

TECHNICAL
EXHIBITOR MANUAL

29TH  ESCRS WINTER MEETING

ATHENS

MEGARON - ATHENS, GREECE

28 FEBRUARY - 02 MARCH 2025



UPDATE LOG

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

- Page 9: Company profile & logo deadline.



WELCOME

Welcome to the Technical Exhibitor Manual of the 29th ESCRS Winter Meeting which will be held from 28 February - 2 March, 2025 in Athens, Greece.

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

The manual can be downloaded in PDF format from downloads, in your dashboard on <https://toddo.com/event/escrs29>

PROFESSIONAL CONGRESS ORGANISER [PCO]

MCI Suisse SA

Rue du Pré-Bouvier 9

1242 Satigny

Switzerland

escrs.sponex@mci-group.com



EXHIBITION CONTRACTOR

EA Exhibitions

Zekeringstraat 36B

1014 BS Amsterdam

The Netherlands

T: +31 20 26 23 272

escrs@eaexhibitions.com





IMPORTANT INFORMATION

General

- Two weeks before build-up, exhibitors/contractors will receive an email with information on how to create your contractor badge.
- The electrical supply will be shut off one hour after the end of each exhibition day unless is requested specifically per stand. For safety and fire protection, it is necessary that all devices that consume electricity are switched off at the end of every exhibition day when leaving the stand.

Space only

- Maximum construction height of the stands in the Muses Foyer will be determined on a case-by-case basis. The building height in the Muses Foyer ranges from a minimum of 2.2m to a maximum of 4m. For further details, please read the chapter "Hall information".
- The deadline for submitting the stand approval is [16 JANUARY, 2025](#).
- Rigging is not permitted at this venue.

On-site

- All empties must be removed from the exhibition on [27 FEBRUARY, BEFORE 18:00](#).
- Emergency aisles must remain clear during the build-up and breakdown.
- The use of safety shoes is strongly recommended in all construction areas; otherwise, access will be denied by the security staff. The safety shoes should comply with category S3 or higher;

Orders

- Any non-receipt of payment is not considered a cancellation. The outstanding amount will still need to be paid in full as per the sales agreement. If we do not receive the payment prior to event, stand items will not be installed when build-up starts.
- Cancellation of orders are entitled to a refund in the following way:
 - 100% refund until 6 weeks prior to start date of the event (minus €85 administration costs).
 - 50% refund between 6 weeks and 30 days prior to start of the event (minus €85 administration costs).
 - 0% refund from 29 days to the start of the event.
- Please take duly note that any on-site complaint should be sent in writing within 48hrs from the service supplied.
- Re-issuing the invoice to a different billing address is subject to administrative fee of €85, which will be included in the new invoice.



GENERAL INFORMATION

LOCATION

Megaron Athens International Conference Centre (MAICC)

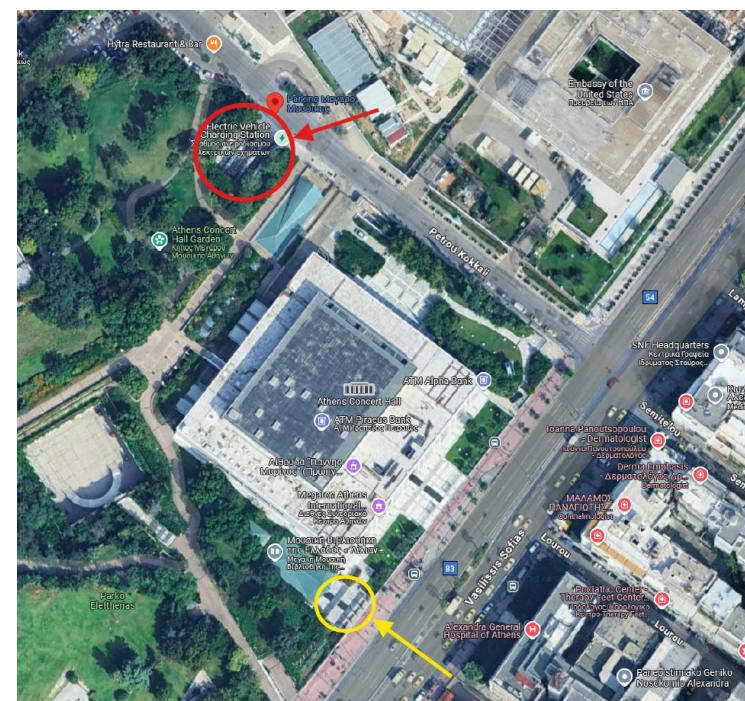
Vasillissis Sofias Ave. & Kokkali St. 1,
115 21 Athens, Greece

The exhibition of the ESCRS2025 Winter Meeting will be held in the Muses Foyer.
The entrance is shown in yellow in the picture.

The loading dock access is from Kokkali Street, via the ramp of the parking facility.

Please note there is only one route for both parking and (un)loading.
The entrance to the parking/loading dock is shown in red in the picture.

