

EXHIBITORS' TECHNICAL MANUAL FOR ONSITE



Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the SIOP2022 Exhibition.

The Exhibition will be held in conjunction with **the International Society of Paediatric Oncology Congress (SIOP 2022)** which will take place **September 28 – October 1, 2022**, at the **Barcelona International Convention Centre in Barcelona, Spain**.

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

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

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

We look forward to welcoming you in Barcelona and wish you a successful congress and exhibition!

Best Regards,

Yulia Rijinsky
Exhibition Manager and Industry Coordinator



E: yrijinsky@kenes.com

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SECTION 1: GENERAL INFORMATION

Dates

Wednesday, September 28 – Saturday, October 1, 2022

Congress Organizer

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41229080488
Fax: +41229069140
Email: siop@kenes.com

Exhibition Manager

Ms. Yulia Rijinsky
Kenes Group
Tel: +41 22 9080488 Ext: 995
Email: yrijinsky@kenes.com

Sponsorship and Exhibition Sales

Mr. Sherwin Gentle
Kenes Group
Tel: +41 22 9080488 Ext.328
Email: sgentle@kenes.com

Hotel Accommodation

Ms. Maya Siderova
Kenes Group
Tel: + 41 22 908 0488 Ext: 266
Email: msiderova@kenes.com
<https://hotels.kenes.com/congress/SIOP22>

Venue Address:

Barcelona International
Conventions Centre (CCIB)
Plaça de Willy Brandt, 11-14,
08019 Barcelona, Spain
Tel: +34 932 301 000

Note: there are no parking facilities in the venue.

There are a few car parks around the CCIB. Please see the “P” symbol in the map – [CLICK HERE](#)

Registration

Ms. Shirley Milner
Kenes Group
Email: smilner@kenes.com

Freight Handling & Onsite Logistic Agent

Merkur
Ms. Irit Sofer
Email: Irit.Sofer@merkur-expo.com

Booth Cleaning/ Graphics/Signage/ Telecommunications/ Flowers Decoration/Electricity/ Rigging/ Hostesses/ Security/ F&B

Barcelona International Conventions Centre (CCIB)
Email: stands@ccib.es
Tel: +34 932 301 000
Order form please [click here.](#)

Congress Website

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

Exhibition Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/SIOP22 or email us to: booking@kenes.com
Company logo and profile	As soon as possible and no later than August 1st, 2022	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Wednesday, August 17th	
Text for Fascia <i>(Shell Scheme stands only)</i>		
Lead Retrieval Wireless Barcode Reader	Wednesday, August 17th	
Badge Order <i>(Available only after submitting company profile)</i>		
Furniture Rental	Monday, September 5th	CCIB Exhibitor Order Form E-mail: stands@ccib.es
Shell Scheme Extras		
Daily Booth Cleaning		
Booth Catering *		
Hostesses & Temporary Staff Hire		
Plants & Floral Arrangements		
Security*		
Rigging*		
Signage		
Telecommunications and AV Equip. <i>(Screens, Laptop, Desktop)</i>		
Dedicated Wi-Fi / Internet	Monday, August 29th	Exhibition Manager E-mail: yrijinsky@kenes.com
Submit a signed copy of CCIB Safety Rules (click here)	Monday, September 19th	
Submit list of staff who will be working during booth set up/ dismantling period (Click here)	Monday, September 19th	
Delivery		
Door to Door Shipments	Please contact MERKUR	Mrs. Irit Sofer irit.sofer@merkur-expo.com
Airfreight Shipments - Arrival to recommended airport		
Shipment via Advance Warehouse	No later than September 20th, 2022	
Exhibition goods - Direct Deliveries to Congress Venue	Subject to time slot NB! Please note there should be a person from your side to receive your Deliveries.	

*CCIB Exclusive

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

Exhibition Timetable – *subject to change*

Set up	Monday, September 26th	
	Exhibition Set-up- for Space Only Stands	08:00 – 20:00
	<i>*Safety Shoes are mandatory</i>	
Set up	Tuesday, September 27th	
	Exhibition Set-up- for all stands	08:00 – 20:00
	<i>*Safety Shoes are mandatory</i>	
Set up	Wednesday, September 28th	
	Exhibition Set-up- for all stands	07:00 – 13:00
	Decoration only/Quiet Set-up- for all stands	13:00 – 18:00
<i>*Safety Shoes are mandatory</i>		
Exhibition Opening	Wednesday, September 28	19:00 – end of Welcome Reception (around 21:00)
	Thursday, September 29	08:40-16:00*
	Friday, September 30	09:40-16:00*
	Saturday, October 1	09:40-16:30
Dismantling	Saturday, October 1	17:00 – 23:00
	<i>*Safety Shoes are mandatory</i>	

**Please note that delegates will pass through the exhibition area after exhibition hours for congress activities at the Posters area.*

The timetable is subject to possible changes in accordance to the scientific program.
Updates to follow up in due time.

