



EXHIBITOR MANUAL

FRANKF^{ORT}

28TH  **ESCRS WINTER MEETING**



WELCOME

Welcome to the Technical Exhibitor Manual of the **28th ESCRS Winter Meeting**, which will take place from **15 - 18 February, 2024** in **Frankfurt, Germany**.

EA Exhibitions is appointed as the official Exhibition Contractor by the European Society of Cataract and Refractive Surgeons (ESCRS) and its official PCO, MCI Geneva.

This Technical Exhibitor Manual intends to provide/guide every exhibitor with all that is needed to plan a successful exhibition, and to alleviate pre-exhibition issues.

We kindly ask you to: read all the information carefully, take note of the deadlines, and place your orders as soon as possible. Do not hesitate to share the Technical Exhibitor Manual with your team(s) involved in the ESCRS2024 Winter Meeting.

The Technical Manual can be viewed online in our portal and/or be downloaded from the Exhibitor Portal (Toddo) in PDF format:
<https://www.toddo.com/event/escrs28>

EA Exhibitions remain at your disposal for any further information and look forward to seeing you in Frankfurt.

GENERAL CONTRACTOR

EA Exhibitions

Zekeringstraat 36B

1014 BS Amsterdam

The Netherlands

escrs@eaexhibitions.com

PROFESSIONAL CONGRESS ORGANISER [PCO]

MCI Suisse SA

Rue du Pré-Bouvier 9

1242 Satigny

Switzerland

escrs.sponex@mci-group.com



UPDATE LOG

Please see below for an overview of all updates to the Technical Exhibitor Manual per version.

Version 1.10 - Page 14 - added “Audioguide equipment - Headsets - Booth”

Version 1.11 - Page 15 - updated rule under “Contractor Passe”

Version 1.11 - Page 16 - updated lasers in “Compressed Air - Medical Gas - Lasers”

Version 1.11 - Page 26 - added “Video Services”

Version 1.12 - Page 17 and 18 - updated “Deposit system and Lorry Parking” and “Freight-Forwarding and ON-Site handling”

IMPORTANT INFORMATION

Please read the following important information carefully:

1. DEADLINES

Please make sure that you keep to the deadlines for all services provided in general but especially for **FREIGHT FORWARDING, STAND APPROVALS** and **RIGGING**. Please send all required papers and forms, packing lists etc. in time. – see “**Contact list**” and “**Deadlines**” for more details.

The deadline for submitting your final stand design for approval to escrs@eaexhibitions.com is **January 8, 2024**.

Rigging needs to be requested before **January 8, 2024**. Requests received after this date cannot be processed anymore.

2. BUILD REQUIREMENTS - space only

Maximum construction heights of the stands in the Exhibition Hall (Hall 5.1) is **4 metres**.

3. RIGGING

In hall 5.1 the possibilities for installing suspensions are mainly applicable for light loads and only available upon request.

Top of rigging is at 7 metres with a minimum of 1 meter between standconstruction and bottom of rigging (min. 5 metres).

4. STORAGE + EMPTIES

Storage on the stand is only allowed for everyday items that are required at the exhibition: such as brochures, folders, give-aways, break-bulk supplies of foods, beverages and cleaning products. To store empties or construction material, please contact GBH Exhibition Forwarding LTD.

Main aisles must be empty during the build-up and dismantling.

5. ORDER FULFILLMENT

Orders will only be processed after receiving the payment. If we do not receive the payment before **January 25, 2024**, stand items will not be installed when build-up starts.

6. ORDER CANCELLATIONS

100% refund until 42 weeks prior to start date of the event (minus €85 administration costs)

50% refund between 35 weeks and 22 days prior to start date of the event (minus €85 administration costs)

0% refund from 21 days to the start date of the event.

7. FREIGHT FORWARDING AND LOGISTICS

For more information on freight forwarding or logistics, please contact our logistics partner: GBH Exhibition Forwarding LTD.

Or download the shipping manual [here](#).

Hall 5.1 is on the first floor of Hall 5, next to the Congress Center of Messe Frankfurt.

Unloading will be done via elevator 503 and 504, at loading bay 5.

Please note that only forklift trucks operated by the official logistics partner are permitted within the loading bays and halls.

For rentals please refer to GBH Exhibition Forwarding LTD.