You can find your way to the congress center via: [link](#)



FLOORPLAN

See the up-to-date exhibition floorplan in Toddo: <https://toddo.com/event/escrs29>



CONTACT LIST

COMPANY	EMAIL
EA Exhibitions	
Exhibitor stands	
Exhibitor products & services	escrs@eaexhibitions.com
On-site exhibitor service desk	
Construction badges	
MCI Suisse SA	
Exhibition & Sponsorship	escrs.sponex@mci-group.com
General enquiries	escrs.conf@mci-group.com
Registration	escrswintermeeting.reghot@mci-group.com
Badge scanners	karen.bhavnani@wearemci.com
Hotels	
	escrswintermeeting.reghot@mci-group.com
GBH Exhibition Forwarding Ltd	
Freight forwarding & handling	escrs@gbhforwarding.com
Lorry parking	
M-Events	
Audio-visual equipment - symposia	
Stand audioguide equipment (Headsets and "Meet the Experts" Equipment)	industry@m-events.com
Intercatering	
Symposium catering	sspathi@intercatering.gr
Stand catering	



TIME TABLE

BUILD-UP AND DISMANTLING HOURS	BADGE	DAY	DATE	TIME
Move - in / construction space only stands	Contractor	Wednesday	26 February 2025	08:00 - 20:00
		Thursday	27 February 2025	08:00 - 18:00*
Move - in exhibitors with a stand from EA Exhibitions	Contractor/Exhibitor	Thursday	27 February 2025	08:00 - 18:00*
Finalisation on stand only*	Contractor	Thursday	27 February 2025	18:00 - 20:00
*No actual construction including: painting, sawing, drilling, flightcases or anything else that requires tools!				
Packing*	Contractor/Exhibitor	Sunday	2 March 2025	12:00 - 12:30
Dismantling	Contractor	Sunday	2 March 2025	12:30 - 22:00

*** It is strictly forbidden to start with dismantling on Sunday 2 March, before 12:00!**

*ALL EMPTIES MUST BE REMOVED FROM THE EXHIBITION BEFORE 18:00!
THE PICK-UP OF THE EMPTIES WILL START AS SOON AS POSSIBLE (GBH LOGISTICS).

EXHIBITION OFFICIAL OPENING HOURS	BADGE	DAY	DATE	TIME
Exhibition official opening hours	Exhibitor	Friday	28 February 2025	09:00 - 18:00
Exhibition official opening hours	Exhibitor	Saturday	1 March 2025	09:00 - 18:00
Exhibition official opening hours	Exhibitor	Sunday	2 March 2025	09:00 - 12:00

THE EXHIBITION WILL BE ACCESSIBLE FOR EXHIBITORS 60 MINUTES BEFORE AND AFTER THE OFFICIAL EXHIBITION OPENING HOURS.

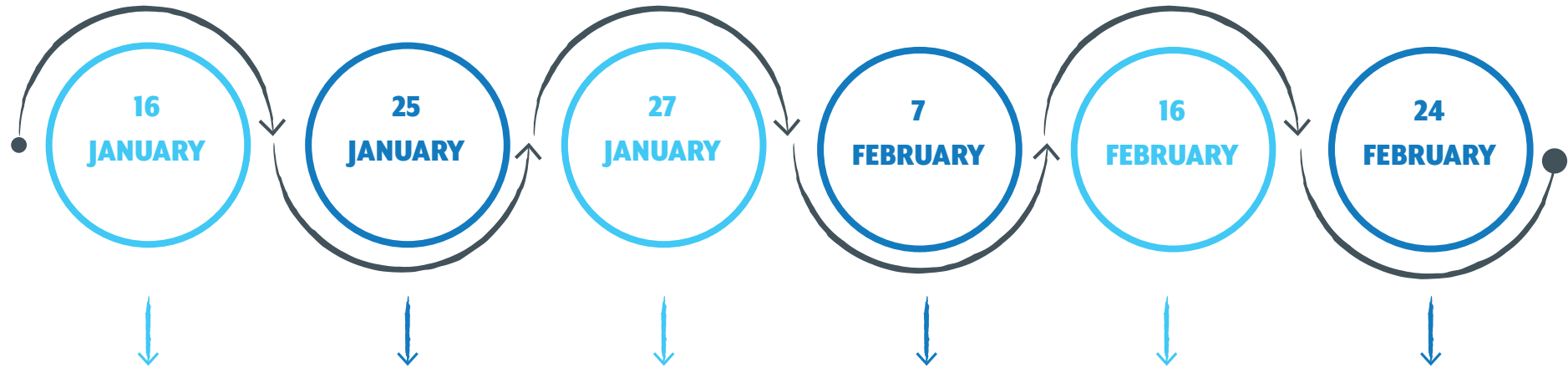
Updated ESCRS2025 Winter Meeting program

<https://wintermeeting.es CRS.org>



DEADLINES

Submit online here your requests and registrations on time.



[Stand design submission](#)

[Grid form submission](#)

[Graphics form submission](#)

[Company & Profile logo](#)

*Catering order form

[Host\(ess\) service](#)

[Stand security](#)

Late fee starts

Exhibitor badges for exhibiting staff

[AV Symposium order catalogue](#)

Web shop closes

[Vehicle pass submission](#)

On-site fee starts



Click topics for access to online forms or more information.

*Catering order form(excel file) can be found in downloads in the exhibitor portal.



AV SYMPOSIUM ORDER CATALOGUE

The official contractor for audio visual equipment for satellite symposia is M-events. Their brochure and related documents are available [here](#).

The deadline to request or make any adjustments is: **7 FEBRUARY, 2025**

Please contact: industry@m-events.com

AUDIO GUIDE EQUIPMENT - Headsets

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

COMPANY PROFILE & LOGO

To appear as a confirmed sponsor/exhibitor on the ESCRS Winter Meeting 2025 website, congress app and printed pocket programme, make sure to complete [this form](#) by **30 DECEMBER, 2024**. Past this date, the PCO can not guarantee that it will appear in the congress app. Processing a submission may take up to 5 working days.



EXHIBITOR INFORMATION

EXHIBITOR BADGE ALLOCATION

All delegates, exhibitors and sponsored sessions organizers will receive a personal badge to access the ESCRS Winter Meeting 2025. It is mandatory to wear your name badge at all times while inside the Exhibition Hall. Delegates not wearing their name badge will not have access to the Halls.

