



21-23 September 2023, World Forum, The Hague, Netherlands

Exhibition Technical Manual

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1. Introduction

The 61st Annual Meeting of the European Society for Paediatric Endocrinology (ESPE 2023) is dedicated to education, research, knowledge and clinical practice of paediatric endocrinology and metabolism including children's and adolescents' disorders of the hormone producing glands of the body and puberty, growth and sexual development problems. These include thyroid, diabetes, early and late puberty, adrenal gland problems and growth hormone deficiency.

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 Amber Nutt espe2023.sponsors@bioscientifica.com. Full contact details are provided below.

2. Contact information

Please note that all orders are required to be submitted to the Meeting Organiser who will pass these to the relevant suppliers. The preferred Meeting suppliers will then contact you directly should you have any bespoke requests outlined in your order.

Role	Contact Name	Contact number	Email	Company
Sponsorship & Exhibition Manager	Amber Nutt	+44 (0) 1454 642 244	espe2023.sponsors@bioscientifica.com	Bioscientifica
Corporate Relations/ Sales enquiries	Amy Manton	-	corporaterelations@bioscientifica.com	Brightelm
Freight forwarding & storage	Matthew Spokes	-	Matthew@dhl-exh.com	DHL
Event Manager	Alex Renahan	+44 (0) 1454 642 766	espe2023@bioscientifica.com	Bioscientifica

3. Additional items and costs

In addition to the items outlined in the [ESPE 2023 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
Lead retrieval	Lead retrieval functionality will be available for exhibition booths. At present the lead retrieval supplier has not yet been confirmed. Further details will be provided in due course.	TBC
Catering	You may provide small catering items at your booth – see section 16.2 for details of regulations.	Quoted based on requirements
Hostesses	You may book hostesses to staff your stand should you wish.	Quoted based on requirements
Additional Exhibitor passes	Exhibitor passes provide access to the Registration Hall and Exhibition Hall only . A number of complimentary passes are included as part of your package – see section 19 for details. Additional passes can be purchased if required.	€175 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.

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
5 April 2023	Confirmation of agency contacts sent to Congress Organiser	Exhibitor	Complete task on Bioscispex Website	Task 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
7 June 2023	Company logo and profile sent to organiser	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	All companies should submit their logo and company profile (max. 200 words) for inclusion in event materials.
7 June 2023	Stand design plans & schematics submitted for approval (Space only)	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	All space only exhibitors must submit plans of their stands, showing all measurements, for approval
7 June 2023	Method statement submitted (Space only)	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	All space only exhibitors must submit a full method statement for the stand build
7 June 2023	Delegate bag insert proof submitted for approval (if part of package)	Exhibitor/Agency	Complete task on Bioscispex Website	Upload Artwork	Please see section 7, Delegate bag content , for details.
5 July 2023	Risk Assessment Form submitted	Exhibitor/Agency	Complete task on Bioscispex Website	Upload Document	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
5 July 2023	Health & Safety Declaration submitted	Exhibitor/Agency	Complete task on Bioscispex Website	Task 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
5 July 2023	Proof of Insurance submitted	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	All exhibiting companies must provide proof of public liability insurance up to a value of €5m)
5 July 2023	Final delegate bag insert proof submitted (if part of package)	Exhibitor/Agency	Complete task on Bioscispex Website	Upload Artwork	Please see section 7, Delegate bag content , for details.
14 July 2023	Lead retrieval bookings made	Sponsor/Agency	espe2023@bioscientifica.com	Email	Details of the lead retrieval system will be made available in due course
22 July 2023	Fascia name board details provided (shell scheme)	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	The exact text required on the stand fascia (shell scheme stands only) must be provided to the Meeting organiser
22 July 2023	Orders for electrical connection/power (space only)	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Space only stand bookings do not include power and this must be ordered separately. Shell scheme stands include power and one socket but additional power can be ordered
22 July 2023	Orders for stand furniture, fixtures and fittings	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Additional furniture for shell scheme packages, or furniture for space only stands, should be ordered separately. Please email for catalogue and costs

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
22 July 2023	Orders for stand graphics/printed items (panels, banners etc.)	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Please email for information about additional graphics and printed items
22 July 2023	Orders for Audio Visual/IT for stands	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Details about additional AV options will be available in due course
22 July 2023	Orders for Internet for stands	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Wired internet or wifi for booths, should be ordered separately
22 July 2023	Stand cleaning booking	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Please email to request stand cleaning options and quotes
22 July 2023	Stand catering booked (if required)	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Information about catering will be available in due course
22 July 2023	Additional hostesses booked (if required)	Exhibitor/Agency	https://worldforum.fairboost.nl/	World Forum Website link	Please email to request hostess options and costs
22 July 2023	Fire conformity declaration submitted (Space only)	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	All space only stand builds require an accompanying Fire Conformity Declaration to be form
12 August 2023	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
19 August 2023	Bag inserts to be delivered to DHL	Exhibitor/Agency	Matthew Spokes Matthew@dhl-exh.com	Bag insert information	Please note that a charge for bag packing will apply
23 August 2023	Sponsor and exhibitor registrations submitted	Exhibitor/Agency	Complete task on Bioscispex Website	Task 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.
30 August 2023	Stand build contractor name list	Exhibitor/Agency	Complete task on Bioscispex Website	Task Form	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 upload your company logo and profile to the Bioscispex website **no later than Wednesday 7 June 2023**. Your company logo and profile will be included on various congress materials dependent on sponsorship level/level of support. Please see below the word limits for company profiles:

Platinum Sponsors: 200 words

Gold Sponsors: 150 words

Silver Sponsors: 100 words

All other companies/exhibitors: 75 words

6. Delegate Bag content

Delegate bag inserts are not included in sponsorship packages but can be purchased as an additional item. Satellite symposium packages include one delegate bag insert.

Delegate bag inserts can be a maximum size of A4 and may be double-sided. A copy of the PDF artwork needs to be sent to be uploaded to the Bioscispex website for approval by **Wednesday 5 July 2023**. Following approval, it is the responsibility of the sponsoring company to print and ship the bag inserts to our freight forwarding partner, DHL, who will be responsible for packing the items in the delegate bags. **PLEASE NOTE:** A nominal fee will be charged by DHL to the sponsoring company for the handling and packing of bag inserts.

Matthew Spokes

Matthew@dhl-exh.com
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Please contact espe203.sponsors@bioscientifica.com prior to printing in order to confirm the number of copies required. Any additional bag inserts above the number of delegate bags will be shipped to the venue and available to collect from the registration desk by the sponsoring company, e.g. for use as handouts from the exhibit booth.

When sending bag inserts to DHL, please ensure that your packages are clearly labelled for the **ESPE 2023 Meeting**, and clearly show that they are **DELGATES BAG INSERTS**.

Delegate bags will be provided to all delegates on arrival at the Meeting.

7. About the Venue

ESPE 2023 will take place in The Hague, Netherlands at the World Forum, an internationally known venue which was opened in 1969 and has over 50 years' experience in organising events. World Forum proudly publish a sustainability report each year and pride themselves on being a safety and security focused venue who excel in providing quality service and excellent knowledge.

World Forum has a multifunctional auditorium, 35 breakout rooms and 12.000 square meter of exhibition space, all meeting rooms are situated around the heart of the building: the auditorium which creates the perfect flow and connection.

8.1 Venue Address

World Forum The Hague
Churchillplein 10
2517 JW Den Haag
Nederland

8.2 How to get there

Train (Metro):

Airports – The Hague Central Station (30-45 minutes)

From Amsterdam Airport to The Hague Central Station (CS) -Daily trains, plan with the 9292 travel planner for the most up-to-date travel advice.

From Rotterdam The Hague Airport to The Hague Central Station (CS)- Daily trains, plan with the 9292 travel planner for the most up-to-date travel advice.

