EACR-AACR-IACR
Basic & Translational Research Conference
27 - 29 February 2024, Dublin, Ireland

eai2024.org
EXHIBITOR SERVICE MANUAL
Dear Partners,

The European Association for Cancer Research (EACR) and American Association for Cancer Research (AACR) are proud to continue their work on Basic and Translational Research with this joint conference in Dublin, Ireland, hosted in collaboration with the Irish Association for Cancer Research (IACR).

We are pleased to provide you with the Exhibitor Service Manual for this meeting.

In this manual you will find detailed information on key dates, contact information, order forms, and various additional facilities and services to assist you in the planning and organisation of your exhibition stand as part of your Exhibition Package in Dublin, Ireland.

Thank you for carefully observing the deadlines, guidelines, and regulations listed in this manual. Please share this manual or information herein with all staff supporting you in the preparations, as well as any third parties involved on your behalf. For your convenience this manual is also available online at www.eai2024.org/sponsorship.

If you have any further queries regarding the above, please do not hesitate to contact us. We are here to assist you and to make sure this conference is a fruitful and successful event for all stakeholders.

We look forward to seeing you in Dublin and wish you an enjoyable meeting!

Kind regards on behalf of the entire conference team,

Michael Podt
Conference Manager
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## KEY DATES & DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 January 2024</td>
<td>Upload name board details, and stand graphics</td>
</tr>
<tr>
<td>17 January 2024</td>
<td>Deadline to submit company profile and logo for insertion in the Conference publications</td>
</tr>
<tr>
<td>26 January 2024</td>
<td>Regular rate registration payment deadline</td>
</tr>
<tr>
<td></td>
<td>Deadline to order and/or personalise all exhibitor badges</td>
</tr>
<tr>
<td>18 February 2024</td>
<td>Deadline to order lead retrieval scanners</td>
</tr>
<tr>
<td>26 February 2024</td>
<td>Exhibition build-up &amp; decoration</td>
</tr>
<tr>
<td>27 - 29 February 2024</td>
<td>Exhibition opening days</td>
</tr>
<tr>
<td>29 February 2024</td>
<td>Exhibition dismantling (from 14:00)</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

Conference Organiser
New Way Management EURL
154 Chemin des Comtes de Provence
06650 Le Rouret, France
www.eai2024.org
eacr@newway-management.com

Main contacts
Conference & Exhibition Management
Michael Podt & Wessel Nieuwenweg
eacr@newway-management.com
+33 (0)786 710 446

Scientific Programme Management
Rebekka Mattyasovszky
eacr@newway-management.com

Registration Management (groups & individuals)
Conference Customer Service Team
eacr@newway-management.com

Conference Venue
The Convention Centre Dublin (CCD)
Spencer Dock, N Wall Quay, North Dock,
Dublin 1, D01 T1W6, Ireland
Switchboard +353 (0)1 856 0000 | info@theccd.ie
www.theccd.ie
Online ordering: https://www.theccd.ie/visiting/online-ordering

Exhibition Services/Decorator
Total Expo Limited
GD House, Whitestown Drive,
Tallaght Industrial Estate, Tallaght, Dublin
Telephone: +353 (0)1 413 7315 | cormac@totalexpo.ie
www.totalexpo.ie
Online ordering: EAI 2024 – TOTAL EXPO Event Orders

Freight Forwarding Partner
Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings, Dundalk, Co. Louth, A91 NR23
Switchboard: +353 (0)429 663 291 | ops@interflow.ie
Online ordering: www.interflow.ie/freight-order-form
USEFUL CONTACTS

Audio-visual, Furniture Hire, Electrical Services, Shell Scheme Stands and Stand Extras:

**Total Expo Limited**
GD House, Whitestown Drive,
Tallaght Industrial Estate, Tallaght, Dublin
Telephone: +353 (0)1 413 7315
Email: Cormac@totalexpo.ie
Web: www.totalexpo.ie
Online ordering: EAI 2024 – TOTAL EXPO Event Orders

Storage, delivery, handling and lifting:
Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings,
Dundalk, Co. Louth, A91 NR23
Telephone: +353 (0)429 663 291
Email: ops@interflow.ie

Stand catering, cleaning, internet and telephone connections:

**CCD Online Ordering Service**

Online ordering: www.theccd.ie/visiting/online-ordering

INSURANCE & LIABILITIES

The organisers recommend that exhibitors arrange adequate insurance cover for their staff and insure their belongings against liabilities, theft, or damage. Make sure to not leave any valuable items unattended.

Neither the conference organisers, their representatives, nor the Dublin Conference Centre will be liable for any losses, unless where a negligent act or omission on the part of either organisation, its representatives, or subcontractors is clearly established.
EXHIBITION FLOOR PLAN

Exhibition floor plan
The latest exhibition floorplan, including a listing of participating organisations, is available for consultation here.

The technical floor plan is shown below. Note that this floor plan is subject to change, a final version of the technical floor plan will be provided prior to the Conference.
ACCESS TO THE DUBLIN CONVENTION CENTRE

Please note that the floor plan is subject to change.

Access plan
For detailed information on the venue and how to reach CCD, please visit [www.theccd.ie](http://www.theccd.ie)

Parking
The Convention Centre Dublin’s ESPA Gold Award underground car park, managed by Euro Car Parks, has 320 spaces, 8 disabled spaces, and a height limit of 2.1 m. It operates from 7.00 am to midnight 7 days a week. Parking rates are €3.50 per hour or €25 per day, with an evening rate of €12 from 6.00 pm to midnight. You can pre-book parking up to two weeks in advance. Please note a 5% service fee applies to each transaction.

For more information on The CCD’s ESPA Gold Award underground car park, please call Euro Car Parks on +353 (0)1 876 1763 or email ccd@eurocarparks.ie.

