

**2<sup>ND</sup>**

Joint Congress  
of the **INS**  
European  
Chapters

**NEW DATES**

/ 2–4 September 2021

/ Paris, France

**ins**  
International  
Neuromodulation  
Society

e-ins.org

**EXHIBITORS' TECHNICAL MANUAL**

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the e-INS 2021 Exhibition.

The Exhibition will be held in conjunction with the **2<sup>nd</sup> Joint Congress of the INS European Chapters** which will take place **September 2-4, 2021** at the **Palais de Congrès of VIPARIS**

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Paris and wish you a successful congress and exhibition.

Best Regards,

**STEPHANIE STOYANOVA**  
Exhibition and Industry Coordinator



E: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) | T: +41 22 908 0488 Ext 251 | M: +359 886 34 6603

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## SECTION 1: GENERAL INFORMATION

### Dates

Thursday, September 02 - Saturday, September 04, 2021

#### Congress Organizer

**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 9080488

Fax: +41 22 906 9140

Email: [eins@kenes.com](mailto:eins@kenes.com)

#### Registration

Ms. Shirley Milner

**Kenes Group**

Tel: +972546787813

Ext.815

Fax: +41 22 906 9140

Email: [reg\\_eins21@kenes.com](mailto:reg_eins21@kenes.com)

#### Exhibition Manager

Ms. Stephanie

Stoyanova

**Kenes Group**

Tel: +41 22 9080488 Ext: 251

Email: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com)

#### Freight Handling & Onsite Logistic Agent

**Hermes - Merkur**

Mr. Bernd Blum

Tel: +49 617 396 69 511

Mobile: +49 175 588 02 91

Email: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

#### Sponsorship and Exhibition Sales

Ms. Victoria Eskenazi

**Kenes Group**

Tel: +41 22 9080488 Ext.986

Email: [veskenazi@kenes.com](mailto:veskenazi@kenes.com)

#### Booth Cleaning/ Graphics/Signage/

Telecommunications/ Flowers Decoration/Electricity

VIPARIS

Email: [service.exposants@viparis.com](mailto:service.exposants@viparis.com)

Tel: 0033 (0)1.40.68.16.16

Online Order: <https://www.viparisstore.com>

Event name: e-INS

For guidelines how to order, please click [here](#).

#### Venue Address:

Palais de Congrès of VIPARIS 2

place de la Porte Maillot

75017 Paris, France

<https://www.viparis.com/site/palais-des-congres-paris>

#### Website

For updated information regarding Congress, please visit the website <https://e-ins.org/>

**NB: all vehicles must register on at LOGIPASS platform to access the venue during the set-up, dismantling and delivery period <http://logipass.viparis.com>**

### Exhibition Related Table

Action Item	Deadline	Contact Person
Company profile	<b>As soon as possible</b>	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	<b>Wednesday, July 30<sup>th</sup> 2021</b>	
Text for Fascia (Shell Scheme stands only)		
Lead Retrieval Wireless Barcode Reader	<b>Wednesday, July 30<sup>th</sup> 2021</b>	
Badge Order Available only after submitting company profile	<b>Please contact Registration Manager</b>	Shirley Milner <a href="mailto:Reg_eins21@kenes.com">Reg_eins21@kenes.com</a>
Furniture Rental	<b>Friday, August 20<sup>th</sup> 2021</b> <b>20 % Surcharges will apply after the deadline</b>	<b>Stand fitting \ Graphics and Signage\ Booth construction</b> The D&P Exhibitors services department Cindy Ibarra Tel: +33 1 34 84 84 84 Email: <a href="mailto:exhibitors@dparchi.com">exhibitors@dparchi.com</a> For furniture catalogue please click <a href="#">here</a> .
Catering	<b>Please contact directly the Catering Company to advise you for deadlines.</b>	<a href="mailto:congres@rayniermarchetti.fr">congres@rayniermarchetti.fr</a>
Electricity	<b>Monday, August 30<sup>th</sup> 2021</b> <b>Surcharges will apply after the deadline</b>	VIPARIS You may place an order online <a href="https://www.viparisstore.com">https://www.viparisstore.com</a> Event name: e-INS <a href="mailto:service.exposants@viparis.com">service.exposants@viparis.com</a>
Booth Cleaning		
Telecommunications (Telephone, Wi-Fi, Laptop, Desktop)		
Flowers Decoration		
<b>Delivery</b>		
Door to Door Shipments	<b>Please contact MERKUR</b>	Mr. Bernd Blum <a href="mailto:Bernd.Blum@merkur-expo.com">Bernd.Blum@merkur-expo.com</a>
Airfreight Shipments - Arrival to recommended airport		
Shipment via Germany Warehouse	<b>No later than August 24<sup>th</sup> 2021</b>	
Exhibition goods - Direct Deliveries to Congress Venue	<b>September 1<sup>st</sup> Subject to time slot</b> <b>NB! Please note there should be a person from your side to receive your Deliveries.</b>	