Metro regio Rotterdam



Tram:

The Hague Central Station – World Forum The Hague (15-20 minutes)

From The Hague Central Station (CS) to World Forum The Hague - Tram 17 towards The Hague Kunstmuseum, get off at the Kunstmuseum stop.

From The Hague Hollands Spoor (HS) -Tram 1 direction Scheveningen Noord, get off at the World Forum stop.



2/3/4/19*

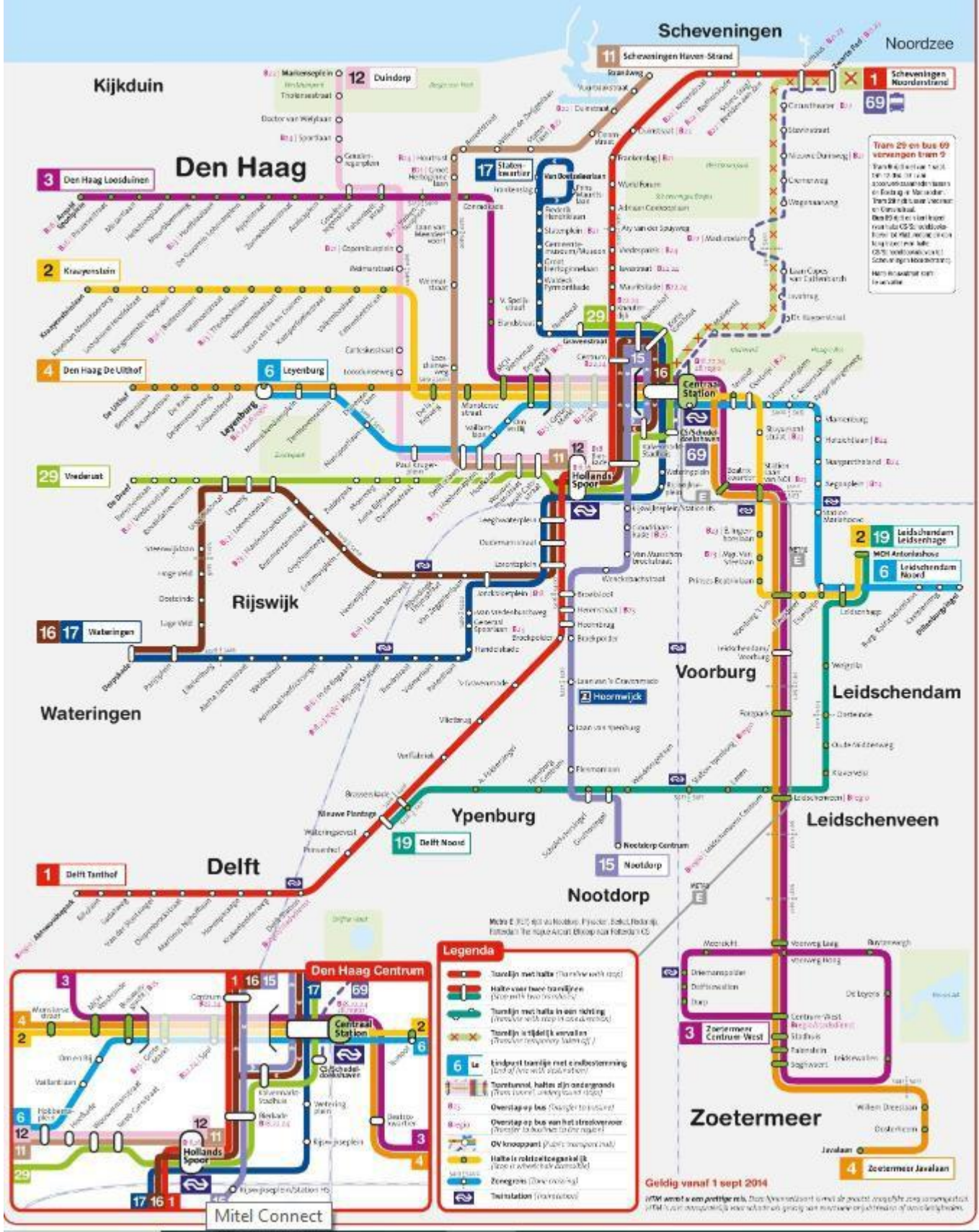


1/6/11/12/15/16/17/29



69

* Deze tramlijnen zijn rolstoeltoegankelijk. / These tramlines are wheelchair accessible



Tram 29 en bus 69
 vervangen tram 9
 Vanaf 1 september 2014 zal tram 9 niet meer rijden op de route Scheveningen - Den Haag - Leidschendam. Tram 29 en bus 69 vervangen tram 9 op de route Scheveningen - Den Haag - Leidschendam. Het traject van tram 9 wordt nu gebruikt door tram 29 en bus 69. Het traject van tram 9 wordt nu gebruikt door tram 29 en bus 69.

Legenda

- Tramlijn met halte (Tramline with stop)
- Halte voor twee tramlijnen (Platform for two tramlines)
- Tramlijn met halte in één richting (Tramline with stop in one direction)
- Tramlijn in tijdelijk verval (Tramline temporarily suspended)
- Endpunt tramlijn met e-indienstemming (End of tramline with e-stop)
- Tramlijn met twee e-indienstemmingen (Tramline with two e-stops)
- Overstap op bus (Transfer to bus)
- Overstap op bus met het stadsvervoer (Transfer to bus with city transport)
- OV knooppunt (Public transport hub)
- Halte in rolstoeltoegankelijk (Wheelchair accessible stop)
- Zonegrens (Zone boundary)
- Tramlijn (Tramline)

Geldig vanaf 1 sept 2014
 RTM werkt een partijje bij. Dit betekent dat de kaartjes die u nu gebruikt niet meer geldig zijn. Het is belangrijk dat u uw kaartje vóór 1 september 2014 vernieuwt. Het is belangrijk dat u uw kaartje vóór 1 september 2014 vernieuwt.

Taxi:

There is a taxi stand for World Forum The Hague, we work together with various taxi companies on a cleaner air ([Declaration of Intent for Clean Taxi Transport](#)).

