

# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation &  
the World Stroke Organization



**12-15 MAY 2020**  
PRE-CONFERENCE DAY 12 MAY



February 2020

Dear ESO-WSO Exhibitor,

This Exhibition Technical Manual contains important information and is designed to assist you in preparing for the ESO-WSO Exhibition.

The Exhibition will be held in conjunction with the joint European Stroke Organisation and World Stroke Organization Conference (ESO-WSO 2020), which will take place in Vienna, Austria on 12-15 May 2020.

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

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

#### **Exhibitor Portal**

- The Exhibitor's Portal will be used to submit your company profile\products\logo for inclusion in the Conference publications as well as exhibitor badges order, booth drawing submission, lead retrieval and others.
- Kindly note that only by submitting your company profile and logo, you will be permitted access to the other optional services available for you.
- Each exhibitor will receive a separate e-mail containing instructions on how the orders should be placed as well as individual login and password. Keep the Exhibitor's Portal link as well as your login information on hand for future reference.

#### **Exhibition Floor Plan and List of Exhibitors**

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

For updates please visit the online floor plan [here](#)

For your convenience, the manual has been divided into sections.

We shall be happy to assist you with any additional services that you may require.

If there is anything, we can do to facilitate your booth set up, please do not hesitate to contact us.

We wish all of us a successful Conference and Exhibition.

Best Regards,

*Michal*

*Michal Lelcuk*

**Senior Technical & Exhibition Manager**

Email: [mlelcuk@kenes.com](mailto:mlelcuk@kenes.com)

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## SECTION 1: GENERAL INFORMATION

### Dates

Tuesday, May 12– Friday, May 15, 2020

May 12<sup>th</sup> is the pre-conference day.

### Venue address

Austria Center Vienna Bruno-Kreisky-Platz 1 Vienna

Tel.: +43-1-260 69-0 Venue I website: <https://www.acv.at>

### Exhibition Manager

Ms. Michal Lelcuk | Tel: +41 22 908 0488 ext. 523 | E-mail: [mlelcuk@kenes.com](mailto:mlelcuk@kenes.com)

### Onsite Exhibition Manager Desk

The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition Area.

Prior to this time, if you have any queries regarding your participation at ESO-WSO 2020, please feel free to contact Michal Lelcuk at: [mlelcuk@kenes.com](mailto:mlelcuk@kenes.com)

### Registration Specialist

Maya Smith Tel: +359 2 4652893 | E-mail: [msmith@kenes.com](mailto:msmith@kenes.com)

### Hotel Accommodation

Anna Ivanova, Hotel Sales Manager

T: +41 22 908 0488 | E-mail: [aivanova@kenes.com](mailto:aivanova@kenes.com)

A block of rooms has been reserved for the ESO-WSO Conference participants and supporters at a discounted rate. Hotel reservations can be made via the Conference website. Please [click here](#)

### Industry Liaison & Sales

Judit Gondor | Tel: +41 22 908 0488 Ext: 531 | E-mail: [jgondor@kenes.com](mailto:jgondor@kenes.com)

### ESO-WSO Secretariat

C/o Kenes Group

Rue François-Versonnex 7, 1207 Geneva, Switzerland

Tel: +41 22 501 7904 | Website: <https://eso-wso-conference.org/>

### Conference Website

You are welcome to visit the Conference website: <https://eso-wso-conference.org/> for updated information regarding the ESO-WSO 2020 Conference and Exhibition.

## Section 2: OFFICIAL CONTRACTORS

### Customs Clearance & Freight Handling Agent

**MERKUR Expo Logistics GmbH**

**Ms. Zehavit Akerman**

T : +49 69 747 848 | T : +972 8 914 6382

M : +972 52 511 4982

E: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

### Catering Services\Booth Catering

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the Exclusive venue Caterer:

**Motto Catering GmbH**

Catering Online Order Form: <https://shop.motto-catering.at/>

E: [webshop@mottogroup.at](mailto:webshop@mottogroup.at)

T: + 43 1 585 2303 20 [During working days and office hours: 9am-5pm].

