

# Exhibition Manual

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the ESPNIC 2024 Exhibition.

The Exhibition will be held in conjunction with 33rd Annual Meeting of the European Society of Paediatric and Neonatal Intensive Care (ESPNIC) which will take place 11th – 14th June 2024 at the Palazzo dei Congressi in Rome, Italy.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Meeting.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Rome and wish you a successful Meeting and exhibition!**IMPORTANT NOTE – ITALIAN REGULATIONS**

Every pharmaceutical company (not applicable for medical device producers) that wishes to join ESPNIC 2024 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be completed by April 2024 (no later than 70 days prior to the Meeting).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the Meeting.

**PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.**

Further details are available from AIFA  
(Agenzia Italiana del Farmaco – Tel. +39 06 5978401)  
Web: [www.agenziafarmaco.gov.it/en](http://www.agenziafarmaco.gov.it/en)

**Our agent's details are:**

TWT srl

Gianni Frontani / Anna Lupidi

Email: [gfrontani@tw-team.it](mailto:gfrontani@tw-team.it) / [alupidi@tw-team.it](mailto:alupidi@tw-team.it)

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

Submit Company logo and profile

Order Lead retrieval (Badge scanners)

Order exhibitor badges

Submit booth drawing (for “Space Only” booths)

Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

**Notes:**

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract

will not be processed.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	<a href="https://hotels.kenes.com/congress/ESPNIC24">https://hotels.kenes.com/congress/ESPNIC24</a> or email us to: <a href="mailto:kencheva@kenes.com">kencheva@kenes.com</a>
Company logo and profile	As soon as possible and no later than Tuesday, 30 <sup>th</sup> April	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	Thursday ,02 <sup>nd</sup> May	
Text for Fascia (Shell Scheme stands only)		
Lead Retrieval Wireless Barcode Reader	Wednesday, 29 <sup>th</sup> May	
Badge Order	Wednesday, 29 <sup>th</sup> May	<a href="mailto:reg_espnic24@kenes.com">reg_espnic24@kenes.com</a>
Furniture Rental	Wednesday,08 <sup>th</sup> May *Please note that after this date 20% fee will be applied The availability of supplies is subject to confirmation by the organization	Aleksandra Sinapova at <a href="mailto:asinapova@kenes.com">asinapova@kenes.com</a>  Catalogue and order form– please <a href="#">click here</a>
Shell Scheme Extras		
Graphics/Signage		
Telecommunications and AV Equip. (Screens, Laptop, Desktop)		
Daily Booth Cleaning		
Hostesses & Temporary Staff Hire	Monday,13th May	<b>Marina Maiolatesi</b> Tel: +39/0633250564 +39/3356299737 P.ivia 04453851000 email: <a href="mailto:marina.millenium@outlook.it">marina.millenium@outlook.it</a>
In-booth Catering	Friday,24 <sup>th</sup> May *No orders after this date will be accepted	<b>Palombini</b> For order form, please click <a href="#">here</a> Contact emails: <a href="mailto:a.daquanno@palombini.com">a.daquanno@palombini.com</a> and <a href="mailto:d.melis@palombini.com">d.melis@palombini.com</a>
Delivery		

Door to Door Shipments	<b>Please contact MERKUR</b>	<b>Mrs. Patricia Zintel</b> Tel.: + 49 (0) 6173 966 95 13 Cell: + 49 (0) 170 2229525 Email:patricia.zintel@merkur-expo.com	
Airfreight Shipments – Arrival to recommended airport			
Shipment via Frankfurt Advance warehouse			
Exhibition goods – Direct Deliveries to Meeting Venue	No later than <b>No later than Monday 03<sup>rd</sup> June</b>  <b>Subject to time slot, only full load trucks</b> <b>NB! Please note there should be a person from your side to receive your Deliveries.</b>		
<b>Set up</b>	<b>Monday, 10<sup>th</sup> June</b> <b>Exhibition Set-up for Space only</b>	<b>08:00 – 20:00</b>	
	<b>Monday, 10th June</b> <b>Exhibition Set-up- for ALL Stands</b>	<b>12:00-20:00</b> <i>*Safety Shoes are mandatory</i>	

