



# Exhibition Technical Manual

# Contents update page numbers

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<a href="#">Essentials checklist and deadlines</a> .....	p.4
<a href="#">Contact information</a> .....	p.6
<a href="#">About the Venue – location, access, and parking</a> .....	p.7
Venue address	
Exhibition location	
Room Usage	
Access	
Loading/offloading and Parking	
<a href="#">About the exhibition – general</a> .....	p.11
Exhibition show management	Hostesses
Audio Visual	Insurance
Bar/catering services	IT
Catering Regulations	Ordering services (late orders/onsite orders)
Company profiles	Returns
Contractor Passes	Rigging
Delegate bag inserts	Storage
Deliveries and freight forwarding	Trolleys & Fork lift truck hire
Electrical supply	WiFi
<a href="#">Build up and breakdown information</a> .....	p.14
<a href="#">Exhibition opening hours</a> .....	p.15
<a href="#">General event information</a> .....	p.17
Accommodation	Furniture
Banks	Insurance
Business Centre	Internet connectivity/telecoms
Children/Students/Trainees	Lost property
Cloakroom	Noise
Copyright	Paging
Disabled facilities	Payment conditions
Distribution of materials	Security
Employment of labour	Social Programme
First aid	Smoking
<a href="#">Exhibition stands – general information</a> .....	p.20
Badge Scanners	
Building and aerial services	
Cleaning and waste disposal	
Floor covering	
Flowers and plants	
Fork Lift Truck Hire	
Freight forwarding agent	
Graphics	
Hazardous items	
Water regulations	
Waste/Water services	
<a href="#">Exhibition stands – electrical information</a> .....	p.22
Electrical regulations	

<b><a href="#">Exhibition stands construction – shell scheme</a></b> .....	p.23
Shell scheme stands – general information	
Electrical connection	
Fascia panel	
Graphic infill panels	
Stand fittings	
<b><a href="#">Exhibition stand construction – self build</a></b> .....	p.24
Self build stands – general information	Partitions
Building columns	Platforms
Height restriction	Schematic plan
Materials	Stand ceilings
Multi-storey stands	Stand sizes and dimensions
Paint and tape	Onsite inspection
<b><a href="#">Health and Safety section</a></b> .....	p.27
Appointed contractors	
Emergency procedures	
Fire procedures	
Personal Protective Equipment	
Health and Safety at Work Act 1974	
Health and safety declaration	
Insurance and liability	
Method statement	
Risk assessment	
<b><a href="#">Health and Safety exhibitor checklist</a></b> .....	p.31
<b><a href="#">Exhibitor registration and entitlements</a></b> .....	p.32
<b><a href="#">Terms and Conditions of exhibiting</a></b> .....	p.33
<b><a href="#">Appendix</a></b> .....	p.36
<b><a href="#">FAQ</a></b> .....	p.37

## Essentials checklist and deadlines

REQUIRED SERVICE	MANDATORY/ OPTIONAL	Form/Link	DEADLINE DATE	WHERE TO SEND/CONFIRM
Company name, logo and profile for congress programme and website (max. 300 words)	Mandatory - All	<a href="#">Form A</a>	Tuesday 12 <sup>th</sup> February 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Deadline for draft satellite proposals	Mandatory – satellite Sponsors	Email	Tuesday 12 <sup>th</sup> February 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Submission of Final satellite Symposia speakers and topics	Mandatory - Satellite Sponsors	<a href="#">Form B</a>	Tuesday 5 <sup>th</sup> March 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Stand Design Plan and Contractor’s details	Mandatory - Self Builds	<a href="#">Form C</a> Email plans including all elevations	Tuesday 26 <sup>th</sup> March 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Advert for final congress programme for approval	Mandatory if booked (additional cost)	Email PDF artwork	Tuesday 26 <sup>th</sup> March 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
PDF proof of congress bag insert for approval	Mandatory – if part of agreed package	Email PDF artwork	Tuesday 2 <sup>nd</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Risk Assessment Form	Mandatory - All	<a href="#">Form D</a>	Tuesday 16 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Health and Safety Declaration	Mandatory - All	<a href="#">Form E</a>	Tuesday 16 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Method Statement	Mandatory - Self Builds	<a href="#">Form F</a>	Tuesday 16 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Copy of Insurance Certificate (incl. Public Liability up to £5m)	Mandatory	No form – send in copy of Certificates	Tuesday 16 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Schematic Plan	Mandatory – Self Builds	<a href="#">Form G</a>	Tuesday 16 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Electrical connections / Power	Mandatory – All Exhibitors	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Stand furniture & sets and Basic furniture, stand fixtures & fittings	Optional	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Graphics/Printed items (stand panels, banners etc.)	Optional	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>

Audio Visual (stand only)	Optional	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Internet and Telecoms	Optional	<a href="#">Online order form</a>	Tuesday 30 <sup>th</sup> April 2019	Event ID: 29187 Queries: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Technical Services – waste & sink for space only	Optional	<a href="#">Online order form</a>	Tuesday 30 <sup>th</sup> April 2019	Event ID: 29187 Queries: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Carpet for space only	Optional	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Shell Scheme carpet colour (carpet provided as standard, change of colour at additional charge)	Optional	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Cleaning of stands	Optional	<a href="#">Online order form</a>	Tuesday 30 <sup>th</sup> April 2019	Event ID: 29187 Queries: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Hostesses, staffing, additional security	Optional	Email venue	Tuesday 30 <sup>th</sup> April 2019	<a href="mailto:emma.obrien@theccd.ie">emma.obrien@theccd.ie</a>
Exhibition Stand Catering	Optional	<a href="#">Online order form</a>	Tuesday 30 <sup>th</sup> April 2019	Event ID: 29187 Queries: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Exhibition Shell Scheme Fascia Nameboard details – 20 characters per stand	Mandatory Shell Scheme	Email	Tuesday 30 <sup>th</sup> April 2019	Hugh Bagnall <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Exhibitor Registration	Mandatory - All	<a href="#">Form H</a>	Tuesday 30 <sup>th</sup> April 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Badge scanners	Optional	<a href="http://epa19scannerhire.eventreference.com/">http://epa19scannerhire.eventreference.com/</a>	Monday 27 <sup>th</sup> May 2019 (Early bird) Friday 7 <sup>th</sup> June (Standard)	<a href="mailto:scanners@reftech.co.uk">scanners@reftech.co.uk</a>
Shipping and Freight Forwarding Services - DHL	Optional	<a href="#">Form I Order Form</a> <a href="#">Form J Tariff</a> <a href="#">Form K Manual</a>	Friday 17 <sup>th</sup> May 2019	DHL – Simon Latchford <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a>
Stand Build Contractors Name List	Mandatory - All	Email list if not yet confirmed	Friday 31 <sup>st</sup> May 2019	Natalie Dass <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Delivery of congress bag insert to DHL (Request quantity from Natalie Dass)	Mandatory if part of the package	<a href="#">Form L</a>	Friday 31 <sup>st</sup> May 2019	DHL – Simon Latchford <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a>

## Contact Information

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Please note that orders to the Venue or Venue partners will **ONLY** be accepted via the order forms provided in the Appendix to this Manual. The Venue and their suppliers will contact you direct should you have any bespoke requests outlined in your order.

