

COPENHAGEN
2016

ESMO

congress

esmo.org

EXHIBITORS'
MANUAL

ESMO 2016



Copenhagen
Denmark

7-11 OCTOBER 2016

IMPORTANT DEADLINES

11 May 2016	Abstract submission and travel grant applications
30 June 2016	Early registration
3 August 2016	Group registration, participant names to be given
23 August 2016	Late-breaking abstract submission
31 August 2016	Late registration



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Service Orders online at the following link:
<https://forms.media.co.at/ESMO16>

Attachments:

- **Exhibition floor plan – technical, Exhibition floor plan – column**
- **Overview Bella Center Premises**
- **Freight forwarder - Fairexx**
 - Shipping Manual – Fairexx
 - Rates - Fairexx
 - Time Slot request - Fairexx
- **Lead System/Badge Scanner (CTI Meeting Technology)**



LETTER OF ACKNOWLEDGEMENT

No orders for services will be processed until this document has been returned!

Please print your **FIRST and LAST NAME** here

representing _____

Please print your **COMPANY NAME** here

by my signature below hereby certify that:

- I have completely read the ESMO 2016 Exhibitors' Manual.
- I understand all rules and regulations as outlined in the ESMO 2016 Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO 2016 Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws, and ESMO/MAW bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

If applicable, please let us know the names of your stand building company and agency authorized to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities (booth, hospitality suite, exhibitor registration). Thank you for your cooperation.

Stand building Company

Company: _____
Contact: _____
Address: _____
Phone: _____
E-mail: _____
Responsibilities: _____

Agency

Company: _____
Contact: _____
Address: _____
Phone: _____
E-mail: _____
Responsibilities: _____

Please return this document to MAW by e-mail esmo2016.exhibition@media.co.at or by fax +43/1/5356016

Place and Date

Signature and Stamp

1) CONGRESS VENUE

1.1. VENUE ADDRESS

BELLA CENTER

Center Boulevard 5
2300 Copenhagen, Denmark
Web: www.bellacentercopenhagen.dk

1.2. DELIVERY ADDRESS

Fairground Address / full Trailer Loads:

FAIREXX LOGISTICS GMBH
Bella Center
Center Boulevard, Parking P5 *
2300 Copenhagen, Denmark
Contact: Marco Junghans // +49 172 754 95 02

* **Parking P5:** Part of Parking P5 will be available as marshalling yard from Oct. 4 – Oct. 7, 2016

Notify: ESMO 2016 / Exhibitors Name / Hall C / Stand Number
For Business Lounges (BL): ESMO 2016 / Exhibitors Name / Hall B / BL number
For Societies, ESMO 2016 / Society Name / Hall E / Stand Number

For deliveries / shipments, parcels with courier service or freight forwarder (Groupage shipments) / Warehouse Address:

FAIREXX LOGISTICS FOR EXHIBITIONS GMBH
Innungstraße 2
50354 Hürth, Germany
Contact: Markus Willems // +49 2233 4054 293

Notify: ESMO 2016 / Exhibitors Name / Hall C / Stand Number
For Business Lounges (BL): ESMO 2016 / Exhibitors Name / Hall B / BL number
For Societies, ESMO 2016 / Society Name / Hall E / Stand Number

Please note: All vehicles for direct-delivery/pick up on set up/dismantling have to be registered.

Each direct truck will receive a time-slot reference number for unloading and reloading. Your driver needs to report at the marshalling yard (parking P5) with his respective reference number for check in. In order to receive a time-slot reference number, please complete the request form and send it back to Fairexx.

To access the venue for offloading, the driver has to deposit € 100,-- / DKK 500,--. The deposit will be retrieved by leaving the venue at P5.

Vehicles up to 5 meters length – 1 hours unloading time

Vehicles up to 10 meters length – 2 hours unloading time

Vehicles with more than 10 meters length – 3 hours unloading time.

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

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



2) IMPORTANT ADDRESSES

2.1. EXHIBITION MANAGEMENT, Exhibitor Registration (exhibitor badges only) & Business lounges

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

Andrea Etz – ext. 42 (general planning, logistics, booth approvals)
Veronica Näslund – ext. 72 (admin. of additional orders)
Sandra Semlitsch – ext. 71 (admin. of additional orders)
Helena Hanzelova – ext. 13 (exhibitor registration)

Tel.: +43 1 536 63 + direct exts., Fax: +43 1 535 60 16
E-mail: esmo2016.exhibition@media.co.at

As of Tuesday, October 4, 2016 the Exhibition Service Desk at the BELLA CENTER will be open, and from this time on you can reach us at our mobile phone numbers:

Andrea Etz +43 664 46 30 448 Sandra Semlitsch +43 664 811 04 91
Veronica Näslund +43 664 916 84 20 Helena Hanzelova +43 664 811 04 86

2.2. CONGRESS MANAGEMENT

ESMO Head Office

Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland
Tel.: +41 91 973 19 00, Fax: +41 91 973 19 18
Web: esmocongress.org

ESMO Events Sponsorship Department

Sponsorship, Industry Satellite symposia and advertising
Nikolaj Tomma
E-mail: sponsorevents@esmo.org, Tel.: +41 91 973 19 90

Congress Coordination

Alessia Mora, Chantal Cornu, Valentina Allevato
E-mail: congress@esmo.org, Tel.: +41 91 973 19 26

Satellite symposia (logistic)