Taxi Service The Hague: +31 70 207 0707

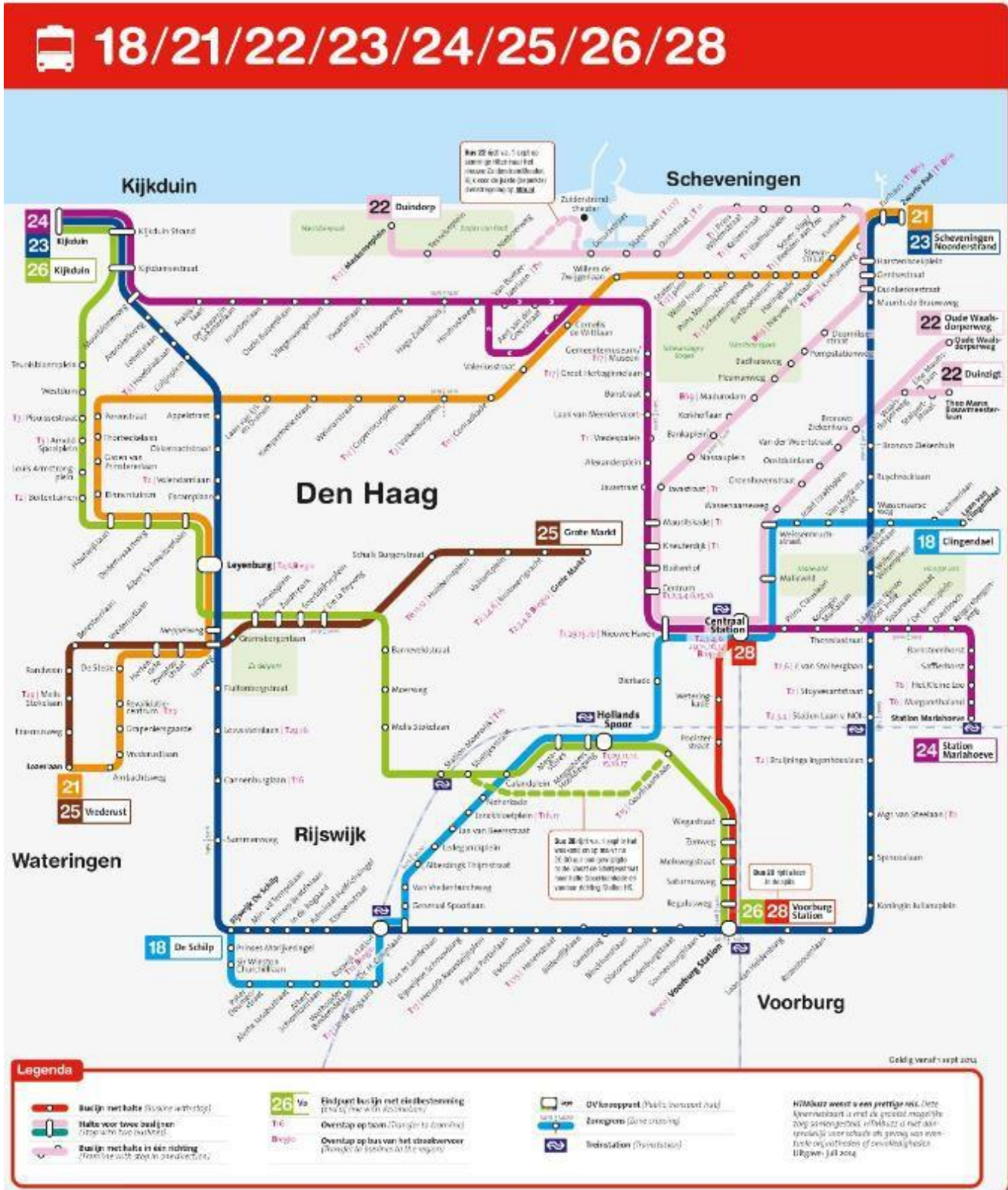
Taxi Hague HTS: +31 70 666 6666

247 Express Taxi: +31 70 260 1445

Bus:

The Hague Central Station – World Forum The Hague (15 minutes)

From The Hague Central Station (CS) to World Forum The Hague jump on bus 28 towards Zuiderstrand, and get off at the World Forum (west) stop. Plan your journey by public transport to The Hague via 9292.



Car:

World Forum is centrally located in the Randstad conurbation and easily accessible by taxi and car. World Forum has its own parking garage (parking at your own risk), which is located directly under and adjacent to the building, so that you are directly at your destination (the maximum height of the garage is 2.00 metres).

NB! The World Forum parking garage has narrow entrances and exits.

Hereby the width dimensions of the entrances and exits of the A garage:

Entrance – 248 cm

Exit Left – 229 cm

Exit Right – 226 cm

We advise you to use the left exit when exiting because it is slightly wider.

Rates & Payment options

The following standard rates apply for the parking garage:

Per hour € 4.00

From the 5th hour € 17.50

Event card (max. 12 hours) € 17.50

Day ticket (13-24 hours) € 27.50

Exit tickets for the garage can be obtained from the World Forum Front Office or from the payment machines in the parking garage with a debit card or credit card. Cash payment is not an option, World Forum is a cashless theatre.

If you need further information about parking you can contact the venue on: parking-a@worldforum.nl

Plane:

Located close to Amsterdam Schiphol Airport, World Forum is only a 30 minute journey via train from Schiphol or a 35 minute car ride. World Forum is also close to the regional Rotterdam The Hague Airport, which has close connections to more than 40 European cities including London, Geneva, Rome, Madrid and Vienna and is a 25 minute drive or a 45 minute journey via public transport to World Forum.

Additional information:

Weather: The weather in September is mild, approximately 15/17°C

Time Zone: Netherlands operates under Central European Time (CET).

Language: The local language is Dutch.

Visa and Passport Requirements: Visa and passport requirements could vary depending on which Country you are departing from. It is advised to check the travel guidelines of your own Consulate.

Currency: The currency in Netherlands is the Euro €

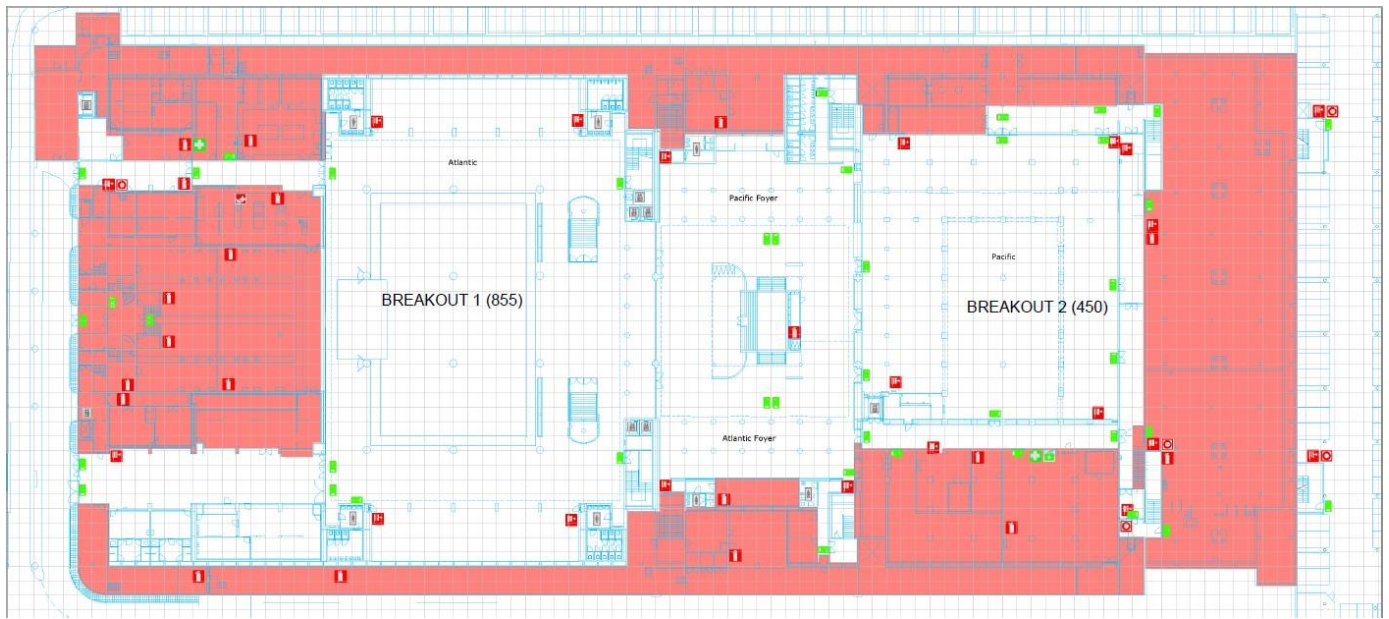
8.3 Venue layout

The ESPE 2023 Meeting will encompass the entirety of World Forum.

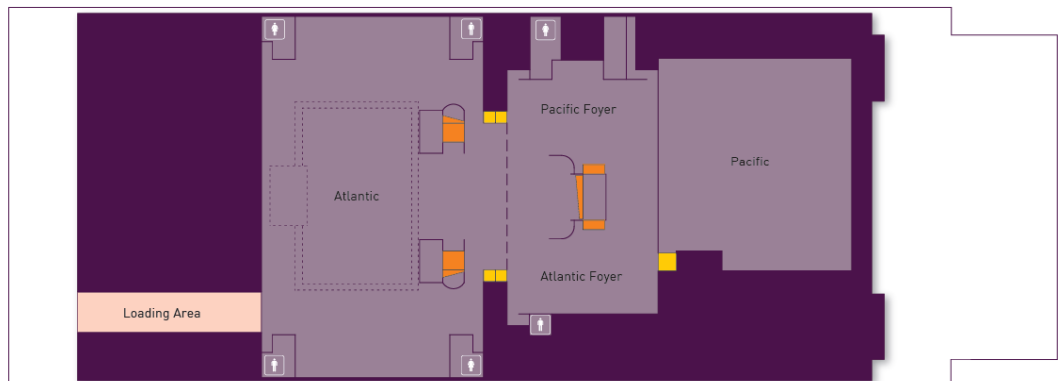
Registration will be situated in the entrance to the exhibition hall 'Princess Amalia'. The main auditorium is situated on the ground floor 'Continents' within the KWA and can be accessed through the exhibition entrance 'Princess Amalia'. Breakout Room 1 & 2 are situated on the souterrain 'Oceans', Breakout Room 3, 4 & 5 are situated on the first floor 'River and the organiser's office is situated on the second floor 'Mountains' in Kilimanjaro along with Breakout Room 6.