### Official Booth Contractor

**Additional Booth Fittings**

**Graphics**

**Electrical Utensils**

**Furniture Rental**

**Booth cleaning**

**Electricity**

**Floral Arrangement and Plants**

**Rigging\hanging**

**Internet and Wi-Fi connection**

**STAND<sup>OUT</sup>**  
or stay invisible.

Expoxx Messebau GmbH

Messeplatz 1, A-1020 Wien

W [www.standout.eu](http://www.standout.eu)

Contact: **Michael Ebner**, Project Manager

T +43-1-72720-6226 | M +43-676-82326226

E [michael.ebner@standout.eu](mailto:michael.ebner@standout.eu)

Please note that STAND OUT is the official Booths contractor.

STAND OUT can provide exhibitors with designs and custom build booth. The range of products available can be found on the on-line shop.

Ordering additional services and order deadlines set by the conference vendor, can be found through the online link: <https://expoxx.at/de/shop/account/login/> or contact: [info@expoxx.at](mailto:info@expoxx.at)

### Booth Cleaning and Waste Removal

The Organisers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

For ordering daily booth cleaning, please refer to the on-line shop:

<https://expoxx.at/de/shop/account/login/> or contact: [info@expoxx.at](mailto:info@expoxx.at)

**Exhibitors are kindly requested to create their own account.**

**Hostesses & Temporary Staff Hire**

Impacts Catering Solutions GmbH

Katharina Buresch

Tel: +43 1 402 0808 310 | Mobile: +43 664 886 37 534

E-mail: [buersch@impacts.at](mailto:buersch@impacts.at) | Website: [www.impacts.at](http://www.impacts.at)

### SECTION 3: EXHIBITION SCHEDULE

#### Exhibition Timetable at a Glance

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

| Exhibition Hours  |                    |                                                                           |
|-------------------|--------------------|---------------------------------------------------------------------------|
| Exhibition Set-up | Monday 11th May    | Space Only: 11:00 - 21:00                                                 |
|                   | Tuesday 12th May   | Space only continued: 08:00 - 21:00<br>Shell Scheme booths: 08:00 – 21:00 |
| Opening Hours*    | Wednesday 13th May | 09:30 - 19:30 (end of welcome reception)                                  |
|                   | Thursday 14th May  | 09:30 - 17:15                                                             |
|                   | Friday 15th May    | 09:30 - 14:30                                                             |
|                   | Friday 15th May    | 14:30 - 22:00                                                             |

\* Exhibition doors will be open for all exhibitors at 08:30 (May 13, 14 and 15<sup>th</sup>). Access prior to this time will not be possible.

#### Please note:

- Empty crates and packaging materials must be removed after set-up and no later than Tuesday, 12th May at 17:00.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

#### Off Exhibition Information

- Please note that participants will be walking through the Exhibition Halls to reach the E-Poster area which will be active before and after the Exhibition Opening Hours. Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after Friday 15th May at 22:00 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

#### Opening Ceremony & Networking Reception

On Wednesday, 13th May you are cordially invited to the Welcome Reception held in the Exhibition Halls from 18:15.

Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Halls.



#### Section 4: EXHIBITION SERVICES

##### **Exhibitors\Contractors access to the Exhibition Hall during Set-up & Dismantling Times**

Booth contractors and staff must wear service passes during the entire set up and dismantling period. Service passes are free of charge and may be collected from the onsite Exhibition Management Desk.

##### **Exhibitor Registration/Badges**

All exhibitors are required to register and will receive a badge displaying the exhibiting company name. Individual exhibitor names **will not** appear on the badge in order that they may be used interchangeably between exhibitors. Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9sqm booked and one additional for each 9sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60sqm – 15 exhibitor registrations
- Booths larger than 60sqm – 25 exhibitor registrations

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

The exhibitor badges allow free access to the exhibition area, refreshments and Networking Receptions.