You are entitled three (3) free exhibitor badges for you first 9 square meter exhibition space booked. You get one (1) additional badge for each additional full 9 square meter thereafter.

ADDITIONAL EXHIBITOR BADGES

Additional badges can be ordered via the Congress Secretariat: escrswintermeeting.reghot@mci-group.com

EXHIBITOR BADGES PICK UP

Badges can be picked-up at the registration area. The registration desk is manned by MCI Suisse SA and is located when entering the Muses Foyer (2nd Vasillisis Sofias Avenue entrance).

BADGE SCANNERS

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



REGISTRATION DESK OPENING HOURS

The registration desk is manned by MCI Suisse SA and is located when entering the Muses Foyer (2nd Vasillisis Sofias Avenue entrance).

DAY	DATE	TIME
Friday	28 February 2025	07:30 - 19:30
Saturday	1 March 2025	07:30 - 19:45
Sunday	2 March 2025	07:30 - 13:30

*Opening hours still subject to change



BUILD-UP AND DISMANTLING

Rules & regulations

- For move-in and move-out of constructions, trolleys and other items which are not hand carried, there will be a carpet layed out for access routes to protect the marble and/or wooden floors of the venue. **Transporting equipment/materials outside these designated routes is not allowed.** Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the venue's wooden or marble floors. Any damage caused to the floors, will be directly charged to the responsible exhibitor.
- **The loading dock area is very limited.** Any equipment must be removed from the loading dock. Equipment and materials remaining on the loading dock will be deemed as waste material and disposed of in a safe manner. The loading dock is located in the access tunnel of the parking building.
- Vehicles requiring access to the loading dock must have prior agreement from MAAIC/GBH and must have submitted the vehicle pass. For further details, please read chapter "[Freight Forwarding & On-site handling](#)".
- Early dismantling is expressly prohibited. All exhibits, displays, stand fittings, and materials must be removed from the premises by the time and date stated by the organisers. Removal of exhibits and dismantling may not commence until after the official closing time of the congress. Neither can any trucks enter before the end of the exhibition.
- Emergency aisles must be empty during build-up and breakdown at **all times** as officially confirmed by **the fire and safety department** in accordance with the MAICC. Obstructing these aisles will result in removing all materials. The emergency aisles are marked in (tbd) on the floorplan.

Contractor passes & access

Each individual staff member that requires access to the venue during official build-up and dismantling hours must present a copy of the contractor pass; duly completed with full name, company name and signature. Two weeks before build-up, exhibitors/contractors will receive an email with information how to create the contractor pass.

IMPORTANT - PPE

The use of safety shoes is strongly recommended in all construction areas, otherwise access will be denied by the security staff. The safety shoes should comply with category S3 or higher.

- 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 to help with the booth setup, could request access via EA exhibitions (located at the Exhibitor Service desk).



FREIGHT FORWARDING & ON-SITE HANDLING

GBH Exhibition Forwarding has been appointed as the sole forwarding agent and on-site handling contractor for the exhibition. GBH Exhibition Forwarding is the sole company authorized to perform lifting, off-loading, and any handling operations involving mechanical equipment, such as forklifts or cranes. The contractor will invoice the exhibitor directly for all lifting operations from vehicles and delivery to the stand. In addition, GBH Exhibition Forwarding will also be responsible for all custom formalities for this event.

(UN)LOADING

All vehicles must access the Megaron via Petrou Kokkali which runs alongside the US Embassy.

A vehicle entry pass is required as vehicle data needs to be provided in advance, due to the Megaron being in a secure zone next to the US Embassy. Larger trucks may require a police escort to enter Petrou Kokkali.

To access the unloading area vehicles will need to navigate down a spiral ramp. While there are no size restrictions for vehicles, we recommend using smaller trucks. If exhibitors do not request GBH Exhibition Forwarding to unload by forklift, then the vehicle must be equipped with a tail-lift and pallet truck. **All vehicles will be held at the entrance to the Megaron until space permits in the unloading area.**

The vehicle pass details should include:

- Truck/vehicle size
- License plate
- Name of driver
- Dates and times for entry

Deadline to send the vehicle pass: **16 FEBRUARY, 2025**

You can find the vehicle pass via: [link](#)

Please note that the access doors to the exhibition halls are quite small. We kindly ask all exhibitors to pay attention to ensure smooth unloading and setup. The two doorways are: **W:140cm x H:200cm & W:92cm x H:207cm**

To navigate stairs, ramps are available onsite. We would recommend that companies with heavy equipment contract our services, as the on-site team is well experienced with handling logistics at this venue.



All empties must be removed from the exhibition on the **27 FEBRUARY BEFORE 18:00**. As soon as your empties are ready for pick up with label, please communicate this as soon as possible with GBH to arrange removal. For further information and instructions please find the shipping manual in “downloads” via the exhibitor portal Toddo via: [link](#)

