

**NEUROSURGERY –
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**EANS2018
Brussels**

October 21 – 25



Technical Exhibitor Manual



THE EUROPEAN ASSOCIATION
OF NEUROLOGICAL SOCIETIES

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WELCOME...

Dear Exhibitors,

We are pleased to present you with the EANS2018 Technical Exhibition Manual. This document covers important information and is designed to assist you in preparing your participation at the EANS2018 Congress. We trust that you will find it helpful and suggest that you read all of the information presented, which will contribute to making your participation at EANS2018 a resounding success.

The following pages will guide you through general useful information as well as ordering additional items as required.

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

Best regards,

Andreas Penz

EANS2018 Organizer | AIM Group International, Vienna Office

Mariannengasse 32 | 1090 Vienna | Austria

Email: EANS2018.sponsor@aimgroup.eu | Phone: +43 (0)1 402 77 55-0

www.EANS2018.com



INTRODUCTION

Overview of the Congress Center

EANS2018 is taking place at the SQUARE-Brussels Convention Centre in Brussels, Belgium. The exhibition will be held at:



SQUARE
Grand Hall 1+2
rue Mont des Arts,
1000 Brussels, Belgium

Situated on the imposing Mont des Arts with a broad view over Brussels, SQUARE sits in the historical and cultural heart of the city, very close to the center of the European government. Its surrounding area is a hive of cultural activity: You can visit the rooftop terrace of the MIM museum for the best view over Brussels or take a look at one of the exhibits at the BOZAR, an art-deco masterpiece by the architect Victor Horta. Equally close to SQUARE is the Magritte museum and UNESCO World Heritage site of the Grand Place.

Definitions

In this document, the following terms are defined as:

- **Conference & Exhibition Handling, on behalf of EANS:** AIM Group International, Vienna Office.
- **Exhibition:** The industry exhibition and Non-for-Profit exhibition being held at the exhibition areas (Grand Halls 1 and 2) in conjunction with the EANS2018 scientific program.
- **Exhibitor:** Includes any entity and related persons (e.g. employees, agents) to whom Exhibition space has been allocated for the purpose of exhibiting.
- **Premises/venue/center:** SQUARE
- **Organizer/AIM Group Vienna:** The organizing company for EANS2018 (AIM Group International).

Contact Information

Exhibition Organizer

AIM Group International, Vienna Office (AIM Austria GmbH)

c/o Andreas Penz

Mariannengasse 32 | 1090 Vienna | Austria

Email: EANS2018.sponsor@aimgroup.eu | Phone: +43 (0)1 402 77 550

www.EANS2018.com

Directions to the Venue

SQUARE is located in the heart of Brussels, less than 500 m from the Historic City Center and the Grand Place. The Central train station is only 200 m from the SQUARE and it takes less than 30 minutes (by taxi) from Brussels Airport.

By rail:



SQUARE is just across the Brussels Central railway station. National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to 'Mont des Arts – SQUARE'. International trains (Eurostar, Thalys) arrive into Bruxelles-Midi / Brussel-Zuid. From there, it's a simple two-minute train journey to Brussels Central station. Just take any train heading north (free of charge: your ticket to Brussels includes commuting from and to any train station in Brussels), get off at the first stop (Bruxelles-Central / Brussel-Central) and follow exit signs to 'Mont des Arts – SQUARE'.

By air:



After landing at Brussels International Airport (Zaventem), make your way from the main arrival hall to level -1. Take a direct train to the city centre. After 17 minutes, get off at the Brussels Central station, and follow the exit signs to 'Mont des Arts / Kunstberg – SQUARE'.

By road:



There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, (maximum height: 195 cm). You can get in via Place de la Justice – Gerechtsplein, 16 at 1000 Brussels, and then walk straight into the building. Please do not use the other entrance at rue des sols / stuiversstraat which is the loading and unloading street during build-up and dismantling periods.

CHECKLIST

The following checklist will help you organizing your participation at EANS2018. This list is sorted chronologically.

06.07.2018	Send Profiles & Logo for Website/Programme
31.07.2018	Final Programme Ad artwork must be sent
10.08.2018	Send Stand designs for approval (2D and 3D)
10.08.2018	Risk assessment sent to AIM
10.08.2018	Bag insert artwork must be sent
28.09.2018	Last day for exhibition orders at SQUARE at the standard price. Price will increase by 20 % after that date.
28.09.2018	Exhibitor Registration Deadline
01.10.2018	Offloading slot request to IML
01.10.2018	Latest notify to IML
10.10.2018	Stand builders registered to SQUARE
11.10.2018	Warehouse Vienna latest arrival
11.10.2018	Group Badge Pickup announcement
12.10.2018	Final deadline for exhibition orders at SQUARE. Other services are on request only.

GENERAL INFORMATION

Exhibition floor plans of the venue

EANS2018 Exhibition Plan



Please note:
The organizer reserves the right to change the exhibition plan if deemed necessary.

Please note:
To ensure the quality and safety of the exhibition it is necessary that all stands will be equipped with either a shell scheme stand or a custom made stand that clearly separates from any neighboring space (wall + carpets)

Low ceiling, building height 2,2m

Refreshment area

Connection between halls

Errors and omissions excepted

For the latest floorplan please visit the website www.eans2018.com

Accommodation

For any inquiry or to proceed with arrangements for accommodation, please contact the organizer at EANS2018.hotel@aimgroup.eu. For more information regarding booking, please visit www.EANS2018.com (*Accommodation & Travel* Section).

Kindly note that the hotel rooms are sold on a “first-come, first-served” basis, exhibitors are advised to book as soon as possible and preferably in advance to receive preferential rates.

Bag Inserts & Congress Documentation

Delegate bags will be provided by the organizer and will be branded with the event branding and logo. Should you wish to include company inserts in the bags or be the main sponsor of the bag itself please refer to the *Sponsorship & Exhibition Prospectus* for further information.

- As the venue does not accept any deliveries the printed inserts can be delivered to the appointed freight forwarders warehouse (see deliveries section of this manual). Please be advised that the freight forwarder will charge for handling and storage. Please see *deliveries* section of this manual for further details.

Catering

Serving and ordering food and/or drinks is only allowed through the caterer selected by the organizer. If you wish to order any catering for your exhibition stand, please get in touch with our caterer. SQUAREGusto is the sole Catering Company managing the F&B for the EANS2018.

Details can be found below in the order section of the manual.

Thank you for understanding, that it is prohibited to bring own drinks and/or food.

Dates and Timings at a glance

Build-up, Open and Breakdown Times:

BUILD-UP	Friday, 19 October 2018	14:00 - 20:00	Stand building for space only stands with sizes of 25 sqm or more.
	Saturday, 20 October 2018	08:00 - 20:00	Stand building for all space only stands .
	Sunday, 21 October 2018	08:00 - 16:30	Stand building and stand dressing for all space only stands, shell scheme stands and table tops.
16:30		All stands to be completed – stands final sign off and inspection.	
OPEN	Monday, 22 October 2018	18:30 - 21:30	Exhibition Area opens to Delegates –Welcome Session in Exhibition Area. Exhibition must be manned.
		09:45 – 16:50	Exhibition must be fully manned
	Tuesday, 23 October 2018	09:45 – 16:50	Exhibition must be fully manned
	Wednesday, 24 October 2018	09:45 – 16:50	Exhibition must be fully manned
BREAK-DOWN	Thursday, 25 October 2018	09:45 – 10:50	Exhibition must be fully manned.
		11:00 - 13:00	Exhibition dismantling within booth borders.
		13:00 - 23:59	Exhibition dismantling
		23:59	Exhibitors & Stand Building Contractors to be clear of Exhibition Halls

Not clearing the venue before curfew may result in penalty charges.

Loading and offloading only through the designated loading door. At no time it is allowed to deliver through the main entrance.

The welcome session will take place in the exhibition area at the above-mentioned time.

