



# EXHIBITORS' MANUAL

V3-08.07.19

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## 1. Contact details

### Exhibition, congress and industry relations:

#### **Euromeetings**

Via E. Mattei, 9 - int. 5

40138 Bologna, Italy

Tel: +39 345 4592758

E-mail: [industry@ipna2019.org](mailto:industry@ipna2019.org)

Web site: <http://ipna2019.org/sponsorships/>

### All enquiries and correspondence in relation to the Congress:

#### **Euromeetings**

Via E. Mattei, 9 - int. 5

40138 Bologna, Italy

Tel: +39 051 4595093

E-mail: [industry@ipna2019.org](mailto:industry@ipna2019.org)

Web site: <http://ipna2019.org/sponsorships/>

### Registrations & Hotel Accommodation:

#### **Imeetaly**

Via E. Mattei, 9 - int. 4

40138 Bologna, Italy

Tel: +39 051 6038807

E-mail: [info@ipna2019.org](mailto:info@ipna2019.org)

Web site: <http://ipna2019.org/registrations/>

<http://ipna2019.org/hotel-accommodation/>

### Congress Venue

#### **Venice Convention Center**

#### **Palazzo del Cinema e Palazzo del Casinò**

Lungomare Guglielmo Marconi, 30

30126 Venezia, Italy

E-mail: [meetingsevents@velaspa.com](mailto:meetingsevents@velaspa.com)

Web site: <http://actv.avmspa.it/en/content/palazzo-del-cinema-venice-convention-centre>



### Freight forwarding and on-site handling, temporary storage:

There is no appointed agent for this service; please make sure to strictly follow the provided instructions.

Should you need any assistance please refer to [industry@ipna2019.org](mailto:industry@ipna2019.org)

### Lead retrieval and badge scanning:

#### Euromeetings

Via E. Mattei, 9 - int. 5

40138 Bologna, Italy

Tel: +39 051 4595093

E-mail: [industry@ipna2019.org](mailto:industry@ipna2019.org)

### Visa

Visa must be requested at least 3 months in advance to [info@ipna2019.org](mailto:info@ipna2019.org)

### AIFA - Italian Ministry of Health

Online pre-request will be initiated by the ERA-EDTA Team; Italian companies are invited to contact [industry@ipna2019.org](mailto:industry@ipna2019.org) by latest July 26, 2019; the online pre-request will be made no later than August 2, 2019 with no further notice to the companies who have not requested to be included.

### General information:

<http://ipna2019.org/general-information/>

## 2. Exhibition guidelines

### 2.1-Exhibition deadlines

Company Profile & logo	July 31, 2019
Submission of the booth project *	July 31, 2019
Exhibitors' badges	September 15, 2019

\* not requested for shell scheme booths ordered through the exhibition service management company

### 2.2-Exhibition timetable

<b>Build-up</b>	<b>Palazzo del Casinò-Palazzo del Cinema</b>
Wednesday, October 16, 2019	08.00 - 20.00 hrs (1)
<b>Stand decoration</b>	
Thursday, October 17, 2019	09.00 - 19.00 hrs (2)
<b>Exhibition</b>	
Friday, October 18, 2019	09.00 – 17.00 hrs (3)
Saturday, October 19, 2019	09.00 - 17.00 hrs
Sunday, October 20, 2019	09.00 - 17.00 hrs (4)
Monday, October 21, 2019	09.00 – 12.30 hrs Palazzo del Cinema
<b>Dismantling (4)</b>	
Monday, October 21, 2019	08.00-20.00 hrs Palazzo del Casinò 13.00 - 20.00 hrs Palazzo del Cinema

- (1) all booth construction should be completed by 20.00 hrs Wednesday, October 16, 2019 - empties and tool boxes must be removed from aisles  
 (2) only booth decoration and cleaning are permitted during this time, booths should be operational  
 (3) exhibitors are invited to join the Opening Ceremony (17.00-18.30) and the Welcome Reception (18.30-19.30) at the Palazzo del Cinema  
 (4) no prior dismantling is allowed