<b>Exhibition Opening</b>	Tuesday, 11 <sup>th</sup> June	10:00-15:30  <b>*Please note that on 11th June, we have only the Workshops (not more than 200 attendees are expected). However, coffee breaks and lunch will be served in the Exhibition</b>
	Wednesday, 12 <sup>th</sup> June	10:00 – 19:00 (End of Welcome Reception)
	Thursday 13 <sup>th</sup> June	10:00 – 16:45
	Friday, 14 <sup>th</sup> June	10:00 – 13:30
<b>Dismantling</b>	Friday, 14 <sup>th</sup> June	13:30 – 14:30 <b>Exhibitors can pack their exhibition materials. They are not allowed to dismantle the booth structure, use forklifts, pallet trucks or trolley.</b>
		14:30 – 21:00 <i>*Safety Shoes are mandatory</i>

The timetable is subject to possible changes in accordance with the scientific program.

Updates to follow up in due time.

**Dismantling of the stands before the official hour is not permitted.**

**All exhibitors should be in their Booth 30 minutes before the official opening hour.**

### **Please Note:**

- Empty crates and packaging material must be removed after set-up and no later than **Monday, 10<sup>th</sup> June at 19:30.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **SAFETY SHOES ARE A “MUST”** during set-up day on **Monday, 10<sup>th</sup> June** (also for Shell Scheme exhibitors!) and **during dismantling on Friday, 14<sup>th</sup> June.** Access to the exhibition hall will **NOT** be allowed without safety shoes.
- Safety Shoes are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space).
- No Safety Shoes are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no more machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.

### **Off Exhibition Information**

- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition

Operating Hours.

- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Friday, 14<sup>th</sup> June at 21:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

## **Waste Removal**

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.**

## **Welcome Reception at The Exhibition Area**

On **Wednesday, 12<sup>th</sup> June** you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** on the Ground Level (Salone della Cultura) from **17:30**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall. **Exhibition Floor Plan**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

For most updated floor plan and list of exhibitors, please [click here](#)

## List of Exhibitors

Please see all exhibitors listed here:  
<https://espnice2024.kenes.com/confirmed-sponsors-and-exhibitors/>

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **€275**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered online via  
<https://exhibitorportal.kenes.com>

Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge.

**Deadline: Wednesday, 29<sup>th</sup> May**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.



All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

## REGISTRATION OF STAND PERSONNEL

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will <b>not</b> give you access to	Scientific and educational sessions; public transport pass; any offsite events

This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.
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## WHAT IS K-LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

## HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead
- Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function
- Application is available for download from Apple store or Google play: "K-Lead App".

## COST

Cost per license – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable)

**NB! Please note device is not included.**

**Order deadline : Wednesday, 29<sup>th</sup> May**

**Onsite price is EUR 750** (excluding 4% credit card charges fees, excluding VAT if applicable)

### **HOW TO PLACE AN ORDER?**

To order “K-Lead” Application, please access the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

### **IMPORTANT TO KNOW**

In accordance with the general data protection regulation (GDPR), Kenes Group has updated its privacy policy.

You can view our updated privacy notice [here](#).

Kenes will not share delegate’s personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate’s badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the

information. The Exhibition is being held in **Salone della Cultura** which is **located** on the **Ground Level**

<http://www.romaconventiongroup.it/en/organisers/palazzo-dei-meetingi/virtual-tour/>

- **Maximum build up height allowed for booth walls is 4 meters**

**N.B!** The **perimeter stands cannot be higher than 2.5 m**, otherwise they will not fit under the first floor gallery.

- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- **Shell scheme stand build up is 5 meters.**
- **Any part facing neighboring stands that is above 2.5 meters in height needs to be designed with neutral surfaces (white).**

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

## **Floor**

**Floor type: Concrete solid floor**

**Maximum floor load: 500 kg/mq**

**Exhibitors are required to have floor cover or carpeted floor within the stand area.**

All floor coverings must be secured and maintained so that

they do not cause any hazard.

Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Please use wooden boards and carpet when needed on the travertine corridor that leads from Piazzale Arte to the exhibition hall.

## **Ceiling Rigging**

**Ceiling hanging is not permitted.**

## **Raised Floor / Platform**

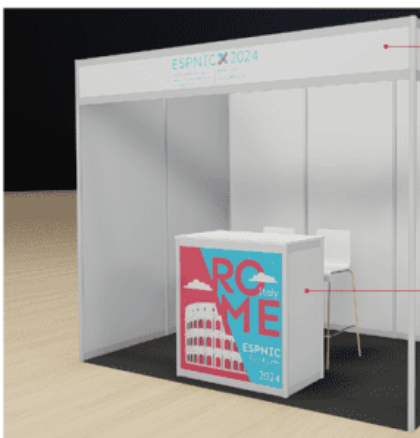
- The organizers and Palazzo dei Congressi must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the Palazzo dei Congressi will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provide by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.
- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people

with disabilities.

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering and booth number
- 2 sockets
- 3 clip lights (in order to have light you need to order electricity)
- Light grey Carpet
- Furniture package – 1 counter (100x50x107 cm), 2 chairs, small waste bin and coat hanger



### **Booth Package does not include:**

- Electricity
- Daily Stand cleaning

**Electricity, daily cleaning, furniture** and other products and supporting services can be ordered [here](#).

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name

## CUSTOMIZABLE WALLS

### WALLS INSIDE THE STAND

How to prepare file to print:

- File PDF format (scale 1:1, 1:10), with no bleeds / crop marks;
- Fonts converted to curves;
- Bitmaps in CMYK color model embedded in the file (and not as link to an external source);
- The minimum resolution for bitmap 150 dpi (scale 1:1);
- Subtitles and vector objects in CMYK color models;
- The behavior of the safety distance for important elements of the project at least 2 cm from the edge;
- Objects without overprinting;



Send the print files no later than **Wednesday, 08<sup>th</sup> May**

### Fascia Sign

\*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths).

Please submit lettering for fascia via the Exhibitor's Portal by **Tuesday, 07<sup>th</sup> May**

You can submit your design/Facia on the Exhibitors' Portal:  
<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

### **Technical Information and Regulations for Shell Schemes Booths**

- All basic shell scheme booth will be designed and built by the **Palazzo dei Congressi** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Tuesday, 07th May**
- No free-standing stand-fitting or display(s) may exceed a height of **5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying **a booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being



notified in writing before **Tuesday, 07th May** – it will be assumed that the exhibitor will have opening on the additional side(s).

- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the **Exhibition Manager Aleksandra Sinapova** at [asinapova@kenes.com](mailto:asinapova@kenes.com) – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

## **Electricity and Electrical Installations for all booths**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the Palazzo dei Congressi. The Palazzo dei Congressi is the only company allowed to connect any kind of device directly to the main power sources. Only the Palazzo dei Congressi is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the Palazzo dei Congressi and to pay for the electrical consumption according to his power needs. Please refer to the **Exhibitor Order Form** – [click here](#) to download.

- The Palazzo dei Congressi will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.

- The Palazzo dei Congressi staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

### **Please note the following:**

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the Palazzo dei Congressi (CETAC, ...).
- The Palazzo dei Congressi only could provide electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them.

The Palazzo dei Congressi provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.

At the end of the day, the Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The Palazzo dei Congressi won't be liable for any damage caused from this action. In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **Palazzo dei Congressi** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the

end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off. Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
2. **Utility connections: electrical, water and drainage – a list of all appliances**
3. **The name and contact details of their construction company.**
4. **PI Form and CM form (for more information check below)**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com> Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

## **Deadline: Thursday ,02nd May**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved. You are only allowed to build walls that covers third of each side.
- Island booths should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered. Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped

edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard. Advertising on the boundary with other stands is prohibited.



Raised floor (4cm) with sloping edges,  
finished with wooden laminate.

