ESPE 2016
Exhibition Manual
55th Annual ESPE Meeting
10-12 SEPTEMBER, PARIS, FRANCE
Horizons in Paediatric Endocrinology
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<td>Friday 19 August 2016</td>
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<td>Friday 2 September 2016 Attn: Victoria Withy <a href="mailto:espe2016@bioscientifica.com">espe2016@bioscientifica.com</a></td>
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Contact Information

Meeting Organisers (all exhibition queries)
Bioscientifica Ltd
22 Apex Court, Woodlands
Bradley Stoke
Bristol, BS32 4JT
United Kingdom

Contact: Victoria Withy
Tel: +44 (0)1467 629491 (remote office)
Fax: +44 (0)1454 642222
Email: espe2015@bioscientifica.com
Web: www.espe2016.org

Venue
Palais des congrès de Paris
2 Place de la Porte Maillot
75017 Paris
France

Tel : +33(0) 140 68 16 16
Web:

Accommodation
Please refer to the website for details and use the email below for all queries:

Email: espe2016.hotels@bioscientifica.com
Web: www.espe2016.org/accommodation.aspx

Badge Scanners
RefTech
1-3 The Pavilions
Tamworth
Staffordshire B77 4RP
United Kingdom

Tel: +44 (0)1827 61666
Fax: +44 (0)1827 61661
Email: scanners@reftech.co.uk
Web: www.reftech.co.uk

Freight Forwarding
DHL Trade Fairs & Events (UK) Ltd
Unit 17 & 21 2nd Exhibition AVenue
Birmingham B40 1PJ
United Kingdom

Contact: Simon Latchford
Tel: +44 (0) 121 782 4626
Email: simon@dhl-exh.com
Web: www.dhl-exh.com

Viparis Exhibitors Department (Venue)

Contact : Angelique Marie
Tel : +33 1 40 68 16 16
Email : Angelique.marie@viparis.com
Web: www.viparis.com/epex

Fork Lift/Trolley etc. Hire

Contact: ESI (Emmanuel Pitchelu)
Tel: +33 (0) 6 88355444
Email: Emmanuel.pitchelu@group-esi.com
About the Exhibition – Location, Access and Parking

Venue

Palais des Congrès de Paris
2 Place de la Porte Maillot
75017 Paris
France

Tel: +33(0) 140 68 16 16

The Palais des Congrès de Paris is a convention centre, concert Venue, and a shopping mall located in the 17th arrondissement of Paris, France, directly north of the Arc de Triomphe. The Venue was built by French architect Guillaume Gillet in 1974. The building was extended in 1999 and has regular refurbishments to host a variety of events. The Venue is close to Bois de Boulogne and the affluent neighbourhood of Neuilly-sur-Seine. The Eiffel Tower is approximately a 35 minute walk from the Palais des Congrès. The closest métro and RER stations are Porte Maillot and Neuilly – Porte Maillot, accessible via the lower levels of the building.

Travelling to Paris

Paris is one of the most accessible European cities. For information about travelling to Paris by plane, train, boat, car or coach, please visit the ‘Paris Info’ website.

Arriving by plane

Paris has two international airports. Most international flights arrive at Roissy Charles de Gaulle Airport (CDG), 30 km north-east of Paris, or Orly Airport (ORY), 18 km south of the city. Most international airlines have direct connections
to Paris. Roissy Charles de Gaulle Airport and Orly Airport are both well connected by public transport to central Paris.

**Travelling from Roissy-Charles de Gaulle Airport to Palais des Congrès**

**By train**
- RER B, stop at “Chatelet Les Halles”
- then take RER A to “Charles de Gaulle/Etoile”
- then line 1 of the metro to “Porte Maillot/Palais des Congrès”
  (approximate travel time: 75 minutes)

**By Air France or ADP shuttle bus**
- take line 2 (buses go directly to “Porte Maillot/Palais des Congrès” or to the “Opéra” in the city centre)
- departure every 15 minutes from 05:45 to 23:00 (approximate travel time: 1 hour)

**By taxi**
- approximate travel time to central Paris is 30/45 minutes depending on traffic.

**Travelling from Orly Airport to Palais des Congrès**

**By train**
- high speed shuttle (Orlyval) to “Antony”
- RER B, stop at “Chatelet Les Halles”
- then take RER A to “Charles de Gaulle/Etoile”
- then line 1 of the metro to “Porte Maillot/Palais des Congrès”
  (approximate travel time: 60 minutes)

**By the “Cars Air France”**
- go to “Terminus Etoile”
- then line 1 of the metro to “Porte Maillot/Palais des Congrès”
- departure every 30 minutes from 06:00 to 23:00 (approximate travel time: 40 minutes to 1 hour)

**By taxi**
- approximate travel time to central Paris is 40 minutes to 1 hour depending on traffic.

**Arriving by car**
To Reach “Porte Maillot”, you need to drive on the inner/outer ring road and exit at “Boulevard Peripherique Ouest” (west beltway). There is direct access to the underground parking of the Palais des Congrès via Porte Maillot. Open 24 hours a day.

**Arriving by train**
Line C of the RER Commuter train provides direct access to the “Porte Maillot” station.

**Travel whilst staying in Paris**
The public transport infrastructure in Paris is very easy and convenient to navigate.
Metro
The metro is probably the best way to travel within the city. The Palais des Congrès is close to the “Porte Maillot” metro station. It runs from 05:30 to 01:00. You should keep your ticket until you leave the metro as you may need to show it / have it with you at some exit doors and in case of controls. Line 1 of the metro (La Défense-Château de Vincennes) crosses the city from east to west and provides direct access to the Palais des Congrès “Porte Maillot” station.