Valentina Gala
E-mail: congress@esmo.org, Tel.: +41 91 973 19 62

Private meetings

Michele Albanese
E-mail: congress@esmo.org, Tel.: +41 91 973 19 47

Registration Management

Nicole Bullo, Letizia Pizzino
E-mail: registration@esmo.org, Tel.: +41 91 973 19 39

Scientific Programme Management

Kate Kronig, Sara Fontanella Chiarani
E-mail: programme@esmo.org, Tel.: +41 91 971 19 16

Media Relations

Thomas Balasso
E-mail: media@esmo.org +41 91 973 19 044



2.3. ACCOMMODATION, OPTIONAL TOURS

c/o MCI Nordics
Drottninggatan 97
Box 6911
102 39 Stockholm, Sweden
Tel.: +46 8 5465 1500
E-mail: esmo2016@mci-group.com

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

FAIREXX – Logistics for exhibitions GmbH
Marienstrasse 28
12207 Berlin, Germany

Marco Junghans
Nils Oliver Boldt

Tel.: +49 30 44 03 47 ext. 12 or 13, Fax: +49 30 44 03 47 79
E-mail: marco.junghans@fairexx.com; nils.oliver.boldt@fairexx.com

2.5. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & BUSINESS LOUNGES

E-mail: F&B.orders@bellacenter.dk
Tel.: +45 3247 3419 or +45 3247 3428

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology
Nussdorferstrasse 20/22, 1090 Vienna, Austria

Lead System/Symposium Scanning:

Tamara Dworschak
Tel.: +43 676 83 437 318
E-mail: t.dworschak@ctimeetingtech.com or Vienna@ctimeetingtech.com



3) TIME SCHEDULE

3.1. EXHIBITION – Exhibition Hall C

SET-UP

Tuesday, Oct 4	08.00 – 22.00 (08.00 – 15.00 only for exhibitors over 100 sqm exhibition space)	
Wednesday, Oct 5	08.00 – 22.00	
Thursday, Oct 6	08:00 – 19.00	ATTENTION! Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!
Friday, Oct 7	08:00 – 12.00	DECORATION AND CLEANING ONLY

EXHIBITION HOURS

Friday, Oct 7	13.00 – 17.00
Saturday, Oct 8	10.00 – 17.00
Sunday, Oct 9	10.00 – 17.00
Monday, Oct 10	10.00 – 16.30

Access times for Exhibitors: Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

DISMANTLING

Monday, Oct 10	18.00 – 21.00	just limited dismantling for shell scheme, dismantling of folding stands etc. No big crates can be brought in on Monday evening only small empties (eg. Tool box, AV boxes) can be delivered. No access for trucks, only access for VANS
Tuesday, Oct 11	08:00 – 21:00	
Wednesday, Oct. 12	08:00 – 21:00	

3.2. SOCIETY VILLAGE

SET-UP

Thursday, Oct 6	08:00 – 19.00	Please note all crates need to be out on Thursday by 17.00 at the latest and set-up needs to be finished by 19.00 !!
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EXHIBITION HOURS

Friday, Oct 7	10.00 – 17.00
Saturday, Oct 8	08.30 – 16.30
Sunday, Oct 9	08.30 – 16.30
Monday, Oct 10	08.30 – 16.30
Tuesday, Oct	08.30 – 12.30

Important Information: Please take care that the stands are manned during the **Society Village Exhibition hours**. The society village is accessible for delegates outside the exhibition hours, if you wish you stay longer it is permitted. Please make sure that you do not leave valuables on the stand. ESMO/MAW or Bella Center do not take any responsibility for valuables or material left on the stand.

DISMANTLING

Tuesday, Oct 11	13.00 – 21.00
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3.3. BUSINESS LOUNGES

SET-UP

Thursday, Oct 6 08:30 – 20.00

OPERATION HOURS

Friday, Oct 7 08.00 – 19.00

Saturday, Oct 8 08.00 – 19.00

Sunday, Oct 9 08.00 – 19.00

Monday, Oct 10 08.00 – 19.00

Tuesday, Oct 11 08.00 – 13.00

DISMANTLING

Tuesday, Oct 11 13.30 – 21.00

3.4. EXHIBITION SERVICE DESK – opening hours

Tuesday, Oct 4, Wednesday, Oct 5 08.00 – 20.00

Thursday, Oct 6 08.00 – 19.00

Friday, Oct 7 – Sunday, Oct 9 08.30 – 18.00

Monday, Oct 10 08.30 – 20.00

Tuesday, Oct 11 08.00 – 20.00

Wednesday, Oct. 12 08.00 – 12.00

3.5. EXHIBITION REGISTRATION – opening hours

Thursday, Oct 6 10.00 – 18.00

Friday, Oct 7 08.00 – 18.00

Saturday, Oct 8 to Monday, Oct 10 08.00 – 16.30

Tuesday, Oct 11 08.00 – 12.00

3.6. OPENING SESSION AND WELCOME RECEPTION

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, October 7 from 12:00 – 13:20. The session will be followed by a Welcome reception in the exhibition area.



4) EXHIBITOR REGISTRATION / Congress Registration

4.1. EXHIBITOR BADGES

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of “exhibitor” badges free of charge. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

To order your exhibitor badges and register your staff, please access the restricted area “preparatory information for exhibitors” in the section “Exhibition”, on ESMO website, using your e-mail address and personalized password that will be sent to you by e-mail in due time. All further instructions will be available online. Please follow the steps carefully.

