



41st CONGRESS OF THE ESCRS



**VIENNA 2023**

8 - 12 SEPTEMBER 2023

**EXHIBITOR MANUAL**

2023 V7



# WELCOME

Welcome to the Technical Exhibitor Manual of the ESCRS 2023 Congress which will be held from September 8 - 12, 2023 in Vienna, Austria.

EA Exhibitions is appointed as the official Exhibition Contractor by the European Society of Cataract and Refractive Surgeons (ESCRS) and its official PCO, MCI Geneva.

This Technical Manual has been produced to provide you/your team with everything you need to plan a successful exhibition, and to alleviate pre-exhibition issues.

We kindly ask you to :

- read the information carefully,
- take note of the deadlines, and
- place your orders as soon as possible.

Do not hesitate to share the Technical Manual with your team(s) involved in the ESCRS2023 Congress. The Technical Manual can be viewed online in our portal and/or be downloaded from the Exhibitor Portal in PDF format: <https://www.toddoo.com/event/escrs-41>

We remain at your disposal for any further information and look forward to seeing you in Vienna.

## EA Exhibitions

Zekeringstraat 36B  
1014 BS Amsterdam  
The Netherlands  
[escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)

## MCI Suisse SA

Rue du Pré-Bouvier 9  
1242 Satigny  
Switzerland  
[escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)



# IMPORTANT INFORMATION

Please read the following important information carefully, which need to be followed in order to make the upcoming ESCRS2023 Congress a success.

1. Please make sure that you keep to the deadlines for all services provided in general but especially for **FREIGHT FORWARDING**, Stand **APPROVALS**, and **RIGGING** as deadlines might be set earlier than other years.
2. Please send all requested papers and forms, packing lists etc. in time. – see “**Contact list**” and “**Deadlines**”.
3. Maximum construction heights of the stands in the Exhibition Hall (Hall B & C) is 6,5 metres including rigging. The maximum height of your walls is 5 metres.
4. The deadline for submitting your final stand design for approval to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) is **11 July, 2023**. Rigging needs to be requested before **18 July, 2023**. Requests received after this date cannot be processed anymore.
5. Storage on the stand is only allowed for everyday items that are required at the exhibition: such as brochures, folders, give-aways, break-bulk supplies of foods, beverages and cleaning products.
6. Main aisles must be empty during the build-up and dismantling.
7. Orders will only be processed after receiving the payment. If we do not receive the payment before **21 August, 2023**, stand items will not be installed when build-up starts.
8. Cancellation of orders:  
100% refund until 8 weeks prior to start date of the event (minus €85 administration costs)  
50% refund between 8 weeks and 30 days prior to start date of the event (minus €85 administration costs)  
0% refund from 29 days to the start date of the event.
9. Civil Engineer  
The exhibitors have to fulfil the regulations as stated in the document ‘Civil Engineer Info’ (available in your downloads) and need to have all necessary documentation on-site and to show them to the civil engineer upon request.

10. Vehicles are not allowed inside the exhibition hall. Please note that only forklift trucks operated by the official logistics partner are permitted within the loading bays and halls.

11. On **Friday 8 September, 2023** trucks can not access the Messe Wien anymore. All trucks **must** to be removed on Thursday evening at 22:00.

There are no truck parking spots available on the premises of Messe Wien.

To find the closest parking spots, the Asfinag App can be used for example: <https://www.asfinag.at/traffic/hgv-bus/parking-information/>

12. There is a general nighttime driving ban on all Austrian roads for heavy goods vehicles with more than 7.5 t mpw between 10 p.m. and 5 a.m.

The weekend driving ban applies throughout Austria from Saturday, 3 p.m., to Sunday, 10 p.m., and on public holidays from midnight until 10 p.m.

It applies to

- Lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
- Lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.

Information with regards to weekend/nighttime travel restrictions for trucks can also be found

via <https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/>



# GENERAL INFORMATION

## Address congress

Messe Wien Exhibition Congress Center  
Messeplatz 1  
1021 Wien  
Austria

## Address set-up/dismantling

Reed Messe Wien GmbH  
Trabrennstraße 5  
1020 Wien  
Austria

The exhibition of the ESCRS2023 Congress will be held in hall B & C.

You can find your way to the congress center via: <https://www.messecongress.at/lage/?lang=en>

## Exhibition time table

The ESCRS2023 Congress will be held from 8 - 12 September, 2023 in Vienna, Austria.