**\*\*For our reference, see below an image showing sloped edging.**

- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The maximum building height for the top of all elements is **4 meters**.

- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- **Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- **Ceiling Rigging is not permitted.**

**Kindly note:**

- **The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.**
- **Work cannot commence until the booth drawings are approved by the organizers.**
- **The used spaces must be returned to the Palazzo dei Congressi completely clear of all items and the Exhibition areas restored to their original state.**

### **Important Information for Space only Booths:**

**Each exhibitor with Space only booth must submit the following 2 forms to the Exhibition Manager at [asinapova@kenes.com](mailto:asinapova@kenes.com). Deadline is Friday, Thursday, 02nd May.**

- 1. 1. PI Form: fire-fighting declaration.**

Please click [here](#) to download and fill out the form.

The following documents/certificates should be attached to this form:

- The list of all equipment components
- The material and weight of the individual components of the set-up
- The characteristics of the product displayed in quantity and type
- The list and certification of materials with proof certification, for the purposes of fire reaction and with the specification of the laboratory which made the proof, class, use conditions and weight of the above-mentioned materials
- Certificate or Test Report / Declaration of Performance (D.o.P.)
- Material homologation
- For traceability: sales/purchase invoice, order confirmation, transport document, in which ALL steps of the materials (manufacturer > seller > user) are indicated.
- The list and certification of non-homologated and non-classified materials, with specification of use conditions and weight

2. **CM Form** signed once the set-up operations are completed. Please have the form printed and bring it onsite or send it 24 hours before the set up to the Exhibition Manager at [asinapova@kenes.com](mailto:asinapova@kenes.com).

Please click [here](#) to download and fill out the form.

## **GENERAL REQUIREMENTS AND MANDATORY DOCUMENTATION FOR FREE-PROJECT BOOTHS**

### **aRT. 13 – fire prevention – reaction to fire of materials**

the general prescriptions on fire prevention and reaction to

fire of materials are as follows:

- The use of open flames and LPG deposits is prohibited;
- The materials used for fittings must be in fire reaction class 1 or 1 LM in the case of upholstered furniture.
- Any temporary cable placed on the ground, be it internet or electrical line, must be protected with adequate walkable yellow or black cable ducts.
- Compliance with the fire loads imposed by the exhibition regulations (see the table on page 14 of these Regulations)

All furnishings and materials must be certified class 1. No exceptions allowed

#### **art. 14.2 – PI FORM: FIRE – FIGHTING DECLARATION**

All set-up materials must be non-combustible, fireproof or flame-retardant, in class 1 reaction-to-fire (see conversion tables in the PI form and below), and must be listed in detail in the fire prevention form (a sample of which is attached for correct filling in), FORM PI, to be shared together with the project, with the following mandatory attachments:

- List of all equipment components
- Material and weight of the individual components of the set-up
- Characteristics of the product displayed in quantity and type
- List and certification of materials with proof certification, for fire reaction and with the specification of the laboratory which made the proof, class, use conditions, and weight of the above-mentioned materials.
- Certificate or Test Report/ Declaration of permarmance (D.o.P.)
- Approval of materials
- For traceability: sales/purchase invoice, order

confirmation, transport document, in which ALL steps of the material (manufacturer > seller > user) are indicated.

**TABLE 1 – FLOOR**

ITALIAN LAW	EUROPEAN CLASSIFICATION
CLASS 1	(A2FL – s1), (A2FL – s2), (BFL – s1), (BFL – s2)

### **STAND FLOORING**

Every internal setup must have suitable protections to ensure the safeguard of the flooring (wooden in Level -1, travertine at Forum and Foyer Level, and resin in levels N3, N4, N4, N5). All flooring must be realized with material with a fire reaction Class 1.

