



# ONSITE EXHIBITION MANUAL

## IMPORTANT DEADLINES

**13 January 2025** Submissions of the booth layout

**30 January 2025** Orders of additional services

**5 March 2025** Exhibitor registration

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Attachments and online orderse can be found here:

<https://forms.media.co.at/?kong=LUNGCANCESMO25&lang=e>

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

# 1 CONGRESS VENUE

## 1.1 VENUE ADDRESS

Paris Expo Porte de Versailles, Pavilion 7, Level 7.3.  
1 Place de la Porte de Versailles  
75015 Paris  
France

## 1.2 DELIVERY ADDRESS

### Fairground Address / full Trailer Loads:

Paris Expo Porte de Versailles, Gate D, Pavilion 7, Level 7.3.  
1 Place de la Porte de Versailles  
75015 Paris  
France



Entrance for Trucks/Vans only via Gate D marked in the overview plan above.

Notify: *European Lung Cancer Congress 2025 Exhibition* / Exhibitors Name / Paris Expo Porte de Versailles, Pavilion 7.3 / Stand Number

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

### 1.3 DELIVERY OF GOODS AND PARKING OF TRUCKS

The Exhibition area is situated in Pavilion 7.3 (on the third floor of the building)

Access for exhibitors and standbuilders

- Pedestrian access: access to pavilion 7 via gate A2/main entrance
- Goods entry / vehicle access: see sketch above, via Gate D

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

#### **Offloading/reloading requirements:**

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

Important note: For in-house transport, costs will be applied. The usage and driving of forklifts is restricted to Fairexx.

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

#### **Parking of Trucks**

No truck parking is available directly at the venue.

## 2 IMPORTANT ADDRESSES

### 2.1 EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)

International Exhibitions & Advertising

Freyung 6

1010 Vienna, Austria

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

**Ms. Katharina Lässer** – ext. 67 (general planning, additional orders and exhibitor registration)

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

E-mail: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at)

The following services will be handled by MAW:

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

As of Monday 24 March 2025 the Exhibition Service Desk at the venue will be open and from this time on you can contact us via our mobile phone numbers:

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

Katharina Lässer: +43 (0) 664 105 20 18

### 2.2 CONGRESS MANAGEMENT

**ESMO Head Office**

Via Ginevra 4, 6900 Lugano, Switzerland

Organisation		
Alessia Mora	elcc@esmo.org	+41 (0) 91 973 19 62
Chiara Sommaruga		
Scientific Programme and Abstracts		
Frederica Frigerio	programme@esmo.org	+41 (0) 91 973 19 38
Serena Zagni		+41 (0) 91 973 19 61
Registration		
ESMO Registration Office	registration@esmo.org	+41 (0) 91 973 19 13
ESMO Events Sponsorship		
Nikolaj Tomma	sponsorevents@esmo.org	+41 (0) 91 973 19 69
Lorenzo Brioschi		
Luana Duquenne		
Media Relations		
ESMO Press Office	press@esmo.org	
Filming Activities	filming@esmo.org	
Media Activities Organised by Third Parties	media@esmo.org	

## 2.3 ACCOMMODATION

Kuoni Tumlare Congress has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to ELCC 2025.

E-mail: [esmo@kuonitumlare.com](mailto:esmo@kuonitumlare.com)

Tel.: +420 234 747 431

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

FAIREXX – Logistics for exhibitions GmbH

Marienstrasse 28, 12207 Berlin, Germany **(not the delivery address, please refer to the shipping manual for the correct address)**

Tel.: +49 30 44 03 47 25

E-mail: [ELCC2025@fairexx.com](mailto:ELCC2025@fairexx.com)

## 2.5 CATERING FOR EXHIBITION STANDS

Coffee breaks are provided by ESMO as part of the registration fee, while lunches can be purchased onsite. However, the exhibitors can offer additional catering, but it must be organised through the official Caterer HORETO. Coffee Machines and Baristas do not have to be organised through the official caterer.

### Catering contact:

HORETO - PARIS EXPO PORTE DE VERSAILLES

Tel: +33 (01) 57 25 10 00

E-mail: [commercial-HPV@horeto.com](mailto:commercial-HPV@horeto.com)

## 2.6 LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH

Nussdorferstraße 20/22

1090 Vienna, Austria

Ms. Tamara Dworschak

Tel.: +43 1 319 69 99

E-mail: [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)

## 2.7 HOSTESS SERVICES

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

## 3 TIME SCHEDULE

### 3.1 EXHIBITION

Set-up	
Monday, 24 March	08:00 – 22:00
Tuesday, 25 March	08:00 – 18:00 <b>(crates out by 17:00)</b>
Wednesday, 26 March	08:30 – 10:00 <b>(only decorations or cleaning – no construction work!)</b>

**ATTENTION:** Please note all crates must be out on Tuesday by 17:00 at the latest and set-up must be finished by 18:00!

