



**ESMO 2024**

**Stand Services**

**BARCELONA  
2024**

**ESMO**

**congress**

**BARCELONA SPAIN  
13-17 SEPTEMBER 2024**

The ESMO Congress is a globally influential oncology platform, aimed at disseminating the latest data, providing high quality education and bringing together oncologists and other stakeholders from all around the world.

**ESMO** GOOD SCIENCE  
BETTER MEDICINE  
BEST PRACTICE

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## STAND SERVICES - ONLINE ORDERS

Deadline for orders: 25 June 2024

Online order website: <https://forms.media.co.at/ESM024>

### 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:

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

#### IMPORTANT NOTE:

- 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 and invoices must be paid upon receipt
- **Deadline for ordering: 25 June 2024**
- **A surcharge of 20% will be applied on all rates for orders made after 25 June 2024 until 22 August 2024 (unless other conditions are stated), exceptions may occur**
- **Please note that after 22 August 2024 and on-site only a limited number of items and services will be available. The surcharge for these services will be another 40%**
- On-site orders have to be paid by credit card and are without guarantee and time limit for delivery
- Services ordered can be cancelled free of charge for 14 days after placing the order, if ordered before the deadline  
After the deadline a 100% cancellation fee applies, exceptions may occur. If a service already provided is cancelled, a 100% cancellation fee applies
- All outstanding payments must be settled on-site with credit card – without exceptions
- Place of performance and jurisdiction: Vienna, Austria

## CONDITIONS FOR ORDER

### Rental items:

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

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

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

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

### Delivery times:

Rental modular booths & graphics will be finished on **Wednesday, 11 September 2024** in the morning and rental furniture will be delivered throughout the day.

Plants and flowers/AV and IT equipment will be delivered on **Thursday, 12 September 2024** throughout the day.

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

Electricity, water and internet (fixed line) will be installed before the start of set-up.

The ordered **electrical panels will be switched on by Wednesday, 11 September 2024.**

**If you need the electricity to be switched on before Wednesday, please notify us through the online order form.**

### IMPORTANT NOTE:

**It is mandatory to build a platform** – minimum height 4 cm. Please consider the stand building rules on page 22 in the ESMO 2024 On-site Exhibitor Manual when planning the platform. The floor ducts must be accessible at all times.

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

### Flooring:

Carpet or flooring is mandatory as the floor must be covered. If you use your own carpet or flooring, a written credible fire-proof certificate must be presented to MAW (please also see stand building regulations of the ESMO 2024 On-site Exhibitor Manual).

### Notice on tape:

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

### Service positions for electricity, internet, water and phone:

Please submit a dimensional drawing showing the main connection points of all ordered services until at the latest **25 June 2024**.

Electricity, internet, and water orders without an accompanying layout of the desired location, will be installed by the venue based on their criteria. If on-site the stand builder indicates they prefer an alternate location, assuming that said change in location can be executed without disturbing other stands, the stand builder will be charged a Movement Charge and the cost will be evaluated case by case.

Exceptions to this rule are rental shell scheme 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

The preliminary cleaning after set-up and daily cleaning incl. emptying of trash cans on the booth area are not included in the space rental fee and need to be ordered via the online order website. The following options are available:

### Preliminary cleaning:

Complete cleaning of your stand carried out on Thursday, 12 September in the night after end of set-up and includes: cleaning of walls and glass surfaces, dusting the shelves, cleaning of furniture, vacuuming of carpets or floor mopping as well as disinfection.

This service does not include the following: the cleaning of exhibition materials, cleaning of remains generated by building works, electrical & electronic elements and special elements that may exist in the stand (for example, vehicles, tires, kitchens, etc.).

### Daily cleaning:

Daily cleaning does not include preliminary cleaning. Daily cleaning is carried out in two phases and includes daily cleaning before the opening of the exhibition and a daily maintenance cleaning during the exhibition opening time (between 12:00 and 16:00).

The service includes: cleaning of horizontal surfaces, glass, furniture, vacuuming carpet or floor mopping and emptying of bins.