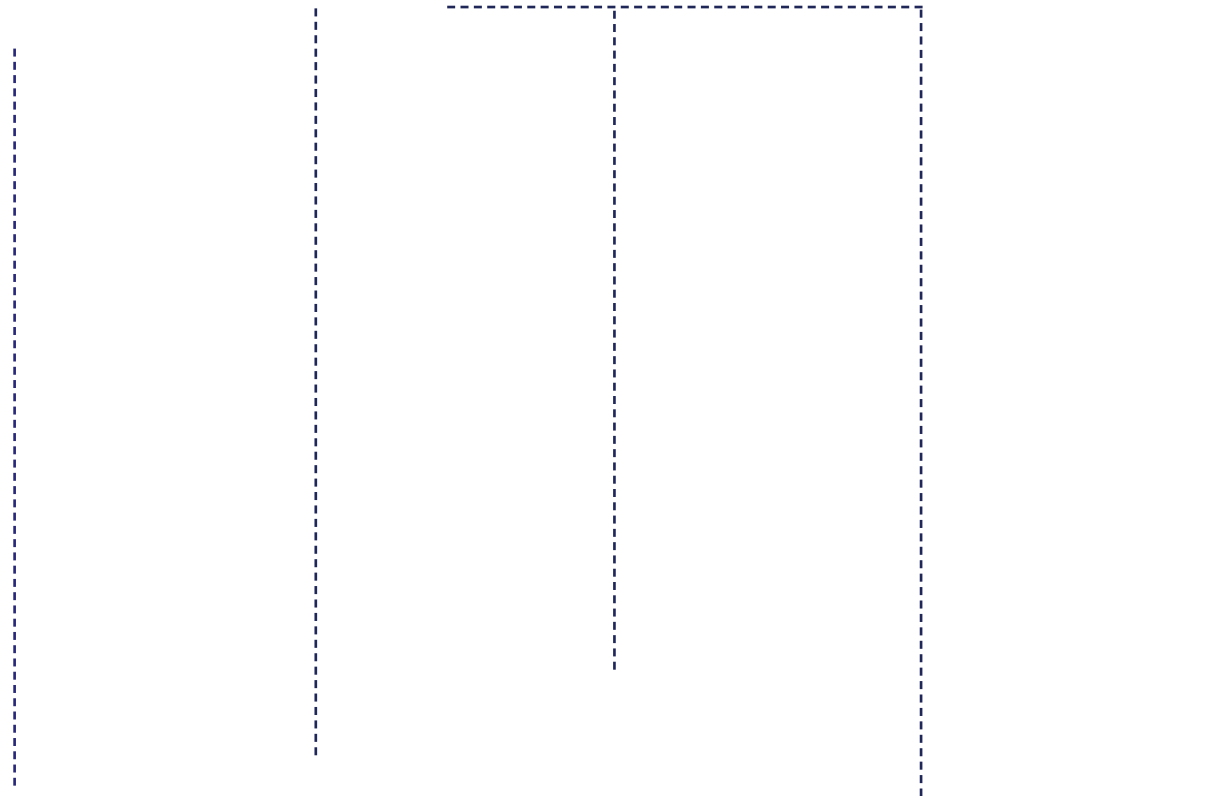
Check in Traffic: Exit F - Bruno-Poelke-Strasse

Register vehicles online in advance: <https://einfahrt.messefrankfurt.com/inWeb/ees/deliverer.html>

8. PARKING

Parking Exhibitors: Parking Maritim or Parking Messeturm

CONTENT



GENERAL INFORMATION

ADDRESS Congress

Messe Frankfurt - Entrance Congress Center
Theodor-Heuss-Allee 3-5
60486 Frankfurt / Main
GERMANY

ADDRESS Unloading

Messe Frankfurt - Loading bays Hall 5
Ludwig-Erhard-Anlage 1
D-60327 Frankfurt
GERMANY
by: GBH EXHIBITION FORWARDING LTD

The exhibition of the ESCRS2024 Winter Meeting will be held in **hall 5.1**.

You can find your way to the congress center (main entrance) via: <https://www.messefrankfurt.com/frankfurt/en/arrival-stay.html>

EXHIBITION TIME TABLE

The ESCRS2024 Winter Meeting will be held from 15 - 18 February, 2024 in Frankfurt, GERMANY.

Construction/decoration hours for Space Only stands (access with contractor badge):

Tuesday February 13, 2024	12:00 - 22:00
Wednesday February 14, 2024	08:00 - 22:00
Thursday February 15, 2024	08:00 - 18:00*
	18:00 - 22:00 (move-in** on stand only)

**All empties must be removed from the exhibition before 18:00.*

*** Move-in means NO: painting/construction to the stand of any kind. This time can only be used for decoration.*

Dismantling hours (access with contractor badge):

Sunday February 18, 2024	12:30 - 22:00*
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**All empties will be moved out from the storages at 15:00 based on planning.*

Move-in hours for stands booked via EA Exhibitions - Exhibitor portal (Toddo) (access with exhibitor badge):

Thursday February 15, 2024	08:00 - 18:00*
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**All empties must be removed from the exhibition at 18:00.*

Exhibition opening hours (access with visitors/exhibitor badge):

Friday February 16, 2024	09:00 - 18:00
Saturday February 17, 2024	09:00 - 18:00
Sunday February 18, 2024	09:00 - 12:00

Access hours exhibitors show days (access with exhibitor badge):

Friday February 16, 2024	08:00 - 19:00
Saturday February 17, 2024	08:00 - 19:00
Sunday February 18, 2024	08:00 - 22:00

For the complete and updated ESCRS2024 Winter Meeting program, please visit the ESCRS website: <https://wintermeeting.escrs.org/>

