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## Essentials Checklist and Deadlines

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<tr>
<th>REQUIRED SERVICE</th>
<th>MANDATORY/ OPTIONAL</th>
<th>Link</th>
<th>DEADLINE DATE</th>
<th>WHERE TO SEND/CONFIRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name, logo and profile for conference programme and website</td>
<td>Mandatory</td>
<td>Form 1</td>
<td>Thursday 21 May 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Stand Design Plan</td>
<td>Mandatory - Self Builds</td>
<td>Email</td>
<td>Thursday 11 June 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Advert for final conference programme</td>
<td>Optional</td>
<td>See page 11 for Advert Spec</td>
<td>Thursday 25 June 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>PDF proof of Meeting bag insert for approval (including lanyards if appropriate)</td>
<td>Mandatory</td>
<td>Email</td>
<td>Thursday 9 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Hospitality room requirements</td>
<td>Optional</td>
<td>Form</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Hostesses</td>
<td>Optional</td>
<td>TBC</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Risk Assessment Form</td>
<td>Mandatory</td>
<td>Form 4</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Health and Safety Declaration</td>
<td>Mandatory</td>
<td>Form 5</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Method Statement</td>
<td>Mandatory - Self Builds</td>
<td>Form 6</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Copy of Insurance Certificate (incl. Public Liability up to £5m)</td>
<td>Mandatory</td>
<td>Email copy of certificate</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Schematic Plan</td>
<td>Mandatory – Self Builds</td>
<td>Form 7</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Exhibitor registration passes</td>
<td>Mandatory</td>
<td>Form 10</td>
<td>Thursday 30 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Freight Forwarding Services</td>
<td>Optional</td>
<td>Form 3a Form 3b Form 3c Form 3d</td>
<td>Saturday 8 August 2020</td>
<td>DHL - <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a></td>
</tr>
<tr>
<td>Hire of fork lifts, trolley’s etc.</td>
<td>Optional</td>
<td>Form 3d</td>
<td>Saturday 8 August 2020</td>
<td>DHL - <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a></td>
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<tr>
<td>Fascia Board text – 20 characters per stand</td>
<td>Mandatory – Shell scheme</td>
<td>Order form</td>
<td>Wednesday 12 August 2020</td>
<td>Full Circle Events <a href="mailto:Exhibit@FullcircleeventsLtd.co.uk">Exhibit@FullcircleeventsLtd.co.uk</a></td>
</tr>
<tr>
<td>Stand Furniture</td>
<td>Optional</td>
<td>Order form</td>
<td>Wednesday 12 August 2020</td>
<td>Full Circle Events <a href="mailto:Exhibit@FullcircleeventsLtd.co.uk">Exhibit@FullcircleeventsLtd.co.uk</a></td>
</tr>
<tr>
<td>Stand Enhancements inc. Graphics, Lighting, AV and IT, Floor Covering/Carpet</td>
<td>Optional (space and shell scheme)</td>
<td>View Brochure View Carpet colour swatch Order Form</td>
<td>Wednesday 12 August 2020</td>
<td>Full Circle Events <a href="mailto:Exhibit@FullcircleeventsLtd.co.uk">Exhibit@FullcircleeventsLtd.co.uk</a></td>
</tr>
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<td>Service</td>
<td>Optionality</td>
<td>Contact Method</td>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td>Shell Scheme Graphics</td>
<td>Optional (shell scheme)</td>
<td>Order Form</td>
<td>Wednesday 12 August 2020</td>
<td></td>
</tr>
<tr>
<td>Additional Electrical connections/Power</td>
<td>Optional – shell scheme</td>
<td>Electrical Reference Guide</td>
<td>Wednesday 12 August 2020</td>
<td></td>
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<tr>
<td>Electrical connection</td>
<td>Mandatory – Self Builds</td>
<td>Electrical Reference Guide</td>
<td>Wednesday 12 August 2020</td>
<td></td>
</tr>
<tr>
<td>Water &amp; Waste Services</td>
<td>Optional</td>
<td>Email</td>
<td>Wednesday 12 August 2020</td>
<td></td>
</tr>
<tr>
<td>Stand Build Contractors Name List</td>
<td>Email</td>
<td>Thursday 13 August 2020</td>
<td>Attn: Natalie Dass <a href="mailto:ESPE2020@bioscientifica.com">ESPE2020@bioscientifica.com</a></td>
<td></td>
</tr>
<tr>
<td>Rigging plans submitted</td>
<td>Optional</td>
<td>Email</td>
<td>Monday 24 August 2020</td>
<td></td>
</tr>
<tr>
<td>Hospitality Suite Catering</td>
<td>Optional</td>
<td>Email</td>
<td>Wednesday 26 August 2020</td>
<td></td>
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<tr>
<td>Stand Catering</td>
<td>Optional</td>
<td>Form Self-catering form</td>
<td>Wednesday 26 August 2020</td>
<td></td>
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<tr>
<td>Delivery of conference bag insert QUANTITY 4,000</td>
<td>Optional</td>
<td>Form 3c</td>
<td>Tuesday 1 September 2020</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Optional</td>
<td>Email</td>
<td>Tuesday 1 September 2020</td>
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</tr>
<tr>
<td>Badge scanners</td>
<td>Optional</td>
<td>Scanner link</td>
<td>Early Bird: Monday 24 August 2020 Standard: Monday 7 September 2020</td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Please note that orders to the Venue or Venue partners will ONLY be accepted via the order forms/links provided in 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
Event Manager: Niki Cripps
Tel: +44 (0)1454 640467
Email: ESPE2020@bioscientifica.com
Web: www.espe2020.org