The welcome evening on Sunday will allow delegates and exhibitors to relax and socialize and creates a great opportunity to network. Therefore, all exhibitors are requested to be present during this event.

Exhibitors are obliged to be present and man their booth sufficiently as indicated. Timings may vary. Please check latest timing schedule online at the Sponsorship & Exhibition Section at www.EANS2018.com.

Coffee / Lunch break times

Sunday, 21 October	19:00 - 21:30	Welcome Session
Monday, 22 October	10:00 – 10:40 13:00 - 14:30 16:10 – 16:50	Coffee break Lunch Coffee break
Tuesday, 23 October	10:00 – 10:40 13:00 - 14:30 16:10 – 16:50	Coffee break Lunch Coffee break
Wednesday, 24 October	10:00 – 10:40 13:00 - 14:30 16:10 – 16:50	Coffee break Lunch Coffee break
Thursday, 25 October	10:00 – 10:40	Coffee break

Please be advised that during lunch breaks “Masterclasses” are taking place as well as corporate symposia. Please see the relevant section of this manual below.

Editorials

Each exhibitor is entitled to have their company logo and a 100-word company profile in the final program as well as their logo on the meeting website. Additionally, exhibiting companies will receive acknowledgement on the on-site Sponsorship Board and the official congress app. **Exhibitors are requested to email their editorial to EANS2018.sponsor@aimgroup.eu at the latest by 06th July 2018.**

Expert sessions at your booth

Exhibitors will have the possibility to invite experts to their booth. We are aware that this is a great chance for delegates to get in touch with experts and sharing knowledge. Those sessions must be held in such a way that other exhibitors will not be affected. The organizer reserves the right to deny and/or abort scheduled or ongoing sessions should it be deemed necessary. **To avoid any noise problems the organizer strongly recommends to use headphones during such activities!** Please be advised that the organizer will not take care of organizing these sessions. All experts will have to have a valid Congress Badge.

Lunch Symposia/Workshop

Various corporate satellite symposia and workshops will be taking place throughout the lunchbreak of EANS2018. For details have a look at the website www.eans2018.com or get in touch with us. Symposium hosts can order lunch services inside the rooms if needed. Please contact exhibitorbook@square-brussels.com to place an order or get more information.

Registration

Online Registration

Every exhibitor must be registered online. We use the same system as last year. EANS2017 exhibitors need to use the same login data as used last year. Forgotten passwords can be obtained through the system only! New exhibitors are requested to create a group login first. This group can be used for all types of registrations (exhibitors, delegates etc).

This year **every exhibitor will be handled individually** and receive his/her personal confirmation document with a badge pick up code. With this code everyone can pick up his/her own badge.

IMPORTANT: Group badge pickup (exhibitor tickets only) must be announced by e-mail by latest 11th October 2018.

Please follow this link to the registration system: <https://esociety.netkey.at/eans/group>

Registration Opening Times

On-site registration will be located at Entrance Level of the Square. The registration desks will be open during the following times:

Saturday, 20 October 2018	11:00 – 18:00 (EXHIBITOR BADGES ONLY)
Sunday, 21 October 2018	10:00 – end of Welcome Reception
Monday, 22 October 2018	07:30 – 19:00
Tuesday, 23 October 2018	07:30 – 18:40
Wednesday, 24 October 2018	08:00 – 18:40
Thursday, 25 October 2018	08:00 – 14:00

Please note that all times are subject to change. Check timings at www.EANS2018.com

All exhibitors need to check in at the registration before getting access to the exhibition area.

Exhibitor Badges

This year **every exhibitor will be handled individually** and receive his/her personal confirmation document with a badge pick up code. With this code everyone can pick up his/her own badge.

IMPORTANT: Group badge pickup (exhibitor tickets only) must be announced by e-mail by latest 11th October 2018.

Additional badges can be purchased at €200 (€250 after 1st October) incl. VAT per badge. Registration/payment deadlines must be respected.

Exhibitor fee includes:

- Access to the exhibition and to the ePoster area;
- Access to the Welcome Session on Sunday.
- Participation in lunch and coffee breaks
- Access to the session halls (subject to availability – priority to delegates)

A company's own badge or business card will NOT be accepted instead of the official meeting badge. Individuals who do not have badges will NOT be admitted into the venue.

Scientific Sessions & Electronic Poster

All session halls are located within the venue. Details of plenary and parallel sessions will be available online at the EANS2018 website and will also be available in the final program and the official EANS2018 App. Posters will be presented electronically and can be viewed on touch screens in the poster area.

Venue Facilities

- **Connectivity:** There will be complimentary WIFI available. For a secure and guaranteed bandwidth, it is recommended to order a dedicated line.
- **Smoking Areas:** The whole congress area is a smoke free zone. Smoking will only be permitted in designated zones if available.
- **Parking:** Cars or small vans not higher than 195 cm can park in the fee-paying car park "Albertine / Albertina – SQUARE" which is directly linked to SQUARE. We recommend using public transportation to go around in the city.

BUILD UP & BREAK DOWN INFORMATION

Build Up Times

Friday, 19 October 2018	14:00 - 20:00	SPACE ONLY STANDS with size of 25 sqm or more only!
Saturday, 20 October 2018	08:00 - 20:00	SPACE ONLY STANDS (all sizes;)
Sunday, 21 October 2018	08:00 - 16:30 16:30	Stand dressing for ALL STANDS at all levels FINAL SIGN OFF (all stands must be completed)

All Stands need to be fully built and dressed at the very latest by 16:30 on Sunday, 21st October 2018 for a final safety check and walk-round carried out by the organizer.

Exhibitors are kindly asked to refrain from commencing their build up until the designated times. The exhibition organizers will use their best endeavors to adhere to the nominated date and time for the commencement of exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date or time.

Exhibits which do not reasonably satisfy the exhibition organizers shall be modified by the exhibitor in such manner and within such time as the exhibition organizers may require and in default the exhibition organizers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. To avoid any of this, exhibitors are obliged to send detailed stand designs (2D and 3D – including dimensions and heights) by **10 August 2018 at the very latest.**

All stands must be fully completed to the satisfaction of the organizers by 16:30 on Sunday, 21 October 2018.

There should be no material left unattended at any time. The exhibitor is responsible for the safety of his products, displays and stand. It is the responsibility of each exhibitor to leave his stand spaces clean and tidy during the exhibition and after break down. All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands or displays, stand fittings, and materials from the premises by the time and date stated by the exhibition organizers. All gangways should be cleared at the end of build-up, and kept fully clear during the congress for health and safety reasons and to allow the venue's cleaning contractor to sweep the gangways and general circulation areas within the exhibition hall.

Exhibitors are advised to also pay particular attention to the *Logistics* chapter of this manual to be found below.

Break Down Times

BREAK-DOWN	Thursday, 25 October 2018	11:00 – 13:00	Exhibition break down within booth borders.
		13:00 – 23:59	Exhibition break down.
		23:59	Exhibitors & Stand Building Contractors to be clear of Exhibition Halls

* Access to loading dock and loading to trucks will be possible only after all delegates cleared the area due to security reasons. Permission granted by the freight forwarder (coordinating dismantling).

Due to Health & Safety Legislation, exhibitors and/or their subcontractors must not under any circumstances start breaking down their stands prior to the official closing time and before all delegates have vacated the exhibition halls. For the health and safety of delegates access to the loading dock will only be possible after delegates have cleared exhibition area but at earliest at above mentioned times.

Stand holders are required to entirely break down their stand before they are allowed to bring their truck round to the loading doors as there is very limited access. Empties (crates etc.) will be brought in by IML. IML will coordinate the whole break down process and the loading of equipment. Only after IML allowed the truck to access the loading dock, stand holders are allowed to bring their equipment from the stand to the loading dock. Instructions of IML, the venue or the organizer must be followed at any time! Emergency exits and corridors must be clear at all times.