**TABLE 2 – WALLS**

ITALIAN LAW	EUROPEAN CLASSIFICATION
CLASS 1	(A2-s1, d0), (A2-s2, d0), (A2-s3, d0), (A2-s1, d1), (A2-s2, d1), (A2-s3, d1), B-s1, d0), (B-s2, d0), (B-s1, d1), (B-s2, d1)

The walls used for the preparation of the exhibition spaces by the Exhibitors must be self-supporting and not in direct contact with and/or placed against other structures, whether they belong to adjacent exhibition spaces or temporary or fixed structures of the Exhibition Centre.

**ART. 14.3 – CALCULATION REPORT** – The calculation report signed by a qualified Italian technician, according to the “N.T.C. new seismic standards for structural calculation approved with DM 17/01/2018 ss.mm.ii”, must be presented before the start of



the set-up operations and is mandatory for all structures higher than 3m and/or complex.

If the Exhibitor is not able to produce the calculation report, it may be produced by the Technical Office, subject to the availability of all the required mandatory documentation. The cost of the service is subject to variation based on the complexity of the structures set up and/or rigging and will be charged to the exhibitor.

**ART. 14.4.1 – ELECTRICAL PROJECT FOR ELECTRICAL SYSTEMS WITH POWER EXCEEDING 6 kW** – All systems with power exceeding 6kW must be accompanied by an electrical project drawn up and signed by a qualified Italian technician and engineer. The electrical projects need to be drawn up by a licensed technician, by Ministerial Decree 37/08, registered at the Italian Chamber of Commerce, and possessing all the requirements to carry out that specific installation. The electrical project could be produced by the Technical Department, subject to the availability of all the required mandatory documentation. The cost of the service is subject to change based on the complexity of the system installed and will be charged to the exhibitor.

**MANDATORY DOCUMENTATION TO BE SUBMITTED ONCE THE SET-UP IS COMPLETE AND BEFORE THE START OF THE EVENT**

**ART.15 – DI.CO. – ELECTRICAL DECLARATION OF CONFORMITY AND CHAMBER OF COMMERCE CERTIFICATE OF THE ELECTRICIAN** – Electrical systems must be realized by companies that meet the professional requirements set out by Ministerial Decree No. 37/08, and only suitable materials with the (Italian or ECC) quality standards required may be used. All electrical installations – regardless of power supply- need to be accompanied by a declaration of conformity that certifies the correct installation of the electrical system, in compliance with the current regulation. The Declaration of Conformity needs to be signed by a qualified Italian technician, by

Ministerial Decree 37/08, registered in the Italian Chamber of Commerce, and possessing all the requirements to carry out that specific installation. The companies authorized to prepare the declaration are those registered in the company register referred to in Presidential Decree 7 December 1995, n.581 and subsequent amendments, or in the provincial register of artisan businesses referred to in law 8 August 1985, n. 443, whose legal representative or technical manager, appointed with a formal deed, owns the professional requirements referred to in Art. 4 of Ministerial Decree 37/08.

At the end of the set up in any case before the start of the event, the qualified company shall issue the Declaration of Conformity according to Art. 7 paragraph 1, DM 22/01/2008, No 37 of the electrical system set up by the fitter, complete with the relative compulsory attachments:

- Projects in compliance with articles 5 and 7
- Report with types of materials used
- Diagram of the system realized
- Reference to previous or partial declarations of conformity already existing (cite a reference to Declaration of Conformity of the structure)
- Copy of the certificate of recognition of technical-professional requirements
- Certificate of conformity for installation realized with non – non-standardized materials or system
- Chamber of Commerce certificate of the Electrician

The declaration of Conformity can be produced by the Technical Department, subject to the availability of all the required mandatory documentation. The cost of the service is subject to change based on the complexity of the system installed and will be charged to the exhibitor.

**ART. 16 – CM FORM – CORRECT ASSEMBLY** – Correct assembly form will be presented to the Technical Department only once the

structural set-up of the booth has been completed; post-dated forms, submitted before the required deadline, and/or only partially completed will not be accepted.

Please remember that:

- Booths equal or less than 3 m in height and non-complex: CM Form – Correct assembly by the builder. Once the set-up is finished, each stand builder shall submit the certification of proper assembly of the booth structure.
- Booths higher than 3m or with particularly complex structures: CM Form – Correct assembly by the stand builder. Once the setup is finished, each stand builder shall submit the certification of proper assembly of the booth structure.

