is not register to AIFA, it has not a SIS Code, (identification code assigned by AIFA to identify each Company) and it has not an Italian affiliate, it has to register on AIFA website and starts as soon as possible with AIFA process.

Please be so kind to contact the appointed Italian agency for AIFA authorization, **within 31/01/2024** confirming in which category are you falling in.

3) TIME SCHEDULE

3.1. EXHIBITION

Set-up	
Wednesday, June 19	07:00-18:00

ATTENTION! Please note that the loading area is only accessible until 18:00 and that all vehicles must leave by then due to a driving restriction.

VERY IMPORTANT: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / stand builder must take care of their waste removal.

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

Exhibition Area Hours	
Thursday, June 20	08:30-18:30
Friday, June 21	09:30-18:00
Saturday, June 22	08:30-15:00

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

Dismantling	
Saturday, June 22	15:00-19:00

ATTENTION! Please note that the loading area is only accessible until 19:00 and that all vehicles must leave by then due to a driving restriction.

3.2. EXHIBITION SERVICE DESK - opening hours

Exhibitors Service Desk - opening hours	
Wednesday, June 19	07:00-18:00
Thursday, June 20 & Friday, June 21	08:00-18:00
Saturday, June 22	08:00-19:00

**Times are subject to changes.*

3.3. EXHIBITION REGISTRATION - opening hours

Exhibitors Registration Desk - opening hours*	
Wednesday, 19 June	16:00 - 18:00
Thursday, 20 June	07:30 - 18:30
Friday, 21 June	08:00 - 18:00
Saturday, 22 June	08:00 - 14:30

**Times are subject to changes.*

3.4. COFFEE BREAKS AND POSTER LUNCHES

Coffee Breaks and Poster Lunches*	
Thursday, June 20	10:40-11:00 / 12:30-13:30 / 16:15-16:45
Friday, June 21	10:00-10:20 / 12:30-13:15 / 16:00-16:30
Saturday, June 22	10:00-10:20 / 11:50-12:20

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

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 available via the online order forms and return it by e-mail to: esmomeetings.exhibition@maw.co.at by **24 May 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 DELEGATE 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 fully 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) VENUE SPECIFICATIONS

5.1. VENUE SPECIFICATIONS / IMPORTANT INFORMATION

Palazzo dei Congressi, Firenze Fiera

Hall height:	2.60m - 5.60m
Max. stand building height:	2.50m
Max. permissible surface load:	500kg per sqm
Floor:	solid floor with floor tiles

Flooring

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor is allowed. Self-adhesive carpet tiles are not permitted. The use of tapes with adhesives based on cyanoacrylate is also strictly prohibited. All materials used must be removed leaving no residues. **Carpet or any other floor covering is obligatory!**

Connection Points

Depending on the location in the exhibition, the services (electricity, internet) will be supplied either from the floor or from the ceiling.

For stands located in the middle of the exhibition, the services will be supplied through connection points from the ceiling.

For stands located on the sides, the services will be supplied through connection points from the floor.

Security Technical Regulations & Safety Regulation Compliance Forms

The Security Technical Regulations document includes important information and regulations for construction work at the premises of Firenze Fiera as well as regulations for fire safety, electricity, materials used and more. The document can be found as attachment to the Onsite Exhibition Manual.

Please note that every exhibitor as well as their agencies/stand builders/subcontractors must read and comply with the regulations and must complete some of the included forms.

Form A “Certificate of Compliance with Regulations”: Compulsory for exhibitors and their agencies/stand builders/subcontractors.

Form B “Wiring Diagram” and “Electrical Installation Data of the Stand”: Compulsory for stand builders/subcontractors.

Form C “Furnishing Materials”: Compulsory for stand builders/subcontractors.

Form D “Declaration of Ex Post Fire-Retardant Treatment” & Form E “Declaration that Ex Post Fire-Retardant Treated Material has been used”: Only necessary if material is used, which is not fireproof certified and on which the mentioned fire-retardant treatment is performed.