The exhibition area must be cleared of all exhibits/stands/materials by 23:59 on Thursday, 25 October 2018. Exhibitors must leave the premises in the same condition they were found in and must adhere to the timings indicated in this document or announced by the organizer. Penalty charges will apply to exhibitors and their subcontractors should access be required past the indicated access times.

IMPORTANT: Any items remaining after break-down has concluded will be removed and disposed of. Neither the organizers nor the venue will be held responsible for any losses incurred. Charges may apply.

Exhibitors and contractors must wait until the exhibition is officially closed and the exhibition hall is fully clear of delegates before breakdown can commence and exhibits can be removed.

Access for stand builders

Access to the venue during building days will be granted only for those in charge. The organizer and the venue reserve the right to deny access to any person not in charge. Please make sure all stand builders are able to identify themselves (bring ID).

Specific badging is required to enter and work in the building. Please make sure to specify to SQUARE the contact details of each member of your stand building contractor team that will need access to the building during the build-up and the dismantling. Please provide the following details of the stand builders:

- Contractor First Name and Surname
- Company (Stand Building Company)
- Contact Number
- Number of badges required (each person must wear his/her own badge)

PLEASE RETURN THESE DETAILS VIA EMAIL TO exhibitorbook@square-brussels.com NO LATER THAN 10th October 2018. BADGES WILL BE HANDED OUT AT RUE DE SOLS 27 ONLY (near the loading door).

IMPORTANT: Failing to send this information prior to the build-up will mean that every member of your team will first have to register at 27, Rue des Sols / Stuiversstraat where they will be granted an access badge in order to be able to enter the exhibition halls, which can lead to time delay.

Exhibitor Access during build and open days

All exhibitors are required to collect their exhibitor badge from the registration **individually**. Exhibitors will have access to the exhibition area once the exhibitor registration is opened. For **exhibitors only**, the registration will be opened on Saturday, 20 October 2018 at 11:00. You will find details in the *registration section* of this manual.

On open days, exhibitors will gain access to their stands once registration is opened. Booths must be fully maned between to the above-mentioned times.

IMPORTANT: A group badge pick up is only possible if announced previously (by 11th October 2018).

LOGISTICS

Deliveries

Please be advised that the venue and the organizer do not accept delivery of any goods on behalf of exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the site.

The organizer has appointed **IML** as the official and exclusive freight forwarding company for the event. For IML to be able to send exhibitors the complete shipping manual, exhibitors are required to contact IML. Services offered by IML for transport of exhibition goods & promotional material:

- Transport from your company up to IML's warehouse
- Customs formalities
- On-site handling (with the local partner company)
- Storage of empty packaging material for the period of the congress
- On-site assistance

All deliveries must be pre-registered with the officially appointed freight & on-site forwarding company, IML. **Entrance to the venue's premises will be refused for non-registered trucks! For any sending made to IML the pre-advice form must be filled out and sent to IML!!**

Contact details IML Vienna
(this is not a shipping address)

IML Messe Logistik Gmbh
Mr. Wolfgang Unzeitig
Wolfgang.unzeitig@iml-vienna.at
Phone: +43 660 264 7582

Deliveries to warehouse

Airfreight and sea freight

Shipments must be send on DIRECT AWB and FREIGHT PREPAID:

Airport of Destination: Vienna / Austria

Consignee:

IML Messe Logistik GmbH.
Bruno Kreisky Platz 1
A – 1220 Vienna
Att.: Wolfgang Unzeitig
Tel.: +43 660 2647582

Notify:

EANS 2018
c/o Exhibitor: _____
Booth no.: _____
BE - Brussels

Groupage shipments and courier shipments

Any sending not made via airfreight must be consigned as follows:

Consignee:

IML Messe Logistik GmbH.
Bruno Kreisky Platz 1
A – 1220 Vienna
Att.: Wolfgang Unzeitig
Tel.: +43 660 2647582

Notify:

EANS 2018
c/o Exhibitor: _____
Booth no.: _____
BE - Brussels

Please send your pre-advice to IML – Messe Logistik GmbH latest 5 working days prior arrival date including a copy of the invoice. If you will send airfreight shipments IML needs also a copy from AWB. Shipments with insufficient information's or missing pre-advice cannot be accepted and will be returned to carrier's depot. All cargo has to be consigned FREIGHT PREPAID. A 15% commission will be levied on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions.

Deadlines

Exhibits from European Union and other countries

by general cargo/courier to warehouse: arrival at warehouse latest Thursday, 11th October 2018

by airfreight via Vienna Airport: arrival at warehouse latest Thursday, 11th October 2018

Consignments arriving later than above the mentioned dates are subject to a surcharge (on request). Neither IML nor the organizer guarantee on time delivery.

5 working days before your shipment will arrive at IML warehouse please send your full pre-advice/order form to IML Vienna.

Customs clearance information

Please send your documents to IML Vienna, BEFORE you will send out your shipment so that we can check all details with customs in advance.

IMPORTANT NOTICE: For all imports from non-EU countries an EORI number (Economic Operators registration and Identification number) from the exhibitor is required and has to be provide to IML Vienna office, in order to be able to proceed with customs formalities. If the exhibitor does not have an EORI number, inform IML, in order to advise you all the procedures and provide you with all essential and required documentation which are required for issuing an EORI number. Please prepare your invoices in English and ensure that separate documents are issued for temporary and permanent importation. Please also note that for some countries there are strict restrictions for consumable items such as foodstuff and beverages, to be imported into EU. All customs procedures are subject to the local and specific customs regulations and may ask additional declarations or documents, which may differ from these instructions. If the invoices are not completed in the prescribed manner, the shipment will not be cleared through Customs until the necessary information is provided. Therefore, in order to avoid delaying the delivery of your cargo, we ask you to follow the above recommendations. Commercial invoice and packing list can be combined as one document provided that they clearly indicate dimensions, weight and contents of each package and itemized pricing.

Direct truck deliveries

Due to the difficult access to the venue and the permission requested to access and park at the Congress Center, advance receiving facilities have been established at IML warehouse. It is not allowed to send trucks to the venue without further notice. All trucks/vehicles for direct deliveries/pick up on assembling/dismantling have to be registered, a TIME-SLOT request must be sent to IML latest **1st October 2018**.

IMPORTANT NOTE:

- Only pre-registered Trucks may enter venue's premises. Pre-registration has to be arranged with IML.
- Unloading slots will be provided by IML only and have to be respected.
- It is not allowed to send trucks of more than 8 meters length, since the delivery street is a dead-end and there is no parking space available!
- Please note that upon request all drivers of vehicles who require access to the venue must present their driving license to the Venue Security staff to verify their identity.
- Please note that it is a condition of entry to access to the loading docks that vehicles, equipment and personal belongings (i.e. bags, etc.) may be randomly searched by venue security staff upon entering and exiting the loading docks.
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, open Congress hours and move-out operations of an exhibition.
- Neither the venue nor the organizer nor the freight forwarder does accept responsibility for the safety of vehicles and their contents!
- All equipment must be removed from the loading dock. Equipment remaining at the loading dock area will be deemed as waste and disposed of at a cost!
- Trucks can park free of charge around the streets of Brussels' haven (**Avenue du port / Havenlaan – 1000 Brussels**).

IMPORTANT NOTE: When requesting time slots please ensure to include following information. Entrance to venue may be refused for trucks not being pre-registered.

Truck/vehicle size

Registration plate number

Stand Number

Exhibiting Company

Stand-builder names if know (see page 16 "Access for standbuilders")

Movement of Deliveries & Forklift trucks

Forklift services, offloading and empty case storage **must** be arranged through the exclusive appointed freight forwarder, IML. **No other agent/exhibitors or stand constructor can operate/drive their own forklift or similar on-site to protect the floor!** Please note, a forklift truck will not be available unless booked in advance of the event. Should you require a forklift truck for unloading, you must order this in advance, latest **11 October 2018 with IML**. Please be advised that IML does not offer forklift truck as a single service.