All levels and spaces are accessible via elevator and stairs.

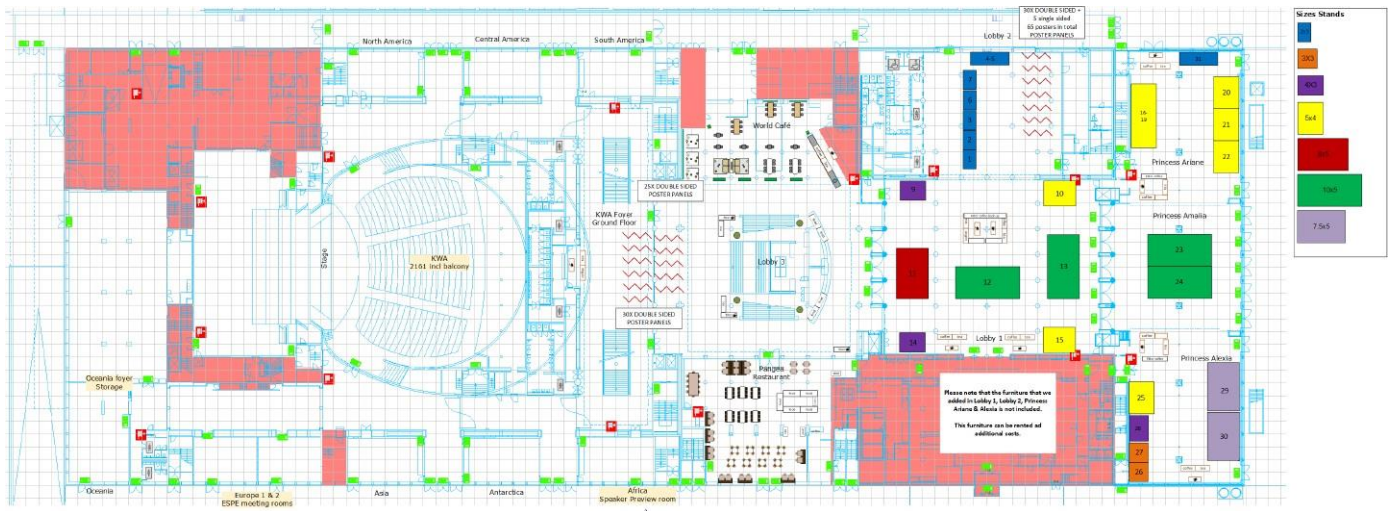
8.3.1 Oceans (-0 - Breakout Rom 1 and Breakout Room 2)



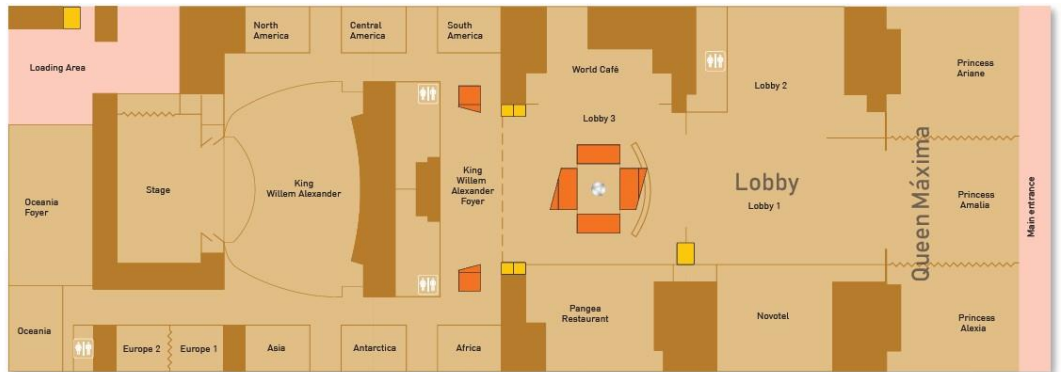
-1 OCEANS



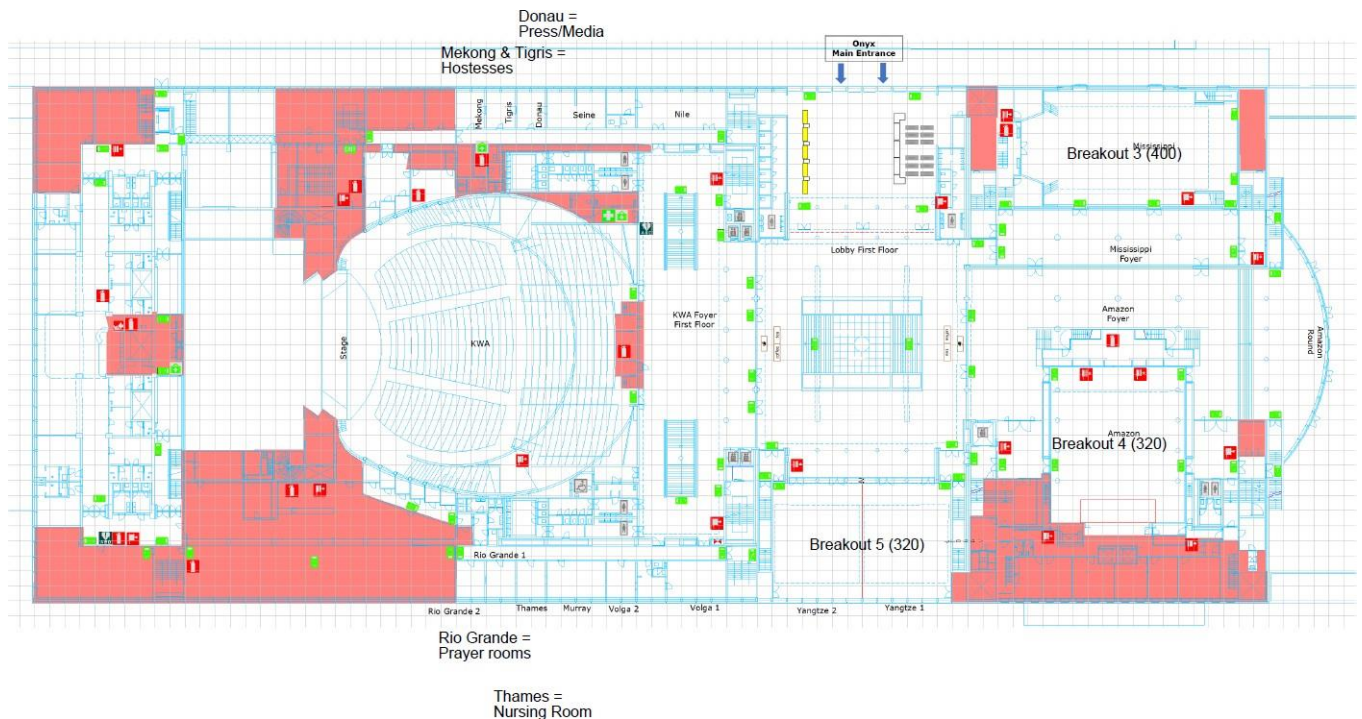
8.3.2 Continents (Ground Floor – Exhibition, Posters, Catering)