Bus
They are slower than the metro at certain hours of the day depending on traffic, but the bus services are frequent during the day even if more irregular after 20:00 on some lines. Lines to “Porte Maillot”: 82 (Luxembourg-Neuilly), 73 (Concorde-La Défense), and PC1, PC2, PC3 (beltway lines).

Public transport tickets
Paris public transport is operated by the RATP and includes the metro subway system, RER trains, buses, night buses, Montmartre bus, and the Montmartre funicular railway, all of which accept the same tickets and passes.
You can purchase individual tickets, or a Paris Visite Metro Pass, available for 2, 3 or 5 consecutive days of unlimited travelling: these tickets were created especially for visitors they also include special offers and discounts of up to 35% at a variety of attractions in the Paris area. This makes travelling around the city very easy.
Tickets for public transport are available at subway stations, some bus terminals and registered retailers, usually tobacconists and bookshops, displaying the RATP sign.

Taxis
There are approximately 500 taxi stations on the city’s major avenues and boulevards. There is an initial fee for each ride. There is a taxi station located on the Avenue de la Grande Armée, right next to the Palais des Congrès: +33 (0)1 45 72 61 84.

The Airports’ specialist is: +33 (0)6 08 57 75 83 available 24 hours and 7/7 days (major credit cards accepted).
Exhibition Venue for ESPE 2016

The Commercial Exhibition will take place on Level 2 of the Maillot Hall. Lunch and tea/coffee breaks will take place in the Exhibition area. The main sessions will be held in the Grand Amphitheatre and the other sessions in the Blue Amphitheatre, Rooms 252 (A&B) and 242 (A&B) and the Maillot Room (see below).

Note: all plans are also available on the Venue’s website: www.viparis.com/viparisFront/do/centre/palais-des-congres-paris/en/Accueil.
Access

Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent – DHL (see Contact’s page).

Important note: Companies which are bringing their own goods should contact BioScientifica to coordinate their arrival and the use of the loading bay and the service entrance.
Loading/Offloading

Exhibitors will be allocated an arrival time for unloading. You will be contacted about this nearer the time. The Organisers will endeavour to allocate unloading times to comply with your requests but it is imperative that time slots allocated are adhered to and that exhibitors follow the instructions of the loading bay traffic marshals at all times. Notification of your allocated time slot will be sent to you two weeks before the event.

Goods Entrance for Trucks
Refer to map and goods lift instructions here.

Parking of Trucks
Parking is available around the Palais des Congrès de Paris (near Boulogne Wood).

Parking Passenger Cars
The nearest parking building (Indigo Parking) is located in front of the Palais des Congrès tel 33 1 40 68 00 11. Please note this is privately owned and not part of the Venue.
Technical Specifications Palais des Congrès de Paris

A virtual tour of the Venue is available here:  http://viparis.netdirect.fr/Visites_Virtuelles/120511_PCP/.

Please note the following important points:

- Ceiling: the Exhibition area has a low ceiling height.
  - Main Floor area: The MAXIMUM stand/booth wall height is 3.0 meters. Signage can be on top of this but must not exceed 3.5 meters in total height (including lights).
  - Alveoles area: Stands 01-12 have a maximum height of 2.4 metres due to the lower ceiling height in this area.

- Floor: the floor is marble and nothing can be fixed to the floor. The maximum load weight is 500kg. The use of trolleys is allowable on this floor.

- Pillars: there are a number of pillars in the Exhibition Area (see CAD Floor Plan on the Exhibitor’s page in the Downloads section of ESPE2016 Website). Nothing can be fixed to the pillars at all.

  If there is a pillar within your stand space, you can incorporate this into the stand design and build a structure around it to hold all branding etc.
About the Exhibition - General

Exhibition Show Management
Your main contact for all exhibition queries is Victoria Withy from BioScientifica who can be contacted at espe2016@bioscientifica.com.

Advert for Gold and Platinum sponsors
- Platinum sponsors receive a full page advert in the Programme Book AND their logo on the back of the Programme book.
- Gold sponsors receive a half page in the Programme Book.
Please ensure these are submitted to the Meeting organiser (see contact page) by Friday 15 July 2016.

Please contact Victoria Withy for the advert spec on espe2016@bioscientifica.com.

Audio Visual and IT
Any exhibitors requiring audio visual and/or IT equipment on their exhibition stand can order this using the online link via the VIPARIS EPEX website (www.viparis.com/epex) and following the instructions (Note: you will need to set up an account and activate it). See the contact section for details.

Please note that the deadline for placing orders without any surcharge is Tuesday 6 September for last minute orders, a 20% surcharge will be applied. All orders must be paid for at the time of ordering.

Badge Scanners
Exhibitors can hire badge scanners directly from RefTech, one of BioScientifica’s Partner Companies. They offer an exhibitor lead reference system, which includes:

- A simple to use, 5000 scan capacity bar code scanner for use during the event
- The ability to set up your own Lead Management for the event on-line, including your own lead qualification sheet which you can print at the office or collect on site
- Downloads during the event with access to data 24 hours after the show closes
- Facility to filter the data as needed

If you would like to hire the badge scanners please click this link http://espe16scannerhire.eventreference.com/content.php?scid=c1/ which will take you directly to the online ordering page for RefTech (see Contacts section for details).

Badges
Please see page 21 for information on Contractor Badges and Exhibition Personnel badges as well as how to book Full Delegate Registrations.

Bar/Catering Services
The official caterer will be appointed by the end of April 2016 and information will be provided then.