Sponsorship and Exhibition Manager
Contact: Natalie Dass
Tel: +44 (0)1454 642244
Email: ESPE2020@bioscientifica.com
Web: www.espe2020.org

Sponsorship and Exhibition Sales Manager
Contact: Jo Eade
Tel: +44 (0)1454 640471
Email: jo.eade@bioscientifica.com
Web: www.espe2020.org

Venue
ACC Liverpool
King’s Dock, Port of Liverpool, King’s Dock Street
Liverpool, United Kingdom, L3 4FP
Tel: +44 151 703 7249
Contact: Joe Mangan
e-mail: joseph.mangan@accliverpool.com
www.accliverpool.com

Shell Scheme, Furniture, Electrical, Graphics etc.
Full Circle Events & Exhibitions Ltd.
Engels House, Victoria Mills, Weaste Trading Estate,
Liverpool Street, Salford, Manchester,
United Kingdom M5 5HD
Contact: Mark Lucas
Email: Mark.Lucas@fullcircleeventsLtd.co.uk
Tel: +44 161 393 3949
Fax: +43 2245 2497 85
Web: www.fullcircleeventsLtd.co.uk

Rigging & Technical Services
ACC Liverpool
King’s Dock, Port of Liverpool, King’s Dock Street
Liverpool, United Kingdom, L3 4FP
Tel: +44 151 703 7263
Contact: Tim Norris
e-mail: tim.norris@accliverpool.com
www.accliverpool.com

Accommodation
Minos Psarakis, Accommodation Manager
Bioscientifica Ltd.
Starling House, 1600 Bristol Parkway North,
Bristol, BS34 8YU, UK
Tel: +44 (0)1454 640 464
Mobile: +44 (0)7733 384 056
Email: ESPE2020.hotels@bioscientifica.com
Web: https://www.eurospe.org/meetings/2020/espe2020/accommodation/

Badge Scanners
RefTech
1-3 The Pavilions, Tamworth, Staffordshire B77 4RP
United Kingdom
Tel: +44 (0)1827 61666
Email: scanners@reftech.co.uk
Web: www.reftech.co.uk

Catering (Exhibition Stand and Hospitality Suite)
Centerplate
ACC Liverpool, King’s Dock, Port of Liverpool
King’s Dock Street, Liverpool, UK L3 4FP
Tel: +44 151 239 6013
Contact: Lisa Hughes
Email: Lisa.hughes@sodexo.com
Website: www.accliverpool.com/organising-an-event/services/catering/

Freight Forwarding
DHL Trade Fairs & Events (UK) Ltd
Unit 17 & 21 2nd Exhibition Avenue, Birmingham
B40 1PJ United Kingdom
Contact: Simon Latchford
Tel: +44 (0) 121 782 4626
Email: simon@dhl-exh.com
About the Exhibition – Location, Access and Parking

Venue Information
ACC Liverpool
Kings Dock, Liverpool
L3 4FP
Tel: +44(0) 0151 703 7249
Email: Joseph.Mangan@accliverpool.com
www.accliverpool.com

Located on a UNESCO world-heritage waterfront location, Liverpool’s event campus features Europe’s only interconnected arena, conference and exhibition centres, perfect for conferences, exhibitions and banquets. With 21 break out rooms available, plenary rooms for between 1,350 – 10,600 people and 8,100m2 of exhibition space, the ACC and Exhibition Centre Liverpool has a total capacity for over 10,000 participants.

Travelling to Liverpool
ACC Liverpool is located on the Liverpool Waterfront by the major route through the City Centre. For information about travelling to Liverpool by plane, train, car or coach, please visit the following website page:
https://www.accliverpool.com/organising-an-event/travelling-here/

Exhibition Location for ESPE 2020
The commercial exhibition will take place in Exhibition Centre Liverpool, which stands adjacent to the main ACC building, with the buildings connected via an internal walkway. Halls A and B will house the exhibition and catering with Hall C used as a breakout room. Lunch and tea/coffee breaks will be served in the Exhibition area. The main plenary sessions will take place in the ACC Arena with other sessions held in Halls 1A, 1B, 1C and 2, along with the largest breakout space in Hall C within the Exhibition Centre – immediately adjacent to the exhibition.

Note: all plans are available on the Venue’s website:
ACC Halls: https://www.accliverpool.com/organising-an-event/the-venue/layouts/
Exhibition Centre: https://www.exhibitioncentreliverpool.com/organising-an-exhibition/the-venue/layouts/
ACC Liverpool – Lower and Upper Levels. Note: Hall 2 will be split into four equal halls, 2G, 2H, 2J and 2K
Room Plan

<table>
<thead>
<tr>
<th>Room</th>
<th>Purpose</th>
<th>No. (Theatre Style)</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall A+B</td>
<td>Exhibition &amp; Catering</td>
<td>N/A</td>
<td>ECL</td>
</tr>
<tr>
<td>Hall C Split</td>
<td>Breakout 1 / Poster Hall</td>
<td>1,100 / N/A</td>
<td>ECL</td>
</tr>
<tr>
<td>Arena</td>
<td>Plenary Hall</td>
<td>Up to 4,000</td>
<td>ACC Lower</td>
</tr>
<tr>
<td>Hall 2G</td>
<td>Breakout 2</td>
<td>850</td>
<td>ACC Lower</td>
</tr>
<tr>
<td>Hall 2H</td>
<td>Breakout 3</td>
<td>850</td>
<td>ACC Lower</td>
</tr>
<tr>
<td>Hall 2J</td>
<td>Breakout 4</td>
<td>850</td>
<td>ACC Lower</td>
</tr>
<tr>
<td>Hall 2K</td>
<td>Breakout 5</td>
<td>850</td>
<td>ACC Lower</td>
</tr>
<tr>
<td>Core Auditorium 1A</td>
<td>Breakout 6</td>
<td>850</td>
<td>ACC Upper</td>
</tr>
<tr>
<td>Revolving seats 1B</td>
<td>Breakout 7</td>
<td>247</td>
<td>ACC Upper</td>
</tr>
<tr>
<td>Revolving seats 1C</td>
<td>Breakout 8</td>
<td>247</td>
<td>ACC Upper</td>
</tr>
</tbody>
</table>