Any additional exhibitor badge will be charged an exhibitor registration fee of €180 each.

Exhibitor badges may be collected from the Registration Desk onsite. Badges will not be mailed in advance.

**Exhibitor badges can be ordered via the online Exhibitor's Portal**  
**Deadline for ordering online: Friday, May 1<sup>st</sup>, 2020**

### Lead Retrieval Application

Lead Retrieval App is a helpful tool for collecting Participants contact information.

#### K-Lead Retrieval App (**NO DEVICE is included**)

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

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "KLead App".
- **Cost per unit – € 400+ additional 4% for Credit Card payments**

#### K-Lead Retrieval Application and a Device

You may order a device if you do not wish to install the K-Lead Application on your personal device.

- **Cost per unit - €600 + additional 4% for Credit Card payments**

#### The Mini Scanner

Offered and available for scanning participants at the entrance door to the Symposia halls.

- No editing capabilities
- Basic participant info
- Pocket size
- **Cost per unit- € 300 + additional 4% for Credit Card payments**

#### **Please Note:**

In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#)

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

**To order "K-Lead" Application and to reserve your Mini Scanners, please refer to the online Exhibitor's Portal**

**Deadline for ordering online: Friday, May 1<sup>st</sup>, 2020 (subject to availability)**

### Internet and WI -FI Connections

ESO-WSO will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for any product demonstrations on your exhibition booth, we would recommend ordering a **wireless** or **wired** connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

Please be advised that all WLAN networks will be created exclusively by the Venue.

The Organisers\Venue retains the right to shut down any WLAN networks created individually.

**No standalone Wireless Access Points are allowed due to interference with the house systems.**

**The Venue and the Organisers reserve the rights to discontinue any activity which interfere with the hall WI-FI coverage.**

**To order internet connection please refer to the online shop**

## Section 5: TECHNICAL INFORMATION

### Loading and Unloading

To ensure smooth unloading and delivery we recommend dispatch using the official logistic agent. You may choose your own shipper, but kindly note that **MERKUR Expo Logistics GmbH** is the exclusive agent for move-in and move - out.

### Vehicle Passes and Unloading

Due to limitation of delivery entrances please respect the clearways and waiting times. All exhibitors, also the ones who prefer to unload themselves, need to apply for loading and unloading slots. Please contact Ms. Zehavit Akerman at [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

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

Note:

Night-time noise regulations: Noise restrictions generally apply between 10 p.m. and 6 a.m. and on Sundays and public holidays.

Restrictions on the movement of goods vehicles apply on Saturdays between 3 p.m. and midnight and on Sundays and public holidays between midnight and 10 p.m. In addition, no trucks over 7.5 tons, neither vehicles with trailers over 3.5 tons are allowed on the streets in the night (Sunday to Monday) 22:00 until 06:00, except for low-noise vehicles (marked with a green round sign with a white L) with a speed limit to 60 km/h.

The Austrian traffic regulations must be observed. It is forbidden to leave engines running.

### Access to the Exhibition Hall

#### Transport of booth construction materials and exhibits to and from the premises:

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder and their local agent.

Important note: Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

### Use of cargo lift

To deliver goods to Hall X4 the use of a cargo lift is required. Lift measurements to follow.

### Use of passenger lifts and escalators

Passenger lifts and escalators may not be used to transport goods and equipment.

**Vehicles and forklifts** are not allowed inside exhibit Halls.

Only forklift trucks operated by IML (partner of Merkur Logistics) are permitted within the loading bay. In the exhibition Halls, only pallet jacks and trolleys are allowed.

### **Access for Deliveries**

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

Deliveries may not be made prior to Tuesday, May 11<sup>th</sup>, 2020. Any deliveries prior to this date will not be accepted.