Meanwhile, please note that the Venue is the sole purveyor of food and beverages at the Venue and, as such, has the sole right to provide food and drink (alcohol or otherwise) for consumption on stands and in offices. Except by written permission of the caterers no company or individual may bring any food, drink or catering equipment into the exhibition for distribution.

Exhibitors wishing to offer refreshments, snacks or alcoholic beverages on their stand will need to order these through the official supplier (details to follow in due course).
NO food is to be served or consumed in the Amphitheatres (Grand Amphitheatre or Blue Amphitheatre).

Food to be served to customers must meet the following requirements:
   a) all hot food must be kept above 63°C
   b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5°C
   c) all frozen food to be stored with the freezer operating at not less than -18°C
   d) a probe thermometer to be provided and temperatures of food recorded regularly

Companies requiring a 24 hour power supply (i.e. for ice cream machines etc.) will need to contact Hannah to make these arrangements. These may be subject to additional charges.

Cleaning and Waste Disposal
All stands will be cleaned each evening after the Exhibition has closed. If you require additional cleaning, this can be ordered using the online link via the VIPARIS EPEX website (www.viparis.com/epex) and following the instructions (Note: you will need to set up an account and activate it). See the contact section for details.

Company Profiles
Please complete Appendix at the back of this Manual and return to the ESPE Meeting Secretariat no later than Friday 24 June 2016. If you do not return your profile by the deadline date given then your Company profile will not be included in the Final Conference Programme. (Platinum sponsors are entitled to 150 words, Gold 100 words and all other Exhibitors 50 words).

Delegate Bag Inserts
Gold and Platinum (and Satellite Sponsors) can include an insert in the delegate bags. A copy of the PDF needs to be sent to BioScientifica (espe2016@bioscientifica.com) for approval by Friday 15 July 2016. A quantity of 4,500 should be delivered by Friday 26 August 2016 to DHL (see Shipping Form).

Please ensure that your packages are clearly labelled for the ESPE 2016 Meeting, and clearly show that they are DELGATES BAG INSERTS. Full details can be found in the Shipping Manual in the Appendices.

Deliveries and Freight Forwarding
DHL Trade Fairs and Events (UK) Ltd has been appointed official forwarding agency for this Meeting. All deliveries to the Meeting must be made using this agency. An Order Form is provided (see shipping manual and forms) and should be returned no later than Friday 5 August 2016. Any queries relating to deliveries and freight forwarding should be directed to DHL directly (see Contacts section for details). DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE. The Organisers take no responsibility for shipments made directly to the Venue.

Electrical Supply
Shell Scheme Stands
Included in your shell scheme package is a European wall socket and 1kw of electricity. Any additional supply or sockets required can be ordered through using the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Free build/Space only stands
No electricity is included in your space. Please order all your electrical requirements through Epex

Spotlights, fluorescent fittings, sockets etc. can be ordered using the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Floor covering
Shell scheme stands will have carpet included (the carpet colour is mid-blue ‘Blu Clair’). Exhibitors who wish or to order carpet for a space-only stand or in a different colour can do this using the online link via the VIPARIS EPEX website (www.viparis.com/epex).
Furniture
All items of furniture can be ordered using the online link via the VIPARIS EPEX website (www.viparis.com/epex). Please note that the deadline for placing orders without any surcharge is Tuesday 6 September 20% surcharge will be applied after this date. All orders must be paid for at the time of ordering.

Hostesses
Companies can hire additional personnel to assist with general duties on the booth. A quote can be obtained through the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Internet Connectivity/Telephony
WiFi is available free of charge throughout the Venue. However, this is a public connection and is unsuitable for downloading large files. Wired internet can be arranged and we would recommend having this connected to your booth or hospitality room. WiFi can be upgraded for satellite sessions if required, at an additional charge. Both can be ordered using the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Late Orders
Orders made after the deadline dates cannot be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity.

On-Site Orders
Services ordered during the set-up period, the Exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then will the service be provided. No copies of payment confirmations or similar documents will be accepted. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders in time.

Storage
Please note that there are no storage facilities available in the Venue. Please ensure that all boxes and packing materials are removed from the Exhibition area once your stand set up is complete. Companies requiring offsite storage should arrange this directly with ESI in Pairs or via DHL (Freight forwarding). Contact information is in the Contact’s section.

Trolleys
There are NO trolleys available for use, please bring your own if you require one or contact ESI (contact information in the Contact’s section).
Exhibition Stand Information

All exhibition stands must be identified by a Stand Number, which is identical with that on the exhibition floor plan. Companies who provide their own fascia board must ensure the Stand Number is printed on this, along with the Company Name.

Written approval from the Event Organiser is necessary for the following actions:

- Using sound amplifiers, live musical productions and installation of portable objectives not approved by the regulations of the Meeting
- Advertising of goods and services, which are not included in the exhibition programme

Advertising of goods and services on behalf of companies and organisations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not permitted to:

- Place posters on columns, walls, partitions or stands etc., which are inside the building or outside their rented area
- Distribute promotional materials anywhere else other than on their stand, or to distribute publications of disturbing, political or dangerous character
- Exhibit or use a trademark, name, etc., which is contradictory or offensive to other exhibitors or visitors

Ceiling Height
The Exhibition area has a low ceiling height. The MAXIMUM stand/booth wall height is 3.0 meters. Lights can be on top of this but must not exceed 3.5 meters in total height.

Building and Aerial Services
Any exhibitor requiring building or aerial services, e.g. floor bolting or fixing or banner drops from the roof, should contact BioScientifica to discuss. This can then be ordered using the online link via the VIPARIS EPEX website (www.viparis.com/epex) once agreed.