## 2.3-How to get there

### Venue:

#### Venice Convention Center

#### Palazzo del Cinema e Palazzo del Casinò

Lungomare Guglielmo Marconi, 30

30126 Venezia, Italy

E-mail: [meetingevents@velaspa.com](mailto:meetingevents@velaspa.com)

Web site: <http://vela.avmspa.it/en/content/where-we-are-how-reach-us-0>

### From the Airport Marco Polo – Tessera

<https://www.veniceairport.it/en/>

Alilaguna boat direct to the Lido (50 min.)

or Express bus to Piazzale Roma and then take ACTV line

### From Piazzale Roma (car park)

ACTV line 1 to Venice Lido (58 min.)

ACTV lines 5.1, 6 to Venice Lido (35 min.)

ACTV line 5.2 to Venice Lido (48 min.)

### From Tronchetto (car park)

ACTV line 2 to San Zaccaria (28 min.) then either Line 1 or Line 5.1 to Venice Lido (17 min.)

or Ferry directly to Venice Lido (35 min.)

### From the Venice Santa Lucia Railway Station

<https://www.trenitalia.com/en.html>

ACTV line 1, (55 min.)

ACTV line 5.1 (40 min.) or line 5.2 (45 min.)

## 3-Exhibitors' Services

### 3.1 Euromeetings

The Organizing Secretariat is available to provide customized cost estimations for following services:

- ✓ Shell scheme stands and additions
- ✓ Electricity (see further explanation)
- ✓ Internet (see further explanation)
- ✓ Audio-visual equipment
- ✓ Lighting and wall sockets
- ✓ Stand security
- ✓ Stand cleaning
- ✓ Graphics and printings
- ✓ Furniture
- ✓ Hostesses
- ✓ Manpower

For any questions please contact [industry@ipna2019.org](mailto:industry@ipna2019.org). The deadline to order the above services is the **September 20, 2019**. After this date a surcharge is applicable.

### 3.2-Shell scheme stands

Not only is Euromeetings responsible for coordinating all exhibitor services as above, Euromeetings is also providing the shell scheme stands at the IPNA2019

The entire shell scheme stand package and all shell scheme additions can be ordered via e.mail to [industry@ipna2019.org](mailto:industry@ipna2019.org).

### 3.3-Individual Stand Design & Build

Euromeetings can also assist you, through its appointed providers to send you a customized quote for a stand build.

Please contact us at [industry@ipna2019.org](mailto:industry@ipna2019.org)

### 3.4-Electricity

Conditions for connecting to the energy network of the venue:

Electrical connections	2 kW 220 V – single phase (standard)	EUR 100,00
	3 kW 220 V - single phase	EUR 175,00
	10 kW 380 V - three-phase	EUR 450,00
	20 kW 380 V – three-phase	EUR 550,00

All rates are subject to 22% vat, if applicable.

All connection will be provided to the nearest point serving your booth space; in case of specific requirements additional costs may be considered. The electrical connection will be provided with adequate wire with CEE plugs, adequate to the requested power.

Electricity orders must be sent to [industry@ipna2019.org](mailto:industry@ipna2019.org) by the **September 20, 2019**. After this date a surcharge is applicable.

### 3.5-Security

Exhibitors are requested to carefully monitor the booth during the opening times of the exhibition. The congress venue and the Organizer are not liable for any damage or theft to the exhibitors' materials. The congress venue provides a general security service for the whole duration of the congress, including set-up and dismantling.

### 3.6-Internet

IPNA2019 will provide a free WIFI to all participants; should you need any specific internet/wired connection, please contact [industry@ipna2019.org](mailto:industry@ipna2019.org)

### 3.7-Waste

The venue guarantees a standard waste management service; all exhibitors are responsible for their own waste removal. Anything left after the dismantle, will be charged to the defaulting exhibitors.