Online name entries, changes and additions will be possible until September 22, 2016. After this deadline the online “exhibitors only”-section will be closed and no further changes will be possible.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry). A small/limited number of “no-name” badges, showing only the company name and the country, can be requested. The information about the number of no name badges will be sent by e-mail together with the password.

Exhibitor badges are distributed onsite only at the Exhibition Service Desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, but 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 halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates.** To register fully to the Congress, please visit the registration section:

<http://www.esmo.org/Conferences/ESMO-2016-Congress/Registration>

4.2. LABOUR BADGES

Labour badges must be worn at all times during set-up and dismantling for security reasons.

An unlimited number of labour badges will be available free of charge on-site.

Upon arrival for set-up, the head of the set-up crew must present himself at the exhibition service counter to pick up the labour badges and hand it out to his crew.



5) SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor's company/society profiles on the ESMO website: <http://www.esmo.org/Conferences/ESMO-2016-Congress>, in the "Exhibition" section.

All Exhibitors are kindly invited to send to michele.albanese@esmo.org the company details by 15 July 2016, as follow:

- company name to be listed online and in the program book.
- company description (max 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the congress program book



Hall E – Society Village

Hall height: 12.90 – 23.40 m (due to the characteristic architecture the ceiling vary)
Lower area: 3.55 m

Max. Standbuilding height: 4.5m (**)
Max. Standbuilding height lower area: 3.00 m

** Max. standbuilding heights only with approval of the exhibition management / MAW.

Floor: concrete
Floor load: Wheel loads (twin wheels): 5,500 kg / sqm
Single-point loads per 15x15 cm: 4,000 kg
Net Loads: 4,000 kg /sqm

Flooring:

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor are allowed.

7) STANDBUILDING RULES

7.1. 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 or BELLA CENTER 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.

7.1.1. 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 the exhibition management. ESMO and the exhibition management (MAW) reserve the right to stop such activities on the booth immediately, if they are blocking passage ways 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.

7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50m* / Maximum Stand building height: 4.50 m

Exception: Maximum Stand building height for covering columns: 4.00 m

Maximum Stand building height C1 (publishers row): 4.00 m

Maximum Stand building height Society Village lower area: 3.00 m

* Construction higher than 2.50 m are only allowed with prior approval of the booth layout – showing all height indications – by the ESMO Exhibition Management MAW

7.1.3. SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.** The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside.

7.1.4. SUSPENSION FROM THE CEILING

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

7.1.5. SUBMISSION OF CONSTRUCTION PLANS

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

- stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view
- plan showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)
- installation diagrams (electricity, water etc.)

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

Deadline for submission: August 19, 2016

7.1.6. TYPE OF STAND / SPACE

- **Row stand**

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

- **Corner of Row stand**

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

At the 2 open sides, any solid walls are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors.

The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

Construction plans for approval are required as soon as possible.

- **Peninsula stand**

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

At the 3 open sides, any solid walls are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.

The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform/raised floor). Exceptions are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

Construction plans for approval are required as soon as possible.

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides.

At the 4 open sides, any solid walls are only allowed with special permission of the exhibition management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management.

Construction plans for approval are required as soon as possible.



7.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organizers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- The Exhibition Management reserves the right to issue further instructions concerning the design of stands.
- **IMPORTANT - Meeting rooms on the booth:** *If you have a general room or a meeting or conference room for more than 10 persons, it is necessary to establish two exit doors at opposite ends. Each door should be clearly marked with an illuminated emergency exit sign.*
- **IMPORTANT - Meeting rooms or storage rooms on the booth:** These rooms need to be accessible all the time, also during night. Therefore please deposit a key for the room at the Exhibition Service Desk (MAW).

7.1.8. FIRE CERTIFICATES / MATERIALS

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

Depending on how they are used, the materials must respond to the follow reaction to fire classes:

Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings

Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products.

Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke.

According to the Regulations on operational requirements all decoration material must be safeguarded as class B.

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

Further please refer to the Bella Center Regulations paragraph 9.8, page 19 & 20.



7.1.8. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

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

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



8) LIABILITY / INSURANCE

8.1. Liability

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

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

The ESMO 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, Danish and European law, where applicable.

8.2. Insurance

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

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



9) VENUE RULES AND REGULATIONS - BELLA CENTER

Dogs, cats and other pets are not permitted on Bella Center Copenhagen's premises.

9.1. STAND BUILD-UP

We hope that you will do everything you can to help us look after the floors, stand walls, signage and other stand material. It is therefore not permitted to screw, glue, paint or in any other way cause damage to Bella Center's buildings or equipment.

If you unexpectedly damage our interiors/building components, we will be obliged to invoice you accordingly.

Only Bella Center Copenhagen's staff is permitted to mount/dismount Bella Center Copenhagen's walls, fascia boards, spots etc.

If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use Duplo-Coll 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. All three tapes as well as wall hooks for lightweight items such as poster frames can be purchased on site. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning. If you fail to remove stand materials and your own carpets from the stand, we will ensure that they are removed and environmentally sorted. You will be invoiced for this service.

Tradesmen who paint your stand must remember to lay protective covering on the floor, so that carpets and floors are not damaged by paint etc. ***If you have a general room or a meeting or conference room for more than 10 persons, it is necessary to establish two exit doors at opposite ends. Each door should be clearly marked with an illuminated emergency exit sign.***

9.2. SPECIALLY BUILT STANDS

Covered stands: As all the halls have a sprinkler system in the event of a fire, it is only permissible to cover your stand with fireproofed and water permeable fabric. It is also possible to construct a ceiling with solid materials or as an evenly distributed panelled/louvred ceiling – however only covering max. 40% of the covered area.