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

### **Storage**

The ACV has no storage facilities for empty containers and other materials required for the exhibition.

Excess stock, literature or packing cases may not be stored on, around or behind Booths, unless contained within a lockable storeroom, doors to which must have a vision panel.

The venue does not have any storage facility for materials left on-site outside of tenancy times.

Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.

Storage of empties: Empties should generally be stored directly with **MERKUR Expo Logistics GmbH**.

### **Parking**

Parking during **unloading** is limited for short time only.

Trucks: parking spaces are available at the parking lot "West" (next to Gate 1) on a "first come - first serve" basis.

Cars: please use the parking garages of the Austria Center Vienna. Information regarding access and fees can be found online:

<https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html>

### Exhibition Booths

To ensure the smooth and efficient installation and dismantling of your booth, an Official Booth Contractor has been appointed. Booth furniture, accessories etc. are available for rent, please contact the official booth contractor.

### Shell Schemes that have been pre-booked from Kenes include:

Standard Shell Scheme system

Company name on Fascia board printed in standard lettering –

For submission of your company name, please refer to the Exhibitor's Portal

1 X spotlight per m1

Blue Carpet

#### Please note:

- Corner Booths are provided with two open sides
- Furniture are not included with your shell scheme
- Electricity is not included with your shell scheme
- Cleaning is not included with your shell scheme

### Special offer:

You may book a Furniture package at a special price: €350+ VAT (if applicable) via the following order form.

The package includes:

1 table | 2 chairs | 1 waste bin | Electricity



**\*\*For Shell Scheme Stands Only\*\***

Please complete this form and return by e-mail to the exhibition manager [mlelcuk@kenes.com](mailto:mlelcuk@kenes.com)  
no later than **Wednesday, April 1<sup>st</sup>, 2020**

➤ **Electric connection including consumption:**

Min 500W electric socket | cable run to power supply | connection to venue power supply main.

➤ **Furniture**

1 table | 2 chairs | 1 waste bin

**Rate: €350 + VAT (if applicable)**

Company name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact person: \_\_\_\_\_ e-mail: \_\_\_\_\_

Payment method (please select): Bank Transfer / Credit Card

**Billing address:**

Company Name \_\_\_\_\_

Street: \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Country \_\_\_\_\_

VAT# \_\_\_\_\_

Please note that you will receive an invoice by e mail.

Credit card payment will incur 4% service charge.

**Thank you for your order!**

Authorization for Credit Card Charges

Dear Sirs,

In order to charge your credit card and in accordance with the security measures taken by credit card companies – please fill in the following form in **your own handwriting** and sign.

Name of Company: \_\_\_\_\_

We authorize 'Kenes' International Organizers of Congresses Ltd. to make the charge of EURO 350

for Electricity and Furniture Combined Package fees

for Conference: ESO-WSO 2020

Credit Card details to be charged: \_\_\_\_\_

Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name of Card holder: \_\_\_\_\_

