

Exhibition Manual

Dear Exhibitor,

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

The Exhibition will be held in conjunction with the **36th International Papillomavirus Conference & Basic, Clinical and Public Health Scientific Workshops (IPVC 2024)** which will be held in Edinburgh, UK, **November 12-15, 2024**.

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.

Also, we encourage you to forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

For further support please contact us at:

Elianne Baran Ganot

Global Manager, Exhibitions & Industry Operations

eganot@kenes.com 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	As soon as possible	https://hotels.kenes.com/Congress/IPVC24
Company logo and profile	As soon as possible and no later than Tuesday, October 1	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Booth Design for Approval including RISK ASSESMENT- for space only booths	Tuesday, October 1	
Text for Fascia (<i>Shell Scheme stands only</i>)	Tuesday, October 1	
K-Lead retrieval app	Friday, November 1	
Badge Order	Friday, November 1	
Furniture Rental & AV	Early bird – Friday, October 18 Orders after this date will incur 20% surcharge	Link to the webshop
Daily Booth Cleaning & Security	Orders must be processed through the venue Monday, October 28	events@eicc.co.uk Form
Hostesses & Temporary Staff Hire	As soon as possible	Recommended supplier Off to Work
In-booth Catering	Orders must be processed through the venue Monday, October 28	https://goodeats.io/EICCEvents karend@eicc.co.u
Delivery		

Door to Door Shipments	Goods must be received no later than November 4	MERKUR Irit Sofer irit.sofer@merkur-expo.com
Airfreight Shipments – Arrival to recommended airport		
Shipment via Advance Warehouse		
Exhibition goods – Direct Deliveries to Conference Venue	Subject to time slot, only full load trucks NB! Please note there should be a person from your side to receive your Deliveries.	
SET-UP	Monday, November 11	
		10:00-20:00
		(Space only booths)
		15:00-20:00
EXHIBITION OPENING HOURS	Tuesday, November 12	09:00 – End of the welcome reception. 19:30 Approx
	Wednesday, November 13	09:00-17:30
	Thursday, November 14	10:00-16:30
	Friday, November 15	10:00-14:00
DISMANTLING	Friday, November 15	14:00-19:00

- Empty crates and packaging material must be removed after set-up and no later than Monday, November 11 at 12:00. All aisles must be clear of exhibits and packaging materials to always enable cleaning.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please note that people will be going through the

exhibition on their way to the halls when the exhibition is closed. 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.
- **Shell Scheme booths** -> any equipment, display aid or other material left behind after **Friday, November 15, 2024** at **15:30** will be considered discarded and abandoned.
- **'Space Only' booths** -> any equipment, display aid or other material left behind after **Friday, November 15, 2024** at **19:00** will be considered discarded and abandoned.
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands / event areas.

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 the hall will be guarded during the night by surveillance cameras controlled by a security guard who will be onsite.

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Welcome Reception at The Exhibition Area

Welcome reception will take place in the **exhibition area** on Tuesday, November 12 at 19:30. We encourage all the exhibitors to stay in their booths during the welcome reception to attend the participants. **List of Exhibitors**

Please see all exhibitors listed here:
<https://ipvconference.org/confirmed-sponsors-exhibitors/>

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](#) 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 **€175**

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: Tuesday, October 15, 2024

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 not 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.

Lead Retrieval Wireless Barcode Reader. K-Lead Application.
(no device is included)

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the K-Lead application:

- Seamless Integration: Download directly to your device; no extra hardware needed!
- Effortless Scanning: Quickly scan attendee badges to capture leads.
- Customizable Notes: Add personal comments to each lead for better follow-up.
- "Quick Scan" Function: Ability to quickly scan delegates as they enter the symposium hall.
- Instant Access: Get real-time lead information for immediate engagement.
- Universal Compatibility: Download from the Apple Store or Google Play using "Kenes K-Lead App."

Cost per unit: EUR 700 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: 2 weeks prior to the conference

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 750

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized

information.

- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** *Secure your Wireless Barcode Reader in the* Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal

<https://exhibitorportal.kenes.com>**Exhibition Area**

The Exhibition is being held in **Lennox Suite**.