Access

Access to the exhibition area

Each of the Halls in Exhibition Centre Liverpool are accessible via loading bay 3. The ESPE 2020 Meeting Exhibition will take place in Halls A and B, combined. The loading bay and the hall are on the same level and large vehicles can drive into each of the Halls. The loading bay can accommodate a limited number of vehicles, therefore please contact our freight and logistics partner, DHL (see Contacts section), to arrange a time to unload. Please be advised that there is no overhead cover on the loading bay and therefore no height restriction. Please click here to view the venue’s Load in/Load out procedure document for more information.

Unloading and loading information

- Names of persons entering and circulating within the Centre for the purposes of organising any aspect of an Event must be provided to the meeting organisers: espe2020@bioscientifica.com. All stand contractors who require access during the build-up and breakdown periods must carry proof of identification, for example a passport or driving licence whilst on site.
- It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings, i.e., bags etc. may be randomly searched by Centre Security staff upon entering and exiting the loading docks.
- Upon request, all drivers of vehicles who require access to the loading docks must present their drivers licence to Centre Security staff to verify their identity.
- Vehicles requiring access to the loading dock must have prior agreement from the Centre and must have provided accurate vehicle registration plate number. This will be arranged by the organisers who will be in touch at least one month prior to the event.
- Any person wishing to gain access to the Conference Centre outside the scheduled hours should notify Natalie Dass; espe2020@bioscientifica.com at least twenty four (24) hours in advance.
- Parking for large vehicles is not available on site and must be arranged separately.
Access into the Exhibition Centre for build-up and/or breakdown will be via the loading dock only, unless permission has been granted by Centre management. Under no circumstances should event equipment be moved in or out via the main delegate entrance to the ACC. By law, the Centre is required to maintain clear access for egress from all emergency exit doors leading onto the loading docks.

**Loading/Offloading Schedule**

In order to ensure a smooth loading and unloading process, please contact the official freight partners, DHL, to arrange a loading/unloading slot.

**Parking Passenger Cars**

Paid parking is available on-site or at a number of nearby car parks. Please find details here: https://www.accliverpool.com/visiting-us/the-venue/parking/#main

**Contractor passes**

All contractors working on the set up and breakdown will be required to show identification on request. A list of contractor names should be emailed to the meeting organiser by Thursday 13 August 2020: espe2020@bioscientifica.com. Contractor passes will not be issued for this event.

**Technical Specifications ACC**

Please note the following important points:

- Ceiling: all space only (self-build) stands must not be greater than 4m in height. Rigging is permitted within the venue – please contact Tim Norris at ACC Liverpool (see contacts section) to arrange this.
- Floor: nothing can be fixed to the floor. The maximum load weight is 20kn/sqm. The use of pallet jacks and trolleys is allowable on this floor.
- Pillars: there are no pillars in the Exhibition.

Stand plans should be sent directly to espe2020@bioscientifica.com, for the attention of Natalie Dass who will coordinate the approval process. Following final agreement on the floor plans and stand detail, the Centre reserves the right to:

- Request changes to the stand during the set-up process, if the agreed plans have not been adhered to, for reasons of public safety.
- Request changes to the stand construction, once plans have been agreed, in the case that the Centre deems it necessary, for reasons of public safety and the safety of the stand construction team.
- In the case that these changes do not take place, the Centre reserves the right not to allow the stand to be erected and to be operational.

Suitable and adequate drop sheets must be used when painting custom stands and displays.

The Centre does not provide trolleys, forklifts and other equipment for the transportation of the stand and stand materials. It is the Exhibitor’s responsibility to provide/arrange any such moving in/out equipment in advance with the freight forwarding agent – see contacts section.

Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the Centre’s floors. Wherever it is necessary to secure any carpet or protective flooring to the Centre’s own floors (i.e. with double sided tape, gaffer etc.) it should be done in such a way as to avoid leaving any adhesive residue on the Centre’s flooring (i.e. by using paper masking tape underneath the adhesive tapes).

To ensure that all exhibitors experience a speedy departure, the Centre requests that all goods and exhibition materials are packed ready to be loaded before vehicles are brought to the loading docks.
About the Exhibition – General

Exhibition Show Management
Your main contact for all exhibition queries is Natalie Dass from BioScientifcica who can be contacted at ESPE2020@bioscientifica.com.

Advert for Gold and Platinum sponsors
- Platinum sponsors receive a full page advert in the Programme Book AND their logo on the back of the Programme book.
- Gold sponsors receive a half page advert in the Programme Book.
All artwork must be prepared by the sponsor and submitted to the Meeting organiser for approval (see contact page) by Thursday 25 June 2020.