Floor
The floor is marble and nothing can be fixed to the floor. The maximum load weight is 500kg. The use of trolleys is allowable on this floor.

Fork Lift Truck Hire
Any Company requiring this service should contact ESI.

Graphics
Exhibitors who require printed graphic infill panels or portable display systems to enhance their stand can order these using the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Hazardous Items
Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission.

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to regulation and all such processes must be so arranged as to have an effective system to the outside atmosphere as approved by the Venue.

Please forward written requests for any hazardous items to the ESPE Events team on ESPE2016@bioscientifica.com. These will then be presented to the appointed Security Officer for the event (French Regulations stipulate this) for approval.
Pillars
There are a number of pillars in the Exhibition Area (see CAD Floor Plan on the Exhibitor’s page in the Downloads section of ESPE2016 Website). Nothing can be fixed to the pillars at all.

Stand sizes/dimensions
The stand sizes are detailed on the CAD Floor Plan on the Exhibitor’s page in the Downloads section of ESPE2016 Website. Please refer to this for the correct size to plan self build-space only stands on.

Water Regulations
If you are having a water feature or are using water in any other way on your stand, please contact the ESPE Events team on ESPE2016@bioscientifica.com, for necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

Water/Waste Services
Please note that there are no water/waste facilities within the Exhibition Hall.
Build up and Breakdown Information

Exhibition set up

Thursday 8 September

12:00 – 18:00 Access for Space Only stands set up

Friday 9 September

08:00 – 18:00 All exhibitors (no extensions!)

18:00 – Close of set up and access. All stands to be completely fished ready for the Health & Safety Inspection at 17:00

Event days

Saturday 10, Sunday 11 and Monday 12 September

From 07:30 the Exhibition area on Level 2 of the Maillot Hall becomes thoroughfare for delegates and will be open from that time. Lunch and tea/coffee breaks will take place in the Exhibition area as will the Welcome Reception on Saturday 10 September.

It is recommended that stands are manned during the scheduled breaks and lunches and during the Welcome Reception, as a minimum.

Please refer the ESPE2016 website for the Conference Programme (www.espe2016.org/scientific-programme) which includes all scheduled breaks and lunches etc.

Exhibition break down

Monday 12 September

18:30 – 22:00: Breakdown will start at 18:30 after the final sessions ends at 18:15 and delegates move from the Session rooms through the Exhibition Hall area. All must be clear by midnight at the very latest.

NOTES:

1. No stands will be permitted to begin to break down before 18:30 due to the Exhibition area being a thoroughfare.
2. Requests for additional time to finish breakdown after 22:00 hrs should be directed to Victoria Withy at BioScientifica. It may be possible to arrange this with the Venue but additional charges will apply to cover extra security etc.
3. Neither the Organisers nor the Venue accept any responsibility for any items left in the Exhibition Hall after the scheduled break down time. Any items that need to be collected by a courier should be clearly labelled with the appropriate delivery address and left with the official forwarding agent DHL. All items are left at the owner’s risk.
Meeting Schedule

Saturday 10 September 2016

07:30    Registration
08:00 – 11:00 Working Group Parallel Sessions
11:15 – 11:30 Opening Ceremony
11:30 – 12:00 Plenary 1
12:00 – 15:15 ESPE Awards 2
12:15 – 12:45 Plenary 2
12:45 – 14:00 Lunch, Visit to Posters and Exhibition
13:00 – 14:00 Industry Sponsored Satellite Symposium 1
14:00 – 15:30 Symposium 1, 2, 3 & 4
15:30 – 16:00 Coffee Break
16:00 – 17:00 Meet the Expert Sessions 1-4
17:30 – 19:00 Industry Sponsored Satellite Symposium 2 - 4
19:00    Welcome Reception

Sunday 11 September 2016

07:30 – 08:45 Registration/delegate access
08:00 – 09:00 Meet the Expert Sessions 5-8
09:15 – 10:15 Free Communication Sessions 1 – 5
10:30 – 11:15 Coffee Break
11:15 – 11:30 ESPE Awards 2
11:30 – 11:30 Plenary 3
11:45 – 12:00 ESPE Awards 3
12:00 – 12:30 Plenary 4
12:30 – 14:15 Lunch, Visit to the Posters and Exhibition
14:15 – 15:45 Symposium 5 -7, Working Group (Nurses)
            Novel Advances 1
            Controversies 1
15:45 – 16:15 Coffee Break
18:00 – 19:30 ESPE Annual Business Meeting
Monday 12 September 2016

07:30  Registration
08:00 – 09:00  Meet the Expert Sessions
09:15 – 10:15  Free Communication Sessions 6 - 9
09:15 – 10:15  Novel Advances 2
11:00 – 11:15  Awards 4
11:30 – 12:00  Plenary 5
12:00 – 13:45  Free Communication Sessions 10 - 14
13:30 – 14:00  LUNCH, Visit to the Posters and Exhibition
14:00 – 15:00  Industry Sponsored Satellite Symposium 9
15:00 – 16:30  Symposium 7-10
15:30 – 16:30  Meet the Expert Sessions
17:00 – 17:15  President Poster Award
17:15 – 17:45  Plenary 6
18:45 – 18:00  Closing Ceremony
19:00 – Late  ESPE Evening
Exhibition Registration and Badges

Badge Allocation

Exhibition Staff registrations

Sponsors
Sponsors will receive the following complimentary entitlements:

Platinum Sponsors receive:
5 x complimentary Meeting registrations
30 x complimentary Exhibitor passes