CONTACT LIST

Company	Contact person	Email
EA Exhibitions Exhibitor stands Exhibitor products & services Onsite exhibitor service desk Construction badges	EA Exhibitions Raiza Kenswil	escrs@eaexhibitions.com
MCI Suisse SA Exhibition & Sponsorship General Enquiries Registration Badge scanners	MCI Suisse SA	escrs.sponex@mci-group.com escrs.conf@mci-group.com escrswintermeeting.regshot@mci-group.com karen.bhavnani@wearemci.com
Hotels	MCI Suisse SA	escrswintermeeting.regshot@mci-group.com
Accente Catering Stand catering Symposium catering	Accente Catering	delivery@accente.com catering@accente.com
GBH EXHIBITION FORWARDING LTD Freight forwarding & handling Lorry parking	GBH Exhibition forwarding LTD	escrs@gbhforwarding.com

DEADLINES

WHAT	DEADLINE	
STAND APPROVAL submission form Purchase of stand package via exhibitor portal	January 8, 2024 CET	Please submit your stand design via online form: here .
RIGGING request form	January 8, 2024 CET	Rigging needs to be requested via online form: here . <i>Requests received after this date cannot be processed anymore.</i>
COMPANY & PROFILE LOGO	January 12, 2024 CET	Please submit your documents via online form: here .
GRAPHICS submission form	January 18, 2024 CET	Please submit your graphics via online form: here .
HOSTESS request form	January 18, 2024 CET	Order via Exhibitor Portal (Toddo)
SECURITY request form	January 18, 2024 CET	Please request via online form: here .
Deadline: regular rates exhibitor products and services	January 18, 2024 CET	Orders received after this deadline are subjected to a surcharge 25% (late-orders).
Late orders of exhibitor products and services	January 19, 2024 CET	25% surcharge will apply on all orders.
Deadline: registration Exhibitor Badges for exhibiting staff	January 16, 2024 CET	Additional exhibitor badges can be purchased by contacting Congress Registration Team via escrswintermeeting.regshot@mci-group.com .
Web shop closed	January 25, 2024 CET	After this date orders or other requests can only be done per request via: escrs@eaexhibitions.com .

REGISTRATION

Congress registration

To register for the ESCRS2024 Winter Meeting, please visit the ESCRS website: <https://wintermeeting.escrs.org/>

Company Profile & Logo

To appear as a confirmed sponsor/exhibitor on the ESCRS24 Winter Meeting website and congress app, make sure to complete the following form [here](#) by **January 12, 2024**.

Past this date, we can not guarantee that it will appear in the congress app. Processing a submission may take up to 5 working days.

INDUSTRY COMPANY MEETINGS & COMPANY EVENTS

It is strictly forbidden to hold company meetings and company events outside the congress venue during the official congress programme times.

Non-compliance may affect the companies' participation in future ESCRS meetings.

Company meetings can be held at the congress venue subject to available meeting spaces and their capacities.

Companies may organize evening events, however, they may only start after the official program is finalised and are subject to approval of ESCRS

- please send any requests to escrs.sponex@mci-group.com.

PHOTO AND FILM RECORDING

Taking videos and pictures of your booth and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you've explicitly asked for their consent.

INSURANCE REQUIREMENTS

The Exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by ESCRS/MCI Geneva/EA Exhibitions/Messe Frankfurt for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the Exhibitors' responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All Exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her agents or by his or her equipment and activities. All risks cover against damage and theft to the Exhibitor's own property, and to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to Exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place.

Neither the Organiser nor MCI Geneva, EA Exhibitions or Messe Frankfurt can be held liable for Exhibitors' property (personal and / or company property) even in the case of theft. ESCRS/MCI Geneva/EA Exhibitions or Messe Frankfurt disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc.

The Organiser is only responsible for fault or neglect on the part of the organiser's permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have available during the Congress.

EXHIBITOR SERVICES A-Z INDEX

EA EXHIBITIONS

T: +31 20 262 3272

E-mail: escrs@eaexhibitions.com

Audio-visual & PC equipment (booth) - EA

Audio-visual & PC equipment (symposia) - M-Events

Audioguide equipment - Headsets (booth) - M-Events

Badge Scanners - MCI

Badges and passes - MCI

Build-up and dismantling rules - GBH / EA

Build-up and dismantling Badges - EA

Catering - Accente

Cleaning and Waste Disposal - EA

Compressed air / Medical gas / Laser - EA

Deliveries on-site - GBH

Deposit & lorry parking - GBH

Distribution of printed materials - MCI

Exhibitor service desk - EA

Electricity - EA

Freight Forwarding & on-site handling - GBH

Graphics - EA

Hall information - EA

Hostesses - EA

Hotels - MCI

Insurance - MCI

Internet & Wi-Fi - Messe Frankfurt

Noise - MCI

Partition walls - EA

Product display -

Shell Scheme Packages - EA

Stand approval / Space only - EA

Safety & Fire regulations - Messe Frankfurt / EA

Security - Messe Frankfurt / EA

Smoking - Messe Frankfurt

Storage - GBH / EA

Rigging/Suspension wires - EA

Video Services - Expo Media

Water & regulations - EA

AUDIO-VISUAL & PC EQUIPMENT - BOOTH

AV and PC equipment can be ordered via the webshop on the exhibitor portal Toddo.
For any special requests please contact us at escrs@eaexhibitions.com.