### Construction / decoration hours for raw space:

Tuesday 5 September, 2023	08:00 - 22:00 (ADVANCE BOOKING ONLY)
Wednesday 6 September, 2023	08:00 - 22:00
Thursday 7 September, 2023	08:00 - 17:30*
	17:30 - 22:00 (decoration on stand only)
Friday 8 September, 2023	08:00 - 11:00 (decoration on stand only)

\*All empties must be removed from the exhibition at 16:00.

\*\* Decoration is a no dirty build-up time. You can't paint, saw or do anything that can result in damaging the carpet. If you damage the carpet, the involved cost will be invoiced to the exhibitor.

### Decoration hours for stands booked via EA Exhibitions/Exhibitor portal:

Thursday 7 September, 2023	08:00 - 16:00*
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\*All empties must be removed from the exhibition at 16:00.

### Dismantling hours:

Monday 11 September, 2023	19:00 - 22:00*
Tuesday 12 September, 2023	08:00 - 22:00

\*All empties will be moved out from the storages at 19:00

### Exhibition opening hours:

Friday 8 September, 2023	12:00 - 17:00
Saturday 9 September, 2023	09:00 - 17:00
Sunday 10 September, 2023	09:00 - 19:30
Monday 11 September, 2023	09:00 - 17:00

### Exhibition will be accesible for exhibitors with an exhibitor badge as:

Friday 8 September, 2023	08:00 - 18:00
Saturday 9 September, 2023	08:00 - 18:00
Sunday 10 September, 2023	08:00 - 20:30
Monday 11 September, 2023	08:00 - 22:00

For the complete and updated ESCRS2023 Congress program, please visit the ESCRS website: <https://congress.es CRS.org/programme/programme-overview/>

## Contact list

### **EA Exhibitions** for:

Exhibitor stands  
Exhibitor products & services  
On-site exhibitor service desk  
Construction badges

[escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)

### **MCI Suisse SA** for:

Exhibition & Sponsorship  
General Enquiries  
Registration

[escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)  
[escrs.conf@mci-group.com](mailto:escrs.conf@mci-group.com)  
[escrs.reghot@mci-group.com](mailto:escrs.reghot@mci-group.com)

### **Gourmet Event** for:

Stand catering  
Industry meeting rooms

[madlena.demir@gourmet.at](mailto:madlena.demir@gourmet.at)  
[messe-catering@gourmet.at](mailto:messe-catering@gourmet.at)

### Please contact for:

Hotels

[escrs.reghot@mci-group.com](mailto:escrs.reghot@mci-group.com)

### Please contact **GBH EXHIBITION FORWARDING LTD** for:

Freight forwarding & handling  
Lorry parking

[escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com)

### Please contact **Karen Bhavnani** for:

Badge scanners

[karen.bhavnani@wearemci.com](mailto:karen.bhavnani@wearemci.com)

### Please contact **Imperial Connections** for :

Local transportation  
Local restaurants  
Local guides  
Social activities & entertainment  
Photographers  
Printings

[johanna@imperial-connection.at](mailto:johanna@imperial-connection.at)

## Deadlines

### Stand approval & Submitting a stand package

The deadline for submitting your final stand design for approval and purchase for a stand package in the exhibitor portal is **11 July, 2023**.

### Rigging and suspension points

Rigging needs to be requested before **18 July, 2023 CET**. *Requests received after this date cannot be processed anymore.*

### Grid Form

Each exhibitor is required to fill out a grid form (orders without this form will not be processed). Grid forms can be downloaded from downloads in your personal dashboard. The deadline to send in your grid form is set on **1 August, 2023 CET**.

### Graphics

The deadline for submitting your graphics is **1 August, 2023 CET**.

### Hostesses and security

The deadline for submitting a hostess and/or security order form is **1 August, 2023 CET**.

### Regular rates exhibitor products and services

Place your orders before **6 August, 2023 CET**. Orders received after this deadline are subjected to a surcharge (late-orders).

### Late orders of exhibitor products and services

As of **7 August, 2023 CET** a 25% surcharge will apply on all orders.

### Exhibitor Badges

The deadline to register your exhibiting staff is **9 August, 2023 CET**. Additional badges can be purchased by contacting Congress Registration Team via [escrs.regshot@mci-group.com](mailto:escrs.regshot@mci-group.com).

### Web shop closed

The web shop will close on **13 August, 2023 CET**. After this date order of furniture or other request can be done via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) while supplies last.



## Registration

### Congress registration

To register for the ESCRS2023 Congress, please visit the ESCRS website: <https://congress.escrs.org/registration-details/>

## Company Profile & Logo

To appear as a confirmed sponsor/exhibitor on ESCRS23 website, congress app and printed pocket programme, make sure to complete this form : <https://form.jotform.com/231214149837355> by Thursday 17 August 2023.