Please also specify whether your order relates to your Exhibition Space, Hospitality Room or Satellite Symposium.

### Congress Organisers

Bioscientifica Ltd  
Starling House  
1600 Bristol Parkway North  
Bristol, BS34 8YU, UK  
Contact: Kate Chick  
Tel: +44 (0)1454 640467  
Fax: +44 (0)1454 642222  
Email: [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com)  
Web: <http://www.europaediatrics2019.org/>

### Sponsorship and Exhibition Manager

Bioscientifica Ltd  
Contact: Natalie Dass  
Tel: +44 (0)1454 642244  
Fax: +44 (0)1454 642222  
Email: [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com)  
Web: <http://www.europaediatrics2019.org/>

### Sponsorship and Exhibition Sales Manager

Bioscientifica Ltd  
Contact: Amanda Helm  
Tel: +44 (0)1454 642268  
Fax: +44 (0)1454 642222  
Email: [amanda.helm@bioscientifica.com](mailto:amanda.helm@bioscientifica.com)  
Web: <http://www.europaediatrics2019.org/>

### Venue

Convention Centre Dublin (CCD)  
Spencer Dock | N Wall Quay | North Wall | Dublin 1 |  
D01 T1W6 | Republic of Ireland  
Contact: Emma O'Brien  
Tel: +353 1 818 4514  
Email: [emma.obrien@theccd.ie](mailto:emma.obrien@theccd.ie)  
Web: <https://www.theccd.ie/>

### Accommodation

Minos Psarakis, Accommodation Manager  
Bioscientifica Ltd  
Starling House  
1600 Bristol Parkway North  
Bristol, BS34 8YU, UK  
Tel: +44 (0)1454 642766  
Mobile: +44 (0)7733 384056  
Email: [minos.psarakis@bioscientifica.com](mailto:minos.psarakis@bioscientifica.com)

### Exhibition Contact/orders

Total Expo  
Contact: Hugh Bagnall  
Tel: +353 (0)1 413 7314  
Email: [info@totalexpo.ie](mailto:info@totalexpo.ie)  
Web: [www.totalexpo.ie](http://www.totalexpo.ie)

### Badge Scanners

RefTech  
1-3 The Pavilions, Tamworth  
Staffordshire, B77 4RP  
Tel: +44 (0)1827 61666  
Fax: +44 (0)1827 61661  
Email: [scanners@reftech.co.uk](mailto:scanners@reftech.co.uk)  
Web: [www.reftech.co.uk](http://www.reftech.co.uk)

### Freight Forwarding

DHL Trade Fairs & Events (UK) Ltd  
Unit 17 & 21 2nd Exhibition Avenue  
Birmingham B40 1PJ  
United Kingdom  
Contact: Simon Latchford  
Phone: +44(0) 121 782 4626  
Email: [simon@dhl-exh.com](mailto:simon@dhl-exh.com)  
Web: [www.dhl-exh.com](http://www.dhl-exh.com)

## About the CCD – Location, Access and Parking

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### CCD Dublin

The Convention Centre Dublin is Ireland's only purpose-built convention centre, located in the heart of Dublin city. The building offers 22 multi-functional rooms suitable for meetings, banquets, conferences and exhibitions of all shapes and sizes, and was designed with the delegate experience in mind. The entire venue is finished to the highest specifications and incorporates industry leading technology and Wi-Fi throughout.

### Venue Address

Convention Centre Dublin (CCD)  
Spencer Dock | N Wall Quay | North Wall | Dublin 1 | D01 T1W6 | Republic of Ireland  
Tél. : +353 (0) 1 856 0000

### How to get there

Visit: <https://www.theccd.ie/how-to-get-here>.

### BY AIR

Dublin is highly accessible for delegates travelling from the UK, Europe, the US, and beyond. [Dublin Airport](#) is just 15 minutes from The Convention Centre Dublin via the [Port Tunnel](#) and serves over 180 routes – including direct flights to all major UK and European cities and daily flights to the Emirates and several North American cities.

For your journey to The CCD, the [Airlink](#) airport shuttle bus stops directly outside the building, while taxi and car hire services are also easily available.

### BY PUBLIC TRANSPORT

Conveniently located in Dublin's Docklands, the business hub of the city, The Convention Centre Dublin can be accessed via a growing network of public transport options.

#### Rail and DART

The CCD is less than 10 minutes on the Luas Red Line from Dublin's two main [railway stations](#), Connolly and Heuston. Operated by [Irish Rail](#), these stations serve all the major towns and cities in Ireland.

[The DART](#) (Dublin Area Rapid Transit) rail network runs along the coast of Dublin, from Malahide and Howth, to Bray and Graystones, providing transport from the city centre to suburban areas. Connolly, Pearse Street and Tara Street DART stations are all located about 10 minutes' walk from The CCD.

#### Tram (Luas)

[Luas](#) is Dublin's light rail transit system. There are two lines, the Green Line and the Red Line. The CCD is on the Red Line, conveniently linking to downtown Dublin and Connolly and Heuston rail stations. Major Square and Spencer Dock are the closest stops. Switch between the Red and Green lines at Abbey Street / O'Connell – GPO / Marlborough stops.

#### Bus

[Dublin Bus](#) offers a high frequency, easy-to-use and [accessible](#) service across all of the city centre and surrounding areas. These services include city bus services, [Airlink](#), [Nitelink](#) and DART feeder buses. Exact change, [weekly tickets](#) or top up [Leapcards](#) must be used. You can find more information on fares and tickets [here](#).

[Busáras](#) is the central bus station in Dublin for intercity and regional bus services operated by [Bus Éireann](#). Busáras is just 5 minutes from The CCD on the [Luas Red Line](#) and is located beside Connolly railway station.

## BY CAR

The Convention Centre Dublin is just minutes away from Ireland's M50 motorway network and Dublin's [Port Tunnel](#), making it easy to bring in supplies and equipment for your event. It is also next to the Samuel Beckett Bridge which spans the River Liffey, aiding access between the North and South of the city.

The CCD has its own [underground car park](#), with over 2,000 spaces located in car parks nearby, as well as considerable on street 'pay and display' parking on North Wall Quay and adjoining roads.

Find out more about [parking near The CCD](#) and [access for deliveries](#).

If you are using a satellite navigation system, please enter the following address or coordinates:

The Convention Centre Dublin  
Spencer Dock  
North Wall Quay  
Dublin 1

N 53 20 51.5

W 6 14 24.6

Our [Loc8 Code](#) is NN6-16-S23





## **Access for Exhibitors**

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park with a height limit of 4.5m, 14' 3". The weight limit of the ramp is 12.5Kn/m<sup>2</sup> with an axle load of 8.5 tonnes. Access to the exhibition halls is then via a truck lift or van lift. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move your vehicle on to allow other vehicles to use the lifts. A separate entrance to the Forum Hall only is available on ground road level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door.