AUDIO-VISUAL & PC EQUIPMENT - SYMPOSIA

The official contractor for audio visual equipment for satellite symposia M-Events.
Contact: industry@m-events.com

AUDIOGUIDE EQUIPMENT - Headsets - BOOTH

Headsets and “Meet the Experts” Equipment

M-Events is the official provider of headsets and Audioguide Equipment to help you organise talks and “Meet the Experts” sessions on your booth.
Please contact: industry@m-events.com

BADGE SCANNERS

For badge scanners, please contact Karen Bhavnani at MCI Suisse SA via karen.bhavnani@wearemci.com

BADGES AND PASSES

All delegates, exhibitors and sponsored sessions organizers will receive a personal badge to access the ESCRS2024 Winter Meeting.
It is mandatory to wear your name badge at all times while inside the Exhibition Hall / Congress Center.
Delegates not wearing their name badge will not have access to the Halls.

You are entitled three (3) free exhibitor badges for your first 9 square meter exhibition space booked.
You get one (1) additional free badge for each additional full 9 square meter thereafter.
Additional badges can be ordered via the Congress Secretariat escrswintermeeting.regshot@mci-group.com

Registration Area

You can pick up your pre-registered badge or register on-site in the registration area - entrance hall Congress Center, Messe Frankfurt (C0 level).

BUILD-UP AND DISMANTLING RULES

Unloading

The time frames, location and space near the exhibition halls are limited during build-up and dismantling. Therefore we will operate with timeslots for (un)loading complete vehicles. A timeslot will be provided after you made a booking with our logistic partner GBH Exhibition Forwarding Ltd.

All vehicles arriving at Messe Frankfurt for the delivery and collection of exhibits or stand fittings must report to the GBH Exhibition Forwarding Ltd service desk (please follow signs). All delivery and collection of goods must be registered with GBH Exhibition Forwarding Ltd before build up starts. Make sure you mention the day, time and license plate number of your vehicle. GBH Exhibition Forwarding Ltd will allow vehicles on to the show grounds based on a planning of registered arrivals. Unannounced deliveries and collections will be given a loading time that fits the existing planning and will be asked to wait on a separate parking area outside the show grounds until unloading space is available near the halls.

All set-up and dismantling activities shall comply with applicable occupational health and safety provisions, industrial regulations and laws governing places of assembly. Exhibitors and their subcontractors are responsible for observing the regulations. Exhibitors and their subcontractors must ensure that other exhibitors and their service companies present at the venue are not endangered during its own set-up and dismantling activities. If necessary, they must appoint a coordinator to oversee the work. In case of violations, the Organiser (ESCRS/MCI), Venue (Messe Frankfurt) and the relevant public authorities can order work to be stopped.

The use of safety shoes and hard hats is advised in all construction areas. This applies to all production areas of the venue, during the construction and dismantling period of the event. Complying to the rules is the responsibility of the employer. The safety shoes must comply with category S3 or higher. Please note that the main aisles must be empty during the build-up and dismantling.

CONTRACTOR PASSES

Build-up and Dismantling hours

Security will be present during installation and dismantling hours. Two weeks in advance of the Congress, all registered exhibitors will receive a blank contractor pass template via e-mail from EA Exhibitions. Each individual staff member that requires access to Messe Frankfurt during the official build up hours must present a copy of this pass template, duly completed, with full name, company name and signature. Upon presentation of this pass to security at Messe Frankfurt, they will be issued with a coloured identifier that will ensure access to the exhibition halls for the duration of build-up. For security reasons, the completed pass template must be retained on the staff member's person during the event and presented to security if and when requested.

Note: Contractor passes do not grant the bearers access to the congress centre outside of the official build-up and dismantling hours.

Those contractors that require access to the exhibitor hall on congress days, from 08:00 to 09:00 and 18:00 to 19:00, to help with the booth setup, should go onsite to the Exhibitors desk in the Registration area and ask for a coloured wristband.

CATERING

Exhibitors are not permitted to use external catering suppliers.

Selling any type of catering is prohibited and hard liquor is not allowed before 11:00 am.

All stand catering or stock of a bar must be ordered from Accente catering via: delivery@accente.com

Catering Webshop [here](#)

Stand Catering: delivery@accente.com

* If it has been detected that your items are not ordered via Accente catering, a fine can be issued.

CLEANING & WASTE DISPOSAL

Cleaning of the stand can be ordered via the webshop on the exhibitor portal Toddo.

Waste should be avoided as much as possible during setup and, dismantling and during the course of the event. Waste which cannot be avoided must be disposed of in an environmentally responsible manner (recycle before disposal).