All stands which have been built waterproofed ceilings must be covered by a sprinkler system – this also applies to closed rooms as well as vehicles, containers etc. which are not sales articles but are only used for decoration. Dispensation may be granted for actual sales items if they do not exceed 9 m².

The sprinkler system can be installed by Bella Center Copenhagen, and we are happy to provide a non-binding quotation for the work. Connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorised technician (according to SKAFOR's regulations).

Elevated stands, high podiums or structures with heavy goods: If you want to use high podiums in your stand area, it must be authorised by the building authorities. The same applies to structures with heavy goods. You must apply via Bella Center Copenhagen (application with technical drawings and any photographic material). The material must be submitted together and by the deadline. (Aug. 19, 2016) Please get approval from the **Exhibition Management (MAW)** before you contact Bella Center Copenhagen.



9.3. POWER AND ELECTRICAL INSTALLATIONS

Power: The mains power supply in Bella Center Copenhagen's halls is switched off at night. Therefore, if you require a 24-hour power supply, you will need to order it. 24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this can be arranged.

Electrical installations Check whether the electrical installations on your stand comply with the Danish Safety Technology Authority's regulations for installations at trade shows and on stands. See more on the Danish Safety Technology Authority's (Sikkerhedsstyrelsen) website (section 6, described in detail in chapter 711). This requirement must be complied with before we can supply power to your stand. Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them. Please ask if you are in doubt.

9.4. FOOD & BEVERAGE

Bella Center Copenhagen's food and beverage (F&B) department has exclusive rights to serve food and drinks in the exhibition area, and as an exhibitor you must therefore not sell food or drinks on your stand. If you want to serve food and beverage samples on your stand, please email Bella Center Copenhagen's F&B department beforehand to make an agreement at f&b.orders@bellacenter.dk.

This policy is due to the fact that Bella Center Copenhagen's F&B department is responsible for ensuring compliance with the environmental and hygiene laws and regulations of the Danish authorities. If you contact Bella Center Copenhagen's F&B department in advance, we can approve your company in relation to the requirements specifications, so that the regulations for storing and serving food are complied with.

Servicing alcoholic beverages on stands is strictly forbidden according to the ESMO 2016 Exhibition rules.

At food fairs, it is certainly possible to serve samples of your own products, as long as you comply with the requirements covering hygiene and waste disposal.

If the food is produced in advance, you have to comply with the three-hour rule for unrefrigerated storage (once the food has been taken out of a refrigerator, it must be discarded after three hours). If food needs to be produced on the stand, it is necessary to have running cold/hot water and a sink, and refrigeration facilities are required for storing raw ingredients.

If you want to prepare food on your stand using a stove with gas hobs, you must ensure there is a 6 kg CO2 fire extinguisher and fire blanket available.

Please note: avoid smells which can irritate your neighbours or the visitors. In case of odor nuisance MAW reserves the right to stop this.

9.5. VEHICLES IN THE HALLS, UNLOADING AND PARKING

- During stand build-up and breakdown, vehicles are not allowed in the halls.
- After unloading, you must leave the Bella Center premises completely, parking at the area is not possible.
- If you have large and heavy items for your stand, this should be agreed with MAW before the exhibition. Then, if necessary, Fairexx can transport your items into the halls before stand build-up commences. Please contact Fairexx to arrange the details. Early unloading before build-up is only on request and at extra costs (please refer to page 29).
- Try not to obstruct the aisles so as to ensure free passage for others.
- For unloading, loading, unloading & loading time slot and storage of empties please contact Fairexx.
- Please note that empty packaging material placed in the aisles will be removed and invoiced to you on the last build-up day at closing time so the aisles can be cleaned. Empty packaging material will not be removed from your stand unless this is agreed in advance.



9.6. MUSIC, SOUND AND FILMS

If you wish to play music on your stand, remember to inform Koda and Gramex. Visit www.koda.dk or www.gramex.dk for more information about the rules. Please be aware that this is your responsibility. If you would like to show films/videos or parts thereof, this also requires the permission of the copyright holders. For more information, visit the Motion Picture Licensing Company at www.mplc.dk/parapylicens. If you require a mixing console on your stand, you must have a hand-held fire extinguisher (CO2 extinguisher) available.

9.7. WIRELESS NETWORKS

If you want to establish your own wireless network on the stand, it must be approved by MAW/Bella Center Copenhagen. Please refer to the instructions on the appropriate order form.

9.8 FIRE

The Danish Emergency Management Act (Beredskabsloven) paragraph 71:

The following shall be punishable by a fine:

1. Any individual who fails to exercise proper caution in the use of fire, light, matches, ash, inflammable substances, and any other substances or articles which may cause or contribute to fire, or who fails to ensure that persons belonging to the household or enterprise of the individual exercise such caution; and
2. Any individual who owns or makes use of electrical devices or other light, heating, power plant or machinery, which may cause or contribute to fire, or who makes use of such systems or devices or allows them to be used, regardless of them not being in good condition.