The dimensions of this door are 4560mm high by 5000mm wide. Please note, we do not permit the use of its main entrance doors for exhibitor deliveries. Please be aware there is very little space to back an Artic Trailer into the Forum. For convenience, access to the East Road is controlled by our Security Traffic Marshals, who manage a strict loading and unloading time schedule.

## **Breakdown Access**

During the exhibition breakdown, we will not permit access to any stand contractor for at least 1 hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to breakdown and pack up their stand.

## **Parking for Trucks and Vans**

HGV, long wheel base etc. parking on site is very limited. In order to maintain a free flow of access into and out of the service bays and the East Access Road, HGV's etc. arriving on site will be subjected to pre-determined timeframes for unloading and re-loading, that will have been agreed and communicated beforehand by the Exhibition Organiser.

Deliveries can be split between the East Access Road (to the right of the venue) and the loading bay (which has truck and van lift access to the exhibition hall).

Any contractor operating outside of their allotted time slot will be asked to move their vehicle. There is a public waiting area located in the Topaz Service Station, close to Dublin Port, on Promenade Road, which is perfect for HGVs and long wheel-base vehicles.

**Please also note the HGV 5-axle ban in force throughout Dublin City Centre, by checking the Restriction Zone Map on the [www.hgv.ie](http://www.hgv.ie) website to plan your access point and route beforehand.**

## About the Exhibition - General

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### Exhibition Show Management

Total Expo is appointed as the Exhibition and Electrical Contractor and they work with the venue to ensure all exhibition requirements are fulfilled. Any queries regarding stand construction and stand design should be directed to them (see Contacts section for details).

### AV

Any audio visual requests can be made via Total Expo. Please give the Company Name, your contact details and Stand number.

### Bar/Catering Services

All food and beverage consumed on the premises must be purchased through venue. A catalogue of available snacks and lunches is available via the venue online ordering system. To review this and place an order, [click here](#) and enter the event ID: 29187. Click 'continue to Exhibitor Ordering', register a new account (or log in to an existing account) and follow the steps to place your order. Should you have any issues, please email [online.orders@theccd.ie](mailto:online.orders@theccd.ie).

### Catering Regulations

The Congress Venue is the sole purveyor of food and beverages at the Venue and, as such, has the sole right to provide food and drink (alcohol or otherwise) for consumption on stands and in offices. Except by written permission of the caterers no company or individual may bring any food, drink or catering equipment into the exhibition for distribution. Exhibitors wishing to offer refreshments, snacks or alcoholic beverages on their stand will need to order these from the caterers directly.

Power supply is available 24 hours.

### Company Profiles

Please complete the Company profile form (form A) and return to the Europaediatrics Congress Secretariat **no later than Tuesday 12 February 2019**. If you do not return your profile by the deadline date given then your Company profile may not be included in the Final Congress Programme.

### Contractor Passes

Exhibitor/Contractor passes WILL be issued for the build-up and breakdown periods. We will require a list of all stand contractors or anyone who will need to be onsite during the build-up days. Without prior notification the venue will not grant access. It is necessary for each person to carry some form of official identification, i.e. passport or driving licence as this will be required when signing in with the security guards who will be controlling access. A list of all contractors and staff onsite during the build and break-down is required to be submitted to the Congress Organisers by 26 March 2019. **If identification is not provided by this date we cannot guarantee access into the venue.**

***Please note: the Exhibition is not open to the general public and no one under the age of 16 is permitted on-site at any time during the build up, live days or breakdown.***

### Delegate Bag Inserts

Sponsors can include an insert in the delegate bags. This needs to be sent to Bioscientifica for approval by **2 April 2019**.

Bag inserts should be delivered **by LATEST Friday 31 May 2019** to DHL Trade Fairs and Events (UK) Ltd (see Bag insert information) who will ship them to the Venue ready for packing. Please ensure that your packages are clearly labelled for the Europaediatrics 2019 Congress. Please contact Natalie Dass for confirmation of the number of bag inserts required: [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com).

### Deliveries and Freight Forwarding

DHL Trade Fairs and Events (UK) Ltd has been appointed official forwarding agency for this Congress. All deliveries to the Congress must be made using this agency IN ADVANCE. **Please note the Venue will not accept any deliveries before or during the event.**

Please use the DHL Order Forms I-L (see dates and deadlines on page 4) and book no **later than Friday 17 May 2019**. Any queries relating to deliveries and freight forwarding should be directed to DHL directly (see Contacts section for details). DHL will deliver your shipment to your stand or room if this is booked via them.

**DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE.** The Organisers and Venue will not accept deliveries and take no responsibility for shipments made directly to the Venue (and not via DHL) nor for the moving of such onto your stand or satellite/hospitality room. If you wish DHL to assist onsite, there will be a charge made for this by DHL.

### **Electrical Supply**

Power to your **shell scheme stand** will be included as part of the package, 1 double socket 1.5kW. Space only stands will need to order power via Total Expo. Total Expo is responsible for arranging all additional power requests.

### **Hostesses**

Companies can hire additional personnel via the Venue to assist with general duties on the booth. Please see p.6 for contact details.

### **Insurance**

The Event Organisers, whilst taking every reasonable precaution, expressly do not accept any responsibility at all for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

All exhibitors are required, as part of their contract, to insure their legal liability and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the Exhibition including transportation.

**Exhibitors will be required to produce an insurance certificate as proof of the above.** Please send this documentation as soon as possible to Natalie Dass, contact details p6.

It is a condition of your contract that you must hold Public Liability Insurance to the value of £5,000,000. Exhibitors will be asked to provide proof of adequate public liability insurance to the Event Organiser.

### **IT**

Any exhibitors requiring IT equipment on their exhibition stand can order this via the venue's [Online order form](#). Please note this is for your exhibition stand only, any IT requirements for a hospitality room or satellite symposium session will need to be ordered separately (please see Satellite and Hospitality manuals).

### **Ordering Services**

All services, stand fittings, electrics and furniture can be ordered via Total Expo. **Please note that all orders must be received by 30<sup>th</sup> April 2019.**

#### *Late Orders*

Orders made after the deadline dates cannot be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity. *Late order fees may apply.*

#### *On-Site Orders*

Services ordered during the set-up period, the Exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders before the deadline.

## **Returns**

Please ensure that all returns are labelled clearly with your company name and delivery address as well as the name and contacts for the courier company. Collections should be arranged for Saturday 15 June 2019 between 15:30 and 22:00 NOT the following day as there is no storage facility available and items will not be kept.