### 3.8-Catering for exhibitors

There is an appointed catering company that is responsible for ensuring compliance with the environmental and hygiene laws of the Italian Authorities. Should you like to bring your own food and drinks, please contact [industry@ipna2019.org](mailto:industry@ipna2019.org) so that your request can be evaluated in relation to the provided specifications, so that the regulations for storing and serving food are complied with.

## 4. Work Safety Regulations

Exhibitor and their subcontractors are required to provide protective devices for machines and devices under operation, which prevent the emission of harmful noises, unpleasant smells, smoke, vapors and liquids.

**Exhibitors and their subcontractors must comply** with the minimum safety and health requirements for the use of work equipment by workers at work:

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009L0104&from=EN> and  
<http://www.normativa-sicurezza-sul-lavoro.it/testo-unico-dlgs-81.html>

## 5.-Exhibition

Make sure that your stand build-up and exhibition materials remain within the stand area during the exhibition for the sake of cleaning, escape routes etc.

Avoid lights, sounds, smells etc. which can irritate your neighbors. This also applies to the distribution of products/food which require extra cleaning of the aisles.

If you have to play music/show films, then remember to inform your neighbors about which sound demos you will be carrying out as well as when and for how long.

Dogs, cats and other pets are not permitted at any time in the venue.  
It is also forbidden to access premises where electrical systems and wiring are located.

### 5.1-Height

**The maximum buildable height is 2,5 meters.**

**No part of the stand** can be higher than the height stated above; considering the venue structure rigging is not possible. It is the responsibility of the exhibiting companies to notify their contractors and agents of the maximum buildable height restrictions and also for hanging signs.

The standard height refers to all the location of the booths as per above indications.

**Back walls when bordering other booths must be finished as front walls, unless agreed differently with the neighbour exhibitor(s).**



## 5.2-General instructions and rules

The rental rate for exhibition space covers floor space only; all extras (modular stand, electricity, furniture etc...) need to be ordered through the Organizing Secretariat, Euromeetings Srl.

The floor is subject to specific protection rules, thus should you plan to carpet, please make sure to place paper tape to protect the floor from the double-sided tape that fixes the carpet.

Please avoid to lean against the venue walls/columns anything, also on a temporary basis. Affix any signage, without prior written consent of the organizing secretariat/venue, is prohibited.

Material handling must be done with great attention considering following remarks:

- ✓ Max load weight per sqm is 250 kgs
- ✓ A massive load in specific areas, especially during set-up and dismantling, must be planned in advance and agreed with the congress venue;
- ✓ The forklift use is allowed only to/within the storage/unloading area;
- ✓ The lifts and the good lift are meant for people and small items;
- ✓ Bulky crates/boxes handling must be agreed with the congress venue;

Stands must be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing together with the project.

We recommend to use an environment friendly approach to the use of power either for the supply (use less energy) or to the lighting (use low energy consumption spotlights). Whenever the booth is not operational, please switch off the power outlets. Please read carefully chapter 3.4 electricity.

A ramp must be provided for access for the disabled guests for floors of 5 cm or more in height. It is strictly forbidden to store anything behind the stand. **Platform angles should be rounded**, whenever possible.

**All services** (telecommunications, electricity, etc.), will be supplied at the closest point possible to that requested by the Exhibitor.

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it.

### 5.3-Prohibitions

Exhibitors are not permitted to:

1. Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.
2. Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the halls due to decoration or the objects on display.
3. Hang advertising from the ceilings of the halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the venue within or outside the stand space assigned. Dig trenches, anchorages or to make other structural alterations inside the venue, unless explicit authorisation has been obtained from the venue technical department.
4. Paint or glue, or any decoration in any way or part of the exhibition area.
5. Materials like paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are inflammable and combustible may be used with great attention.