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

Please Note:

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, September 28th at 12:00.**

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **SAFETY SHOES ARE A “MUST” during set-up dates: 26 - 28 September and dismantling -October 1st (also for Shell Scheme exhibitors!).** Access to the exhibition hall will NOT be allowed without safety shoes.

- **Safety Shoes** are always **compulsory** when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space). For further information, make sure to review the section “**Safety Rules inside CCIB Facilities**”
- **Access without SAFETY SHOES is allowed only during the decoration time –28 September from 13:00**
- **No Safety Shoes** are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no ore machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.

Off Exhibition Information

- Please note that participants will be walking through the Exhibition Area to reach the Posters area which will be active before and after the Exhibition Opening Hours.
- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday, October 1st at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before\after Exhibition Operating hours in case you have valuable stuff in your booths.**

Welcome Reception at The Exhibition Area

On **Wednesday, September 28th** you are cordially invited to the **Welcome Networking Reception** held in the **Exhibition Hall** from **19:00**, Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.
For most updated floor plan and list of exhibitors, please [click here](#)

List of Exhibitors

Please see all exhibitors listed here: <https://siop-congress.org/confirmed-supporters-exhibitors/>

Access to the Exhibition Hall during Set-up and Dismantling

Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.

Access to the CCIB will be granted based on list of names that will be provided to the CCIB by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Managers, by email, no later than **Monday, September 19th** to yrijinsky@kenes.com

Full name

Passport numbers

Name of the exhibit company

Name of the contractor/stand builder

Booth number

The CCIB will provide visible identification, valid only for set-up or dismantling.

[Click here](#) to fill this information. Please fill only the **green** columns.

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

Make sure to pre-register all personnel in order to avoid delays once you arrive on-site.

SECTION 3: Exhibition Services

Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will appear on badges, in addition to company's name and country. You will be contacted by the Registration Manager to submit the names in due course.

Exhibitor badges will be given as per your contract.

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

Any additional exhibitor's badges will be charged an exhibitor registration fee of **EUR 200.00**. Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm - 15 exhibitor registrations
- ✓ Stands larger than 60sqm - 25 exhibitor registrations

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

Additional Exhibitor badges can be ordered directly with the Registration Manager:

reg_siop22@kenes.com

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

Deadline: Wednesday, August 17th, 2022

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

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

Lead Retrieval Wireless Barcode Reader

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

K-Lead Application at additional cost (no device is included).

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

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".

Please Note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation (GDPR)**, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
Kenes will not share delegate's personal data with third parties without their consent.
Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

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

<https://exhibitorportal.kenes.com>

Deadline: Wednesday, August 17th

SECTION 4: Technical Information

Exhibition Area

The Exhibition is being held in Area 1&2 which is located on the ground floor, Level P0

Click [HERE](#) for hall visuals.

Floor

Floor type: grey concrete

It is recommended to place a carpet or other floor covering.

Maximum floor load: 2.500kg/m²

Ceiling Rigging

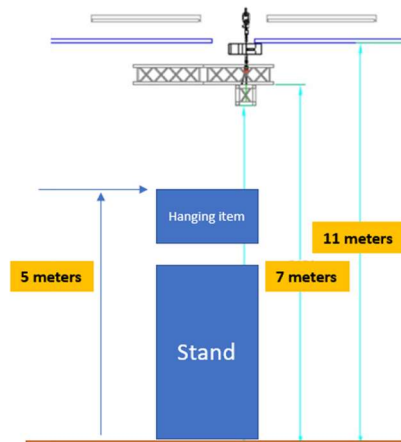
Ceiling hanging is permitted. (Orders must be placed by September 5th the latest)

Stand builders cannot hang any item directly to the venue ceiling \ hanging points.

The CCIB has to build pre-rigging in order to provide a hanging point.

Maximum build up height allowed is **5 m** including all top elements, see the scheme below.

The CCIB will quote hanging points for stand builders/exhibitors based on the requirements. Please refer to Rigging section of the [Exhibitor Order Form](#).



Raised Floor / Platform

- The organizers and the CCIB must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the CCIB/Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provide by the CCIB/Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.
- Please note that if your booth has a platform higher than **4.5 cm**, you are required to provide a **ramp** to ensure access for people with disabilities.