Trolleys are not available at the venue. You are advised to bring your own trolley if you can't hand-carry your items to maneuver them on site.

The entrances, roads and spaces used to deliver equipment and/or assembly it and installation from the unloading points to the stands must be protected by:

- Use of trolleys or other handling apparatus with rubber tires only
- Use of weight-spreading floors
- For the move-in and move-out operations, it is mandatory to lay temporary access runs of corrugated cardboard, carpet or similar material to protect the floors. Any damage to the existing floor is to be made good by the exhibitors or their stand builders with no cost to the organizer or venue.
- No fixing likely to damage the supports (floors, walls, posts, and ceilings) is allowed.

Door Dimensions

Freight lift dimensions:

2.05m high, 2.20m wide, 6.7m long, 4000 kg max.



6 LOADING & UNLOADING
(1.3 RUE DES SOLS, 1000 BRUSSELS)

Non-heavy goods

This only applies for deliveries made with passenger cars. Vehicles with larger dimensions please get in touch with IML and see the *deliveries* section of this manual!

Access into the exhibition areas and Convention Center for build-up and/or breakdown will be **via designated areas only**. Under no circumstances should event equipment be moved in or out via front-of-house areas.

In case you do not have heavy goods deliveries and you are arriving in a car or small van, you can park your car at the parking Albertine / Albertina - SQUARE, Place de la Justice / Gerechtsplein, 16 at 1000 Brussels (tickets payable at the parking meter). **Please park at level -3 and take the elevator to level -1 for registration. No direct access to exhibition.** Maximum vehicle height is 195 cm. Please do not use the other entrance of the parking located at Rue des Sols / Stuiversstraat at 1000 Brussels.

Contractors will be given an access badge in front of the exhibition hall (see page 16 “Access for standbuilders”). Exhibitors should get their badge in the Registration Hall at level –1 (see page Exhibitor Badges12).

Note: Trolleys or pallet lifts are not available at the venue. Exhibitors are advised to bring their own trolley if items are heavy and cannot be hand carried. **Trolleys, pallet lifts or similar must be equipped with rubber wheels only** and the floor must be protected with carpets. Contact the freight forwarder for more details or rental.

Please note that the venue will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event. Neither the venue nor the organizer takes responsibility for any parcels being sent directly to the venue. The forwarding agent will be solely in charge of all dealings with the Customs Authorities. For any questions regarding customs formalities, exhibitors must contact IML at wolfgang.unzeitig@iml-vienna.at.

Bag inserts

All Shipments for BAG INSERTS must be sent to IML warehouse as follow:

Pre-Advice to IML Vienna: latest October 1st, 2018

Arrival deadline: latest October 11th, 2018.

Consignee:

IML Messe Logistik GmbH.

Bruno Kreisky Platz 1

A – 1220 Vienna

Att.: Wolfgang Unzeitig

Tel.: +43 660 2647582

Bag inserts must be marked as follows:

ATTENTION BAG INSERTS

Shipper:

Exhibitor:

Exhibition Name: EANS 2018 BRUSSELS – **BAG INSERTS**

Package No. of total

DO NOT PACK BAG INSERTS TOGETHER WITH EQUIPMENT FOR BOOTH.

A copy of the bag insert must be attached outside the shipment to identify quickly.

For shipments from outside the European Union the freight forwarder requires a proforma invoice to release it from customs.

Please note that there will be a handling fee charged to the exhibitor for this service.

Handling rates by IML

All prices are net and subject to changes and errors

In the following you will find an overview of the prices charged by IML for their services (this list is not exhaustive). All prices are based on standard business hours as below. Surcharges for outside business hours and weekends (see below). All prices in EURO. 1 cbm = 333 kg chargeable weight.

Handling via warehouse Vienna.

From Free arrival warehouse IML warehouse up to free delivered booth.

m/m	3 cbm
each beginning cbm	EUR 80,00
Handling of courier shipments up to 25 kgs	EUR 80,00
Handling of courier shipments up to 50 kgs	EUR 130,00

Handling via airport Vienna.

From Free arrival airport Vienna, up to free delivered booth (excluding payment of airport related charges)

m/m	250 kgs
each beginning kg	EUR 2,00

Handling of direct shipments SQUARE

From free arrival at the venue up to free delivery booth (material carted or palletized / no loose cargo) during official move in period.

1 ldm = 1m truck wide 2,4 m	
each loading meter shipment not larger than 3 ldm	EUR 300,00
Half trailer load (6 ldm)	EUR 1.600,00
Full truck load (13,6 ldm)	EUR 2.100,00
Surcharge for loose cargo on request	

Empty storage

Pick up from booth, storage and re-delivery each beginning cbm (minimum 2 cbm)	EUR 150,00
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Miscellaneous

Working hours		
Normal working hours:	Monday – Friday 08:00 – 17:00	
Overtime surcharge:	Monday – Friday 17:00 – 20:00	50%
	Monday -Saturday 20:00 – 06:00	75%
	Saturday	50%
	Sunday / holiday	75%

Stand Construction Rules

IMPORTANT NOTE: The Exhibitors and their stand building contractors shall be bound to comply with the venue's Generic Terms & Conditions and the Stand construction rules outlined in this manual.

IMPORTANT NOTE: All exhibitors are obliged to send detailed stand designs (include dimensions and heights!) by **10 August 2018** (see Stand drawing submission section below).

SERVICE PROVIDER

Our exclusive contracted service provider is **SQUARE**. Should you require any equipment, power connection or any other services, you will find contact details in the order form section of this manual. Shell scheme stands can only be rented through our exclusive provider. No other shell scheme providers will be allowed.

STAND CONSTRUCTION

Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the venue's floors. **Carpeting the floor is only allowed with 2-sided tape type BOMA 4123 being used.** This is available upon request until 12th October via exhibitorbook@square-brussels.com. If tape residues remain after dismantling, exhibitors will be charged the costs of removing

All temporary structures, including stands, must be structurally sound. Structures deemed unstable must be modified or removed from the exhibition at the exhibitor's expenses. Structures 4 meters or more may require certification by engineer. This certification needs to be present on site.

The venue and the organizer reserve the right to:

- request changes to the stand during the set-up process, if the agreed plans have not been adhered to.
- request changes to the stand construction, once plans have been agreed, in the case that the venue or the organizer deems it necessary, for reasons of public safety and the safety of the stand construction team and others.
- prohibit the erection of the stand in the case that changes are not being made to the organizers or the venues satisfaction. All costs will be charged to the exhibitor or their contractors.
- prohibit the erection of the stand in case that the exhibitor has not paid his dues. All payments must be done prior to set up.

Suitable and adequate drop sheets must be used when painting custom stands and displays. Items required to be placed on exiting marble floors during set-up/dismantling periods should be stored on corrugated paper or other means of soft sub flooring. Other display materials must be positioned on suitable protection sheets. Any damages will be charged to the exhibitor or his contractor.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.

All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.

Ramped edges should be of non-slip construction or coated with a non-slip finish.

Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

Permission must be granted by the organizer before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.

The mix of ramped and square edges on any raised area must be kept to an absolute minimum. 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.

Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned.

All structures, materials, special designs, unusual constructions, and all signs shall conform to Belgian safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

It is absolutely mandatory that exhibition stand floors are covered with fireproof carpet during the event. The officially appointed supplier for exhibition carpet for is SQUARE. Exhibitors who bring a space only stand construction may use their own carpet, given that it is fire-resistant and a certificate may be asked for on site. See fire safety regulations in this section of this manual. The protective carpet may also be ordered with SQUARE. Exhibitors are to be held liable for any damage caused as a result of the flooring that has been put into place by their stand building contractor.

CLEANING

During the build and dismantling periods contractors are responsible for keeping their stand and corridors clear of any rubbish. Further, stand builders are responsible for their waste and they have to remove it after finalizing the stand. For anything left behind that needs removing, there will be a charge. Exhibitors are responsible for the cleanliness on their stand. It is the responsibility of each exhibitor and/or stand building contractor to remove all left-over rubbish from site.

