



21-24 May 2022, Milan, Italy

Exhibition Technical Manual

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1. Introduction

After two years without a face to face meeting, we are delighted that the 24th European Congress of Endocrinology (ECE 2022) will once again take place in a physical format. The congress is set to attract over 3 500 participants from all areas of endocrinology and from over 100 countries, including clinicians, nurses, basic researchers, fellows and trainees – all experts and key opinion leaders in the field of endocrinology.

With the continued uncertainty of the COVID-19 pandemic, and the impact this has on many people to be able to travel, we are excited to be offering a hybrid event with the opportunity for delegates to attend in person, watch live streamed sessions with ECE@Home or catch up on the sessions after the event via ESE On Demand. There is no plan to offer an online exhibition at ECE 2022 since the focus for the exhibition is on networking and face to face meetings.

This year some changes have been made to the structure of the congress to encourage more networking and time spent within the exhibition hall, allowing delegates and exhibitors the opportunity to meet and reconnect after over two years apart.

This manual has been prepared to provide you with all the necessary information needed to enable you to plan your exhibition stand. Exhibitors are required to use the preferred suppliers identified in this Manual.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact Natalie Dass (Logistics), ece2022@endocrinology.org, or Victoria Withy (Sales), Victoria.Withy@ese-hormones.org. Full contact details are provided below.

2. Contact information

Please note that orders to the Venue or Venue partners will ONLY be accepted via the Venue booking link provided. The Venue and their suppliers will contact you directly should you have any bespoke requests outlined in your order.

| Role | Contact Name | Contact number | Email | Company |
|----------------------------------|----------------|---------------------|--|----------------|
| Sales and Marketing Manager | Victoria Withy | +44 (0) 7761 800855 | Victoria.Withy@ese-hormones.org | ESE |
| Sponsorship & Exhibition Manager | Natalie Dass | +44 (0) 1454 642244 | ece2022@endocrinology.org | Bioscientifica |
| Freight forwarding & storage | Matthew Spokes | - | Matthew@dhl-exh.com | DHL |
| Venue Management | MiCo | - | ece2022@fieramilanocongressi.it | MiCo |
| Event Manager | Gemma Boyd | +44 (0) 1454 642760 | ece2022@endocrinology.org | Bioscientifica |

3. Additional items and costs

In addition to the items outlined in the [ECE 2022 prospectus](#), there are other opportunities to support your brand awareness and congress participation detailed in this manual. For ease of reference, these are detailed below along with associated costs.

| Opportunity (item number) | Description | Cost |
|---|--|--|
| Additional Lead retrieval devices (one included) (16.1) | Lead retrieval software for in person attendance can be purchased or included as part of 'included value' (€750), and downloaded to iOS devices. One (1) iOS device is included as part of each lead retrieval booking. Should you wish to hire additional devices, these are available at a cost of €125. Alternatively, you can download the lead retrieval software to your personal device (software not compatible with Android). | €125 (one device include in each in-person lead retrieval booking) |
| Catering (16.2) | You may provide small catering items at your booth – see section 9.7 for details of regulations. | Quoted based on requirements |

| | | |
|--|---|------------------------------|
| Hostesses (16.8) | You may book hostesses to staff your stand should you wish. | Quoted based on requirements |
| Additional Exhibitor passes (19.2) | Exhibitor passes provide access to the Registration Hall, Balcony and Exhibition Hall only . A number of complimentary passes are included as part of your package – see section 24 for details. Additional passes can be purchased if required. | €180 each |

4. Dates and Deadlines

The dates outlined below are provided to ensure that all elements of your sponsorship can be delivered. While we will aim to deliver all items and booked services, failure to meet these deadlines may lead to delays or an inability to deliver on the item in question.

Please note: A number of services can be booked via the venue’s online booking link, as detailed below. When your exhibit booking is confirmed, an email will be sent to you to obtain the contact details of any individual who requires access to book these services. A login will then be created and issued to all relevant individuals.

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|-----------------|--|------------------|--|----------------------------|--|
| 1 February 2022 | Confirmation of agency contacts sent to Congress Organiser | Exhibitor | Natalie Dass ece2022@endocrinology.org | Email form | We would like to keep the number of individuals to be liaised with to a minimum to avoid confusion therefore please provide key contact details only |
| 1 February 2022 | Company logo and profile sent to organiser | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | All companies should submit their logo and company profile (max. 200 words) for inclusion in event materials. |
| 1 March 2022 | Stand design plans & schematics submitted for approval (Space only) | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | All space only exhibitors must submit plans of their stands, showing all measurements, for approval |
| 22 March 2022 | Method statement submitted (Space only) | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | All space only exhibitors must submit a full method statement for the stand build |
| 22 March 2022 | Congress e-Bag content draft submitted for approval (if part of package) | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | Please see section 6, Congress e-Bag content , for details. |
| 19 April 2022 | Risk Assessment Form submitted | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email form | All exhibiting companies/ stand build agencies must complete and return the Risk Assessment. Without this exhibitors will not be permitted to set up at the congress venue |
| 19 April 2022 | Health & Safety Declaration submitted | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email form | All exhibiting companies must sign and return the Health and Safety Declaration. Without this exhibitors will not be permitted to set up at the congress venue |
| 19 April 2022 | Proof of Insurance submitted | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | All exhibiting companies must provide proof of public liability insurance up to a value of €5m) |
| 19 April 2022 | Final Congress e-Bag content submitted (if part of package) | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | Please see section 6, Congress e-Bag content , for details. |

