



# ESMO 2023

## On-site Exhibitor Manual

MADRID  
2023

**ESMO**

congress

**MADRID SPAIN**  
**20-24 OCTOBER 2023**

Submit your research at this highly prestigious global oncology platform. In today's challenging times, we count on clinicians and researchers to help maintain the pace of research. Visit our website for the latest information on the Congress format.



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## Attachments:

- **Stand Services - MAW**
  - Payment conditions, invoicing, important/detailed information
  - Technical layout (service ducts)
- **Freight forwarder - FAIREXX**
  - Shipping manual and rates
  - Time slot request
- **Lead System/Badge Scanner - CTI MEETING TECHNOLOGY**
  - Lead System brochure
  - Lead System order form
- **Catering - AREAS**  
Brochures and order forms to follow soon

# LETTER OF ACKNOWLEDGEMENT

Kindly return this document to MAW by e-mail to [esmo2023.exhibition@media.co.at](mailto:esmo2023.exhibition@media.co.at)

This document must be submitted by the exhibitor.

No orders for services will be processed until this document has been returned by the exhibitor.

If applicable, please let us know the names of your stand building company and agency authorised to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities (booth, business room, exhibitor registration) in the below dedicated session.

**Exhibitor name:**

**Contact person:**

by my signature below hereby certify that:

- I have completely read the ESMO 2023 On-site Exhibitor Manual
- I understand all rules and regulations as outlined in the ESMO 2023 On-site Exhibitor Manual and on behalf of my company agree to abide by them
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO 2023 On-site Exhibitor Manual
- It is my responsibility to comply with all the local and European laws, and ESMO/MAW bears no responsibility for the compliance or enforcement of such laws
- I am authorised to sign this document on behalf of my company

**Stand building Company**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Agency**

Company:

Contact:

Address:

Phone:

E-mail:

Responsibilities:

**Place and Date:**

**Signature and Stamp:**

# 1 CONTACTS

## 1.1. Exhibition Management Company, on-site exhibition & business rooms

**MAW (Medizinische Ausstellungs- und Werbegesellschaft), International Exhibitions & Advertising**

Engerthstraße 128, 1200 Vienna, Austria (City Office: Freyung 6, 1010 Vienna / Austria)

<b>Andrea Etz</b>	+43 1 536 63	ext. 42	– general planning, logistics
<b>Veronica Näslund</b>	+43 1 536 63	ext. 72	– business rooms / additional orders for business rooms
<b>Natalie Ubl</b>	+43 1 536 63	ext. 75	– booth design approvals
<b>Sarah Leitner</b>	+43 1 536 63	ext. 67	– additional orders ESMO exhibition
<b>Sarah Schalamun</b>	+43 1 536 63	ext. 105	– additional orders ESMO exhibition
<b>Julia Kröss</b>	+43 1 536 63	ext. 76	– additional orders for business rooms
<b>Sandra Kahn</b>	+43 1 536 63	ext. 51	– general information for exhibitor registration
Fax: +43 1 535 60 16			
E-mail: <a href="mailto:esmo2023.exhibition@media.co.at">esmo2023.exhibition@media.co.at</a>			

As of Sunday, 15 October 2023 the Exhibition Service Desk at IFEMA MADRID will be open, and from this time on you can reach us at our mobile phone numbers:

Andrea Etz	+43 664 46 30 448	Sarah Leitner	+43 664 105 20 18
Veronica Näslund	+43 664 916 84 20	Sarah Schalamun	+43 660 936 59 20
Natalie Ubl	+43 664 811 04 92	Julia Kröss	+43 660 323 58 65

### 1.1.1 Virtual exhibition – technical support

#### ESMO Congress 2023 Secretariat

ESMO Head Office

Via Ginerva 4, 6900 Lugano Switzerland

Macaud Yandug	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 91 973 19 24
Lucia Ardizzi		

The Virtual Exhibitor Manual will be provided as separate document.

## 1.2. Congress management

### ESMO Head Office

Via Ginevra 4, 6900 Lugano, Switzerland

[www.esmo.org](http://www.esmo.org)

### Operations management

Chantal Cornu	<a href="mailto:congress@esmo.org">congress@esmo.org</a>	+41 91 973 19 30
Sabrina Peterhans		
Aurora Soldati		
Valentina Vinci-Allevato		
Macaud Yandug		

### Sponsorship, industry satellite symposia and advertising

Nikolaj Tomma	<a href="mailto:sponsorevents@esmo.org">sponsorevents@esmo.org</a>	+41 91 973 19 69
Yvonne Giovanelli		

### Satellite symposia logistics and programmes

Letizia Pizzino [satellites@esmo.org](mailto:satellites@esmo.org) +41 91 973 19 63  
 Gioia Di Benedetto  
 Valentina Meier

### Private meetings

Lucia Ardizzi [congress@esmo.org](mailto:congress@esmo.org) +41 91 973 55 15  
 Macaud Yandug

### Registration management

Kristine Reguzzoni – Group Registration [groups@esmo.org](mailto:groups@esmo.org) +41 91 973 19 13  
 Francesca Pozzi – Exhibitor registration [exhibitors@esmo.org](mailto:exhibitors@esmo.org) +41 91 973 55 03

### Programme management

Kate Kronig [programme@esmo.org](mailto:programme@esmo.org) +41 91 973 19 19  
 Federica Frigerio +41 91 973 19 38

### Media relations

Media activities organised by third parties [media@esmo.org](mailto:media@esmo.org) +41 91 973 19 04

## 1.3. Housing agency

### Bco Congressos

Tel.: +34 93 88 23 878  
 E-mail: [esmo2023@bcocongresos.com](mailto:esmo2023@bcocongresos.com)

## 1.4. International freight forwarding agent / on-site handling agent

### FAIREXX – Logistics for exhibitions GmbH

Marienstrasse 28, 12207 Berlin, Germany

Contact: Marco Junghans  
 Tel.: +49 30 44 03 47 11, Fax: +49 30 44 03 47 79  
 Mobile number: +49 172 754 95 02  
 E-mail: [esmo2023@fairexx.com](mailto:esmo2023@fairexx.com)

## 1.5. Catering for exhibition stands & business rooms (authorised, exclusive caterer)

Appointed catering company:

### AREAS

Recinto ferial IFEMA – Avda del Partenón 5, 28042 Madrid (Spain)

Contact: Victor Sierra

Tel.: +34 648 052 381

E-mail: [esmocatering@areas.com](mailto:esmocatering@areas.com)

Please note that the catering order forms will be available in the coming weeks. For special requests do not hesitate to contact the Catering Company for individual offers.

Any catering may only be undertaken by the authorised caterer. Any planned catering activities by the exhibitor must take place on the premises of the rented exhibition space (or business rooms) and within the official hours of the exhibition (or business room hours). Sufficient storage and serving space must be planned ahead of time and must be within the rented space. These activities, which must be kept at reasonable levels, are forbidden in the aisles and must not disturb neighbouring stands or affect the overall appearance of the exhibition. MAW/ESMO reserves the right to cancel/stop such activities should it be deemed necessary, without incurring any responsibility and/or being liable for compensation to the exhibitor. The exhibitor may not sell food or drink for consumption on the premises. Please note serving alcohol on stands is forbidden. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. It is the exhibitor's responsibility to abide by all valid regulations and restrictions (including Covid-19 restrictions) at the time of the congress (please check the current status with the official caterer in time).

Please also refer to the ESMO 2023 Exhibition rules / paragraph 15.

Barista service can be handled on your own, as long as you can store everything in a proper way on your booth/in your business room.

### IMPORTANT NOTE:

AREAS is the assigned exclusive catering company. F&B for the exhibition booths and the business rooms must be ordered through the official catering company (except Barista service). An external catering company is subject to prior approval by MAW – **the request has to be submitted to MAW until 4 August 2023.**

An external catering company cannot deliver on a daily basis – access for deliveries from outside is not possible/not allowed on the congress days. If you bring your own F&B, everything needs to be delivered during the set-up times and needs to be stored on your stand and you have to comply with the current law on food hygiene and all valid regulations.

**Companies offering any F&B service at their booth in the Exhibition or in Business rooms must complete this form and submit to IFEMA MADRID.**

Please be informed that AREAS is the appointed catering company for catering service for Satellite Symposia, Private meetings and the Meet the Investigator studio as well.