Shell Scheme Booths

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

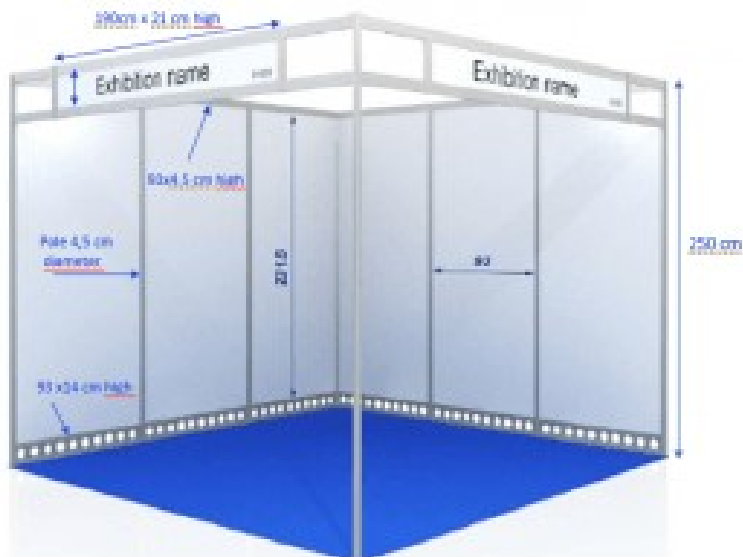
Shell Scheme which has been pre-booked with Kenes includes the following:

- Company name on Fascia board printed in standard lettering
- Lighting (1 LED light every 4.5 sqm)
- One (1) electrical box 3.3kw with a socket (Power supply included)
- Blue carpet
- Pre-opening cleaning (carpet protective plastic removal and carpet vacuum)

Booth Package does not include:

- Furniture
- Stand cleaning

Furniture, cleaning and other products and supporting services can be ordered via the **CCIB Exhibitor Order Form** – [CLICK HERE](#) to download.



*Image shown is for illustration purpose only

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths). Please submit lettering for fascia via the Exhibitor's Portal by **Wednesday, August 17th**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

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

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

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

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the CCIB – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Wednesday, August 17th**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Wednesday, August 17th**– it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the CCIB – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the CCIB – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

Space Only Booths

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

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

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

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

Deadline: Wednesday, August 17th, 2022

Important Guidelines for Space Only Booths:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.**
- **Island Booths** should be partly accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- **Raised Floor/Platform** – please refer to section "Hall Specifications and Important Technical Information"
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Maximum build up high allowed is **5m**, including all top elements.
- **Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).**
- **Ceiling Rigging** is permitted and must be authorized in advance by the CCIB. Please refer to section "*Hall Specifications and Important Technical Information*"

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- **The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.**
- We recommend Exhibitors using independent booth contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the CCIB at: stands@ccib.es to coordinate a visit.

Electricity and Electrical Installations for “Space Only” booths

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

The CCIB is the only company allowed to connect any kind of device directly to the main power sources.

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

Please refer to the CCIB **Exhibitor Order Form** – [click here](#) to download.

- The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- Electrical switchboards provide by the CCIB cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- CCIB staff are authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.

Please note the following:

- On the PO exhibition area, the power of the boxes on the floor is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other booths, corridors or structures to deliver technical service to other booths.
- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- A distribution box must share the power between several spaces. The distribution box will be placed in one of the booths. Individual electrical box will be connected to the distribution box to bring power to the other booths. Please consider this when organizing/designing your booth.
- Distribution box always must be accessible.
- Exhibitors are aware of the necessity of placing power lines and connections across booth spaces & corridors to supply those services to other booths.
- To provide power on a booth space that do not have electrical duct on the space, electrical cables will go from the nearest electrical duct available going through aisles or across other booths spaces.
- If a booth orders more electricity that the power available on the booth space the electrical extension will go along aisles
- A power supply of or over 49 KW requires an electricity plan and subject to CCIB's approval.
- The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V). Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.
- The Electric power service of the CCIB boxes is 32A. 380V. If more power is needed the cost of extending will be charge to the exhibitor.
- The differential relay of the power and lighting primary circuits is 30mA and they are not super immunized.
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...).

- In case that the stand builder is compulsory to connect it to the electrical switchboard ordered to the CCIB. If more information is needed to make the connection contact to the CCIB.
- CCIB only could provide electricity from the electrical ducts on the floor.
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them

The CCIB provides electric service in the Exhibition area during the official exhibition times only. At the end of the day main electrical sources will be switch off.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switch off for security and ecologic reasons. Otherwise, CCIB will do it. The CCIB won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.

Booth Services

Booth Cleaning

- The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the CCIB **Exhibitor Order Form** – [click here](#).
- Any company cannot clean the venue facilities surfaces to avoid damage on them.