GBH Exhibition Forwarding

10 Orgreave Dr, Sheffield S13 9NR

United Kingdom

T. +44 114 269 0641

escrs@gbhforwarding.com

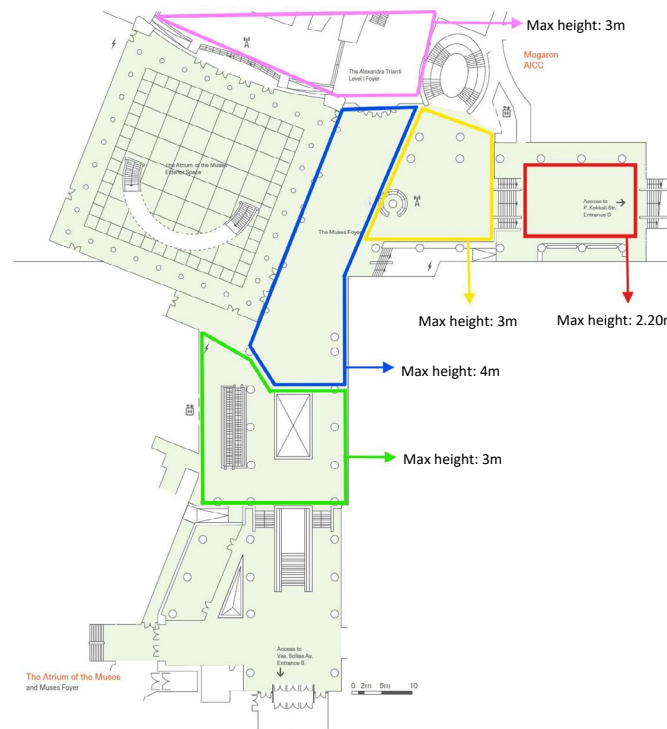
<https://gbhforwarding.com>





HALL INFORMATION

- 1) The standard building height for the exhibition is 2.50m. Maximum construction height of the stands in the exhibition hall will be determined on a case-by-case basis. Please contact EA Exhibitions, if you have any concerns.
- 2) The maximum floor load in the exhibition is 500 kg per m². Any exhibit exceeding this limit will require special handling to distribute the load. Exhibitors are responsible for notifying EA Exhibitions of any potential weight concerns.
- 3) The venue's floor is made of marble or wood, so extra caution is required during move-in and setup. Appropriate drop sheets/ carpet/cardboard must be used when painting custom stands, setting up displays, and during both move-in and move-out to protect the flooring.
- 4) All main electrical installations are handled by the general contractor, EA Exhibitions.
- 5) The Muses Foyer has several pillars and stairs. Please review the floorplan carefully.





CATERING

Exhibitors are not permitted to use external catering suppliers. Only with written approval from the MAAIC will exhibitors be allowed to distribute or give away samples and items of food and drink that is not supplied by the appointed caterer; Intercatering. A fine may be imposed if it is discovered that your items were not ordered through the official company.

To order stand catering or stock for the bar, please complete the catering order form in the exhibitor portal under downloads in your dashboard. All details can be found in the catering order form. All order forms should be returned to: Georgia Stavradi - gstavraki@intercatering.gr.

For further information, please reach out to Sofia Spathi.

Intercatering

sspathi@intercatering.gr

Symposium catering

Stand catering



EXHIBITOR SERVICES PROVIDED BY EA EXHIBITIONS

The following exhibitor services can be ordered in the web shop <https://toddo.com/event/escrs29>

Audio-Visual equipment	Graphics
Cleaning and Waste removal	Hostess & Security
Electricity	Internet & Wi-Fi
Floor covering	Lighting
Furniture	Shell scheme stands, modular and custom stands

An exhibitors service desk operated by EA Exhibitions will be located in the Muses Foyer during the entire duration of build-up and dismantling.

AUDIO-VISUAL & PC EQUIPMENT - STAND

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

CLEANING AND WASTE DISPOSAL

The organisers will arrange daily cleaning of the aisles outside the exhibition open hours. Responsibility to clean exhibits and remove trash from stands during exhibition open hours rests with the exhibitor.

The exhibitor and/or stand contractor **is responsible for removing their own waste** during build-up and dismantling. It is mandatory to order waste containers (i.e. carpet/plastic/paper and mixed waste) in the web shop in case you will not be removing any waste yourself. Any material left behind in the stand or the hall after build-up and dismantling, will be directly charged to the exhibitor.

The shell scheme stands must be returned in their original condition and no posters, graphics, or tape should be left on them. Any damage to the panels will result in additional charges to the responsible exhibitor. If tape is required, please visit the exhibitor service desk for assistance to obtain appropriate tape.

You can order cleaning via the [webshop](#).



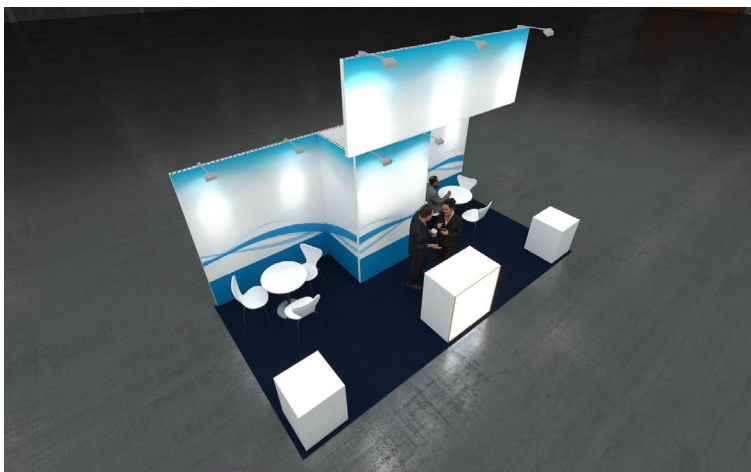
CUSTOMS STAND DESIGNS

Would you be interested in captivating the attention of all attendees at your exhibition stand?

We can help you to transform your ideas into an unforgettable design!

Together with our local supplier, we aim to design a personalised, beautiful and sustainable alternative for your company which will contribute to realise all your goals during ESCRS Winter Meeting 2025. The size of the stand does not matter; from 9 sqm to large exhibits, we are more than happy to submit a proposal!

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





ELECTRICITY

- Shell scheme stands (via EA Exhibitions): A main connection (1kW) is included in your exhibition booking with a multi plug.
- Space only stands: **NO electricity included.**

Additional electricity can be ordered via the [webshop](#).

