

Exhibition Technical Manual

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **FRPT 2024** Exhibition.

The Exhibition will be held in conjunction with **4th Flash Radiotherapy and Particle Therapy Conference (FRPT 2024)** which will take place **04-06 December 2024 at Cardo Roma in Rome, Italy.**

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

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 Conference.

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

We look forward to welcoming you in **Rome** and wish you a successful Conference and exhibition. Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing (for "Space Only" booths)
- Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/FRPT24 or email us to: tvidra@kenes.com
Company logo and profile	As soon as possible and no later than Thursday, 31 th October	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Tuesday, 05 th November	
Text for Fascia (Shell Scheme stands only)		
Lead Retrieval Wireless Barcode Reader	Thursday, 14 th November	
Badge Order	Wednesday, 20 rd November	
Electricity	Please refer to the online shop deadlines	TEM For all those services, please click here
Furniture Rental		
Shell scheme extras		
Graphics/Signage		
Daily Booth Cleaning		
In-booth Catering	Wednesday, 06 th November *Please note that for late orders, the catering company reserve the right not to accept them.	Aleksandra Sinapova at asinapova@kenes.com For order form, please click here
Hostesses & Temporary Staff Hire	Please directly contact the company	Marina Maiolatesi Tel: +39/0633250564 +39/3356299737 P.ivia 04453851000 email: marina.millenum@outlook.it

Delivery		
Door to door shipments/Airfreight shipments	Please contact Merkur	Merkur Expo Logistics Markus Meyer Email: markus.meyer@merkur-expo.com Mobile +39-333-3659454 For shipping instructions, please click here
Shipment via Frankfurt Advance warehouse	No later than Monday, 25th November	
Exhibition goods – Direct deliveries to Congress venue	Subject to time slot, only full load trucks	
Set up	Tuesday, 03rd December Exhibition Set-up All booths	08:00 – 20:00
Exhibition Opening	Wednesday, 04th December	10:00 – End of Networking Reception
	Thursday, 05th December	09:30-16:40
	Friday, 06th December	09:30-16:40
Dismantling	Friday, 06th December	16:45 – 22:00- Dismantling *Shell scheme booths must be empty by 17:15

All exhibitors should be in their Booth 30 minutes before the official opening hour

The timetable is subject to possible changes in accordance with the scientific program.

Updates to follow up in due time.

Dismantling of the stands before the official hour is not permitted.

Please note:

- Empty crates and packaging material must be removed

after set-up and no later than **Tuesday, 03rd December at 19:30.**

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **Safety Shoes are recommended** when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space).

Off Exhibition Information

- Please note that participants will be walking through the Exhibition Area to reach the Poster 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 **Friday, 06th December at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.

Welcome Reception at The Exhibition Area:

On **Wednesday, 04th December** you are cordially invited to the **WELCOME NETWORKING RECEPTION** held in the **Exhibition Hall at 17:30**. 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://frpt-conference.org/confirmed-sponsors-exhibitors/> All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

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

Any additional exhibitors will be charged an exhibitor registration fee.

Companies can purchase a maximum number of exhibitor registrations as follows:

Booths of **up to 60 sqm** – 15 exhibitor registrations

Booths **larger than 60 sqm** – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

An exhibitor registration form will be included in the Exhibitor's Manual.

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

Additional Exhibitor badges can be ordered online via Kenes Exhibitor's Portal <https://exhibitorportal.kenes.com>

Price for extra exhibitor badge is **185 EUR**

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

Deadline: Wednesday, 20th November

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.

REGISTRATION OF STAND PERSONNEL

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

The badge is indicating	Company name, individual name, country
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This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application. Exhibitors can download the "K-Lead" app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.

- **“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using “Kenes K-Lead App.

Cost per unit: 700 EUR (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: 2 weeks prior to the conference

Onsite rate of 850 EUR will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you’re always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: 750 EUR

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Exhibition Area

The Exhibition is being held in **Hall Cosmo I + II** located on the **ground floor**.



- **Maximum build up height** allowed for booth walls is **4 m**.
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set-up their**

stands.

- Any part facing neighboring stands that is above 5m in height needs to be designed with neutral surfaces (white).

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

Exhibitors/ customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

Floor

Floor type: Carpet

If any item has liquid, the floor needs to be protected with plastic – which the exhibit company must install and remove.

Maximum floor load: 400 kg per square meter. Please note that the venue will require a specific detail for each equipment as it will require to approve the feasibility.

All floor coverings must be secured and maintained so that they do not cause any hazard.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging

Ceiling hanging is not allowed.

Raised Floor / Platform

The organizers and the **Cardo Roma** 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 **Cardo Roma and TEM** 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 **TEM** (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 any kind of elevation/platform, you are required to provide a ramp to ensure access for people with disabilities. Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering
- 1 x arm light per 2 sqm area
- 1 x multiple socket (power not included)
- 1 trash bin

Booth Package does not include:

- Electricity
- Furniture
- Daily in booth cleaning

Branding:



NB! Please [click here](#) to review the **printing guidelines**.

For all the below services, please [click here](#) to enter to the **TEM** portal:

- Extra Furniture
- Electricity
- Graphics/Signage
- In booth cleaning

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

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia.

Please submit lettering for fascia via the Exhibitor's Portal

by **Tuesday, 05th November**

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 **TEM** – 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 **Tuesday, 05th November**.
- 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 Tuesday, 05th November** – 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.
- 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 **TEM**– the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

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. **Position of your booth on the floorplan with orientation**
3. **Utility connections: electrical, water and drainage – a list of all appliances**
4. **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.