Past this date, please note that your logo will not appear in the printed pocket programme and we cannot guarantee it will appear in the congress app. We will keep doing our best to publish your material to the website within 5 working days.

## Ancillary meeting policy & Blackout hours for the ESCRS2023 Congress

During the period beginning Friday 8 September 2023 through to Tuesday 12 September 2023, ESCRS does not allow any corporate organized satellite symposia or similar events to take place in conflict with the scientific programme sessions and outside of official industry symposium slots.

Companies may organize evening events, however, they may only start after the official program is finalised and are also subject to approval of ESCRS - please send your request to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

## Local Congress Partner

For ESCRS23 we have partnered up with Imperial Connection for onsite ground services. Their team will be delighted to share their local contacts with you and help you book the following services:

- Local transportation
- Local restaurants
- Local guides
- Social activities & entertainment
- Photographers
- Printings

Please contact Johanna Schmikal at [johanna@imperial-connection.at](mailto:johanna@imperial-connection.at).

## Photo and Film Recording

Taking videos and pictures of your booth and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you've explicitly asked for their consent.

## Insurance requirements

The Exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by ESCRS/MCI Geneva/EA Exhibitions/Messe Wien for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the Exhibitors' responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All Exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her agents or by his or her equipment and activities. All risks cover against damage and theft to the Exhibitor's own property, and to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to Exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place.

Neither the Organiser nor MCI Geneva, EA Exhibitions or Messe Wien can be held liable for Exhibitors' property (personal and/or company property) even in the case of theft. ESCRS/MCI Geneva/EA Exhibitions or Messe Wien disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for fault or neglect on the part of the Organiser's permanent staff. Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress.

# EXHIBITOR SERVICES A-Z

## EA Exhibitions

T: +31 20 262 3272

E-mail: [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)

The following topics information is available:

Audio-visual & PC equipment  
Badge Scanners  
Badges and passes  
Build-up and dismantling rules  
Build-up and dismantling Badges  
Catering  
Cleaning and Waste Disposal  
Compressed air  
Deleveries on-site  
Deposit & lorry parking  
Early build-up  
Exhibitor service desk  
Electricity  
Freight Forwarding & on-site handling  
Graphics  
Hall information  
Hostesses

Hospitality lounges  
Hotels  
Insurance  
Internet & Wi-Fi  
Noise  
Partition walls  
Printshop  
Product display  
Shell Scheme Packages  
Stand approval / Space only  
Safety & Fire regulations  
Security  
Smoking  
Storage  
Rigging/Suspension wires  
Water & regulations

## Audio-visual & PC equipment

The official contractor for audio visual equipment for satellite symposia and additional meetings is **M-Events**. Contact: [industry@m-events.com](mailto:industry@m-events.com)

## Badge Scanners

For badge scanners, please contact Karen Bhavnani at MCI Suisse SA via [karen.bhavnani@wearemci.com](mailto:karen.bhavnani@wearemci.com)

## Badges and passes

All delegates, exhibitors and sponsored sessions organizers will receive a personal badge to access the ESCRS2023 Congress. It is mandatory to wear your name badge at all times while inside the Congress Center. Delegates not wearing their name badge will not have access to the Halls.

You are entitled three (3) free exhibitor badges for you first 9 square meter exhibition space booked. You get one (1) additional badge for each additional full 9 square meter thereafter.

Additional badges can be ordered via the Congress Secretariat [escrs.reghot@mci-group.com](mailto:escrs.reghot@mci-group.com)

### Registration Area

You can pick up your pre-registered badge or register on-site in the registration area.

## Build-up and dismantling rules

The time frames, location and space near the exhibition halls are limited during build-up and dismantling. Therefore we will operate with timeslots for (un)loading complete vehicles. A timeslot will be provided after you made a booking with our logistic partner GBH EXHIBITION FORWARDING LTD. All vehicles arriving at Messe Wien for the delivery and collection of exhibits or stand fittings must report to the GBH EXHIBITION FORWARDING service desk (please follow signs). All delivery and collection of goods must be registered with GBH EXHIBITION FORWARDING before build up starts. Make sure you mention the day, time and license plate number of your vehicle. GBH EXHIBITION FORWARDING will allow vehicles on to the show grounds based on a planning of registered arrivals. Unannounced deliveries and collections will be given a loading time that fits the existing planning and will be asked to wait on a separate parking area outside the show grounds until unloading space is available near the halls.