Please make sure to order related waste containers via the webshop Toddo. Any material left behind in the stand or the hall after dismantling, will be directly charged to the exhibitor. For any assistance please contact us at escrs@eaexhibitions.com.

COMPRESSED AIR / MEDICAL GAS / LASERS

Use of compressed air / medical gas and/or lasers is only available upon request via escrs@eaexhibitions.com before **January 18, 2024**.

For more information on the use of Lasers - please refer to the following document: [factsheet lasers](#)

To register the use of any lasers - please register via the following [form](#) (also available for download in Toddo portal)

DELIVERIES ON-SITE

Please note that the organiser, venue or general contractor are not authorized to receive delivery of packages.

A company representative must be on-site to sign for and receive deliveries. Each package must be clearly labelled with the event name, exhibitor name and stand number. If your package does not arrive on-site the organisation cannot be held responsible.

DEPOSIT SYSTEM & LORRY PARKING

Register online **in advance** for vehicle access on the ground (un)loading during set-up and dismantling:

<https://einfahrt.messefrankfurt.com/inWeb/ees/deliverer.html>

Once you have a print-out of the registration confirmation, you can go to the specified check-in.

Please follow the signs from the motorway exit F-Rebstock (address for your navigation device: Bruno-Poelke-Strasse).

During the set-up and dismantling phase (incl. early set-up and extended dismantling), vehicles may only access the exhibition grounds through the check-in. Please contact GBH Exhibition Forwarding Ltd for your time slot and the specific loading zone details.

For more information on shipping and unloading please download the shipping manual [here](#). (also available in the exhibitor portal Toddo)

DISTRIBUTION OF PRINTED MATERIALS

Printed material may only be distributed in the space rented by the exhibitors in the exhibition hall, in hospitality suites / meeting rooms or at satellite symposia. No such material may be distributed in other areas of the Congress Centre.

EXHIBITOR SERVICE DESK

There will be an exhibitor service desk operated by EA Exhibitions. It will be located inside the exhibition hall 5.1.

The service desk will be open during Build up and Dismantling and limited hours during the exhibition.

For any questions, please contact: escrs@eaexhibitions.com.

ELECTRICITY

- Shell scheme stands: 3kW main connection is included.
- Space Only stands (raw space): **NO** electricity is included. Electricity can be ordered via the webshop on the Exhibitor Portal Toddo <https://www.toddo.com/event/escrs-28>
- The standard voltage and type of supply in the venue is an electrical connection of 230V.

Electrical installations

Please make sure to check whether the electrical installations on your stand comply with the regulations for installations at trade shows and on stands of Messe Frankfurt. For safety reasons, connections to existing utilities may only be performed by Messe Frankfurt or its authorised service partners. Any electrical installation carried out within a stand by exhibitors or their service partners must be performed by skilled and authorized electricians. If the stand installation does not meet the set requirements, it cannot be connected to the power grid within the venue. These requirements must be complied before power can be supplied to your stand. Electrical (switching) panels must not be accessible to visitors. The installation of an RCCB (residual-current circuit breaker) for a nominal fault current of 0.03A is obligatory for the electrical infrastructure.

Note: Be careful not to obstruct the distribution boards, as Messe Frankfurt need to have access to them at all times.

GRID FORM: Do not forget to indicate on the grid form your preferred location of your electricity connections.

Please include your stand orientation and exact measurements to each outlet.

For safety and fire protection reasons it is necessary that all devices that consume electricity **be turned off** at the end of every event day when leaving the stand.

FREIGHT FORWARDING AND ON-SITE HANDLING

For the ESCRS2024 Winter Meeting, GBH Exhibition Forwarding has been appointed as the sole forwarding agent and on-site handling contractor for the exhibition. It is the only company allowed to carry out lifting, off-loading and any means of handling involving mechanical equipment, i.e. fork-lift trucks or cranes. All lifting from vehicles and delivery to stand will be invoiced directly to the exhibitor by the contractor.

GBH EXHIBITION FORWARDING will also be responsible for all custom formalities for this event. For instructions please see their Shipping manual, which can be found in your Downloads via the exhibitor portal Toddo, or can be downloaded [here](#).

GBH Exhibition Forwarding

10 Orgreave Dr,
Sheffield S13 9NR

United Kingdom

T. +44 114 269 0641

Email: escrs@gbhforwarding.com

W: www.ghbforwarding.com



GRAPHICS

Graphics can be ordered with EA Exhibitions. There is a wide range of possibilities - from a simple logo print on your fascia to full colour double sided banners in various sizes. Items can be directly ordered in our web shop.

The digital files for the graphics need to be send to EA Exhibitions (escrs@eaexhibitions.com) via e-mail or WeTransfer before **January 18, 2024**. The files should be supplied in the correct form (PDF or AI/EPS) with a minimum of 100 dpi at actual size.

Please contact us for assistance at escrs@eaexhibitions.com.