There are over 2,300 spaces in car parks near the CCD:

<table>
<thead>
<tr>
<th>Car Park</th>
<th>Walking Time to the CCD</th>
<th>Spaces</th>
<th>Disabled Spaces</th>
<th>Opening Hours</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CCD Spencer Dock</td>
<td>1 minute</td>
<td>320</td>
<td>8</td>
<td>7 am - midnight, Monday to Sunday</td>
<td>Euro Car Parks</td>
</tr>
<tr>
<td>National College of Ireland (NCI) Lower Mayor Street</td>
<td>5 minutes</td>
<td>104</td>
<td>0</td>
<td>7 am – 11 pm, Monday to Sunday</td>
<td>NCI</td>
</tr>
<tr>
<td>Point Village Parking Entrance from Sheriff St Upper</td>
<td>10 minutes</td>
<td>880</td>
<td>26</td>
<td>7 am - midnight, Monday to Saturday</td>
<td>Euro Car Parks</td>
</tr>
<tr>
<td>IFSC Car Park Lower Mayor Street</td>
<td>10 minutes</td>
<td>370</td>
<td>2</td>
<td>6:30 am – 10 pm, Monday to Friday</td>
<td>Park Rite</td>
</tr>
<tr>
<td>Grand Canal Square Car Park</td>
<td>10 minutes</td>
<td>150</td>
<td>8</td>
<td>7 am – midnight, Monday to Sunday</td>
<td>Q Park</td>
</tr>
<tr>
<td>Irish Life Car Park Abbey Street</td>
<td>15 minutes</td>
<td>340</td>
<td>4</td>
<td>7 am – midnight, Monday to Friday</td>
<td>Park Rite</td>
</tr>
<tr>
<td>Connolly Station Car Park</td>
<td>15 minutes</td>
<td>460</td>
<td>Yes</td>
<td>24 hours / 7 days</td>
<td>Irish Rail</td>
</tr>
</tbody>
</table>
FREIGHT FORWARDING

Interflow Logistics Ltd. Advantage Forwarding has been appointed as the sole official forwarder, customs clearance agent, and drayage contractor for the meeting at the Convention Centre Dublin. Shipping orders can be placed via this link: www.interflow.ie/freight-order-form.

Shipping guidelines and a shipping label are provided together with this manual. A copy can be requested from the organisers. For safety and due to time constraints, no other contractor will be permitted to operate the lifting into the venue.

Third parties are not allowed to deliver or pick up at the stands and/or operate forklifts or other vehicles within the congress venue.

Detailed shipping instructions, rates and information can be obtained from our official freight forwarder.

ACCESS FOR DELIVERIES, MARSHALLING AND FREIGHT HANDLING

Please contact our freight handler for any details on deliveries, handling of freight, etc.

On arrival the area will be controlled by traffic marshalls, who will direct exhibitors and contractors to the loading/unloading gate. Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue, which leads to an underground basement car park with a height limit of 4.5 m (14’ 3"). The weight limit of the ramp is 12.5 Kn/m2 with an axle load of 8.5 tonnes. All couriers must report to the Dock Office at the sign-posted ‘Loading Bay’ on arrival. All items for delivery need to be clearly labelled with a name, address, and exhibition stand number (if applicable), and all exhibitors are required to sign for their delivery before it is released to them. Please note there is an HGV 5-axle ban in force throughout Dublin city centre. Please check Dublin City Council’s Restriction Zone Map to plan your access point and route.

Vehicle lifts
When you arrive onsite, dedicated commercial vehicle lifts will serve all main exhibition and conference halls, as well as the Auditorium, allowing all your event equipment to be transported to your room or hall effortlessly. Access to the exhibition halls is via a truck lift or van lift. As space is limited, once your vehicle loading or unloading is complete, you will be asked to remove it from the lift to facilitate access for the next vehicle. A separate entrance to the Forum Hall is also available at ground level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door.

Truck lift
The weight limit of The CCD’s truck lift is 25,000 kg. The truck lift can accommodate a trailer size of maximum 13,600 mm long x 2500 mm wide x 4000 mm high or 2 x vans of maximum 7345 mm long x 2360 mm wide x 3055 mm high. The maximum dimensions of the truck lift entrance and exit are 3900 mm wide x 3200 mm high.

Van lift
The weight limit for The CCD’s van lift is 6,000 kg. The van lift can accommodate a vehicle of maximum 2360 mm wide x 7345 mm deep x 3055 mm high. The maximum dimensions of the van lift entrance and exit are 2900 mm wide x 3200 mm high.

Loading bay doors into halls
Dimensions for loading doors in the Forum are as follows:

- Door 1 (entrance to the van lift): 3225 mm high x 3590 mm wide
- Door 2 (entrance to the truck lift): 3225 mm high x 3775 mm wide

Vehicles are not allowed inside the exhibition area. Only pallet jacks and small trolleys will be allowed.
EXHIBITION SCHEDULE

Important: modular stands (stand packages) will be constructed by the conference stand builders and will only be accessible to exhibitors on Monday 26 February 2024 from 16:00.

For safety reasons, no access before this time will be allowed. During build up, exhibitor badges must be worn by all staff (more detailed information on page 10).

Incomplete stands or no-shows will be walled off on Tuesday 27 February at 11:00 and any goods left unattended will be removed into storage at the exhibitor’s cost. Acceptance of this condition is a term of exhibition space rental.