All set-up and dismantling activities shall comply with applicable occupational health and safety provisions, industrial regulations and laws governing places of assembly. Exhibitors and their subcontractors are responsible for observing the regulations. Exhibitors and their subcontractors must ensure that other exhibitors and their service companies present at the venue are not endangered during its own set-up and dismantling activities. If necessary, they must appoint a coordinator to oversee the work. In case of violations, the Organiser (ESCRS/MCI), Venue (Messe Wien) and the relevant public authorities can order work to be stopped.

The use of safety shoes and hard hats are advised in all construction areas. This applies to all production areas of the venue, during the construction and dismantling period of the event. Complying to the rules is the responsibility of the employer. The safety shoes must comply with category S3 or higher. Please note that the main aisles must be empty during the build-up and dismantling.

## Build-up and dismantling badges

Security will be present during installation and dismantling hours. Two weeks in advance of the Congress, all registered exhibitors will receive a blank build-up/dismantling pass template via e-mail from EA Exhibitions. Each individual staff member that requires access to Messe Wien during the official build up hours must present a copy of this pass template, duly completed, with full name, company name and signature. Upon presentation of this pass to security at Messe Wien, they will be issued with a coloured identifier that will ensure access to the exhibition halls for the duration of build-up. For security reasons, the completed pass template must be retained on the staff member's person during the event and presented to security if and when requested.

Note:

- Access during Tue 5 September will be granted only to stand builders working on behalf of companies that have booked the early build-up service.
- Build-up and dismantling passes do not grant the bearers access to the congress centre outside of the official build-up and dismantling hours. Those that require access during the congress itself must be in possession of a Congress registration or exhibitor badge.

## Catering

Exhibitors are not permitted to use external catering suppliers. **Selling any type of catering is prohibited and hard liquor is not allowed before 11:00 am.**

All stand catering or stock of a bar\* must be ordered from the Gourmet catering via:

Industry Meeting Rooms: [messe-catering@gourmet.at](mailto:messe-catering@gourmet.at)

Stand Catering: [madlena.demir@gourmet.at](mailto:madlena.demir@gourmet.at)

\* If it has been detected that your items are not ordered via Gourmet catering, a fine can be obligated for breaking the rules.

## Cleaning & Waste Disposal

Cleaning of the stand can be ordered in the web shop. Waste should be avoided as much as possible during setup and, dismantling and the course of the event. Waste which cannot be avoided must be disposed of in an environmentally responsible manner (recycle before disposal). Any material left behind in the stand or the hall after dismantling, will be directly charged to the exhibitor. For any assistance please contact us at [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

## Compressed air

Compressed air needs to be ordered 6 weeks in advance. Please request your compressed air via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) before **July 11, 2023**.

## Deliveries on-site

Please note that the Congress venue is not authorized to take delivery of your packages. A company representative must be on-site to sign for and receive deliveries. Each package must be clearly labelled with the event name, exhibitor name and stand number. If your package does not arrive on-site the organisation cannot be held responsible.

## Deposit system & lorry parking

Access to the loading area via Trabrennstraße 5, 1020 Wien. [https://www.messecongress.at/wp-content/uploads/hallenplan\\_wien.pdf](https://www.messecongress.at/wp-content/uploads/hallenplan_wien.pdf)

There is a strict time limit of 3 hours for loading and unloading (ticket system). If 3 hours are exceeded a fine of € 100 will have to be paid at the register machine close to the gate. As soon as loading/unloading is finalized, vehicles must leave the service area. There are no parking spaces for trucks on the premises.

The ASFiNAG provides a live app called “Unterwegs” to stay updated regarding available truck parking spaces – the app is available under the following link: [http://www.asfinag.at/stat/microsite\\_app/microsite\\_app.html](http://www.asfinag.at/stat/microsite_app/microsite_app.html)

## Distribution of printed materials

Printed material may only be distributed in the space rented by the exhibitors in the exhibition hall, in hospitality suites / meeting rooms, or at satellite symposia (inside & outside of the symposium room up to 30 minutes prior to its start).

No such material may be distributed in other areas of the Congress Centre.

## Early build-up

Tuesday 5 September 2023 is the early build-up day and can only be booked in advance. There is a limit on how many exhibitors can request a early build-up. This service is available only to exhibitors with booths of 80m<sup>2</sup> or larger and this day has an extra charge. Early build-up needs to be booked via [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

## Exhibitor service desk

There will be an exhibitor service desk operated by EA Exhibitions. It will be located inside the exhibition hall B under the gallery as shown on the floor plan.