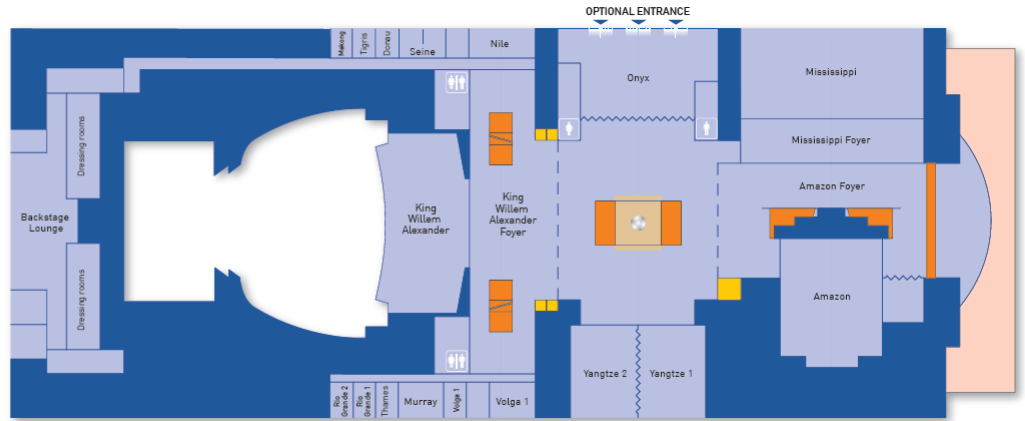
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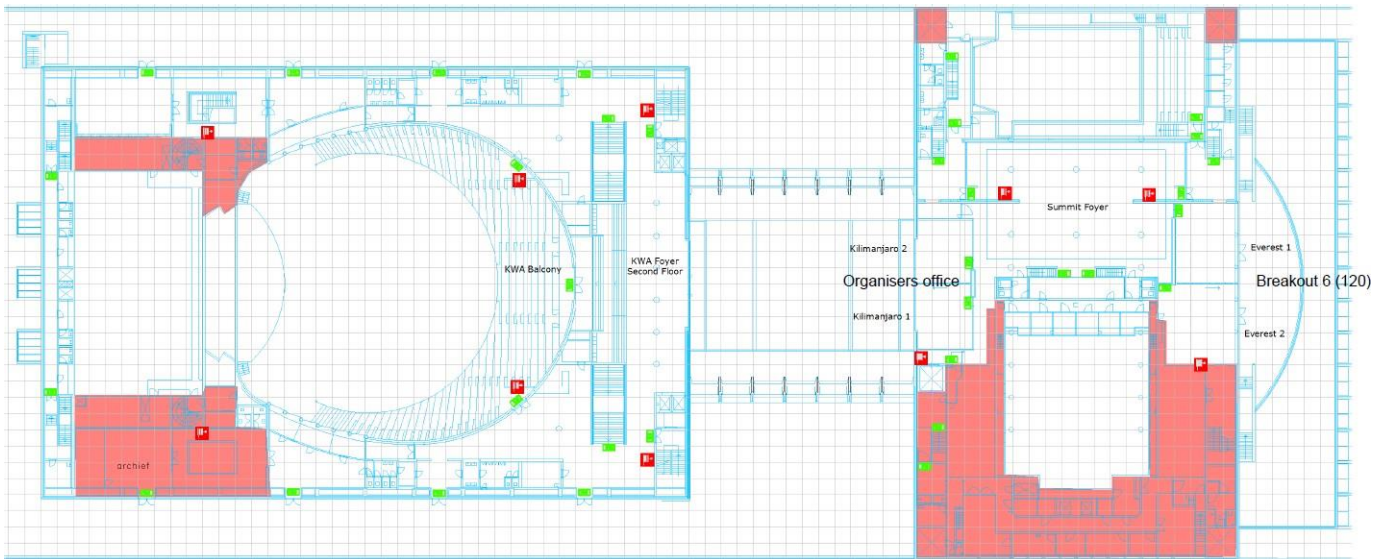
8.3.3 Rivers (First Floor – Registration, Breakout Rooms, Meeting/Hospitality Rooms)



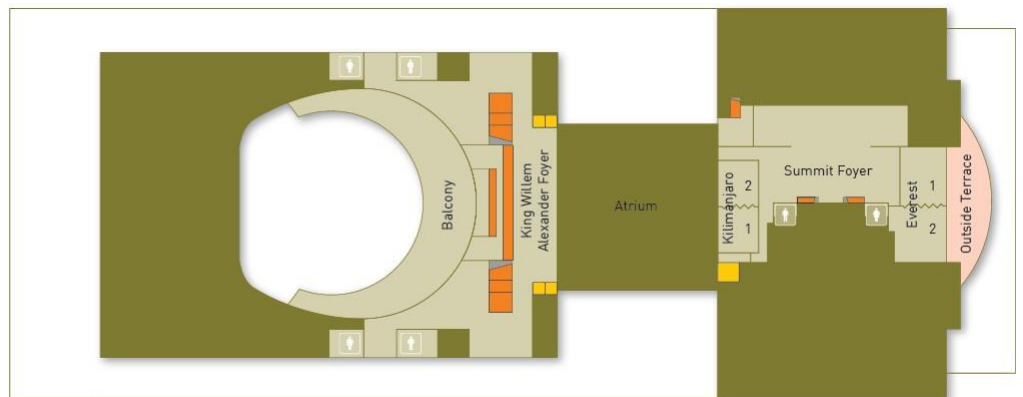
 1 RIVERS



8.3.4 Mountains (Second Floor – Breakout Rooms, Organisers Office)



 2 MOUNTAINS



8. ESPE 2023 rooms in use at the venue (correct at time of publication)

Oceans (Level -0)

Atlantic = Breakout Room 1 (855 theatre)

Pacific = Breakout Room 2 (450 theatre)

Continents (Ground Floor – conference floor)

Princess Alexia = Registration

Lobby 1, Lobby 2, Princess Ariane/Alexia = Exhibition Space

Oceania Foyer = Posters

KWA = Plenary room (2161 theatre including balcony and extra seating)

Europe 1 & 2 = ESPE Meeting Rooms

Africa = Speaker Preview Room

Pangea Restaurant

World Café

Oceania = Meeting Room

Sia = Meeting Room

Antarctica = Meeting Room

North America = Meeting Room

Central America = Meeting Room

South America = Meeting Room

Rivers (First Floor)

Mississippi = Breakout Room 3 (400 theatre)

Amazon = Breakout Room 4 (320 theatre)

Yangtze 1 & 2 = Breakout Room 5 (320 theatre)

Volga 1 = Meeting Room

Volga 2 = Meeting Room

Murray = Meeting Room

Thames = Nursing Room

Rio Grande 1 & 2 = Prayer Rooms

Nile = Meeting Room

Siene = Meeting Room

Danau = Press/Media Room

Tigris = Hostess Room

Mekong = Hostess Room

Mountains (Second Floor)

Everest 1 & 2 = Breakout Room 6 (120 theatre)

Kilimanjaro 1 & 2 = Organisers Office

9. Exhibition Location – Continents

The exhibition will be located on the Continents which is the Ground Floor level of the venue, along with all catering, seating and posters/ePosters and meeting/hospitality rooms.

9.1 Exhibition plan



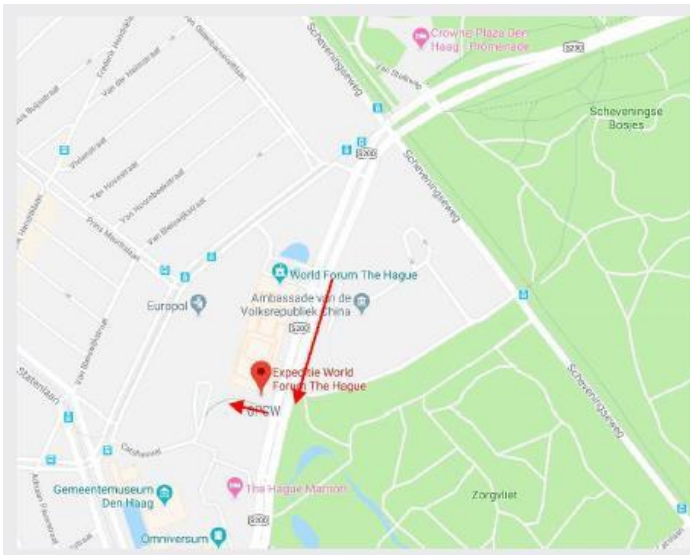
The most up to date floorplan with stand allocations can be found [here](#).