Gold Sponsors receive:
3 x complimentary Meeting registrations
10 x complimentary Exhibitor passes

Silver Sponsors receive:
1 x complimentary Meeting registrations
5 x complimentary Exhibitor passes

Non-Sponsors
If you have not purchased either Platinum, Gold or Silver sponsorship packages but you have bought one of the Exhibition Packages at the Meeting you will be entitled to the following complimentary allowances:

Self-Build Exhibitors (without a sponsorship package)  2 Exhibitor passes for each 9sq m of stand space
(Capped at 10)

Shell Scheme Exhibitors
2 Exhibitor passes for each 9sq m of stand space
(Capped at 10)

All sponsors must provide names for their complimentary registrations, exhibitor passes and contractor passes. You will be sent a spreadsheet to fill in with the details (this will also be available to download on the website). The deadline for submitting this form is **Monday 17 August 2015**.

Full registrations
If you wish to purchase additional Meeting registrations, Exhibitor passes or tickets for the social events these must be ordered via the ‘Exhibitor Additional Personnel and Tickets’ form, which will be sent to you nearer the time (a copy of this form will also be made available on the ESPE 2016 website for you to download). Please note that ALL additional registrations and dinner tickets, outside of your allowance, must be paid for at the time of booking.

Arrangements and costs for registration and accommodation for attendance at the Meeting are the responsibility of the ESPE 2016 Supporter.

Contractor Badges
Contractor passes may be issued for the build-up and breakdown periods and each person is advised to carry some form of identification and show this on request to the security guards who will be controlling access to the Hall. The Exhibition is not open to the general public.
Exhibition Stands – General Information

Electrical Regulations

VIPARIS is the appointed electrical contractor. All shell scheme exhibitors are provided with 1 one electrical box of 1Kw (fitted with 3 sockets). Additional power will need to be ordered if you plan to use heavy duty electrical items on your stand. Additional power is not included in the stand fee paid.

Three (3) spotlights are included in the shell scheme package (9 sq m). Any additional electrical items can be ordered directly through the online link via the VIPARIS EPEX website (www.viparis.com/epex).

- All electrical work must comply with the regulations of the Conference Venue.
- Electrical installations may only be carried out by the appointed electrical contractor.
- All appliances must be tested by a competent person before connection to the power supply.
- Flexible cord is not permitted for stand wiring unless it forms part of a purpose manufactured system and is fully in accordance with the appropriate BS standard.
- Socket outlet multi-way adaptors must be of the fused 4-way trailing block type and are limited to one per socket. Leads must not exceed 2m in length. Total load must not exceed the socket capacity.
- Stand switch fuses must be accessible at all times.
- No light-fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.
- Flashing lights or signs are not permitted but sequence displays may be used, subject to prior approval by the Organisers.
- All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
- Any prefabricated display units already wired must comply, in all respect, with the safety regulations as deemed by the Venue. The cost of any modification required to comply with the regulations will be charged to the Exhibitor.
- Lighting equipment, such as incandescent lamps, spotlights and small projectors, and other equipment or appliances with high temperature surfaces, shall be suitably guarded and installed and located in accordance with the relevant standard.
- All electrical fittings, wirings and appliances must be constructed and maintained in a safe condition and comply with the Local Authorities and applicable Acts. Particular attention must be paid to the nature of temporary electrical wiring and the need not to overload the electrical sockets. The Venue’s electrical engineers must be given access at all times to electrical equipment installed on the stands. All on site electrical installations must be carried by the appointed contractor.
Exhibition Stand Construction – Shell Scheme

Each shell scheme booth (image below) is provided with the following:

Stands with the following items:
- 9sq.m white modular stand with grey carpet
- Aluminium octagonal frame and white melamine panels
- Flat fascia board with standard black lettering
- 1Kw electrical switchboard fitted with 3 sockets, consumption and taxes
- 1Kw power supply
- 3 spotlights
- Carpet (blue ‘Blue Clair’)

Please note:
- These are not load bearing walls and it is forbidden to affix anything to the panels using nails, screws or glue. Any damage caused to the panels will be charged directly back to the exhibitor.
- The maximum height for materials being displayed inside the shell scheme is 2.35mts.

Electrical Connection
The electrical connection of 1kilowatt is included in your stand fee. Any requirements above this will need to be ordered in advance directly through the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Fascia Panel
Each shell scheme stand comes complete with a fascia panel on which will be printed your company name and stand number. The fascia panel will be printed in black on a white background. Companies will be asked to confirm the precise detail they want printing on the name board via the Fascia Board For.
Graphic Infill Panels
It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain white finish. This can be ordered directly through the online link via the VIPARIS EPEX website (www.viparis.com/epex).

Stand fittings/Furniture
Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc. can be ordered directly through the online link via the VIPARIS EPEX website (www.viparis.com/epex).
Exhibitors wishing to build their own stands must submit drawings for approval to the ESPE Events team on ESPE2016@bioscientifica.com. These must be submitted no later than Friday 15 July 2016. Please include your stand number and stand dimensions on the plan. Electronic plans are preferred but hard copy formats will also be accepted. Once your plans have been approved any changes must be notified to BioScientifica immediately.

Exhibitors building their own stands should note that no stand services are included in the space allocated. Companies can order carpet, furniture etc. directly through the online link via the VIPARIS EPEX website (www.viparis.com/epex).

1. Self-build stands should not exceed the dimensions of the area already allocated. Please note that 3m height restrictions apply within the Exhibition Hall.

2. Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the Exhibition or neighbouring stands.