Monday 26 February 2024
08:00 – 16:00 Construction of ‘Stand Package Stands’ by the EACR contractors & stand builder
16:00 – 20:00 Access for all exhibitors to work on their stands inside the exhibition area (decoration only). Construction must be completed, and all goods & materials must be removed from the aisles by 18:00

Tuesday 27 February 2024
08:00 – 11:30 Stand decoration only; must be completed by 11:30
No construction or heavy building will be allowed in the exhibition area during this time
12:00 – 20:00 Exhibition open
Coffee Breaks inside the exhibition area: 14:00 – 14:30 and 15:00 – 15:30
19:00 – 20:00 Welcome Reception, Exhibition & Poster Viewing

Wednesday 28 February 2024
09:30 Exhibition Hall open for exhibitor staff only
10:00 – 19:00 Exhibition open
Coffee Breaks inside the exhibition area: 10:25 – 10:55 and 16:25 – 17:40
Lunch Break & Poster Viewing inside the exhibition area: 12:45 – 15:00

Thursday 29 February 2024
09:00 Exhibition Hall open for exhibitor staff only
09:30 – 13:30 Exhibition open
Coffee Breaks inside the exhibition area: 09:40 – 10:10
Lunch Break & Poster Viewing inside the exhibition area: 11:20 – 13:30
14:00 – 18:00 Dismantling of the exhibition
No dismantling activities, including packing of stand materials, may take place before 14:00
WHAT YOUR STAND INCLUDES

Company profile and listing

Each exhibiting company will be listed on the conference website. Listings include the company name, exhibition stand number, and company profile, provided this information is uploaded by 17 January 2024. To upload your company profile, please use this link.

Stand structure

- Each 9 sqm exhibition stand includes:
  - 1 x reception counter
  - 1 x stool
  - 1 x table
  - 2 x chairs
  - 1 x wastebin
  - 1 x 13 amp double socket (1 kw max) and
  - LED spotlights (50 watt)
  - Initial booth cleaning

Internet access is provided through the congress Wi-Fi network. For any dedicated or strong connectivity, facilities must be ordered.

Please note that branding used in the visual is sample branding. If you require graphic design, we can. Furniture is suggested, exact models may vary in shape & size.
Stand name board and graphics
You can customise your stand in three different ways:

1) Name board (text only)
2) Logo on counter front panel (optional with extra charge)
   - Dimensions: 986 mm wide x 986 mm high
3) Wall branding (optional with extra charge) – please request dimensions and details from Total Expo (cormac@totalexpo.ie)

Use the following link to provide the exact text for your name board, the print-ready file for the counter, and optionally, the graphics for the back wall of your stand. Make sure to submit all information no later than 13 January 2024. Stand artwork submission (wrike.com)

Stand graphics
Graphics need to be saved either in PDF or TIF format. Graphics with bitmaps should be embedded within the file and be at least 300 dpi on a 1:1 scale. All text needs to be converted to vectors. CMYK colours should be used. Do not include colour profiles when saving. No bleed is needed. No register or cut marks. Stand artwork submission (wrike.com)

The maximum building height is 2.5 m. Suspension of banners/signage from the ceiling or walls of Dublin Convention Centre is not allowed.

EXHIBITION AREA ACCESS
Stand personnel may only enter the exhibition area when wearing an exhibitor badge.

Exhibitor badges
Exhibitor registration is reserved for staff working directly for an exhibiting company/organisation and responsible for the management or manning of stands, industry symposia, and/or sponsored activities.

Individuals wishing to visit the exhibition should purchase a delegate registration (full or day access).

The practice of selling or promoting a product or service outside of the exhibition area is strictly forbidden.

Exhibitor registration
Exhibitors must always wear their official conference badges clearly visible when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges, is not sufficient and will be considered a violation of the guidelines.

Validity
Exhibitor badges will allow access to the exhibition area only. They give no access to the scientific sessions. When companies apply for badges, it is understood that they will only provide them to company employees. Proof of affiliation can be requested.
EXHIBITOR REGISTRATION & BADGE COLLECTION

Exhibitor badges with company name and/or individual name

Only exhibiting companies are entitled to Exhibitor badges. Each exhibition stand (9 sqm) includes 2 free all access passes. Badges will include company name only and may be shared among staff attending on different days.

Personalization of badges and ordering of additional exhibitor badges

If a company wishes to personalize the two 2 free passes, please send the two names by email to eacr@newway-management.com before 26 January 2024. A maximum of 2 personalized passes is provided.

If the number of free exhibitor badges is insufficient, extra badges may be purchased. To order additional exhibitor badges, please send the following details to eacr@newway-management.com.

1) Number of additional badges that you would like to purchase.
2) First name and last name for each additional exhibitor representative.
3) The full names of representatives receiving other badges, if not already provided.

The deadline to order and personalise the free exhibitor badges is 26 January 2024.

The cost of each additional exhibitor badge is 150€ excl. VAT and payment can only be made by credit card. Additional exhibitor passes do not have access to the Conference Sessions. If full conference access is required, the regular registration fees apply.

Exhibitor badges purchased on-site must be paid for directly at the exhibitor registration desk by credit card (Visa/MasterCard).

Exhibitor badge collection

All exhibitor badges should be collected at the registration desk by the official contact person. They are not sent prior to the Conference.

Lost and unused badges

Lost badges cannot be reprinted. In this case, a new exhibitor badge must be ordered at applicable registration fees. Unused badges will not be credited, regardless of circumstances.

Registration desk

Below are the opening times for the registration desk, where you will be able to collect your badge(s).

Registration desk opening hours:
Monday 26 February    16:00 – 20:00
Tuesday 27 February   08:00 – 19:00
Wednesday 28 February 07:30 – 19:00
Thursday 29 February  07:30 – 13:30
ACCOMMODATION

The organisers have negotiated discounted rates with a selection of hotels for conference participants. All hotels are within walking distance of the CCD.

For information on the hotels and to book your accommodation, click on the following link: www.eai2024.org/accommodation.
EventLead – Advanced Lead Retrieval for Exhibitors

BEFORE THE CONFERENCE

- Order COVR Lead Retrieval Services through the conference website.
- You have the possibility to order the EventLead Application with an iPod Touch or an iPad.
- Your order includes the rental of a state-of-the-art barcode scanner that can be plugged into your iPod Touch or iPad and guarantees the highest possible performance in barcode scanning.
- After receiving your order, we will send you a username & password by e-mail to login to the EventLead portal as well as an activation code to activate the EventLead app. You will also receive a user manual with a step-by-step explanation of how to use the EventLead portal & App before, during & after the conference.