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|---------------|--|------------------|--|---|---|
| 19 April 2022 | Lead retrieval bookings made (if not part of package) | Sponsor/Agency | Natalie Dass ece2022@endocrinology.org | Email | If lead retrieval is not included or purchased as part of the sponsorship package, this can be purchased as a separate item |
| 19 April 2022 | Fascia name board details provided (shell scheme) | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | The exact text required on the stand fascia (shell scheme stands only) must be provided via the venue booking link |
| 19 April 2022 | Orders for electrical connection/power (space only) | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Space only stand bookings do not include power and this must be ordered separately via the venue booking link |
| 19 April 2022 | Orders for stand furniture, fixtures and fittings | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Additional furniture for shell scheme packages, or furniture for space only stands can be ordered via the venue booking link |
| 19 April 2022 | Orders for stand graphics/printed items (panels, banners etc.) | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Shell scheme panels can be personalised with printed graphics. Graphic panels and banners for all stand types can be ordered via the venue booking link. |
| 19 April 2022 | Orders for Audio Visual/IT for stands | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Exhibiting companies wishing to include AV or IT on their stand can order this via the venue booking link |
| 19 April 2022 | Orders for Internet for stands | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Orders for wired internet connections at stands can be submitted via the venue booking link |
| 19 April 2022 | Orders for water and waste services for stands | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Orders for water and waste services for stands can be submitted via the venue booking link |
| 19 April 2022 | Stand cleaning booking | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | The exhibition hall and stand carpets will be hoovered each evening. Additional/enhanced cleaning can be ordered via the venue booking link |
| 19 April 2022 | Sponsor and exhibitor registrations submitted | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email form | Please complete the form in full. Failure to provide complete information may result in a delay to your registration being processed. See ' Registration & Passes ' if you are unsure how many complimentary passes you are eligible for. |
| 19 April 2022 | Stand catering booked (if required) | Exhibitor/Agency | Silvia Bonichini silvia.bonichini@compass-group.it | https://es.fieramilanocongressi.it/ | Catering and additional services can be booked via the online order form. |
| 19 April 2022 | Additional hostesses booked (if required) | Exhibitor/Agency | https://es.fieramilanocongressi.it/ | https://es.fieramilanocongressi.it/ | Hostesses can be booked via the online order form. |
| 22 April 2022 | Shipping and Freight Forwarding services – DHL | Exhibitor/Agency | Matthew Spokes Matthew@dhl-exh.com | Shipping Guidelines Tariff Order form | All shipping requirements must be submitted to DHL using the order form |

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|------------|----------------------------------|------------------|--|--------|--|
| 3 May 2022 | Stand build contractor name list | Exhibitor/Agency | Natalie Dass ece2022@endocrinology.org | Email | The names of all stand builders/contractors who require access to the event site during set up and break down must be provided to ensure access is permitted |

5. Company Profiles

Please provide your company logo and profile (200 words maximum) to Natalie Dass **no later than Tuesday 1 February 2022**. Your company logo and profile will be included on various congress materials dependent on sponsorship level/level of support.

6. COVID-19: Information for exhibitors

At the time of writing, ECE 2022 is expected to go ahead in Milan as a face to face meeting and ESE and Bioscientifica are working closely with the congress venue and suppliers, as well as local and European committees, to remain up to date with all latest guidance.

MiCo is implementing a number of measures to ensure the safety of congress attendees, details of which can be found here: <https://www.fieramilano.it/safetogether.html>.

With this in mind, please note the following advice which we would ask that you consider when designing, building and staffing your exhibition stand:

- As far as possible, please construct stands using easy to clean materials, particularly in areas where there might be high touch points, for example desks or touch screens
- Please make hand sanitiser/disinfectant wipes readily available on your exhibition booth
- Where possible, use self-service displays so that delegates can pick up/review materials themselves instead of items being passed from hand to hand or picked up and then put back
- Consider social distancing – ensure you have enough clear space on your stand to allow delegates and stand representatives to interact whilst maintaining distance (ideally minimum 1m)
- Ensure all representatives are provided with masks and that these are replaced regularly
- Brief all stand personnel to wipe down surfaces, particularly high-touch areas, regularly and particularly after use

NOTE: It is each exhibiting company/agency's responsibility to ensure that all staff and contractors are aware of, and comply with, all rules and travel restrictions in relation to COVID-19, both in their country of origin and the country in which the congress will take place (Italy), as well as any regulations imposed by MiCo, the congress venue. ESE and the congress organiser will not be held responsible for any costs incurred by companies or their agencies relating to isolation or inability to access Italy/MiCo.

We will endeavour to provide updates relating to travel requirements and congress access whenever these become available. Current restrictions in Italy can also be found on the [Italian National Tourism Agency](https://www.italiainfo.it/) website.

7. Congress e-Bag content

In the interest of the environment and reducing the amount of printed materials on site at ECE 2022, this year we will be implementing the Congress e-Bag. The Congress e-Bag will be a page within the congress platform which contains various files (PDFs, videos, images, links) and will be accessible to all registered delegates, whether they are attending in person or online.

Content can include company information, links to websites, videos and images, or other material linked to your presence at ECE 2022 (either directly or in relation to content you are sharing at the congress).

Sponsors are entitled to complimentary congress e-Bag content items as follows:

| | Supporter | Bronze | Silver | Gold | Platinum |
|---|-----------|--------|--------|------|----------|
| Number of congress e-Bag items included | 0 | 1 | 2 | 3 | 3 |

Note: Satellite symposium packages also include one congress e-Bag content item.

The Congress e-Bag will be promoted to registered delegates via email in advance of the congress. Once on site, the Congress e-Bag Wall will sit in the exhibition hall, directly opposite the entrance to the downstairs session rooms. This wall will display a preview image of all e-Bag materials accompanied by a QR code which, when scanned, will link the delegate directly to the selected file for download to their phone or mobile device.

For files held within the congress platform, a QR code will be generated on your behalf and included on the congress e-Bag wall. For externally hosted files, for example if you wish your link to take delegates to content on your company website, **you will need to provide the QR Code for this purpose, to be included on the congress e-Bag wall.**

Congress e-Bag content can be provided as a stand-alone file (PDF, JPG, MP4) which will be uploaded to the congress platform and is accessible only to registered delegates or, alternatively, can be provided as a link to a sponsor website or hosted file. **If provided as an external link, the sponsor must provide a related QR code along with the preview image they would like to use.**

Please note that files over 5GB cannot be hosted on the congress platform and will need to be hosted externally with a link and QR code provided.

Congress e-Bag content must be received **no later than 19 April 2022**. Items received after this time cannot be guaranteed to appear on the Congress e-Bag wall in the venue but can still be added to the online Congress e-Bag.

8. About the Venue

ECE 2022 will take place in Milan at the [Milano Convention Centre](#) (MiCo) South Wing. MiCo is the largest convention centre in Europe with the South Wing housing multiple session and meeting rooms as well as the South Hall, over 8 000sqm of exhibition space.

MiCo is a **Gold Healthy Venue**. The Healthy Venue Award forms part of World Obesity's Action Initiative, a mechanism for stimulating action to help reduce obesity across a wide range of industries.