This service does not include the following: the cleaning of exhibition materials, cleaning of remains generated by building works, electrical & electronic elements and special elements that may exist in the stand (for example, vehicles, tires, kitchens, etc.).

### IMPORTANT NOTE:

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

If you need to remove such stains from the floor you will need to book a customised cleaning – this will be charged per hour and according to the actual time needed to clean the floor.

In case you need any additional cleaning services please contact MAW at [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at) for an offer.

## 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 must 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 (or the contract partner) after dismantling.** Please advise your stand builder accordingly.

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

The contracted surface must be completely clean at the end of the dismantling period, which includes removing the adhesive carpet tape and any other material.

If there is still remaining waste once this period has finished, the stand exhibitors will be charged the cost of cleaning and waste removal to restore the conditions of the contracted space and lose all rights to claim damages or loss of said materials.

### General information waste management

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

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

- At the request of the stand builders, contacting MAW
- By the waste patrol if the bin is full

**In the event that the container does not contain the waste for which it has been requested, it will not be removed until its contents conform. Extra costs may incur if the material selection is not respected. Containers must not be overfilled above the stipulated dimensions.**

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## SET-UP HOURS EXTENSION

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

Additional set-up hours on the scheduled set-up days are only possible at extra costs upon request and cannot be guaranteed.

Please submit your request by **19 July 2024** at the latest via e-mail to [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at).

### IMPORTANT NOTE:

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

**No loading or unloading is allowed after 20:30.**

Please note that on **Thursday, 12 September 2024**, all crates must be removed at the latest by **17:00**.

## 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 submit it via e-mail to [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at) by **25 June 2024**.

### Service position layout change:

A surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in place. **Assuming that said change in location can be executed, the associated cost will be evaluated case by case.**

### Time schedule for electricity:

**The ordered electrical panels will be switched on by Wednesday, 11 September 2024.**

**Please notify us via the online order form, if you need your electrical panel to be switched on before that date as additional costs will apply.**

From Monday, 9 September 2024 (Sunday, 8 September 2024 for exhibitors over 150 sqm) a limited number of provisional electricity panels will also be available in the exhibition hall.

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

- Calculate your real power needs (maximum electric capacity/watts of all devices used) and consider whether you require a single-phase (230V) or three-phase (400V) system
- If you have a Shell Scheme ordered through the online order website, you do not need to estimate the power consumption for the lighting as the stand already includes a lightning panel for this aims
- The number of ordered electrical panels will be laid on your booth area. All internal wiring has to be done by the exhibitor's staff and the necessary material has to be brought by the exhibitor
- Electricity is supplied from the floor ducts
- Don't forget to bring your own converters and adapters, if needed
- CEE "Female" forms (5P+N+E) provided by Fira switchboards are compatible only with CEE 5 pin "Male" plugs

### Electrical plan for power usage over 50 kW

If the total number of kilowatts contracted through switchboards is more than 50 kW, it is compulsory to also order the item "electrical plan" through the online order form. All necessary documents and certificates will then be provided automatically by Fira.

#### IMPORTANT NOTE:

- Under no circumstances machines will be connected for the exhibitor. Likewise, electrical outlets will not be provided (cables, extension leads, adaptors, etc.)
- When contracting the electrical switchboard, the power associated with the switchboard is automatically included in the price
- The rental prices of the electrical switchboard on fair days include their legal permits and power consumption, but do not include the electrical plan for booths with 50 kW or more contracted
- Due to security reasons it is recommended to have the switchboard above the ground floor, hanging on a wall. In any case all switchboards must be accessible at any time. Be careful not to obstruct the electricity distribution boards in any way, as Fira Barcelona's staff may need to access them throughout the congress
- All main supply installations will come from the floor ducts placed all over the venue ground floor. Please note that the main connection point and floor ducts must always stay accessible

Neither MAW nor Fira Barcelona are responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

**Connection periods during the operation days (ordered connections):**

Power for the daytime power boxes will be switched on during the exhibition days from 08:00 until 20:00. If you require a 24-hour electrical supply (power throughout the whole exhibition period, 24 hours) please order it via the online order form. 24-hour electrical supply is recommended if you have machinery that needs to be permanently connected (e.g. LED walls, refrigerators, etc.)