For the detailed rules / restrictions related to catering service addressed to Satellite Symposia and Private Meetings please refer to the [ESMO 2023 Industry Guidelines](#).

## 2 KEY DATES

### ESMO Congress 2023 dates:

<b>20 – 24 October 2023</b>	Official Programme
<b>20 – 23 October 2023</b>	ESMO Colloquia & Industry Satellite Symposia
<b>20 – 23 October 2023</b>	Exhibition
<b>20 – 24 October 2023</b>	Business rooms
<b>21 – 23 October 2023</b>	EONS Programme (including EONS Satellite Symposia)
<b>20 October – 8 November 2023</b>	Virtual Congress Platform (VCP) <i>Content available on OncologyPRO from 9 November 2023</i>

### Deadlines:

<b>6 June 2023</b>	Exhibitors to submit company description via <a href="#">online form</a> for ESMO 2023 website & App
<b>28 July 2023</b>	Submission of constructions plans for companies with suspensions from the ceiling
<b>4 August 2023</b>	Ordering stand services
<b>16 August 2023</b>	Submission of the construction plans for approval
<b>25 September 2023</b>	Working passes
<b>4 October 2023</b>	Exhibitor registration

For Fairexx, CTI & AREAS deadlines, please refer to the appropriate attachments

### Stand Services:

- Cleaning, waste management / waste disposal
- Electricity
- Water connection and drainage
- Internet connection, Wi-Fi, telecommunication service
- Rental modular booth (shell scheme), furniture, carpet
- Logos and graphics
- Audio visual equipment
- Security service
- Hostess / host
- Flowers and plants
- Suspension from the ceiling - on request (limited to exhibitors with a stand size of minimum 200 sqm and above)

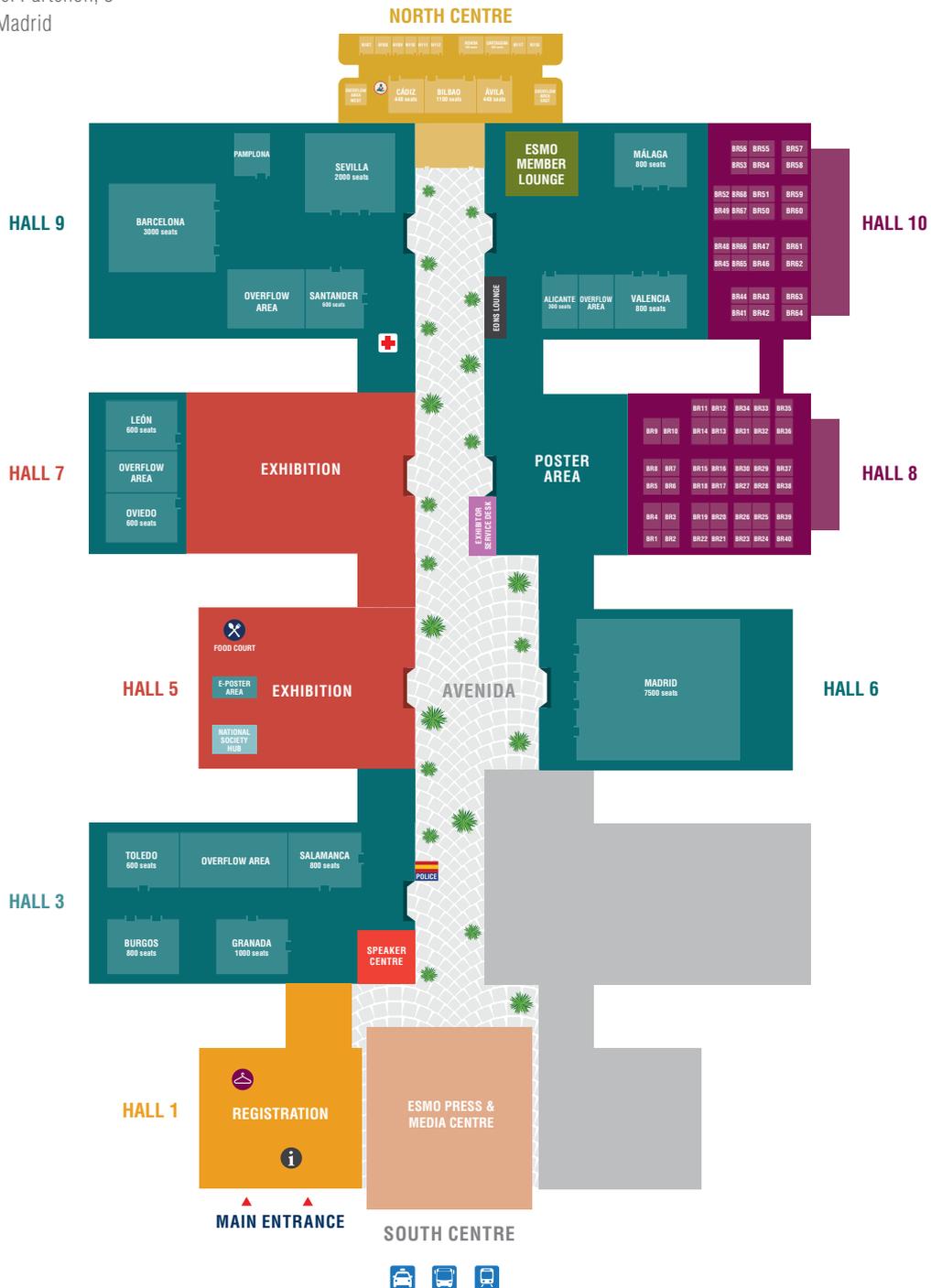
Stand services can be ordered online at the following link: <https://forms.media.co.at/ESM023>

# 3 CONGRESS VENUE

## 3.1. Venue address

### IFEMA MADRID

Avda. Del Partenón, 5  
18042 Madrid  
Spain



Venue Overview as of May 2023 – subject to change.  
The updated venue floor plan will be available online.

## 4 GENERAL INFORMATION

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### 4.1. Delivery addresses

#### Fairground address / full trailer loads:

FAIREXX LOGISTICS GMBH  
c/o IFEMA MADRID  
Cargo Acceso OESTE / CARGO access WEST  
Calle de la Ribera del Sena (Parque Ferial Juan Carlos I)  
28042 Madrid, Spain

#### For groupage or courier shipments:

DEADLINE: Please refer to the Fairexx shipping manual

#### Shipments from outside the European Union (US, Canada, Switzerland etc.):

FAIREXX – Logistics for exhibitions  
ESMO 2023 + exhibitor name + booth number  
Gottlieb Daimler Strasse 3  
50181 Bedburg, Germany  
Tel.: +49 2272 996 90 21

#### Shipments from the European Union:

Fairexx Logistics for Exhibitions GmbH  
ESMO 2023 + exhibitor name + booth number  
C/O DSV SOLUTIONS Spain S.A.U  
Avenida de Systema Solar 27  
28830 San Fernando de Henares (Madrid), Spain  
Tel.: +34 911 838827 – Matias Kreiman

#### Late shipments – on request only

##### Please contact Fairexx in advance

##### Only from 16 October 2023. No goods requiring customs clearance

DEADLINE: one day prior to delivery to the venue  
FAIREXX – Logistics for exhibitions  
ESMO 2023 + exhibitor name + booth number  
c/o IFEMA MADRID  
Cargo Acceso OESTE / CARGO access WEST  
Calle de la Ribera del Sena (Parque Ferial Juan Carlos I)  
28042 Madrid, Spain

#### Notify:

**ESMO 2023 Exhibition:** Exhibitors Name / Hall 5 or Hall 7 / Stand Number

**ESMO 2023 Business Rooms (BR):** Company Name / Hall 8 or Hall 10 / BR number

### 4.1.1. Delivery procedure / Time slots

**IMPORTANT NOTE:**

All vehicles for direct delivery, unload and pick-up during set-up/dismantling have to be registered: **please submit the “Timeslot Request Form” to Fairexx. Mandatory for all vehicles who need to access the venue premises.**

**Unloading/loading requirements:**

Please note there is a maximum time for unloading/loading. For the detailed information please refer to the shipping manual or contact Fairexx.

For all detailed information regarding shipments, rates information etc. please refer to the shipping manual.

**IMPORTANT NOTE:**

For in-house transport costs will be applied. The usage and driving of forklifts is restricted to Fairexx.