## **Rigging**

If rigging is required this will need to be ordered in advance and a schedule of rigging will be agreed. Rigging can be arranged directly with the venue – please contact Richie O’Connell: [Richie.oconnell@theccd.ie](mailto:Richie.oconnell@theccd.ie).

## **Storage**

Please note that there are no storage facilities available in the Exhibition Area. Please ensure that all boxes and packing materials are removed from the Exhibition area once your stand set up is complete. Companies requiring offsite storage should arrange this directly with DHL Trade Fairs and Events (UK) Ltd (see Contacts section for details).

## **Trolleys & Fork Lift Hire**

There are no trolleys or Fork Lifts available for use. You will need to contact DHL to book if you require these services or equipment (use FORMS I - K).

## **WiFi**

WiFi is available free of charge throughout the Venue. However, this is unsuitable for downloading large files or running voting apps. Wired internet can be arranged and we would recommend having this connected to your Exhibition Stand. This can be ordered from the Venue using the Venue order form.

## Build up and Breakdown Information

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### BUILD-UP

#### Wednesday 12 June 2019

Space only exhibitors and contractors	08:00 – 23:00
Shell scheme exhibitors and contractors	15:00 – 23:00
Stands completed	23:00

#### Thursday 13 June 2019

Exhibitor access	07:30
Health and Safety Inspection	08:30
Delegate access	09:00
Welcome Ceremony	10:00 – 10:30
Welcome reception	18:45 – 20:30

All stands must be complete and all materials and tools removed from the exhibition hall by 23:00 on Wednesday 12 June to enable a full clean of the stands and public walkways. The area will be reviewed by a Health and Safety Inspector throughout the build, with a final health and safety inspection taking place at 08:30 on Thursday 13 June. This will be followed by the welcome ceremony which will take place on the exhibition floor from 10:00.

The Welcome Reception will take place in the Forum from 18:45. It is not mandatory for stands to be manned during the welcome reception.

### OPEN/LIVE DAYS

Thursday 13 June – Saturday 15 June

### BREAKDOWN

#### Saturday 15 June 2019

Removal of all stands and materials	16:30 – 22:00
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All stand materials need to be removed from the Exhibition Hall by 22:00 on Saturday 15 June. Neither the Organisers nor the Venue will take responsibility for any items left in the Exhibition Hall after this time. Any items that need to be collected by courier should be labelled up with the appropriate delivery address and left with DHL, the official forwarding agent. All items are left at owners' own risk.

### Please note

If rigging is required this will need to be ordered in advance and a schedule will be agreed based on exhibitor need. This can be arranged directly with the venue by emailing Richie O'Connell: [Richie.oconnell@theccd.ie](mailto:Richie.oconnell@theccd.ie).

Please note that every contractor requiring access on the build day will need to be registered in advance or they will not be allowed entry to the venue, so please ensure we receive ALL names in advance.

Please also note that high visibility tops and steel toe cap footwear will be required during the build of this event. The venue will not allow access without these items.

# Exhibition Opening Hours

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## Exhibition Open/Congress Schedule

The Exhibition Hall (The Forum) is entered through the doors directly behind the Registration Desks which are situated in the Ground Floor Foyer, from which delegates can also access all the scientific programme rooms and main auditorium via the escalators and lifts.

The Scientific Programme for Europaediatrics 2019 is available on the Congress website and will be updated with further information as it is finalised. The direct link is: <http://www.europaediatrics2019.org/programme/>

The Exhibition is not a thoroughfare and is therefore *not* open exactly the same hours as the scientific programme. It is up to the individual companies if they wish to staff their stand outside of the official refreshment breaks.

## EXHIBITION OPEN TIMES

### Thursday 13 June 2019

Registration opens	07:30
Exhibitors' access from	07:30
Health & Safety inspection	08:30
Delegate Access to exhibition area	09:00
Tea & Coffee Break	09:30 – 10:00
Lunch, exhibition & Posters	12:45-13:45
Lunchtime satellites	12:45-13:45
Afternoon tea & coffee	15:30 – 16:00
Last scientific session finishes	18:45
Welcome reception and ceremony	18:45 - 20:30

### Friday 14 June

Registration opens/delegate access	07:30
Exhibitors' access from	07:30
Morning tea & coffee	10:00 – 10:30
Lunch, exhibition and posters	12:15 – 13:15
Lunchtime satellites	12:15 – 13:15
Afternoon tea & coffee	14:30 – 15:00
Last scientific session finishes	17:45

Evening satellites 18:00 – 19:30

**Saturday 15 June 2019**

Registration opens/delegate access 07:30

Exhibitors' access from 07:30

Morning tea & coffee 10:00 – 10:30

Lunch, exhibition and posters 13:00 – 14:30

Lunchtime satellites 13:15 – 14:15

Afternoon tea & coffee 16:00 – 16:15

Exhibition hall closes 16:30

Last scientific session finishes 17:15

Closing ceremony (in main plenary space) 17:30 – 17:45



## General Event Information

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### Accommodation

A number of hotels of various categories at negotiated rates are available for participants of Europaediatrics 2019. Please contact Minos Psarakis at Bioscientifica for more information on availability or book via the [Accommodation booking](#) links on the Congress website.

### Banks

The nearest ATM is inside the MACE supermarket on Lower Mayor Street. The next closest cash point is at the AIB Branch on Central Square. Both cash points are within ten minutes' walk of The CCD. Please ask the venue Staff for directions.

### Business Centre

The Venue DOES NOT have a business centre and no facility for printing etc is available onsite. However, Snap Printing on Mayor Street is 5 minutes' walk from the venue and offers full printing and design services.

### Children/Students/Trainees

We regret that no-one under the age of 16 will be permitted access to the Exhibition or Congress. This rule also applies to the children of Exhibitors and Contractors during the build-up, open and breakdown periods.

### Cloakroom

This will be clearly signposted.

### Copyright

Please note that the Event Organisers have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.

Should any copyright dispute arise, the Event Organisers will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party.

### Disabled Persons' Facilities

The main Venue access is directly off a road via a ramp. The Registration and Exhibition are on Level 0 and are accessible directly from the main door. All other floors and areas are serviced by lifts.

### Distribution of Materials

The display or distribution of any material in any form from any area within the Venue, other than banner sites and within the boundary of your stand, is strictly prohibited.

### Employment of Labour

Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS). Any person whom in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the British Exhibition Contractors Association (BECA) or equivalent organisation. Any queries should be referred to BECA, BECA House, Uplands Business Park, Blackhorse Lane, London E17 5QJ.

## **First Aid**

Anyone requiring first aid assistance should contact a member of venue staff or the security team. Please contact a member of event or venue staff in case of a medical emergency.

## **Furniture**

Basic furniture for shell schemes as well as more elaborate furniture for self-build stands can be ordered from Total Expo – please see the contacts section on page 6. Shell scheme packages include 2 chairs and a table.