## Electricity: regulations and information

- Shell scheme stands: 3kW main connection is included.
- Raw space stands: **NO** electricity is included. You can order electricity in our web shop.  
The standard voltage and type of supply in the venue is an electrical connection of 230V.

### Electrical installations

Please make sure to check whether the electrical installations on your stand comply with the regulations for installations at trade shows and on stands of Messe Wien. For safety reasons, connections to existing utilities may only performed by Messe Wien or its authorised service partners. Any electrical installation carried out within a stand by exhibitors or their service partners must be performed by skilled electricians.

If the stand installation does not meet the set requirements, it cannot be connected to the power grid within the venue. These requirements must be complied before power can be supplied to your stand. Electrical (switching) panels must not be accessible to visitors. The installation of an RCCB (residual-current circuit breaker) for a nominal fault current of 0.03A is obligatory for the electrical infrastructure.

**Note: Be careful not to obstruct the distribution boards, as Messe Wien staff need to have access to them at all times.**

**GRID FORM:** Do not forget to indicate on the grid form your preferred location of your electricity connections. Please include your stand orientation and exact measurements to each outlet.

## Freight forwarding & on-site handling

For the ESCRS2023 Congress, GBH Exhibition Forwarding has been appointed as the sole forwarding agent and on-site handling contractor for the exhibition. It is the only company allowed to carry out lifting, off-loading and any means of handling involving mechanical equipment, i.e. fork-lift trucks or cranes. All lifting from vehicles and delivery to stand will be invoiced directly to the exhibitor by the contractor. GBH EXHIBITION FORWARDING will also be responsible for all custom formalities for this event. For instructions please see their Event Transport & Logistic Services manual, which can be found in your Downloads.

### GBH Exhibition Forwarding

10 Orgreave Dr,  
Sheffield S13 9NR  
United Kingdom  
T. +44 114 269 0641  
Email: [escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com)  
W: [www.ghbforwarding.com](http://www.ghbforwarding.com)



## Graphics

Graphics can be ordered with EA Exhibitions. There is a wide range of possibilities - from a simple logo print on your fascia to full colour double sided banners in various sizes. Items can be directly ordered in our web shop.

The digital files for the graphics need to be send to EA Exhibitions ([escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)) via e-mail or WeTransfer before **August 1, 2023**. The files should be supplied in the correct form (PDF or AI/EPS) with a minimum of 100 dpi at actual size. Please contact us for assistance at [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

## Hall information

The minimum building height for the exhibition is 2.50 metres. The maximum height is 6.5 metres. Please be aware that in hall B the maximum height near the entrance, as well as the restaurant area in the centre of hall B is 4 metres.

All exhibitors need to submit a stand approval to EA Exhibitions before **July 11, 2023**. All walls above 2.50 metres need to be clean and finished on both sides. The vmaximum floor load of Hall B and C is 1.600 kg/sqm. The floor is from black concrete with supply channels. Hall B does include columns, and a few stairs.



## Hostesses

If you book hostesses for your stand please be advised that you need to arrange badges for them to enter the exhibition hall. The badge fee of €210,- will be included in the total price for hostesses, and the required badge(s) will be added to your crew list. The hostesses will receive their badges upon arrival so they will have access to the hall and can meet you at the preferred meeting location as indicated by you on the order form.

In order to book hostesses, please make sure to fill in the hostess order form which can be found under downloads in your dashboard, and send it to us via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com). The costs can be found in our web shop, but we will get in touch with you in order to provide you with a quotation.

## Hotels

For accommodation requests, please contact [escrs.regshot@mci-group.com](mailto:escrs.regshot@mci-group.com)

## Insurance

Please see “Insurance requirements” on page 10 for the information.

## Internet & Wi-Fi

There will be a general Wi-Fi network available in all the public areas.

To ensure the highest capacity and accessibility for services i.e. business applications, a fixed network connection is recommended. There are different options for cable Internet and Wi-Fi for exhibitors. When an own WIFI network is a wish, please contact us to provide you a custom made solution. As own build networks can interfere the network we strongly recommend not to build it yourself! The venue reserves the right to shut down networks that cause interference or disruption.

You can order your internet connection via the web shop. If you have any special requirements that cannot be found in our web shop, feel free to contact us via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)

## Meeting rooms

We have a limited number of meeting rooms available for rent at Messe Wien during ESCRS 2023, on a first-come-first-served basis. You will find the Meeting Rooms Rental Guidelines on the congress website and under the “Download” section of the ESCRS 2023 online booking platform (Toddo).