### 4.1.2. Access map

The access map will be provided by Fairexx after assignment of your time slot.

## 4.2. Lead system / badge scanner

**CTI Meeting Technology**

Nussdorferstrasse 20/22, 1090 Vienna, Austria

**Lead System/Symposium Scanning:**

Tamara Dworschak

Tel.: +43 676 83 437 318

E-mail: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com) or [leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)

## 4.3. Health and Safety regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards. Further information will be made available on the ESMO Congress 2023 website.

**Please check the valid rules on the ESMO Website.**



# 5 TIME SCHEDULE OVERVIEW

## 5.1. EXHIBITION – Hall 5 and Hall 7

### Set-up

<b>Sunday, 15 October 2023</b> Only for exhibitors over 150 sqm exhibition space Time slot for unloading on Sunday will be assigned according to the booth size: Above 300 sqm 200 – 300 sqm 150 – 200 sqm	<b>08:30 – 21:00</b>  <b>08:30 – 12:00</b> <b>12:00 – 14:00</b> <b>from 14:00</b>
<b>Monday, 16 October 2023</b>	<b>08:30 – 21:00</b>
<b>Tuesday, 17 October 2023</b>	<b>08:30 – 21:00</b>
<b>Wednesday, 18 October 2023</b>	<b>08:30 – 21:00</b>
<b>Thursday, 19 October 2023</b> ATTENTION! Please note all crates need to be out on Thursday by 17:00 at the latest and set-up must be finished by 19:00	<b>08:30 – 19:00</b>
<b>Friday, 20 October 2023</b> No construction work allowed on Friday, simple decoration and cleaning only (The delivery doors will be closed at 09:30 – no access or exit possible after 09:30)	<b>08:30 – 09:30</b>

### Exhibition opening hours

Friday, 20 October 2023	<b>10:00 – 18:00</b>
Saturday, 21 October 2023	<b>10:00 – 18:30</b>
Sunday, 22 October 2023	<b>10:00 – 18:30</b>
Monday, 23 October 2023	<b>10:00 – 18:30</b>

#### IMPORTANT NOTE:

**Access times: the entire venue including the exhibition halls are accessible from 06:30 - 21:30**

The exhibition halls are considered as part of the Congress public space meaning that delegates can access the halls outside the exhibition opening hours. The halls will remain entirely accessible to allow access to the auditoria and the scientific activities, no close-off will be implemented by ESMO. Exhibitors are free to decide to close-off their booths by placing barrier bands, or by ordering dedicated security.

Please make sure that you do not leave valuables on the booth. ESMO/MAW or IFEMA MADRID do not take any responsibility for valuables or material left on the booth.

**No booth activity can be performed outside the official exhibition opening hours. Interaction with delegates and meetings must take place during the mentioned timeframes. ESMO/MAW reserve the right to intervene should any activity be taking place outside the official exhibition opening hours.**

## Dismantling

Tuesday, 24 October 2023

08:30 – 21:00

Wednesday, 25 October 2023

08:30 – 21:00

### IMPORTANT NOTE:

No dismantling or deliveries on Monday evening, 23 October are possible. The exhibition halls are a public area. The session auditoria in Hall 7 and the catering area in Hall 5 are in use outside the official exhibition hours including Monday evening.

## 5.2. BUSINESS ROOMS – Hall 8 and Hall 10

### Set-up

Wednesday, 18 October 2023

08:30 – 21:00

Thursday, 19 October 2023

08:30 – 21:00

### Operation hours

Friday, 20 October 2023

07:00 – 20:00

Saturday, 21 October 2023

07:00 – 20:00

Sunday, 22 October 2023

07:00 – 20:00

Monday, 23 October 2023

07:00 – 20:00

Tuesday, 24 October 2023

07:00 – 13:00

### IMPORTANT NOTE:

Access times: the entire venue including Hall 8 and Hall 10 are accessible from 06:30 – 21:30

## Dismantling

Tuesday, 24 October 2023

13:30 – 21:30

### 5.3. EXHIBITION SERVICE DESK – opening hours

Sunday, 15 October 2023	<b>08:30 – 20:00</b>
Monday, 16 October 2023	<b>08:30 – 20:00</b>
Tuesday, 17 October 2023	<b>08:30 – 20:00</b>
Wednesday, 18 October 2023	<b>08:30 – 20:00</b>
Thursday, 19 October 2023	<b>08:30 – 20:00</b>
Friday, 20 October 2023	<b>08:00 – 18:30</b>
Monday, 23 October 2023	<b>08:00 – 18:30</b>
Tuesday, 24 October 2023	<b>08:30 – 18:00</b>
Wednesday, 25 October 2023	<b>08:30 – 12:00</b>

### 5.4. Exhibitor registration – opening hours

Thursday, 19 October 2023	<b>10:00 – 18:00</b>
Friday, 20 October 2023	<b>08:00 – 18:00</b>
Saturday, 21 October 2023	<b>07:30 – 18:00</b>
Sunday, 22 October 2023	<b>07:30 – 18:00</b>
Monday, 23 October 2023	<b>08:00 – 18:00</b>
Tuesday, 24 October 2023	<b>08:30 – 12:30</b>

### 5.5. Opening session

All participants and exhibitors are cordially invited to attend the Congress Opening session on Friday, 20 October from 12:00 – 13:45, Madrid auditorium, hall 6 (times subject to change, please kindly check the final online programme).

## 6 EXHIBITOR REGISTRATION / WORKING PASSES

### 6.1. Exhibitor badges

Owners, representatives and employees of exhibiting firms are entitled to request a specific number of “exhibitor” badges free of charge, depending on the number of sqm exhibition space booked in the on-site exhibition.

• Above 200 sqm	<b>35 exhibitor badges</b>
• Between 100-199 sqm	<b>25 exhibitor badges</b>
• Between 50-99 sqm	<b>15 exhibitor badges</b>
• Between 9-49 sqm	<b>10 exhibitor badges</b>

The printed exhibitor badge will show the first and last name, the company name and the country (mandatory entries). Further exhibitor badges can be purchased at 242 EUR (incl. VAT) via the registration system.

#### IMPORTANT NOTE:

Badges for local and catering staff are included if ordered through the official supplier\*. Any other staff member working at the booth will require an exhibitor badge within the exhibitor entitlement or purchased extra.

\*Official supplier for hostesses is MAW, official supplier for catering staff is AREAS

All instructions for exhibitors Registration with password and access information will follow by separate email. Exhibitor badges must be pre-registered online by **4 October 2023** at the latest and will be distributed onsite at the exhibitor Registration Desk. They will be handed over all together to one company representative (to be indicated online) who will be responsible to distribute the badges to the staff members.

#### IMPORTANT NOTE:

Do not keep the badges at the booth, but distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed! No reprints of badges or exceptions for entry will be made!**

#### Entrance to exhibition halls:

Company staff holding exhibitor badges, or a full registration, may enter the exhibition halls at 06:30 and must leave the halls at 21:30, as per the general public hours. No booth activity can be performed outside the official exhibition hours. Please refer to paragraph 5.1.

For those familiar with the “red sticker” process in place in previous editions, please note that this will no longer be in place as of this year.

The exhibitor badge authorises access to the exhibition, satellite symposia, business rooms and private meeting room, but does not authorise entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates (to register fully to the Congress, please visit the registration section: <https://www.esmo.org/meeting-calendar/esmo-congress-2023/registration>)

## 6.2. Working Passes

Working passes must be worn anytime during set-up and dismantling for security reasons. An unlimited number of working passes for the set-up and dismantling time will be available free of charge on-site.

### IMPORTANT NOTE:

Working passes are personalised with first name and last name

Upon arrival for set-up the working passes will be distributed at the Exhibition Service Desk (next to hall 8 – access from Avenida). The head of the set-up crew must pick up the passes and hand it out to the crew. Access to the halls and start of set-up is not allowed without working passes.

### It is mandatory to pre-order working passes for the period of set-up and dismantling.

In this regard, please complete the attached excel document with the below details for each person who will be on-site for set-up and/or dismantling. Information must be provided by **25 September 2023**.

- Main contact / head of the set-up crew incl. e-mail and mobile number
- First name
- Last name

Working passes are valid for the set-up and dismantling period only and will not grant access during the congress days and the official exhibition hours.