Tuesday, 05th November

- The maximum building height for the top of all elements is **4 m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises. Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved**. You are only allowed to build walls that covers third of each side.
- **Island booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered**.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Raised Floor/Platform – please note that if your booth has a raised floor/platform, **you are required to provide a ramp for handicapped access**. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible. Providing a ramp is a compulsory either for entire elevation or from one of the sides.
- 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.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens

etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).

- **All structural back walls of neighboring booths must be properly decorated.** Back Walls (reversed side) over 2.50 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

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 Cardo Roma completely clear of all items and the Exhibition areas restored to their original state.

Electricity and Electrical Installations for all Boots

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 **Cardo Roma**.

TEM is the only companies allowed to connect any kind of device directly to the main power sources.

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

For electricity orders ,please [click here](#).

- The **Cardo Roma** will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- The **Cardo Roma** 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:

- 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.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by **TEM**.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to

the electrical box and the exhibitor/ stand builder will have to place them in the space they need them.

The Cardo Roma provides electric service in the Exhibition area during the official exhibition times only.

At the end of the day, we recommend switching off your main electrical sources in order to save energy and not to occur any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The **Cardo Roma** is not 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 **Cardo Roma** 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.

Please note the following:

The Italians use the following Power plug & outlet Type:
<https://www.worldstandards.eu/electricity/plugs-and-sockets/f/>

They also still use their older Italian Type L plugs:
<https://www.worldstandards.eu/electricity/plugs-and-sockets/l/>

The Italians therefore often use a socket system that combines both types, so that both plug types F and L can be plugged in. The plug and socket system for CEE 5p is the same. (CEE 16A 5p, CEE 32A 5p etc.)

In case the space booths order CEE supplies, they will either bring their own plug boxes / distribution boards with CEE plug or can order one via the shop.

Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to **TEM portal**, [click here](#).

Exhibiting companies cannot clean the venue facilities' surfaces to avoid damaging them.

Internet & Wi-Fi

If you wish to order internet or Wi-Fi for your stand, please contact asinapova@kenes.com.

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 Conference during official Conference days in 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 **Cardo Roma** nor the organizers can accept responsibility for the security of the stands and their contents. The **Cardo Roma** 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.

Booth Catering

Food & Beverages service is an exclusivity of **Cardo Roma**. Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with asinapova@kenes.com

For order form, please [click here](#)

Storage

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

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

stands.

Please contact **Merkur** with information on sizes and number of parcels, size, and storage period.

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 **Cardo Roma** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **Cardo Roma** takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/ lorry entrance/ Lifts:

The loading bay is outside the conference center, the trucks need to enter in Viale del Pattinaggio 130



Please note that **Merkur** is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Parking during unloading is limited for short periods. All vehicles must be moved after unloading.

Access to the exhibition area

The delivery and removal of materials and goods for the

exhibition stands is allowed only by **Merkur**.

Important note: Companies bringing in their own goods should contact **Merkur** to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Access for Deliveries

Please note that deliveries going direct to the Cardo Roma can only be accepted during MOVE in times, when exhibitor's representative is on site to accept.

Please be advised that neither the Organizers nor Cardo Roma 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.

Accommodation

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

Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/FRPT24> or email us to: booking@kenes.com

You may also book a room online through above link.

For group booking (10 rooms and more) please contact Ms. Tami Vidra at tvidra@kenes.com

Different payment and cancellation conditions apply. **Animals**

It is not permitted to bring animals into the **Cardo Roma**.

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 for your own safety.

- 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.

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

Use of screws, nails, 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 the event of damage to 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 **Cardo Romain** 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. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- 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 **Cardo Roma**.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted to operate any machine in the exhibition that emanates 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 inside the exhibition area it is mandatory that **Cardo Roma** 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 **Cardo Roma** 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 **Cardo Roma** 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 **Cardo Roma** 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 **Cardo Roma**, 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 insurancethat** 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 **Cardo Roma** 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 **Cardo Roma** cannot accept liability for loss of or damage to private property or goods.
- Neither Cardo Roma nor the organizers can accept responsibility for the security of the booths and their contents. The **Cardo Roma** 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.

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 **Cardo Roma** 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 **Cardo Roma** and/or the organizers at the expense of the exhibitor concerned.

The **Cardo Roma** reserves the right to access inside the booth in order to check the compliance with their regulations.

At all times you must respect the logistics staff and the Cardo Roma indications.

Participation by exhibitors is dependent upon compliance with

all rules, regulations and conditions stated herein.

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Merkur Expo Logistics has been appointed the official forwarding agent and clearance agent for this Conference and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics 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 Expo Logistics warehouse, including by courier, must be coordinated with Merkur Expo Logistics.

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

Please complete this form and return it to markus.meyer@merkur-expo.com

You will then receive confirmation of your material arrival.

Merkur Expo Logistics

Markus Meyer

Email: markus.meyer@merkur-expo.com

Mobile +39-333-3659454

For shipping instructions, please [click here](#) Electricity\ Booth Cleaning \ Stand fitting \ Graphics and Signage\ Booth construction\ Furniture

TEM

Please [click here](#) to go inside TEM portal

In-Booth Catering

Cardo Roma

Email: asinapova@kenes.com

For order form, please [click here](#)

Hostesses & Temporary Staff Hire

Marina Maiolatesi

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P.ivia 04453851000

email: marina.millenium@outlook.it[Exhibition Manual Full Version](#)