IMPORTANT:

- In case of a raised floor, the electricity distribution point(s) must be accessible.
- For safety reasons, connections to existing utilities may only be performed by the venue or its authorised service partners.
- 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.
- It is mandatory that equipment sensitive to supply fluctuations be protected with appropriate surge protection equipment.
- Ensure that any electrical boxes or junctions are protectively housed, in order to avoid any electrical hazard.
- Sensitive equipment, especially with variable speed drives, may cause nuisance tripping of Residual Current Devices (RCDs). Therefore, prior notice is required with all relevant technical specifications.
- Ensure all cabling is safely secured (i.e. using protective cable channels), in order to avoid any electrical hazard and to ensure the safe circulation of delegates, avoiding any trip hazard.
- For safety and fire protection reasons it is necessary that all devices that consume electricity be switched off at the end of every exhibition day when leaving the stand. The electrical supply will be switched off one hour after the end of each exhibition day for safety reasons. In case you require 24h electricity power, please inform EA Exhibitions for arrangement.
- The electrical switchboards are deemed to comply with the provisions of the Council of European Communities Directives and other regulations as listed below:
 1. Low Voltage Directive (LVD) 2014/35/EU
 2. Electromagnetic compatibility Directive (EMC) 2014/30/EU
 3. Restriction of the use of certain hazardous substances (RoHS) 2011/65/EU, as amended.Standards:
 1. EN 61439-1:2011, EN 61439-4:2013
 2. EN 50581:2012

Grid form/electrical plan: Indicate on the [grid form](#) your preferred location of your electricity connections. Include your stand orientation and exact measurements to each outlet.

Deadline to submit your grid form: **16 JANUARY, 2025**



GRAPHICS

Exhibitors can purchase graphics for their booths directly through the [webshop](#). This service ensures that all graphic needs are met with high-quality, tailored designs that align with the event's specifications.

For detailed guidelines on artwork specifications, formats, and dimensions, please contact escrs@eaexhibitions.com

Deadline to submit your graphics form: **16 JANUARY, 2025**

You can submit your graphics via this: [link](#)

HOST(ESS)

We offer professional host(ess) service for exhibition stands, satellite areas, and meeting rooms, assisting with guest reception, maintaining tidiness, restocking materials, providing light hospitality, and ensuring overall on-site support.

Hostesses can be booked for several time slots, with a minimum booking of 4 hours.

The quotation will include a stand badge for the hostess.

The deadline to request hostess service is: **25 JANUARY, 2025**

Complete the online form to request a quotation via: [link](#)



INTERNET AND WI-FI

A general Wi-Fi network will be available in all public areas during the entire duration of the event.

To ensure the highest capacity and accessibility for services (i.e. business applications), a fixed network connection is recommended. According to the Wireless Policy established by the venue, exhibitors are not allowed to install or operate Wi-Fi networks, and all exhibitors are required to comply with it, whether they purchase IT services or not.

You can order internet via the [webshop](#).

RIGGING / SUSPENSION WIRES

Please note that rigging is not permitted at this venue. Due to venue restrictions, no overhead structures, suspended installations, or rigging of any kind can be accommodated.



STAND PACKAGES

Basic shell scheme

Spaces are booked as raw space only.

All stands must have at sufficient partition walls (please see regulations for more information) and floor covering.

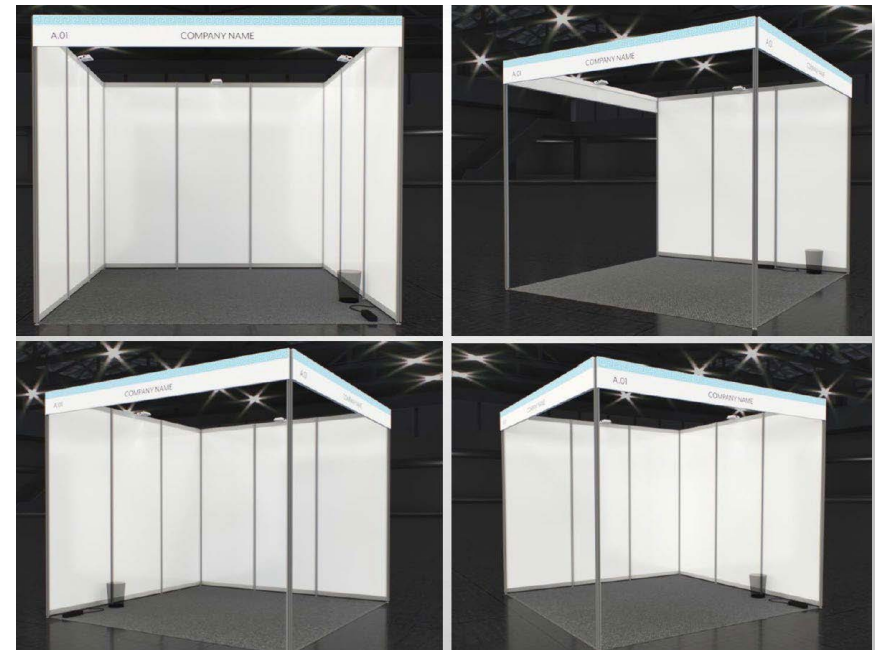
If you do not wish to build your own stand, we offer various stand packages in the web shop <https://toddo.com/event/escrs29>

Fascia: please note every fascia for all types of stand packages have the same graphic design, as shown in visuals.

A basic shell scheme package can be ordered:

The package includes:

- Shell scheme construction (height 2.50m or 2.20m)
- Fascia with company name and stand number (max 20 characters)
- Carpet on roll (anthracite)
- Spotlight (1 unit every 3 sqm)
- Electrical connection 1kW with multi plug
- Initial and daily stand cleaning
- Waste bin



Browse our web shop for basic packages and a wide range of add-ons, including furniture, fascia logos, plants, and printed walls (graphics). We offer a wide variety of items and branding options that can enhance the look & feel of your standard stand package.