### Morning access for set-up staff during the congress days (08:00 – 10:00):

If access for set-up staff on the congress days in the morning (Saturday 21 October, Sunday 22 October and Monday 23 October) from 08:00 – 10:00 is needed, a limited number of “congress day working passes” can be requested by completing the excel document pertaining the registration of working passes.

These working passes grant access on Saturday 21 October, Sunday 22 October and Monday 23 October from 08:00 – 10:00.

- Above 200 sqm **4**
- Between 100-199 sqm **3**
- Between 50-99 sqm **2**
- Between 9-49 sqm **1**

# 7 EXHIBITOR VISIBILITY

## 7.1. Company description

ESMO will include the exhibitor's company description online on the ESMO 2023 Website and ESMO 2023 App.

Company descriptions should be submitted as soon as the exhibition subscription is confirmed, by filling in the [online form](#) by **6 June 2023** at the latest.

You will be asked to provide the following information:

- Company name (clearly indicate the company name as it must appear)
- Company description (max. 250 characters including spaces) and information (please clearly indicate the company name as it must appear online)
- Company Corporate Website
- Company Logo (in jpeg or png format) will be published on the ESMO 2023 Website only

Data not provided by the given deadline, 6 June 2023, will not be published. You are kindly requested to carefully check the content you are submitting, as changes to the text will NOT be possible.

### IMPORTANT NOTE:

The provided company description and logo will NOT be uploaded onto your Virtual Booth on the ESMO 2023 Virtual Congress Platform. Virtual Booth owners will be asked to upload such content via the appointed company administrator following the instructions included in the ESMO 2023 Virtual Exhibitor Manual.

## 7.2. Signature banner

The ESMO 2023 Signature banner is sent to all exhibitors and can be included in the email signatures of any company representative until the end of the ESMO Congress 2023.

We kindly invite you to make no other use of this graphic other than as email signature banner and welcome you to consult the [ESMO 2023 Industry Guidelines](#) for further information on ESMO logo usage policies.



## 8 STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. The structures of the stand, and any elements used in its decoration, must have the necessary rigidity and stability to prevent any risk to people or goods. Neither ESMO nor MAW or the venue (IFEMA MADRID) take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

### 8.1. General requirements

- a. All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- b. All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution, coffee bars) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval to the Exhibition Management Company (MAW)
- c. ESMO and the Exhibition Management Company (MAW) reserve the right to stop such activities on the booth immediately, if they are blocking passageway around the booth area.
- d. Exhibits must always be staffed during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours.

### 8.2. Stand building heights

Standard Stand building height: 2.50 m \*  
 Height of Modular Rental Booth: 3.00 m  
 Maximum Stand building height: 4.50 m  
 Maximum Stand building height for companies with suspensions from the ceiling: 3.50 m  
 (for suspensions from the ceiling please refer to paragraph 8.4 and 8.10)

\* Construction higher than 2.50 m is only allowed with prior approval of the booth layout – showing all height indications – by the ESMO Exhibition Management Company (MAW) - not applicable for Modular Rental Booth ordered via MAW.

### 8.3. Separation walls / flooring

All stands must be separated from the neighbouring stand(s) by means of a separation wall. The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside (no cables on the back side of the walls). Please note flooring (rental or your own) is obligatory.

### 8.4. Suspension from the ceiling

For the ESMO Congress 2023, exhibitors with a stand size of minimum 200 sqm and above can benefit of having a portion of their stand design suspended from the ceiling. Detailed regulations for suspensions from the ceiling are included in paragraph 8.10. Please note the deadline for ordering suspensions is **4 August 2023**.

### 8.5. Submission of construction plans

Please provide the following documents via e-mail as pdf-file:

- a. Stand design/drawings to scale
- b. Ground view including measurements and meter grid
- c. Front elevation including height indication, cross section measurements
- d. 3-D view (visuals)
- e. Plan showing the position of all exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

Depending on the stand design and structure you might be asked to submit static calculations.

**Deadline for submission: 16 August 2023 - please send to: [esmo2023.exhibition@media.co.at](mailto:esmo2023.exhibition@media.co.at)**

**For companies with suspensions from the ceiling:** Please note the deadline for ordering suspensions is **4 August 2023**, therefore the construction plans must be submitted within **28 July 2023** at the latest. Rigging orders will only be processed once the stand design has been approved.

## 8.6. Type of stand / space

- **Row stand**

According to international custom, a row booth shall be built open on one side.

At the open side any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company (MAW) and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on the open side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.5 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m (Modular Rental Booth 3.00 m) including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company (MAW) will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Corner stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company (MAW) and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m (Modular Rental Booth 3.00 m) including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric). The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company (MAW). Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.5 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of the back wall towards the neighbouring booth is 2.50 m (Modular Rental Booth 3.00 m) including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.50 m will be considered as "back wall" regarding this regulation). Exceptions are only possible when coordinated and approved by the Exhibition Management Company (the walls of adjacent booths do not have to be exactly the same height, but only a limited difference is acceptable). The Exhibition Management Company (MAW) will inform the neighbours accordingly.

These separation walls shall be finished on the inside as well as on the outside. The entire back wall shall have the same height – no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept white, neutral, free of installation materials and clean (only solid walls are allowed, no fabric).

The distance of any advertising / branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company (MAW).

Construction plans for approval are required as soon as possible.

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. At the 4 open sides, any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company (MAW).

Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors. The maximum closing of 35% is only allowed with maximum height of 3.00 m. With a height of more than 3.00 m, the percentage of the allowed closing will depend on the planned height.

Closing of 35% with a solid structure of 4.50 m height must have a distance of minimum 1.50 m (if it is placed on a corner the distance of 1.50 m is required from both sides).

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter.

Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

## 8.7. Further construction regulations

- a. MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept. The measurements of the booked area are outside measurements
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location
- c. No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands
- d. No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands
- e. Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organizers, they do not interfere with the activities of the neighbouring exhibitors
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors
- g. The Exhibition Management Company reserves the right to issue further instructions concerning the design of stands
- h. Doors and windows must be set back as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100 mm and the maximum width of sheet is 1230 mm
- i. Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MAW and have the approval of appropriate authorities
- j. Any counter, desk etc. or device (i-pads, screens etc.) which attracts visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.00 m) in order to ensure that the visitors will be in the booth and not standing in the aisle
- k. Coffee bars or other F&B-stations must 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. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required
- l. It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer
- m. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth

## 8.8. Fire certificates / materials

All material used to set-up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.

Depending on how they are used, the materials must respond to the follow reaction to fire classes:

- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.
- Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof, they must be specially treated with fireproofing products
- Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke

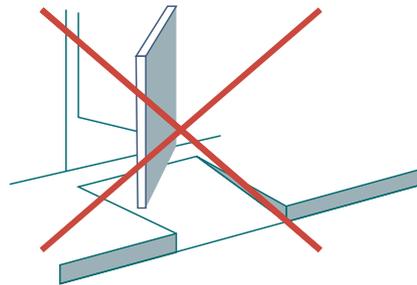
Please bring the appropriate certificates (in English) on-site for all the materials you use.

For fire certificates/materials please also refer to the venue regulations.

## 8.9. Flooring, raised floors, stairs and ramps within exhibits

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- a. Carpet and flooring must comply with the CRE rules and therefore follow these conditions: Floor coverings must have a reaction to fire classified as EFL (resistant to a brief attack of small flames with a limited spread of flames)
  - o The slip-resistance on floor with slopes shall be Class 1
  - o The floor should not have any perforations or holes in which it could be inserted a sphere of 15 mm diameter
- b. All stands with a raised floor / access platform higher than 19 mm shall be built with a ramp
- c. The minimum width of the ramp should be 1200mm. The slope must be uniform, up to 1:10 and completely within the stand



- d. All raised floor sections must be clearly distinguishable from areas of the surrounding floor space
- e. All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard
- f. Ramped edges should be of non-slip construction or coated with a non-slip finish
- g. Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard
- h. Permission must be granted by the Exhibition Management Company (MAW) before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor
- i. The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it
- j. Ramps must be kept within the stand and not be placed in the aisles
- k. The height of the stand platform with respect to the pavement of the hall may never be greater than 18 cm
- l. IFEMA MADRID regulation: stands built on a wooden floor/raised floor, where the latter is higher than 19 mm, must have at least one wheelchair ramp of at least 1.2m wide

## 8.10. Suspensions from the ceiling

For the ESMO Congress 2023, exhibitors with a stand size of minimum 200 sqm and above (per stand) will be able to benefit from the possibility of having a portion of their stand design suspended from the ceiling.