BEFORE & DURING THE CONFERENCE

- Once you are logged in to the EventLead portal, you can start setting up your qualifiers (products, services ...).
- The onsite COVR crew will make sure your qualifiers and all delegate information are available on your iPod Touch or iPad.
- Your qualifiers and delegate database will automatically be synchronized onsite (provided the device has Wi-Fi / data access).
- Your qualifiers can be updated at any time.

DURING THE CONFERENCE

- After having entered the activation code, the device is ready for use!
- No Wi-Fi / data is needed for the actual scanning onsite.
- After scanning a badge you will see all available delegate data on your device.
- If needed, you can add more data or even make changes to the presented delegate data.
- For each scan you can select your qualifiers and additional comments.
- You remain in full control of all your scanned leads.
- At any moment you can display any scan you made with your device and make changes.
- Lead data will be synchronized continuously with EventLead Server if Wi-Fi / data is available.
- At the end of the conference you return the barcode scanner as well as the iPad or iPod Touch.

DURING & AFTER THE CONFERENCE

- Once you synchronized all your leads with the EventLead portal you can:
  - export them from the portal and
  - start using the information gathered to optimize your sales efforts.
- Your lead data will remain available on the EventLead portal after the conference for 6 weeks.
Click here to order

**Terms, Conditions & Pricing**

- **Order deadline** - After the ordering deadline of 18/02/2024, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after 18/02/2024 a surcharge of €100,00 per device will be added.

- **Rental rates** - are per EventLead Set and include a high-performance barcode scanner (iScan), an iPod Touch or an iPad and the EventLead software with an unlimited number of scans.

- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are not excluding Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card via Ingenico after you’ve placed the order online.

- **Cancellation** - Orders can be cancelled until 04/02/2024 without any fees. After 04/02/2024 there is a cancellation fee of 50%

- **Pick up/Return** — The rented EventLead equipment must be collected at the registration desks. The hours of pickup will be communicated at a later stage. Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental. EventTrack symposium scanners must be picked up one hour prior to the symposium and returned immediately following the end of the symposium. Items failed to be returned onsite must be sent by courier to COVR bvba (Kleinheofstraat 11/2, 2440 Geel, Belgium) within 5 working days after the last day of conference. The cost of lost, damaged or not completely returned hardware will be €500.00 per scanner, €300.00 per iPod Touch and €1,000.00 for an iPad.

- **Data retrieval and protection**

  Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates’ contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. Neither EACR nor COVR can be held liable for incorrect data.

  The company renting the scanners hereby agrees to respect the data privacy policy imposed by EACR. The EventLead application will however, display the available info immediately after scanning and give you the opportunity to complete the data on the spot.

- **Pricing**

<table>
<thead>
<tr>
<th></th>
<th>Orders before 04/02/2024</th>
<th>Orders between 05/02/2024 &amp; 18/02/2024</th>
<th>Units</th>
<th>€ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental of EventLead scanner set with iPod</td>
<td>€475</td>
<td>€575</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of EventLead scanner set with iPad</td>
<td>€725</td>
<td>€825</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of EventTrack symposium scanner (2hrs)</td>
<td>€375</td>
<td>€475</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of API/Webservice for integration with own app</td>
<td>€425</td>
<td>€525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancellation fees</td>
<td>0%</td>
<td>50%</td>
<td>Total €</td>
<td></td>
</tr>
</tbody>
</table>

Prices excl. 21% Belgian VAT.
CONDITIONS RELATED TO STAND ACTIVITIES AND PROMOTIONS

Activity
The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services.

Animals
Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted; please advise the organisers upon entry to the Conference Centre.

Audio and visual activities
The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound, as well as the use of lighting, computer monitors, and television screens is acceptable within the stand space as long as no disturbance to other exhibitors is caused. Sound and lighting effects should be contained within each stand area. If the conference organisers consider that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, the organisers reserve the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations. Licensing for copyrighted work is the sole responsibility of the exhibitor.

Children
Children under the age of 16 are not permitted in the Conference Centre. Exhibitors and their agents are advised that their staff must be over the age of 16 and legally employed within a European country.

Company profile/listing
Each exhibiting company will be listed on the conference website. Listings include the company name, exhibition stand number, and company profile, provided this information is sent to the Conference organisers by 17 January 2024.

Giveaways
Notwithstanding the legal responsibilities of each exhibitor at his/her own stand, the organisers have accepted the policy that small giveaways are acceptable at the exhibition with a maximum retail value of €10. The distribution of giveaways should be low profile and should in no way overshadow the main activity of the stand. The activity must not disturb neighbouring stands or cause queues outside the stand area.

Giveaway items should:
• Be legal in Ireland, in terms of the item itself and the product it advertises.
• Not exceed a value of €10 – proof of value must be provided if requested by the organisers; failure to do so will be considered a violation of these regulations.
• Be safe for the user and not endanger the health or reputation of Conference participants or the organisers.

Distribution or display of materials by an exhibitor or its agents is limited to:
• The company’s exhibition space only.
• The onsite ‘display area’, which will be specially set up for that purpose and marked as such.

In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles. Scientific claims should be based on accepted evidence. The organisers’ decision on such matters will be considered final.
Photography and filming
The use of photographers, portrait artists, or other performers is not allowed without the written permission of the organisers. No part of the venue or exhibition may be photographed or filmed without the permission of the organisers or of the exhibitor in question. The exhibitor is entitled to photograph or film their own exhibition stand during exhibition hours. The organizers are entitled to photograph, draw, or film the installations and stands, as well as the exhibits thereon, and to use these reproductions in its publications and in the press.

Prohibited activities
Exhibitors are not allowed:
• To display/use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to conference visitors.
• To sell goods or to receive money in any way for goods sold/offered for sale or for services rendered.
• To affix sold tags to goods on display during the exhibition.
• To remove exhibits from the stand, to add exhibits to the stand, or to cover (parts of) exhibits on the stand.

Promotion rights
The use of any conference corporate branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from the organisers.