STAND PACKAGES

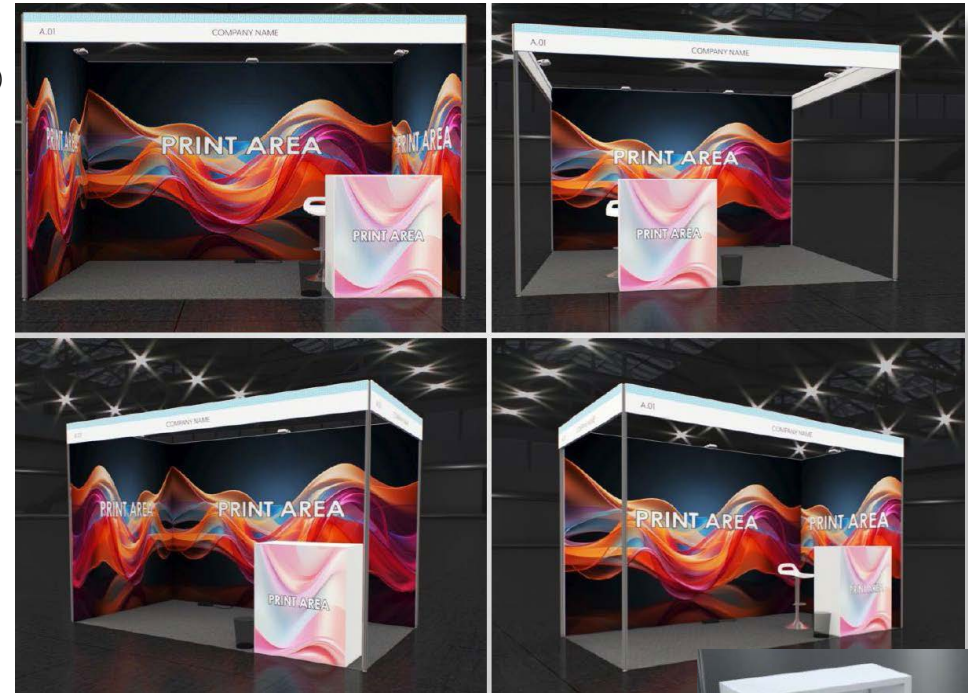
Deluxe shell scheme

A deluxe shell scheme package includes:

- Shell scheme construction (height 2.50m or 2.20m)
- Fascia with company name and stand number (max 20 characters)
- Seamless graphics on all walls
- Carpet on roll (anthracite)
- Spotlight (1 unit every 3sqm)
- Electrical connection 1kW with multi plug
- Counter with your company logo
- Barstool white (1 piece)
- Initial and daily stand cleaning
- Waste bin

Explore our range of deluxe packages available in the web shop. Choose from row, corner, or peninsula stands, with sizes ranging from 6sqm to 18sqm. Find the perfect solution to elevate your brand presence.

Price depends on stand type and size.





STAND PACKAGES

Premium stand

The premium package is only available upon request. If you are interested in this package, kindly reach out to escrs@eaexhibitions.com for assistance.

A premium package includes:

- Shell scheme construction
- Storage room with totem (height 3m)
- Seamless wall graphics
- Carpet on roll (anthracite)
- Spotlight (1 unit every 3sqm)
- Electrical connection 1kW with 1 multi plug
- Counter with your company logo
- Barstool white (1 piece)
- Initial and daily stand cleaning
- Waste bin





PARTITION WALLS

Every exhibitor should take care of their own partition walls directly bordering to neighbouring stands. Walls that are visible from the back side and walls that are higher than 2.50m should be clean and finished in solid white. Walls should be sufficient and sturdy, to ensure safety. It is not permitted to use (shell scheme) walls from neighbouring stands for your own purposes.

Partition wall required per stand type:

- Row: 3 partition walls (left, back, right)
- Corner: 2 partition walls (left/right, back)
- Peninsula: 1 partition wall (back)
- Island: no partition walls

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 small or attractive items are kept under constant supervision and removed each evening and that suitable insurance cover is arranged for your stand.

The deadline to request stand security service is: [25 JANUARY, 2025](#)

Submit the online form to request a quotation via: [link](#)

WATER

Water connections on stands are not available at the MAICC.



EXHIBITION REGULATIONS

INDUSTRY COMPANY MEETING & 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 at future ESCRS meetings. Company meetings can be held at the congress venue subject to available meeting spaces and their capacities.

LEGAL ISSUES

Each participating company is responsible for the material and information they make available at the congress. Companies and their mandated organisations should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress. The organisers will not intervene or arbitrate in case of any legal issues.

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: [link](#). Failure to comply with these regulations will result in refusal of permission to exhibit.

All machinery should be fitted with guarding, fencing, immobilisation locks etc, to ensure a safe environment for staff and visitors. Signage above the machine is not acceptable as a protective method. Any person operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or licence, as required by law, to operate such equipment. Prior notice is required with all relevant technical information.



Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by ESCRS. The ESCRS reminds sponsors, exhibitors and their agents or designees of their responsibility to be aware of and to abide by all guidelines and codes regarding the relationship between the pharmaceutical and medical device/ equipment industry and healthcare professionals that are applicable to your company.

Recommendations about pharmaceutical guidelines must come from your internal legal departments as ESCRS, ESCRS 2025 Winter Meeting and MCI Suisse SA may offer no advice that can be construed as legal.