DOOR DIMENSIONS

Freight lift dimensions:

2.05m high, 2.20m wide, 6.7m long, 4000 kg max.

ELECTRICAL INSTALLATIONS

All electrical installations will be installed and tested prior to being live, by the appointed electrical contractor SQUARE. This is to eliminate the risks of any accidents and electrical fire. All temporary electrical installations shall be installed in accordance with the relevant rules of good practice, by qualified, competent electricians. The creation of a connection, the installation of a distribution cabinet and the provision of electric current to the stands as well as making power live shall be carried out exclusively by the approved personnel. Daisy chaining is not allowed under any circumstances. Electrical connections and power can be acquired through SQUARE. See order form section of this manual.

FIRE SAFETY OF STAND MATERIALS / HAZARDOUS SUBSTANCES

All materials used for stand construction or display should be fireproof. No inflammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate will be asked on site. **ALL exhibitors need to fill out the risk assessment and sign it.** It will need to be present in a printed form during the whole congress.

Packaging, waste or any other material or object that is not used during the event shall be stored outside the premises. Failure to abide by these regulations may result in the removal of offending materials. The use of fire, naked flames or heat sources (welding, gas cutting, soldering, defrosting) during operations to install or disassemble any structures is forbidden. The use of all gas & compressed air is strictly prohibited. The execution of welding works or any other similar activities, including the use of tools incorporating flame or high heat is prohibited in the venue.

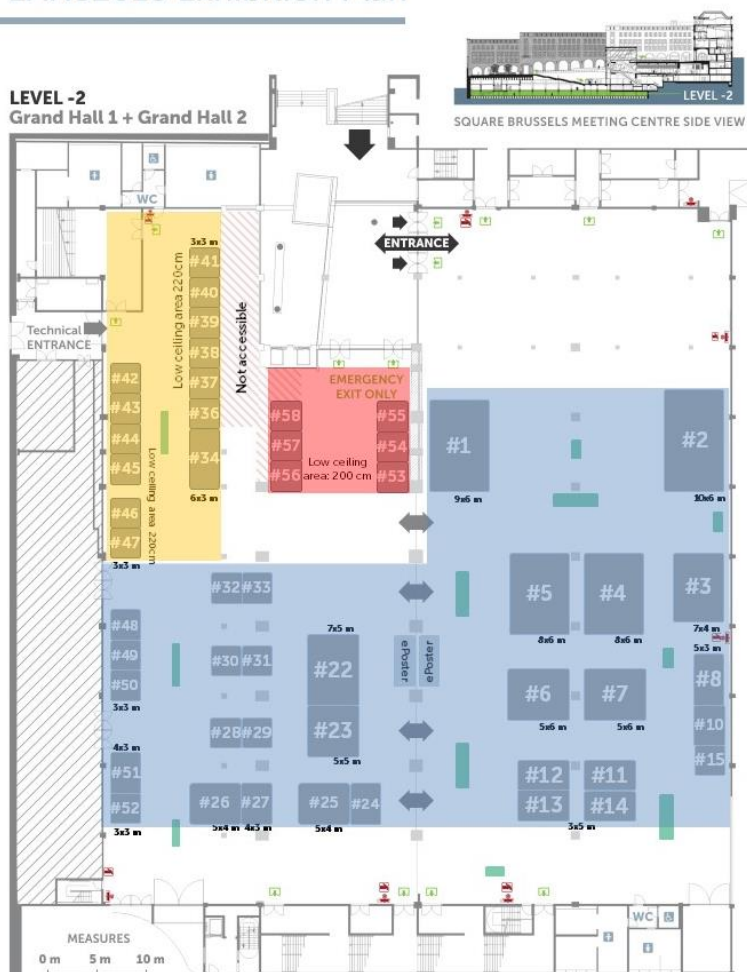
MAXIMUM FLOORLOAD

The maximum floor load in the exhibition area is 500 kg/sqm.

MAXIMUM/MINIMUM HEIGHT

Maximum heights communicated by the organizer have to be respected. It is mandatory to include built height into stand design sent to the organizer in advance for approval. For maximum heights please see plan below.

EANS2018 Exhibition Plan



Blue area – max height = 400cm

Yellow area – max height = 220cm

Red area – max height = 200cm

STORAGE & WASTE DURING BUILD UP AND OPEN PERIODS

- Boxes and packages must not be stored behind the stands. Also, empty packages must not be stored in the Exhibition area. If required, a storage area should be incorporated into the stand design. This applies also to carpet, shell scheme and stand building equipment, storage boxes and crates, empties, trussing and rigging equipment, electrical equipment, plumbing equipment, trolleys, pallet jacks, site desks, ladders, scaffolding, cleaning machines, road cases or any items for distribution on the stand. Should exhibitors require storage this can be arranged with the freight forwarder.
- Exhibitors are responsible for the removal of their waste adhering to the local regulations. The waste produced during the exhibition, both solid wastes such as paper, cardboard, plastic, etc. and liquid waste, must be removed from stands and their surroundings every day. Once the exhibition is finished each exhibitor should remove all waste of the stand.

During the dismantling times, waste bins will be available. Waste or other liquid products must not under any circumstances be poured into the drains (or toilets). If the participant fails to observe these rules, the organizer or venue shall be entitled to have the waste removed. Consequently, a cleaning company appointed by the venue or organizer shall be used, at the risk and expense of the exhibitor responsible.

STORAGE AFTER THE EVENT

It is prohibited to leave items in the venue once the event has finished. Should storage be required post event, exhibitors are required to contact the official freight forwarder who can organize temporary storage. This needs to be organized prior to the event and in any case prior to the end of the event. The venue or organizer does not assume any responsibility for the storage of any items. Items left behind may be removed by the venue or the organizer at the exhibitor's costs.

WATER AND WASTE

There is no possibility for exhibitors to have water and waste supply in their booth.

Stand Drawing Submission

Exhibitors building a space only stand, are reminded that detailed stand drawings (2D+3D) and plans must be submitted to the organizer for approval at the earliest opportunity. However, this must be no later than **10. August 2018**. All plans must be sent to EANS2018.sponsor@aimgroup.eu

Space only exhibitors are reminded of the following points:

- Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.
- Stand designs with a raised platform should endeavor to have a wheelchair access ramp incorporated on at least one of its open sides.
- Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.

- All structures, materials, special designs, unusual constructions, and all signs shall conform to the relevant safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- Maximum building heights needs to be respected and included into the stand drawings.
- Please contact the exhibition organizers if you require a copy of the exhibition layout plans.

Failure to comply with any of the mentioned regulations could result in approval of your stand being withdrawn or delayed.

Terms and Conditions

APPLICATION: The organizers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

BANKRUPTCY OR LIQUIDATION: In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the exhibitor under contract shall be forfeited.

CHILDREN AND ANIMALS: There are strict policies on bringing children to the event. If you need further information on this, please contact the organizer prior to the event on EANS2018.sponsor@aimgroup.eu. Animals, apart from guide-dogs, are not allowed in the exhibition or the EANS2018 Annual Meeting overall.

CLEANING: During the exhibition open period, corridors between stands will be cleaned on a daily basis at the end of each day. Exhibitors are responsible for the cleanliness on their stands. Exhibitors can order daily stand cleaning. This service can be booked via the organizer. Please see the order form section of this manual.

CLEARING OF STANDS: The exhibitor assumes responsibility for leaving the venue's facilities in perfect condition after the event, removing any materials (i.e.: carpet, woods, etc.) left over from their stands. Should the exhibition hall not be cleared within the timeframe communicated to the exhibitors, the venue will recharge the costs which may arise from in-house staff clearing remaining items from the exhibition areas. Stands need to be fully dismantled within the timeframe stipulated within this manual or otherwise communicated to the exhibitor.