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

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

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

Exhibition Area Hours	
Wednesday, 26 March	10:00 – 17:00
Thursday, 27 March	09:00 – 17:00
Friday, 28 March	09:00 – 17:00
Saturday, 29 March	08:30 – 12:30

\*Subject to change

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

Dismantling	
Saturday, 29 March	13:00 – 23:00

### 3.2 EXHIBITION SERVICE DESK – OPENING HOURS

Exhibitors Service Desk – opening hours*	
Monday, 24 March	08:00 – 20:00
Tuesday, 25 March	08:00 – 18:00
Wednesday, 26 March – Friday, 28 March	08:00 – 17:00
Saturday, 29 March	08:00 – 18:00

\*Subject to change

### 3.3 REGISTRATION – OPENING HOURS

Registration Desk – opening hours*	
Tuesday, 25 March	15:00 – 18:00
Wednesday, 26 March	09:30 – 18:00
Thursday, 27 March	07:45 – 17:30
Friday, 28 March	07:45 – 17:00
Saturday, 29 April	07:45 – 13:00

\*Subject to change

### 3.4 WELCOME RECEPTION

The official Welcome Reception will take place in the exhibition on Wednesday, 26 March from 13:20 to 13:50.

### 3.5 COFFEE BREAKS

Coffee Breaks*	
Wednesday, 26 March	16:15 – 16:45
Thursday, 27 March	09:45 – 10:15, 15:30 – 16:00
Friday, 28 March	09:45 – 10:15, 16:15 – 16:45
Saturday, 29 March	09:45 – 10:15

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



## 4 EXHIBITOR REGISTRATION, FULL REGISTRATIONS & WORKING PASSES

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### 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 space size:

67 sqm and above: 25 Exhibitor badges

46 – 66 sqm: 20 Exhibitor badges

25 – 45 sqm: 15 Exhibitor badges

13 – 24 sqm: 10 Exhibitor badges

9 – 12 sqm: 5 Exhibitor Badges

Further exhibitor badges can be purchased by following the instructions below. The price of additional badges not included in the above entitlement will be confirmed at a later stage.

To order your exhibitor badges and register your staff, please fill out the excel template according to your sponsorship package and return it by e-mail to: [esmomeetings.exhibition@media.co.at](mailto:esmomeetings.exhibition@media.co.at) by **5 March 2025**.

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

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

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

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

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

### 4.2 FULL DELEGATE REGISTRATIONS

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

<https://www.esmo.org/meeting-calendar/european-lung-cancer-congress-2025>

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

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

### 4.3 WORKING PASSES

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

To order the working passes for your crew, please fill out the excel template available via the online order forms and return it by e-mail to: [esmomeetings.exhibition@maw.co.at](mailto:esmomeetings.exhibition@maw.co.at) by **5 March 2025**.

## 5 STANDBUILDING RULES

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### Exhibitor package:

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

Shell scheme booth with fascia (company name in lettering only), carpet and one of two furniture options - either 1 table and 2 chairs or 1 counter and 1 bar stool. **These exhibitors are not allowed to build their own structure but can use their own furniture if preferred.**

Regarding the furniture option, please inform us accordingly via the online order portal.

Exhibitors with a larger space are responsible to build their own booths. Please refer to the Standbuilding rules and submit the stand drawings (detailed requirements 5.1.5. Submission of construction plans / STAND DESIGN) until **13 January 2025** at the latest to

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

### 5.1 STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW nor the venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

#### 5.1.1 GENERAL REQUIREMENTS

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

#### 5.1.2 STAND BUILDING HEIGHTS

Standard Stand building height: 2.5 m

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

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

**\*Important Note:** A standbuilding height over 3.5 m is only possible if the stand design does not include rigging and has been approved by MAW.

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

### **5.1.3 SEPARATION WALLS AND FLOOR COVER**

All stands **must be separated from the neighbouring stand(s) by means of a separation wall**. The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs (as part of the shell scheme package). This separation wall shall be **finished on the inside as well as on the outside** (no cables on the back side of the walls). Please note flooring (rental or your own) is obligatory.

### **5.1.4 SUSPENSION FROM THE CEILING**

For ELCC 2025, exhibitors with a stand size larger than 63 sqm will be able to benefit from the possibility of having a portion of their stand design suspended. Due to the technical restrictions in Pavilion 7.3., the following height levels are binding:

Upper edge of the banner (same height for the truss): 4 m

Lower edge of the banner: 3 m

Max. allowed height of the banner: 1 m

Max. allowed / possible standbuilding height 2.5 m

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

### **5.1.5 SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN**

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

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

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

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

**Deadline for submission: 13 January 2025** – please send to:

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

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

**IMPORTANT NOTE:** In addition to the above mentioned documents you must also provide **fire class certificates for all materials used to set up the stand** (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) **because they must comply with the fire protection regulations of the venue – please refer to paragraph 7.2 venue regulations/fire safety precautions for detailed information regarding the rules and regulations and by whom those certificates must be issued to be deemed valid.**

### 5.1.6 TYPE OF STAND/ SPACE

- **Row stand**

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

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

- **Corner stand**

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

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

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

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides.