## **Insurance**

The Event Organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

The Event Organiser insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Event Organisers refuse to accept any responsibility whatsoever for the insurance of these objects. The Event Organisers will request the exhibitor to arrange for his/her own insurance with a third party.

All Companies exhibiting at the Europaediatrics 2019 Congress must complete, sign and return the Health and Safety Declaration Form E to confirm that they have the required level of liability insurance cover in place for this event. Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

## **Internet Connectivity/Telecoms**

*WiFi is available free of charge throughout the Venue.* However, this is unsuitable for downloading large files. Wired internet can be arranged and we would recommend having this connected to your booth or hospitality room. This can be ordered using the venue online order form – see details on page 5.

## **Lost Property**

If you have lost something please check with the Organisers' office or with the Venue's Security Team.

## **Noise**

To ensure that disturbance to Exhibitors and delegates is kept to a minimum the Organisers will enforce the following sound and music regulations for the duration of the event:

- Any company wishing to play music on their stand must have the appropriate licence(s). GEMA fees need to be paid by the exhibitor directly to GEMA – it is the exhibitors' responsibility to do this. Contact details are available via the Important Information in the Appendix.
- The Event Organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring Exhibitors at all times.

## **Paging**

Please note that during the open period of the show, the public address system is for Event Organisers' announcements and emergency/police messages only.

## Payment Conditions

The Venue will invoice all technical services and waste disposal before the event. Payment via credit card is possible and must be before the Congress.

## Security

Although every reasonable security precaution is taken throughout the tenancy period of the event, the Event Organisers cannot be held responsible for any loss, damage or accident, which may occur to any exhibitors (or their Contractors), property or personnel. ***We strongly recommend that any valuable items e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and removed from the Exhibition Hall each evening.***

Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the Venue, Security or Organising staff. Please ensure that you have suitable insurance cover for yourself, your staff and your property.

During the build-up and during the Congress there will be security at the main doors of the Venue. Every night the Venue will be closed and the Venue will provide appropriate security.

## Social Programme

The Informal Networking Event dinner will be held off-site on Saturday 15 June 2019. Sponsors receive the following complimentary entitlements to this event:

Gold Sponsors	3 complimentary tickets
Silver Sponsors	2 complimentary tickets
Bronze Sponsors	0 complimentary tickets

Complimentary tickets should be collected from the Registration Desk. If you wish to purchase additional tickets (cost will be advised in due course), please book these via the [Exhibitor Registration Form H](#). Please note that ALL additional tickets for the Informal Networking Event must be paid for at the time of booking.

## Smoking

Europaediatrics has been designated a non-smoking meeting. If exhibitors or contractors wish to smoke they may do so outside the Venue. Any contractor suspected of being under the influence of alcohol or any other substance, during build or breakdown periods, will be asked to cease working and leave the site for safety reasons.

## Exhibition Stands – General Information

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All exhibition stands must be identified by a Stand Number or Stand Name, which is identical with that on the official Exhibition Floor plan. Companies who provide their own fascia board must ensure the Stand Number and Company Name is printed on this.

Written approval from the Event Organiser is necessary for the following actions:

- Using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress
- Advertising of goods and services, which are not included in the exhibition programme

Advertising of goods and services on behalf of companies and organisations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not permitted to:-

- Place posters on columns, walls, partitions or stands etc, which are inside the building or outside their rented area
- Distribute promotional materials anywhere else other than on their stand, or to distribute publications of disturbing, political or dangerous character
- Exhibit or use a trademark, name, etc, which is contradictory or offensive to other exhibitors or visitors

### Badge Scanners

Exhibitors can hire badge scanners directly from RefTech, one of our partner Companies. They offer an exhibitor lead reference system, which includes:

- A simple to use, 5000 scan capacity bar code scanner for use during the event
- The ability to set up your own Lead Management for the event on-line, including your own lead qualification sheet which you can print at the office or collect on site
- Down-loads during the event with access to data 24 hours after the show closes
- Facility to filter the data as needed

If you would like to hire the badge scanners please access this link: <http://epa19scannerhire.eventreference.com/>

### Pricing - Handheld Scanner

Early Bird price is £252 inc. VAT.

This rate is available until 27 May 2019.

### LeadReference App

Main account - £174 inc. VAT

Additional access to main account - £12 inc. VAT each

### Building and Aerial Services

No fixing to the floor is allowed. Rigging is permitted only by prior arrangement and must be arranged at minimum one month in advance. Should you wish to arrange rigging, please contact Richie O'Connell:

[Richie.oconnell@theccd.ie](mailto:Richie.oconnell@theccd.ie)

### Cleaning and Waste Disposal

The Exhibition floor and public areas will be cleaned daily and any waste removed. This will be done each day after the exhibition closes. If you would like to arrange any cleaning for your own stand please book this with the Venue.

### Floor covering

The Forum, where the exhibition is held, is fully carpeted. However, if you **wish to order carpet for a space only stand** use the venue's online ordering system. Shell scheme packages include carpet – to request a change of carpet colour for your shell scheme stand please contact Total Expo.

## Exhibition Stands – General Information

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### Floral (Flowers and Plants)

Exhibitors can order floral displays from the venue by contacting Emma O'Brien: [emma.obrien@theccd.ie](mailto:emma.obrien@theccd.ie).

### Fork Lift Truck Hire

Any Company requiring this service should contact DHL Trade Fairs and Events (UK) Ltd (see Contacts section for details).

### Freight Forwarding Agent

The official freight forwarding agent is DHL Trade Fairs and Events (UK) Ltd. Any Company requiring freight forwarding and storage facilities should contact DHL directly (see Contacts section for details) or complete and return Forms I – K to DHL to book.

Note: There will be a cost charged to you by DHL for them to unload any deliveries and take them to your stand onsite.

### Graphics

Exhibitors who require printed graphic infill panels can order these via Total Expo.

### Hazardous Items

Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission – please ensure these are all detailed on the Risk Assessment and Method Statement (Forms D and F) for consideration by the Venue and Europaediatrics team.

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to regulation and has to be approved by the Venue.

Please forward written requests for the inclusion of any hazardous items onsite to Natalie Dass, [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com).

### Water Regulations

If you are having a water feature or are using water in any other way on your stand, please contact Natalie Dass [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com), for necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

### Water/Waste Services

Please contact Emma O'Brien at the venue to discuss your water/waste service requirements: [emma.obrien@theccd.ie](mailto:emma.obrien@theccd.ie).

If you are likely to have large volumes of waste during build or breakdown a skip for this must be arranged in advance.

Note: Any excess waste left behind will be charged to the exhibiting company or contractor.

## Exhibition Stands – Electrical Information

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### Electrical Regulations

All **shell scheme** exhibitors will have spot lights and a 1.5kW power socket included in their shell scheme package with power.

**Space only stands** will not receive any power as part of the package.

If you wish to order power or an electrical connection for your stand please contact Total Expo, who are responsible for arranging all additional power requests. All electrical work must comply with the regulations of the Congress Venue.