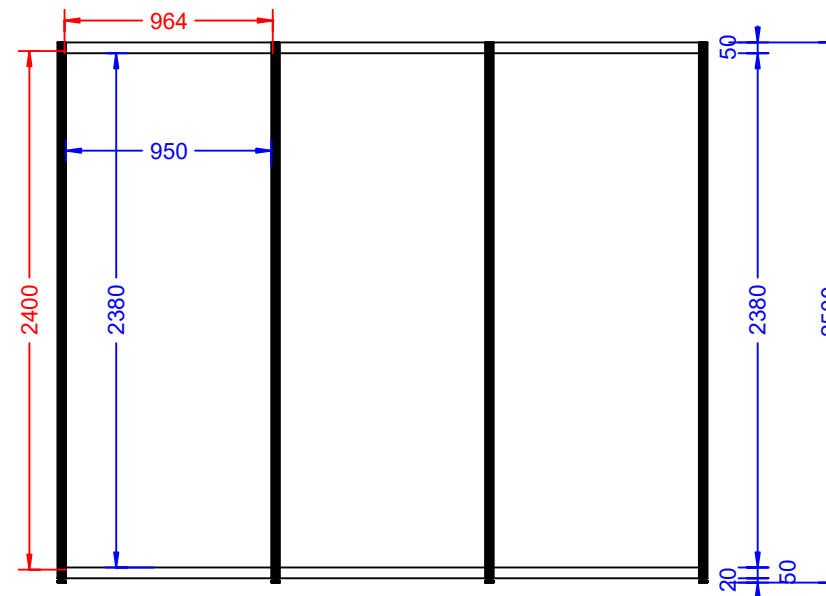
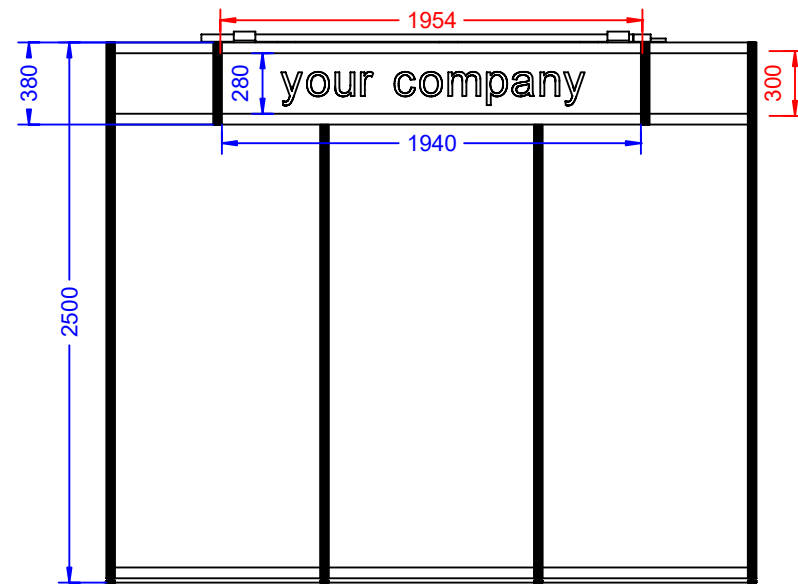
Address: (as per Credit card records): \_\_\_\_\_

Telephone number: \_\_\_\_\_

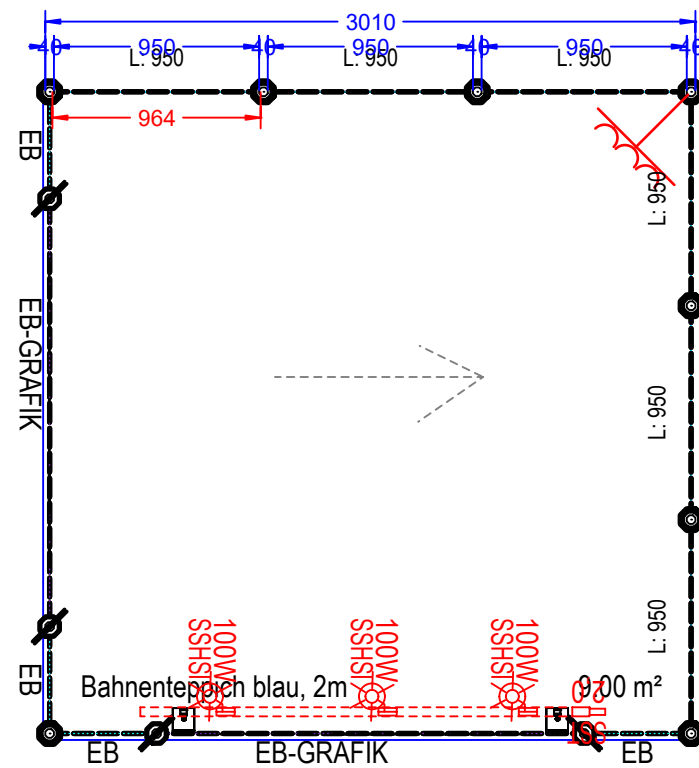
Security digits (on the back of the credit card): \_\_\_\_\_