HALL INFORMATION

The minimum building height for the exhibition is 2.50 metres. The maximum building height for the ESCRS2024 Winter Meeting **4 metres**. The maximum top of rigging is 7 metres.

All exhibitors need to submit a stand approval to EA Exhibitions before **January 8, 2024**.

It is mandatory that all walls above 2.50 metres need to be clean and sufficiently finished on both sides (no cables, neatly painted etc.).

Hall floor inclusive load: Asphalt , 15 kN/m² (SLW 30); colomn-free.

HOSTESSES

Hostesses can be booked upon request via: escrs@eaexhibitions.com

When booking hostesses for your stand please be advised that you need to arrange badges for them to enter the exhibition hall. The badge fee will be included in the total price for hostesses, and the required badge(s) will be added to your crew list. The hostesses will receive their badges upon arrival so they will have access to the hall and can meet you at the preferred meeting location as indicated by you on the order form.

In order to book hostesses, please make sure to fill in the hostess order form which can be found under downloads in your dashboard, and send it to us via escrs@eaexhibitions.com.

HOTELS

For accommodation requests, please contact escrswintermeeting.regshot@mci-group.com

INSURANCE

Please see “Insurance requirements” on page 10 for more information.

INTERNET & WIFI

There will be a general Wi-Fi network available in all the public areas

To ensure the highest capacity and accessibility for services i.e. business applications, a fixed network connection is recommended.

Internet can only exclusively ordered via the Messe Frankfurt - please request internet via escrs@eaexhibitions.com

NOISE / LIGHTS

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level **must not exceed 70dB (A)** at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

Illumination on the booth must remain within stand space and can not interfere with vision of neighboring stands or on the isles.

PARTITION WALLS

Every exhibitor should take care of his own partition walls to neighbouring stands to at least a height of 2.50 metres.

Partition walls higher than 2.50 metres should be clean, in a white color and finished state (colour white with no graphics or logo's) on the sides of the neighbours above the 2.50 metres. It is not permitted to use shell scheme walls from neighbouring stands for your own purposes.

Based upon submission, Space Only exhibitors building heights can be looked up on the floorplan via the exhibitor portal Toddo.

PRODUCT DISPLAY

All products displayed during the Exhibition should be approved under the European Medical Device Directives and should display the Certificate of Compliance CE (CE Certificate of Conformity) mark. Products which have not been assessed under these Directives, or are currently undergoing assessment, must be clearly identified as not being approved to display the CE mark. Further information is available on the European Commission website ([click here](#)). Failure to comply with this regulation will result in refusal of permission to exhibit.

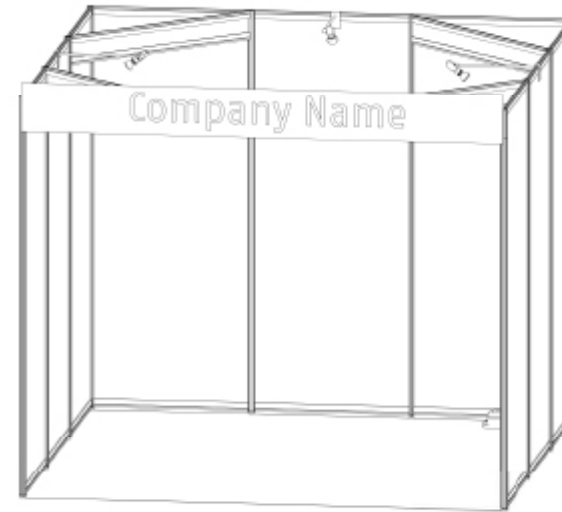
STAND PACKAGES AND CUSTOM DESIGNS

All spaces booked are space only. Note that every stand must have at least partition walls and carpeting. You can order a shell scheme package in our web shop.

Basic stand- shell scheme

Peninsula (1 wall); Corner (2 walls); Row (3 walls)

- White shell scheme walls (height 2.5m) and white fascia with your company name (max 25 characters per side)
- Carpet tiles - dark grey
- LED spotlight 1 per 3 sqm
- Main electrical connection (3kW) including consumption
- Initial and daily stand cleaning



Example basic shell scheme - row stand 9sqm

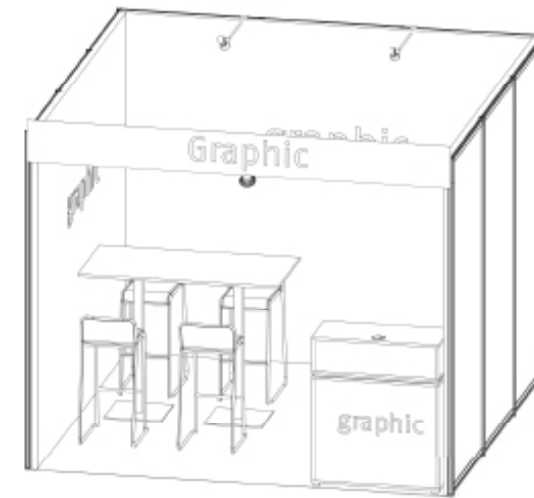
Deluxe stand- shell scheme

Peninsula (1 wall); Corner (2 walls); Row (3 walls)

- White shell scheme walls and fascia with your company name (max 25 characters per side)
- Seamless graphic wall prints (peninsula stand 1x, corner stand 2x, row stand 3x)
- Carpet tiles - dark grey
- LED spotlight, per 3 sqm
- Main electrical connection (3kW) including consumption
- Initial and daily stand cleaning
- Open counter with logo

Furniture is not included in shell scheme package.