All booking requests must be sent to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com). Please note that rental is available for minimum 1 full day – no hourly or half day rental availa-

## Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level **must not exceed 70dB (A)** at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

## Partition walls

Every exhibitor should take care of his own partition walls to neighbouring stands to at least a height of 2.50 metres. Partition walls higher than 2.50 metres should be clean, in a white color and finished state (colour white with no graphics or logo's) on the sides of the neighbours above the 2.50 metres. It is not permitted to use shell scheme walls from neighbouring stands for your own purposes.

If you want your connecting wall higher than 2.50 metres, approval of the neighbours is mandatory in writing and needs to be sent or requested via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

## Print shop

A Printshop will be available at Messe Wien from September 7 to September 11, which will be open from 09:00-17:00 daily.

Please feel free to use the possibility to order your prints in advance and conveniently pick them up onsite during the opening hours. A list of Services can be found in the downloads in the Exhibitor portal.

## Product display

All products displayed during the Exhibition should be approved under the European Medical Device Directives and should display the Certificate of Compliance CE (CE Certificate of Conformity) mark. Products which have not been assessed under these Directives, or are currently undergoing assessment, must be clearly identified as not being approved to display the CE mark.

Further information is available on [the European Commission website](https://commission.europa.eu/business-economy-euro/product-safety-and-requirements/eu-product-requirements_en)

([https://commission.europa.eu/business-economy-euro/product-safety-and-requirements/eu-product-requirements\\_en](https://commission.europa.eu/business-economy-euro/product-safety-and-requirements/eu-product-requirements_en)).

Failure to comply with this regulation will result in refusal of permission to exhibit.

## Stand packages and custom designs

All spaces booked are space only. Note that every stand must have at least partition walls and carpeting. You can order a shell scheme package in our web shop.

### Basic stand- shell scheme

- White shell scheme walls and white fascia with your company name (max 25 characters per side)
- Carpet tiles - dark grey
- LED spotlight 1 per 3 sqm
- Main electrical connection (3kW) including consumption
- Initial and daily stand cleaning

### Deluxe stand- shell scheme

- White shell scheme walls and fascia with your company name (max 25 characters per side)
- Seamless wall prints (peninsula stand 1x, corner stand 2x, row stand 3x)
- Carpet tiles - dark grey
- LED spotlight, per 3 sqm
- Main electrical connection (3kW) including consumption
- Initial and daily stand cleaning
- Open counter with logo
- Barstool white 3x
- High white table 1x
- Small waste bin 1x

In addition to the above mentioned stand packages, furniture, extra fascia texts, shelves, coloured wall panels, printed logo's and more. In the Exhibitor portal you can brand your stand more outside the standard package.

### Custom stands

We can help you transform your ideas into an unforgettable design which will contribute to realise your goals during ESCRS2023 Congress. We are more than happy to submit a proposal. Please contact [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) for more information or a personalised quotation.

## Stand approval Raw space / Space only

Raw space comprise of uncarpeted floor space only. Exhibitors contracted to raw space are responsible for appointing stand contractors to plan and build their stands. Raw space exhibitors and contractors must read the ESCRS Congress Rules & Regulations in addition to Technical guidelines and Safety Regulations of the Messe Wien.

All raw space exhibitors and contractors must work within these regulations as well as the following:

1. All exhibitors who build their own stand need an approval from the organisation. For stand approval, please e-mail your stand design to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

Submission of your final plan is possible until **11 July, 2023**. The following documents must be received:

- Technical drawings (floor plans, perspective views, sectioned views), including ceiling plan with dimensions of the closed ceiling area(s)
- 3D Visuals
- Building description specifying materials used (see point 4.9 in Technical Guidelines of Messe Wien)
- Escape route plan including lengths and widths of emergency escape route(s)
- Approval in script of neighbours if you extend your partition walls

2. Raw space stands with special structures (e.g. structures or exhibits >4 meter in height, closed ceilings, platforms higher than 20cm, etc.) must be approved by EA Exhibitions by a structural analysis prior to the event, and are subject to additional costs (depending on the structure). A structural inspection will be performed during build-up, and costs can be charged when the structure is not according to the plan submitted.

3. The standard height of stand fitting (including graphics and column cladding) is 2.50 metres in height from the floor. The maximum height of any wall is up to **5 metres**. The maximum height restriction is **6.5 metres** (including rigging, measured from floor to top of the rigging structure) but still only after submission of your stand drawings, approval, and height review of the venue.