Internet & Wi-Fi

Wired internet and Wi-Fi connection may be ordered through Kenes. Please contact the Exhibition Manager at: yrijinsky@kenes.com

Deadline: **Monday, August 29th**

Important:

- **Please be advised the Private Wi-Fi networks installations in the stand is not allowed.**
- **The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- **The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.**

Complimentary Wi-Fi will be provided by the congress during official congress days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the CCIB nor the organizers can accept responsibility for the security of the stands and their contents. The CCIB as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **CCIB Exhibitor Order Form** - [click here](#).

Booth Catering

Food & Beverages service is an exclusivity of the CCIB.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the CCIB.

Please refer to the F&B section of the **CCIB Exhibitor Order Form** – [click here](#).

Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The CCIB reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case to have any other doubt about F&B please contact the organizers or the CCIB directly at stands@ccib.es, to avoid misunderstandings once the event started

Waste Removal

For ordering waste removal please contact the CCIB directly at [click here](#).

Storage

The CCIB has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact Merkur with information on sizes and number of parcels, size, and storage period. E-mail: irit.sofer@merkur-expo.com

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/lorry entrance/Lifts:



Ground Level through **Willy Brandt Access**. Trucks must stay outside. Trucks unload outside and with forklifts the goods go inside the venue. During the time that the door is open is compulsory to wear safety shoes.



Access for Deliveries

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

Deliveries may not be made prior to **September 28st, 2022**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

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

Accommodation

Kenes is offering exhibitors specially reduced rates for various hotels around the Congress venue.

Information, pictures, location and rates are available on the hotel accommodation page:

<https://hotels.kenes.com/congress/SIOP22> or email us to: booking@kenes.com

You may also book a room online through the above link.

For group booking (10 rooms and more) please contact Ms. Maya Siderova.

Email: msiderova@kenes.com

Different payment and cancellation conditions apply.

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

Animals

It is not permitted to bring animals into the CCIB.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, **with special attention to the safety shoes/boots inside the facilities.**
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.
- Every employee, third party employee and autonomous staff must be aware and follow the safety rules in this link: https://ccib.es/ccibwp/wp-content/uploads/Safety-Rules_CCIB-2.pdf before doing any type of work in the event. Each exhibiting company should sign it and send the signed document by mail to the Exhibition Manager at yrijinsky@kenes.com no later than **Monday, September 19th**

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

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

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other).. For any doubt for these substances contact the organizers or the CCIB.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area (Areas1 & 2), it is mandatory that the CCIB will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the CCIB and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.
Once the CCIB has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the CCIB are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third party liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the CCIB, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the CCIB or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music

that is deemed objectionable.

- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.
Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.
Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the CCIB cannot accept liability for loss of or damage to private property or goods.
- Neither the CCIB nor the organizers can accept responsibility for the security of the booths and their contents. The CCIB as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the CCIB service order form.

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The CCIB operates a NO SMOKING policy in ALL halls.

Special Effects

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

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.

- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the CCIB and/or the organizers at the expense of the exhibitor concerned.

The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations

At all times you must consider the staff's logistics CCIB indications.

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

IMPORTANT:

Safety Rules inside CCIB Facilities (Compulsory) – [CLICK HERE](#)

Every employee, third party employee and autonomous staff must be aware and follow the above Safety Rules inside CCIB Facilities before doing any type of work in the event.

Each exhibiting company should sign this document and send it by e-mail to the Exhibition Manager at yrijinsky@kenes.com no later than **Monday, September 19th**

Emergency instructions – please [click here](#) and [click here](#) to read more.

GENERAL REGULATIONS OF EXPOSITION IN THE CCIB please [click here](#) to read them.

COVID-19

Please click [HERE](#) for information about traveling to Barcelona and measures for COVID-19 in Barcelona.

SECTION 5: OFFICIAL CONTRACTORS

Stand fitting \ Graphics and Signage\ Booth construction

***Electricity\ Cleaning Services \ *Rigging\ *Security\ Plants & Floral Arrangements\ *In-Booth Catering**

The CCIB

E-mail: stands@ccib.es

For Exhibitor Order Form, please click [here](#).

**Exclusive to the CCIB*

Freight Handling & Customs Clearance Agent

Merkur

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

For shipping instructions and tariff please click **here**.

SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Merkur has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall. For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

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

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

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

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

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

In order to assure receipt of sent materials, Merkur must receive the "Pre-advice" form found at the end of this section.

Please complete this form and return it to irit.sofer@merkur-expo.com

You will then receive confirmation of your material arrival.

Merkur Expo Logistics GmbH

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

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