**IMPORTANT NOTE:**

An on-site change from the daytime to the 24-hour connection is not possible. In this case a new electrical panel with 24-hour electricity needs to be ordered and installed (surcharge plus new panel costs will apply). A timely delivery also cannot be guaranteed.

**Please refer to the online order form for details on the electrical panel ordered. Illustrations of the different panels are available online. Form and size of these devices can vary from one stand to other.**



## FIRA BARCELONA INSTALLATIONS AND POWER SUPPLY REGULATIONS

### 1. Power supply

All electrical energy supplied to the stand shall be provided by Fira Barcelona, the characteristics thereof being 400 V between phases and 230 V between phases and neutral. A direct current supply or a supply in any other condition of stability and continuity which differs from the general supply and does not belong to Fira Barcelona will be charged to the stand exhibitor and requires the prior authorization of Fira Barcelona.

Fira Barcelona may limit the supply power when it may have a negative effect on other users or through the risk of overload or the safety of its own lines and installations. The users of the stands and installations are required to maintain a  $\cos \phi$  power factor of between 0.95 and 1.

In the case that the installed electricity-consuming equipment requires some type of precaution in the shutdown processes or is sensitive to possible cuts in the power supply, the equipment installer must install elements that prevent the risk of a possible power supply failure, such as uninterruptible power supply (UPS) systems.

Since the power supply of the Gran Via venue depends on the power company providing the services, Fira Barcelona is not responsible for the external defects thereto, including both supply failure and the quality thereof (variations in frequency, variations in voltage, transitions, spikes, sags, short outages, micro-cuts, etc.).

### 2. Legalisation of the installation

All installations must be carried out in accordance with the requirements required by the Low-Voltage Electrotechnical Regulations (LVER) and the supplementary technical instructions thereof by an electrician officially authorised by the Industry Department of the Generalitat of Catalonia, in compliance with the corresponding electrical installation report (official certificate).

The electrical connections in the Gran Via venue are made by using CEE PLUG 3P+N+T 6h three-phase connectors. Stands with up to 50 kW shall require a technical design report that must include the following documentation: electrical installation report and electrical diagram with calculations.

Stands with more than 50 kW must be legalized by means of a technical project created by a licensed engineer.

All installations powered by a generator must also be legalized in the case that the said generator exceeds 10 Kva. The costs of legalization, carrying out the project and the necessary documentation shall always be charged to the exhibitor.

### 3. Electrical connection to service chests or exhibitor boxes

The power supply in the halls shall be exclusively activated by the Fira Barcelona personnel, and it shall be provided once the electrical installations of the stand have been approved and authorised by the corresponding Industry Service present in the Fira Barcelona Customer Service Office.

In the Gran Via venue, connections up to 63 A shall be made by means of a CEE PLUG 3P+N+T 6h form with the proper intensity (16, 32 and 63 A, three-phase).

The physical connection to the outlet must be made by the electrical installer of the stand, who shall note the number of the electrical base used.

For consumption greater than 63 A, the stand switchboard shall be directly connected to the service line that Fira Barcelona will install, and the TN-C distribution system must be used.

### 4. Power supply through service lines

When the power supply is greater than 63 A, the available connection points have been used up or a power supply is required in areas without services, an electrical service line connected to the Fira Barcelona fixed installations must be installed. This service line consists of a cable hose and a switch for supply to the exhibitor. This final switch can sometimes be omitted upon providing the supply in an exhibitor switchboard. This installation shall be carried out by the Fira Barcelona technical personnel. In this case and for all purposes, the point where the electrical service line installed by Fira Barcelona ends shall be considered the starting point of the electrical installation of the stand.