9.2 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.

10. Loading bay, access and regulations

The loading bay is located on the 'back' of the World Forum. Coming from the north (A12/A13/A44) follow the S200 to Johan de Wittlaan. Pass the World Forum The Hague on your right. Directly after World Forum The Hague, but before the OPCW; turn right. Once unloaded all vehicles must be removed from the loading bay immediately. In addition, it is also possible to unload at the front entrance of The World Forum as long as it's discussed with us in advance. For example, exhibition material needed in Queen Máxima or Lobby 1 can be unloaded on the front side.



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 venue team reserves the right to remove the vehicle without notice, charging the relative costs to the responsible company. A maximum weight of 300kg/m² is allowed at the loading docks.

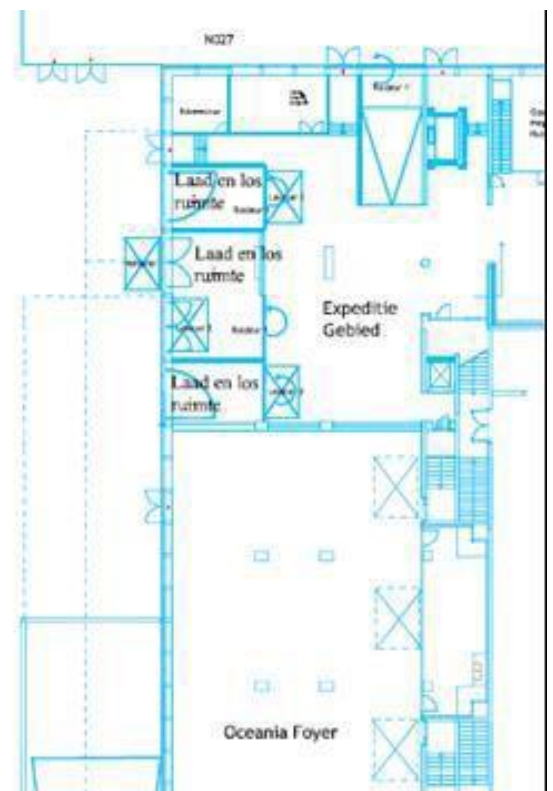
10.1 Loading Dock

Loading dock 1: Accessible for trucks up to a maximum height of 4.10 m and width of 3.10 m; 18-m trucks. The leveller is 1.25 m high and can adjust to a +40 and -40 difference. Dock is inside the building. The Theatre stage can be reached in one straight drive-up without any height differences or obstacles.

Loading dock 2: Accessible for trucks up to a maximum height of 3.75 m and width of 3.20 m. A scissor lift from 0 to 1.25 m high is available.

Loading dock 3: Accessible for trucks up to a maximum height of 3.75 m and width of 3.20 m. The leveller is 1.25 m high and can adjust to a +40 and -40 difference.

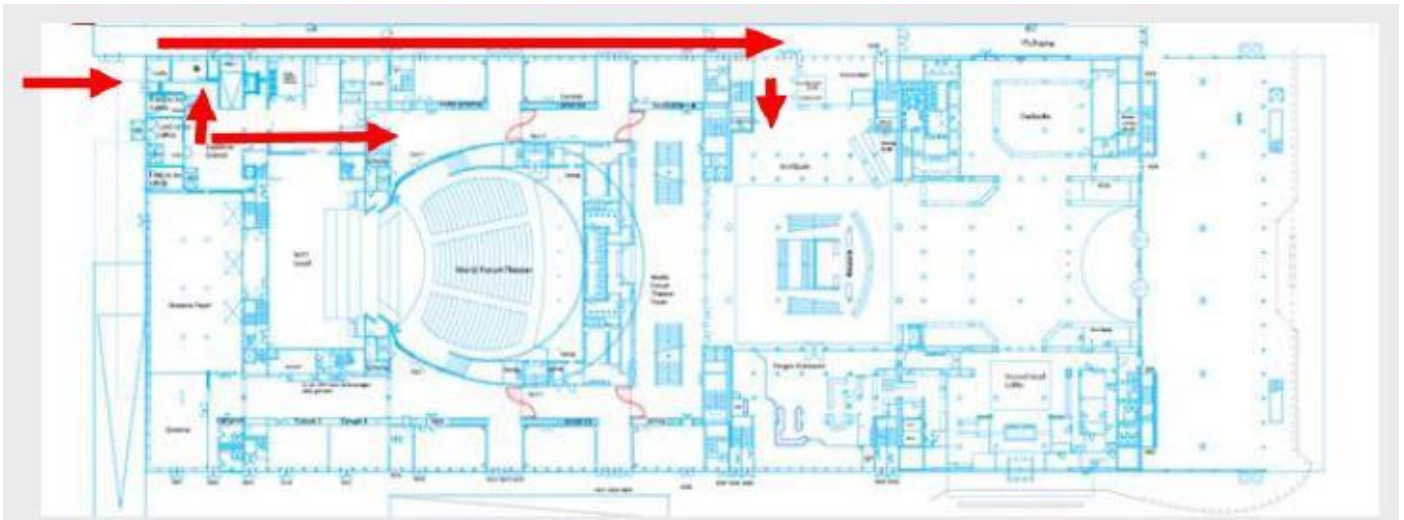
Loading dock 4: Accessible for trucks up to a maximum height of 4.10 m and width of 3.10 m; 18-m trucks. The leveller is 1.25 m high and can adjust to a +40 and -40 difference. Dock is inside the building. The Theatre stage cannot be reached in one straight drive-up; there are height differences on the way to the Theatre stage



10.2 Logistic Area

Red route:

Routing via logistic area at the back of World Forum The Hague. After entering via the loading docks, the freight elevator on the left can be used to get your heavy goods to other levels (1/0/1). Turning left just before the freight elevator takes you to the main logistics corridor. Via this corridor the ground floor lobby can be accessed without disturbance. To get to the ground floor lobby directly, go straight on from the loading docks.



10.2.1 Interior dimensions logistic area

The maximum height of the logistic area inside World Forum The Hague is 2.90 m; maximum width is 3.00 m. The side stage is fully accessible from the inside dispatch area. Routing should be via the side stage, as the logistics elevator also has a maximum height of 2.10 and width of 2.60 m.

The specific dimensions per room should be discussed with your Project Manager.

10.2.2 Weight specification

The maximum weight of goods to be brought into the building is 300 kg per square meter.

10.3 Breakdown Access

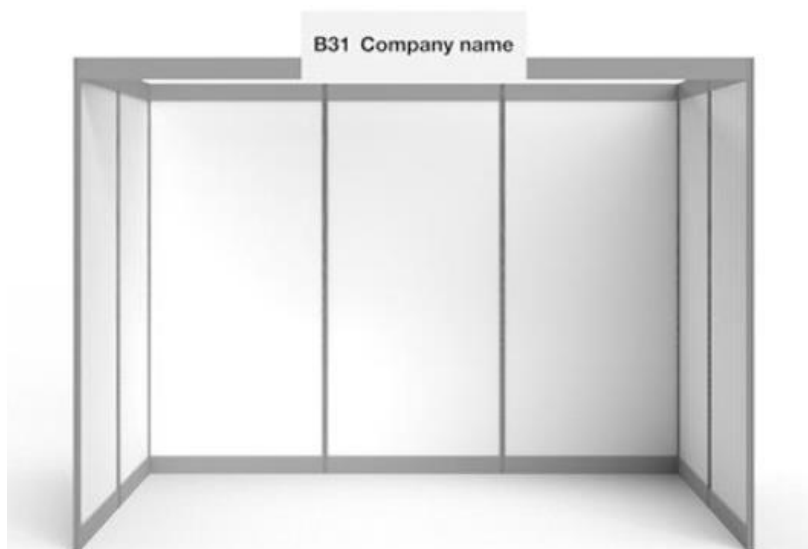
On Saturday 23rd September 2023, the Venue will not permit access to any stand contractor for at least 30 minutes after the closing time of the exhibition (which is 17:00) to allow exhibitors sufficient time to break down and pack up their stand materials.