The exhibitor is entitled to use the conference logo on invitations and promotional documents directly related to his/her participation in the exhibition. The conference logo can be obtained in electronic format from the organisers. Only the official logo can be used. A print proof is required by the organisers for authorisation before printing. The unauthorised use of the conference logo is strictly prohibited. Please contact eacr@newway-management.com to obtain copies of the conference logo.

Quizzes and activities with winners
Only quizzes of a scientific nature can be held at the stand. Such activity must be approved by the organisers. Interactive technology-based quizzes may be accepted provided their focus remains scientific and they have no negative impact on the exhibition area or other rules within this document.

Quizzes may be operated at any time during exhibition opening hours provided the focus is on the scientific content presented at the exhibit. Each exhibitor must declare all prizes in advance with a description. If the purchase value of a prize is questioned, each exhibitor is expected to show proof of purchase value, either before or during the conference.

Special effects
‘Special effects’ such as lights, lasers, sound, and/or video projection/recording on the stand will only be allowed when the effect is limited to the stand area rented and providing that there is no health or safety risk. Written permission for such from the organisers must be granted.

Staffing
The space assigned to the exhibitor shall be staffed during the setup, opening, and dismantling periods. The exhibitor shall make sure that either he/she or a person authorised by him/her is always present at the site. Unattended stands are a security risk to the exhibitor and, during open periods, are discourteous to delegates, fellow exhibitors, and the conference organisers. This will be considered a violation of regulations.
CONDITIONS OF PARTICIPATION AND CODE OF PRACTICE

Conference exhibitors and their subcontractors are bound to follow these General Conditions of Participation while on the premises of the Dublin Convention Centre.

Conference and exhibition layout

The organisers reserve the right to deviate from the stand confirmation and to allocate a stand in a different location, to re-locate, or to close entrances and exits in the Conference Centre.

Stand relocation

The organisers reserve the right to make changes to the layout of the exhibition, as well as in stand assignment if unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing within 1 week after receipt of notification of the type of alteration. The organisers accept no responsibility for any damage which may result from such changes.

Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is represented by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, the organisers will endeavour to offer additional exhibit space, where available, under normal conditions of sale.

If an exhibiting organisation has multiple corporate entities but shared ownership, the organisational relationship must be made clear to delegates. Transfers – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

Security and insurance

Neither the organisers nor their contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organisers nor their contractors shall be responsible for the loss, damage, or destruction by any cause of the exhibits or other property, or for loss, damage, or injury sustained by any exhibits or any other persons.

The exhibitor shall indemnify the organisers and their contractors to third persons in the event of any act or omission of the exhibitor, staff, agent, or personnel hired on a temporary basis to staff the exhibition stand. Since the organisers and their contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury, or liability. The exhibitor agrees not to pursue the organisers for any risks.

Mandatory Codes of Practice

Participating companies must abide and adhere to applicable codes to their line of business and Industry standards:

- IPHA
- EFPIA
- EucoMed
- IFPMA – International Federation of Pharmaceutical Associations
- COCIR - the European Coordination Committee of the Radiological, Electromedical, and Healthcare IT Industry
- The European Accreditation Council for CME (EACCME)

In all cases, exhibitors are responsible for ensuring that their promotion during the conference is legally and ethically acceptable in Dublin.
GENERAL INSTRUCTIONS AND INFORMATION (A-Z GLOSSARY)

Aisles
Exhibitor activities may not take place in the aisles of the exhibition; all exhibitor activity must take place within the allocated exhibition stand area. Should any spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation/demonstration must be limited or stopped immediately. No objects, including signs or advertisements, may project into the aisles.

The aisles in the exhibition are the minimum size permissible in law. It is not possible therefore to place exhibits, stand dressing, tables, chairs, or any other item relating to exhibits in the exhibition aisles. Please keep all your exhibits inside your stand area; any item placed in the aisles will be removed.

The venue Hall is carpeted throughout and will remain throughout the event. To ensure the carpet remains in good condition, please ensure contractors and staff take care, as this may affect the presentation of your stand area.

Audio-visual
Exhibitors requiring audio-visual equipment should book online at www.eventorders.com. If you require more specific professional equipment, please contact Total Expo Ltd. See page 5 for contact details.

Balloons
The use of balloons within the venue is strictly regulated. Please note that if you do wish to have balloons at your stand, and if any balloons escape to the roof, there could be a cost for retrieving them.

 Carpets
There are red and green carpet tiles throughout the exhibition halls. Please note that all exhibitors and contractors should only use B3/A5 Exhibition Tape when fixing anything to carpets, and ensure this is lifted and removed at the end of the show. Exhibitors who leave tape on the floor at the end of an event will be subject to a dilapidation charge of at least €15 per linear metre, depending on the amount of damage. Carpet tiles damaged as a result of stand materials or the building and removal of stands will be charged €45 per carpet tile. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by the stand contractor. Exhibitors wishing to build a space-only stand with secondary flooring must lay hardboard over the affected area of carpet before laying the secondary flooring.

Cash points (ATMs)
The nearest ATM is inside the Fresh convenience store on Mayor Street Lower. The next closest cash point is at the AIB Branch on Mayor Square. Both cash points are within five minutes’ walk of the CCD.

CCD online ordering
CCD’s online ordering facility lists supplies, technical equipment, cleaning supplies, Internet access, and hospitality available to hire for your event at www.theccd.ie/visiting/online-ordering. Click on the ‘Online Ordering’ tab and follow the directions on screen. Early bird online ordering service closes 15 working days before the first build day of the event. Online ordering closes 3 working days before construction of the event commences. The organisers will be able to provide you with the event code for booking this service. Please have your credit card details, stand name/title, and stand number to hand when ordering.

Catering
All food and beverage consumed on the CCD premises must be purchased through The Convention Centre Dublin Hospitality department. For a full menu, please contact CCD Hospitality (onlineorders.theccd.ie).
Coffee machines
It is recommended that coffee machines be ordered directly via the CCD catering team. Any non-CCD catering coffee machines brought to the venue need signoff from the CCD catering team. This will require Risk Assessment, Method Statement, PAT test information, and insurance info to be sent to the CCD catering team. The use of non-CCD coffee machines may incur additional costs from the CCD catering team.