Advert specifications are as follows:
All dimensions in mm, depth x width
FULL PAGE ADVERT (Platinum sponsors only, unless purchased as a separate item)
Full page trim size: 210 x 148
Full page bleed size: 216 x 154
Full page type area: 190 x 128
Please keep all type at least 10mm away from the left and right hand margins of a full page advert to avoid loss when trimmed

HALF PAGE ADVERT (Gold sponsors only, unless purchased as a separate item)
Size: 90 deep x 128 wide

ARTWORK
Please supply electronic artwork as a high resolution PDF file with crop marks and 3mm bleed on all sides in order that it can be approved. All images must be uncompressed CMYK, and all fonts embedded.
Once approved, artwork can be supplied as a PDF file as above or alternatively:
Vector EPS files – CMYK, with text converted to paths in Illustrator CS6 (or earlier)
Raster files – 300dpi at final size in

IT and Technical Services
Any exhibitor requiring IT or technical services for their stand can order this using the venue’s online order form. Click here for instructions.

Audio Visual
Any exhibitors requiring audio visual equipment on their exhibition stand can order this via Full Circle. Click here for more information or click here to access the online order form.

Badge Scanners
Exhibitors can hire badge scanners directly from RefTech, one of Bioscientifica’s 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 click here which will take you directly to the online ordering page for RefTech (see Contacts section for details).
NOTE: If you choose to use a badge scanner to collect delegates’ details, you will be responsible for obtaining GDPR-compliant consent from these delegates to be included on any of your marketing lists. Bioscientifica advises that exhibitors make it clear to delegates how you intend to use their data at the point that you scan their badge, and that you follow up with an email to the list of scanned contacts obtaining explicit consent from individuals to receive marketing communications before their details are added to any marketing lists.

Badges
Please use Form 10 to order your complimentary exhibitor or delegate passes as well as to order additional passes. Additional passes ordered using this form will be invoiced after the event, therefore please include invoice details (Company name, address, purchase order number and VAT number) when submitting your form. If you are unsure whether you qualify for complimentary passes, please contact Natalie Dass for clarification (espe2020@bioscientifica.com).

Catering Services
The official caterer is Centerplate.

Please note that the chosen caterer will be the sole purveyor of food and beverages at the Venue and, as such, has the sole right to provide food and drink for consumption on stands and in offices. However, should individual companies wish to provide a barista service from their stand, using their own staff and supplier, this will be permissible. **Please ensure you inform the meeting organiser in writing** if you are planning to provide this service from your stand, using this form.

Please be advised that if you wish to have a barista machine on your stand, a facility fee of £250.00+VAT will apply.

Food consumption is permitted inside all Auditoria.

Food to be served to customers 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

Companies requiring a 24 hour power supply (i.e. for ice cream machines etc.) will need to contact the meeting organiser to make these arrangements. This may be subject to additional charges.

Cleaning and Waste Disposal
All public areas and aisles will be cleaned each evening after the Exhibition has closed. If you require cleaning on your stand, please order this via the venue’s online order form. Click here for details and to book.

Company Profiles
Please complete the Logo and Profile form, and return to the ESPE Meeting organiser no later than Thursday 21 May 2020. If you do not return your profile by the deadline date given then it may not be possible to include your company name and profile in the Final Conference Programme. All exhibitors are entitled to a 150 word profile.

Delegate Bag Inserts
Platinum and Gold sponsors, as well as Satellite Sponsors, can include one (1) insert in the delegate bags. The bag inserts can be a maximum size of a single sheet of A4 and may be double-sided. A copy of the PDF artwork needs to be sent to Bioscientifica (ESPE2020@bioscientifica.com) for approval by Thursday 9 July 2020. A quantity of 4,000 should be delivered by Tuesday 1 September 2020 to DHL (see Bag Insert Information).

Please ensure that your packages are clearly labelled for the ESPE 2020 Meeting, clearly display your company name and that they are DELGATES BAG INSERTS.
Deliveries and Freight Forwarding
DHL Trade Fairs and Events (UK) Ltd has been appointed official forwarding agency for this Meeting. All deliveries to the Meeting must be made using this agency. An Order Form is provided and should be returned no later than Saturday 8 August 2020. Any queries relating to deliveries and freight forwarding should be directed to DHL directly (see Contacts section for details). DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE as these will not be accepted. The Organisers take no responsibility for shipments made directly to the Venue.

Electrical Supply
Shell Scheme Stands
Included in your shell scheme package is a 500w UK socket. Any additional supply or sockets required can be ordered via Full Circle using the shell scheme electrical order form.

Free build/Space only stands
No electricity is included in your space. Please order all your electrical requirements via Full Circle using their electrical order form.

Spotlights, fluorescent fittings, sockets etc. can also be ordered via Full Circle.

Floor covering
Shell scheme stands will have carpet included. Exhibitors who wish to specify a carpet colour can do this via Full Circle using the carpet order form (carpet colour options can be viewed here).

Floor covering is not included for self-build/space only stands but can be ordered using the order form above.

Furniture
All items of furniture for stands (both shell scheme and self-build) can be ordered via Full Circle using the furniture order form.

Hostesses
Companies can hire additional personnel to assist with general duties on the booth. To book hostesses, please contact Natalie Dass: espe2020@bioscientifica.com.

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 to Natalie Dass; espe2020@bioscientifica.com, no later than Thursday 23 July 2020.

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 Meeting Organiser.

Internet Connectivity/Telephony
WiFi is available free of charge throughout the Venue. However, this is a public connection and is unsuitable for downloading large files. Wired internet can be arranged and we would recommend having this connected to your booth or hospitality room. Please request IT and WiFi upgrades for your stand via the venue order form.
Late Orders
Orders made after the deadline dates specified on pages 4 and 5 of this manual cannot be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity.