3. Stands should not block the view of other stands behind so half-height walls or walls with gaps are preferable to solid walls.

4. Exhibitors building their own stands must ensure that partition walls are provided between themselves and neighbouring stands.

5. It is not permitted to span an aisle by either ceiling or floor covering.

6. All space only exhibitors are required to construct freestanding partition walls between their own stand and adjoining stands. These must be to a minimum height of 2.5mts and a maximum of 3.0mts in height (height restriction dependent). Where adjoining walls are constructed over 2.5mts in height it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition down to a height of 2.5mts in a neutral colour.

7. All work must be carried out in conformity with the requirements of the Venue and the Event Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the Exhibitor.

**Height Restriction**
For the purpose of this Exhibition the height limit for all self-build stands has been set at 3.0mts and any materials on display within the stand itself must not exceed this height without prior approval from the Exhibition Organiser.

**Pillars**
There are a number of pillars in the Exhibition Area (see CAD Floor Plan on the Exhibitor’s page in the Downloads section of ESPE2016 Website). Nothing can be fixed to the pillars at all.

**Materials**
All timber less than nominal 25mm (1”) in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4”) must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971. Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.
Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

**Multi-Storey Stands**

Multi-storey stands, elevated gangways and stairways are not permitted. Any queries regarding this must be addressed to BioScientifica.

**Partitions**

Partitions separating stands may be erected up to between 2.5mts and 3.0mts high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.

It is the responsibility of Exhibitors who have taken space only sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.

The minimum height of the partitioning must be 2.5mts with a maximum height of 3.0mts of which the area above 2.5mts must be of double-sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

**Platforms**

Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 100mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm (24”) to which persons have access must be submitted to BioScientifica for the approval of the Authorities.

The flooring must not be less than a nominal 25mm (1”) thick. Flooring must, in any case, be laid with close joints.

Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should confirm to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.

**Schematic Plan**

A form has been included at the back of this Manual so you can sketch the location of your utilities such as furniture, power outlets, spotlights and water onto a plan.

Please do not forget to mark on this schematic plan the border of your stand as well as the orientation of your drawing (to clarify where the passage and neighbouring stands are in relation to your stand).

If the schematic plan is not returned, then the ordered items will be placed at the discretion of the exhibition contractor and any relocation will be at the exhibitor’s expense.

**Stand sizes/dimensions**

The stand sizes are detailed on the CAD Floor Plan on the Exhibitor’s page in the Downloads section of ESPE2016 Website. Please refer to this for the correct size to plan self build/space only stands on as it included dimensions, location of pillars etc. Please study this carefully before designing your stand.

**On-site Inspection**

Following the build period a full Health and Safety check will be carried out prior to the exhibition opening to the public.
Attention will be given to the following areas:

1. Your company name and stand number has been prominently displayed on each corner of the stand.
2. The overall height of your stand fittings (including graphics and column cladding) does not exceed 4.0mts in height from the floor. Any stand fitting measuring 3.0mts in height must be set back 1mt from the open perimeter of the stand.
3. Existing building columns have been clad on all faces, allowing for access to fire points, etc. where necessary. Such cladding may surround the column, but may not touch it or be fixed to it in any way.
4. On stands with three open sides or less (part island) that a wall has been erected (minimum height of 2.5mts metres) between any other stand and that the face of any such wall has been left in a clean and finished state (one colour with no graphics).
5. That no suspension has been made from the roof, nor have any fixings been made to the structure of the building.
Health and Safety Section

As the Organiser, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. For all European events we refer to the *g-Guide for Global Standards for Health and Safety at Exhibitions and Conference*.

This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with recommended Health and Safety Procedures. The Organisers will work with the Venue to assess Health and Safety Risks to all parties during the event and will impose appropriate measures in order to ensure safe Build-up, Open and Breakdown periods. Any queries on-site should be made at the Organisers’ Office. Queries prior to the event should be directed to BioScientifica.

Some of the key risks areas are outlined below but it is vital that each Exhibitor:

- Completes and returns the Health & Safety Declaration form at the rear of this manual,
- Undertakes their own Risk Assessment (see section on Risk Assessment),
- Obtains a suitable Method Statement from their principal contractors (self-build only).

Each Exhibitor is obliged to follow the Exhibition Contractor’s instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means).

Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the Exhibition Hall. Offenders will be prosecuted.

It is forbidden to use the following items in the Exhibition Hall:

- Highly flammable or explosive materials, gas and other dangerous materials.
- Goods offensive by their scent or in some other way.
- Appliances producing unpleasant sound or light.

If you are unsure of any of the above and require further clarification please contact the Exhibition Contractor (see Contacts section for details).

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the Exhibition Hall or the neighbouring stands. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Contractor will have the right to remove any such covering without being held responsible for any damage this action may cause. Exhibited goods must not be removed for the stand during the exhibition.

It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or visitors. Distribution of goods that can (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Venue equipment is also forbidden. Exhibits must stay within the borders of the display; portable objectives must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part or section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

**Appointed Contractors**
The Organisers have satisfied themselves that the event’s appointed and recommended contractors/suppliers are competent in the tasks required of them. The Organisers have received and checked that their Risk Assessments and
Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

Emergency Procedures
In the event of an emergency, appropriate instruction will be relayed to all participants.

If a suspect item is discovered do not touch it but report it immediately to the Organisers’ Office or contact the nearest member of the Venue security staff.

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors’ staff leave the building for their own safety. Organisers cannot accept responsibility for damage, loss or injury, however caused.

Fire Procedures
Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Contractor in advance.