## SECTION 2: EXHIBITION SCHEDULE, EXHIBITION FLOOR PLAN & LIST OF EXHIBITORS

### Exhibition Timetable – *subject to change*

Set-Up	Wednesday, September 1 <sup>st</sup> <b>Exhibition Set-up- for space only stands</b>	08:30-18:00
	Wednesday, September 1 <sup>st</sup> <b>Exhibition Set-up- for all stands</b>	12:30-18:00
	Thursday, September 2 <sup>nd</sup> <b>DECORATION ONLY</b>	08:00-12:00
Exhibition Opening	Thursday, September 2 <sup>nd</sup>	18:30 End of Welcome Reception
	Friday, September 3 <sup>rd</sup>	10:00-19:00
	Saturday, September 4 <sup>th</sup>	10:00-18:00
Dismantling	Saturday, September 4 <sup>th</sup> <b>quite dismantling</b>	18:00-19:30 <b>No noise-making machines are permitted.</b> This is to ensure that noise resulting from the dismantling will not disturb adjacent session halls.
	Saturday, September 4 <sup>th</sup>	19:30 – 23:30 dismantling

Dismantling of the stands before the official hour is not permitted.  
All exhibitors should be in their Booth 30 minutes before the official opening hour.

#### Please Note:

Empty crates and packaging material must be removed after set-up and no later than Wednesday, September 1<sup>st</sup> at 18:00.

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Any equipment, display aid or other material left behind after Saturday, September 4<sup>th</sup> at 23:30 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

### **Waste Removal**

It is the exhibitor's responsibility to dispose all materials after dismantling.

Any charges incurred for waste removal will be sent to the exhibitor.

Please do not leave any visible valuable articles at your stand.

Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

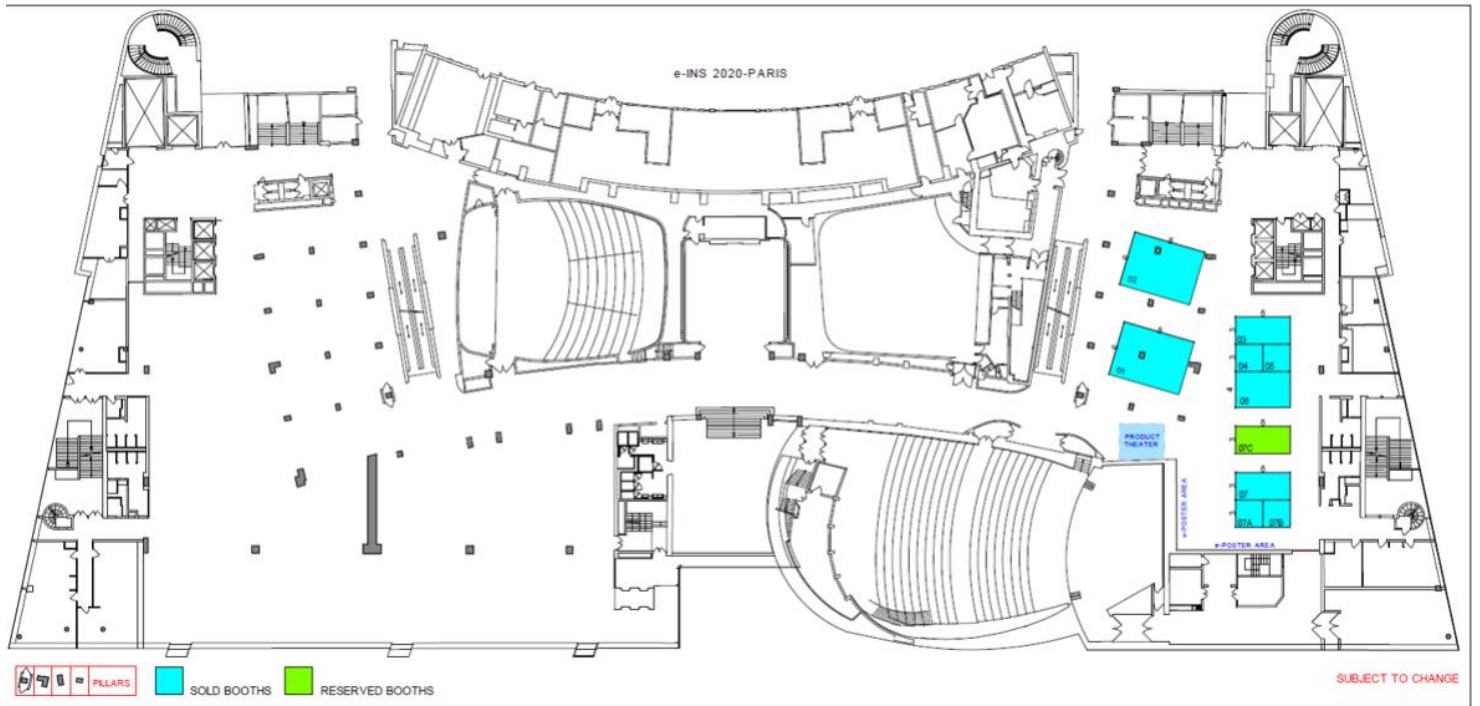
In addition, please consider hiring extra security for your Booth before\after Exhibition Operating hours in case you have valuable stuff in your booths.