The completed forms must be sent to the exhibition management MAW until **May 13, 2024**, per email to esmomeetings.exhibition@maw.co.at.

Access Management

To access and move inside the venue during set-up and dismantling, all persons shall be in possess of a special license authorization issued by Firenze Fiera. The access management and control system is provided and handled by Firenze Fiera.

In order to register for the special license authorization, exhibitors have to contact the security department of Firenze Fiera at accessi@firenzefiera.it at their earliest convenience to request the login details for the access management system.

In this system, all names of the staff who will be onsite as well as vehicles data must be registered in advance in order to receive personal accreditation and access passes for set-up and dismantling. If an exhibitor is working with an agency or stand builder, they have to create and assign their supplier in their registration system. The supplier will then receive their own login details to register the staff and vehicles in the system.

Further instruction for the registration process can be found when logged in to the system.

Please note that without personal accreditation and access passes the security will not grant access to the venue at the entrance gate.

Mandatory Insurance for Exhibitors

Please note that every exhibitor will automatically be charged a fee of EUR 100,00 for a compulsory insurance for the congress, which is an extension of the insurance policies of Firenze Fiera Spa.

The coverage includes the transportation risks to and from the fair/congress area, in addition to the whole period spent inside the areas belonging to Firenze Fiera.

The insurance coverage does not include personal belongings (clothes, money, personal mobile phone, computer software, etc.) and covers an amount of EUR 15.500,-.

In addition, Firenze Fiera S.p.a will automatically provide all exhibitors with the “Civil Liability Insurance Towards Third Parties”, free of charge, by including them in their own general policy, which considers a ceiling of around € 3.000.000,- to cover damages deriving from accidents caused to third parties or deriving anyway from the activity carried out during the fair or congress events.

6) STAND BUILDING RULES

6.1. STAND BUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and their stand building company. Neither ESMO nor MAW nor the venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and their 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.
- 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.
- Exhibition stands must be staffed at all times during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours.

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 stand building rules and submit the stand drawings) until 6 May 2024 at the latest to esmomeetings.exhibition@maw.co.at.

6.1.2. STAND BUILDING HEIGHTS

Standard stand building height:	2.5 m
Height of separation walls to adjacent booths:	2.5 m
Maximum stand building height:	2.5 m

Due to the conditions onsite, it is not possible to make any exceptions for the maximum stand building height and the 2.5m cannot be exceeded.

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). The **height of the separation walls to adjacent booths may not exceed 2.5m**.

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 per email 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: 6 May 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 exhibitors expense.

6.1.6. TYPE OF STAND / SPACE

- **Row stand**

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as “back wall” in regards to the regulations).

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric). A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths.

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% - 35% of the length of the booth on each side and may not interfere with other exhibitors. The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as “back wall” in regards to the regulations).

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric). A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths.

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. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The 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" in regards to the regulations).

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric). A minimum distance of 2m to the border of the booth has to be kept in case of any advertising structures/ branding directly facing adjacent booths. 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. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors. Construction plans for approval are required as soon as possible.

6.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- 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.
- 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.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- The Exhibition Management reserves the right to issue further instructions concerning the design of stands.
- Doors and windows have to set back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm.
- 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.
- 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.
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- 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.

6.1.8. FIRE CERTIFICATES AND FIRE SAFETY MEASUREMENTS

As a rule, no materials which are easily inflammable, form burning droplets and/or which emit toxic gases or dense smoke upon combustion, such as most thermoplastic materials, including polystyrene foams (styrofoam) and diverse acrylic glass products, may be used in stand construction.

For safety reasons, special requirements may be imposed on structural supporting elements in individual cases (e. g. the specification that they must be non-inflammable).

Only non-inflammable means of connection may be used for connections and joints required for static stability reasons or which transmit loads. Plastic cable ties may not be used to secure any supporting components which contribute to the stability of the structure.