CONDUCT OF EXHIBITORS AND REPRESENTATIVES:

- **Annoyance:** The exhibition organizers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.
- **Microphones/Audio Visual Equipment:** The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors; the exhibition organizers reserve the right to prohibit such use if, in the exhibition organizers' opinion, this is the case.

- **Publicity Material:** Publicity material shall be displayed and/or given away only from the exhibitor's own stand. Leaflets displayed at any other point throughout the premises will be removed or destroyed by the exhibition organizers.
- **Projected Images:** Projected images, however generated, may not play on to aisles or on to other stands.
- An exhibitor may not, except by express written permission of the exhibition organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organizations or trade associations is not allowed except by the express written permission of the exhibition organizers. The exhibition organizers reserve the right to have masked or removed from the premises any product or sign violating this regulation.

CONTRACT CANCELLATION: In exceptional circumstances the organizers will be prepared to consider cancellation of their contract with exhibitors, but only if the following conditions are complied with:

- Cancellation received in writing on or after 1st December 2017: 20 % cancellation fee of the total amount.
- Cancellation received in writing on or after 1st February 2018: 30 % cancellation fee of the total amount.
- Cancellation received in writing on or after 1st April 2018: 50 % cancellation fee of the total amount.
- Cancellation received in writing on or after 1st July 2018: 100 % cancellation fee of the total amount.

COMPLIANCE WITH RULES AND REGULATIONS: If the exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the exhibition organizers have the right to sell the stand space. The exhibitor, however, will be liable for any loss suffered by the exhibition organizers thereby, and all monies paid by the exhibitor shall be absolutely forfeited to the exhibition organizers.

The exhibition organizers are responsible for the control of the exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the exhibition organizers is final and decisive on any question or aspect not covered in the foregoing Rules and Regulations.

The exhibition organizers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the exhibition organizers.

All exhibitors should note that participation at the exhibition implies acceptance of these Rules and Regulations.

DAMAGES & SURFACE OF THE BUILDING: It is not permitted to nail or stick any material to walls, floors, pillars, doors, curtains, furniture, ceilings, nor to any of the venues decorative elements or installations in general, without previous written authorization from the venue management. Furthermore, it is strictly forbidden to directly secure any equipment (rigging) to the ceiling or the walls of the building. Should any damage to the building or venue property (incl. furniture) occur, the relevant exhibitor or stand contractor will be held responsible and will have to compensate financially for the cost to right the damage (repair or replacement or other). Further, it is prohibited to place any posters, flipcharts or other in the venue except within the boundaries of the exhibition stand.

DANGEROUS GOODS: No dangerous goods are to be brought to the premises without the formal approval of the venue and the organizer. The venue and the organizer will require documentation detailing a justifiable reason for the use of the dangerous good and how associated risks will be controlled prior to granting approval. Risk controls need to address transportation, storage and handling. The venue management and the organizer will request the immediate removal of any dangerous goods or hazardous substances that have not been approved for the use at EANS2018 or if being misused.

DELIVERY OF MATERIAL BY MEANS OF CUSTOMS AND THE ASSUMPTION OF RESPONSIBILITIES CLAUSE: All deliveries for EANS2018 need to be sent to the official freight forwarding company who handle all deliveries. Please refer to the relevant section of this manual. Deliveries cannot be made to the venue directly and the venue consequently does not assume responsibility for any packages or the content thereof. Consequently, the venue does not assume responsibility for the goods deposited in Customs; all customs clearance issues are to be addressed with the official freight forwarder.

ELECTRICITY Exhibitors must personally provide the installation with current stabilizers, no-break devices, overvoltage protection for all applications requiring a pure electrical network, such as, for example, computer equipment. The use of generator sets inside the venue is strictly prohibited. Equipment sensitive to supply fluctuations needs to be protected with appropriate surge protection equipment. Please contact the electrical contractor for details.

EXHIBITION DATES & CANCELLATION: The Organizing Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the congress. The organizers reserve the right to postpone the exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates as possible, utilizing the right only when circumstances necessitate such action and without any liability to the organizers and exhibitors. The organizers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the organizers, which the organizers could not reasonably have foreseen and which the organizers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

EXHIBITION LAYOUT: The organizers reserve the right to change the exhibition floor layout if necessary as well as to amend or alter- in unforeseen circumstances - the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the organizers.

FIRE SAFETY & EMERGENCY PROCEDURES: In the event of a fire please stay calm and report to the next hostess, organizer or to any other staff and leave the building. The instructions of the staff must be followed.

FLOORS: Each and every exhibitor is fully responsible for ensuring that absolutely no damage is done to the existing floors of the venue during exhibition build up, open period and break down period, by themselves or their stand building contractor. Should any damage occur, the exhibitor takes full responsibility of making good the damage done and any associated costs of repair are to be covered by the exhibitor.

INSURANCE: Each exhibiting company and their stand contractors must have sufficient public and employer's liability insurance covering any damages caused by their staff either to the venue's installations, other exhibitors and delegates as well as in-house staff. It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. The insurance should take effect from the day that goods and exhibits are delivered to the venue and should remain in effect until all items have been removed. All hired equipment has to be insured against «all risks». The exhibitor remains responsible for the equipment until the authorized staff has collected this equipment. In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree. Every delivered order will be invoiced and all modifications will be charged.

KEEPING KEY AREAS CLEAR: By law, emergency exits, exhibition gangways, fire prevention elements, as well as all security systems, signs and closed circuit TVs are to be kept clear, visible and accessible at all times. It is prohibited to obstruct or cover any vents of any spaces within the venue. Should these rules not be adhered to, the venue reserves the right to not authorize the set-up of the stand or decorative element/structure scheduled, and should the set-up be already mounted its dismantling will be demanded at the cost of the exhibitor.

LIABILITY: The exhibition organizers will endeavor to protect exhibition property while on display at the exhibition. However, it must be clearly understood that neither the venue nor the exhibition organizers can and will accept liability for any loss or damage to any exhibition property. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the exhibition organizers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed, or altered in any way in whole or in part, or if the exhibition organizers find it necessary to change the dates of the exhibition, or vary the hours the exhibition is open, the exhibition organizers shall not be liable for any expenditure, damage, or loss incurred in connection with the exhibition. The exhibition organizers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.

MACHINERY WITHIN THE EXHIBIT: Machinery or equipment likely to jeopardize the health or safety of any person is prohibited. Sensitive equipment, especially variable speed drivers, may cause nuisance tripping of Residual Current Devices (RCDs). Therefore, prior notice is required with all relevant technical specifications. All machinery should be fitted with guarding, fencing, immobilization 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 license, as required by law, to operate such equipment.

MOVEMENT OF ITEMS: The venue does not provide staff for loading and unloading of trucks. Furthermore, the venue doesn't provide trolleys to maneuver items such as boxes etc. Should this be required, porters can be booked at a cost from the freight forwarder. Order of such staff should also be communicated to the freight forwarder to coordinate logistics of loading in / out.

MOVE-IN AND OUT: For move-in and move-out of constructions, trolleys and other items which are not hand carried, the venue requires that temporary access runs of corrugated cardboard, carpet or similar material to protect the floors.

OBSTRUCTION OF GANGWAYS AND OPEN SPACES: Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighboring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build up and break down periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the exhibition organizers at the exhibitor's expense and risk. No exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the exhibition organizers interferes with an adjoining exhibitor.

OCCUPATION OF STAND SPACE: The exhibitor, his appointed staff, agents, employees, and contractors may enter the building at a time which has been communicated to them for the purpose of stand fitting and dressing. Unless otherwise agreed in writing by the exhibition organizers, exhibitors are not authorized to sublet, share, or transfer their stand space.

POSTERS, BANNERS AND ADVERTISING: Any posters must be approved by the venue and the organizer and cannot just be put into place on the premises without prior written consent of both, organizer and venue. No unauthorized means of advertising may be put up on walls, windows, doors, in lifts and in the vicinity of the venue, in public spaces etc.