## Exhibition Stand Construction – Shell Scheme



### Each 3 x 3m shell scheme booth is provided with the following:

- Modular exhibition stand
- 2-3 LED spotlights (40W)
- 1 double power socket
- Exhibitor name card x 1 with Standard event logo in full colour and exhibitor name/number in black text
- Furniture: 2 chairs + 1 coffee table

Please note that these are not load bearing walls and it is forbidden to affix anything to the panels using nails, screws or glue. However you can use instead : Masking tape, removable double-sided tape or hook + chains from the top of the system. If in doubt, please email [info@totalexpo.ie](mailto:info@totalexpo.ie) with your request.

In case of damage, partitions will be at the expense of the exhibitor (42 € VAT excl / partition).

The maximum height for materials being displayed inside the shell scheme is 2.40mts high.

#### Electrical Connection

1 double power socket ncluded in the package

#### Fascia Panel

Each shell scheme stand comes complete with a name card. Please email your nameboard requirements (maximum 20 characters) to Total Expo: [info@totalexpo.ie](mailto:info@totalexpo.ie) by Tuesday 30 April 2019. **Please ensure accuracy.**

#### Graphic Infill Panels

It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain white finish. Please contact Total Expo to arrange this.

#### Stand fittings

Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc.) via Total Expo.

## Exhibition Stand Construction – Self Build

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***Exhibitors wishing to build their own stand must submit drawings for approval to Natalie Dass at [europaediatrics2019@endocrinology.org](mailto:europaediatrics2019@endocrinology.org).*** These must be submitted **no later than Tuesday 26 March 2019**. Please include your stand number and stand dimensions on the plan. Electronic plans are required and please also submit the schematic plan alongside this if you have specific requirements as to the placement of ordered items. **Once your plans have been approved any changes must be notified to the Congress Organisers immediately.**

Exhibitors building their own stands should note that **no stand services** are included in the space allocated. Companies can order furniture and electrics from Total Expo. Please note that all orders must be placed **no later than Tuesday 30 April 2019**.

Self-build stands should not exceed the dimensions of the area already allocated. Subject to approval from the Organisers, the **height limit for self-build stands is 4.0mts including platform floors**. Materials on display within the stand must not exceed this height without prior approval from the Exhibition Organiser.

Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the Exhibition or neighbouring stands. **Stands should not block the view of other stands behind so half-height walls or walls with gaps are preferable to solid walls.**

Exhibitors building their own stands must ensure that partition walls are provided between themselves and neighbouring stands. It is not permitted to span an aisle by either ceiling or floor covering. All space only exhibitors are required to construct freestanding partition walls between their own stand and adjoining stands. These must be to a minimum height of 2.5mts and a maximum of 4.0mts in height. Where adjoining walls are constructed over 2.5mts in height it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition down to a height of 2.5mts in a neutral colour.

All work must be carried out in conformity with the requirements of the Venue and the Event Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the Exhibitor.

### Building Columns/Pillars

There are a number of pillars in the Exhibition Area. Nothing can be fixed to the pillars at all.

If there is a pillar within your stand space, you can incorporate this into the stand design and build a structure around it to hold all branding etc.

### Height Restriction

For the purpose of this Exhibition the **height limit for all self-build stands has been set at 4.0mts** and any materials on display within the stand itself must not exceed this height without prior approval from the Exhibition Organiser.

### Materials

All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971. Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed



with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

### **Multi-Storey Stands**

Multi-storey stands, elevated gangways and stairways are not permitted.

### **Paint and Tape**

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

Only approved double-sided carpet tape may be used directly onto the Exhibition Hall floor.

### **Partitions**

Partitions separating stands may be erected up to between 2.5mts and 4.0mts high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.

It is the responsibility of Exhibitors who have taken space only sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.

The minimum height of the partitioning must be 2.5mts with a maximum height of 4.0mts of which the area above 2.5mts must be of double-sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

### **Platforms**

The general height may not exceed 100mm (4") and must have a ramp for wheelchair access. The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case, be laid with close joints.

Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should confirm to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.

It is compulsory to build an access on the platform to get access to the electrical duct on the floor if an electrical duct is on the booth space.

### **Schematic Plan**

Please download and complete [Form G](#) – and sketch the location of your utilities such as furniture, power outlets, and spotlights onto a plan. Please do not forget to mark on this schematic plan the border of your stand as well as the orientation of your drawing (to clarify where the passage and neighbouring stands are in relation to your stand).

If the schematic plan is not returned, then the ordered items will be placed at the discretion of the Exhibition Management Company and any relocation will be at the exhibitor's expense.

### **Stand ceilings**

The covering of ceilings of stands is not permitted.

### **Stand sizes/dimensions**

A CAD Floor Plan is available from Natalie Dass [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com). Please refer to this for the correct size to plan self build/space only stands on as it includes dimensions, open sides, location of pillars etc. Please study this carefully before designing your stand.

## Exhibition Stand Construction – Self Build

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### On-site Inspection

Following the build period a check on stand construction will be carried out prior to the exhibition opening to the public. Attention will be given to the following areas:-

1. The overall height of your stand fittings (including graphics and column cladding) does not exceed 4.0mts in height from the floor. Any stand fitting measuring 4.0mts in height must be set back 1mt from the open perimeter of the stand.
2. On stands of two or three open sides or less (part island) that a wall has been erected (minimum height of 2.5mts metres) between any other stand and that the face of any such wall has been left in a clean and finished state (one colour with no graphics).
3. That no suspension has been made from the roof of the Hall (unless by prior arrangement and with correct rigging) nor have any fixings been made to the structure of the building.
4. That the stand is acceptable when viewed from above (if applicable).
5. That all waste has been removed and disposed of properly.
6. That all platform corners have been well finished and are safe.
7. That approved double-sided carpet tape has been used – please contact the Venue (see Contacts section for details) if you need advice on this. All carpet tape must be removed at the end of the Exhibition. Failure to do so will result in the Exhibitor being charged for its removal by the Venue.

## Health and Safety Section

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As Organiser, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with recommended Health and Safety Procedures. The Organisers will work with the Venue to assess Health and Safety Risks to all parties during the event and will impose appropriate measures in order to ensure safe Build-up, Open and Breakdown periods. Any queries on-site should be made at the Organisers Office. Queries prior to the event should be directed to the Europaediatrics Event Team, which is the appointed Exhibition Contractor (see Contacts section for details)

Some of the key risk areas are outlined below but it is vital that each Exhibitor:

- ❖ Completes and returns the [Health & Safety Declaration Form E](#)
- ❖ Undertakes their own [Risk Assessment](#) (see section on Risk Assessments)
- ❖ Obtains a suitable [Method Statement](#) from their principal contractors (self-build only)
- ❖ Provides evidence of acceptable insurance cover (up to £5 million)

Each Exhibitor is obliged to follow the Exhibition Contractor's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means).

Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted.