It is therefore extremely important that you check the following points and ensure you that your stand complies with the following:

- Coffee-makers, electric kettles, photocopiers/printers, refrigerators and other electrical appliances in backrooms require that you mount a CO2 hand-held fire extinguisher which is visible and accessible.
- Bioethanol stoves must be installed according to the supplier's instructions and safety specifications. It is not permitted to carry out any type of fuel decanting within exhibition opening hours. Moreover, it is not permitted to store any reserve fuel on the stand, and the stove's combustion chamber must be covered at closing time if the stove still contains fuel. Appropriate fire extinguishing equipment must be available on the stand.
- Nothing containing inflammable or explosive liquids may be brought into the halls unless so agreed with us.
- Candles create a nice mood, but also pose a fire risk. It is therefore imperative that candles cannot tip over and that they are placed in solid candlesticks on non-flammable surfaces. Candles must not be placed near textiles, and they must not drip. If they pose a safety hazard, Bella Center Copenhagen may require that the candles are extinguished.
- All fire technical installations such as emergency exits, fire hoses, fire cabinets, call points and fire alarms must not be hidden, obstructed or covered.
- Empty flammable packaging and stock must be continually removed from the hall.

Materials:

- Avoid using paper, cardboard, plastics, artificial flowers/ decorations/plants etc. which are readily combustible, explosive, melt, drip or which, in a fire, emit toxic gases or large quantities of smoke.
- According to the Regulation on operational requirements for hotels, etc. (Bekendtgørelsen om driftsmæssige forskrifter for hoteller m.v.) 14.6/14.7, all decoration material must be safeguarded as class B. However, certain items can be impregnated, for example artificial flowers. In general, materials must not be more flammable than wood.



Materials:

- If you need wood floors on your stand, please note that it must not be laid like a grating with gaps or with underlying cavities.

Carpets must have one of the following approvals:

- Class G flooring as in DS-1063.2 – in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
- Class Dfl-s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements
- NT Fire 007 (Scandinavian approval)

Gas cylinders:

If you need gas cylinders, bottled gas (F-gas) or other types of gas cylinders (e.g. oxygen, hydrogen or helium), we need to know at least four weeks before the start of the event. In the event of fire at Bella Center Copenhagen, we have to be able to supply Copenhagen Fire Brigade with a complete overview of where gas cylinders are located on the premises. If you have gas cylinders (F-gas) on the stand, you are also required to have a 6 kg powder fire extinguisher. Gas cylinders (F-gas equipment) must always be installed in compliance with the Regulation on technical requirements for gases (Bekendtgørelsen om tekniske forskrifter for gasser), while F-gas installations must always comply with the Danish Gas Regulation.

In addition, particularly hazardous gas cylinders must be removed from the halls after closing time and stored according to our instructions. During exhibition opening hours, those manning the stand must be able to remove these cylinders in the event of an evacuation. This plan is coordinated with our Risk Management unit when we receive information about the storage and use of gas cylinders.

Vehicles

If you would like to have a vehicle on your stand for decoration purposes, you must submit an application to Bella Center Copenhagen with a drawing and description before the deadline, which is usually four weeks before the event (see Stand-Info).

The following guidelines apply:

Petrol/diesel-powered vehicles:

- The tank may contain max. 5 l of fuel
- The fuel cap must be unlocked
- The battery must be disconnected
- The keys must be handed to Bella Center Copenhagen's security staff at night. The security staff will be on duty in the halls or can be contacted on tel. +45 3247 2424.

Electric vehicles:

You must be able to produce documentation which can be used to approve the following:

- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.

Hydrogen vehicles on the stand are not allowed. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.



ESMO 2016 Exhibition Rules

The complete ESMO 2016 Industry Guidelines will be available on:
<http://esmocongress.org>

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 Denmark.

2. Duration of the exhibition

The exhibition will be open from Friday, 7 October to Monday, 10 October 2016.

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 ESMO Congress educational and scientific programme are subject to ESMO approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to ESMO (congress@esmo.org) at least 6 weeks prior to the event.

4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2016 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) will provide the ESMO 2016 Congress logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

5. Exhibition promotion

5.1. General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should these cause offence.

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 lounge and are not allowed in any other area in, or leading to, the Congress venue. The ESMO Congress 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. Congress bag inserts

The Congress Bag Insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official ESMO 2016 Congress Bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the Congress Bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly

followed. ESMO bears no responsibility for the non-inclusion of leaflets in the Congress Bags if the shipping instructions and deadline were not respected. Consult the ESMO 2016 Industry Prospectus for more information on this sponsorship opportunity.

5.4. Advertisements:

Advertisement of the exhibit is possible in the ESMO 2016 Programme Book and ESMO 2016 Congress Daily Newspaper. All advertisements for these publications are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with Danish and European laws, where applicable. Consult the ESMO 2016 Industry Prospectus for more information on the opportunities available.

5.5. Promotion at Congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the ESMO 2016 Industry Guidelines.

5.6. Other promotional activities:

Any other activity that is organised 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 (no limit, no fee) and the visitor badges (EUR 60, 25% VAT included) do not authorise entrance to the official Congress sessions.

7. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorised 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 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 exhibit area is limited to the owners, representatives and employees of exhibiting firms.

Only fully registered ESMO 2016 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 ESMO 2016 Industry Guidelines and will affect the future conference attendance of the company in question.



10. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

11. Press badges

Representatives of communication agencies with media credentials will be assigned a Press badge at no charge. The Press badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates for purposes other than bona fide journalistic coverage of the event.