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. The exhibitor will be asked to make complete payment for required services in advance. Only then will the service be provided. No copies of payment confirmations or similar documents will be accepted. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders in time.

Storage
Please note that there are no storage facilities available in the 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 (Freight forwarding). Contact information is in the contacts section.

Trolleys
There are NO trolleys available for use, please bring your own if you require one or contact DHL (contact information in the Contact’s section).
Exhibition Stand Information

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

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

- Using sound amplifiers, live musical productions and installation of portable objectives not approved by the regulations of the Meeting
- 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

Ceiling Height
Self-build stands may be built to a maximum height of 4m. Rigging is permitted within the venue and all requests or queries around this should be directed to Tim Norris: tim.norris@accliverpool.com. If you are in any doubt please contact ESPE2020@bioscientifica.com for clarification. Shell scheme stands will be a standard height of 2.5m.

Building and Aerial Services
Rigging is permitted within the venue. This should be arranged via Tim Norris at the ACC: Tim.Norris@accliverpool.com.

Floor
If you wish to affix anything to the floor, it must be fully removed at the end of the congress and must not leave any residue or marks on the floor, otherwise additional cleaning charges will apply and be directed to the relevant company. The maximum load weight is 20kn/sqm. The use of trolleys is allowable on this floor. For any piece of equipment, display, vehicle or machinery weighing over this amount and to be transported and or displayed inside the Centre, prior written approval is required from the Centre. Full details of the display item must be submitted in writing, along with a scale drawing, outlining dimensions and specifications.

Fork Lift Truck Hire
Any Company requiring this service should contact DHL.

Graphics
Exhibitors who require printed graphic infill panels or portable display systems to enhance their stand can order these via the Full Circle exhibitor enhancement hub. For more information click here, or to order click here to access the online order form.

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.
Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to regulation and all such processes must be so arranged as to have an effective system to the outside atmosphere as approved by the Venue.

Please forward written requests for any hazardous items to the ESPE Events team on ESPE2020@bioscientifica.com. These will then be presented to the appointed Security Officer for the event for approval.

Pillars
There are no pillars in the Exhibition Area.

Stand sizes/dimensions
The stand sizes are detailed on the CAD Floor Plan which can be obtained from the Meeting organiser – please contact Natalie Dass for an up to date copy: ESPE2020@bioscientifica.com.

Water Regulations
If you are having a water feature or are using water in any other way on your stand, please contact the Meeting organiser on ESPE2020@bioscientifica.com, for necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

Water/Waste Services
Water/waste services can be ordered via the venue – please contact Joe Mangan (joseph.mangan@accliverpool.com) to arrange this.
Build up and Breakdown Information

Exhibition set up

Tuesday 8 September

08:00 – 18:00 Set-up access for Space only stands

Please contact the official freight forwarder, DHL (see contacts section) to arrange a suitable arrival/unloading slot.

Please assist the smooth running of this by instructing your stand build agency (and Delivery Company) to adhere to this.

Wednesday 9 September

08:00 – 20:00 Set up access for Space only stands
13:00 – 20:00 Set up access for shell scheme exhibitors (please access the exhibition hall via the meeting entrance at the ACC and not via the loading bay unless agreed with the Meeting organiser or freight forwarder).

Event days

Thursday 10, Friday 11 and Saturday 12 September

From 07:30 the Exhibition hall will be open to allow delegates access to the breakout space in Hall C along with the poster hall. Lunch and tea/coffee breaks will take place in the Exhibition Hall as will the Welcome Reception on Thursday 10 September.

It is recommended that stands are staffed during the scheduled breaks and lunches and during the Welcome Reception, as a minimum.

CORE HOURS

Thursday 10 September
07:00 – 20:30 (after Welcome Reception). Exhibitor access from 06:45, Organiser’s access from 06:30

Friday 11 September
07:30 – 18:30 (after last satellite) Exhibitor access from 07:15, Organiser’s access from 07:00

Saturday 12 September
07:30 – 18:15 (after closing ceremony) Exhibitor access from 07:15, Organiser’s access from 07:00

Please refer the ESPE2020 website for the Conference Programme
(https://www.eurospe.org/meetings/2020/espe2020/programme/) which includes all scheduled breaks and lunches etc.

Exhibition breakdown

Saturday 12 September

16:00 – 00:00: Breakdown will start at 16:00 following the final tea and coffee break, which ends at 15:30. All stands and materials must be clear by 23:59 on Saturday 12 September.
IMPORTANT NOTES:

1. No stands will be permitted to begin to break down before 16:00, and break down must not commence until the meeting organiser advises that it is safe to do so. This is due to the Exhibition area being a thoroughfare to Hall C, which will be used as a breakout room prior to the refreshment break.

2. There is NO extension after 23:59pm on Saturday 12 September as this is the end of the contracted tenancy.

3. Neither the Organisers nor the Venue accept any responsibility for any items left in the Exhibition Hall after the scheduled break down time. Any items that need to be collected by a courier should be clearly labelled with the appropriate delivery address and left with the official forwarding agent DHL. All items are left at the owner’s risk.