Please make sure that you consult the Codes of Conduct in application which may be found here:

- <https://www.medtecheurope.org/resource-library/medtech-europe-code-of-ethical-businesspractice/>
- <https://www.efpia.eu/relationships-code/the-efpia-code/>

PRODUCT SALES

Direct sales are allowed on the exhibition floor. All companies participating in this event are solely liable and responsible for handling any onsite transactions in accordance with the laws and regulations of the host country. Companies must ensure that all transactions are declared appropriately and comply with local legal requirements. The event organizers are not responsible for any transactions conducted between companies and individuals.

PHOTO AND FILM RECORDING

Taking videos and pictures of your stand 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 have explicitly asked for their consent.

Exhibitors are only permitted to take photographs of their own booth and displays. It is strictly forbidden to reproduce, draw, photograph or video products or displays owned by other Exhibitors without their prior written consent.

Use of video recording equipment within the venue is strictly forbidden unless written approval has been granted by the ESCRS Exhibition Department prior to the Congress. Please submit your request for validation to escrs.sponex@mci-group.com.



INSURANCE REQUIREMENTS

The Sponsor/Exhibitor renounces to take recourse against the Organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the company's local rules regarding travelling. All Exhibitors are required to have Public / General Liability insurance with a minimum Limit of Indemnity of 2 Million Euro in aggregate in order to participate in the Congress and associated Exhibition.

The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her servants or agents, or by his or her equipment and activities. All Risks cover against damage and theft to the Exhibitors own property, and also 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 engaged by them have similar and commercially reasonable insurances in place.

It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place and the ESCRS is only responsible for damages arising from the wilful neglect of its permanent staff. Each Exhibitor is responsible for ensuring that they have the required level of insurance in place and that each external (non-venue) contractor engaged to provide services for their booth also have the required level of insurance cover in places for the duration of the exhibition buildup, open days and dismantle.

All relevant documentation must be available for inspection on-site at the booth. In any case, the insurance protection will not be given to the exhibitors by the Organisers.

No responsibility can be accepted by ESCRS/MCI Suisse SA/EA Exhibitions/MAAIC for injury, loss of life, theft or damage to property.



GIVE-AWAYS AND PRINTED MATERIAL

Give aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, at their satellite symposia, in hospitality suites and/or meeting rooms rented by the exhibitor. No such material may be distributed in the rest of the congress center or any hotels used by ESCRS.

Companies may provide inexpensive educational items and/or gifts, in accordance with national laws, regulations and industry and professional codes of conduct of the country where the healthcare professional is licensed to practice. Contests, lotteries, raffles are subject to approval by ESCRS.

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 aisles.

SAFETY & FIRE REGULATIONS

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other pieces of safety equipment , including their signs or markings, shall be kept free from obstructions. Their operation must not be impaired and remain 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 unrecognisable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated stand area. Items must not be placed in aisles.
- All materials used for stand construction or display should be fireproof and non-combustible, meaning materials that conform to the standards laid out in either the Greek Fire Safety Regulations categories 0 or 1 or 2 www.fireservice.gr, or the equivalent German regulations categories A1 or A2 or B1 www.din.de , or the equivalent American NFPA regulations categories A or B www.nfpa.org.

All exhibitors as well as their personnel, are subject to the [FIRE SAFETY & EMERGENCY PROCEDURES](#) as stated in the Rules & Regulations of the MAICC.



STAND APPROVAL – SPACE ONLY

Space only stands contain raw space only.

Every space only stand design needs to be approved by EA Exhibitions before the deadline. In order to approve your design, we need to receive:

- Technical drawings (floor plans, perspective views, sectioned views and top view).
- 3D Visuals.
- Building description specifying materials used.

Raw space stands with special structures (e.g. structures or exhibits >2.5 meter in height, raised floors) must be approved EA Exhibitions and will need 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.

Submission of your stand plan is possible until **16 JANUARY, 2025 CET**

Submit the stand design via this: [link](#)

General

- We aim to encourage the most effective use of island spaces (4 open/aisle sides). This means maintaining visibility and transparency throughout the exhibition by ensuring that your stand design allows for unobstructed views from aisle to aisle, while also keeping open-sided stands as accessible to exhibition traffic as possible.
- Maximum construction height of the stands in the exhibition hall depends on the location of the stand. Please see further details on chapter “[Hall information](#)”
- All stands shall be entirely self-supporting. Nothing can be hanged from the roof or be attached to walls of the venue.
- The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.
- 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).
- All stands must be designed and constructed as sustainable as possible (i.e. reusable materials).
- Partition walls that are visible from the back side and walls that are higher than 2.50m should be clean and finished in solid white (no graphics or logo's).
- Stands with raised flooring require underpadding carpet to protect the floor. The underpadding can be ordered via the [webshop](#).



FLOORING

- Floor covering is mandatory.
- Stands with raised flooring require underpadding carpet to protect the floor.
- Carpet can only be placed when using approved carpet tape. All tape must be removed at the end of the exhibition. Failure to do so will result in exhibitors being charged for its removal by the organisers. Protection carpet is required to be laid under any hard flooring.
- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900mm minimum in height must be installed. Ramped edges should be of non-slip construction or coated with a non-slip finish.
- In case of a raised floor / platform, the stand contractor must confirm that the technical services are placed at the right location before setting up the platform. No complains will be accepted nor refunds are given in case the stand contractor does not check it prior to set-up. New services will not be accepted or installed when the platform is set-up.
- Installations must be accessible.