Exhibitors who want to benefit from this possibility must request the rigging manual from MAW and respect the above-mentioned deadlines.

### Maximum Stand building height: 3.50 m

For companies which make use of the benefit of suspensions from the ceiling the maximum building height for construction from the floor is 3.50 m.

For detailed information for stand building heights please refer to 6.2. (regulations for stand building heights) and 6.6. (regulations for the different type of spaces).

### Height regulations for suspensions from the ceiling:

- Upper edge of banners/suspended items 5.50 m
- Lower edge of banners/suspended items 4.50 m
- Max. allowed height of banners/suspended items 1.00 m
- In case of a truss – the truss will be fixed at 6.50 m

Lighting can be placed within the supporting truss as long as the light is focused / points on the designated stand space and does not effect neighbouring stands.

Suspensions/banners must not be placed directly at the edge of the stand to a neighbouring stand – the distance of any suspensions facing an adjacent booth must be minimum 2.00 m.

**Please note that rigging services must be ordered through MAW, deadline for ordering suspensions is 4 August 2023.**

# 9 LIABILITY / INSURANCE

## 9.1. Liability

Neither ESMO nor MAW nor the venue, nor either of their officers, agents, employees, or other representatives shall be held liable, and that they are hereby released from any damage, loss, harm, or injury to the person or property of the exhibitor or any of its visitors, officers, agents, employees or other representatives resulting from exhibitor's participation in the event or licensing and, or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO, MAW or the venue, or either of their officers, agents, employees or other representatives' negligence. The exhibitor shall indemnify, defend, hold harmless ESMO, MAW or the venue and their representative owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the exhibitor or its officers, agents, employees or other representatives.

Neither ESMO, MAW, nor the venue shall be responsible for the security of exhibitor's products, proprietary software or hardware information. It is the responsibility of the exhibitor to maintain proper insurance coverage for its property and liability. The exhibitor understands that neither ESMO, MAW nor the venue maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance. The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with the applicable laws and regulations. The ESMO congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders. Advertising/promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, Spanish and European law, where applicable.

## 9.2. Insurance

The exhibitor and or his stand building company have to take out a civil liability policy / multi-risk insurance to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

The appropriate insurance policy has to be brought on-site – there will be sample checks.

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.

Please also refer to the [ESMO Exhibition rules, paragraph 20](#) and to the General terms & conditions, paragraph "Insurance".



# 10 VENUE SPECIFICATIONS / SAFETY MEASURES

## 10.1. Venue specifications / Hall information

### Hall 5, Hall 7: ESMO Exhibition Halls

Hall height:	10.50 m – 14.00 m
Hall floor - max floor load:	15 000 kg / m <sup>2</sup>

#### IMPORTANT NOTE:

There is a limitation, and no heavy loads are possible on the utility ducts, not even temporary.

If a raised floor is used, there is no limitation, as the weight will be distributed. If only carpet will be laid, please check the position of the utility ducts and don't place heavy equipment at these positions.

For any assistance, please contact the Exhibition Management Company (MAW).

### Hall 8, Hall 10: Business Rooms

Hall height:	10.50 m – 15.50 m
Hall floor - max floor load:	15 000 kg / m <sup>2</sup>

#### IMPORTANT NOTE:

There is a limitation - no heavy loads are possible on the utility ducts, not even temporary.

If a raised floor is used the weight will be distributed and this is not relevant, as long as the weight is not placed on the utility ducts. If only carpet will be laid, please check the position of the utility ducts, and don't place heavy equipment at these positions.

For any assistance, please contact the Exhibition Management Company (MAW).

#### Flooring:

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor are allowed.

#### Floor ducts:

All services (electricity, water & drainage, telecommunication, compressed air etc.) will be supplied via the duct/channels closest to the location requested by the exhibitor. If installing a wooden floor or other type of raised or technical floor on the stand area which conceals access to the service ducts/channels, an access point must be provided for access to the outlets in case of problems with the connections.

Connections to the IFEMA MADRID network must always be carried out under the supervision of personnel from IFEMA MADRID's Technical Department.

#### Covered stand areas:

The halls are equipped with sprinkler systems in the event of a fire.

It is prohibited to assemble any type of structure with a fully enclosed roof, regardless of the material used.

Partial closures may be installed that do not exceed 50% of the total surface area, but this is only permissible with fireproofed and water permeable fabric.

Dispensation may be granted to ceiling elements do not exceed approx. 9 sqm.

For larger surfaces with a closed solid roof, it is necessary to consider the installation of a separate fire detections system.

This needs to be checked separately and the exhibitor must cover the costs. The drawings must be submitted to the Exhibition Management Company (MAW), as exceptions of the above mentioned rules might be possible on request.

## 10.2. INFORMATION ON RISKS AND PREVENTIVE MEASURES IN THE EXHIBITION AREAS DURING SET-UP AND DISMANTLING

In order to prevent workplace accidents, all companies and /or staff working for them or for third parties inside the Fair Venues must comply with all occupational health and safety regulations applicable to the tasks they perform. Special care must be taken with machines and tools, as regards their compliance and training of users, circulation of vehicles and use of Personal Protective Equipment. Likewise, companies construction or subcontracting others for work must also ensure they adopt these prevention and safety measures.

**Specifically, as a general safety measure in the event of concurrence of activities, it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the set-up and dismantling phases of fairs and events in all of the exhibition areas.**

**Access will be strictly prohibited without said personal protection equipment. This instruction applies to all persons entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the set-up and dismantling procedures.**

This requirement does not exempt users from using such other protective equipment as may be required for each specific task during the assembly and dismantling phases.

# 11 ESMO EXHIBITION RULES

ESMO 2023 is an event organized by the European Society for Medical Oncology (based in Lugano, Switzerland). The congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code. For full details concerning this section, consult the ESMO 2023 Industry Guidelines.

## 1. Unapproved therapies

The organizers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organizers supporting those products or services for their sole promotion at the ESMO Congress. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Spain.

## 2. Duration of the exhibition

The exhibition will be open from Friday, 20 October to Monday, 23 October 2023. The virtual exhibition information will be available on the virtual platform until 8 November 2023.

## 3. Concomitant activities

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO Congress educational and scientific programme are subject to ESMO approval. Clear identification of the organizers, purpose, targeted participants and the full programme must be submitted for approval to ESMO ([congress@esmo.org](mailto:congress@esmo.org)) at least 6 weeks prior to the event.

## 4. Reproduction of logos

Each company is entitled to use the official logo of ESMO 2023 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) will provide the ESMO Congress 2023 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

## 5. Promotion and activities in the Exhibition

### 5.1. General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should this cause offence. For all stand activities (promotion of products, catering, giveaways, surveys, etc.) it is the exhibitors' responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Neither ESMO nor MAW or the venue bear any responsibility towards the delegates, the authorities or other organizations.

### 5.2. Display, projection or distribution of promotional materials on-site:

All these activities must be confined within the company's assigned exhibition space or business room and are not allowed in any other area in, or leading to, the Congress venue. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material, the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Spain. ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.

### 5.3. Advertisements

Advertisements are possible both on-site at the venue as well as in the virtual congress environment. Please contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) for further details.

### 5.4. Promotion at hotels

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by ESMO. However, if produced, the content must follow the same rules defined in the ESMO 2023 Industry Guidelines.

### 5.5. Photographing, filming, audio recording

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time. Exception: exhibitors may only take photographs or filming of their own stand or stand activities. Exhibitors can perform their activities abiding by the [ESMO Filming Policy](#) and purchasing a badge.

Anyone carrying filming equipment at ESMO Congress 2023, is requested to wear all times a specific vest distributed on-site together with the badge.

### 5.6. Stand activities

No programmatic activities or scientific/educational activities (scientific sessions, meet the expert sessions, workshops) may take place at the booth. Activities which are classifiable as purely promotional (product presentations) may take place and can be announced accordingly. ESMO does not review and approve the content of promotional activities or product presentations. ESMO bears no responsibility towards the delegates and authorities for the content of presentations.

Such activities must take place within the booth – the exhibitor has to ensure that the visitors are on the booth and not standing in the aisle or blocking passageways around the booth. It must be at a volume that does not disturb neighbouring stands.