- Hall height **is 7 m**
- **Maximum build up height** allowed for booth walls is **3.8 meters**.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- **Shell scheme stand build up is 2.5 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, 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 Finish: The Exhibition Hall is already Carpeted (a blue/grayish color with a speckled pattern).

Maximum floor load: 2000 Kg /m2 (Please indicate the weight of your booth when sending the design).

Space only Exhibitors won't be able to carpet the space since it's already carpeted and no fixings/coverings are allowed. Solid bases are allowed.

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.

Virtual

tour:

<https://www.eicc.co.uk/organising/the-venue/lennox-suite/Shell>

Scheme Booths

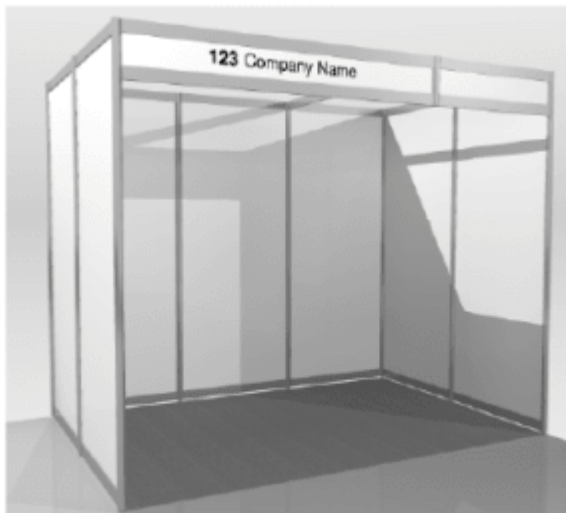
To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor is being appointed. Shell Scheme that has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels.
- Company name on Fascia board printed with a maximum of 15 characters in standard lettering and booth number.
- 3 spots on a rail
- 500W socket including power supply
- Carpet (Grey)- The Exhibition Hall is already carpeted (A blue/grayish color with a speckled pattern)

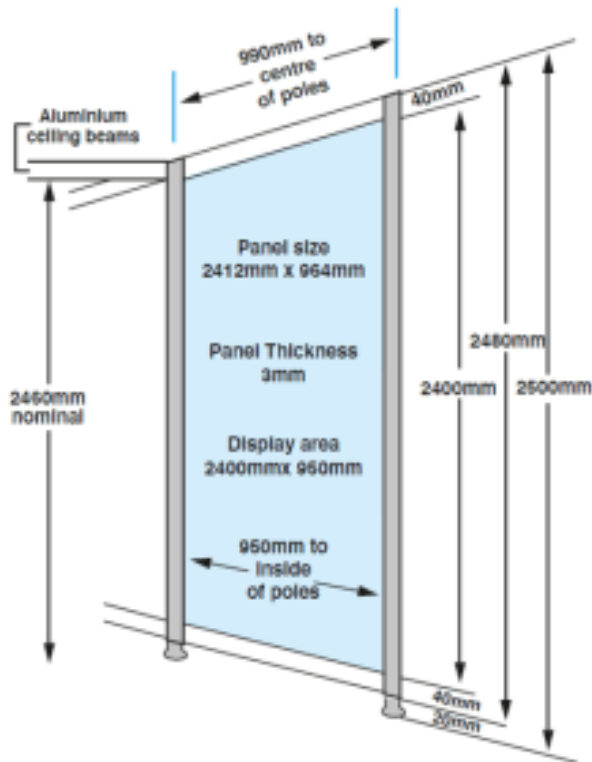
Please keep in mind that furniture or any other graphics on the shell scheme are not included in the package You will be able to order extra furniture, graphics and signage, AV, and additional items through the [builder web-shop](#) no later than **Friday, October 18**. Orders after that date will incur in

extra fees.

Event password: IPVCCCEL2024



For illustrative purpose only



Space Only Booths

Exhibitors are required to submit the Following for the organizer and venue approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- **Utility connections: electrical and a list of all appliances**
- **The name and contact details of their construction company.**
- **Risk Assessment and Method Statement:** *These documents must be available for review by the Health and Safety Manager prior to the event. They must also be available for inspection by any enforcement authority representatives during the event.*

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: Monday, October 1, 2024

Access to the exhibition hall during Set-up & dismantling

It's mandatory to send the list of the workforce who will attend to the set-up and dismantle with full name and company name to vmota@kenes.com

- 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.
- 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.
- Raised Floor/Platform – please refer to section "Hall Specifications and Important Technical Information."
- Advertising on the boundary with other stands is prohibited.
- **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 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 (must be ordered through the official F&B supplier) must 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 **3.8 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).
- For ceiling rigging please refer to section "Hall Specifications and Important Technical Information."