Please see webshop on Toddoo about furniture package options.



Example deluxe shell scheme - row stand 9sqm

In addition to the above mentioned stand packages: furniture, extra fascia texts, shelves, printed logo's and more are available upon request to update your shell scheme design.

Custom stands

We can help you transform your ideas into an unforgettable design which will contribute to realise your goals during ESCRS 2024 Winter Meeting.

We are more than happy to submit a proposal (deadline December 21,2023).

Please contact escrs@eaexhibitions.com for more information or a personalised quotation.

STAND APPROVAL - RAW SPACE (SPACE ONLY)

Raw space comprises of uncarpeted floor space only. Exhibitors contracted to raw space are responsible for appointing stand contractors to plan and build their stands. Space only exhibitors and contractors must read and comply with the ESCRS Congress Rules & Regulations in addition to Technical guidelines and Safety Regulations of the Messe Frankfurt.

1. All Space Only exhibitors need stand approval from EA Exhibitions. For stand approval, please submit your plans via online form [here](#).

Submission of your final plan is possible until **January 8, 2024**.

The following documents must be received:

- Technical drawings (floor plans, perspective views, sectioned views), including ceiling plan with dimensions of the closed ceiling area(s)
- 3D Visuals (front, side, top view)
- Building description specifying materials used (see Technical Guidelines of Messe Frankfurt)
- Escape route plan including lengths and widths of emergency escape route(s)

2. Space Only stands with special structures (e.g. structures or exhibits with closed ceilings, platforms higher than 20cm, etc.) must be approved by EA Exhibitions by a structural analysis prior to the event, and are subject to additional costs (depending on the structure). A structural inspection will be performed during build-up, and costs can be charged when the structure is not according to the plan submitted.

Messe Frankfurt reserves all rights to perform inspections and charge the exhibitor if rules are not adhered to.

3. The minimum height of stand fitting (including graphics and column cladding) is 2.50 metres in height from the floor.

The maximum height of any wall is up to **4 metres**.

The maximum height restriction is **7 metres** (including rigging, measured from floor to top of the rigging structure).

4. The deadline to request rigging and/or submit the technical rigging plans is **January 8, 2024**. Submit rigging plans via online form [here](#).

After this date it is not possible to request rigging for your stand. The following general regulations apply to all exhibitors:

- Hanging element can maximum be 70% of your stand area
- Minimum of 1 metre between top of booth build height (4m) and bottom of hanging element (5m)
- Advertising media, logo's, etc. must be positioned at least 1 meter from the border from the neighbouring stand
- Branding/logos not allowed facing direct neighbouring booths
- Hanging elements must not extend beyond the boundary of the allocated space

5. For each open side a maximum of **30%** can be constructed - closed with walls (from corner to corner per side).
6. The stand design needs to be placed within the designated area, and it is not allowed to place any stand material, construction, displays or products in the aisles.
7. Raised floors cannot be higher than 5cm, without safety indication (indicating height) and a ramp must be installed (wheelchair accessible).
8. Stands with three open sides or less are obliged to erect a wall (minimum height of 2.50 metres) between themselves and any other neighbouring stand(s). A row stand requires walls on three sides (one back wall and two side walls), a corner stand requires walls on two sides (one back wall and one side wall) and a peninsula stand requires only one wall (one back wall). And island stand does not require any walls and is not allowed to have walls on the perimeter.
9. Walls that exceed the minimum height of 2.50 metres need to be finished clean and properly on all faces. Exhibitors are responsible for ensuring that their contractor leaves any face of any such wall higher than 2.50 metres in a clean white and finished state (colour white with no graphics or logo's). In addition all cables and such need to be properly hidden.
10. Floor covering is mandatory. Approved carpet tape can only be used. All tape must be removed at the end of the exhibition.
11. All main electrical installations are handled by the general contractor, EA Exhibitions. Technical facilities will come from the nearest utility channel on the floor, so please bare this in mind when designing your stand and when marking it on the grid floor.
13. All stands shall be entirely self-supporting, without either hanging from the ceiling or being attached to walls of the venue. It is also not allowed to use (shell scheme) walls from neighbouring stands for your own purposes.
14. The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.
15. All stand construction and decorative materials must comply at least with building materials class B1 of DIN 4102 and/or class B/C s1 d0 of EN 13501-1 (i.e. must be flame retardant and neither form toxic gases nor drip while burning).