WALLING (SEE VISUAL 1 ON THE NEXT PAGE)

Stands with 3 open sides or less are obliged to erect a wall (minimum height 2.50m) between themselves and any direct bordering stand(s):

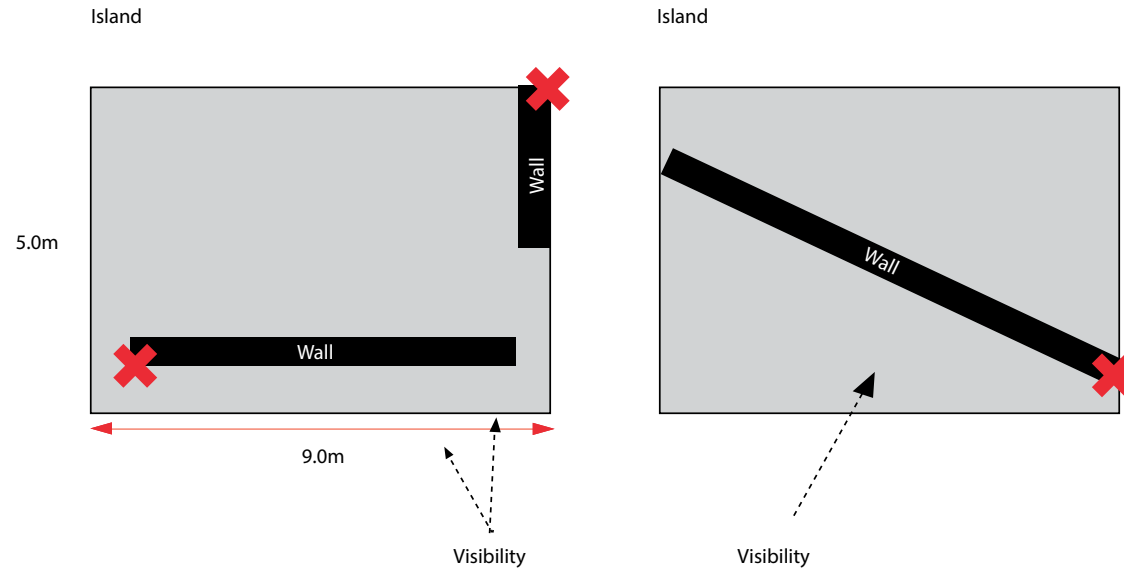
- A row stand requires walls on three sides (one back wall and two side walls)
- A corner stand requires walls on two sides (one back wall and one side wall)
- A peninsula stand requires only one wall (one back wall).
- An island stand does not require any walls (please check the regulations regarding closing off sides).
- It is not allowed to use walls from neighbouring stands for your own purposes.
- Exhibitors and/or stand contractors are responsible to leave any face of a partition wall higher than 2.50 meters in a clean, solid white finish (no graphics or logo's).

TRANSPARENCY & VISIBILITY

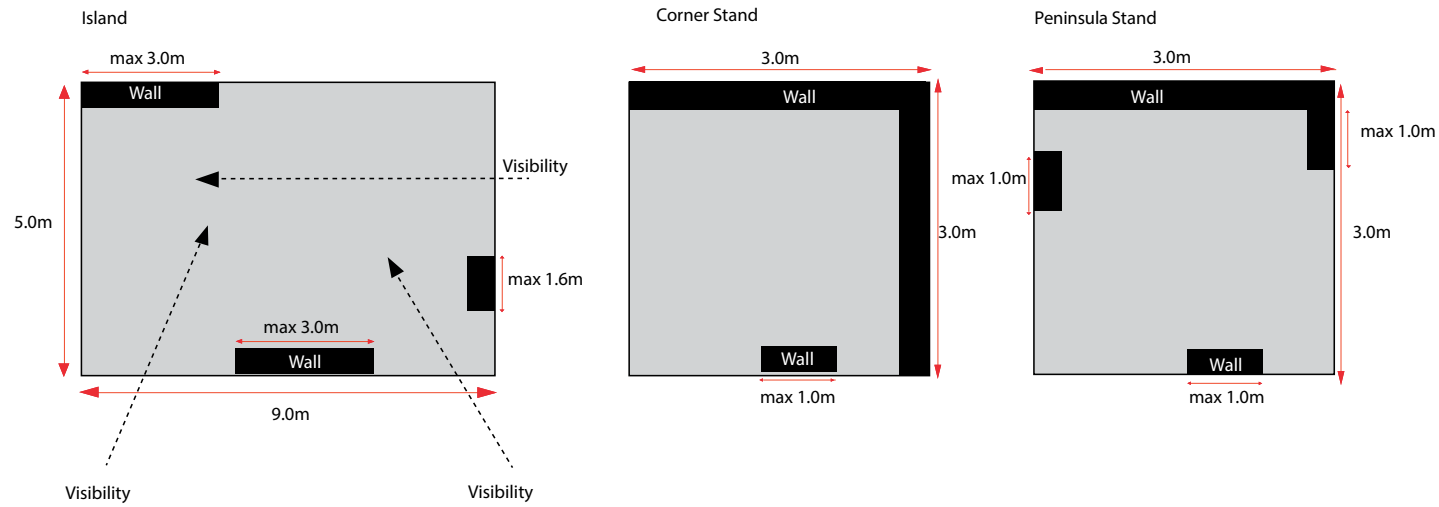
- It is not allowed to close off more 1/3 of an open side (i.e. an open side of 3 meters may only be closed off with a wall of 1 meter maximum). This applies to each open side!
- The design must be open and welcoming, and will not be approved if deemed to have a detrimental effect on neighbouring stands.



Visual 1 Top view – what is not allowed?



Visual 2 Top view – 1/3 Rule – Wall Visibility





GENERAL RULES & REGULATIONS

Please find the [General Rules & Regulations of MAICC](#) under downloads in your dashboard.

Please find the [General Terms & Regulations of EA Exhibitions](#) in the exhibitor portal under downloads in your dashboard.