8.1 Venue Address

MiCo – Milano Convention Centre
Piazzale Carlo Magno
1 – 20149 Milano
Italy

8.2 How to get there

Entry to MiCo for delegates will be via Gate 2, in to the Registration Hall in the **South Wing**.

You can download a simple map of Milan and the area around MiCo here:

<https://www.micomilano.it/Sites/MiCo/Download/Maps/MilanMap.pdf>

This map also shows the nearby metro stations and hotels:

<https://www.micomilano.it/Sites/MiCo/Download/Maps/MiCoAreaMap.pdf>

8.2.1 By Air

Milan is served by two main airports, Malpensa and Linate, both of which can be easily accessed via public transport from MiCo, as well as two smaller airports, Bergamo and Orio al Serio.

8.2.2 By Train

Milano Centrale railway station is within easy reach of MiCo either via taxi, bus or Metro.

8.2.3 By Car

Milan is surrounded by a network of Motorways including the A50 from Tangenziale Ovest, A4 from Venezia, A8 from Varese and A9 from Como. Use the Fieramilano and Pero-fieramilano exits. Parking is available nearby – please contact Natalie Dass should you require long stay parking near the venue (additional charges may apply).

8.2.4 By Public Transport

Milan is home to an extensive Metro network with MiCo being situated adjacent to the Portello Metro station on the Purple Line. More information about Milan's public transport network can be found here:

<https://www.atm.it/en/Pages/default.aspx>

8.2.5 Taxi

There is a taxi rank situated alongside the MiCo building.

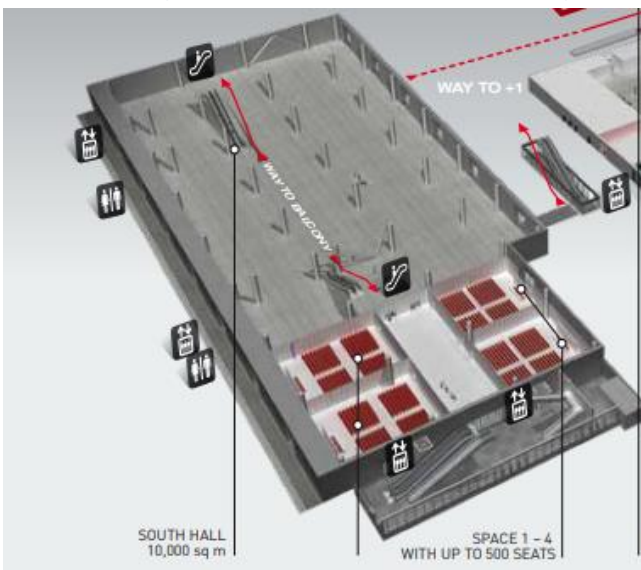
8.3 Venue layout

ECE 2022 will take place in the South Wing. Delegate entry is via Gates 1 and 2 into the Registration Hall which is on Level 1. From the Registration Hall, delegates will access the Level 1 Balcony which overlooks the Exhibition Hall on Level 0. Delegates can then proceed down the first escalator to access Level 0 which houses the Exhibition Hall as well as Spaces 1/2 and Spaces 2/3, which are breakout rooms.

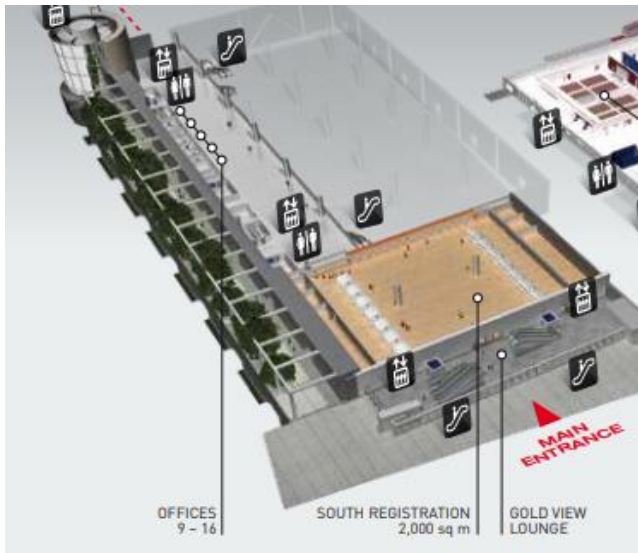
Alternatively, delegates can continue along the balcony to the far escalator and proceed up to Level 2, to the Amber rooms (breakout/meeting rooms) and the Gold Plenary room (main auditorium) as well as hospitality rooms.

Additional hospitality rooms can also be found on the Level 2 Mezzanine which is accessed via stairway or lift from Level 2.

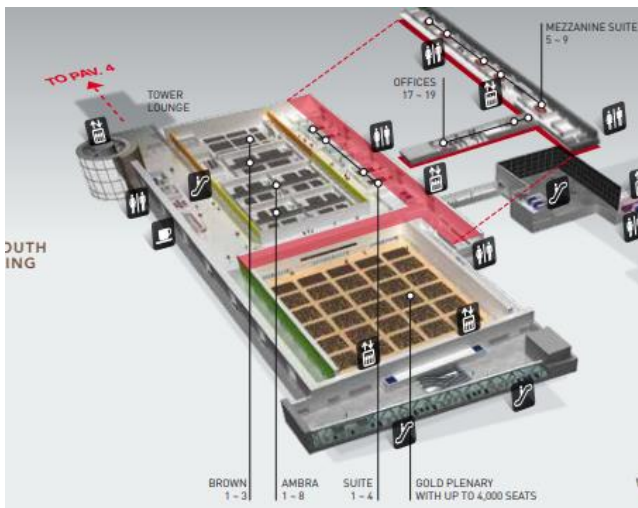
8.3.1 Level 0 (Exhibition Hall, Breakout Rooms)



8.3.2 Level 1 (Entrance, Registration, Balcony)



8.3.3 Level 2 (Main Auditorium, Breakout Rooms, Meeting/Hospitality Rooms)



9. ECE 2022 rooms in use at the venue (correct at time of publication)

Level 0

South Hall = Exhibition, Patient Experience Zone, ECE Hubs, catering, posters

Space 1 = Breakout room (400 theatre)

Space 2 = Breakout room (450 theatre)

Space 3 = Breakout room (404 theatre)

Space 4 = Breakout room (396 theatre)

Level 1

South Registration = Registration and cloakroom

Balcony, including offices = Press room, small meeting rooms

Level 2

Gold Plenary = Plenary room (3762 theatre)