11. Exhibition Stand Construction – Shell Scheme

Shell scheme stands are available as either 2m x 3m (6sqm) or 3m x 3m (9sqm) sizes. Any stand larger than 4m x 3m (9sqm) is sold as space only unless by prior agreement with the Meeting Organiser.

Full details of items included in the shell scheme package will follow in due course. At a minimum, each package will include:

2x3m Shell:



- All walls
- Company name per open side
- Height in lobby will be 2.2 meters
- 2 x spot lights
- 2 x basic chairs
- 1 x table (70cm)
- Power supply to be ordered on the World Forum webshop

3x3m Shell:



- All walls
- Company name per open side
- 2 x spot lights
- Carpet (9sqm)
- 2 x basic chairs
- 1 x table (70cm)
- Power supply to be ordered on the world forum website

Please note that the shell scheme walls 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

Additional power can be ordered by visiting the World Forum World Forum order website following this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

12.4 Fascia Panel

Each shell scheme stand includes a fascia name board. **Exact dimensions, design and font TBC.** Please provide your company name exactly as you wish it to appear on your fascia board no later than 23 July 2023. **Please ensure accuracy**, this can be done by visiting the World Forum order website following this link [here](#), if you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

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. Orders for additional graphics should be submitted using the form on the [Dates and Deadlines](#) page, no later than 23 July 2023, the link to submit this information can be found [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

12.6 Stand fittings

Companies can order a range of additional stand fittings and furniture for their shell scheme stand (shelves, display boards, literature racks, furniture etc.) and space only stand if applicable, this information can be found and orders can be submitted using this link found [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

12. Exhibition Stand Construction – Self Build

Exhibitors wishing to build their own stand must submit drawings for approval to the Bioscispex website.

These must be submitted **no later than Wednesday 7 June 2023**. 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 Meeting 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 using the information provided on the [Dates and Deadlines](#) page and submitting these to the Bioscispex website. Please note that all orders must be placed **no later than Wednesday 5 July 2023**.

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, including platform floors is 2.5m**. Materials on display within the stand must not exceed this height.

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. **In particular, due to the restricted sightlines within particular areas of the exhibition space the below booths will have to closely adhere to the height restrictions and other stand guidelines:**

- **Booth 12**
- **Booth 13**
- **Booth 23**
- **Booth 24**

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 2.0mts and a maximum of 2.5mts 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 Meeting 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 many pillars within the exhibition hall, all pillars and building columns are drawn in on the venue technical floorplan. The exhibition floorplan has been designed to avoid any stands incorporating or being impacted by these structures.

13.3 Height Restriction

For the purpose of this Exhibition the **height limit for all self-build stands has been set at 2.5mts** and any materials on display within the stand itself must not exceed this height. 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 is available in Queen Maxima although, we are currently in the process of gaining approval. All rigging plans will have to be submitted and reviewed before being confirmed. The maximum weight capacity of the rigging will not be able to exceed 250kg.

13.9 Schematic Plan

Schematic plans must be provided **no later than 7 June 2023** to show the location of your utilities such as furniture, power outlets and spotlights. 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. The exhibition area cannot be viewed from above therefore internal storage spaces will not be visible to delegates.

13.11 Stand sizes/dimensions

A CAD Floor Plan is available from espe2023.sponsors@bioscientifica.com. Please refer to this for the correct size to plan self build/space only stands on as it includes dimensions, open sides, location of pillars etc. Please study this carefully before designing your stand.

13. 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 2.5mts in height from the floor. Any stand fitting measuring 2.5mts 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 or any other venue structure or surface, nor have any fixings been made to the structure of the building.
4. That all waste has been removed and disposed of properly.
5. That all platform corners have been well finished and are safe.
6. 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 Meeting. Failure to do so will result in the exhibitor being charged for its removal by the venue.

14. Technical Information for all exhibitors

The Meeting Organisers, Bioscientifica, will work closely with World Forum on all aspects of the Meeting and Exhibition set-up. Any queries regarding stand construction and stand design should be directed to espe2023.sponsors@bioscientifica.com in the first instance.

15.1 Electrical Supply

All **shell scheme** exhibitors will have spotlights and power sockets (exact numbers to be confirmed) 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 this information can be found and orders can be submitted using this link [here](#). All electrical work must comply with the regulations of the venue. If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

15.2 Floor covering

The Forum Hall is not carpeted and carpet will not be laid by the Meeting Organisers in aisles between stands. **Shell scheme** packages include carpet however **Space only** packages do not and adequate flooring must be provided and fixed by individual stand builders. To request a bespoke carpet colour for your shell scheme stand please visit the World Forum Website using this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

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 ESPE 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 espe2023.sponsors@bioscientifica.com.

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, please visit the World Forum order website using this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

15.6 Noise

To ensure that disturbance to exhibitors and delegates is kept to a minimum the Meeting 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). World Forum have advised against playing music on stands due to noise pollution and distraction within the exhibition area.
- The Meeting 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. Additional services

All services, decoration, hostesses, cleaning, AV and IT must be ordered by visiting the World Forum order website using this link [here](#).

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 Meeting 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 strongly recommend placing all orders before the deadline.

16.1 Badge Scanners/Lead retrieval

Lead retrieval for exhibition booths will be available – full details will be provided by the end of April 2023. In the meantime, any queries regarding lead retrieval can be emailed to espe2023.sponsors@bioscientifica.com. Lead retrieval is not included as part of any package therefore additional charges will apply.

16.2 Catering

The Meeting venue catering partner 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 caterer. Full contact details will be provided by the end of April 2023.

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 visit the World Forum order website following this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

16.4 Floral (Flowers and Plants)

Exhibitors can order floral displays please visit the World Forum order website following this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

16.5 Furniture

Basic furniture for shell schemes as well as more elaborate furniture for self-build stands can be ordered using the form on the [Dates and Deadlines](#) page. Shell scheme packages include a minimum of two (2) chairs and a table. If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl).

16.6 Fork Lift Truck Hire

Any Company requiring fork lift hire 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 by visiting the World Forum order website following this link [here](#). Space only exhibitors may also order additional stand graphics via this form. If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

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 by visiting the World Forum order website by following this link [here](#).

16.9 Storage

Please note that there are **no storage facilities available** in the exhibition hall or Meeting 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

World Forum has 5 Dunes water tap locations throughout the venue and the water comes directly from a source in the dunes. Additional beverage options can be found on the World Forum order website by following this link [here](#). If you have any questions or queries please contact Tony de Zeeuw (tony@fairboost.nl)

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 cannot 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.

16. 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 IN ADVANCE. **Please note that the Venue will not accept any direct deliveries before or during the event.**

Please use the DHL Order Forms (see [dates and deadlines](#)) and book no **later than 12 August 2023**. 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 as per the booking forms.

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 Saturday 23rd September 2023 between 17:00 and 23:00 NOT the following day as there is no storage facility available and items will not be kept.