If you have any questions based on the stand approval regulations, please do not hesitate to contact us at escrs@eaexhibitions.com.

SAFETY & FIRE REGULATIONS

- Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition Hall doors and other pieces of safety equipment, their signs, or markings, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and always remain fully functional.
 - Escape routes shall always be kept clear.
 - Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognizable.
 - Aisles and walkways shall not be constricted by objects deposited herein or extending into them.
- All exhibits and furniture must remain within the allocated booth area. Items must not be placed in aisles.

SMOKING REGULATIONS

Smoking is strictly prohibited at the ESCRS2024 Winter Meetings during build up, show hours or dismantling.

STAND SECURITY

Although every reasonable security precaution is taken throughout the build-up, open period and dismantling, show management cannot be held responsible for any loss, damage or accident which may occur to any exhibitors (or their contractors) property or personnel.

We strongly recommend that any important items are kept under constant supervision and removed each evening and that suitable insurance cover is arranged for your stand. Please take special care of laptops, mobile telephones, etc. - do not leave these items unattended at any time.

Stand security can be ordered for a min. of 4 hours per day. Please contact escrs@eaexhibitions.com for more information.

STORAGE

It is not allowed to have any storage on the stand or in the hall. When the hall is occupied by stand staff, delegates, etc. storing items for the entire event is not possible. Day storage (i.e. prospects, flyers, magazines, give-aways, etc.) on the stand is allowed. Storage of empties in the stand (storage) is also not allowed.

If you need storage options please contact: GBH Exhibition Forwarding LTD for more information.

RIGGING

Requirements of rigging orders

EA Exhibitions is responsible for the safety of all rigging and connections to the building structure.

Therefore the establishing of rigging is subject to approval of the Messe Frankfurt, and may only be performed by authorised staff.

In Hall 5.1 mainly light loads for rigging are allowed. Few possibilities for heavy loads, please be mindful.

The possibilities for installing suspensions from the hall ceiling in accordance with the terms and conditions of ordering and supply of Messe Frankfurt Venue GmbH are only available upon request.

The deadline to request rigging and/or submit your technical rigging plan is **January 8, 2024**.

To be able to process the rigging orders we need a detailed sketch of your stand with the following data:

1. The exact placement of each rigging point with measurements compared to the edges of the stand (e.g.: x: 750 cm y: 350 cm below)
2. The exact height of each rigging point
3. The estimated weight attached to each rigging point and the estimated weight of the whole construction to be hung (calculated by a civil engineer)
4. Marking the position of neighbouring stands

EA Exhibitions reserves the right to make minor adjustments or make suggestions in order to enhance your rigging order.

Any relocation of installation etc. either on late notice or onsite will be invoiced directly to the exhibitor.

Rigging can be ordered via EA Exhibitions. Please file your request via online form [here](#).

The following general regulations apply to all exhibitors:

- Hanging element can maximum be 70% of your stand area
- Minimum of 1 metre between top of booth build height and bottom of Hanging element
- Advertising media, logo's, etc. must be positioned at least 1 meter from the border with the neighbouring stand
- Branding/logos restricted facing neighbouring booths
- Hanging elements must not extend beyond the boundary of the allocated space

VIDEO SERVICES

For full video coverage of the booth and business happening: please go to www.expomedia.de

Or use below booking links:

[Basic Content Production](#)

[Premium Content Production](#)

[Elite Content Production](#)

WATER & REGULATIONS

The general supply points for water, drainage and compressed air will be provided and connected by Messe Frankfurt. The connection will be connected to the nearest supply point of one of the utility channels in the floor. If your stand has a raised platform, the water pipe will be laid underneath it. Connections to exhibition hall water and drain lines shall be via 1/2-inch pipes in the case of water lines and 40-mm pipes in the case of drain lines.

Be careful not to let waste (e.g. fruit remains when juicing) into the drains as it will block the drains. From previous experience this might not be solvable before the end of the event. Any additional activities or rentals on-site will be charged directly to the exhibitor.

If you would like to order a water (and drainage) connection, please contact EA Exhibitions via escrs@eaexhibitions.com.

Legionnaires' Disease / Legionella bacteria

Without previous written consent from or on behalf of the organisers, the participant will not be permitted to use flowing, sprayed and/or atomised liquids at or in the vicinity of the stands during the exhibition; such liquids may occur, for example, in stand-alone air-conditioning systems, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools. Application for consent, including a clear description of the use of liquid, should be submitted to the organiser. If you have open water or other liquids at your stand, it is compulsory to order a permit in order to prevent legionella disease. Please contact us for more information: escrs@eaexhibitions.com

GENERAL RULES & REGULATIONS

Please find the following documents in the exhibitor portal under downloads in your dashboard on <https://www.toddo.com/event/escrs28>

- General Rules and Regulations of the [ESCRS](#)
- General Rules and Regulations of [EA Exhibitions](#)
- Technical Guidelines of [Messe Frankfurt](#)
- Terms & Conditions [MCI](#)
- Shipping manual [GBH](#)