Brown 1 = Organisers office

Brown 2 = Speaker preview

Amber 1&2 = Breakout room (300 theatre)

Amber 3 = Overflow (if required)

Amber 4 = Overflow (if required)

Amber 5 = Overflow (if required)

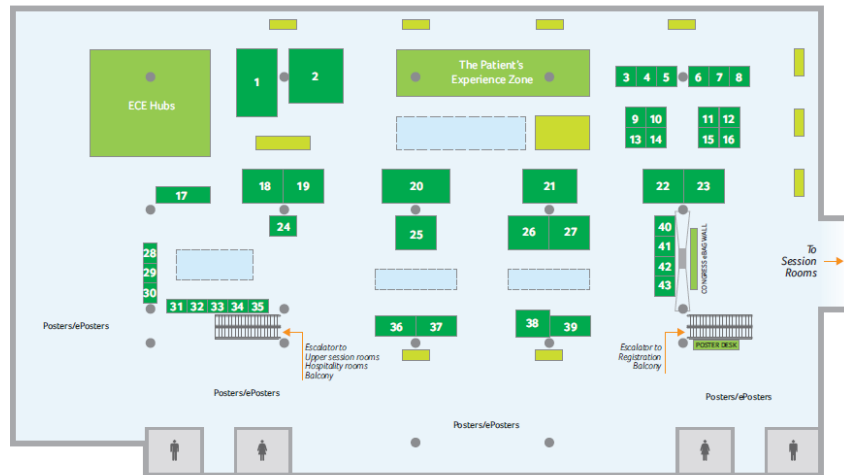
Amber 6 = Overflow (if required)

Amber 7 & 8 = ESE Meeting rooms

10. Exhibition Location – South Hall

The exhibition will be located in [South Hall](#) on Level 0, along with all catering, seating, posters/ePosters, the ECE Hubs and the new Patient's Experience Zone. **Note:** The exhibition provides a thoroughfare to some of the congress breakout rooms which will be in use as part of pre-congress activities on 21 May. Therefore all large stand construction and bulk material transport must be completed by the end of the day on 20 May 2022 (final elements of stand set up can take place during the day on 21 May).

10.1 Exhibition plan



The most up to date floorplan with stand allocations can be found [here](#).

10.2 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.

11. Loading bay, access and regulations

Access to the loading bay is restricted to any vehicle not registered with the Congress Centre. Vehicle details must be entered via the venue booking link prior to arrival at the congress. Once vehicle details are provided, a pass will be issued for the vehicle that provides access to the entrance, movement, parking and strictly the loading and unloading operations. This pass must always be attached and visible on the vehicle.

The exhibition will be located in the South Hall. The loading bay leads directly in to the South Hall through multiple doors.

Please note that the movement of vehicles in the area of MiCo is governed by the Italian Rules of the Road. In particular, please note the horizontal and vertical signs and the speed limit prescribed by the Congress Centre of 30 km/hour. Penalties may be applied if the onsite rules are not adhered to, with access passes being withdrawn in some cases.

Vehicles must not be parked in front of, or in a way which blocks, vehicle passageways, hydrants, safety exits, in the vicinity of the crossings, as well as in areas in front of the public utility services (First Aid, Fire service, etc.), at any time.

The Congress Centre reserves the right to remove the vehicle without notice, charging the relative costs to it.

Due to the amount of traffic in the roads of MiCo, during the period of set-up and breakdown, drivers are required:

- to strictly observe the paths and parking areas indicated by MiCo by means of Personnel for the supervision of traffic; failure to comply with the provisions of the Personnel for supervision of internal traffic will bring about the withdrawal of the access pass.
- to restrict the stop for the loading and unloading of goods operations (max 2 h).

- to not leave parked lorries (even in case of failure) within the areas of MiCo from the hours of 7:00 pm to 8:00 am. In the event of extended opening hours, no later than the closing time of MiCo. Overnight parking is prohibited unless agreed in advance.

11.1 Breakdown Access

On Tuesday 24 May 2022, the Venue will not permit access to any stand contractor for at least 30 minutes after the closing time of the exhibition (which is 15:00) to allow exhibitors sufficient time to break down and pack up their stand materials.

12. Exhibition Stand Construction – Shell Scheme

12.1 3m x 3m



12.2 3m x 2m



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

- White bilaminate panels (Height: 2,5m, Width: 1m)
- Carpet colour: blue (Change of colour at the exhibitor's cost)
- 3 x spotlights (100W each)
- Electrical socket 300W
- 200 x 30cm board for company name in forex. Black text on white background, sans serif font
- Furniture:
 - White laminate desk (100 x 50 x h100 cm) with lockable shutters
 - One (1) stool
 - One (1) cabinet
 - One (1) bistro table and three (3) plastic chairs, white
 - One (1) coat rack, one (1) waste paper basket

12.2.1 Each 3 x 2m shell scheme booth is provided with the following:

- White bilaminate panels (Height: 2,5m, Width: 1m)
- Carpet colour: blue (Change of colour at the exhibitor's cost)
- 1 x spotlight (100W each)
- Electrical socket 300W
- 200 x 30cm board for company name in forex. Black text on white background, sans serif font
- Furniture:
 - White laminate desk (100 x 50 x h100 cm) with lockable shutters
 - Two (2) stools
 - One (1) cabinet
 - One (1) coat rack, one (1) waste paper basket

The Shell Scheme is White-coloured melamine panel positioned in steel frames. 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: tape (if no residue is left on removal), double-sided tape (if no residue is left on removal), hook + chains. In case of damage, partitions will be charged at the expense of the exhibitor.

The maximum height for materials being displayed inside the shell scheme is 2.30mts and 93cm wide.

12.3 Electrical Connection

One (1) 300W socket included in the package. Additional power can be ordered via the [venue booking link](#).

12.4 Fascia Panel

Each shell scheme stand comes complete with a rectangular sign, 200cm x 30cm, to display the company name. Please add your nameboard requirements via the [venue booking link](#). **Please ensure accuracy.**

12.5 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 use the [venue booking link](#).

12.6 Stand fittings

Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc.) via the [venue booking link](#).