It is forbidden to use the following items in the Exhibition Hall:

- ❖ Highly flammable or explosive materials, gas and other dangerous materials
- ❖ Goods offensive by their scent or in some other way
- ❖ Appliances producing unpleasant sound or light

If you are unsure of any of the above and require further clarification please contact the Exhibition Contractor (see Contacts section for details).

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Contractor will have the right to remove any such covering without being held responsible for any damage this action may cause. Exhibited goods must not be removed for the stand during the exhibition.

It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or visitors. Distribution of goods that can (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Venue equipment is also forbidden. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part or section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

### Appointed Contractors

The Organisers have satisfied themselves that the event's appointed and recommended contractors/suppliers are competent in the tasks required of them. The Organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

## Health and Safety Section

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### Emergency Procedures

If a suspect item is discovered do not touch it but report it immediately to the Organisers' Office or contact the nearest member of the Venue security staff.

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety. Organisers cannot accept responsibility for damage, loss or injury, however caused.

### Fire Procedures

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Contractor in advance.

Without written permission of the Exhibition Contractor, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Contractor has already issued written permission. The Exhibition Contractor reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, please contact the Venue for further information.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Contractor, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the fire department, Venue and by the Exhibition Contractor. In case of any doubt, please contact the Exhibition Contractor. All stands will be inspected by representatives of all three authorities.

### Personal Protective Equipment (PPE)

Every employee, third party employee or autonomous worker must wear the appropriate PPE with special attention to the high-visibility vest/jacket and the safety shoes/boots (steel toe caps) during the setting and disassembling of stage, stands, etc.

## Health and Safety Section

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### Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health & Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health & Safety at Work Act, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

**All Exhibitors must complete and return the Health & Safety Declaration Form E.**

Principal areas of note are.

- ❖ The understanding of Fire and Emergency Procedures of the Venue and the location of the Venue's First Aid room
- ❖ The need to maintain emergency gangways, as specified by the Organisers, through and to the centre of the Hall, especially during build-up and breakdown.
- ❖ The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.
- ❖ The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- ❖ The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- ❖ Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- ❖ Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- ❖ That stacker trucks are not used by other than fully trained personnel.
- ❖ That disused fluorescent type lighting tubes are disposed of safely.
- ❖ That chemicals and flammable liquids are, after use, removed from the Venue by the user or, in exceptional circumstances, brought to the attention of the Venue's Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- ❖ That any work area is maintained free from general waste materials which could be a hazard to operatives.

## Health and Safety Documents

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### Health and Safety Declaration

The Management of Health and Safety at Work Regulations requires co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the exhibition that EVERY exhibitor, contractor, sub contractor, supplier and their agents comply with the Health and Safety at Work act 1974 (HASAWA74) and all other legislation covering the Venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the Europaediatrics 2019 Exhibition. All Companies must complete the [Health and Safety Declaration Form E](#) affirming your commitment to co-operation and co-ordination with the Organisers and Venue.

### Insurance and Liability

Exhibiting Companies are required to hold suitable Public Liability Insurance, which is valid for the duration of the exhibition, to the value of £5M for self-build stands, £2M for shell scheme stands and £1M for pop up stands. Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

### Method Statement

If you are building your own stand or other complex structure at the exhibition, you must submit a full Method Statement to the Exhibition Contractor at the same time as your stand plan, risk assessment and structural calculations (see [Form F](#)). If you have any queries regarding this or need further information, please contact the Europaediatrics Event Team (see Contacts section for details).

### Risk Assessment

Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the Exhibition, identifying the hazards present on site and ways in which you will then minimise and control these hazards (see [Form D](#)).

All exhibitors must complete and return their mandatory Risk Assessment Form (D). A risk assessment template and guidelines for completing this are included at the back of this Manual. Exhibitors can produce their own if preferred.

**THESE FORMS (FORM D, E, F) MUST BE COMPLETED AND RETURNED BY THE STATED DEADLINE – ACCESS TO BUILD THE STAND WILL NOT BE GRANTED IF THESE ARE NOT COMPLETED AND RETURNED.**

## Health and Safety – Exhibitor Checklist

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- ❖ Appoint a responsible person for the build-up, open and breakdown periods.
- ❖ Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors.
- ❖ Sign and return a copy of the Health & Safety Declaration enclosed with this manual. Please note we will not be able to issue your badges and passes prior to the receipt of your Health and Safety Declaration.
- ❖ At the tender stage ask to see your principal contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references and ask to see proof of previous work standards – in short satisfy yourself that your Contractors are reliable and competent.
- ❖ Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Exhibition Contractor along with your stand design.
- ❖ Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- ❖ Plan your time during build-up and breakdown. If necessary schedule a late working rota.
- ❖ Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future.





# Terms and Conditions of Exhibiting

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## Cancellation of Contract

Following receipt of the signed contract, cancellation or any changes to the original booking must be made in writing to the Europaediatrics Congress Secretariat. The following cancellation charges will apply:

Cancellation before 1 November 2018	10% of total cost
Cancellation between 2 November and 30 December 2018	50% of total cost
Cancellation after 1 January 2019	100% of total cost

N.B. All prices are exclusive of VAT. VAT will be charged as applicable, and is subject to changes in legislation.

## Cancellation of Exhibition

In the event of the Exhibition having to be cancelled, curtailed, postponed or abandoned due to circumstances outside the control of the Organisers, the Exhibitor, his Agents or Contractors shall have no claim against the Organisers for loss of incurred costs or expenses. It is recommended that the Exhibitor arrange appropriate insurance to cover their loss of all potential costs, expenses and deposits arising out of the cancellation, curtailment, postponement or abandonment of the Exhibition, including such costs which may arise as a result of the Exhibitor failing to vacate the Venue by the end of the tenancy period.

## Exhibition Floor Plan Amendments

The Congress Organiser reserves the right to alter the layout of the exhibition floor plan if such action is deemed necessary. Where this results in an amendment to the exact site of the location of individual stands the Exhibitor undertakes to agree to any such amendment to the location or the space re-allocated by the Congress Organiser.

### 1. Definitions

The term 'Europaediatrics 2019 Supporter' in all cases refers to the company supporting Europaediatrics 2019. The term 'Exhibition' in all cases refers to the Industry Exhibition being held in conjunction with the 9th Europaediatrics Congress. The term 'Exhibitor' includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term 'Europaediatrics 2019 Congress Secretariat' means Bioscientifica on behalf of Europaediatrics 2019. The term 'Satellite Symposium Provider' refers to Europaediatrics 2019 Supporters holding a satellite symposium at Europaediatrics 2019.

### 2. Registration and accommodation

Arrangement and costs for registration and accommodation for attendance at the congress is the responsibility of the Europaediatrics 2019 Supporter.

### 3. Application

The Europaediatrics 2019 congress organiser reserves the right to refuse any application or prohibit any application for support without assigning any reason for such refusal or prohibition.