**STATIC SUITABILITY OF THE STRUCTURES AND/OR HUNG STRUCTURES** by the above-mentioned regulations, Ministerial Decree 17/01/2008, the static suitability testing could be produced by the Technical Department, subject to the availability of all the required mandatory documentation. The cost of the service is subject to change based on the complexity of the structures set up and will be charged to the exhibitor.

All free-project booths must be approved by the Technical Management.

**ART. 17 – FIRE PREVENTION STANDARDS** – As required by Circular no. 12 of 17/5/80 of the Ministry of the Interior, by Ministerial Decree 6/7/83 and subsequent amendments and additions and by Ministerial Decrees 26/6/84, 10/3/05 and 15/03/05, stand builders can use only materials certified under Ministerial Decree of 26 June 1984 (or equivalent, according to the name referred to in the Ministerial Decree 10 March 2005), according to the fire reaction class and based on tests carried out by the Study and Experience Center of the Ministry of the Interior, in Rome and by legally recognized organizations and laboratories.

The admitted materials, including those used for the construction of booths and set-up areas, except for products on display and sale, must be certified according to the classification referred to in the Ministerial Decree of 26 June 1984 (or equivalent, under Ministerial Decree of 10 March 2005) about the following characteristics: refer to tables 1,2,3 reported in the art. 14.2.

- All support materials must be installed in strict compliance with safety certifications. Fire-resistant products must be used exclusively for the uses indicated in ministerial test certificates or by legally recognized laboratories.
- Materials treated with fireproof products must be subjected to this treatment before entering Rome Convention Center La Nuvola. The fire treatment must be accompanied by an official declaration specifying: a) the name of the company, and booth number b) the list of materials subjected to the fire treatment c) the date of the treatment d) the area of □□the treated surfaces e) the main technical properties of the product used f) personal data of the technician, who must sign that the treatment was carried out according to the regulations.
- All materials must be accompanied by test certificates certifying that they have exceeded the standards in articles 1 and 2, as well as documents certifying their place of origin.

#### **ADDITIONAL PROVISIONS FOR FREE-PROJECT BOOTHS**

**ART. 18 – RULES FOR THE CONSTRUCTION OF CEILINGS** – Continuous blind ceilings and false ceilings are prohibited. EUR Spa allows the installation of false ceilings consisting of:

- Mesh fabrics with a minimum mesh size of 2×2 mm properly stretched;
- Wood, metal, plaster, etc creating openings for smoke evacuation in the event of a fire, totaling 1/100th of

the surface area of the stand. These openings may be between 0.25 sqm and 0.30 sqm in size and be uniformly distributed over the entire booth area. Different configurations of the openings, always uniformly distributed, must guarantee a ratio of 1/100 of the booth area.

- In the configuration of the booth structure there must be no rooms closed by walls and false ceilings, without openings for the evacuation of fumes.
- In any case, the Exhibitor is required to first agree with the Technical Department of the Rome Convention Center La Nuvola on the type of structure he intends to create.

## **Electricity and Electrical Installations for all booths**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the Palazzo dei Congressi. The Palazzo dei Congressi is the only company allowed to connect any kind of device directly to the main power sources. Only the Palazzo dei Congressi is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the Palazzo dei Congressi and to pay for the electrical consumption according to his power needs.

Please refer to the **Exhibitor Order Form** – [click here](#) to download.

- The Palazzo dei Congressi will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- The Palazzo dei Congressi staff are authorized to unplug

the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

### **Please note the following:**

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the Palazzo dei Congressi (CETAC, ...).
- The Palazzo dei Congressi only could provide electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them.

The Palazzo dei Congressi provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.

At the end of the day, the Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The Palazzo dei Congressi won't be liable for any damage caused from this action. In case that the stand builder brings their own electrical switchboard, (it has to be connected to the **Palazzo dei Congressi** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.

## **Booth Cleaning**

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the **Exhibitor Order Form** – [click here](#).