Cooking on stands
Any exhibitor wishing to do a cookery demonstration should notify the organisers, who will notify the CCD.

Children on site
For health & safety and legal reasons, children under the age of 16 are not allowed onsite during an exhibition, including the build and breakdown. This rule is strictly enforced by the CCD security team. Access for children during the conference is subject to policies applied by the organisers.

Cleaning
General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. It is the responsibility of each exhibitor to ensure their stand is clean and tidy. The CCD is not responsible for cleaning exhibits, unless pre-ordered, at a cost of €5 plus VAT per square metre. The individual exhibitor can order this online via www.theccd.ie.

Please be aware that, except for recyclable paper, cardboard, and food and beverage packaging materials (except polystyrene), all exhibitors are required to dispose of their own rubbish. This includes wooden pallets, unwanted stand building materials, unwanted carpet, and associated flooring materials. Costs for proper disposal will be re-charged where materials are left behind. If you need to dispose of a lot of materials at the end of the exhibition, or your waste is of a medical nature, please contact the organisers and a skip or appropriate safe disposal can be arranged by quotation.

Cloakroom facilities and security
The CCD has two cloakrooms located on the ground floor with total capacity for 1,500 coats and 200 bags or suitcases. The venue agrees security for build-up and break-down of events prior to all events with the organisers. The CCD can also arrange bespoke security for your stand, ensuring that any valuable exhibits are kept under 24-hour surveillance. Contact the organisers for more information. See page 4 for contact details.

Contractors’ desk
From the morning of the event build day, Total Expo Ltd (the shell scheme, electrical service, and furniture contractor) will have a service desk in the exhibition hall. Total Expo Ltd is there to assist you and to help ensure that your exhibition build-up is as smooth and trouble-free as possible. To ensure that you receive the precise equipment you need for the exhibition, you should consider your requirements before arrival at the venue and place your order at least 7 days before the event. Total Expo Ltd cannot always guarantee that they can meet every order if placed during build-up at the exhibition and any items ordered after the deadlines may be subject to a surcharge. In any case, it may not be possible to provide services or equipment ordered after the event build has begun.

Complex structures and height limit of stands
If you are planning a free-built stand design, please contact the organisers (eacr@newway-management.com) and submit plans and details, which are subject to approval by the venue and its health and safety regulators.

Damage & loss
The CCD and the organisers accept no responsibility for damage to or loss of materials brought into the venue by exhibitors and/or their contractors. You should take every step to ensure the security of your stand and the items contained within, with the recommendation that insurance be purchased where applicable.
Deadlines

Please note that there is a deadline for each service provided by contractors working at this event. The deadlines are essential for contractors, detailing exhibitor requirements in advance so that arrangements can be made to ensure supply of the assistance, equipment or services required. Some contractors impose a surcharge for any orders received after the deadline date. In certain instances, it is not possible to provide a catalogue entry if the publication deadline is missed. Catalogue entries will be compiled from the information supplied by exhibitors. If it is not supplied, there can be no entry. In other instances, it may not be possible to provide services or equipment ordered after the deadline date. All exhibitors are requested therefore to meet the specified deadlines and no liability can be accepted in the instance that deadlines are missed.

Deliveries and collections

Deliveries and collections may only be made during build-up and breakdown dates. The CCD and the organisers will not be responsible for accepting deliveries on an exhibitor’s behalf. Please ensure a stand representative is available to receive and sign for each onsite delivery. When arranging deliveries to us, as well as the venue address, please ensure the delivery is marked as follows:

- name of event (EACR-AACR Basic and Translational Research Conference)
- event dates (27 – 29 February 2024)
- hall name (The Forum)
- stand number and exhibitor’s name
- onsite contact name and phone number

Exhibitors should provide sufficient staff and, where possible, bring goods trolleys to move goods from their vehicles to stands. During the show, the CCD will not permit storage of materials behind exhibition stands.

Arrangements must be made for the collection of goods before the final close of the exhibition. Unaccompanied goods must not be left for collection in the exhibition hall. The CCD will not be responsible for materials left behind following an exhibition and reserves the right to dispose of materials after one week. The CCD cannot accept any large deliveries through the front of the building; handheld box-sized deliveries only will be accepted through this entrance/exit. In addition, nothing can be transported via the escalators without prior approval, and anything positioned in the Levels 4 and 5 foyers will require lift protection in the front-of-house lifts, as these provide the only access to those areas for set up.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be always kept in full view. Similarly, for firefighting equipment including fire safety signs and emergency wall phones: no products/company signs, decorations, or stand roofs should be placed above an emergency exit or any other existing signs.
Evacuation procedures

If it is necessary to evacuate the building, you will hear a public address evacuation announcement. In the event of evacuation, please follow directions from CCD Hosts in grey/purple uniforms and Fire Marshals in hi-vis jackets. You will be directed to the assembly point. Please take extra care when crossing the road and use the pedestrian crossing where possible. More information is available in the CCD Exhibitor Safety Handout.

Fabrics

Exhibitors must ensure all furniture and fabrics have relevant fire-proofing solutions and comply with the Code of Practice legislation for Fire Safety of Furnishings & Fittings in Large Places of Assembly. If necessary, additional controls such as fire extinguishers will be required onsite during the exhibition. It is the exhibitor’s responsibility to provide this equipment. All materials used in the construction of stands, features, and displays – including signs and fascias – shall be:

- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- Water-based, where applicable, e.g., adhesives and paint.

Fire extinguishers

The CCD provides an appropriate number of fire extinguishers to cover the building and catering points within the event. If there is an additional requirement for firefighting equipment on your stand, as identified in your fire risk assessment, e.g., cooking demonstrations on stands, it is the exhibitor’s responsibility to provide it.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. The storage and use of compressed gas and/or liquid gas in the exhibition area is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises. Empty packaging, rubbish, trash, wood, paper, straw, cardboard, and other flammable material must not be stored in the hall.