13. Exhibition Stand Construction – Self Build

Exhibitors wishing to build their own stand must submit drawings for approval to Natalie Dass at ece2022@endocrinology.org. These must be submitted no later than Tuesday 1 March 2022. 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 directly from the venue using the [venue booking link](#). Please note that all orders must be placed **no later than Tuesday 19 April 2022.**

Self-build stands should not exceed the dimensions of the area booked as detailed on the congress floorplan and reflected in the company contract. 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.

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

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.**

13.1 Adjoining walls and partitions

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 congress organisers. Failure to observe these regulations may result in delays, restrictions or, in extreme cases, removal of the exhibit.

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

13.2 Building Columns/Pillars

There are multiple pillars within the exhibition hall. These serve as electrical ducts and so must be accessible at all times. The exhibition floorplan has been designed so as to avoid the incorporation of pillars in any exhibition stands, however some stands sit adjacent to pillars. In such instances, a 2m diameter around each pillar is required (this is accounted for in the floorplan design and the stand perimeter will be clearly marked to take into account the space required around pillars). Items may not be affixed to pillars and service ducts/fire extinguishers must not be blocked by stand constructions. Pillars must be accessible at all times from at least one side therefore it is not permitted to use the space between stands, where this adjoins a pillar, as a storage area.

13.3 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. Stand plans will not be approved if they do not show clearly all dimensions of the stand.

13.4 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.

13.5 Multi-Storey Stands

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

13.6 Paint

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

13.7 Platforms

The general height of any stand edge/access point may not exceed 100mm (4") and **a ramp must be available 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 conform 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/water duct on the floor if an electrical/water duct is on the booth space.

13.8 Rigging

Rigging can be arranged directly with the venue using the [Venue booking link](#).

13.9 Schematic Plan

Schematic plans must be provided **no later than 19 April 2022** to show the location of your utilities such as furniture, power outlets, spotlights and water. 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 venue supplier and any relocation will be at the exhibitor's expense.

13.10 Stand ceilings

The covering of ceilings of stands is not permitted. Please be aware that the exhibition hall is overlooked by the balcony, which is a delegate thoroughfare, therefore all storage spaces/offices incorporated into stands should remain tidy, as they may be visible from above.

13.11 Stand sizes/dimensions

A CAD Floor Plan is available from Natalie Dass ece2022@endocrinology.org. 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.

14. Exhibition Stand Construction – Health & Safety

14.1 On-site Inspection

Following the build period a check on stand construction will be carried out prior to the exhibition opening to delegates. 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 at least 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 2.5 metres) between any other stand and that the external face of any such wall has been left in a clean and finished state (one neutral 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.
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 floor fixings have been used – please contact the venue if you need advice on this. All fixings must be removed at the end of the congress. Failure to do so will result in the exhibitor being charged for its removal by the venue.

15. Technical Information for all exhibitors

Natalie Dass is the Sponsorship & Exhibition Manager for ECE 2022 and will work closely with MiCo and all appointed contractors to ensure all exhibition requirements are fulfilled. Any queries regarding stand construction and stand design should be directed to Natalie Dass (ece2022@endocrinology.org) in the first instance.

15.1 Electrical Supply

All **shell scheme** exhibitors will have three (3) 100W spotlights and one (1) 300W power socket included in their shell scheme package.

Space only stands will not receive any power or lighting (apart from the main venue lighting as part of the package).

If you wish to order power or an electrical connection for your stand please use the [venue booking link](#). The venue is responsible for arranging all additional power requests. All electrical work must comply with the regulations of the venue.

Please note that electricity will be supplied to the stands from floor ducts and pillars.

15.2 Floor covering

South Hall is not carpeted, however walkways between stands will be carpeted and **shell scheme** packages include carpet. To request a bespoke carpet colour for your shell scheme stand please use the [venue booking link](#).

If you wish to order carpet for a **space only stand** use the [venue booking link](#).

15.3 Freight Forwarding

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 (matthew@dhl-exh.com) or complete and return the [order form to DHL](#) to book. Please see the [Dates and Deadlines](#) section for further information and tariffs.

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

15.4 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 your Risk Assessment and Method Statement for consideration by the venue and ECE 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, ece2022@endocrinology.org.

15.5 Internet connectivity/WiFi

WiFi is available free of charge throughout the Venue. However, this is unsuitable for downloading large files, running web hosted videos or sites on exhibition stands or for digital displays requiring internet access. 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 booking link](#).

15.6 Noise

To ensure that disturbance to exhibitors and delegates is kept to a minimum the congress 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). [SCF Italia](#) fees need to be paid by the exhibitor directly to SCF or equivalent organisation – it is the exhibitors' responsibility to do this.
- The congress 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.

15.7 Water Regulations

If you are having a water feature or are using water in any other way on your stand, please contact Natalie Dass ece2022@endocrinology.org, for necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

16. Additional services

All services, catering, decoration, hostesses, cleaning, AV and IT can be ordered from the venue using the [Venue booking link](#).

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 congress live days 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!

16.1 Badge Scanners/Lead retrieval

Lead retrieval for exhibition booths can be booked via the congress organisers and is provided by the congress registration and AV partner, M Events. If you are unsure whether your package includes lead retrieval, please contact Natalie Dass (ece2022@endocrinology.org).

Exhibitors can purchase software which can be downloaded directly to their iOS device. One (1) iOS device is included in the lead retrieval package. Additional devices can be hired if required, at a cost of €125. Alternatively, the software can be downloaded to personal iOS devices (software not compatible with Android devices). Once purchased, the lead retrieval software can be downloaded to multiple devices. Data reports can be downloaded directly, which include:

- Delegate Name
- Delegate organisation/institution
- Delegate country
- Delegate email address

If you would like to have lead retrieval at your exhibit booth but do not have this included in your sponsorship package, please contact Victoria Withy (Victoria.Withy@ese-hormones.org) to book.

16.2 Catering

The Congress venue partner, Compass Group, 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 via the [venue booking link](#).

If you are planning to serve any hot items, you will be required to have a carpet with tetrapak paper/foil underneath the carpet in order to prevent any liquids/fats/oils getting into the floors of the venue.

Please note that samples should be no more than:

| | |
|-------------|----------------------|
| Soft Drinks | 100ml |
| Food Items | 2 Bite-size portions |

Food to be served to delegates must meet the following requirements:

- a) all hot food must be kept above 63°C
- b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5°C
- c) all frozen food to be stored with the freezer operating at not less than -18°C
- d) a probe thermometer to be provided and temperatures of food recorded regularly

Power supply is available 24 hours for refrigeration/food storage etc.