Decoration materials must be at least **not easily flammable (class B1)**, must not form burning droplets in accordance with **DIN 4102.1** and only emit low smoke levels upon combustion and/or must at least conform to **class C-s2, d0 according to DIN EN 13501-2**. Test certificates for the building material categories of the materials used must be made available.

Bamboo, reeds, hay, straw, bark mulch, turf, (coniferous) trees without root balls or similar materials do not normally satisfy the above requirements. Deciduous plants, conifers and other plants may only be used as decorations if their root balls are damp or if they have been freshly cut (i. e. leaves or needles must be fresh and green). If it is determined that trees and plants are drying out in the course of the exhibition, thus becoming more easily inflammable, they must be removed.

Please also see the “Security Technical Regulations” document of Firenze Fiera, which can be found as attachment to the Onsite Exhibition Manual, for further detailed information and regulations.

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

6.1.9. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

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

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

- All stands with a raised floor / access platform shall be built with a ramp.
- 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

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 Gynaecological 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, Italian and European law, where applicable.

8) GENERAL TERMS AND CONDITIONS

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

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 Gynaecological 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 email. 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.

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.

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.

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 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.

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.

Terms of Payment

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

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.

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.

Indebtedness

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

Refunds

Any refunds of deposits paid will be made after the ESMO Gynaecological Cancers Congress 2024 but not later than the **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.

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 Gynaecological Cancers Congress 2024.

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 Gynaecological 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 Gynaecological 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 and Warranties

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 willful 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 Gynaecological Cancers Congress 2024 or any materials related thereto or offered at the ESMO Gynaecological 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 Gynaecological 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 Gynaecological Cancers Congress 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Gynaecological 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 Gynaecological 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 Gynaecological 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 Gynaecological Cancers Congress 2024. ESMO will use its best efforts to provide access to the ESMO Gynaecological 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 Gynaecological 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 Gynaecological 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 Gynaecological 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 Gynaecological 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 Gynaecological Cancers Congress 2024 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these General Terms and Conditions, ESMO interpretation shall be final.

STAND SERVICES - ONLINE ORDERS

Deadline for orders: 6 May 2024

<https://forms.media.co.at/ESMOGYNAE24>

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: 6 May 2024**
- **A surcharge of 25% will be applied on all orders made after the deadline of 6 May 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, except for exhibitors with included shell scheme package in their sponsorship level. 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.
- Damaged, 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 Wednesday, 19 June 2024 in the morning. Plants and flowers will be delivered throughout the set-up day. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity and internet will be installed before the start of set-up.

Carpet - 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.**

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

Service positions for electricity and internet - please note: **Please submit a dimensional drawing showing the main position (supply duct) of all ordered services until 6 May 2024.** Installation according to the plan provided. Any alteration after installation will be invoiced € 150.

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 kind 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

One-time basic 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.

One-time basic cleaning: Carried out on Wednesday, 19 June 2024 in the night after end of set-up. Includes cleaning of the floor and rental furniture, emptying of waste bin.

Daily cleaning: Cleaning for the rest of the congress days, starting on 20 June 2024. Includes cleaning of the floor and rental furniture, emptying of waste bin.

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 preliminary 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.

For orders submitted later than 6 May 2024 an additional surcharge of 25% 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 9:00 hrs.

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.

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.

SET-UP AND DISMANTLING

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

Please note that on Wednesday, 19 June 2024, all crates must be removed at the latest by 17:00 hrs.

ELECTRICITY

Please note that you have to 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 until **6 May 2024!**

Important:

The venue will switch off the electricity outside of the congress hours. If a 24h connection is needed for the booth, please send us your request by email to esmomeetings.exhibition@maw.co.at.

Service position layout change:

A surcharge of € 150,- per service will be raised for service positions/layouts changes that occur on site, after the service was already put in in place.