### **Welcome Reception at The Exhibition Area**

Please be advised that the Opening Ceremony will start at 17:00 in Amphitheatre Bordeaux and will be followed by a Welcome Reception which will be held in the Exhibition Hall at 19:20. Due to Covid 19 regulations food will not be served in the Exhibition area.



## Exhibition Floor Plan (as of June 2020)



## List of Exhibitors

Company Name	Booth No	Booth Size	Booth Type
Abbott Laboratories	02	48sqm	Space
Bioventus (Bioness)	07	18sqm	Shell
Boston Scientific	01	48sqm	Space
International Neuromodulation Society	04	9sqm	Shell
Mainstay Medical	05	9sqm	Space
Medtronic	07C	18sqm	Space
NeurImpulse	07B	9sqm	Shell
Nevro	07A	9sqm	Shell
Saluda Medical	06	12sqm	Space
Stimwave Technologies	03	18sqm	Space

## SECTION 3: Exhibition Services

### Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

The Exhibitors badges allow access to the exhibition area, refreshments and Welcome Reception.

For any additional Exhibitor badges please contact the Registration Manager - Shirley Milner

at [reg\\_eins21@kenes.com](mailto:reg_eins21@kenes.com)

Please make sure that your Company Profile has been submitted **before** placing an order for exhibitor badge.

**Deadline: Monday, July 5<sup>th</sup> 2021**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

### Access to the Exhibition Hall during Set-up and Dismantling

Booth contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

**NB: all vehicles must register on at LOGIPASS platform to access the venue during the set-up, dismantling and delivery period <http://logipass.viparis.com>**

### Exhibition Manager Desk

The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling times. The desk will be located within the Exhibition area.

Prior to this time, if you have any queries regarding your participation at eINS 2021 please feel free to contact the Exhibition Manager:

**Ms. Stephanie Stoyanova**

Kenes Group

Email: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com)

### Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your Booth or attend your symposium, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

Barcode readers may be rented in advance for the duration of the meeting.

Please contact for further information: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com)

### K-Lead Application (no device is included).

We are pleased to let you know that we have launched a new App for Lead Retrieval capturing participants. Operational information will be sent on request.

**The Application should be installed on your company/personal device.**

**The advantages of the new application:**

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit - **€400 + 4% Credit Card service charge**

### Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although participant visited your Booth and name badge was scanned by your barcode reader, we are unable to forward you his contact details.

To order K-Lead please refer to the online Exhibitor's Portal

<https://exhibitorportal.kenes.com>

**Deadline: Wednesday, July 30<sup>th</sup> 2021**

## SECTION 4: Technical Information

### Space Only Booths

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, gas, air, water and drainage - a list of all appliances
3. The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

**Deadline: Wednesday, July 30<sup>th</sup> 2021**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- No shell scheme Booth fitting or display may exceed a height of 2.4M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are not permitted.
- The **maximum** building height for the top of all elements in the stands is **3 meters**.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- **Ceiling Rigging is NOT permitted.**
- Electrical socket Included in your shell scheme package is a European wall socket.
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- We recommend exhibitors using independent Booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. For a site inspection please contact Oliver Teillet Email: [olivier.teillet@viparis.com](mailto:olivier.teillet@viparis.com); Tel: 01 40 68 16 16

If you require additional Booth equipment (Furniture, Graphics, etc.), please refer to the order forms at the end of the manual.

## Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which have been pre-booked with Kenes includes the following:

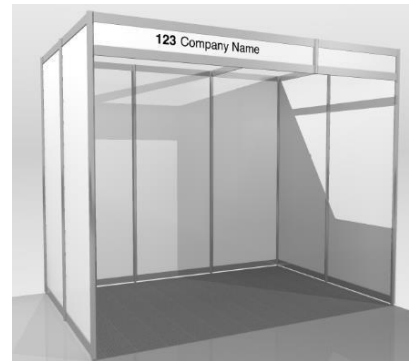
- 2.4m high, white infill panels, including ceiling grid
- Fascia with one company name
- 3 spots on a rail
- Carpet (blue color)

\* Actual panel size: 100 cm wide x 240 cm high

\* Visible panel size: 9.54 cm wide x 228.8 cm high

**Booth Package does not include:**

- Furniture
- Electricity
- Booth cleaning



For illustration only

**Please note:** Corner stands are provided with two open sides.

**Special offer:** you may book furniture package including 1 table, 2 chairs and a trash bin at a reduced price €185+VAT

Please contact the Exhibition Manager: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com)



For electricity and other services for your stand, please submit your order online, by using the unique link for eINS 2021 below: <https://www.viparisstore.com>

### **Fascia Sign**

\*7 characters, including spaces, may be written on your fascia for every meter of fascia length.

Please submit your fascia order by **Friday, July 23<sup>rd</sup> 2021**

You can submit your design/Facia on the Exhibitors' Portal:

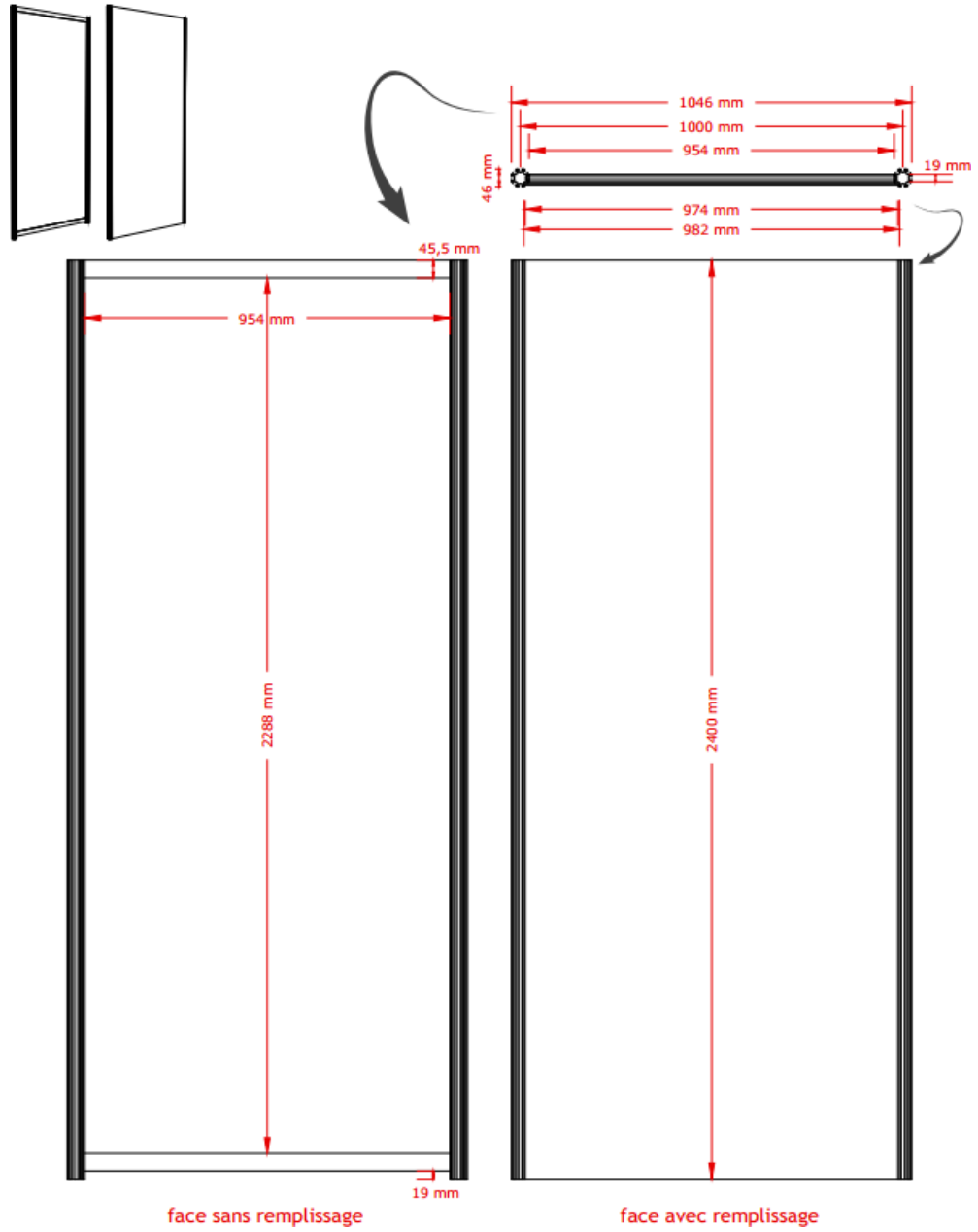
<https://exhibitorportal.kenes.com>

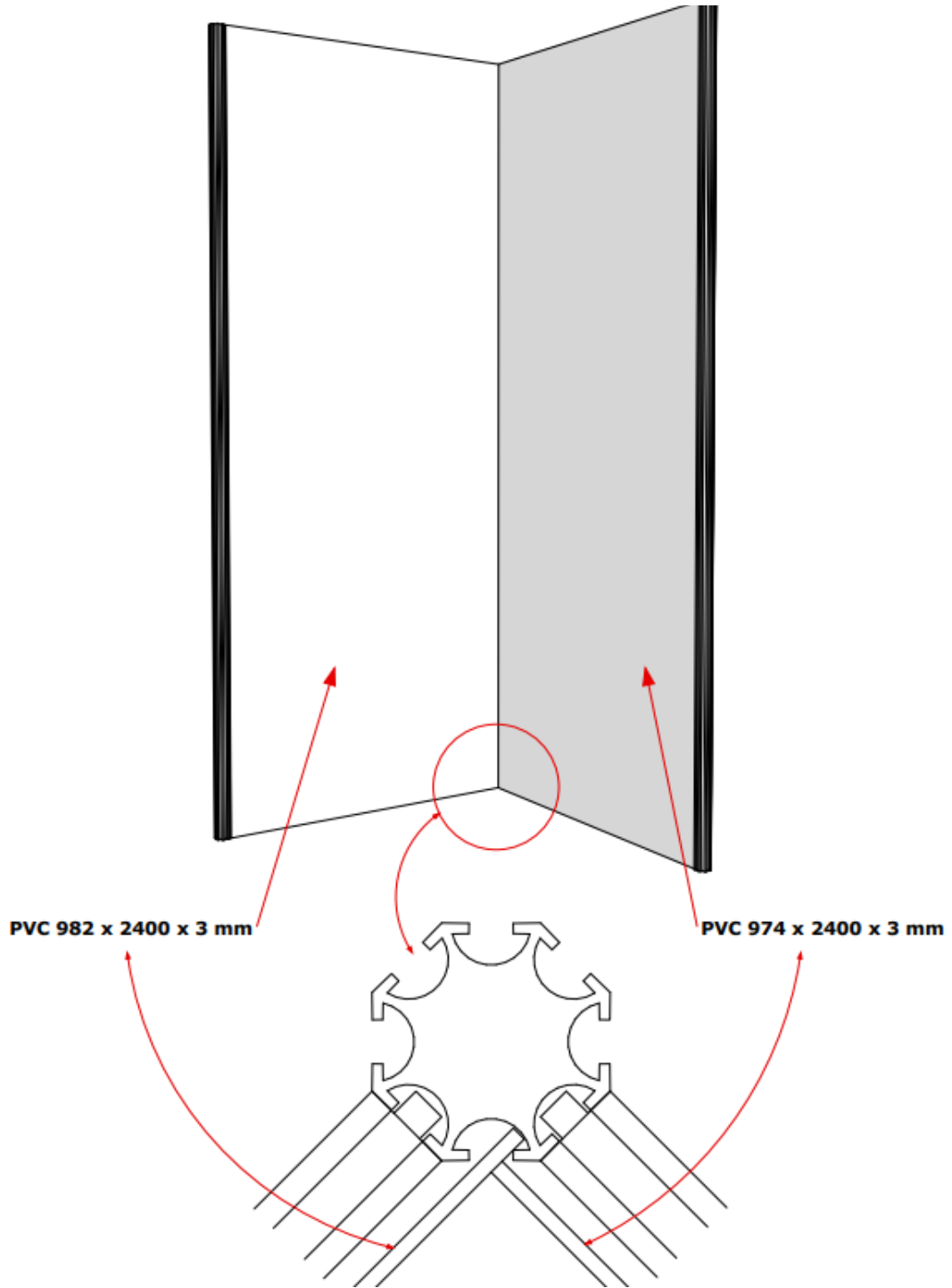
Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