Date: \_\_\_\_\_ SIGNATURE of Card Holder: \_\_\_\_\_

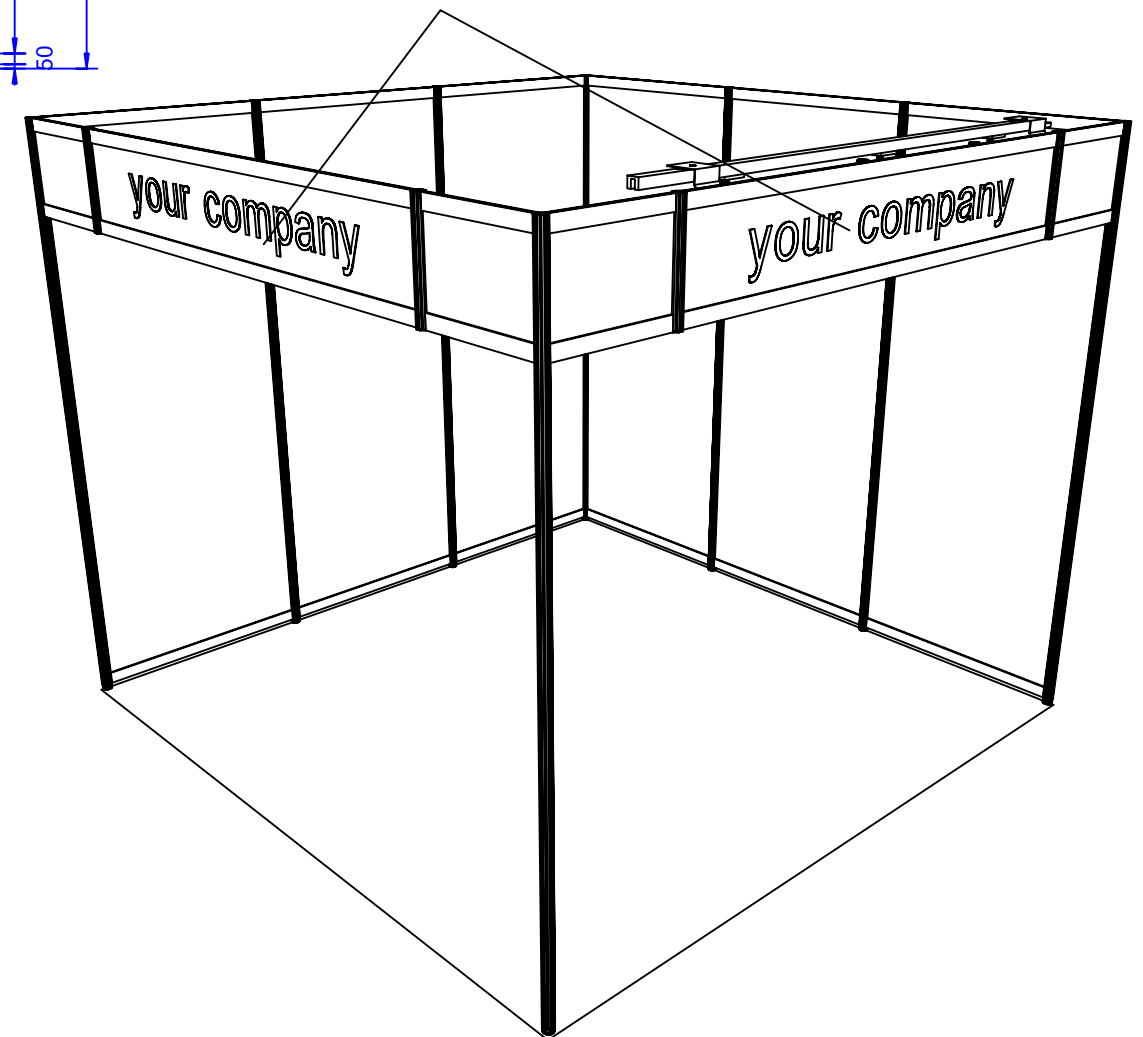




company name (arial black)