4. The deadline to request rigging and/or submit the technical rigging plans is **18 July, 2023**. After this date it is not possible to request rigging for your stand. The following general regulations apply to all exhibitors:

- Hanging element can maximum be 70% of your stand area
- Minimum of 1 metre between top of booth build height and bottom of Hanging element
- Advertising media, logo's, etc. must be positioned at least 1 meter from the border with the neighbouring stand
- Branding/logos restricted facing neighbouring booths
- Hanging elements must not extend beyond the boundary of the allocated space

5. For Island and Peninsula stand types, the line of sight through the stand must be possible from aisle to aisle for at least **30%** of the stand width when viewed from each open side.
6. Designs incorporating long runs of aisle perimeter walling should be avoided, meaning open sides must remain **70%** unconstructed. This means that **30%** of the open side can be closed with walls.
7. The stand design needs to be placed within the designated area, and it is not allowed to place any displays or products in the aisles.
8. Raised floors cannot be higher than 5cm. When the raised floor needs to be higher than 5cm there must be a strip that makes the difference in height fluent as shown in the example on the next page.
9. Stands with three open sides or less are obliged to erect a wall (minimum height of 2.50 metres) between themselves and any other neighbouring stand(s). A row stand requires walls on three sides (one back wall and two side walls), a corner stand requires walls on two sides (one back wall and one side wall) and a peninsula stand requires only one wall (one back wall). And island stand does not require any walls.
10. If you want to extend your partition walls you need to have approval from your neighbours in script and add this to your stand approval request via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).
11. Stands with an area of more than 100 sqm with a complicated lay-out must have at least two separate exits/emergency access routes opposite one another. The walking distance between any point in an exhibition area and a walkway outside the stand shall not exceed 20m.
12. Walls that exceed the minimum height of 2.50 metres need to be finished clean and properly on all faces. Exhibitors are responsible for ensuring that their contractor leaves any face of any such wall higher than 2.50 metres in a clean white and finished state (colour white with no graphics or logo's).
13. Floor covering is mandatory. Approved carpet tape only must be used. All tape must be removed at the end of the exhibition. Failure to do so will result in exhibitors being charged for its removal by the organisers.
14. All main electrical installations are handled by the official electrical contractor, EA Exhibitions. Technical facilities will come from the nearest utility channel on the floor, so please bare this in mind when designing your stand and when marking it on the grid floor.
15. It is each exhibitors' responsibility to familiarise himself with any height or weight restrictions of his allocated space before designing the stand.

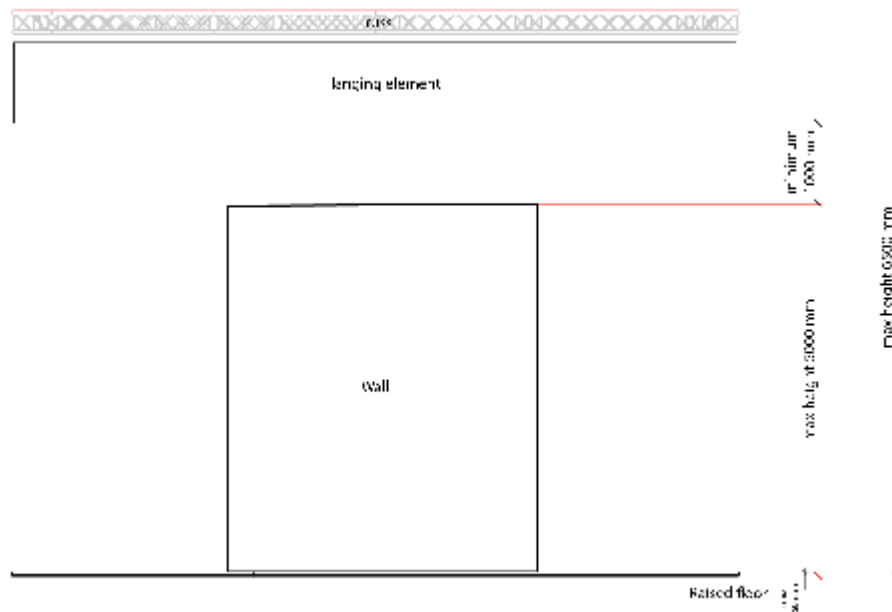
16. All work must be carried out within the show time table.

17. All stands shall be entirely self-supporting, without either hanging from the ceiling or being attached to walls of the venue. It is also not allowed to use (shell scheme) walls from neighbouring stands for your own purposes.

18. The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.

19. All stand construction and decorative materials must comply at least with building materials class B1 of DIN 4102 and/or class B/C s1 d0 of EN 13501-1 (i.e. must be flame retardant and neither form toxic gases nor drip while burning).