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 and the venue.
- The used spaces must be returned to the Venue completely clear of all items and the Exhibition areas restored to their original state.

Electricity must be ordered directly to the builder for the set-up and dismantling of the booth.

Claire O'Donnell | Senior Event Manager | 01355 202 496 | www.cameronlogistics.co.uk

Ceiling Rigging

Ceiling Rigging is permitted and must be done by the venue. Please send a request no later than October 1 to nigel@eicc.co.uk copying exhibition manager eganot@kenes.com in order to check the viability of the rigging.

Raised Floor / Platform

The organizers and the Venue 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 Venue/ Official Contractor 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) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/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.

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.

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

RISK ASSESSMENT

All parties including exhibitors and contractors have responsibilities as laid out in accordance with the Health &

Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is your responsibility as an exhibitor and your contractor/s to ensure that a safe working environment is achieved. It is NOW A REQUIREMENT for individual exhibitors and their contractors to submit risk assessments no later

than 10 days prior the event where there is deemed to be a RISK associated with your stand, with respect to (for example):

- o Build up, open and break down periods
- o Shell and space only constructions
- o Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- o Using of lifting/working machinery
- o Hazards to the attendees and other participants
- o Special features contained within the event
- o Manual handling
- o Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient risk assessment is one that ...

- o Correctly and accurately identifies the hazard
- o Disregards inconsequential risks and those trivial risks associated with life in general
- o Determines the likelihood of injury or harm arising
- o Quantifies the severity of the consequences and the numbers of people who would be affected
- o Take account of any existing control measures
- o Identifies any specific legal duty or requirement relating to the hazard
- o Will remain valid for a reasonable time
- o Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances,

enables the employer to priorities remedial measures.

It is the responsibility of each exhibitor to ensure that every supplier or sub contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at EICC.

No exhibitors will be allowed to commence work until licensing has approved the event layout plan and risk assessment.

All contractors, sub-contractors, agents etc appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

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should be available for inspection at any time.**Electricity**

Electricity must be ordered directly to the builder for the set-up and dismantling of the booth.

Claire O'Donnell | Senior Event Manager | 01355 202 496 | www.cameronlogistics.co.uk

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by Venue. Their team is the only company allowed to connect any kind of device directly to the main power sources.

Only the builder is authorized to provide the electrical switchboard for the power points.

Venue's team 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.
- Venue 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 (through the grid). 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 compulsory to use plastic protectors 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 them in the space they need them.

- **Electricity is coming from the grid, and it must be ordered in advance.**

Venue's team provides an 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 to prevent any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The Venue won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to Venue 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.

Booth managers will have to make sure the general lights are turned off.

Booth Cleaning and waste removal

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

For ordering daily stand cleaning, please send [this form](#) to

events@eicc.co.uk

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

Internet & Wi-Fi

Wired internet and private Wi-Fi connection can be ordered by contacting the exhibition manager eganot@kenes.com

Important:

- Please be advised the Private Wi-Fi networks installations in the stand is not allowed.
- The Venue and the organizers reserve the rights 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 Conference during official Conference 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 **Venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Venue** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security, please contact vmota@kenes.com

Booth Catering

Food & Beverages service is an **exclusivity** of the Venue. Any external F&B must be notified and approved by the Venue.

Exhibitors who wish to order food and beverages for their stand are welcome to do sending [this form](#) to karend@eicc.co.uk

Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The Venue reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

Storage

We don't count with 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. See Section 6).

Accommodation

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

Conference venue.

Information, pictures, location, and rates are available on the hotel accommodation page:

<https://hotels.kenes.com/congress/IPVC24Animals>

It is not permitted to bring animals into the Venue.

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.

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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 Venue 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.
- 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 Venue.