16.3 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 additional cleaning for your stand please book this with the venue using the [venue booking link](#).

16.4 Floral (Flowers and Plants)

Exhibitors can order floral displays from the venue using the [venue booking link](#).

16.5 Furniture

Basic furniture for shell schemes as well as more elaborate furniture for self-build stands can be ordered via the Venue – please use the [venue booking link](#). Shell scheme packages include two (2) chairs and a table.

16.6 Fork Lift Truck Hire

Any Company requiring fork lift hire this service should contact DHL Trade Fairs and Events (UK) Ltd (matthew@dhl-exh.com).

16.7 Graphics

Exhibitors who require printed graphic infill panels for shell scheme stands can order these via the Venue using the [venue booking link](#). Space only exhibitors may also order additional stand graphics via this link.

16.8 Hostesses

Stand bookings do not include any additional staff. Should you wish to book a hostess to staff your stand, this can be done via the [venue booking link](#).

16.9 Storage

Please note that there are **no storage facilities available** in the exhibition hall or congress venue. 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 (matthew@dhl-exh.com).

16.10 Water/Waste Services

There are water facilities available in South Hall, however the venue must be informed in advance in order to check the suitability of the request.

If you are likely to have large volumes of waste during build or breakdown a skip for this must be arranged in advance and supplied and removed by you. Please note that the venue will remove small waste items such as paper and plastic wrappings, however they can not remove large waste items.

Note: Should any excess waste be left behind, the relevant removal fees will be charged to the responsible exhibiting company or contractor.

17. 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 (see [dates and deadlines](#)) and book no **later than Friday 22 April 2022**. Any queries relating to deliveries and freight forwarding should be sent to DHL directly (Matthew@dhl-exh.com). 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 hospitality room. If you wish DHL to assist onsite, there will be a charge made for this by DHL.

17.1 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 (Matthew@dhl-exh.com).

17.2 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 Tuesday 24 May 2022 between 15:30 and 22:00 NOT the following day as there is no storage facility available and items will not be kept.

18. Build-up and Breakdown Information

18.1 BUILD-UP

18.1.1 Thursday 19 May 2022

Space only exhibitors and contractors 08:00 – 19:00

18.1.2 Friday 20 May 2022

Space only exhibitors and contractors 08:00 – 19:00 (main stand build completed)

18.1.3 Saturday 21 May 2022

| | |
|---|---------------------------------|
| Space only exhibitors and contractors | 08:00 – 16:00 (finalise stands) |
| Shell scheme exhibitors and contractors | 14:00 – 16:00 |
| Patient Advocacy Group exhibitors | 14:00 – 16:00 |
| All stands completed | 16:00 |
| Health and Safety Inspection | 16:00 – 16:30 |
| Welcome reception (in exhibition hall) | 19:50 – 21:00 |

All stands must be complete and all materials and tools removed from the exhibition hall by 16:00 on Saturday 21 May to enable a full clean of the stands and public walkways and a health and safety inspection. This will be followed by the welcome reception which will take place on the exhibition floor. It is not mandatory for stands to be staffed during the welcome reception.

18.2 OPEN/LIVE DAYS

18.2.1 Saturday 21 May 2022

| | |
|----------------------|---------------|
| Pre congress courses | 09:00 – 15:00 |
| Opening Ceremony | 16:00 – 19:50 |
| Welcome reception | 19:50 – 21:00 |

18.2.2 Sunday 22 May – Tuesday 24 May 2022

| | | |
|--------------------|----------|--|
| Congress live days | Sunday: | 08:00 – 20:10 (wellbeing session from 07:30-08:00) |
| | Monday: | 08:00 – 21:00 (wellbeing session from 07:30-08:00) |
| | Tuesday: | 08:00 – 18:00 (wellbeing session from 07:30-08:00) |

18.3 BREAKDOWN

18.3.1 Tuesday 24 May 2022

| | |
|-------------------------------------|---------------|
| Exhibition closes | 16:20 |
| Removal of all stands and materials | 16:30 – 22:00 |

No stand breakdown should commence prior to 16:30 since the exhibition hall will still be used as a thoroughfare until this time. All stand materials must be removed from the Exhibition Hall by 22:00 on Tuesday 24 May 2022. 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.

19. Exhibitor Registration and Entitlements (including contractors)

There are three types of registration available to ECE 2022 sponsors/exhibitors and these are allocated based on level of support. All passes must be named – it will not be possible to provide generic company passes. Complimentary passes can be ordered by completing the [registration form](#) and returning it to Natalie Dass (ece2022@endocrinology.org) **no later than 19 April 2022**. Late submission of registration forms may result in a delay in processing.

Sponsors wishing to purchase additional passes can do this via the ECE 2022 registration system or by adding these to the booking form. All passes booked using the form will be invoiced after the congress.

The registration types are as follows:

19.1.1 Exhibition Only – intended for exhibit booth staff

This pass allows access to the Registration Hall, Balcony and Exhibition Hall **only**. In addition, if a sponsor has booked a hospitality/meeting room the Exhibition Only pass will allow the individual holding it access to that room. No access will be given to scientific or sponsored sessions, either for in-person or On Demand viewing. Exhibition only passes include access to the poster hall, ECE Hubs and Catering as these are all located within the Exhibition Hall.

19.1.2 Full registration to ECE in Milan and ESE On Demand – intended for company representatives (usually medics) who wish to attend scientific sessions

This pass will allow full access to all areas of the congress, including the Exhibition Hall, scientific and sponsored sessions. In addition, access will be provided to ESE On Demand for viewing of the congress presentations post-event.

19.1.3 Full registration for ECE@Home – intended for company representatives (usually medics) who wish to view the live streamed scientific and sponsored* sessions online

This pass provides remote online access to the congress platform through which sessions will be live streamed in real time. Access will also be provided to On Demand content to allow the pass holder to view sessions again or catch up on sessions they may have missed. There is no online exhibition therefore this pass does not include any exhibition access.

*Sponsored content will only be live streamed if the sponsoring company has purchased a satellite package which includes this.