**Booth Panel specifications:**







## Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme Booths will be designed and built by the Official Booth Contractor
- Exhibitors are not allowed to make any alterations to the structure of the Booths or remove any integral parts from the Booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the Booth should indicate clearly on the location plan and forward it together with clear instructions to **D&P Company**.
- No shell scheme Booth-fitting or display(s) may exceed a height of 2.4M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No painting is allowed, no usage of nails or screws.
- Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).
- No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia.
- Exhibitors are liable to any damage caused to their Booth fixtures, fittings at the congress.

### Exhibition Area

The Exhibition is being held in the HALL Bordeaux (Level 3)

3D view: <https://tourmkr.com/F13nQOhpmg/31165091p&198.93h&89.79t>

### Floor

The floor in the Exhibition Hall is Red \Black\ White marble tiles.

No adhesive stickers and fixtures of any kind are allowed on the floor therefore, it is recommended to place a carpet or other floor covering.

Maximum Floor Load: 500 Kg

There are no water connection /sewage facilities within the Exhibition Hall

### Pillars

There are several pillars in the Exhibition Hall (please refer to the above link with 3D view). No adhesive stickers and fixtures of any kind are allowed on the pillars.

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

### **Raised floor / Platform**

The general height may not exceed 100mm. However, please note that if your Booth has a platform higher than 4.5 cm, you are required to provide a ramp for disabled access.

### **Ceiling Rigging**

Ceiling hanging is **NOT** permitted.

### **Electricity and Electrical Installations**

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the official contractor is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the official contractor and to pay for the electrical consumption according to his power needs.

If you require electricity for your stand, please refer to the online order forms:

<https://www.viparisstore.com>

Electrical connections are provided from the ceiling.

### **Internet & Wi-Fi**

A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection and is unsuitable if you will have any internet-based feature such as connecting to a server.

Should you require an internet connection for any product demonstrations on your Booth, we recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

During set up day there won't be any congress wifi connection only the connection which is offered by the venue.

Exhibitors who wish to order internet connection to their Booth please refer to Viparis:

Website: <https://www.viparisstore.com>

### **Private Wi-Fi networking in your Booth is not allowed.**

For additional information, please refer to the online order forms: <https://www.viparisstore.com>

If you've ordered a switch or if you bring your own material and create your own WIFI, thanks in advance to kindly respect the rules below:

The exhibitor must choose an SSID (Wi-Fi name) related to the company's name and Booth location.

For example:

Company: VIPARIS

SSID: WI-Fi VIPARIS N2-12

(In this case level 3, Booth number N° 4)

### Channels

The following channels must be configured on the router:

- Channel 1 in the 2.4 GHz band (802.11b/g/n)
- Channel 44 in the 5 GHz band (802.11a/n/ac)

### Channel bonding

The use of 40 MHz channels or higher is prohibited.

### Transmission power

The transmission power must not be set over 10 dBm (10 mW).