## 5. Electricity distribution of the stands

The following requirements must be fulfilled:

- The main electrical distribution switchboard of the stand must incorporate a main breaker with heat and magnetic protection
- The use of fuses is not permitted
- The main breaker must be adjusted to the power requested to Fira Barcelona
- All lighting circuits and exits of less than 32 A must be protected by a residual-current protective device of 30 mA. Likewise, all electrical equipment accessible to the public must also be protected by a residualcurrent protective device of 30 mA
- All circuits must be protected against current overload with omnipolar cut (phase-neutral) at its source
- All distribution switchboards must be able to be opened solely with the use of a tool
- In covered areas, the distribution switchboards must have a minimum protection level of IP 4X, and, in open areas, the degree of protection will be IP 45
- The distribution switchboards of the stands must be duly fixed to the structure at a height between 1 m and 1.80 m and must be accessible
- Electrical switchboards that do not fulfill the conditions set forth in the Low-Voltage Electrotechnical Regulations (LVER), according to technical instruction, shall not be accepted

## 6. 24-hour or permanent switchboard

When the distribution switchboards and their electrical connections require a supply for 24 hours, they must be independent of the daytime distribution switchboards and exhibitors must contract Fira Barcelona, expressly indicating the timetable for the 24 hours. Likewise, they must be legalized with the Industry Service, clearly indicating that they will be used for 24 hours.

Switchboards that have been previously contracted for daytime use cannot be extended to 24 hours; in this instance, the exhibitor must contract a new permanent switchboard (24 hours).

## 7. Electrical shut down

Fira Barcelona shall establish off time for the electrical circuits during the event and once the said event has finished. This off time shall be applied to both the daytime switchboards (during the event) and the 24-hour switchboards (once the aforementioned event has finished). In the case of requiring a power supply after this time, the corresponding request must be made to Fira Barcelona 24 hours prior to the final show day. It is the responsibility of the company carrying out the break down to check, prior to the commencement of the works, that there is no voltage throughout the entire work area of their stand.

## 8. General conditions for installing and contracting a power supply

All services are provided on a rental basis.

- Exhibitors who hire electrical switchboards through MAW delegate to Fira Barcelona the management of their installation
- Power consumption and the corresponding fees are included in the cost of the electrical switchboards
- The rental prices of the electrical switchboards for show days include the legalization thereof but not the electrical project in the case it is equal to or greater than 50 kW in the stand
- The electrical consumption rates are open to any possible official variations that may occur
- In any case, only the supply of goods and services contracted at least two weeks prior to the commencement of the build up is guaranteed
- Fira Barcelona accepts no responsibility for interruptions to the power supply due to causes beyond its control

## WATER CONNECTION AND DRAINAGE

If a water connection is needed, please order a 1/2" Water outlet and 32 mm Ø drain with 4 bars of pressure. Any water point has to have a corresponding drain. T connections are not permitted.

Platforms over 6 cm are strongly recommended to cover any water connections.

Should you need a connection element/basin drain hose, please order it additionally online.

Exhibitors who require water must contract their installation through MAW. Under no circumstances shall an exhibitor/decorator connect to Fira Barcelona's supplies. Likewise, water connectors will not be provided.

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use the form layout fittings) and send it per e-mail to [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at) until **25 June 2024** at the latest.

### Service position layout change:

Assuming that said change in location can be executed, a surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in place. The associated cost will be evaluated case by case.

## FIRA BARCELONA INSTALLATIONS AND WATER SUPPLY REGULATIONS

There are water and drainage outlets in the halls: the thread pitch of the existing installation is ½" and the drainage duct is 40 mm. The connection of the water and drainage installation of the stand to the Fira Barcelona fixed installation shall always be carried out by the Fira Barcelona technical personnel. Pressure tubes with threading on both sides must be used for the ducts. The water pressure in the Fira Barcelona distribution ducts is supplied by the general water company, this pressure being four (4) bars. For apparatus that needs constant pressure, the use of regulators and, if applicable, devices that increase the pressure is recommended. Fira Barcelona will install a hose from the connection in the service chest to the point indicated by the exhibitor for connecting the installation to their stand. A shut-off valve will always be installed at the end of the hose. The

water network from the connection point to the Fira Barcelona fixed installation is the responsibility of the exhibitor, except when Fira Barcelona has contracted the water installation of the stand.