PHOTOGRAPHY: Photographs can only be taken prior to the opening of the exhibition, and during the Congress only at your exhibition stand. If you are planning any filming or photography within the hall, please inform the organizer on EANS2018.sponsor@aimgroup.eu. During the congress, only hand held and battery operated equipment may be used within the hall and all gangways, particularly the exhibition area must be clear of tripods and cables. There is the opportunity to book a professional photographer via the organizer. Please contact us for further information on EANS2018.sponsor@aimgroup.eu.

PROMOTIONAL GIVE-AWAYS: Brochures, catalogues, giveaways are to be distributed only by exhibitors on their own stand. Exhibitors cannot distribute their giveaways from the aisles nor outside the exhibition halls or venue.

PAYMENT OF STAND SPACE: Any booked exhibition space has to be paid in full as per the following arrangements: Total fee due with contract raised after application.

RISK ASSESSMENT: By law all exhibitors are required to carry out a risk assessment. Please refer to the relevant section of this Exhibition Manual where template risk assessment forms can be found for shell scheme and space only stands. Risk assessments must be available printed and signed on request of authorities or the organizer

RIGGING: Please get in touch with the organizer to check availability and specifications.

SECURITY OF ITEMS: The venue / the organizer does not assume any responsibility for any damage to or loss of any goods brought in to the venue.

SMOKING, EATING AND DRINKING: There are designated smoking areas in the venue. Please refer to the *Venue Facilities* section here above. Furthermore, it is prohibited to eat or drink in any meeting rooms and session halls of the venue during the build, open and breakdown periods of the event, unless catering has been specifically ordered via the organizer / venue.

SPECIAL EFFECTS & PYROTECHNICAL DEVICES AND ITEMS: Fog effects / haze and pyrotechnics are not allowed to be displayed in the Exhibition. Use of lasers is generally not authorized. It is not allowed to bring any laser into the building without prior consent of organizer and venue. See dangerous goods section. Smoke machines, helium tanks or any other items and substances potentially harmful to venue facilities and personnel are not permitted on the premises.

STORAGE: There are no storage areas available within the venue. Should exhibitors require storing of any items, such as empties, these are to be arranged through the appointed freight forwarder. Alternatively, exhibitors are required to incorporate storage areas into their stand design.

TROLLEYS – FORKLIFT: The venue does not provide trolleys, forklifts and other equipment for the transportation of the stand and stand materials. It is the exhibitor's responsibility to arrange any such moving in/out equipment. This can be ordered through the freight forwarder. Please see the *deliveries* section of this manual. If you bring your own hand operated pallet truck it must be equipped with rubber wheels only and the floor must be protected with carpets. It must not be motorized! For bringing in and out carpets must be used on the aisles to protect the floors. Using the freight forwarders carpet will be charged by the company.

WORKS: No exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising there from or in relation thereto, whether under or over or (in the case of emergency only) within the premises or any other adjoining or neighboring premises and whether by the premises or any other owner or occupier.

Health & Safety

Introduction

All exhibitors are obliged to adhere to **Directive 89/391/EEC – OSH “Framework Directive”** of June 1989, which is of fundamental importance as it is the basic Health & Safety Legal Act which outlines measures of prevention and protection of Health & Safety of workers against occupational accidents and diseases.

Exhibitors are obliged to adhere to all Health & Safety rules and regulations outlined in this Directive and it is their obligation to ensure the Health & Safety of their appointed employees and contractors involved in the EANS2018 Exhibition.

Risks should be avoided as far as reasonably practicable and with this in mind, **exhibitors are required by law to carry out a suitable and sufficient Risk Assessment**. This means that the risk assessment must identify all significant risks. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration. Risk assessments should be carried out by competent staff who are knowledgeable about the activity on the exhibition stand, detailing the hazards and controls. Risk assessments must be available printed and signed on request of authorities or the organizer.

Examples of common risks associated with an exhibition are as follows:

- ✓ Fall from working at heights and working on a live edge
- ✓ Slips, trips and falls
- ✓ Manual handling – lifting or moving of heavy loads
- ✓ Injury from electric shock
- ✓ Objects falling from height or loads falling from vehicles
- ✓ Injury from use of work equipment such as saws etc.
- ✓ Structural collapse of an exhibition stand
- ✓ Fire and fire related incidents
- ✓ Excessive working hours resulting in tiredness and therefore making people prone to accidents

Risk Assessment Info

Every exhibition stand is a miniature workplace and therefore, exhibitors are required by law to complete a sufficient risk assessment, covering set-up-, open-, and breakdown period of their stand within the exhibition. There is no need however, to over-complicate things. The build of shell scheme will be covered by the shell scheme contractor’s assessment. If the activity on the stand is clearly without significant risk, then there is only need for the exhibitor to confirm that this is the case. Or if any risky activities are planned to happen on the stand, then there is need to indicate these and indicate how these risks are intended to be controlled. For space only stand constructions, it is a little more complex. Exhibitors of a space only stand will have to produce a risk assessment for the safe set-up and dismantling of their stands, including risk of fire. Should any other activities take place on the stand, such as medical demonstrations etc., this will also have to be covered in the risk assessment.

Insurance Info

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the exhibition. Insurance protection will NOT be given to the exhibitors by the organizer. Particular attention is drawn to the need for the following:

Public & Employers Liability Insurance: All exhibitors must have Public and Employers Liability Insurance. The organizers will have the right to ask you for this onsite. Please consult your insurance company to cover you fully against all risks at the exhibition.

Abandonment Insurance: Exhibition organizers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

Stand, Fixtures and Similar Insurance: All risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature whilst on the premises and transit risks from the exhibitor's premises to the exhibition and return should be covered.

Exhibitors must not use or permit or bring into the premises or any part thereof any act or thing which may render any extra or increased premium payable for any of the exhibition organizers and/or the exhibition area's insurance policies, including but not limited to material damage, consequential loss or public liability insurance.

Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary:

A **'hazard'**: something with the potential to cause harm (such as injury, loss or damage)

A **'risk'**: something with the potential for harm to be realized.

Step 1: Identify the Hazard and who could be harmed

Please consider types of Hazards such as:

- ✓ Physical e.g. a vehicle
- ✓ Chemical e.g. substances such as cleaning products
- ✓ Biological e.g. food poisoning
- ✓ Psychosocial e.g. violence
- ✓ Common hazards can be: Exhibits or displays, stand designs, alcohol consumption, works on overhead-height etc.

Step 2: Assess the risk

For simple processes, it is often sufficient to award a straightforward:

- ✓ Low
- ✓ Medium
- ✓ High

But you should try and look at likelihood as well as severity of the risk.

Step 3: Develop Controls

Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it and the below control measures are recommended:

- ✓ Eliminate risk at source (There is a point at which any operation is simply too risky)
- ✓ Substitute for a safer method or product.
- ✓ Reduce the risk in a quantifiable way.
- ✓ Isolate from the hazard. (This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access for example.)
- ✓ Control the risk. The most common form of control on the event floor is the use of security and floor management.
- ✓ Personal Protective Equipment (items such as hard hats and safety shoes.)

Step 4: Implement Controls

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place.

Step 5: Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place. Other times when risk assessments need to be reviewed are:

- ✓ When there has been an accident or incident
- ✓ When there is a significant change in personnel or process
- ✓ When monitoring reveals problems.

Risk assessment templates can be found below for shell scheme and space only stands. All exhibitors must complete EITHER a shell scheme OR a space only Risk Assessment Form depending on the type of stand that will be built, which should be returned to the exhibition organizers by **10th August 2018**. Assessment forms can be found below.

RISK ASSESSMENT TEMPLATE FOR COMPLEX SPACE ONLY STANDS

Exhibitor's Responsibility:

As an exhibitor, you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a **sufficient** risk assessment could ultimately lead to the closure of your stand.