17. Build-up and Breakdown Information

18.1 BUILD-UP

18.1.1 Tuesday 19th September 2023

Space only exhibitors and contractors	08:30 – 20:30
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18.1.2 Wednesday 20th September 2023

Space only exhibitors and contractors	08:30 – 20:30
Shell scheme exhibitors	15:00 – 20:30
Health and Safety Inspection	19:30 – 20:00

All stands must be complete and all materials and tools removed from the exhibition hall by 19:00 on Wednesday 20th September to enable a full clean of the stands and public walkways and a health and safety inspection.

18.2 OPEN/LIVE DAYS

18.2.1 Thursday 21st September 2023

Working Group breakfast	07:30 – 08:00
Scientific programme commences	08:00 – 19:15
Exhibition Hall	08:30 -
Welcome reception (in exhibition hall)	19:30 – 21:00

It is not mandatory for exhibition booths to be staffed during the Welcome Reception although, we do advise stands to be staffed during all break times.

18.2.2 Thursday 21st – Saturday 23rd September 2023

Congress live days	Thursday:	08:00 – 21:00
	Friday:	08:00 – 18:30 (ESPE ABM 18:30-19:45)
	Saturday:	08:00 – 18:05 (followed by ESPE Evening at external venue)

18.3 BREAKDOWN

18.3.1 Saturday 23rd September 2023

Exhibition closes	17:00
Removal of all stands and materials	17:00 – 23:00

No stand breakdown should commence prior to 17:00 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 23:00 on Saturday 23rd September 2023. 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.

18. Exhibitor Registration and Entitlements (including contractors)

A number of complimentary passes for in-person attendance at ESPE 2023 are available to 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 on the Bioscispex portal **no later than 23rd August 2023**. Late submission of registration forms may result in a delay in processing.

Sponsors wishing to purchase additional passes can do this via the ESPE 2023 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 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 and catering as these are all located within the Exhibition Hall.

19.1.2 Full registration to ESPE in Rome plus access to On Demand content – 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 all On Demand content for viewing of selected Meeting sessions post-event.

19.2 Registration entitlements

Complimentary registrations are available based on support level as follows:

Registration type	Platinum	Gold	Silver	Exhibitor
Exhibition Only	30	10	5	2 per 9sqm
Full registration	5	3	1	0

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 completed on the Bioscispex portal **no later than 30th August 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.

19. Exhibition Opening Hours and staffing

The exhibition hall is situated on the Continents level which is the ground floor of the venue. The main auditorium is accessed via the exhibition hall while the remainder of the session rooms are on Level -0 (Oceans), Level 1 (Rivers) and Level 2 (Mountains) and can be accessed via the Continents lobby and do not require access to the exhibition hall.

The Scientific Programme for ESPE 2023 will be made available on the [Meeting website](#) and will be updated with further information as it is finalised.

20.1 Exhibition opening times

The exhibition hall will be open to delegates from 08:30 on Thursday 21st September. The first tea and coffee break will be from 09:30-10:00. Staffing of stand prior to this time is at the discretion of individual exhibitors.

ESPE requires that exhibition stands are staffed during refreshment breaks and lunchtimes at a minimum. Outside these times, staffing is at the discretion of the individual exhibitor.

20.2 Access times

20.2.1 Thursday 21st September 2023

Registration Opens	07:00 – 21:00
Scientific programme	08:00 – 17:55
Morning tea & coffee	09:30 – 10:00
Lunch break	12:55 – 14:25
Lunchtime satellite symposia	13:15 – 14:15
Afternoon tea & coffee	15:55 – 16:15
Evening satellite symposia	17:50 – 19:20
Welcome reception (in exhibition hall)	19:30 – 21:00

20.2.2 Friday 22nd September 2023

Registration opens/delegate access to venue	07:15
Scientific programme	08:00 – 16:40
Morning tea and coffee	11:00 – 11:30
Lunch break	13:00 – 14:30
Lunchtime satellite symposia	13:20 – 14:20
Afternoon tea and coffee	16:40 – 17:00
Evening satellite symposia	17:00 – 18:30
ESPE ABM	18:30 – 19:45

20.2.3 Saturday 23rd September 2023

Registration opens/delegate access to venue	07:15
Scientific programme	08:00 – 18:05
Morning tea and coffee	10:30 – 11:00
Lunch break	12:45 – 14:15
Lunchtime satellite symposia	13:05 – 14:05
Afternoon tea and coffee	15:10 – 15:30
Exhibition closes	17:00
Last scientific session finishes	17:30

20. General Rules for Exhibitors

21.1 Advertising and give-aways

Written approval from the Meeting Organiser and ESPE 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 Meeting.

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 a designated literature table, or to distribute publications of a disturbing, political or dangerous nature (as deemed by ESPE or the Meeting 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 ESPE and Bioscientifica (as 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 ESPE 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 Meeting 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 Meeting Organiser or required by the venue) stand in the aisle space.

21.7 Insurance

The Meeting 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 completed on the Bioscispex portal **no later than 5 July 2023**. Failure to provide proof of adequate insurance may mean you/your contractors are not permitted access to set up/exhibit at the Meeting.

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 2.5m. 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 Meeting Organisers or ESPE. 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 Meeting is the responsibility of the ESPE 2023 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

ESPE 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.

21. General Event Information

22.1 Accommodation

A number of hotels of various categories at negotiated rates are available for participants of ESPE 2023. Please contact Minos Psarakis at Bioscientifica (espe2023.hotels@bioscientifica.com) for more information on availability or book via the Accommodation booking links on the [Meeting website](#).

22.2 ATM

The nearest ATM Machine can be found at Pinautomaat (2.9km, 37 mins walk or, 3.4k 10 mins drive).

22.3 Business Centre

There is not a dedicated business centre however simple printing can be requested at the Organiser's Office on the second floor of the venue in Kilimanjaro 1 & 2.

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

World Forum 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 (Mountains) which will be clearly signposted. If there is insufficient time and a member of the Meeting or venue team is unavailable, please call the Emergency Services on 112. The venue has a dedicated First Aid room in the KWA Foyer first floor, next to the staircase.

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

All Companies exhibiting at ESPE 2023 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 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 Meeting Organiser's announcements and emergency/police messages only.

22.11 Payment Conditions

The World Forum will invoice all technical services and waste disposal before the event.

22.12 Security

Although every reasonable security precaution is taken throughout the tenancy period of the Meeting, the Meeting 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 Meeting 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 Thursday 21st September 2023 in the Venue in the exhibition hall on the ground floor. It is not mandatory for exhibitors to staff their stands at this time.

The ESPE Evening will be held off-site on Saturday 23rd September 2023. 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.

22. Health and Safety

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 espe2023.sponsors@bioscientifica.com.

Some of the key risk areas are outlined below but it is vital that each Exhibitor provides the below information **no later than 5 July 2023**:

- Completes the Health and Safety Declaration form on the Bioscispex website
- Undertakes their own Risk Assessment and uploading it to the Bioscispex website
- 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 Meeting 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 espe2023.sponsors@bioscientifica.com.

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 Meeting 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 Meeting Organisers have satisfied themselves that the event's appointed and recommended contractors/suppliers are competent in the tasks required of them. The Meeting 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 Meeting 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 Meeting Organiser has already issued written permission. The Meeting 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 Meeting 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 UK 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 the Health and Safety Declaration form on the Bioscipex website. 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 (located in the KWA Foyer, first floor)
- 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.

23. 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 on the Bioscispex website 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 Meeting 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 espe2023.sponsors@bioscientifica.com.

24.4 Risk Assessment

Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the Meeting, 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 22 JULY 2023 – ACCESS TO BUILD THE STAND WILL NOT BE GRANTED IF THESE ARE NOT COMPLETED AND RETURNED.

24. Health and Safety – Exhibitor Checklist

Task	Complete?
Appoint a responsible person for the build-up, open and breakdown periods.	
Photocopy/print 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.	

25. 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 Meeting Organisers, the exhibiting company, agents or contractors shall have no claim against the Meeting 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 Meeting 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 Meeting Organiser.

26. Cancellation of Contracts and Agreements

Refer to ESPE 2023 Supporter Contract and ESPE exhibition terms and conditions.