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

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

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

- **Island stand**

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

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

### **5.1.7 FURTHER CONSTRUCTION REGULATIONS**

- a. MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- c. No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- d. No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- e. Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors.
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- g. The Exhibition Management reserves the right to issue further instructions concerning the design of stands.
- h. Doors and windows must be set back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm.
- i. Equipment to be shown or demonstrated must be placed in the exhibit space contracted, in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MAW and have the approval of appropriate authorities.
- j. Any counter, desk etc. or device (i-pads, screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.0m) in order to ensure that the visitors will be in the booth and not standing in the aisle.
- k. Coffee bars or other F&B-stations must be situated inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- l. It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer.
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth.

### **5.1.8 FIRE CERTIFICATES/MATERIALS**

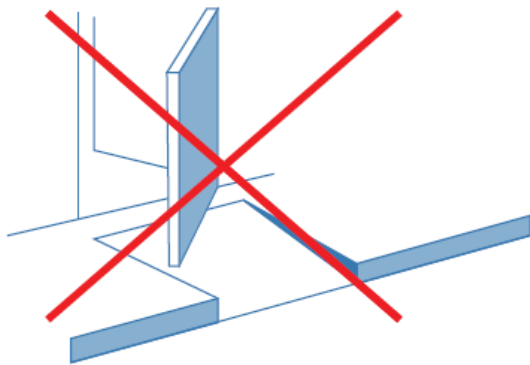
**Please refer to the paragraph 7 venue rules/fire safety precautions.**

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must comply with fire protection regulations – please refer to paragraph 7.2 venue regulations/fire safety precautions for detailed information regarding which certificates are deemed valid.

### 5.1.9 RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

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

- Carpet and flooring must comply with the fire classifications of materials – refer to paragraph 7.4.4
  - The slip-resistance on floor with shall be Class 1
  - The floor should not have any perforations or holes in which it could be inserted a sphere of 15 mm diameter
- All stands with a raised floor / access platform higher than 2 cm should be provided with a handicapped access ramp (please refer to paragraph 7.12.3. venue regulations / raised floors)
- The minimum width of the ramp should be 1000 mm. It has to be completely within the stand. For the slope please refer to paragraph 7.12.3.



- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by MAW before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.
- Ramps must be kept within the stand and not be placed in the aisles
- The height of the stand platform with respect to the pavement of the hall may never be greater than 18 cm



## 6 VENUE SPECIFICATIONS

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### 6.1 VENUE SPECIFICATIONS / IMPORTANT INFORMATION

Pavilion 7, Level 7.3

Hall height: 6 m

Max. standbuilding height: please refer to 5.1.2

Max. permissible floor load: 600 kg/m<sup>3</sup> - 600 kg/sqm

Floor: epoxy resin

## 7 VENUE RULES/FIRE SAFETY PRECAUTIONS

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### 7.1 General remarks

The safety precautions against the risks of fire and panic in establishments open the public shall be as laid down in the Order of June 25, 1980 (General Requirements).

The Order of November 18, 1987, gives the particular requirements applicable to exhibition halls. The following text consists of extracts from these regulations in order to facilitate comprehension.

The Safety Committee is very strict as far as the construction of stands is concerned (stability, construction and decoration materials, electrical installations, etc.). Decision taken by the Committee during the visit, which shall take place the day before or on the morning the event opens, shall be implemented immediately. When the Committee makes the inspection, the installations of the stands must be complete. The exhibitor (or his representative) must be present on the stand and must be able to provide fire resistance certificates for all the materials used. No compliance with this rule may lead to the materials being removed or the stand being prohibited from being opened to the public.

Any more proposals must be submitted for the approval to the Exhibition Management Company. Drawings and technical information must be submitted for this purpose to the organizer **until 13 January 2025**.

During the build-up period, the Safety Officer shall monitor the application of the safety measures set out below.

In due course leading up to the set-up of the exhibition, exhibitors will receive paperwork that must be completed to inform the safety committee of the nature of their planned stand structure.

If the exhibitors declare in that form that their exhibition space:

- is installed by several independent companies (more than one, sub-contractors or independent workers included) and/or
- requires working at heights (constructions higher than 3m).

a dedicated H&S coordinator for this specific booth is mandatory.

The exhibition management will provide all necessary paperwork in this case and will support the exhibitor in completing the process regarding this topic but the exhibitors must adhere to the specific deadlines mentioned in the paperwork.

## 7.2 Stand construction and fitting

The fire classification of materials is subject to the provisions of the Order of November 21, 2002, the French standard or the European standard.