12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2016 EXHIBITOR MANUAL. Any aspect that is not covered in the ESMO 2016 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 be kept clear at all times and free for passage. All emergency exits and access to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognisable. 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 loud- speakers; 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 halt an activity will be considered a violation of the ESMO 2016 EXHIBITOR MANUAL.

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 Bella Center.

16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed. The Opening session and Welcome reception will take place in the congress centre on Friday,

7 October 2016 from 12:00 to 14:00. ESMO does not authorise that the participants are offered any corporate organised event on Friday, 7 October 2016 before the end of the Opening session (13:30 hours).

17. Business lounges

Business lounges are available and their rental is offered to exhibitors only. Business lounges may be rented in the congress venue if at least 40 sqm of exhibition space has been booked and paid for by the company. The organisation of activities which are not classifiable as purely promotional (press conferences, educational activities, surveys etc) are subject to ESMO approval. ESMO will not allow any official Business lounges or anything similar in places other than the congress venue from the Thursday preceding the Congress up to and including the Wednesday after the Congress. For further information on the rental, please contact the Exhibition Management Company.

18. Giveaways

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. It is the exhibitors responsibility to abide by the local and European laws and by the relevant pharmaceutical 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 ESMO 2016 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 but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

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. The ESMO Congress is a non-smoking event.

22. Any infraction(s) to our ESMO 2016 Exhibition Rules will follow the procedure outlined in the Terms and Conditions that are included in the ESMO 2016 EXHIBITOR MANUAL as well as stated on page 20.

23. Final Clause

In cases not covered by the regulations in the ESMO 2016 Exhibition Rules, the Organisers' interpretation shall be final.



MAW – Conditions for the Participation in the Exhibition

The final rules will be confirmed in the ESMO 2016 EXHIBITOR MANUAL.

1. Contract – Exhibition dates: Mailing or delivering the Booking Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when the Exhibition Management sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The Booking Form must be filled in, signed with a legally competent signature and delivered to the Exhibition Management on time. Exhibition space allocation is made according to the ESMO sponsors priority list and the sponsorship point system and then according to date of application and booth size. The requested floor space may be reduced by the Exhibition Management, if necessary. The Exhibition Management has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length of time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby.

2. Purpose of the exhibition – Advertising: The stands may be used only for exhibiting and advertising the exhibitor's own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. For the presentation of advertising lectures, advertising films, slide projection, for the distribution of samples, drinks or foodstuffs it is necessary to obtain written permission from the Exhibition Management. Companies which are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

3. Setting up stands – Maintenance of stands: Before setting up their stands, exhibitors must contact the Exhibition Management and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.50 (2 and a half) metres high; for any variation from this norm (2.50 metres) specific permission must be obtained from the Exhibition Management as soon as possible, at the latest by July 25, 2016. For any changes in the size or structure of the floor space, or for any changes to the rented objects, specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management. The Exhibition Management reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the Exhibition Management with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands. Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.



4. Electrical Installations – Power consumption: The Exhibition Management arranges for the installation of a ring main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. The Exhibition Management however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. The costs incurred for the installation of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by the Exhibition Management.

5. Subleasing – Access permission: Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Exhibition Management reserves the right to enter any stand at any time.

6. Dismantling of stands: The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area cleared and the floor cleaned. Stored materials, empty containers and packing materials must be disposed of. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind, become the property of the Exhibition Management and no reimbursement will be made for such items. The Exhibition Management can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by the Exhibition Management is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by the Exhibition Management at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the Exhibition Management in such removals of abandoned exhibits.

7. Liability: The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases. The Exhibition Management recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Exhibition Management is not liable for personal or property damage. The safety and stability of the booth construction and all used materials is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW or Bella Center 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. Exhibitors/stand buildings companies have to bring the appropriate insurance policy on site.

8. Payments – Breach of contract: The given dimensions of floor space, stands and rented items are approximate. The Exhibition Management reserves the right to change the dimensions in order to use the available exhibition area most efficiently. Prices charged are based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitor must bear the cost of any special installations.

Please refer to the Rates and Financial Terms (deposits and due dates and well as cancellation terms) contained in this brochure.

9. Final stipulations: Any company which disobeys the directives of the Exhibition Management can be excluded immediately from the exhibition by the Exhibition Management. Such companies are liable for the whole rental sum, and for all incidental expenses including the legal value added tax. In cases in which the Exhibition Management is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of the Exhibition Management. The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation it is agreed to by the exhibitor that the competency of the duly authorised court in Vienna, Austria is recognised. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be used.

10. The applying exhibitor fully accepts these conditions and the full regulations that will be part of the ESMO 2016 EXHIBITOR MANUAL.



STAND SERVICES - ONLINE ORDERS

Deadline for orders: August 12, 2016

<https://forms.media.co.at/ESMO16>

CONDITIONS OF PAYMENT AND FOR ORDERS

Conditions of Payment:

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

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

beneficiary: MAW – Medizinische Ausstellungs- u. Werbegesellschaft
Maria Rodler & Co Gesellschaft m.b.H.
account name: MAW
account number: 00256 807 900
bank name: UniCredit Bank Austria AG
bank address: Schottengasse 6-8, 1010 Vienna, Austria
bank code: 12000
BIC: BKAUATWW
IBAN: AT55 11000 00256 807 900

IMPORTANT – please read carefully:

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
- **Deadline for ordering: August 12, 2016**
- **Deadline for payment: September 2, 2016**
- **A surcharge of 20% will be applied on all rates for orders made after the order deadline August 12, 2016.**
- **A surcharge of 50% will apply for onsite orders.**
- Orders onsite have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- For cancellation of service orders after September 2, 2016, 100% cancellation fee applies.
- All outstanding payments must be settled onsite in cash or with credit card – without exceptions.
- Place of performance and jurisdiction: Vienna.