Exhibition Opening Hours

The exhibition will be open for the duration of the Meeting. The full meeting programme can be found here: https://www.eurospe.org/meetings/2020/espe2020/programme/?dayid=1&view=list

Refreshment breaks will take place in the exhibition hall as follows. Stands should be staffed during the scheduled breaks as a minimum (aside from the Welcome Reception, during which stands do not need to be staffed):

**Thursday 10 September:**
- 09:50 – 10:20 Tea & Coffee
- 13:15 – 14:30 Lunch
- 16:00 – 16:25 Tea & Coffee
- 20:00 – 21:30 Welcome Reception (stands do not need to be staffed during this time)

**Friday 11 September:**
- 11:05 – 11:35 Tea & Coffee
- 13:05 – 14:20 Lunch
- 16:30 – 16:45 Tea & Coffee

**Saturday 12 September:**
- 10:40 – 11:10 Tea & Coffee
- 12:40 – 13:55 Lunch
- 14:55 – 15:25 Tea & Coffee
Exhibition Registration and Badges

Badges Allocation

Exhibition Staff registrations

Sponsors

Sponsors will receive the following complimentary entitlements:-

Platinum Sponsors receive:
5 x complimentary Meeting registrations
30 x complimentary Exhibitor passes

Gold Sponsors receive:
3 x complimentary Meeting registrations
10 x complimentary Exhibitor passes

Silver Sponsors receive:
1 x complimentary Meeting registrations
5 x complimentary Exhibitor passes

Non-Sponsors

If you have not purchased either Platinum, Gold or Silver sponsorship packages but you have bought one of the Exhibition Packages at the Meeting you will be entitled to the following complimentary allowances:

Self-Build Exhibitors (without a sponsorship package) 2 Exhibitor passes for each 9sq m of stand space (Capped at 10)

Shell Scheme Exhibitors 2 Exhibitor passes for each 9sq m of stand space (Capped at 10)

All sponsors must provide names for their complimentary registrations, exhibitor passes and contractor passes. Please complete form 10. The deadline for submitting this form is Thursday 30 July 2020.

Full registrations

If you wish to purchase additional Meeting registrations, Exhibitor passes or tickets for the social events these must be ordered via form 10. Please note that ALL additional registrations and dinner tickets, outside of your allowance, will be invoiced following the event. Should you wish to be invoiced for these items prior to the event please contact the meeting organiser: ESPE2020@bioscientifica.com.

Arrangements and costs for registration and accommodation for attendance at the Meeting are the responsibility of the ESPE 2020 Sponsor/exhibitor.

Contractor Badges

Contractor passes will not be issued for the build-up and breakdown periods however all contractor names must be supplied to Natalie Dass in advance: espe2020@bioscientifica.com. Each person is advised to carry some form of identification and show this on request to the security guards who will be controlling access to the Hall. The Exhibition is not open to the general public.
Exhibition Stands – Electrical Regulations

Full Circle is the appointed electrical contractor. All shell scheme exhibitors are provided with 1 (one) UK power socket of 500w. Additional power will need to be ordered if you plan to use heavy duty electrical items on your stand. Additional power is not included in the stand fee paid. NB. Space only packages do not include power and this must be ordered separately.

Three (3) spotlights are included in the shell scheme package (9 sq m). Any additional electrical items can be ordered directly from Full Circle – see contacts section.

- All electrical work must comply with the regulations of the Conference Venue.
- Electrical installations may only be carried out by the appointed electrical contractor.
- All appliances must be tested by a competent person before connection to the power supply.
- Flexible cord is not permitted for stand wiring unless it forms part of a purpose manufactured system and is fully in accordance with the appropriate BS standard.
- Socket outlet multi-way adaptors must be of the fused 4-way trailing block type and are limited to one per socket. Leads must not exceed 2m in length. Total load must not exceed the socket capacity.
- Stand switch fuses must be accessible at all times.
- No light-fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.
- Flashing lights or signs are not permitted but sequence displays may be used, subject to prior approval by the Organisers.
- All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
- Any prefabricated display units already wired must comply, in all respect, with the safety regulations as deemed by the Venue. The cost of any modification required to comply with the regulations will be charged to the Exhibitor.
- Lighting equipment, such as incandescent lamps, spotlights and small projectors, and other equipment or appliances with high temperature surfaces, shall be suitably guarded and installed and located in accordance with the relevant standard.
- All electrical fittings, wirings and appliances must be constructed and maintained in a safe condition and comply with the Local Authorities and applicable Acts. Particular attention must be paid to the nature of temporary electrical wiring and the need not to overload the electrical sockets. The Venue’s electrical engineers must be given access at all times to electrical equipment installed on the stands. All on site electrical installations must be carried by the appointed contractor.
Exhibition Stand Construction – Shell Scheme

Each shell scheme booth (image below) is provided with the following:

Stands with the following items:
- Carpet
- Side walls: Height 2500 mm
- 3 spot-lights
- 1 500w power-socket incl. power-supply
- Profile fascia board incl. text (40 characters inc. spaces)
- 1 x bistro table
- 2 x basic conference chair

Please note:
- These are not load bearing walls and it is forbidden to affix anything to the panels using nails, screws or glue. Any damage caused to the panels will be charged directly back to the exhibitor
- The maximum height for materials being displayed inside the shell scheme is 2.35mts

Electrical Connection
The electrical connection of 500w is included in your stand fee. Any requirements above this will need to be ordered in advance with Full Circle using the order form.

Fascia Panel
Each shell scheme stand comes complete with a panel on which will be printed your company name and stand number. Companies will be asked to confirm the precise detail they want printing on the name board via the order form.

Graphic Infill Panels
It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain finish. This can be ordered directly with Full Circle via their Exhibitor Enhancement hub. Click here to order.