ESMO reserves the right to stop activities which do not comply with the above specifications.

Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

### 5.7. Other promotional activities

Any other activity that is organized with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

## 6. Exhibitor/Visitor badge

The exhibitor and visitor badges do not authorize entrance to the official Congress sessions. Exhibitor badges can access the exhibition, satellite symposia, business rooms and private meetings. Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space (please refer to page 16). Further exhibitor badges can be purchased at 242 EUR (incl. VAT). The Exhibition visitor badge can access the exhibition only. Visitor badges can be purchased at 121 EUR (incl. VAT).

## 7. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorized persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

## 8. Subletting of on-site and virtual space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

## 9. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Only fully registered ESMO 2023 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the [ESMO 2023 Industry Guidelines](#) and will affect the future conference attendance of the company in question.

## 10. Surveys

Surveys are authorized only in the limits of the company's assigned booth. The appointed staff must be always identifiable as member of a "marketing research team".

## 11. Media activities

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the Congress should send a request using the appropriate form made available through the ESMO website or by contacting ESMO Communications. For any additional information about media issues, please contact ESMO Communications, [media@esmo.org](mailto:media@esmo.org).

### 11.1. Badges

According to the ESMO Media Policy, press badges may only be assigned to journalists working for recognized media organizations. Should communication agency representatives require a badge for the purpose of preparing and/or developing third-party media events, please send an email to both ESMO Communications ([media@esmo.org](mailto:media@esmo.org)) and ESMO Registration ([registration@esmo.org](mailto:registration@esmo.org)) to purchase a dedicated badge. This badge only allows access to the room where media activities are taking place. Full details are available in the [ESMO Third-party Media Activities Policy](#).

## 12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO 2023 Exhibitor Manual. Any aspect that is not covered in the ESMO 2023 Exhibitor Manual is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must always be kept clear and free for passage. All emergency exits and accesses to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

## 13. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the Exhibition Management Company. Relating costs will be borne by the exhibiting company.

## 14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of the ESMO 2023 Exhibition rules.

## 15. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer at the congress venue. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Please also refer to "Exhibition general information – stand catering", page 7.

## 16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meetings or activities conducted by ESMO. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

The Opening session will take place in the congress centre on Friday, 20 October 2023 from 12:00 to 13:45. ESMO does not authorize that the participants are offered any corporate organized event on Friday, 20 October 2023 before the end of the Opening session (13:45 hours). Times subject to change.

## 17. Business rooms

Companies renting a minimum of 40 sqm exhibition space can apply for a business room. For companies that do not meet this requirement, a surcharge applies.

The business rooms can be used for promotional activities, product presentations, hospitality for customers and private meetings. Small meetings may take place in parallel with the official ESMO Congress educational and scientific programme provided they do not involve groups larger than 50 people (maximum number of people depends on the room size, set-up and the maximum permitted room capacity according to the safety regulations of the congress venue).

The organization of scientific or educational activities (scientific session, meet the expert sessions, workshops) are strictly not allowed in the business rooms.

In compliance with the above no prior approval by ESMO is required.

For Press conferences / Media activities please refer to the Paragraph media activities. All media activities/press conferences are subject to the Media Policy and cannot be held in the business room without prior approval by ESMO. ESMO will not allow any official business rooms or anything similar in places other than the congress venue from the Thursday preceding the Congress up to and including the Wednesday after the Congress.

## 18. Giveaways / Industry codes of practice

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. The ESMO Congress 2023 Secretariat does not review and approve giveaways. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice.

## 19. Postponement or Abandonment

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO 2023 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder. For the condition for such cases please refer to "the General terms and conditions".

## 20. Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis. As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

## 21. Smoking policy

ESMO 2023 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no-smoking policy.

**22. Any infraction(s)** to our ESMO 2023 Exhibition Rules will follow the procedure outlined in the General Terms and Conditions.

## 23. Final Clause

In cases not covered by the regulations in the ESMO 2023 Exhibition Rules, the Organisers' interpretation shall be final.

# 12 GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION

The following conditions of participation refer to the booking forms for on-site exhibition space, business rooms and virtual exhibition packages at ESMO Congress 2023.

## Establishment of the Contract

- Booking for on-site exhibition space, a virtual exhibition package or a business room is made by filling in and returning the appropriate order form to MAW.
- Only completed and signed order forms will be taken into consideration. By signing the appropriate order form the company accepts the conditions contained in the ESMO 2023 Exhibition prospectus and any supplementary provisions.
- Mailing or delivering the Booking form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Only the order confirmation and confirmation of the allocation of any order (on-site exhibition space, business rooms and virtual exhibitor packages) by MAW in writing constitutes establishment of contract between the exhibition company and MAW on behalf of ESMO. Any order can be refused by MAW/ESMO without giving cause. Invoicing will be done by MAW, on MAW account.
- Invoices will be sent by e-mail (on request by postal mail).

## Appointed Agencies

- Booking for on-site exhibition space, a virtual exhibition package or a business room must be submitted by the exhibiting company under whose name the exhibitor is to be listed.
- Exhibiting companies should inform MAW in writing which agency is appointed. Otherwise, no request from agencies will be taken into consideration.
- This named agency cannot fully act as if it were the exhibiting company itself and the exhibiting company will continue to be held entirely responsible and accountable for activities organised in its name.

## Payment delays

If payments are delayed ESMO and MAW have no obligation to deliver the service until receipt of the payments.

## Terms of Payment

Payment is due within 30 days following the date of the invoice.

## Administration fees/Invoicing changes

Invoices will be addressed according to the invoicing data provided by the exhibiting company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

## Cancellation policy

Exhibition space, exhibition space size reduction, business rooms, virtual exhibition:

Cancellation fee: 50% if notified in writing by 16 May 2023  
100% if notified in writing thereafter

Cancellation fee applies as percentage of the total amount due. Deposits and cancellation terms for exhibition space assigned in accordance with clause c. of the ESMO sponsorship point system: If exhibition space is assigned in accordance to clause c. of the ESMO sponsorship point system, 100% payment is required on assignment and 100% cancellation fees apply at any time the cancellation is notified.

## Changes to the schedule or format of ESMO 2023 -

### Administration fees

In the event of postponement/rescheduling changes of any sort, the order form is regarded as valid for a new date and possibly a change in duration of the event.

If, for any reason (e.g. pandemic, terrorist attacks, governmental actions, natural disaster, or other adverse occurrences), the ESMO 2023 on-site event has to be cancelled and converted to a virtual congress, the following conditions apply:

- All orders for the virtual congress remain valid
- The physical (on-site) exhibition will need to be cancelled. On behalf of ESMO, MAW shall credit the space rental fees for the on-site stands less a specific administration fee for expenses incurred in preparation of the on-site exhibition stand. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2024. The administration fee corresponds to 25% if cancelled by 30 June 2023, 50% from July until the event in October
- The business rooms will need to be cancelled. On behalf of ESMO, MAW shall credit the business room rental fee less 25% administration fee for expenses incurred in preparation. The credited amount could either be used for other available sponsorship opportunities or be transferred to ESMO 2024

### Indebtedness

Payments not received by the first day of the Congress (Friday, 20 October 2023) will be subject to a 10% penalty fee on the total exhibition fee.

### Bankruptcy or Liquidation

In case the exhibiting company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO/MAW shall be at liberty to terminate immediately the contract with the exhibiting/ sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

### Enforcement of Rules

Applies equally to all. All companies investing in exhibition at ESMO 2023 must comply with all rules and policies established by ESMO.

### Violation Procedure

The procedure for policing and enforcing the violation is as follows: when noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations. If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion. This will be confirmed in writing after ESMO 2023. Appeals may be made to the ESMO Management.

### Penalties

- First violation: no accrual of points for the year
- Second violation: no accrual of points plus the loss of all accrued points to date
- Third violation: no right to participate at the next ESMO Congress

### Limitation of Liability of ESMO or MAW

ESMO or MAW shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO or MAW be liable to the exhibiting company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO or MAW gives no warranties in respect of any aspect of ESMO 2023 or any materials related thereto or offered at ESMO 2023 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. ESMO 2023 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at ESMO 2023 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO, MAW or any employee thereof. ESMO 2023 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at ESMO 2023 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO or MAW do not endorse, and expressly disclaim all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

### Liability

Neither ESMO, MAW nor the congress venue, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO, MAW or the congress venue, or either of their officers', agents', employees' or other representatives' negligence. The exhibitor shall indemnify, defend, and hold harmless ESMO, MAW or the congress venue and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives.