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 Venue 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 Venue 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 Venue 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 Venue 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 Venue, 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 Venue 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 Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the Venue nor the organizers can accept responsibility for the security of the booths and their contents. The Venue 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 by contacting directly to vmota@kenes.com

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, Conference 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 **Venue** 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 Venue and/or the organizers at the expense of the exhibitor concerned.

The Venue reserves the right to access inside the booth in order to check the compliance with the Venue regulations. **Delivery & Logistic Services**

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for IPVC24. We offer the following services: customs clearance, delivery to the booth, 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 exclusive agent nominated by the organizer for move in and move out handling of empties for the conference.

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 Merkur.

Contact Details:

Merkur Expo Logistics

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com

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

stands.

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 Venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the Venue takes care of the removal of these items, it will be charged to the exhibitor._

For access to the goods/ lorry entrance/ Lifts:

The loading bay is in the same level and next to the exhibition hall. The measures of the access are the following is 3m wide x 2.53m high x 6m long.

The address for the EICC Loading Bay is:

The EICC Loading Bay

Off the West Approach Road

The Exchange

Edinburgh EH3 8EE

Arriving via the Western Approach – Please note that the address and postcode for the EICC will take you the front entrance. The loading bay is accessed from West Approach Road so please search for the West Approach Road on your sat nav and follow the directions. If you are coming from the west the EICC loading bay is the right turn just before the turn off for the Sheraton hotel. If you are arriving from the east the EICC loading bay is the left turn just after the turn off from the Sheraton Hotel.

Arriving via the EICC Front Doors – If you arrive at the EICC

front door and need to get to the loading bay then use the following directions.

Head west straight down Morrison Street. At the junction for Lothian Road turn left and head down Lothian Road keeping in the left-hand lane. Turn left onto Western Approach Road, keep in the left-hand lane and turn left at the second set of traffic lights on the West Approach Road. The EICC Loading Bay will be straight ahead on the right.

Please note there is only short-term unload parking at the EICC loading bay so you will only be able to park while you unload and then find alternative parking offsite.

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 **Venue** 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 **November 11, 2024**. 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.

Full instructions can be found [here](#).

Label via Germany warehouse [here](#)

Pre advise handling form [here](#)

Kenes Group Contacts:

Conference Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Email: attd@kenes.com

Exhibition Manager

Mrs. Elianne Baran Ganot

Kenes Group

Email: eganot@kenes.com

Sponsorship and Exhibition Sales

Sherwin Gentle

Kenes Group

Email: sgentle@kenes.com

Registration

Ms. Angel Todorov

Kenes Group

Email: reg_ipvc24@kenes.com

Official Contractors:

Booth construction \ Additional Booth Fittings \ Furniture Rental \ Graphics and signage \ AV\ Electricity

[Link to the webshop](#)

Event password: IPVCCCEL2024

Claire O'Donnell | Senior Event Manager | 01355 202 496 | www.cameronlogistics.co.uk

Telecommunications & Internet

Email : eganot@kenes.com

Security \ Cleaning Services

Fill [this form](#) and send to events@eicc.co.uk

Hostesses

Recommended supplier: [Off to Work](#)

Catering Services

[Menú](#)

Email : karend@eicc.co.uk

Freight Handling & Customs Clearance Agent

Merkur is the official logistic agent of the venue, and they are in charge of all the movements of goods inside the venue.

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed **Sustainability tips & tricks**.

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses.

Rethink your Booth Design!

- When planning your stand, think of the many benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost
- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor
- Design and word signage so that it can be stored and reused multiple

Plan Smartly your Set-up and Dismantling!

- Follow the organiser's set-up Working on your stand outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption
- Make a conscious effort to minimize packing Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle

e.g. less volume or less weight.

- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

Be Conscious of your Booth Presence!

- Be sure to shut off any electronic devices outside of event hours to conserve
- Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable Ensure items are useful, not merely promotional in nature.
- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth
- Inform and train your staff about the environmentally responsible practices to be implemented during the

Reduce Carbon Footprint!

- Use local staff in the booth if
- Minimize transportation to and from the show Use

biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.

- Where possible, travel by If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

Measure & Share Your Learnings!

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!

 **Print**  **PDF**  **Email**