### 5.4-Construction and project advices/recommendations

1. A platform floor is advised if heavy equipment is stored on the stand (250kgs/m<sup>2</sup> or more) Authorization must be requested together with the booth project. A descriptive report and to-scale plans should be presented. Angles should be rounded in order to avoid accidents and injuries.
2. All stands with a floor over 50 cm above ground level must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the EC.
3. The stand area may be covered only by the installation of an elevated platform or by use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.
4. The use of wooden platforms is recommended for stands with a lot of electrical wiring that must be totally kept below the floor, any stand construction company will be able to advice on this matter. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 10 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible) and rounded on angles/corners. Platforms should be placed within the stand perimeter and must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter.
5. The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the exhibition shall be left in the same state as they were found in. Any damage shall be repaired by the Exhibitor at its expenses.



## 5.5-Approval of the stand

Exhibitors must submit an exact statement of the dimensions of their stand, as well as plans and descriptions, within **July 31, 2019**. All plans should be of reasonable scale, but not less than 1:100 and should show the name of the company, stand number and stands measurements.

### Documentation

All materials used for the booth construction must be Class I as for **fire reaction**: the **validation certificate** (the congress venue accepts only the certificates provided by the Italian Ministry of Internal Affairs) and the **build compliance/conformity certificate** must be provided together with the booth project.

The appointed booth builder must provide the necessary POS, Security Operational Plan. Once the set-up is finished, the booth builder must provide a declaration stating the correct assembly of all the structural parts and also the certification of all the systems and devices that are powered at the booth.

**Without an approved stand drawing the stand cannot be constructed.**

Erection of solid stand walls facing aisles and neighbouring stands requires a specific approval. Such approval can be granted if the said constructions are not found to be obstructive or are permitted by the neighbours concerned.

## 5.6-Exhibit Stand Inspection

The Organizer and the venue refuse to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or of the hosting country.

## 5.7-Terms of insurance

While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither the venue nor the Organizer can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. Each Exhibitor will be responsible for each and every occurrence in the area of its stand, from the starting of build-up to the end of dismantling. Exhibitors are requested to effect and maintain public liability insurance and to provide the Exhibition Organizer with a true copy of their insurance, on request.

## 5.8-Terms of payment

Invoices related to the space rented will be sent by **Euromeetings Srl**. The total amount due must be paid **not later than 30 days from the invoice date** according to the instructions given in the invoice and in any case before September 30, 2019. **Companies with unpaid invoice will not be permitted to enter the exhibition.** Invoices are subject to Vat, whenever applicable.

## 5.9-Build-up/Work passes

Appointed contractors, carriers and whoever who needs to access the building during set-up and dismantling will need to wear an exhibitor badge which can be picked up at the Exhibition Service Desk, available at the venue.

## 5.10-Staffing and stand display

The exhibitor must ensure that the stand is ready at least one hour before the official opening of the exhibition on each day of the congress. Stands must be staffed during the opening hours of the exhibition. Exhibition booth must be manned until the exhibition has closed. **Early dismantling is prohibited.** Exhibitors that leave before closing will be liable for an early closing fee of up to 25% of the total exhibition space cost and possible exclusion from future IPNA Congresses.

## 5.11-Removal of waste and assembly and display materials

Exhibitors as well as the companies contracted and/or subcontracted to assemble or dismantle stands, are obligated to assemble, dismantle and remove the materials used, in the periods of time allocated to do so. Should installations not be dismantled within the set time limit, the cost of providing this work will be invoiced directly to the exhibitor. After the established times, all the materials remaining in the spaces occupied by the exhibitors, if any, will be considered waste materials and will be removed by the venue. All costs relating to their removal will be invoiced directly to the exhibitor(s) not having complied with the rules.

All Exhibitors/stand builders are also obligated to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc. All exhibitors/stand builders must remove all of their own waste. Exhibitors/stand builders cannot dump the waste in the containers located in the loading bay which are reserved for the venue's own purposes. Waste should be removed by loading in the truck and should be taken away from the venue premises.