Conditions for Orders:

Rental items – please note:

With your Application Form / Contract you ordered **only floor space** – wall separations, 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 – please note:

Rental modular booths / rental modular stand material / rental furniture will be ready on Thursday, **October 6, at 08.00.** Plants and flowers / AV and IT equipment will be delivered on Thursday, October 6, between 08.00-18.00. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity, water & internet will be installed before the start of set-up.

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

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

Please submit a dimensional drawing showing the main position (supply duct) of all ordered services. **Should you require a change of position once services are in place, a fee of € 95,- will be charged per service.**



STAND SERVICES – IMPORTANT INFORMATION

CLEANING

The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise removal and cleaning costs will be charged automatically to the exhibitor (= the contract partner) after dismantling. Please advise your stand builder accordingly!

Daily vacuum cleaning and emptying of trash cans on the booth area are included in the booth rental fee. This does NOT include wet mopping of floors or cleaning of furniture/exhibits. In case this is needed it has to be ordered extra using the online order form.

If any special cleaning service is needed, please get in contact with the ESMO/MAW Exhibition Management via e-mail for a quote: esmo2016.exhibition@media.co.at

Without the completed online cleaning order no mopping/special cleaning of the booth will be done.

The cleaning of the stands will be finished every morning before 9:00 hrs.

ELECTRICITY

Please note that you have to order power supply for your booth. Indicate in a dimensional drawing (use “Layout Fittings“) the required position(s) of your main electrical connection point(s) and submit it per e-mail to esmo2016.exhibition@media.co.at until August 12, 2016!

The main power supply in Bella Center’s halls is switched off at night. If you require a 24-hour power supply please do not forget to add this to your order.

Be careful not to obstruct the distribution boards as Bella Center’s staff may need to have access to them.

Should you require a change of service position once the service is in place, a fee of € 95.- will be charged per service.

One main electric supply 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 following positions:

Hall B: from the ceiling

Hall C: from floor ducts, where possible. If not feasible in the given location it will be supplied from the ceiling.

Hall E: from floor ducts, where possible. If not feasible in the given location it will be supplied from the ceiling.

In case the power should be supplied from the ceiling in halls C and E (only on request), a surcharge will apply.



Do not forget to bring your own converters and adapters, if needed.
The exhibition areas are equipped with three-phase current 3 x 400/230 volts and alternating current of 230 volts, frequency 50 cycles, grounding provided.

The ESMO/MAW Exhibition Management is not responsible for any losses or damage which may occur from interruptions, defects or break-downs in energy supplies.

INTERNET CONNECTION

Please read the detailed instructions regarding the internet connection (pdf) in the category „Internet“ on the online order page carefully.

Please submit a dimensional drawing with the position of requested main connection point(s) with the order (use “Layout Fittings”)! Should you require a change of service position once the service is in place, a fee of € 95.- will be charged per service.

No technical support is included in the mentioned prices. Support requests for devices/equipment brought by the exhibitors will be charged on an hourly basis and can not be guaranteed (for all kinds of exhibitors own equipment)!

BELLA CENTER WI-FI-POLICY

Bella Center Copenhagen has taken an active approach to wireless interference at the venue in order to provide the most reliable Wi-Fi infrastructure for exhibitors.

Previous experience has shown that, when multiple wireless networks are sharing the same airspace, all wireless users are susceptible to wireless (RF) interference. This can lead to a loss of connectivity, slow network traffic and poor performance. In such a dynamic environment where events are built up, started, finished and dismantled in a matter of days, interference from wireless networks is a considerable issue.

Due to radio technology limitations, Bella Center Copenhagen has decided to focus on rules and communication in order to improve the Wi-Fi availability and quality within the exhibition areas.

Exhibitors who require Wi-Fi within their stands have the possibility to contract a service from Bella Center Copenhagen (OPTION A) or to bring their own Wi-Fi equipment (OPTION B). For those who decide to bring their own Wi-Fi equipment (OPTION B), exhibitors will have to follow some strict rules, apply the necessary technical settings to their equipment and pay a technical fee for the configuration of Bella Center Copenhagen’s technical infrastructure.

During the event, Bella Center Copenhagen will have an on-site team who will manage and keep the airspace as interference-free as possible by locating and removing unauthorised wireless sources. Bella Center Copenhagen reserves the right to shut down exhibitors’ unauthorised wireless sources, disconnect Internet access services and/or apply any further actions considered necessary. Disconnections will only happen after warning the exhibitor first.



LONGER SET-UP

A) **On request basis only:** Additional Set-up Day only for stands > 100 m2:

- Send your request per e-mail to esmo2016.exhibition@media.co.at
- Day: Monday, October 3, from 7:00-19:00, additional costs of € 3,000.-- / company / day.
- Request deadline: August 12, 2016

B) **On request basis only:** Unloading only on Monday, October 3

- Send your request per e-mail to esmo2016.exhibition@media.co.at
- NB: only possible if coordinated and handled by the official freight forwarder Fairexx!
- Day: Monday, October 3, from 16:00-19:00, additional costs of € 860.-- / company / day.
- Request deadline: August 12, 2016

NB: Material delivery into the hall with **fork lifts** is **ONLY** possible via the official freight forwarder Fairexx!