Stand fittings/Furniture
Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc.) via Full Circle. Please use the order form.
Exhibition Stand Construction – Self Build

Exhibitors wishing to build their own stands must submit drawings for approval to the ESPE Events team on ESPE2020@bioscientifica.com. These must be submitted no later than Thursday 11 June 2020. Please include your stand number and stand dimensions on the plan. Electronic plans are preferred but hard copy formats will also be accepted. Once your plans have been approved any changes must be notified to Bioscientifica immediately.

Exhibitors building their own stands should note that no stand services are included in the space allocated. Companies can order carpet, furniture etc. directly from Full Circle – see contacts section.

1. Self-build stands should not exceed the dimensions of the area already allocated. Please note that height restrictions apply within the Exhibition area. Stands may not exceed a height of 4m. If you are unsure of any detail in relation to stand dimensions please email ESPE2020@bioscientifica.com for clarification.

2. 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.

3. Stands should not block the view of other stands behind so half-height walls or walls with gaps are preferable to solid walls.

4. Exhibitors building their own stands, where the stand is not an island stand, must ensure that partition walls are provided between themselves and neighbouring stands.

5. It is not permitted to span an aisle by either ceiling or floor covering.

6. 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 3.0mts in height (height restriction dependent). 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.

7. 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.

Height Restriction
For the purpose of this Exhibition the height limit for self-build stands is 4m and any materials on display within the stand itself must not exceed this height. This excludes rigged items which may be above 4m.

Pillars
There are no pillars in the Exhibition Area.

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. Any queries regarding this must be addressed to Bioscientifica.

**Partitions**

Partitions separating stands may be erected up to between 2.5mts and 3.0mts 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 3.0mts 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**

Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 100mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm (24") to which persons have access must be submitted to Bioscientifica for the approval of the Authorities.

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.

**Schematic Plan**

A form (Form 7) has been included in the Dates and Deadline section of this manual so you can sketch the location of your utilities such as furniture, power outlets, spotlights and water 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 any ordered items will be placed at the discretion of the exhibition contractor and any relocation will be at the exhibitor’s expense.

**Stand sizes/dimensions**

Please refer to the meeting organiser should you require confirmation of your stand dimensions.

**On-site Inspection**

Following the build period a full Health and Safety check will be carried out prior to the exhibition opening to the public.

Attention will be given to the following areas:

1. Your company name and/or stand number has been prominently displayed.
2. The overall height of your stand fittings (including graphics and column cladding) does not exceed 4mts in height from the floor.

3. Existing building columns have been clad on all faces, allowing for access to fire points, etc. where necessary. Such cladding may surround the column, but may not touch it or be fixed to it in any way.

4. On stands with 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).
Exhibit

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Technical Manual

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ESPE 2020 LIVERPOOL

Health and Safety Section

As the Organiser, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. For all European events we refer to the *g-Guide for Global Standards for Health and Safety at Exhibitions and Conference*.

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 Bioscientifica.

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

- Completes and returns the Health & Safety Declaration form at the rear of this manual
- Undertakes their own Risk Assessment (see section on Risk Assessment)
- Obtains a suitable Method Statement from their principal contractors (self-build only)
- Holds 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

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 objectives 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.

Emergency Procedures
In the event of an emergency, appropriate instruction will be relayed to all participants.

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, it must be placed in an open area and safety valves must be used.

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.

The fire alarm system is according to UK regulations and the Venue has close contact with the local fire department. In the event of discovering a fire in your vicinity, please adhere to the following instructions:

- Immediately raise the alarm by breaking the glass in the fire alarm call point. As soon as you do this the audible alarm will activate
- Tackle the fire only if you know which extinguisher to use and it is safe to do so - DO NOT put yourself at unnecessary risk
- Leave the building via the nearest available emergency exit
Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health and 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.

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.
- 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.

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 ESPE 2014 Exhibition. All Companies must complete the Health and Safety Declaration Form at the back of this Manual 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. If you have any queries regarding this or need further information, please contact Bioscientifica.

**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.

All exhibitors must complete and return their mandatory Risk Assessment form. A risk assessment template and guidelines for completing this are included in the Dates and Deadlines section of this manual. Exhibitors can produce their own if preferred.
Health and Safety – Exhibitor Checklist

- 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.
General Event Information

Accommodation
Accommodation can be booked via the event webpage; https://www.eurospe.org/meetings/2020/espe2020/accommodation/, offering a range of accommodation to suit all budgets. Any enquiries or requests for additional information, changes or cancellations of room reservations are to be addressed to ESPE2020.hotels@bioscientifica.com.

ATM
There are no ATMs on site within the venue, however the guest relations team can offer cash back up to £50 per transaction, along with some currency exchange services for Euros (€) and US Dollars ($). ATMs can be found in nearby shopping centres – contact a member of venue staff for details.

Children/Students/Trainees
We regret that no-one under the age of 18 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.

Cloakroom
A cloakroom will be available on site and will be clearly signposted.

Copyright
Please note that the Meeting 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.

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 report to the Organisers’ office in the first instance.

Insurance
The Meeting 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 Organisers 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 objectives. The Event
Organisers will request the exhibitor to arrange for his/her own insurance with a third party.

*All Companies exhibiting at the ESPE 2020 Meeting 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.

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 provision are fulfilled.

**Lost Property**
If you have lost something please check with the Organisers’ office.

**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) as above.
- 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 Meeting Organisers’ announcements and emergency/police messages only.

**Payment Conditions**
All orders made for additional items must be paid for at the time of ordering. After receiving an order, Bioscientifica will send a receipt of payment to the email address provided on the booking form.