On a general note:

- 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:

Please see section II “Electrical Systems and Power Supply” in the “Security Technical Regulations” document of Firenze Fiera for detailed specifications.

INTERNET & WIFI CONNECTIONS

If you want to have internet connection at your booth, you have the option to order wired internet connection/LAN or wireless internet connection/WiFi.

Please contact us with your specific request and we will provide you an offer according to your needs.

Wired Internet Connection/LAN:

For wired internet connection at your booth, you can order a “LAN connection”.

Please send your request to MAW at esmomeetings.exhibition@maw.co.at and specify the required bandwidth for an individual offer.

Important:

If you want to connect more devices, you need to bring your own switch and network cables.

Please indicate the required position(s) of your main internet connection point(s) in a dimensional drawing and submit it by email to esmomeetings.exhibition@maw.co.at until 6 May 2024!

Should you require a change of service position once the service is in place, a fee of € 150,- will be charged per service.

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

Wireless Internet Connection/WiFi:

For wireless internet connection at your booth, you can order a “WiFi connection”.

Please send your request to MAW at esmomeetings.exhibition@maw.co.at and specify the required bandwidth for an individual offer.

Please note that installing your own WiFi network may only be allowed with prior approval by the Exhibition Management MAW and the organizers, and only if it does not interfere with the event WiFi. Any unauthorized or interfering WiFi network will be immediately shut down!

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 exhibitors own equipment)!

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. Please contact us via esmomeetings.exhibition@maw.co.at for an individual offer.

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 for an individual offer.

Without any guarantee when ordered after the deadline or onsite!

RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready on **Wednesday, 19 June 2024 in the morning.**

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

Option 1: “Standard Version” Rental Modular Booth

The “standard version” of the rental modular booth package at ESMO Gynaecological Cancers includes the following items:

- Set-up and dismantling
- Wall panels with white melamine panels and 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 • black • blue • green • red
- Spotlights
- Furniture package: 1 counter, 3 bar stools, 1 high table, 1 brochure rack
- One-time basic cleaning after set-up incl. foil removal

Option 2: “Upgraded Version” Rental Modular Booth

The “standard version” of the rental modular booth package at ESMO Gynaecological Cancers includes the following items:

- Set-up and dismantling
- Wall panels with continuous white melamine panels (no frames): height 2,5 m, width 1,00 m. (May vary slightly depending on the supplier.)
- Small “sign board” in front with graphic
- Wall graphics
- Carpet (fireproof), please choose colour online: grey • black • blue • green • red
- Spotlights
- Furniture package: 1 counter, 2 bar stools
- One-time basic 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 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 instructions in the pdf "data preparation for graphic files" to set up your graphics before sending them for printing.

Company logos:

Please send your company logo for the fascia board as high-resolution pdf, per e-mail to MAW at: esmomeetings.exhibition@maw.co.at **until 6 May 2024 at the latest.**

Wall panel graphics:

- **Option 1 - Wall panel graphics for "Standard Version" of Rental Modular Booth**
Continuous wall panel graphics (forex print)
- Can be ordered at extra cost and are only available for "standard version" of the rental modular booth.

Graphics covering one entire wall (equals 3 wall elements for a 9sqm booth), no visible shell scheme structure.

Exact artwork dimension will be sent to you after receiving your order as the sizes may vary depending on the type of stand.

- **Option 2 - Wall panel graphics for "Upgraded Version" of Rental Modular Booth**
Continuous wall panel graphic printed on fabric

Only possible for "upgraded version" of the rental modular booth and is already included in the package.

Graphics covering one entire wall (equals 3 wall elements for a 9sqm booth), no visible shell scheme structure.

Exact artwork dimension will be sent to you after receiving your order as the sizes may vary depending on the type of stand.

Please only send „ready to print“ files per e-mail to MAW **until 6 May 2024 at the latest** at: esmomeetings.exhibition@maw.co.at OR via download links (wetransfer, dropbox or similar).