Floor loads

Full details of floor loadings in each hall and foyer are available on request. As a guide, weight loads for the main spaces are:

- Forum Exhibition Hall: 12.5 kN/m²
- Liffey Exhibition Hall: 14.5 kN/m²
- Auditorium Stage: 7.5 Kn/m².

Please note that the above does not take into account foyers or ancillary spaces.

Forklift service

Please contact the organisers directly if you require a forklift service. A forklift, or both forklift and driver, can be hired from the CCD (prices on application). Where the forklift is hired without a CCD driver, the hirer must provide evidence that their driver has the necessary competency certificate before the forklift is released for hire. The hirer must also provide a ‘spotter’ to always work alongside the forklift driver.
Furniture
A selection of stand furniture and plastic plants are available from the appointed contractors, Total Expo Ltd. Orders can be placed via the following link: TOTAL EXPO Event Orders http://www.eventorders.com/. Total Expo Ltd cannot always guarantee that they can meet every order if placed after the deadline or during build-up at the exhibition. Any items ordered after the deadline may be subject to a surcharge.

Full contact details for Total Expo Ltd can be found on page 5.

Health and Safety
When in the CCD, all exhibitors and their contractors must comply with the Safety, Health, and Welfare at Work Act 2005, all other relevant legislation, and CCD Health & Safety Policies and Procedures. It is the responsibility of the CCD to ensure that venue requirements are brought to exhibitors’ and contractors’ attention. This includes but is not limited to:

- The need to maintain emergency exits and keep gangways clear at all times (including through build, open, and breakdown).
- The fire and emergency evacuation procedures, including the location of the assembly point for the relevant part of the building.
- Good housekeeping to be maintained throughout build, open, and breakdown, allowing any potential hazards to be easily identifiable.
- Safe usage of ladders, mobile scaffold towers, and cherry pickers, i.e., using suitable equipment in the approved way, e.g., safety harnesses to be worn when operating MEWPs. Borrowing tools, ladders, forklifts, or cherry pickers from the CCD is not permitted.
- Rules regarding alcohol consumption. The consumption of alcohol is not permitted on the exhibition floor during build and breakdown periods. The use of drugs or smoking is strictly prohibited for the duration of the event.
- Safe usage of powered equipment. All portable power equipment must be used only for the purpose for which it was designed, and the correct safety guards and devices must be fitted and used. All such equipment must have up-to-date evidence of PAT testing. Trailing power leads must be kept to a minimum and must not run across gangways. Petrol- and diesel-powered equipment must not be used within the venue.
- Safety of exhibitors. Representatives of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear, and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.

Please be aware that the wearing of hard hats will only be required in defined hard hat areas. This requirement will be clearly displayed at various access points in and around the venue and will be strictly enforced. For further assistance with the completion of Safety Statements and Risk Assessments, please visit: www.hsa.ie/eng.

Internet & Wi-Fi access
The CCD offers a state-of-the-art Wi-Fi service throughout the building with a range of package options to choose from.

- Complimentary guest Wi-Fi, which is ideal for delegates checking emails and light browsing of the Internet (this service is not recommended for heavy usage or for exhibitors, due to the amount of traffic and number of devices connecting at one time).
- A more advanced service which is fully monitored by the CCD’s in-house ICT team and can support up to 22,000 devices across the venue with speeds of up to 2 Gbps. It has the latest connectivity standard of 802.11 ac.

If you require cabled internet access to your stand, please use the CCD’s online ordering facility at onlineorders.theccd.ie. All internet and Wi-Fi orders close 15 working days before the first build day of the event. There is a free Wi-Fi service for delegate use in the building’s foyer spaces, though this may be unsuitable for
exhibitor use. If you need additional equipment, the CCD offers a range of stock to hire, as well as the option of an approved supplier list to help deliver all your ICT requirements. For any queries see page 5 for contact details.

Lost property
Lost property should be handed to CCD hosts or the CCD security team.

Medical emergencies/medical assistance
If you require First Aid assistance, please contact a member of the CCD team or the CCD security team, who will dispatch a qualified Occupational First Aider to deal with the incident. Emergency services can be contacted by dialling 999 or 112. Additionally, there are several medical centres in close proximity to the CCD.

Microphones
Microphone usage on stands is only permitted with the prior approval of the organisers and should not disturb other exhibitors. The CCD reserves the right to test the noise levels if it believes there is a need to, and to terminate the activity if necessary.

Music
Please refer to the Irish Music Rights Organisation website regarding the playing of music in a public domain and associated copyright legislation: www.imro.ie. Playing music on stands is only permitted with the prior approval of the organisers and should not disturb other exhibitors. The CCD reserves the right to test the noise levels if it believes there is a need to, and to terminate the activity if necessary.

Onsite monitoring
All construction must be monitored during build-up by the appointed Health and Safety Representative. Structures which appear to be complex, or which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information and certification has been received. The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

Open fire
The use of open fire or unprotected flames is prohibited.

Power
All stand power requirements should be confirmed to the organisers 4 weeks before the exhibition build date. When placing your order, please confirm any requirements for a 24-hour power supply. All additional onsite power requests must be made through Total Expo Ltd. Additional power cannot be provided once the stand has been built.

Public address system
Please be aware that announcements may be made throughout the build and breakdown process to inform exhibitors and contractors of key information regarding inspections and opening times, etc. The public address system is not available to exhibitors.

Pyrotechnics
Bringing in or using explosive or pyrotechnical articles, is strictly forbidden by the CCD and the organisers. Neither can be used nor taken onto the CCD, either indoors or outdoors. Hot work such a welding, soldering, cutting and circular-motion grinding, drying, heating, or work over naked flame is not allowed within CCD without their special permission.

Responsibility
Exhibitors are fully responsible for all displays and demonstrations they organise.
**Rigging**

Rigging by exhibiting companies is not permitted.

**Security**

The organisers will undertake the general surveillance service and badge control of conference areas during the day.