On-site payments must be made by credit card. Bioscientifica accepts only Visa, Mastercard and American Express. Cheques will not be accepted for on-site orders.

**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 conference there will be security present. Every night the Venue will be closed and the appropriate security provided.

**Social Programme**
Social programme tickets can all be booked through the [Exhibitor Delegate Registration form](mailto:).  

**Smoking**
ESPE 2020 has been designated a non-smoking Meeting. Smoking will not be permitted anywhere within the Venue.
Terms and Conditions of Exhibiting

1. Definitions
In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Meeting. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means Bioscientifica on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

2. Installation and Removal of Exhibits
Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor. The Exhibitor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

3. Stand Construction and Services
For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-coordinating all activities during installation and dismantling periods and for security purposes, No other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

4. Application
The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition 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 Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

5. Cancellation
All cancellations must be made in writing and submitted by registered post. The ESPE 2020 Meeting shall retain: 75% of the contract price if the cancellation is received up to 9 months prior to the ESPE 2020 Meeting, 100% of the contract price for any cancellations received within 9 months prior to the ESPE 2020 Meeting.

6. Bankruptcy or Liquidation
In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.
7. Occupation and Payment of Stand Space
The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.

8. Obstruction of Gangways and Open Spaces
Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitors expense and risk.

9. Conduct of Exhibitors and Representatives
Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Microphones/Audio Visual Equipment: Exhibitors may not use audible equipment which may be heard outside the exhibitors’ assigned space. Microphones and other voice enhancing devices are not accepted. Live presentations at the stand are not permitted without prior approval from the ESPE Meeting organisation. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.

Publicity Material and Give-aways: Any publicity material shall be displayed and/or given away only from the Exhibitors own stand. 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. No such material may be distributed in any hotel used by the Meeting Organiser. Contests, lotteries, raffles are subject to the approval by the ESPE Meeting Organiser. Political propaganda may not occur in the stand or in any other place within the exhibition area.

10. Trade Union Labour
All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

11. Electrical Requirements
Full lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

12. Dangerous Materials and Exhibits
The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

13. Fire Precautions
In accordance with the requirements of the appropriate authority, all material used in Construction work, display materials etc. must be effectively fire proofed or made of non-inflammable materials in accordance with the...
standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

14. Damage to the Premises
No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible would be invoiced for any reparation charges incurred.

15. Cleaning
The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned unless this is booked separately by the exhibiting company.

16. Security Services
The Organisers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.

17. Storage
There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

18. Freight and Transport
The Organisers will appoint official forwarding agents for temporary importation of goods for the Exhibition. Overseas exhibitors wishing to bring in goods or materials for temporary importation MUST contact the Organisers for details of the official contractor.

19. Liability
Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organising Committee and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

20. Insurance
Exhibitors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitors will have seen from paragraph 19 above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance.

21. General Conditions
The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such
amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance affected by the Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition. Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions. It is not allowed to exhibit and/or sponsor at any other type of Ophthalmology meeting in Europe within a period covering 14 days before and 14 days after the dates of the ESPE 2020 Meeting. The Organiser shall be entitled to terminate the contract forthwith and all payments made to the organiser shall be forfeited, without prejudice to the organiser’s authority to claim damages in full from the exhibitor.

22. Symposia and Scientific Sessions
All symposiums must take place at the official ESPE 2020 Meeting venue. Sponsors are prohibited from arranging symposia at sites other than the official ESPE 2020 Meeting sites and outside the official ESPE 2020 Meeting programme. The ESPE 2020 Organiser will not allow the organisation of any other scientific meetings than the Satellite Symposia for the delegates during the Meeting dates. The ESPE 2020 Organiser will not agree to any other scientific meetings taking place prior or after the Meeting dates that would interfere with the ESPE 2020 Meeting Scientific Programme.

Disclaimer
The information provided in the Priority Prospectus has been prepared by Bioscientifica to assist the exhibitors. Whilst every care has been taken to ensure that the details are correct at time of issue, Bioscientifica shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

The ESPE 2020 Meeting and Bioscientifica cannot accept liability for injuries or losses of whatever nature incurred by participants and/or accompanying persons, nor for loss of or damage to their luggage and/or personal belongings. Please check the validity of your travel insurance.

All reasonable endeavours will be made to hold the ESPE 2020 Meeting and to present its programme as scheduled under circumstances which assure the comfort and safety of all participants and accompanying persons. However, neither the ESPE 2020 Meeting nor its committees, representatives or agents, shall be held liable by any person as a result of the cancellation of the ESPE 2020 Meeting or of any of the arrangements, programmes or plans connected therewith, or for any injury, damage or inconvenience which may be suffered by any person while travelling to or from, or during such person’s presence in Barcelona in connection with this Meeting.

Participants and accompanying persons are advised to purchase their own insurance against any such occurrences.

Cancellation or Modification of the Meeting due to Force Majeure In case of force majeure, the ESPE 2020 Meeting has the right to alter or cancel the Meeting without prior notice. However a notice of the occurrence shall be given by the ESPE 2020 Meeting as soon as reasonably possible. Force majeure shall mean any circumstance beyond the reasonable control of the ESPE 2020 Meeting which prevents or impedes the holding of the Meeting, including, but not limited to, government action, war or hostilities, riot or civil commotion, earthquake, flood, volcano, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism.

The ESPE 2020 Meeting shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Meeting. Furthermore, registration fees will not be reimbursed by the ESPE 2020 Meeting or ESPE Society.

Bioscientifica Ltd – February 2020