net size of walls  
filling size



|                           |                               |                |                  |                       |              |                 |                                                              |                     |
|---------------------------|-------------------------------|----------------|------------------|-----------------------|--------------|-----------------|--------------------------------------------------------------|---------------------|
| hall:<br><br>00           | project:<br>04093.2020.011    |                |                  | fair:<br>ESO-WSO 2020 |              |                 | project manager:<br>M. Ebner                                 | date:<br>05.02.2020 |
|                           | job number:<br>000000         | drw.nr:<br>001 | index.nr:<br>001 | scale:<br>1: 35       | sheet:<br>A4 | designer:<br>PM | <div>STAND<sup>OUT</sup></div> <div>or stay invisible.</div> |                     |
| booth number:<br><br>0000 | client:<br>booth package 3x3m |                |                  | description:<br>----- |              |                 |                                                              |                     |
|                           |                               |                |                  |                       |              |                 |                                                              |                     |

### Technical Information and Regulations for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the Official Booth Contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to "STANDOUT" before Monday April 27th, 2020.
- No shell scheme booth-fitting or display(s) may exceed a height of 2.5M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No tape, nail or fixture of any kind can be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
- All furniture items, if included in the Scheme Package, are not exchangeable.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If "STANDOUT" is not being notified in writing before February 2<sup>nd</sup>, 2020. it will be assumed that the exhibitor will for opening on the additional side(s).
- Exhibitors requiring additional equipment should contact "STANDOUT" as per the above deadline's information.
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage
- Excess stock, literature or packing cases may not be stored on, around or behind Booths, unless contained within a lockable storeroom.

## Technical Information and Regulations for Space Rental Booths

We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact **Sascha Tretenhahn** of the Austria Center Vienna at: [sascha.tretenhahn@acv.at](mailto:sascha.tretenhahn@acv.at) to coordinate a visit.

Exhibitors using **independent contractors** are required to submit the following for approval by **Wednesday, April 1st, 2020**

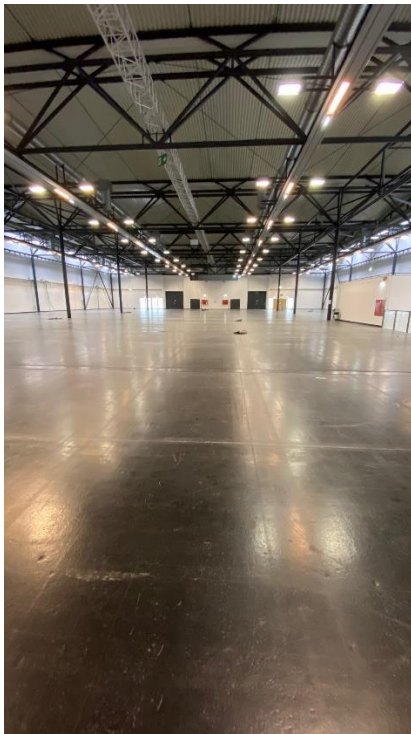
**For submission of booth layout for approval, please refer to the Exhibitor's Portal**

1. **A scaled drawing, including elevation views, scaled 1:200 DWG showing the duct layer of the proposed booth to be built.**
  2. **A list of all Electrical appliances** to be installed in the booth.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
  - Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved.
  - Island Booths should be partly accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.
  - Multilevel structures are not permitted.
  - Arches, bridges or similar constructions connecting two or more Booths are not permitted.
  - The Organisers will NOT approve Booths that do NOT comply with the accepted standards until the necessary changes have been made.
  - **Work cannot commence until the exhibitor layout is approved by the Organisers and the Venue.**
  - Exhibitors are required to submit the name and contact details of their respective construction by **Friday, May 1st, 2020** to: [mlelcuk@kenes.com](mailto:mlelcuk@kenes.com)
  - If you require additional booth equipment (Furniture, Graphics, etc.), please refer to the order forms at the end of the manual.