Any company cannot clean the venue facilities surfaces to avoid damage on them.

## **Internet & Wi-Fi**

For wired internet and Wi-Fi connection please contact [asinapova@kenes.com](mailto:asinapova@kenes.com).

Important:

Please be advised the Private Wi-Fi networks installation in the stand is not allowed.

The Venue and the organizers reserve the right to discontinue any activity which interfere with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly

recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

## **Security**

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Palazzo dei Congressi** nor the organizers can accept responsibility for the security of the stands and their contents. The **Palazzo dei Congressi** as well as the organizers are not liable for any possible loss, theft and/or damage that occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

## **Booth Catering**

Food & Beverages service is an **exclusivity** of **Palombini**. Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with **Palombini**.

If you would like to bring any coffee machine or barista, please contact: [a.daquanno@palombini.com](mailto:a.daquanno@palombini.com) and [d.melis@palombini.com](mailto:d.melis@palombini.com).

For order form, please click [here](#).

## **Important:**

- It is not allowed to enter any kind of Food & Beverages from outside the venue.
- The exhibitor must consider the space available on the



booth to store and display the requested deliveries.

In case to have any other doubt about F&B please contact the Exhibition manager or the catering company at [a.daquanno@palombini.com](mailto:a.daquanno@palombini.com) and [d.melis@palombini.com](mailto:d.melis@palombini.com) to avoid misunderstandings once the event started.

## **Storage**

The **Palazzo dei Congressi** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service).

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.**

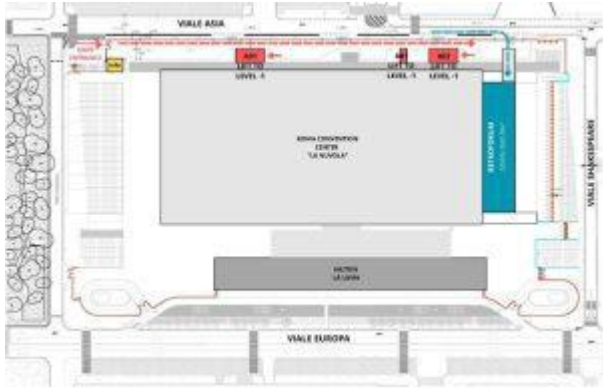
Please contact Merkur with information on sizes and number of parcels, size, and storage period.

**E-mail:** [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

Once the event & dismantling are over, the Palazzo dei Congressi shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the Palazzo dei Congressi takes care of the removal of these items, it will be charged to the exhibitor.

**For access to the goods/ lorry entrance/ Lifts:**



For the unloading at the Forum Level it is not necessary to use a lift/goods lift.

Access for unloading takes place from the vehicle ramp located on Viale Asia n.17.

On the loading bay on the back of the Forum level, a maximum of one truck can be parked at a time for loading and unloading. At the beginning and for the entire duration of the event, the loading bay on the back of the Forum level must be free of vehicles and materials.

Please note that **MERKUR Expo Logistics GmbH** is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

## **Elevator and platforms floorplan**

For loading & unloading at the venue it is not necessary to use a lift/goods lift takes place from the vehicle ramp located on Via della Pittura 50.

At the beginning and for the entire duration of the event, the loading bay on the back must be free of vehicles and

materials.

### **Access to the exhibition area**

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

**Important note:** companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

### **Access for Deliveries**

Please be advised that neither the Organizers nor the **Palazzo dei Congressi** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 10<sup>th</sup> June**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

### **Accommodation**

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.

Information, pictures, location and rates are available on the

hotel accommodation page:  
<https://hotels.kenes.com/congress/ESPNIC24> or email us to:  
[booking@kenes.com](mailto:booking@kenes.com)

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Kristina Encheva**.

Email: [kencheva@kenes.com](mailto:kencheva@kenes.com)

Different payment and cancellation conditions apply. **Animals**  
It is not permitted to bring animals into the Palazzo dei Meetingi.