19.2 Registration entitlements

Complimentary registrations are available based on support level as follows:

| Registration type | Supporter | Bronze | Silver | Gold | Platinum |
|---|-----------|--------|--------|------|----------|
| Exhibition Only | 2 | 4 | 6 | 8 | 10 |
| Full registration to ECE in Milan and ESE On Demand | 1 | 2 | 3 | 4 | 5 |
| Full Registration for ECE@Home | 4 | 4 | 4 | 4 | 4 |

19.3 Contractor Passes

Contractors will not be issued with passes for the build-up and breakdown periods, however a list of named individuals who will be onsite during these periods should be sent to Natalie Dass (ece2022@endocrinology.org) **no later than 3 May 2022**. This will be passed to the venue team to ensure that all contractors are permitted access.

Each person must carry some form of official identification, ie passport or driving licence, at all times. **Please ensure that all contractors know the name of the exhibiting company, and number of the stand they are working on,** to avoid confusion.

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.

20. Exhibition Opening Hours and staffing

The exhibition hall (South Hall) is situated on Level 0. Delegates can access the space via two escalators which descend directly in to the hall at either end from the balcony. Some of the congress session rooms (Spaces 1-4) are accessed via the exhibition hall while the remainder are on level 2 and can be accessed via lifts/escalators and do not require access to the exhibition hall.

The Scientific Programme for ECE 2022 is available on the Congress website and will be updated with further information as it is finalised. The direct link is: <https://www.ese-hormones.org/events-deadlines/european-congress-of-endocrinology/ece-2022/scientific-programme/>

20.1 Exhibition opening times

The exhibition hall will be open from 16:30 on Saturday 21 May to allow access to some session rooms for the Pre Congress Courses. The Welcome Reception will then take place from 19:50-21:00. It is not mandatory for exhibition stands to be staffed on this day however a company/contractor representative should be available between 16:00 and 16:30 during the Health and Safety inspection, in case any changes are required to the stand.

Dedicated exhibition hours will commence on Sunday 22 May during the morning tea & coffee break at 09:40, however the posters will be situated in the exhibition hall so it is up to individual exhibitors if they wish to staff stands from 07.30 when the hall opens to delegates.

On Sunday (17:50-18:40) and Monday (17:20-18:00) there will be dedicated time for delegates to view posters, which will be situated in the exhibition hall. During this time, a selection of drinks (both alcoholic and non-alcoholic) will be available to delegates. **It is the exhibiting company's choice whether they would like to staff their stands during this time.**

20.2 Access times

20.2.1 Saturday 21 May 2022

| | |
|---|---------------|
| Pre congress courses & Patient's Voice sessions | 09:00 – 15:00 |
| Opening Ceremony | 16:00 – 19:50 |
| Welcome reception (in exhibition hall) | 19:50 – 21:00 |

20.2.2 Sunday 22 May 2022

| | |
|---|---------------|
| Registration opens/delegate access to venue | 07:00 |
| Exhibitors' access to exhibition hall | 07:00 |
| Exhibition opens | 07:15 |
| Wellbeing session | 07:30 – 08:00 |
| Morning tea and coffee, ECE Hub sessions | 09:40 – 10:10 |
| Lunch, exhibition and posters | 13:20 – 14:40 |
| Lunchtime satellites | 13:30 – 14:30 |
| Afternoon satellites | 16:50 – 17:50 |
| Poster viewing and evening drinks | 17:50 – 18:40 |
| Last scientific session finishes | 20:10 |
| Exhibition closes | 20:10 |
| Informal Networking Event (offsite) | from 20:10 |

20.2.3 Monday 23 May 2022

| | |
|---|---------------|
| Registration opens/delegate access to venue | 07:00 |
| Exhibitors' access to exhibit hall | 07:00 |
| Exhibition opens | 07:15 |
| Wellbeing session | 07:30 – 08:00 |
| Morning tea and coffee, ECE Hub sessions | 09:40 – 10:10 |
| Lunch, exhibition and posters | 13:20 – 14:40 |
| Lunchtime satellites | 13:30 – 14:30 |
| Afternoon satellites | 16:20 – 17:20 |
| Poster viewing and evening drinks | 17:20 – 18:00 |
| Last scientific session finishes | 20:00 |
| Networking Event (in venue) | 20:00 – 21:00 |
| Exhibition closes | 21:00 |

20.2.4 Tuesday 24 May 2022

| | |
|--|---------------|
| Registration opens/delegate access to venue | 07:00 |
| Exhibitors' access to exhibit hall | 07:00 |
| Exhibition opens | 07:15 |
| Wellbeing session | 07:30 – 08:00 |
| Morning tea and coffee, ECE Hub sessions | 09:40 – 10:10 |
| Lunch, exhibition and posters | 13:20 – 14:30 |
| Afternoon tea and coffee (outside plenary) | 16:00 |
| Exhibition closes | 16:30 |
| Closing ceremony | 17:20 |
| Venue occupancy ends (all exhibits removed) | 22:00 |

21. General Rules for Exhibitors

21.1 Advertising and give-aways

Written approval from the congress organiser and ESE is necessary for any company wishing to advertise goods and/or services, which are not included in the exhibition programme or not relevant to the exhibiting company's participation at the congress.

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 designated literature table, or to distribute publications of a disturbing, political or dangerous nature (as deemed by ESE or the congress organiser).
- Exhibit or use a trademark, name, etc., which is contradictory or offensive to other exhibitors or visitors

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

21.2 Copyright

Please note that ESE and Bioscientifica (as congress 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 ESE and Bioscientifica will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

21.3 Disruption to other exhibits

The congress 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.

21.4 Distribution of Materials

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

21.5 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) in the UK, or equivalent codes in Italy. 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 venue, 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 Event Supplier and Services Association (ESSA) or equivalent organisation. Any queries should be referred to ESSA, 119 High Street, Berkhamsted, Hertfordshire, UK, HP4 2DJ.

21.6 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 (other than that arranged by the congress organiser or required by the venue) stand in the aisle space.

21.7 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. All exhibiting companies must provide proof of Public Liability Insurance up to a value of €5,000,000 (five million euros). This must be sent to Natalie Dass (ece2022@endocrinology.org) **no later than 19 April 2022**. Failure to provide proof of adequate insurance may mean you/your contractors are not permitted access to set up/exhibit at the congress.

21.8 Laser shows

No laser shows are permitted at this event.

21.9 Maximum stand height

The maximum height for any part of any stand will be 4m. Shell scheme stands are 2.50m high and no displays or banners within the stand may exceed this height.

21.10 Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the congress 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. In addition, approval must be sought from the AIFA for exhibitions in Italy, if appropriate.