Neither ESMO, MAW nor the congress venue shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the exhibitor to maintain proper insurance coverage for its property and liability. The exhibitor understands that neither ESMO, MAW nor the congress venue maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance. The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ESMO congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Neither ESMO, MAW nor the congress venue shall be responsible for the security of exhibitor's products, proprietary software or hardware information. It is the responsibility of the exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO, MAW nor the congress venue maintains insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance. The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, Spanish and European law, where applicable.

### Insurance

The exhibitor and or his stand building company must take out a civil liability policy / multi-risk insurance to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

The appropriate insurance policy must be brought on-site – there will be sample checks.

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.

Please also refer to ESMO Exhibition rules, paragraph 20.

### Connectivity or Technical Issues

ESMO or MAW specifically disclaim all responsibilities for the unavailability of the ESMO 2023 website due to unexpected condition and/or problems attributable to a third party's network operator or for Force Majeure. The exhibition company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at ESMO 2023. ESMO will use its best efforts to provide access to ESMO 2023 through third party channels. In the event that the participant encounters connectivity issues due a weak internet connection, incompatible operation system requirements or inappropriate web browser settings, the participant acknowledges that ESMO or MAW are not liable.

### Claims Procedure, Place of Performance and Jurisdiction

All claims by the company ordering on-site exhibition space, business rooms or any virtual exhibition package against MAW/ ESMO must be in writing. The maximum time lapse is 1 month from the closure of ESMO 2023. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. All orders shall be governed exclusively by the laws of the Federal Republic of Austria. The duly authorized court is Vienna/Austria.

# 13 CONDITIONS FOR PARTICIPATION IN THE ON-SITE EXHIBITION

## 1. Contract – exhibition dates:

Mailing or delivering the Booking Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when the Exhibition Management Company sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management Company without giving cause. The Booking Form must be filled in, signed with a legally competent signature and delivered to the Exhibition Management Company on time. Exhibition space allocation is made according to the ESMO sponsors priority list and the sponsorship point system and then according to date of application and booth size. The requested floor space may be reduced by the Exhibition Management Company, if necessary. The Exhibition Management Company has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length of time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby.

## 2. Purpose of the exhibition – Advertising:

The stands may be used only for exhibiting and advertising the exhibitor's own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. For the presentation of advertising lectures, advertising films, slide projection, for the distribution of samples, drinks or foodstuffs it is necessary to obtain written permission from the Exhibition Management Company. Companies which are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

## 3. Setting up stands – Maintenance of stands:

Before setting up their stands, exhibitors must contact the Exhibition Management Company and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.50 (2 and a half) metres high; for any variation from this norm (2.50 metres) specific permission must be obtained from the Exhibition Management Company as soon as possible, at the latest by 16 August 2023. For any changes in the size or structure of the floor space, or for any changes to the rented objects, specific written permission must be obtained. Stands must be set-up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set-up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management Company. The Exhibition Management Company reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management Company, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the Exhibition Management Company

regarding the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management Company reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management Company reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary, even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors.

The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management Company. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling.

No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.

Special care must be taken to avoid lights or spotlights which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management Company. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

## 4. Electrical Installations – Power consumption:

The Exhibition Management Company arranges for the installation of a ring main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. The Exhibition Management Company however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. The costs incurred for the installation of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by the Exhibition Management Company.

### 5. Subleasing – Access permission:

Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Exhibition Management Company reserves the right to enter any stand at any time.

### 6. Dismantling of stands:

The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area cleared and the floor cleaned. Stored materials, empty containers and packing materials must be disposed of. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind, become the property of the Exhibition Management Company and no reimbursement will be made for such items. The Exhibition Management Company can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by the Exhibition Management Company is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by the Exhibition Management Company at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the Exhibition Management Company in such removals of abandoned exhibits.

### 7. Liability:

The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management Company in all such cases. The Exhibition Management Company recommends that the exhibitors take out an insurance policy to cover damage to their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Exhibition Management Company is not liable for personal or property damage. The safety and stability of the booth construction and all used

materials is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW or the congress venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance. Exhibitors/stand buildings companies have to bring the appropriate insurance policy on-site.

### 8. Payments – Breach of contract:

The given dimensions of floor space, stands and rented items are approximate. The Exhibition Management Company reserves the right to change the dimensions in order to use the available exhibition area most efficiently. Prices charged are based on the actual dimensions; if more floor space than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitor must bear the cost of any special installations. Please refer to the Rates and Financial Terms (deposits and due dates and well as cancellation terms) contained in this brochure.

### 9. Final stipulations:

Any company which disobeys the directives of the Exhibition Management Company can be excluded immediately from the exhibition by the Exhibition Management Company. Such companies are liable for the whole rental sum, and for all incidental expenses including the legal value added tax. In cases in which the Exhibition Management Company is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of the Exhibition Management Company. The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation, it is agreed to by the exhibitor that the competency of the duly authorized court in Vienna, Austria is recognized. Electively the Exhibition Management Company may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be used.

### 10.

The applying exhibitor fully accepts these conditions and the full regulations that will be part of the ESMO 2023 Exhibitor Manual.

# 14 VENUE REGULATIONS IFEMA MADRID

The exhibition at the ESMO Congress 2023 is organised by MAW. In cases where the regulations in the exhibitor manual differ from the regulations of IFEMA MADRID, the regulations according to the exhibitor manual shall apply. Some paragraphs may not be relevant to the ESMO Congress 2023. If in doubt, please contact MAW.

## 14.1. Important online form(s)

Please complete the form "prevention of labour risks" online via the following link:  
<https://www.ifema.es/en/support/labour-risks-form-fairgrounds>

### IMPORTANT NOTE:

**This form is mandatory – without completing this form you are not allowed to start construction work.**

In case you will use flame producing tools please contact MAW to obtain the necessary request form as this kind of work must be prior announced to the venue.

## 14.2. Regulations for exhibitors

Please download the "Regulations for Exhibitors" at IFEMA MADRID via the following link:  
<https://www.ifema.es/en/doc/general-rules-exhibitors/reglamento-expositores-ing.pdf>

**All rules as mentioned in the document must be respected – please check and read this document carefully!**

Following an excerpt with some important venue regulations, which we want to point out specifically.

### 14.2.1. General Information

Guaranteeing the health and safety of all the people who provide their services at Feria de Madrid is one of IFEMA's objectives.

To this end and pursuant to Article 24 of the Law on Occupational Risk Prevention in the Coordination of Business Activities and the implementation thereof in Royal Decree 171/2004, IFEMA MADRID, as the owner of the workplace, is obliged to inform the other businesses present of the risks inherent to the workplace which may affect their activities, the measures established to prevent these and the evacuation and emergency measures to be adopted.

In accordance with the foregoing, it is necessary for you to access, familiarise yourself with and apply the Occupational Risk Prevention Regulations that can be found on the IFEMA MADRID website.

- Instructions for action in case of emergency (Fair Venue and Palacio Municipal)
- Generic risks to the installations and preventive measures in Exhibition Areas
- Safety Rules applicable to use the following work equipment: vehicles, safety signage, machines and tools, lending work equipment, confined spaces, personnel elevator platforms, forklifts, rolling scaffolding, ladders, low voltage electrical equipment, etc.

As stated in these regulations, any natural or legal person who for any reason carries out work at Feria de Madrid (service providers contracted by IFEMA MADRID, exhibitors, event organisers and contractors, subcontractors or dependent personnel, regardless of their activity, employment situation or professional relationship) are obliged to be aware of, comply with and take into account the information provided by IFEMA MADRID in the preventive planning of the activities to be carried out at Feria de Madrid.

Specifically, as a general safety measure in the event of concurrence of activities, it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all of the exhibition areas.

Access will be strictly prohibited without said personal protection equipment. This instruction applies to all persons entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the assembly and dismantling procedures.

This requirement does not exempt users from using such other protective equipment as may be required for each specific task during the assembly and dismantling phases.

The information provided by IFEMA MADRID may be complemented with other specific rules that may apply which, due to the nature of the specific activities taking place, are deemed necessary for general safety. Where applicable, this shall be decided by IFEMA MADRID by mutual agreement with the companies involved in the execution of the work. Similarly, all other specific technical regulations contained in these Regulations are complementary to Occupational Risk Prevention regulations, and compliance is intended to ensure the safety of people and premises.