No overtime after 19:00 will be allowed on October 3.

C) Overtime during Set-up

On request basis only at extra cost (for hall rental, light, personnel etc).

- Send your request per e-mail to esmo2016.exhibition@media.co.at

IMPORTANT: In case overtime during set-up has been requested and approved - after 22:00 it is only allowed to work within the exhibition halls, but no loading or unloading is allowed (due to noise prevention laws for neighbours).

Please note that on Thursday, October 6, all crates must be removed at the latest by **17:00 hrs.**

RENTAL FURNITURE

Rental modular booths, rental modular stand material, rental furniture and carpet will be ready on **Thursday, October 6, at 8:00.**

Before that time no delivery can be guaranteed. Any additional **onsite** orders are without guarantee and time limit for delivery.

Please note: **CARPET (rental or your own) is OBLIGATORY.**

Gluing is only allowed with special adhesive tapes that do not damage the floor or furniture:

Duplo-Coll 43102

Tesa tape 4964

TESA power strips

If you fail to remove sticking material residues from the stand surfaces, floors etc on departure, the stand builder/exhibitor will be invoiced for cleaning.

If you use your own carpet, it must have one of the following approvals:

- Class G flooring as in DS-1063.2 - in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5
- Class Dfl-s1 flooring is classified according to EN 13501 Fire classification of construction products and building elements



- NT Fire 007 (Scandinavian approval)

A written credible **fire-proof certificate** must be presented to the Exhibition Management.

RENTAL MODULAR BOOTH

The rental modular booth includes the following items:

- Set-up and dismantling
- Wall panels (similar to Octanorm), 3 mm plain PVC-coated white, incl. uprights and frames: height 250 cm, width 96,80 cm (visible size per partition wall: W:95,6 cm xH:2,40 m)
- Fascia along open stand front(s), height 21,40 cm, white PVC-coated panel
- Standard lettering, black Arial, 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 per e-mail to esmo2016.exhibition@media.co.at .

- Needle felt carpet, please choose colour online:
 - sky blue • electric blue • red • spring green • light grey • flecked black • black
 - 2,3 kW, 230 V, electricity connection, incl. 1 triple socket outlet, lump sum for consumption
 - 1 spotlight, standard 75 W, for each 3 m²
 - Daily vacuum cleaning of booth and emptying of trash bins (no cleaning of exhibits)
- Please submit a dimensional drawing with the position of your main connection on the booth (use "Layout Fittings"). It will be otherwise installed automatically at the center back of the booth.
- Please bring your own adapters and converters, if needed
- Please order any furniture needed separately
- Please note that the rental booth and rental furniture will be ready by Thursday, October 6, 8:00. Before that time no delivery can be guaranteed.

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

LOGOS & GRAPHICS - RENTAL MODULAR BOOTH

Company logos:

Please send your company logo for the fascia board in a **printable vectored format** (pdf, eps), scale factor minimum 120 dpi, per e-mail to MAW at: esmo2016.exhibition@media.co.at

Graphics:

Not bookable online, please send an e-mail to MAW: esmo2016.exhibition@media.co.at

Option 1 - print on single wall panels

Graphics printed directly on the wall panels (measurement per wall panel: 1x2,5m).

Rate per wall panel: EUR 225,--



Option 2 - „graphic wall“ - print on entire wall element

Graphics printed on one wall element (banner) covering 3 wall panels (measurement per graphic wall: 3x2,5m = 7,5m²).

Rate per graphic wall: EUR 756,--

Please only send „ready to print“ pdf-files per e-mail to MAW at:

esmo2016.exhibition@media.co.at OR via download links (wetransfer, dropbox or similar).

Requirements:

Please provide an individual pdf file for each design.

- Pdf files 100% size with actual dimensions
- Density when scale factor is 100%: minimum 120 dpi
If file is scaled please adjust density accordingly (by scale factor 50% - minimum 240 dpi and so on)
- All text and graphic should be outlined
- All files should have crop marks
-

Other graphic prints only on request.

SECURITY SERVICE

A person responsible for the booth must be present at the start and end times of the ordered security service hours in order to check 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.
- Exhibitors are required to close objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor ESMO nor the Exhibition Management MAW can accept liability for thefts, losses or damages of any sort occurring during the day or at night. Exhibitors exhibiting equipment of value should take out a complementary insurance policy.

STAFF/Booth hostess/host

Booth hostess/host (no translator) speaks Danish and English.

Additional languages upon extra costs.

Please note:

- Wears own black clothes (other uniform on request and upon agreement.)
- Hostesses are only allowed to work on the booth or in a business lounge, but not in any other areas
- No photos, names or phone numbers of hostesses will be supplied in advance
- **Minimum order: 5 hours/day**
- Lunch-breaks (30 min) 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 cleaning staff or workers.

Without any guarantee when ordered after the deadline!

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WATER CONNECTION AND DRAINAGE

Please note: water connection and drainage is not available in all exhibition areas - therefore limited and on request as follows:

Hall B: from the ceiling

Hall C: from floor ducts

Hall E: from floor ducts

Please submit a dimensional drawing with the exact position(s) of the requested water connection(s) with your online order (use "Layout Fittings") and send it per e-mail to esmo2016.exhibition@media.co.at