21.11 Registration and accommodation

Arrangement and costs for registration and accommodation for attendance at the congress is the responsibility of the ECE 2022 sponsor/exhibiting company.

21.12 Sharing of stands

Exhibiting companies are not permitted to share allotted booth space with any other company without prior written consent from the organisers.

21.13 Smoking

ECE is a non-smoking meeting. If exhibitors or contractors wish to smoke they may do so outside the venue in designated smoking areas. 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.

21.14 Staffing of stands

Exhibitors will be required to ensure that their stands are staffed during the tea and coffee and lunch breaks at a minimum. Beyond these times, the staffing of stands during the congress opening hours is at the discretion of the exhibiting company. Stands must not be dismantled before the published closing time.

21.15 Stand Identification

All exhibition stands must be identified by a Stand Number or Stand Name, which is identical to that shown on the official exhibition floorplan. Companies who provide their own fascia board must ensure the company name is printed on this.

21.16 Sub-letting

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

22. General Event Information

22.1 Accommodation

A number of hotels of various categories at negotiated rates are available for participants of ECE 2022. Please contact Minos Psarakis at Bioscientifica (ece2022.hotels@endocrinology.org) for more information on availability or book via the [Accommodation booking](#) links on the Congress website.

22.2 ATM

There is an ATM located within the MiCo building on the Balcony on Level 1.

22.3 Business Centre

The Venue office on the Balcony on Level 1 has printing facilities if required (charges may apply).

22.4 Children/Students/Trainees

No person under the age of 16 will be permitted access to the Exhibition. This rule also applies to the children of Exhibitors and Contractors during the build-up, open and breakdown periods.

22.5 Cloakroom

The cloakroom will be located in the registration hall and clearly signposted. This can be used for coats and individual luggage however is **not** intended as a storage area for exhibit materials.

22.6 Disabled Persons' Facilities

MiCo is a fully accessible venue with the main entrance accessed via lifts. All venue floors have lift access and there are no steps or raised platforms within the main venue spaces. Accessible toilets are available on all levels.

22.7 First Aid

Anyone requiring first aid assistance should report to the Organisers' Office on Level 2 (room TBD) which will be clearly signposted. If there is insufficient time and a member of the congress or venue team is unavailable, please call the Emergency Services on 112.

22.8 Insurance

The congress 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 congress 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 congress organisers refuse to accept any responsibility whatsoever for the insurance of these objects. The congress organisers require that the exhibitor arranges for his/her own insurance with a third party.

All Companies exhibiting at ECE 2022 must complete, sign and return the Health and Safety Declaration Form 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.

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.

Should these provisions be ignored and the exhibitor fails to verify their insurance coverage or fails to produce documents stating verification, the congress organiser has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

22.9 Lost Property

If you have lost something please check at the Registration Desk or with the Venue's Security Team. Should personal effects be left on your exhibit booth, these should be given to the Registration team or a member of the venue team. Items left unattended such as bags or cases should be reported to a member of venue security.

22.10 Paging/Announcements

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

22.11 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.

22.12 Security

Although every reasonable security precaution is taken throughout the tenancy period of the congress, the congress 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.

22.13 Social Programme

The Welcome Reception will be held on Saturday 21 May 2022 in the Congress Centre in the exhibition hall, South Hall.

The Informal Networking Event dinner will be held off-site on Sunday 22 May 2022. Sponsors do not receive any complimentary passes to this event. Should sponsor or exhibitor representatives wish to attend this event, passes must be booked using the exhibitor registration form. All payment for social events must be made in advance.

23. Health and Safety Section

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 Natalie Dass (ece2022@endocrinology.org).

Some of the key risk areas are outlined below but it is vital that each Exhibitor provides the below information **no later than 19 April 2022**:

- Completes and returns the [Health & Safety Declaration Form](#)
- Undertakes their own [Risk Assessment](#) (either completing the form provided or using their own template)
- 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 congress organiser'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 Natalie Dass (ece2022@endocrinology.org).

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 congress organiser 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 unless for security reasons (e.g. overnight outside congress live hours).

It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or delegates. 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.

23.1 Appointed Contractors

The congress organisers have satisfied themselves that the event's appointed and recommended contractors/suppliers are competent in the tasks required of them. The congress 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.

23.2 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.

23.3 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 congress organiser, 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 congress organiser has already issued written permission. The congress organiser 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.

Each exhibitor is obliged to obey any instructions issued by the congress organiser, 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 venue and by the congress organiser. In case of any doubt, please contact the congress organiser. All stands will be inspected by representatives of both authorities.

23.4 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.

23.5 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 1974, 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](#). Exhibiting companies which have not returned this form will not be permitted to commence stand set up until this form has been completed.

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 (Balcony, Level 1)
- The need to maintain emergency gangways, as specified by the congress 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.
- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

24. Health and Safety Documents

24.1 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 exhibiting company 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 ECE 2022 Exhibition. All Companies must complete the [Health and Safety Declaration Form](#) affirming your commitment to co-operation and co-ordination with the congress organisers and venue.

24.2 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 and £2M for shell scheme 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.

24.3 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 congress organiser at the same time as your stand plan, risk assessment and structural calculations. If you have any queries regarding this or need further information, please contact Natalie Dass (ece2022@endocrinology.org).

24.4 Risk Assessment

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

All exhibitors must complete and return a completed Risk Assessment form. A risk assessment template and guidelines for completing this are included however exhibitors can produce their own if preferred.

THE HEALTH AND SAFETY DECLARATION, RISK ASSESSMENT AND PROOF OF INSURANCE MUST BE SUBMITTED BY 19 APRIL 2022 – ACCESS TO BUILD THE STAND WILL NOT BE GRANTED IF THESE ARE NOT COMPLETED AND RETURNED.

25. Health and Safety – Exhibitor Checklist

| Task | Complete? |
|--|-----------|
| 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. | |

26. Terms and Conditions of Exhibiting

26.1 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 congress organisers, the exhibiting company, agents or contractors shall have no claim against the congress organisers for loss of incurred costs or expenses. It is recommended that the exhibiting company 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 exhibiting company failing to vacate the venue by the end of the tenancy period.

26.2 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 exhibiting company undertakes to agree to any such amendment to the location or the space re-allocated by the congress organiser.

27. Cancellation of Contracts and Agreements

Refer to ECE 2022 Supporter Contract.