Without written permission of the Exhibition Contractor, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Contractor has already issued written permission. The Exhibition Contractor reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Contractor, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the fire department, Venue and by the Exhibition Contractor. In case of any doubt, please contact the Exhibition Contractor. All stands will be inspected by representatives of all three authorities.

The fire alarm system is according to French regulations and the Venue has close contact with the local fire department. In the event of discovering a fire in your vicinity, please adhere to the following instructions:

- Immediately raise the alarm by breaking the glass in the fire alarm call point. As soon as you do this the audible alarm will activate
- Tackle the fire only if you know which extinguisher to use and it is safe to do so - DO NOT put yourself at unnecessary risk
- Leave the building via the nearest available emergency exit
Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health and Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health & Safety at Work Act, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

All Exhibitors must complete and return the Health & Safety Declaration form.

Principal areas of note are:

- The understanding of Fire and Emergency Procedures of the Venue and the location of the Venue’s First Aid room.

- The need to maintain emergency gangways, as specified by the Organisers, through and to the centre of the Hall, especially during build-up and breakdown.

- The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.

- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.

- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.

- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.

- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.

- That stacker trucks are not used by other than fully trained personnel.

- That disused fluorescent type lighting tubes are disposed of safely.

- That chemicals and flammable liquids are, after use, removed from the Venue by the user or, in exceptional circumstances, brought to the attention of the Venue’s Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.

- That any work area is maintained free from general waste materials which could be a hazard to operatives.

- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

Health and Safety Declaration

The Management of Health and Safety at Work Regulations requires co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the exhibition that EVERY exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work act 1974 (HASAWA74) and all other legislation covering the Venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the ESPE 2014 Exhibition. All Companies must complete the Health and Safety Declaration Form at the back of this Manual affirming your commitment to co-operation and co-ordination with the Organisers and Venue.
Insurance and Liability
Exhibiting Companies are required to hold suitable Public Liability Insurance, which is valid for the duration of the exhibition, to the value of £5M for self-build stands, £2M for shell scheme stands and £1M for pop up stands. Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

Method Statement
If you are building your own stand or other complex structure at the exhibition, you must submit a full Method Statement to the Exhibition Contractor at the same time as your stand plan, Risk Assessment and structural calculations (see Appendix at the back of this Manual). If you have any queries regarding this or need further information, please contact BioScientifica.

Risk Assessment
Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the Exhibition, identifying the hazards present on site and ways in which you will then minimise and control these hazards (see Appendix at the back of this Manual).

All exhibitors must complete and return their mandatory Risk Assessment form. A risk assessment template and guidelines for completing this are included at the back of this Manual. Exhibitors can produce their own if preferred.
Health and Safety – Exhibitor Checklist

- Appoint a responsible person for the build-up, open and breakdown periods.

- Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors.

- Sign and return a copy of the Health & Safety Declaration enclosed with this manual. Please note we will not be able to issue your badges and passes prior to the receipt of your Health and Safety Declaration.

- At the tender stage ask to see your principal contractors’ Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references and ask to see proof of previous work standards – in short satisfy yourself that your Contractors are reliable and competent.

- Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Exhibition Contractor along with your stand design.

- Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.

- Plan your time during build-up and breakdown. If necessary schedule a late working rota.

- Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future.
General Event Information

Accommodation
MCI are the contracted accommodation booking service, offering a range of accommodation to suite all budgets. Any enquiries or requests for additional information, changes or cancellations of room reservations are to be addressed to ESPE2016.hotels@bioscientifica.com or see www.espe2016.org/accommodation.aspx.

Banks
The Euro is the official currency in France. For up-to-date exchange rates, please refer to www.xe.com.

Children/Students/Trainees
We regret that no-one under the age of 16 will be permitted access to the Exhibition. This rule also applies to the children of Exhibitors and Contractors during the build-up, open and breakdown periods.

Cloakroom
This is located in the Exhibition Hall and will be clearly signposted.

Copyright
Please note that the Event Organisers have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the Event Organisers will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party.

Distribution of Materials
The display or distribution of any material in any form from any area within the Venue, other than banner sites and within the boundary of your stand, is strictly prohibited.

Employment of Labour
Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS). Any person whom in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the British Exhibition Contractors Association (BECA) or equivalent organisation. Any queries should be referred to BECA, BECA House, Uplands Business Park, Blackhorse Lane, London E17 5QJ.

First Aid
Anyone requiring first aid assistance should report to the Organisers’ office in the first instance. The Venue’s dedicated First Aid Room is located on Level 1.

Insurance
The Event Organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

The Event Organisers insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Event Organisers refuse to accept any responsibility whatsoever for the insurance of these objectives. The Event Organisers will request the exhibitor to arrange for his/her own insurance with a third party.
All Companies exhibiting at the ESPE 2016 Meeting must complete, sign and return the Health and Safety Declaration form to confirm that they have the required level of liability insurance cover in place for this event.

Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.

Lost Property
If you have lost something please check with the Organisers’ office.

Noise
To ensure that disturbance to Exhibitors and delegates is kept to a minimum the Organisers will enforce the following sound and music regulations for the duration of the event.

- Any company wishing to play music on their stand must have the appropriate licence(s) as above.
- The Event Organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring Exhibitors at all times.

Paging
Please note that during the open period of the show, the public address system is for Event Organisers’ announcements and emergency/police messages only.

Payment Conditions
All orders made for additional items must be paid for at the time of ordering. After receiving an order, BioScientifica will send a receipt of payment to the email address provided on the booking form.

On-site payments must be made by credit card. BioScientifica accepts only Visa and Mastercard. Cheques will not be accepted for on-site orders.