### **Important note:**

**Foreign reports and reports from foreign laboratories (outside the European Community) are not valid and will not be accepted, even if they refer to French or Euroclass standards.**

**Material certificates need to be certified either by:**

- One of the 8 French labs certified by the Interior Ministry
- A lab from a European origin country – certified by origin country Authorities and to be established with the Euroclass Standard (Uk certificates at Euroclass Standard are valid)

Classes des produits selon NF EN 13501-1 (Euroclasses)			Ancien classement
Comportement au feu	Production de fumée	Gouttelettes enflammées	
A1	-	-	Incombustible
A2	s1	d0	M0
A2	s1	d1	M1
A2	s2 s3	d0 d1	
B	s1 s2 s3	d0 d1	
C	s1 s2 s3	d0 d1	M2
D	s1 s2 s3	d0 d1	M3
			M4 - non gouttant
E	non applicable	d1	M4
E	non applicable	d2	Pas de classement
F	non applicable	non applicable	Pas de classement

## 7.3 Stand Framework, Partitions and Large Furniture

M0, M1, M2 or M3 shall be permitted for the construction of the framework and of the partitioning of stands and for the construction of large items of furniture (cash desk, counter, display cabinets, separating screens, etc.).

### **Conventional classification of wood (order of 21 November 2002)**

The following materials shall be considered as having the characteristics of category M3:

- Solid no-resinous timber 14 mm thick or more
- Solid resinous timber 18 mm thick or more
- Wood based panels (plywood, blockboard, fibreboard, chipboard) 18 mm thick or more

### **Important note:**

It shall be strictly forbidden to set any type of fitting out whatsoever over the aisles (structure of signboards, walkway, etc.).



## 7.4 Finishing materials

### 7.4.1 Walls finishes

Wall finishes (natural fabrics or plastic) must be in M0, M1 or M2 materials. They may be stretched or fixed with staples; Sundry finishes (fabrics, paper, plastic film) which are very thin (1 mm maximum) may be used when fixed in a full bed of adhesive to backgrounds of M0, M1, M2 or M3 materials. Embossed or textured paper, however, must be fixed in a full bed of adhesive onto M0 materials only. Materials on display may be shown on the stands without any requirements for fire resistance. However, if these materials are used for decorating the partitions of false ceilings, and if they represent more than 20% of the total area of these elements, the requirements in the above paragraphs shall be applicable to them. However, these requirements shall not apply to trade fairs and stands aimed specifically at interior decoration where fabrics and wall finishes are displayed.

### 7.4.2 Curtains – Hangings – Net Curtains

Curtains, hangings and net curtains may be left loose if they are made with M0, M1 or M2 materials (or made to meet such classification with a fireproofing treatment). They shall however be forbidden on entrances and exits to the stands, but permitted on doors to internal rooms.

### 7.4.3 Paints and varnishes

Paints and varnishes shall be strictly forbidden if they are deemed to be inflammable (based on nitro-cellulose or alkyds for example).

### 7.4.4 Finishes to floors, podiums, platforms and steps

Floor finishes must be in M4 materials and fixed securely. Finishes, whether horizontal or not, to podiums, platforms or steps of a height greater than 0.30 m and with a total surface area greater than 20m<sup>2</sup>, must be made from M3 materials. If their total surface area is less than or equal to 20m<sup>2</sup>, these finishes may be formed from M4 materials.

#### **Important note:**

For carpets classified as M3 or M4 laid onto wood, make allowance for the method of fixing. The fire resistance certificates must indicate: "Valid for fixing stretched over any M3 background".

## 7.5 Decorative items

### 7.5.1 Loose laid elements

Elements for decoration or cladding which are not fixed (advertising panels of an area greater than 0.50 m<sup>2</sup>, garlands, lightweight objects for decoration, etc.) shall be constructed from M0 or M1 materials. The use of signs or advertising panels using white letters on a green background shall be strictly forbidden, as the colors are reserved exclusively for indicating exits and emergency exits.

### 7.5.2 Floral decorations

Limited use should be made of floral decorations in synthetic materials. If this is not the case, these decorations must be made from M2 materials. These rules shall not apply to specialized trade fairs and stands where such items are exhibited.

#### **Important note:**

For real plants, peat soil should preferably be used and kept permanently damp.

### 7.5.3 Furniture

There are no requirements for standard furniture (chairs, tables, desks, etc.). on the other hand, display cases, counters, shelves, etc. must be made from M3 materials (or made to meet such classification with a fireproofing treatment).

## 7.6 Awnings – Ceilings – False Ceilings

Stands which have a solid ceiling, false ceiling or awning must have a covered surface area of less than 300m<sup>2</sup>. If the surface area covered is greater than 50m<sup>2</sup>, appropriate methods of fire extinction, attended permanently by at least one safety officer, must be provided while the public is present. The total surface area of solid ceilings and false ceilings, including those over upper levels, must not be greater than 10% of the surface area of the level concerned or of the hall.

### 7.6.1 Awnings

Awnings will be permitted under the following conditions:

- In establishments protected by an automatic water-based fire extinction system, awnings must be in M0, M1 or M2 materials
- In establishments not protected by an automatic water-based fire extinction system, they must be in M0 or M1 materials
- In CTS-type establishments (marquees, tents, they must be in M2 materials only

They must also be provided with an effective fixing system to prevent them from falling and must be supported by a wire mesh network so as to form meshes of a maximum of 1 m<sup>2</sup>.