In the case of requiring water or a drainage service at a point where there is no supply, the Fira Barcelona technical service should be contacted through MAW for the possibility of temporarily installing a water supply at the said point. This will be charged to the client.

Fira Barcelona does not accept responsibility for the possible interruptions or irregularities in the distribution of general water by the company.

## INTERNET AND WI-FI CONNECTIONS – GENERAL OVERVIEW

The following options to access the Internet are available for the exhibitors during ESMO 2024:

- **Option 1:** Wi-Fi User + password for single device or group of devices
- **Option 2:** LAN cable services

Please see all the details for the connectivity products and packages on the online order website: <https://forms.media.co.at/ESMO24>

### Wi-Fi network (Wi-Fi User with dedicated bandwidth per user) description

This is a turnkey service for exhibitors who need a private Wi-Fi network. Such a network will be available throughout the entire congress venue. The service has fully dedicated bandwidth per device. Each device is isolated and connected directly to Internet.

**The Wi-Fi service provided during the event operates in the 5GHz spectrum.**

#### IMPORTANT NOTE:

For all offered Wi-Fi services it is necessary to connect to a dedicated Wi-Fi network of the venue with a custom user name and password that will be provided prior to the event with further instructions and a guide how to connect to the network. The login credentials cannot be customised.

### Wired Internet access (LAN cable) description

The wired Internet connection cable (Cat6 UTP Ethernet with male RJ45 connector) will be installed on one position of the booth area.

The cable provides a symmetrical bandwidth (download/upload). IP addresses will be assigned automatically when devices are attached. The IP address is private. In the event the exhibitor needs a public IP address, he/she may contract this additional service and request details of the IP address by contacting MAW at [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at).

In case the exhibitor plans to connect more than 1 device a switch and/or cables can be ordered or brought by the exhibitor.

#### IMPORTANT NOTE:

Internal cabling within the booth to connect exhibitors' equipment is in the responsibility of the exhibitor. Wired Internet connections are provided from the technical floor service duct, as with the electricity and water. These service ducts must be accessible at all times.

**If you are requesting an Internet access through a cable please submit a floorplan with the position of where you need the cable(s) to be accessible at your booth. Please submit the floorplan with the position of the requested connection point(s) with the order (use "Layout Fittings") and return the completed form by 25 June 2024.**

#### IMPORTANT NOTE:

The venue reserves the right to automatically disconnect the network from the exhibitor's equipment with configuration problems, potential virus, or any other security issues that can compromise the venue's network integrity.

In most cases, an adjustment of the settings of private networks causing issues will solve the problem. Disconnections will only happen after warning the exhibitor first.

**Service position layout change:**

Assuming that said change in location can be executed, a surcharge will be raised for service positions/layouts changes that occur on-site, after the service was already put in place. The associated cost will be evaluated case by case.

**Please note by default, it is not allowed for exhibitors to setup their own personal Wi-Fi networks in order to avoid Wi-Fi signal disturbances within the exhibition area.**

**Exceptions can be granted upon a request and the venues technical approval.**

**If an exhibitor wants to make such request, he will need to complete the Wi-Fi request form available on <https://forms.media.co.at/ESMO24> and send it to [internet@firabarcelona.com](mailto:internet@firabarcelona.com).**

For your information, the ESMO 2024 free public Wi-Fi will be available within the whole venue. Please note, ESMO public Wi-Fi is a free-of-charge service to the attendees, mostly for emails and web browsing. As a free of charge service, it is provided as a "best effort" service commitment. ESMO is not providing any service guaranty for a company that would be using this free Wi-Fi service to run commercial/promotional activities. Exhibitors are required to order their own Wi-Fi solution through the online order form if they need to run commercial/promotional activities.

## WI-FI POLICY

The venue is taking a proactive approach to avoid any wireless interference or security issues at their venue in order to provide the most reliable and safe Wi-Fi infrastructure to the exhibitors. All the IT resources at the venue (Wi-Fi, Internet, wired network...) are constantly monitored.