Security
Although every reasonable security precaution is taken throughout the tenancy period of the event, the Event Organisers 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 valuable items e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and removed from the Exhibition Hall each evening.

Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the Venue, Security or Organising staff. Please ensure that you have suitable insurance cover for yourself, your staff and your property.

During the build-up and during the conference there will be security present. Every night the Venue will be closed and the appropriate security provided.

Social Programme
Social programme tickets can all be booked through the Exhibitor Delegate Registration form.

Smoking
ESPE 2016 has been designated a non-smoking Meeting. Smoking will not be permitted anywhere within the Venue.
Terms and Conditions of Exhibiting

1. Definitions
The term ‘ESPE 2016 Supporter’ in all cases refers to the company supporting ESPE 2016. The term ‘Exhibition’ in all cases refers to the Industry Exhibition being held in conjunction with the 55th Annual Meeting of the European Society for Paediatric Endocrinology. The term ‘Exhibitor’ includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term ‘ESPE 2016 Meeting Secretariat’ or ‘Organiser’ means BioScientifica on behalf of the European Society for Paediatric Endocrinology (ESPE). The term ‘Satellite Symposium Provider’ refers to ESPE 2016 Supporters holding a satellite symposium at ESPE 2016.

2. Registration and accommodation
Arrangement and costs for registration and accommodation for attendance at the Meeting is the responsibility of the ESPE 2016 Supporter.

3. Application
The ESPE reserve the right to refuse any application or prohibit any application for support without assigning any reason for such refusal or prohibition.

4. Event cancellation, timings and dates
The ESPE reserve the right to change the Venue and dates for the ESPE 2016 and Exhibition, and to hold the ESPE 2016 and Exhibition at a different Venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the ESPE.

The ESPE accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the ESPE which the ESPE could not reasonably have foreseen when signing the ESPE 2016 Supporters Contract and which the ESPE could not have avoided at a reasonable effort or 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.

5. Deposit
50% of the stand cost + VAT will be invoiced on receipt of a signed booking form and the remainder will be invoiced in March 2015. No booking will be confirmed until the deposit has been paid.

6. Payment
All invoices must be paid by the deadlines shown. In the case of late payment, the organisers reserve the right to resell the space. Full payment of exhibition invoices is required prior build-up of the exhibition. Exhibitors with payments outstanding will not be allowed to build their stands.

7. Cancellations
All cancellations must be made in writing and submitted by registered post. The ESPE 2015 Meeting shall retain:

- 75% of the contract price if the cancellation is received up to 9 months prior to the ESPE 2016 Meeting
- 100% of the contract price for any cancellations received within 9 months prior to the ESPE 2016 Meeting

8. Changes in size of reserved space
The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in the case of a change in size of the reserved exhibition space.

11. Staffing of stands
Exhibitors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.
12. Registrations
Exhibitors are entitled to two free exhibitor registrations per 9m2, and one additional exhibitor per 9 additional m2 booked up to a maximum of 10. Free exhibitor delegates will be required to pay a fee if they wish to attend the scientific sessions.

Additional exhibition staff may register at a cost (exhibition only), or more if they wish to attend the scientific sessions.

13. Sharing of stands
Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the organisers.

14. Sub-letting
Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the organisers.

15. Amendments to exhibition layout
While every effort is made to preserve the published layout of the exhibition, the Organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

16. Stand design
Any Exhibitors occupying space-only stands are required to submit a detailed plan of their stand to the organisers for approval by 17 July 2016.

17. Layout of stand
To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands adjacent to aisles open. Island stands should be accessible from all four sides.

18. Flow of delegates
Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

19. Build-up
No one under the age of sixteen will be permitted on the exhibition during build-up or dismantling.

20. Maximum stand height
The maximum height for any part of any stand will be 3m depending on the stand location as noted elsewhere in this Manual. Shell scheme stands are 2.40m high.

21. Laser shows
No laser shows will be allowed at this event.

22. Disruption to other exhibits
The organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

23. Give-aways and distribution of printed materials
Give-aways and printed material may only be distributed in the space rented by the Exhibitor in the Exhibition Hall, in hospitality suites, or at Satellite Symposia. Product identification is permitted on giveaways. Contests, lotteries and raffles are subject to approval by the Organisers.

24. Product disclaimer
The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the Organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors 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 meeting. It is the responsibility of Exhibitors and Sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organisers will not arbitrate in any way in legal issues of this nature.

The International Pharmaceutical Meeting Advisory Association’s (IPCAA) Code of Conduct, Medical Meeting Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

25. Liability
The Organisers cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an Exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

26. Security and insurance
The Organisers will not be held responsible for any loss or damage to Exhibitors’ goods and Exhibitors are reminded that they should take out their own insurance to cover for this. It is the responsibility of the exhibitor to ensure that his /her contractors, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.
Mandatory Exhibitor Forms – Appendices

1. Company Profile
2. Company Name/Fascia Board
3. Stand Plans and Contractor details
4. DHL Freight Forwarding Services
   4a Tariff
   4b Shipping Manual
   4c Meeting Bag Insert Information
   4d DHL Order Form
5. Risk Assessment
6. Health and Safety Form
7. Method Statement
8. Schematic Plan
9. Exhibitor Registration Passes (please request this)

Optional Exhibitor Forms – Appendices

1. Catering (to come at a later date)

Other reference documents – Appendices

There are two Exhibition Hall Floor Plans available to download from the Exhibitor’s page of the ESPE2016 website
1. Overview plan
2. CAD plan with stand space dimensions, location of pillars etc. Please study this carefully before designing your stand.