The CCD will provide stewarding throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact the CCD if you wish to arrange additional security cover for your stand.

In the unlikely event of theft, please report the incident to the organisers immediately. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. This is especially relevant during build-up and breakdown. Please refer to comments about security in the Breakdown section of the manual. Please ensure that any incident involving the loss of property is reported to the organisers. Failure to do so could result in insurance companies refusing to meet claims.

If you require any advice about security, please contact the organisers. It is acceptable for exhibitors to employ security personnel if required. A contact can be provided for the provision of security services. To assist with security, all personnel in the exhibition halls must always wear identification badges. Exhibitor and contractor passes will be available for collection onsite from the registration desk during build-up. For security and safety reasons, exhibit movement in or out of the exhibition halls is not permitted during exhibition opening hours.

**Smoking ban**

In accordance with the Public Health (Tobacco) Act 2002, it is an offence to smoke in any enclosed workplace in Ireland. Smoking is prohibited in all public indoor areas, including privatised areas of exhibit space.

**Solvents**

Solvents and other substances are not permitted in the exhibition hall without prior written permission and approval from the Fire Health & Safety Officer at the venue. Hazard data sheets should be sent in advance to the Fire Health & Safety Officer via the organisers.

**Stand fitting regulations**

Total Expo Ltd has been appointed as the official contractor for shell scheme stands. However, exhibitors may employ a contractor of their choice to construct stand interiors and any free-standing displays that may be required.

1. The contractor must be approved by the venue and conform to the following regulations that must be observed when preparing a stand:
2. Contractors appointed must be registered with/approved by the organisers and the venue.
3. Full-dimensional technical drawings showing the proposed construction methods, materials, positions, and dimensions of exhibits must be submitted, with an artist’s impression and a risk assessment, to the Exhibition Office 30 days before the event opens.
4. Contractors must ensure that they can provide the appropriate certificate(s) confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.
5. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor’s name, logo, and light fittings.
6. No fitting, display, or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled, or punched into the walls or
floor without written agreement from both the organisers and the venue. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.

7. Displays must be self-supporting.

8. Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the organisers for approval by the Fire & Safety Authority. Ceilings can only be constructed from a large-mesh or egg box material that will permit the passage of water in the event of a fire.

9. In the case of an island site, a long stretch of full-height wall of 2.5 m height will not be allowed on the perimeter of the stand.

10. No flashing/winking lights or neon signs will be permitted unless it forms an integral part of an exhibitor’s product. Sequence-lit displays may be used subject to the organisers’ approval and the rate of light change.

11. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.

12. No services such as electricity cables, water/compressed air pipes, or telephone lines inside or near to the stand may be removed, cut, or diverted without the permission of the organisers and the event hall manager.

13. All contractors are expected to clean their stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.

14. Storage of stand materials and/or exhibits is not permitted behind the stand perimeters. This is a Fire & Safety Regulation and will be strictly enforced.

15. Welding and heavy sawing is not permitted inside the halls.

16. Exhibitors constructing/decorating their stands are required to sign an undertaking guaranteeing responsibility for any damage which may be caused by any of their employees, including appointed sub-contractors, to exhibits and/or property of other exhibitors, the organisers, the hall manager, landlord, and contractors of any other person(s).

Specific to shell scheme stands

1. No additional stand fittings may be attached to the shell scheme structure. No nails, screws, staples, or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.

2. No painting or wallpapering on the shell scheme panels is allowed. Exhibitors who wish to have the panels painted must inform the official stand-fitting contractor, who will provide a quotation on request.

3. An exhibitor occupying a corner stand may not completely fully close the stand by building a complete side wall.

4. Any change in the colour/type of fascia and/or floor covering must be carried out by the official stand-fitting contractor, after approval from the organisers. The cost involved must be borne by the exhibitor.

5. No financial credit will be given for any shell scheme package item not utilised.

6. All interior fittings for shell scheme stands must be contained within the shell stand structure and must not exceed 2.43 metres in height.
Specific to space-only sites

1. Stand construction height without written permission is limited to 4 metres. It is possible to exceed this height with written permission from the Exhibition Office. Full-dimensional technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits must be submitted, with an artist’s impression and a risk assessment, to the organisers 30 days before the event. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the organisers in writing.

2. The organisers reserve the right to request that an exhibitor change, modify, lower, or shorten any back or side wall proposed in the space-only design if, in the opinion of the organisers, such a wall will obstruct the reasonable exposure of any adjacent exhibition stand.

3. All stands must be constructed with back and side walls, with the exception of island sites, which do not require any wall.

4. Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse side of the neighbouring wall.

5. Where a structure such as a wall or sign exceeds the height of the neighbouring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the organisers. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the organisers/hall manager.

6. Stand signs and towers must not exceed 4 metres in height without written permission. It is possible to exceed this height with written permission from the organisers. Full-dimensional plans must be submitted for approval no later than 30 days before the event.

7. The name/title and stand number for each exhibit must be prominently displayed. If this requirement is not observed, the organisers reserve the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.

8. A space-only stand cannot display fascias or company name/logo boards over an adjacent exhibitor’s back and/or side wall, but may display these on any aisle facing their location.

Storage

The CCD does not provide storage facilities for exhibitors. The storage of packaging materials and literature to the side of or behind stands is forbidden as it creates a fire risk. We advise that, where feasible, storage areas are built into exhibition stands. Exhibitors must arrange storage of boxes, goods, display materials, etc. Those wishing to store goods for the duration of the event should contact Interflow Logistics Ltd (optional).

Trolleys

Exhibitors should bring trolleys to transport goods from their vehicles to stands. The CCD will not provide these onsite.

Valuable goods

The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. The organisers accept no responsibility for goods stolen from exhibits at any time. Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.
Vehicle displays
The CCD has strict regulations concerning the display of motor vehicles on exhibition stands. Please contact the CCD if you wish to display a vehicle.

Water supply
The CCD does not offer water or waste supplies directly to exhibition stands.