In all cases, the hanging system and the fixing of ceilings and false ceilings must be in M0 materials. When insulating materials are fixed in voids in ceilings and false ceilings, they must be in M1 materials.

### 7.6.2 Ceilings and false ceilings

Ceilings and false ceilings must be in M0 or M1 materials. However, it is acceptable for 25% of the total surface area of these ceilings and false ceilings to be in M2 materials. Light fittings and their accessories shall be included in this percentage; On the other hand, if the ceilings and false ceilings made up of open-worked or net materials, they may be M2 when the area of the solid parts is less than 50% of the total surface area of these ceilings and false ceilings.

## 7.7 Fireproofing

A guarantee of the category of fire resistance of the materials used in the exhibition halls must be provided at the request of the Safety Officer, in the form of labels of quality, official reports or certificates. Finishes and materials that comply with the safety requirements are available from specialized vendors who must provide the certificates showing the fire classification of the material. For a list of the vendors, contact : GROUPEMENT NON FEU, 37-39, rue de Neuilly, BP 249, 92113 CLICHY (Tél. : +33 (0) 1.47.56.30.81).

Fireproofing may provide an M2 classification to materials which are normally fairly inflammable or easily inflammable. This can be done by spraying a special liquid, by applying a paint or special varnish with a paintbrush, or by soaking in a special bath. Fire protection treatment work can either be carried out by the decorators, who must be capable of providing all information on the treatment of the material, or by an approved contractor, who shall provide the exhibitor with a certificate of an approved type on which shall be shown: the nature, the surface area and the color of the finish treated, the product used, the date of the operation, the stamp and the signature of the operator.

Details of approved contractors may be obtained from GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION, 10, rue du Débarcadère, 75017 PARIS (Tél : +33(0) 1.40.55.13.13).

### **Important note:**

Fireproofing can only be used on timber panels or on fabrics that are natural or have a high proportion of natural fibres. It is impossible on synthetic and plastic.

**Reports of foreign origin cannot be taken into consideration. Only reports issued by approved French laboratories can be accepted.**

## 7.8 Electricity

### 7.8.1 Electrical installations

The electrical installations on each stand must be protected, from its entry to the stand, against overloading and against earthing faults. All metalworks must be interconnected and linked to the earth connection of the stand's electricity control panel. Electrical connections must be made inside connecting boxes. The electrical cut-off devices must be permanently accessible to the staff on the stand.

### **7.8.2 Electrical equipment**

#### **Electrical cables**

Only cables that do not propagate flames must be used.

These cables will consist of:

- Either C2 class cables
- Or insulated conductors placed inside pipes that do not propagate flames or profiles that do not propagate flames

All wiring must include an earth conductor linked to the general network via the earth terminal on the stand's electricity control panel.

#### **Conductors**

The use of conductors with a section of less than 1,5 mm<sup>2</sup> is prohibited.

#### **Electrical apparatus**

Electrical apparatus of category 0 (1) must be protected by differential current devices operating at no more than 30 mA.

Electrical apparatus of category I (1) must be connected to the earth conductor of the cable supplying them.

Of the apparatus in category II (1), those marked are recommended.

#### **Multiple sockets and adaptors**

Multiple sockets and adaptors connected in a series are prohibited. Only distribution boxes shall be permitted.

#### **Halogen lamps (norme EN 60 598)**

Light fittings on stands which have halogen lamps shall:

- Be fixed at a minimum height of 2,25 meters
- Be kept away from any inflammable materials (at least 0,50 meters from timber and other decorative materials)
- Be fixed securely
- Be fitted with a safety screen (glass or fine mesh) to provide protection from a possible explosion of the lamp

#### **High voltage illuminated signs**

High voltage illuminated signs positioned within reach of the public or staff working on the stand must be protected, particularly the electrodes, by a screen made of a material in category M3 at least. The switch to turn them off shall be indicated and the transformers shall be placed in a position that cannot cause any danger to people. Their presence may be indicated with a sign reading "Danger, haute tension" (Danger, high voltage).

#### **Installed electrical power**

For stands with more than 100 kW of power supply, a plan and instructions for the insulation of the control box or the technical room must be sent to the Parc des Expositions and the Safety Officer for approval.

## **7.9 Enclosed stands – rooms constructed in the halls**

### **7.9.1 Enclosed stands**

Exhibitions sometimes prefer to isolate themselves within enclosed stands. These stands must have exits directly onto the public aisles. The number of exits and their width shall depend on the surface area of the stand, namely:

- Less than 20m<sup>2</sup>: 1 exit 0,90m width
- From 20 to 50m<sup>2</sup>: 2 exits, one with 0,90m width and the other one min. 0,60m width
- From 51 to 100m<sup>2</sup>: either 2 exits with 0,90m width or 2 exits, one 1,40m wide and the other 0,60m wide

The exits must be carefully positioned and, if possible, be opposite each other. Only doors or sets of doors with their outer frames at least 5 meters away from each other shall be included in the number of exists or units of passage.