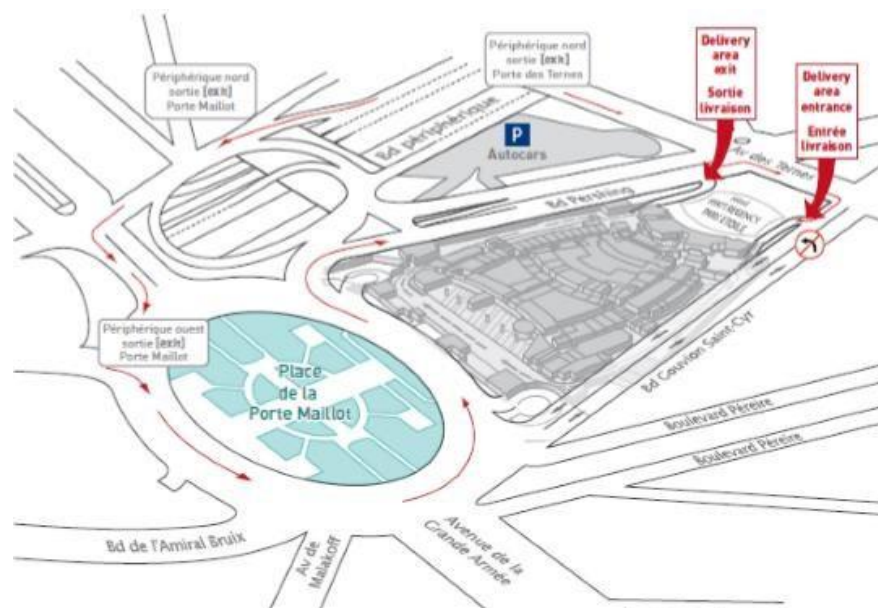
### Miscellaneous

Please try to deactivate Bluetooth on all devices and do not share your Internet connection from your tablet or Smartphone.

The Venue and the Organizer reserve the rights to discontinue any activity which interfere with the hall WI-FI coverage.

### Parking

Le Palais des Congrès has an underground car park which offers direct access to the Venue, with approximately 1700 spaces, VINCI PARK, which can be accessed via place de la Porte Maillot- Tel.: 01 40 68 00 11. All vehicles are left at the owners' risk. The parking is not free of charge.



To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is recommended dispatch using the official agent, Hermes Merkur. You may choose your own shipper, but kindly note that Hermes Merkur are the exclusive agents for move in and move out within the venue premises.

Please note that the delivery area does not have an unloading platform and handling equipment is not available. Please contact Hermes Merkur to arrange rental of suitable equipment.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Parking in the delivery area is only permitted during loading and unloading. Overnight parking is strictly prohibited. Parking for trucks is available around the venue.

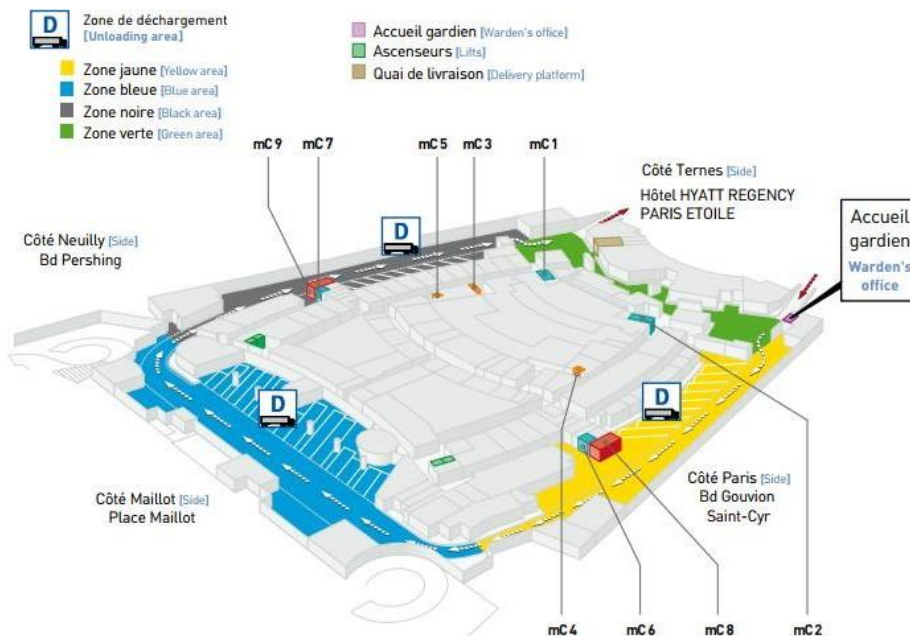
#### For access to the goods/lorry entrance:

Maximum height: 4.20m

Width of access ramps: 3.50m

Gradient: 15%

Goods lifts will be operational during the build-up and breakdown periods.