If you have any questions based on the stand approval regulations, please do not hesitate to contact us. If you have not chosen a stand builder for your stand yet, EA Exhibitions can also provide you with a quotation for your space only stand. If you are curious what we can do for you, please contact us at [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).



Example of fluent floor difference

## Safety & Fire regulations

- Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition Hall doors and other pieces of safety equipment, their signs, or markings, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and always remain fully functional.
- Escape routes shall always be kept clear.
- Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognizable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated booth area. Items must not be placed in aisles.

## Smoking

Smoking is strictly prohibited at the ESCRS2023 Congress during build up, show hours or dismantling. At the Messe Vienna there are outside areas where smoking is accepted.

## Stand security

Although every reasonable security precaution is taken throughout the build-up, open period and dismantling, show management cannot be held responsible for any loss, damage or accident which may occur to any exhibitors (or their contractors) property or personnel.

We strongly recommend that any small or attractive items are kept under constant supervision and removed each evening and that suitable insurance cover is arranged for your stand. Please take special care of laptops, mobile telephones, etc. - do not leave these items unattended at any time.

You can order stand security to secure your valuable items - during build up, show days and break down. Please contact us via [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) for more information.

## Storage

It is not allowed to have any storage on the stand or in the hall. When the hall is occupied by stand staff, delegates, etc. storing items for the entire event is not possible. Day storage (i.e. prospects, flyers, magazines, give-aways, etc.) on the stand is allowed. Storage of empties in the stand (storage) is also not allowed.

## Rigging / Suspension wires

### Requirements of rigging orders

EA Exhibitions is responsible for the safety of all rigging and its connection to the building structure. Therefore all establishing of rigging points and wire is mandatory at the Messe Wien, and may only be performed by authorised staff. There are no prefabricated suspension points in hall B, therefore individual pre-rigging in order to provide the desired points will be build for each stand. Due to the preparation of pre-rigging, rigging need to be requested timely. The deadline to request rigging and/or submit your technical rigging plan is **July 18, 2023**.

To be able to process the rigging orders we need a detailed sketch of your stand with the following data:

1. The exact placement of each rigging point with measurements compared to the edges of the stand (e.g.: x: 750 cm y: 350 cm below)
2. The exact height of each rigging point
3. The estimated weight attached to each rigging point and the estimated weight of the whole construction to be hung
4. Marking the neighbouring stands

The detailed sketch must contain information about the placement of rigging points. EA Exhibitions reserves the right to make minor adjustments or make suggestions in order to enhance your rigging order. Any relocation of installation etc. either on late notice or onsite will be invoiced directly to the exhibitor. Rigging can be ordered via EA Exhibitions. Please fill in the order form for rigging which can be found on the website under Downloads, and send all information including the technical sketches to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) to receive a total price.

The following general regulations apply to all exhibitors:

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- Branding/logos restricted facing neighbouring booths



## Water & regulations

The general supply points for water, drainage and compressed air will be provided and connected by Messe Wien. The connection will be connected to the nearest supply point of one of the utility channels in the floor. If your stand has a raised platform, the water pipe will be laid underneath it. Connections to exhibition hall water and drain lines shall be via 1/2-inch pipes in the case of water lines and 40-mm pipes in the case of drain lines.

Be careful not to let waste (e.g. fruit remains when juicing) into the drains as it will block the drains. From previous experience this might not be solvable before the end of the event. Any additional activities or rentals on-site will be charged directly to the exhibitor. If you would like to order a water (and drainage) connection, please contact us.

### **Legionnaires' Disease / Legionella bacteria**

Without previous written consent from or on behalf of the organisers, the participant will not be permitted to use flowing, sprayed and/or atomised liquids at or in the vicinity of the stands during the exhibition; such liquids may occur, for example, in stand-alone air-conditioning systems, fountains, high-pressure cleaning systems, humidifiers, shower equipment, saunas and/or whirlpools. Application for consent, including a clear description of the use of liquid, should be submitted to the organiser. If you have open water or other liquids at your stand, it is compulsory to order a permit in order to prevent legionella disease. Please contact us for more information.

## GENERAL RULES & REGULATIONS

Please find the following documents in the exhibitor portal under downloads in your dashboard on <https://www.toddoo.com/event/escrs41>

- General Rules and Regulations of the **ESCRS**
- General Rules and Regulations of **EA Exhibitions**
- Safety Rules and Regulations of **Messe Wien**
- Technical Guidelines of **Messe Wien**
- Civil Engineer of **Messe Wien**
- House Rules of **Messe Wien**