### 4. Event cancellation, timings and dates

The Europaediatrics 2019 congress organiser reserves the right to change the Venue and dates for the Europaediatrics 2019 and Exhibition, and to hold the Europaediatrics 2019 and Exhibition at a different Venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the European Paediatric Association (EPA).

The Europaediatrics 2019 congress organiser accepts no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Europaediatrics 2019 congress organiser which the Europaediatrics 2019 congress organiser could not reasonably have foreseen when signing the Europaediatrics 2019 Supporters Contract and which the Europaediatrics 2019 congress organiser could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots,

governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.

#### **5. Deposit**

100% of the total cost will be invoiced upon receipt of signed contract.

#### **6. Payment**

All invoices must be paid by the deadlines shown. In the case of late payment, the organisers reserve the right to resell the space. Full payment of exhibition invoices is required prior build-up of the exhibition. Exhibitors with payments outstanding will not be allowed to build their stands.

#### **7. Cancellations**

Cancellations and changes to your original booking must be made in writing to Bioscientifica.

Cancellation before 1 November 2018	10% of total cost
Cancellation between 2 November and 30 December 2018	50% of total cost
Cancellation after 1 January 2019	100% of total cost

#### **8. Changes in size of reserved space**

The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in the case of a change in size of the reserved exhibition space.

#### **9. Allocation of stands**

Stands will be allocated on a first-come first-served basis.

#### **10. Staffing of stands**

Exhibitors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

#### **11. Registrations**

Exhibitors are entitled to two free exhibitor registrations per 9m<sup>2</sup>, and one additional exhibitor registration per additional 9m<sup>2</sup> booked up to a maximum of 12.

#### **12. Sharing of stands**

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the organisers.

#### **13. Sub-letting**

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the organisers.

#### **14. Amendments to exhibition layout**

While every effort is made to preserve the published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

#### **15. Stand design**

Any exhibitors occupying space-only stands are required to submit a detailed plan of their stand to the organisers for approval by 26 March 2019.

#### **16. Layout of stand**

To maintain an open exhibition area, exhibitors are requested to maintain sides of stands adjacent to aisles open. Island stands should be accessible from all four sides.

### **17. Flow of delegates**

Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

### **18. Build-up**

No one under the age of sixteen will be permitted on the exhibition during build-up or dismantling.

### **19. Maximum stand height**

The maximum height for any part of any stand will be 4m. Shell scheme stands are 2.50m high.

### **20. Laser shows**

No laser shows will be allowed at this event.

### **21. Disruption to other exhibits**

The organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

### **22. Give-aways and distribution of printed materials**

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. Product identification is permitted on giveaways. Contests, lotteries and raffles are subject to approval by the organisers.

### **23. Product disclaimer**

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the meeting. It is the responsibility of exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organisers will not arbitrate in any way in legal issues of this nature.

The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

### **24. Liability**

The organisers cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

### **25. Security and insurance**

The organisers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this. Health and Safety at Work Regulations It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

## Appendix

<b>Compulsory forms to be returned to the Event Organiser by the allotted deadline stated on p.3 &amp; 4</b>	
Company Name, Profile and Logo	<a href="#">Form A</a>
Stand Plans and Contractor details	<a href="#">Form C</a> Email to <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
Risk Assessment	<a href="#">Form D</a>
Health and Safety Declaration	<a href="#">Form E</a>
Method Statement	<a href="#">Form F</a>
Schematic Plan	<a href="#">Form G</a>
Exhibitor Registration Passes	<a href="#">Form H</a>
Advert specification on request	Request from <a href="mailto:europaediatrics2019@bioscientifica.com">europaediatrics2019@bioscientifica.com</a>
<b>DHL – Official Freight Forwarding forms</b>	
DHL Congress Bag Inlay Information	<a href="#">Form L</a>
DHL Freight Forwarding Services: DHL Order Form/ Shipping Manual/ Tariff	Forms <a href="#">I (order form)</a> , <a href="#">J (Tariff)</a> & <a href="#">K (shipping manual)</a>
<b>Venue Order forms – Optional</b>	
Shell Scheme Fascia Nameboard	Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Furniture Rental	Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
AV	Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Internet (hard wire) connection	<a href="#">Venue order form:</a> Event ID: 29187 For any issues email: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Telecoms	<a href="#">Venue order form:</a> Event ID: 29187 For any issues email: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Catering	<a href="#">Venue order form:</a> Event ID: 29187 For any issues email: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Electrics/power	Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Flowers and plants	Email: <a href="mailto:emma.obrien@theccd.ie">emma.obrien@theccd.ie</a>
Hostesses	Email: <a href="mailto:emma.obrien@theccd.ie">emma.obrien@theccd.ie</a>
Cleaning	<a href="#">Venue order form:</a> Event ID: 29187 For any issues email: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Carpet	Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a>
Waste	<a href="#">Venue order form:</a> Event ID: 29187 For any issues email: <a href="mailto:online.orders@theccd.ie">online.orders@theccd.ie</a>
Security	Email: <a href="mailto:emma.obrien@theccd.ie">emma.obrien@theccd.ie</a>

## Exhibitor FAQs

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### **How do I book stand personnel?**

Please order stand personnel via the [Venue order form](#). The event ID is 29187.

### **Where can I find the social programme?**

Due to regulations, Europaediatrics 2019 will be NOT be advertising the social programme on the website, tickets are available to buy on the registration system, or by including this on your exhibitor personnel booking form. Details of the 'informal networking evening' will be emailed to delegates.

### **What is the delivery date and address for bag inserts?**

(NB these need to be booked separately to an exhibition stand at an additional cost.)

Number TBC – please email Natalie Dass: [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com)

Copies to be delivered by 31 May 2019 to:

Europaediatrics 2019

DHL Trade Fairs & Events (UK) Ltd

Unit 17 & 21, 2nd Exhibition Avenue

Birmingham, B40 1PJ United Kingdom

ATTN: Mr. Simon Latchford PHONE: 0044 121 782 4626

### **How can I book electrics, AV, IT equipment, furniture etc?**

Electrical connections and stand furniture can be ordered via Total Expo: Email: [info@totalexpo.ie](mailto:info@totalexpo.ie)

For IT equipment, Please download the [Venue order form](#). The event ID is 29187.

### **Are there any pillars in the exhibition hall?**

Yes

### **Where are the entrances/exits into the exhibition hall?**

There will be one entrance in use, from the end closest to the registration hall.

### **Is the hall carpeted?**

Yes

### **Are there any advertising/banner opportunities around the building?**

Please contact the sales team at [sales@bioscientifica.com](mailto:sales@bioscientifica.com) to discuss.

### **Where is the delegate registration?**

Registration is in the entrance foyer of the CCD.

### **Where will the welcome reception be?**

In the Exhibition Hall

### **How many copies do I need to send for the delegate bag inserts and where do I send these?**

Please contact the congress secretariat for information: [europaediatrics2019@bioscientifica.com](mailto:europaediatrics2019@bioscientifica.com)