### **Build-Up & Dismantling Period**

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

### **Health & Safety**

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific

responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

### **Children**

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

### **Compressed Gases**

Use of compressed gases is not allowed.

### **Damage to the Building**

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

### **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Palazzo dei Congressi in removing this property will be charged to the exhibitor.

### **Fire Regulations**

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Palazzo dei Congressi.

### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

### **Smoke**

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

### **Heavy Weight Element / Large Machinery**

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Palazzo dei Congressi will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Palazzo dei Congressi and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Palazzo dei Congressi has the complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Palazzo dei Congressi are not

allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Palazzo dei Congressi, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Liability**

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the

organizers against all claims and expenses arising from any damages.

- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Palazzo dei Meetingi or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting



company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

## **Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Palazzo dei Meetingi cannot accept liability for loss of or damage to private property or goods.
- Neither the Palazzo dei Congressi nor the organizers can accept responsibility for the security of the booths and their contents. The **Palazzo dei Congressi** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via **the Palazzo dei Congressi** service order form.

## **Personal Transportation Vehicles**

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

## **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the

exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

### **Smoking Policy**

The **Palazzo dei Congressi** operates a **NO SMOKING** policy in ALL halls.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the booths.

No permission will be given for projection in the aisles or on the walls of the hall.

### **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a

waste container in advance.

- Any discarded waste, including promotional material, left behind will be removed by the **Palazzo dei Congressi** and/or the organizers at the expense of the exhibitor concerned.

The Palazzo dei Congressi reserves the right to access inside the booth in order to check the compliance with the Palazzo dei Congressi regulations.

**At all times you must consider the staff's logistics Palazzo dei Congressi indications.**

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.** The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

## **Delivery & Logistic Services**

Merkur has been appointed the official forwarding agent and clearance agent for this Meeting and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their

goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

## **Insurance of Goods**

All cargo should be insured from point of origin.

## **Exhibition Goods and Display Materials**

Please note that all materials entering the venue incur a handling charge.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the "Pre-advice" form found at the end of this section.

Please complete this form and return it to [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

You will then receive confirmation of your material arrival.

## **Merkur Expo Logistics**

Mrs. Patricia Zintel

Tel.: + 49 (0) 6173 966 95 13

Cell: + 49 (0) 170 2229525

Email: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

For shipping instructions and tariff please [click here.](#)

# **Kenes Group Contacts:**

## **Conference Organizer**

Kenes Group

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1207 Geneva, Switzerland

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Fax: +41 22 906 9140

Email: [attd@kenes.com](mailto:attd@kenes.com)

## **Exhibition Manager**

Mrs. Aleksandra Sinapova

Kenes Group

Tel: +41 22 9080488 Ext: 217

Email: [asinapova@kenes.com](mailto:asinapova@kenes.com)

## **Sponsorship and Exhibition Sales**

Ms. Teresa Casillas Seoane

Kenes Group

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Email: [tseoane@kenes.com](mailto:tseoane@kenes.com)

## **Registration**

Mr. Youcef Zaiter

Kenes Group

Email: [reg\\_espnic24@kenes.com](mailto:reg_espnic24@kenes.com)

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## **Official Contractors:**

**Electricity\ Cleaning Services\ Security\ Plants & Floral Arrangements/Graphics and signage/Furniture**

**Palazzo dei Congressi**

**For order form, please [click here](#).**

**In-Booth Catering**

**Palombini**

For order form, please click [here](#)

**Emails: [a.daquanno@palombini.com](mailto:a.daquanno@palombini.com) and [d.melis@palombini.com](mailto:d.melis@palombini.com)**

**Hostesses**

**Marina Maiolatesi**

Ph +39/0633250564 – +39/3356299737

P.ivia 04453851000

email: [marina.millenium@outlook.it](mailto:marina.millenium@outlook.it)

**Freight Handling & Customs Clearance Agent**

**Merkur Expo Logistics**

Mrs. Patricia Zintel

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Email: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Website: [www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)

For shipping instructions and tariff please [click here](#). [Exhibition Manual for Onsite Full Version](#)