Circulation within the delivery zone

Goods lift details are as follows: **MC6, MC8**

**MC8**

Load: 11 tonnes

Height: 2.25 m

Depth: 6.80 m

Width: 2.60 m

**MC6**

Load: 4 tonnes

Height: 2.10 m

Depth: 2.60 m

Width: 2.14 m

### **Access for Deliveries**

Please be advised that neither the Organizers nor the Palais des Congr s can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to Wednesday September 1, 2021. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

**NB: all vehicles must register on at LOGIPASS platform to access the venue during the set-up, dismantling and delivery period <http://logipass.viparis.com>**

### **Security**

Neither the organizers nor the VIPARIS can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their Booth and equipment.

The organizers will provide security guard services in the Exhibition Hall during closing hours. Individual Booth security may be ordered additionally.

### **Booth Catering**

The catering in Le Palais des Congr s de Paris is exclusive.

Exhibitors who wish to order food and beverages for their Exhibition Booths, please contact: [congres@rayniermarchetti.fr](mailto:congres@rayniermarchetti.fr)

Due to COVID 19 regulations exhibitors are required to put tables and chairs in their booth in order to offer coffee and water. The current regulation are allowing to consume F&B only while seated.

### **Booth Cleaning**

The Organizers will arrange for general cleaning of the Exhibition premises (excluding booths inside) prior to the daily opening hours.

For ordering daily Booth cleaning, please refer to the online order forms: <https://www.viparisstore.com>

### **Waste Removal**

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

### **Storage**

Le Palais des Congrès de Paris has no storage facilities for empty containers and other materials required for the exhibition. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom, doors to which must have a vision panel. The venue does not have any storage facility for materials left on-site outside of tenancy times. Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.

### **Rules and Regulations -*Binding for all exhibitors and their subcontractors***

#### **Children/Animals**

No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors' children and must be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

#### **Build-Up & Dismantling Period**

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs. The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

#### **Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

#### **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

#### **Fire Regulations**

Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

#### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

#### **Health & Safety**

- It is the responsibility of the Booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the Booth holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and Booth builders.

It is advisable that a Risk Assessment is completed for the Booth and submitted to the Organizer.

#### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

#### **Insurance (compulsory)**

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

#### **Liability**

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

#### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the Booth so that it does not disturb neighboring exhibits.
- Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

#### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

#### **Smoking Policy**

The Palais des Congres operates a **NO SMOKING** policy in **ALL** halls.

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**



## SECTION 5: OFFICIAL CONTRACTORS

### Stand fitting \ Graphics and Signage\Booth construction

The D&P Exhibitors services department

Cindy Ibarra

Tel: +33 1 34 84 84 84

Email: [exhibitors@dparchi.com](mailto:exhibitors@dparchi.com)

For furniture catalogue please click [here](#).

### Electricity\ Cleaning Services \ Telecommunications & Internet\ Audio Visual\ Plants & Floral Arrangements

Viparis Exhibitors Department

Mr. Olivier Teillet

Email: [olivier.teillet@viparis.com](mailto:olivier.teillet@viparis.com)

Tel: +33 1 40 68 16 16

Email: [service.exposants@viparis.com](mailto:service.exposants@viparis.com)

Online Orders: <https://www.viparisstore.com>

For guidelines how to order, please click [here](#).

### Catering Services

The catering in Le Palais des Congrès de Paris is **exclusive**.

Exhibitors who wish to order food and beverages for their Exhibition Booths may contact:

Email: [congres@rayniermarchetti.fr](mailto:congres@rayniermarchetti.fr)

### Freight Handling & Customs Clearance Agent

Hermes/Merkur

Mr. Bernd Blum

Tel: +49 617 396 69 511

Mobile: +49 175 588 02 91

Email: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

Website: [www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)

For shipping instructions and tariff please click [here](#).

## SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

### Delivery & Logistic Services

Hermes-Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes-Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

### Insurance of Goods

All cargo should be insured from point of origin.

### Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

**Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.**

In order to assure receipt of sent materials, Hermes must receive the “Pre-Advise” form found at the end of this section.

Please complete this form and return it to [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

You will then receive confirmation of your material arrival.

### Hermes Exhibitions & Projects Ltd.

Mr. Bernd Blum

Tel: +49 617 396 69 511

Mobile: +49 175 588 02 91

Email: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

**For shipping instructions and tariff please click [here](#).**