All companies on site are responsible for complying with and ensuring that their contractors, subcontractors and/or freelance employees comply with the Occupational Risk Prevention legislation that applies to their activities, including the information and instructions to be provided by IFEMA MADRID as detailed in these rules.

#### 14.2.2. Keeping aisles clear - Packaging

Aisles and all other evacuation routes must be kept clear at all times, including during assembly and dismantling.

All material must be kept within the confines of the assembly areas or stands, leaving the aisles and other common areas completely clear.

During the event, no samples, packaging or objects in general may be placed in the aisles or other communal areas, or in the empty spaces created in the rear enclosure areas that may be assembled.

The Feria de Madrid cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

During the event, samples, packaging and objects in general may not be placed in aisles or other communal areas.

#### 14.2.3. Fixed and mobile installations

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire hose cabinets (FHCs), floor hydrants, the location of which must be highlighted with a different colour from that of the rest of the floor, extinguishers, alarms, water extinguishers, emergency exits, etc., even when included in the contracted spaces, and access points to technical and service areas.

If the fixed signage already installed is covered, the Organiser shall indicate the elements using approved signage:

- TECHNICAL BUILDING CODE / Basic Document SI (fire safety), sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety. Signage.
- UNE 23034:1988 Fire safety. Safety signage. Escape routes.
- UNE 23035-1-2-4:2003 Fire safety. Photoluminescent signage. Part 4: general conditions. Measurements and classification.

Likewise, the partition curtains in the connecting areas must be respected, as reflected in the floor plans of the halls.

#### 14.2.4. Fire prevention

The materials used for the different fair or event facilities and constructions (stands, marquees, etc.) shall comply with current regulations. In particular, with regard to the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard. Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc. being prohibited. In order to carry out works, demonstrations or decorations with an open flame, the Organiser shall apply for the corresponding permission to IFEMA's Fair Services Department. Compliance with regulations may be inspected by the appropriate official organisations, as well as by personnel from IFEMA's Fair Services Department.

#### 14.2.5. Stand assembly

All companies must assemble their stand in compliance with section DB-SUA of the CTE (Technical Building Code). The sections of the code referring to the need to install lifts do not apply.

All the stand three-dimensional construction or decoration blind elements (double panel walls on a frame, towers, podiums, platforms etc.) shall have at least two facing holes with a minimum diameter of 8 mm, at a maximum height of 0.4 m.

### 14.2.6. Prohibited activities

The following are not permitted anywhere on the premises

- a) Activities that compromise the premises of Feria de Madrid or any of its structural elements
- b) Spray-painting inside Feria de Madrid and on any kind of object
- c) Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other Exhibitors or the visiting public
- d) Drilling the floorings or fixing carpets or building materials onto them with contact glue or similar. These elements must be fixed with double-sided adhesive tape or fixed on the pallets installed for that purpose by the exhibitor or by any other means, always independent of the flooring. Painting, inserting studs or making grooves of any kind is also prohibited
- e) Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind
- f) The use of balloons inflated with lighter-than-air gases as a decorative element for stands is not permitted. Their use will be permitted subject to prior consultation with IFEMA's Fair Services Department providing they are anchored to the stand structure or filled with non-toxic, heavier-than-air gases that prevent them from rising
- g) Performing assemblies in the areas defined as aisles for the event in question
- h) Aiming spotlights outside the stand
- i) Using the hall service channels for the passage of cabling or any other type of installation, except for TV signal coaxial cables, for which the corresponding authorisation must be requested by completing the form
  - Link to download the form: <https://www.ifema.es/en/doc/request-antenna-cable-connections/solicitud-cableado-antena-ing.pdf>
- j) The installation of antennas in the outdoor or covered hall areas. If an element of this kind needs to be installed, the corresponding authorisation must be requested, with the exhibitor agreeing in writing to take down the items at the end of the event
- k) Scattering confetti
- l) Activities that involve fireworks
- m) Attachment of anything to the walls

### 14.3. Occupational risk regulations and coordination of business activities

Following the links to the IFEMA MADRID website regarding the occupational risk regulations and coordination of business activities at IFEMA MADRID. Please check the documents carefully.

- Coordination of Business Activities  
<https://www.ifema.es/en/doc/information-coordination-business-activities/coordinacion-actividades-empresariales-ing.pdf>
- Instructions for action in case of emergencies at the Fairgrounds  
<https://www.ifema.es/en/doc/instructions-action-case-emergency---recinto-ferial/actuacion-emergencia-recinto-ing.pdf>
- Confined Works Regulations  
<https://www.ifema.es/en/doc/rules-working-confined-spaces/trabajos-confinados-ing.pdf>
- People lifting Platforms Standard  
<https://www.ifema.es/en/doc/rules-personnel-lifting-platforms/plataformas-elevadoras-personas-ing.pdf>
- Internal Rules on Assignment of Work Equipment to Outside Companies  
<https://www.ifema.es/en/doc/rules-assignment-work-equipment-outside-companies/cesion-equipos-ing.pdf>
- Safety Standard for Machine and Tool Management  
<https://www.ifema.es/en/doc/safety-regulations-handling-machines-tools/seguridad-manejo-maquinas-ing.pdf>
- Signaling Security Standard  
<https://www.ifema.es/en/doc/signalling-safety-regulations/senalizacion-seguridad-ing.pdf>
- Vehicle Safety Standard  
<https://www.ifema.es/en/doc/regulations-use-vehicles/utilizacion-vehiculos-ing.pdf>
- Rolling Scaffolding Standards  
<https://www.ifema.es/en/doc/rules-using-rolling-scaffolds/andamios-rodantes-ing.pdf>
- Standard forklifts  
<https://www.ifema.es/en/doc/rules-use-forklift-trucks/carretillas-elevadoras-ing.pdf>
- Rules of ladders use  
<https://www.ifema.es/en/doc/rules-using-ladders/escaleras-mano-ing.pdf>
- Norms Work Teams with Low Voltage risk  
<https://www.ifema.es/en/doc/use-equipment-low-voltage-electrical-risk/riesgos-electricos-baja-ing.pdf>
- Generic Risks and Preventive Measures in Exposure Areas  
<https://www.ifema.es/en/doc/generic-risks-facilities/riesgos-genericos-ing.pdf>

# 15 SUSTAINABILITY AND ENVIRONMENTAL PROTECTION GUIDELINES

ESMO strives to expand their efforts by applying a green approach to all major activities in relation to the congress. Please support ESMO and MAW in our endeavor by taking note of the following recommendations regarding sustainability and conservation of the environment:

## 15.1. Guidelines - Waste reduction

- Waste produced at the congress venue must be disposed according to the waste separation system of the venue
- If guests are catered for, only bulk or reusable packaging should be used (no cans, PET bottles, Tetra Paks etc.). If you will provide your own barista service, please use biodegradable or compostable cups, stirrers, milk and coffee packaging
- Do not offer giveaways. If this is not possible, use durable and/or reusable fair trade or quality assured products made from environmentally friendly materials (e.g. domestic sourced wood or natural fibres)
- Products that produce large quantities of waste (e.g. disposable packaging material for beverages) or hazardous wastes (e.g. products with batteries or accumulators) should not be distributed
- Refrain from mass distribution of flyers or other printed matter; hand out printed matter only upon request, or give preference to electronic means of distributing information (e.g. indication of links for download, etc.)
- Use 100% recycled paper or, at the very least, paper bleached without the use of chlorine (TFC) for printed materials that are required
- Reuse any remaining brochures at other events
- Use cloth and paper bags instead of plastic bags

## 15.2. Guidelines - Stand structure

- All materials used under the responsibility of the exhibitor (stand, roll-up, decoration etc.) shall be reused in the future, if possible
- Use exclusively PVC-Free materials and in general materials that are not harmful to the environment
- Use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.)
- Turn off electricity during the assembly of the booth and during night; do not leave the standby function of appliances on overnight
- Reduce the volume of material transported to and stored at the congress as much as possible

Please note, that it lies in the responsibility of the exhibitor to inform all parties involved of these guidelines.

## **ESMO - European Society for Medical Oncology**

would like to thank our industry partners for continuing to support our congresses. We look forward to working together to bring the best science to Madrid.