The venue has implemented rules in order to improve the Wi-Fi availability and quality within the exhibition area. It is forbidden to install or operate any device, without the authorization of the venue, that can propagate Wi-Fi or other wireless signals at 2.4GHz or 5GHz frequency bands, as these would cause interference in the general Wi-Fi service provided at the venue during ESMO 2024. In the interest of everyone, unauthorised wireless networks will be detected and shut down. All exhibitors must adhere to this Wi-Fi policy. Should an exhibitor need to install Wi-Fi or any wireless signals other than these provided by the venue, a specific request should be directed to the venues IT department available on <https://forms.media.co.at/ESMO24> and send it to [internet@firabarcelona.com](mailto:internet@firabarcelona.com).

Each request will be studied case per case by the venues IT team in charge who will accept or decline the request. If the request is accepted, the details of the rules and configurations will be communicated accordingly.

### Recommendations for exhibitors

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

#### IMPORTANT NOTE:

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

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

In most cases, an adjustment of the settings of private networks causing issues will solve the problem. Disconnections will only happen after warning the exhibitor first.

### Important information – internet safety and liability terms

MAW 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 MAW 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 MAW or third parties, we reserve the right to disable the respective connection either temporarily or on a permanent basis. If, during an event, local failures should occur in the hotspot or the Wi-Fi services of the venue or of other participants in the exhibition network, which are due to a faulty or negligent configuration of a customer's hotspot, the venue/MAW is entitled to take the customer hotspot off the network or to arrange for its de-installation.

The venue/MAW hereby explicitly points out that the operation of a customer Wi-Fi network is not allowed unless a written exception is granted and is exclusively at the risk of the exhibitor.

The venue does not provide any guarantee of interference-free reception. The customer indemnifies and holds harmless the venue/MAW from all claims of third parties which are asserted against the venue due to an unlawful use of the customer connection. Infringement may result in claims for damages of the organizer of the affected neighboring exhibitors.

## RENTAL MODULAR BOOTH, FURNITURE, CARPET

Rental modular booths and carpet will be completed on **Wednesday, 11 September 2024** in the morning and rental furniture will be delivered throughout the day.

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

### The BASIC rental modular booth at ESMO 2024 includes the following items:

- Set-up and dismantling
- Wall panels with white melamine panels and grey aluminium structure, incl. uprights and frames: height 2,48 m, width 1,00 m. (May vary slightly depending on the supplier)  
Visible size per wall panel: H: 2,34 m x W: 0,95 m – may vary slightly depending on the supplier
- Fascia (Height 20 cm) along open stand front(s) with standard lettering, black, max. 20 letters (Corner booths will have lettering on the two open sides)
- Optional at cost: company logo on fascia board – please order it online and submit it via e-mail to [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)
- Platform 4 cm including carpet (fireproof), please choose colour online: ● anthracite grey ● black ● navy blue ● red
- General lighting with 20 W LED lights at a rate of 1 spotlight every 3 sqm place on the upper beam
- Electrical switchboard with 1,2 kW. Minimum surplus of electric power; 500 w of free usage

Please note that cleaning is **not** included.

Preliminary cleaning and daily cleaning need to be ordered separately.

### The rental booth UPGRADE – STAND ALUVISION at ESMO 2024 includes the following items:

- For stands with 16-24 sqm and 25-60 sqm
- Set-up and dismantling
- Back walls of 300 cm/ h built in aluvision structure and connected together horizontally with back walls
- 1 covered wall with printed canvas. If the walls vary in size, the printed canvas will be applied to the wall with the longest length
- Platform 4 cm including carpet (fireproof), please choose colour online: ● anthracite grey ● black ● navy blue ● red
- 1 counter of 100 x 50 x 100 cm
- 1 printed graphic of 100 x 95.5 cm on the counter
- General lighting with 5 LED spotlights of 25 W
- Electrical switchboard with 1,2 kW and 1 socket of 500 W. The switchboard will retain a power capacity of 300 W for the client's usage

Please note that cleaning is **not** included.

Preliminary cleaning and daily cleaning need to be ordered separately.