## 5.12-Fire Prevention rules and conditions

Throughout the venue all relevant existing legislations, regulations and measured are to be observed.

### General rules

All individuals performing activities within the premises must undergo fire safety orientation prior to starting their work, as provided by those employing or commissioning their services - as the obligation of the Exhibitor and their subcontractors, etc.

**5.12.1** The technical description of the construction plan for the installations, decorations and individual stands must include the name of the installation structure and the fire hazard classification of the construction elements as well as the fire safety conformity certificate.

**5.12.2** For the protection of the stand it is requested to provide at least 1 fire extinguisher, taking into consideration the fire-fighting performance and size of the occupied area. The fire extinguisher must be certified and must have a validity according to the relevant Italian legislation.

**5.12.3** **Installation materials must be at least in class 1 or 0, according to Italian Law.**

**5.12.4** Exhibitor and their subcontractor are liable for closing the establishments, vacating thoroughfares, and shutting off the utilities mains after vacating the rooms, disconnecting electrical devices, ensuring access to the fire protection devices and inspecting the above-listed tasks.

**5.12.5** Solid fuel or gas-based devices used for presentation purposes (furnaces, gas cookers, etc.) are not permitted at all.

### Management of flammable materials

It is prohibited to install, store or use the following materials within the congress venue and in any adjacent open-air spaces, even temporarily.

### Flame retardants

Exhibitor must take flame retardant measures for flammable stand installations, stand structures, textile, paper, reed, carpets and decorations prior to their installation. Flame retardant statements, fire safety examination certificates and the performance statement of flame-retardant materials are to be submitted together with the project and in any case 24 hours before the event starts.

## 5.13-Music, Sound and Film

Exhibitors are requested not to perform any kind of music, sound and film within the exhibition space.



## 6.-Deliveries to the congress venue

Direct deliveries to the congress venue **can be accepted only on October 16 and 17, 2019.**

Please make sure to clearly indicate on the shipment label:

Company/Exhibitors' name – booth

c/o IPNA2019 Congress

VELA – Venice Convention

Lungomare Marconi, 30

30126 Venezia Lido, ITALY

FAO Paolo Zavalloni – Euromeetings +39 3454592758

Please make sure to send a copy of the airwaybill via e.mail to [industry@ipna2019.org](mailto:industry@ipna2019.org)

Should you need **to send back any left material**, please make sure that the parcel is perfectly sealed, with the relevant documentation for the courier that **must collect it on Monday, October 21 from 09.00 to 17.00.**

**Please be aware that** the congress venue and the Organizer decline any responsibility on the correct delivery, on the material conditions and possible alterations/theft of the materials before, during and after the event dates.

## 7. -Promotional activities and material distribution policy

7.1 Distribution of samples, products and/or service literature, interviews and demonstrations must be made only within the booth space assigned to each Exhibitor.

7.2 All printed matter or advertisements of any kind, including information on display or intended for distribution in the exhibition is strictly limited to the Exhibitor's stand hired by the Exhibitor

7.3 **Exhibitors are permitted to advertise specific products, but this does not mean acceptance or endorsement of the IPNA. It is under the responsibility of the company to comply with the European and National codes of conduct.**

7.4 The use of the congress logo on distributed material is subject to written approval from the Association.

7.5 All promotional activities, give-aways and advertising should adhere to international, national and local laws and standards of conduct within the medical and pharmaceutical profession. The Organizer reserves the right to deny at any time any displays, promotions, activities or services should these be in violation of the existing laws and standards of conduct.



## 8.-Short company description

A short company profile is included in the Final Programme available on the website: [www.ipna2019.org](http://www.ipna2019.org) and on the Congress App.

**Please note:**

**After July 31, 2019** no description will be included in the Final Program, but only on the website/congress app, if still possible.