Each exit must be marked « Sortie » in white letters clearly visible on a green background. If the openings are closed by doors, these must open in the exit direction, without a locking system and without projecting into the public aisles.

### 7.10 Emergency equipment

Emergency equipment must always remain visible. Access to the various items of emergency equipment (hydrants, hose reels, telephones, fire extinguishers, smoke vent controls, etc) must be always kept clear.

On stands that are provided with a hose reel, a 1 meter wide space, totally clear of any obstructions, shall be maintained between the apparatus and the public circulation aisles. The use of panels or fabrics to conceal the apparatus shall be absolutely forbidden.

### 7.11 Operating instructions

It shall be forbidden to stock cases, wood, straw, cardboard, etc. in the exhibition halls, on the stands or in the aisles.

Regular cleaning (daily) shall be carried out in order to clear the premises of dust and rubbish of all kinds. All refuse arising from the cleaning and sweeping must be removed each day, outside public opening hours, and taken outside the establishment.

### 7.12 Access for the handicapped

#### 7.12.1 Access to closed rooms

The access doors should have a minimum width of 0,90 meters.

#### 7.12.2 Reception desks, Bars and Buffets

They will be equipped with a usable shelf less than 0,80 meters with a void in the lower part of at least 0,30 meters deep, 0,60 meters wide and 0,70 meters high allowing the passage of feet and knees of a person in a wheelchair.

#### 7.12.3 Raised floors

Any booth with a floor from a height greater than 2 cm should be provided with a handicapped access ramp included in the area of the stand. The slope is:

- 5% on 10 meters
- 8% on 2 meters
- 10% on 0,50 meters
- 33% for 4 cm high (12 cm for a 4 cm high floor)



## 8 LIABILITY / INSURANCE

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### 8.1 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 European Lung Cancer Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

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

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

### 8.2 INSURANCE

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

The appropriate insurance policy must be brought on-site – there will be sample checks.

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

Please also refer to the ESMO Exhibition rules, paragraph 20 and to the General terms & conditions, paragraph "Insurance".

## 9 ESMO EXHIBITION RULES

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The Congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code. For full details concerning this section, consult the [ELCC 2025 Industry Guidelines](#).

### 1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organisers supporting those products or services for their sole promotion at the ESMO Congress. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the Congress is legally and ethically acceptable in France.

### 2. Duration of the exhibition

The exhibition will be open from Wednesday, 26 March to Saturday, 29 March 2025.

### 3. Concomitant activities

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ELCC 2025 educational and scientific programme are subject to the ELCC 2025 Secretariat approval. Clear identification of the organizers, purpose, targeted participants and the full programme must be submitted for approval to the ELCC 2025 Secretariat ([elcc@esmo.org](mailto:elcc@esmo.org)) at least 4 weeks prior to the event.

### 4. Reproduction of logos

Each company is entitled to use the official logo of ELCC 2025 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ELCC 2025 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

### 5. Promotion and activities in the exhibition

#### 5.1. General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should this cause offence. For all stand activities (promotion of products, catering, giveaways, surveys, etc.) it is the exhibitors' responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Neither ESMO nor MAW or the venue bear any responsibility towards the delegates, the authorities or other organizations.

#### 5.2. Display, projection or distribution of promotional materials on-site:

All these activities must be confined within the company's assigned exhibition space or business room and are not allowed in any other area in, or leading to, the Congress venue. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material, the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in France. ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.



### **5.3. Advertisements**

Advertisements are possible both onsite at the venue as well as in the virtual congress environment. Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

### **5.4. Promotion at hotels**

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ELCC 2025 Secretariat. However, if produced, the content must follow the same rules defined in the [ELCC 2025 Industry Guidelines](#).

### **5.5. Photographing, filming, audio recording**

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time. Exception: exhibitors may only take photographs or filming of their own stand or stand activities. Exhibitors can perform their activities abiding by the ESMO Filming Policy and purchasing a badge.

Anyone carrying filming equipment at ELCC 2025, is requested to wear all times a specific vest distributed onsite together with the badge.

### **5.6. Stand activities**

No programmatic activities or scientific/educational activities (scientific sessions, meet the expert sessions, workshops) may take place at the booth. Activities which are classifiable as purely promotional (product presentations) may take place and can be announced accordingly. The ELCC 2025 Secretariat does not review and approve the content of promotional activities or product presentations. ESMO bears no responsibility towards the delegates and authorities for the content of presentations.

Such activities must take place within the booth – the exhibitor has to ensure that the visitors are on the booth and not standing in the aisle or blocking passageways around the booth. It must be at a volume that does not disturb neighbouring stands.

The ELCC 2025 Secretariat reserves the right to stop activities which do not comply with the above specifications.

Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

### **5.7. Other promotional activities**

Any other activity that is organized with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

## **6. Exhibitor/Visitor badge**

The exhibitor and visitor badges do not authorize entrance to the official Congress sessions. Exhibitor badges grant access to the exhibition, satellite symposia, business rooms and private meetings. Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space (please refer to page 9). Further exhibitor badges are available via the registration template. The price of additional badges not included in the above entitlement will be confirmed at a later stage. The exhibition visitor badge holders can access the exhibition only. Visitor badges will be purchasable at a specific price confirmed at a later stage.

## **7. Identification of the exhibitors**

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorized persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

## **8. Subletting of on-site and virtual space**

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

## **9. Admission rights**

Admission to the exhibition is limited to the owners, representatives and employees of exhibiting companies. Only fully registered ELCC 2025 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the [ELCC 2025 Industry Guidelines](#) and will affect the future conference attendance of the company in question.

## **10. Surveys**

Surveys are authorized only in the limits of the company's assigned booth. The appointed staff must be always identifiable as member of a "marketing research team".

## **11. Media activities**

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the Congress should send a request to [media@esmo.org](mailto:media@esmo.org). For any additional information about media issues, please contact [media@esmo.org](mailto:media@esmo.org).

### **Badges (Media Activities)**

According to the ESMO Press Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency or company representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration ([registration@esmo.org](mailto:registration@esmo.org)) and [media@esmo.org](mailto:media@esmo.org) to request a dedicated temporary badge. This badge only allows access to the room where media activities are taking place. Full details are available in the ESMO Third Party Media Activities Policy.

## **12. Booth restrictions**

Exhibits must conform to the contracted space and all display rules as set forth in the ELCC 2025 Exhibitor Manual. Any aspect that is not covered in the ELCC 2025 Exhibitor Manual is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must always be kept clear and free for passage. All emergency exits and accesses to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

## **13. Management of the booth**

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the Exhibition Management Company. Relating costs will be borne by the exhibiting company.



#### **14. Audio and visual activities**

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or refusing to stop an activity will be considered a violation of the ESMO Exhibition rules.

#### **15. Catering**

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer at the congress venue. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Please also refer to 2.5 "Catering for exhibition stands", page 6.

#### **16. Networking events**

Networking events and other similar activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meeting or activities conducted by ESMO. Such events are to be held outside the blackout times and are subject to ESMO approval.

Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

#### **17. Business rooms**

Companies supporting the congress can apply for a business room. Assignment will be made based on the sponsorship package level.

The business rooms can be used for promotional activities, product presentations, hospitality for customers and private meetings. Small meetings may take place in parallel with the official ELCC 2025 educational and scientific programme provided they do not involve groups larger than 30 people (maximum number of people depends on the room size, set-up and the maximum permitted room capacity according to the safety regulations of the congress venue).

The organization of scientific or educational activities (scientific session, meet the expert sessions, workshops) are strictly not allowed in the business rooms.

In compliance with the above no prior approval by the ELCC 2025 Secretariat is required.

For Press conferences/Media activities please refer to paragraph 11, media activities. All media activities/press conferences are subject to the Media Policy and cannot be held in the business room without prior approval by the ELCC 2025 Secretariat. The ELCC 2025 Secretariat will not allow any official business rooms or anything similar in places other than the congress venue from the day preceding the Congress up to and including the last day of the Congress.

#### **18. Giveaways/Industry codes of practice**

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. The ELCC 2025 Secretariat does not review and approve giveaways. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice.

### **19. Postponement or Abandonment**

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ELCC 2025 in the event of force majeure cases (e.g. strikes, 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. For the condition for such cases please refer to the “General terms and conditions”.

### **20. Security and Insurance**

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. 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.

### **21. Smoking policy**

ELCC 2025 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no- smoking policy.

### **22. Infractions**

Any infraction to our ESMO Exhibition Rules will follow the procedure outlined in the “General Terms and Conditions”.

### **23. Final Clause**

In cases not covered by the regulations in the ESMO Exhibition Rules, the Organisers' interpretation shall be final.

# 10 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at ELCC 2025 insofar as the contractual partners do not reach contrary agreements in writing.

## 10.1 Establishment of Contract

- Application for a sponsorship product(s) / service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ELCC 2025 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s) / service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

## 10.2 Appointed Agencies

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

## 10.3 Procedure

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

## 10.4 Assignment

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

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

## 10.5 Payment deadlines

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

## 10.6 Terms of Payment

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

## 10.7 Cancellation Policy

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

## 10.8 Administration fees/invoicing changes

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

## 10.9 Indebtedness

Payments not received by the first day of the start of ELCC 2025 will be subject to a 10% penalty fee on the total sponsorship investment.

## 10.10 Refunds

Any refunds of deposits paid will be made after ELCC 2025 but not later than **19 December 2025**. 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.

## 10.11 Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of ELCC 2025.

## 10.12 Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of ELCC 2025 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ELCC 2025 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.

### 10.13 Limitation of Liability of ESMO

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

ESMO gives no warranties in respect of any aspect of ELCC 2025 or any materials related thereto or offered at ELCC 2025 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ELCC 2025 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ELCC 2025 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. ELCC 2025 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ELCC 2025 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.