This template is for a **complex space only exhibition stand** which will require a more detailed risk assessment than a simple shell scheme stand. Please study the activities on your stand during set-up-, open- and breakdown-period of the exhibition.

Common hazards:

- ✓ Complex structures such as a multi-story stand
- ✓ Working electrical appliances other than simple display lighting
- ✓ Working machinery of any kind even if static
- ✓ Display of sharp objects
- ✓ Demonstration of any kind (incl. demos on „test patients“)
- ✓ Heat source of any kind incl. naked flame, gel burners etc.
- ✓ Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS2018. For ease of completion, please refer to the 5 Steps of a Risk Assessment outlined in the Technical Exhibitor Manual and **complete the Risk Assessment Form below**.

RISK ASSESSMENT TEMPLATE FOR COMPLEX SPACE ONLY STANDS

Please complete this form and return it to EANS2018.sponsor@aimgroup.eu at the latest by 10 August 2018.

Event Name and Date:

Stand Name: Stand Number:

Name of Person responsible for Health & Safety:

Contact Telephone Number:

Contact E-Mail address: Risk Assessment undertaken by:

Please tick who this risk assessment has been distributed to. Ideally it should be distributed to the following:

- Contractors
- Exhibition Organizer
- Exhibitors On Site (on your stand)

Hazards	Consequences	Who is at Risk	P x S=R	Controls	P x S=R Action Level
Identify Hazards	What could result from the hazard? Minor Injury - Minor cuts, sprains, bruises etc. Serious Injury - Head injury, loss of consciousness, broken bones, respiratory problems etc. (Usually an injury from which full recovery is possible). Death or very serious injury - Loss of limb, paralysis (Any life changing injury from which full recovery is unlikely).	Who might be harmed? <ul style="list-style-type: none"> - Organizer's staff - Venue staff - Exhibitors - Delegates - Contractors - Children - Elderly visitors - New and expectant mothers 	Risk P = Probability S = Severity R = Risk level P x S = R	Is the risk adequately controlled? Consider the hierarchy of controls: <ul style="list-style-type: none"> - Eliminate - Substitute - Reduce - Isolate - Control - PPE - Discipline Do the controls reduce the risk as far as reasonably practicable? Do the controls comply with industry standards?	What is the residual Risk? Action Level: HIGH = High, Immediate action Required MED = Medium, Justify and review each event day LOW = Low, no further action needed' See table below.

Errors and omissions excepted

Use the following calculation table:

Probability (P)	Severity (S)	Calculation of Risk (R) (P x S = Risk)			Rating	Action Level		
			SEVERITY					
			1	2			3	
5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 Very unlikely	3 Death or very serious injury 2 Serious injury 1 Minor injury	PROBABILITY	5	5	10	15	LOW = 1 - 4 MEDIUM = 5 - 7 HIGH = 8 - 15	LOW – no action required MED – justify / review for each event day HIGH – immediate action / further controls needed
			4	4	8	12		
			3	3	6	9		
			2	2	4	6		
			1	1	2	3		

Please now complete the Risk Assessment below:

Hazard	Consequences	Who is at Risk	P	S	R (PxS=R)	Controls	P	S	R	Action Level

You must return this form to EANS2018.sponsor@aimgroup.eu at the latest by 10 August 2018.

To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.

Signature: Name:.....

Date:.....

RISK ASSESSMENT TEMPLATE FOR SIMPLE SHELL SCHEME STANDS

Please complete this form and return it to EANS2018.sponsor@aimgroup.eu at the latest by 10 August 2018.

Event Name & Date:

Stand Name: Stand Number:

Name of Person responsible for Health & Safety:

Contact Telephone Number:

Contact E-Mail address:

Risk Assessment undertaken by:

Exhibitor's Responsibility:

As an exhibitor, you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a sufficient risk assessment could ultimately lead to the closure of your stand.

This template is for a **simple shell scheme exhibition stand** which does not require any structural approval from the organizer or the venue. More complex stands will require a more detailed risk assessment and if you are in doubt you should contact the organizer. Please study the activities on your stand during set-up-, open- and breakdown-period of the exhibition.

Common hazards:

- ✓ Working electrical appliances other than simple display lighting
- ✓ Working machinery of any kind even if static
- ✓ Display of sharp objects
- ✓ Demonstration of any kind (incl. demos on „test patients“)
- ✓ Heat source of any kind incl. naked flame, gel burners etc.
- ✓ Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS2018. For ease of completion, please refer to the 5 Steps of a Risk Assessment outlined in the Technical Exhibitor Manual or to the notes below (1) – (5).

Please complete the Risk Assessment:

<p>Identify Hazards(1):</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p>	<p>Identify persons who could be harmed(2):</p> <p>From Hazard 1):</p> <p>From Hazard 2):</p> <p>From Hazard 3):</p> <p>From Hazard 4):</p> <p>From Hazard 5):</p>
<p>Consequences(3):</p>	

Errors and omissions excepted

Of Hazard 1):	
Of Hazard 2):	
Of Hazard 3):	
Of Hazard 4):	
Of Hazard 5):	
Assess the <u>Severity</u> of your risk level by ticking the relevant box and circling which hazard it applies to(4): <input type="checkbox"/> High - Hazard 1) 2) 3) 4) 5) <input type="checkbox"/> Medium - Hazard 1) 2) 3) 4) 5) <input type="checkbox"/> Low – Hazard 1) 2) 3) 4) 5)	Assess likelihood of it happening by ticking the relevant box and circling which hazard it applies to(4): <input type="checkbox"/> Highly Possible – Hazard 1) 2) 3) 4) 5) <input type="checkbox"/> Possible – Hazard 1) 2) 3) 4) 5) <input type="checkbox"/> Unlikely – Hazard 1) 2) 3) 4) 5)
Control Measures in Place(5): For Hazard 1): For Hazard 2): For Hazard 3): For Hazard 4): For Hazard 5):	
Contractor Control(6): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

- (1) A hazard is anything that has the potential to cause harm
- (2) Anybody who could be injured, suffer ill-health, as a result of the hazard causing harm (e.g. people working on the stand, delegates, other exhibitors etc.).
- (3) What could be the harmful consequences (e.g. cuts, bruises, major injury etc.)
- (4) This is your own assessment of the risk. A risk constitutes itself of likelihood of hazard to cause harm and the expected severity of the harm. Tick the appropriate boxes.
- (5) Identify the control measures you put into place to eliminate or control the risk adequately.
- (6) You carry legal responsibility for any person or company working on your behalf. You must ensure they are competent and will work in a safe manner. We suggest you request a copy of their Health & Safety policy. Please detail your safety checks you have carried out with your contractors in this box.

Please note this is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment. To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.

Signature:

Name:

Date:

ORDER OF ON SITE SERVICES

For insurance and security reasons, and to adhere to regulations stipulated by the venue, the exhibition organizers have appointed **SQUARE** as the official and sole contractor for the below services:

- ✓ **Catering**
- ✓ **Electrical Power supply**
- ✓ **Stand cleaning**
- ✓ **Audio & Visual services**
- ✓ **Shell Scheme Stand Rental**
- ✓ **Shell Scheme Exhibition Stand Carpet**
- ✓ **Shell Scheme Stand Lighting**

SQUARE can additionally provide the following services, but exhibitors are allowed to use other suppliers also:

- ✓ **Exhibition Furniture**
- ✓ **Exhibition Stand Branding/Graphics & Design of space only stands**

SQUARE

Order System:

Please use this system to order all available services. <http://squarebrussels.com/en/18EANS> (it will be available from Monday 25th June).

Point of contact: exhibitorbook@square-brussels.com Tel: +32 2 515 13 99 // Fax: +32 2 479 47 37

Lifting services & freight forwarding: IML

Due to the necessity of coordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of these works without the prior consent of the exhibition organizers. See Deliveries section of this manual.