Please submit a dimensional drawing with the requested position of your power connection on the booth (use the form layout fittings). Otherwise, it will be automatically installed in a corner of the booth.

- Additional sockets and placements of them at different positions on the booth is not included
- Please bring your own adapters and converters, if needed
- Please order any furniture needed separately through the online order system. Any additional on-site orders are without guarantee and time limit for delivery
- Please always await the definite measures of the wall panels before producing any graphics if back wall graphics was ordered by your company



## LOGOS & GRAPHICS – RENTAL MODULAR BOOTH

### Company logos:

Please send your company logo for the fascia board via e-mail to MAW at [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at)  
For the format, please see graphic requirements below.

### Wall panel graphics:

- **Option 1 – print on single wall panels (foil print)**  
Graphics printed directly on the wall panels with visible shell scheme structure.  
(Visible size per wall panel: H: 2,34 m x W: 0,95 m)
- **Option 2 – ‘graphic wall’ – print on entire wall elements (foam)**  
Graphic board covering one or more wall panels without visible stand structure. If you want to cover a whole wall (which is recommended with this type of graphic) you must order the exact length or depth of your booth.  
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

### Graphic Requirements:

Please provide artwork to exact dimension specified above bled at 2 cm via the e-mail address [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at) or via download links (wettransfer, dropbox or similar).

### Artwork Guidelines:

Size: Create the final artworks at the specified exact dimensions, without any cutting marks  
Formats: Illustrator, Photoshop or high resolution PDF with all fonts and logos embedded  
Typographies: All fonts must be vectorized  
Images: Ti, PSD, EPS or AI in CMYK with a minimum resolution of 150 dpi at 1:1 scale  
Colours: CMYK or Pantone Solid Coated

Other graphic prints only on request.

## AUDIOVISUAL EQUIPMENT

All screens are provided with a table stand or floor stand. Please select the preferred option when ordering online. If you request a table stand, you must have a table, counter to be able to place the monitor.

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

Prices include transport and basic installation.

The equipment will be delivered on the last set-up day or on the morning of the opening day.

### Technical specifications:

- **USB port:** Screen models (32" + 40" + 50" + 60") include an USB port
- **HDMI/VGA cabling:** All screens include an HDMI connection with 2 m cable. Additional cables subject to quotation. VGA connection is only available on request
- **Codecs:** In order to display an optimal image it is essential that clients' videos and images are formatted with the appropriate codecs
- **Codecs audio:** Ext. mp4 codec h.264 bitrate max. 8000 - Codec audio mp3
- **Screen model:** Sizes and weights may vary slightly from the specifications of the image. The model can be replaced by an equivalent or superior one

For technical specifications of the audiovisual equipment, tablets and printers contact [esmo2024.exhibition@media.co.at](mailto:esmo2024.exhibition@media.co.at).

## SECURITY SERVICE

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

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

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

### 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

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

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

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

## BOOTH HOSTESS/HOST

- **Hostess with 1 additional language:** speaking Spanish and English
- **Hostess with 3 languages:** speaking Spanish and English, in addition following languages to choose: German/Italian/French/Portuguese

### PLEASE NOTE:

- The standard uniform is black (other uniforms available on request and upon agreement)
- Hostesses are only allowed to work on the booth or in a business room, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- Minimum order: 4 hours; Maximum hours per day 12 hours including 1 hour lunch break (applicable after 5 hours)
- Lunch-breaks (1 hour) and waiting time cannot be deducted
- Exhibitor Badges for hostesses are included and will be provided on-site at the exhibitor registration desk
- Please do not order hostesses for booth cleaning or carrying of heavy boxes. For this kind of work please order workers

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

## RENTAL FLOWERS AND PLANTS

Please note that for the floral arrangements flowers might change due to seasonal reasons.  
Plants and flowers will be delivered on **Thursday, September 12**, throughout the day.  
Damaged or lost vases will be charged to the exhibitor.

**ESMO - European Society for Medical Oncology**  
would like to thank all of our industry partners  
for their continued support at our congresses  
and we look forward to bringing the best of the  
science together with you in Barcelona.