### 10.14 Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ELCC 2025 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ELCC 2025. ESMO will use its best efforts to provide access to ELCC 2025 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.

### 10.15 Bankruptcy or Liquidation

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

### 10.16 Security and Insurance

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from ELCC 2025 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.

### 10.17 Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at ELCC 2025 must comply with all rules and policies established by ESMO.

### 10.18 Violation Procedure

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

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

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

This will be confirmed in writing after ELCC 2025. Appeals may be made to the ESMO Management.

### 10.19 Penalties

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

### 10.20 Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of ELCC 2025.

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.

### 10.21 Non-smoking policy

ELCC 2025 is a non-smoking event.

### 10.22 Final Clause

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





**FAIREXX**

# **OFFICIAL SHIPPING GUIDELINES**

**ELCC 2025**

Paris / France

26.March – 29.March 2025



# OFFICIAL SHIPPING GUIDELINES

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## 1. Shipments originating from outside the European Union (ee. United States, Canada, Switzerland, etc.)

### 1.1 COURIER SHIPMENTS

Send via FEDEX , DHL, UPS, TNT (and other courier companies)

Please note: Despite their promise courier companies cannot make customs clearance, as they lack an EORI number! Shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) **must** be send by airfreight (please see column 1.2) as courier companies cannot arrange any temporary customs clearance.

We strongly recommend sending your courier shipments to our warehouse.  
We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **14th March 2025**.

**Please consign all courier shipments to the following address:**

Fairexx – Logistics for Exhibitions GmbH  
Gottlieb-Daimler-Str. 3  
50181 Bedburg  
Germany

Phone: +49 (0)2272-996902-01

Mail: [Daniel.riedel@fairexx.de](mailto:Daniel.riedel@fairexx.de)

**Notify: name of exhibition: ELCC 2025**

**Exhibitor:**

**Booth no.:**

We strongly recommend Exhibitors **not** to send courier shipments directly to the venue/stand. For shipments sent directly to the stand no liability is accepted.



## 1.2 AIRFREIGHT

Your shipment should arrive at Cologne airport (CNG) no later than **14th March 2025.**

**Please consign to:**

Cargo 24/7 Logistics Worldwide GmbH  
Ferdinand-Porsche-Strasse 22  
51149 Cologne  
Germany

**Notify: name of exhibition: ELCC 2025**

**Exhibitor:**

**Booth no.:**

**c/o Fairexx GmbH**

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice / packing list.

## 1.3 DOCUMENTATION

For shipments outside of the European Union, we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits)
- and permanent Importation (consumables, brochures etc)
- Serial numbers and pictures of every item that needs to be imported temporarily
- if necessary: Certificat of Origin (Form A / EUR.1)
- if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by EU customs for Inward and Outward movements. Any exhibits remaining in Denmark or the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.





## 2. Shipments originating from the European Union

### **2.1 GROUPAGE ROADCARGO, COURIER SHIPMENTS (DHL, FEDEX , ETC.)**

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **20th March 2025**.

**Please consign all groupage or courier shipments to the following address:**

Fairexx – Logistics For Exhibitions GmbH  
Gottlieb-Daimler-Str. 3  
50181 Bedburg  
Germany  
Att.: Daniel Riedel  
Phone: +49 (0)2272-996902-01

**Notify the name of exhibition / congress ELCC 2025**

**Exhibitor:**

**Booth no.:**

## 3. Direct delivery address for full- and part-loads to venue

Full and part trailer loads should arrive venue in accordance with the official build-up dates and pre-booked unloading slot.

**Fairground address:**

ELCC 2025  
Paris EXPO Porte de Versailles  
1 Place Porte de Versailles  
GATE D Pavillion 7 level 7.3  
Paris 75015  
FRANCE

**SLOT BOOKING REFERENCE NUMBER**

NAME OF EXHIBITOR / STAND NR



## ENTRANCE GATE D for Truck, Van and Car



## 4. Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

„ELCC 2025“ „Name of  
Exhibitor“ „Hall no. /  
Stand no.“ „Fairexx c/o  
ELCC 2025 “

Please mark all packages with numbers:  
1 of ... / 2 of ... / 3 of ... etc.

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.

## 5. Insurance

We strongly recommend that all exhibitors arrange insurance cover to include transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

## 6. Payment

All shipments are subject to payment before delivery to booth.

We accept the following methods of payment :

- " Bank Transfer: please provide a copy of the Transfer Statement
- " Credit Card: please inform us of your card details in advance (not for customs expenditures unless with an additional 5 % service fee)
- " Cash: all major currencies accepted



## 7. Basic Conditions of Contract

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.

## 8. Contact details (not delivery address)

Mail: [elcc2025@fairexx.com](mailto:elcc2025@fairexx.com)

Phone: +49 (0) 30 4403 47 25

### **Fairexx – Logistics for Exhibitions GmbH**

Marienstrasse 28

12207 Berlin

Germany

[www.fairexx.com](http://www.fairexx.com)