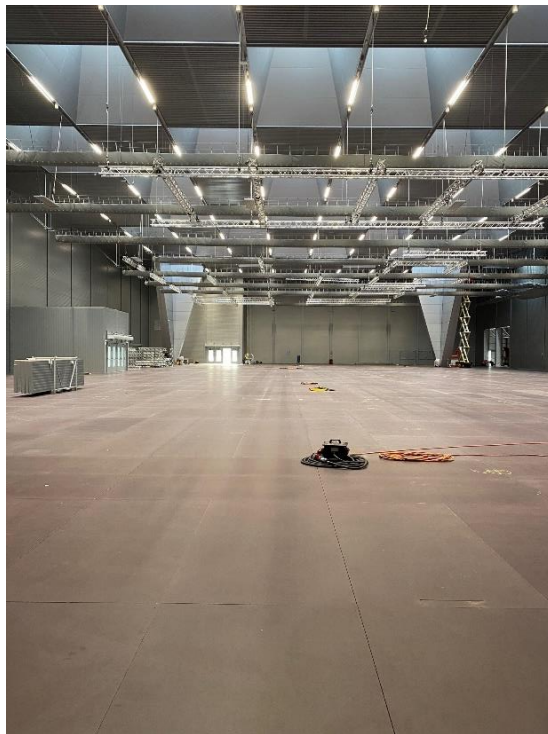
### Exhibition Hall \Hall Specifications

The exhibition will be held in Hall X4 and the newly Hall X5.

Please find a link to the ACV Virtual Tour: [https://www.acv.at/planen/raeume/virtuelle-tour/EN/flash/acv\\_EN\\_flash.html](https://www.acv.at/planen/raeume/virtuelle-tour/EN/flash/acv_EN_flash.html)



**Hall X4**



**Hall X5**

### Build-Up Height

The Maximum Build up height for space only booth is 4.00M

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their Booths.

Any part facing neighboring booths that is above 2.50M in height needs to be designed with neutral surfaces (white).

### Ceiling Hangings

Ceiling hanging is permitted. The upmost point should not exceed 6.00M

Kindly note that the hanging points are spread randomly throughout the Exhibition Hall and may not be available above your booth location.

Hanging will be evaluated, case by case, depending on the position of the booth and by the project. Along with the project exhibitors must send the hanging

application forms with every technical specification and a clear and detailed design with the various heights.

Stand builders cannot hang any item directly to the venue ceiling \hanging points.  
In some areas the venue has to build pre-rigging in order to provide a hanging point.

**The order forms can be found in the online shop.**

### **Floor**

Floor finish in Hall X4 is black colored industrial floor

Floor finish in Hall X5 is wooden boards

### **Raised floor**

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 4.5cm.

The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible).

Please note that if your booth has a platform higher than 4.5cm, you are required to provide a ramp or sloped adages for disabled access.

### **Electricity and Electrical Installations**

Power supplies and other utilities are supplied into the Booths via the ceiling or floor depending on the location of your stand.

Initial power connections to Booths will be made as soon as possible.

However, free build exhibitors/contractors are advised to contact the official contractor to arrange a temporary power supply for actual construction of Booths if required.

If you require electricity for your booth, please refer to the online shop.

To order 24 hours' power supply please contact the official contractor.

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

Only the official Contractor is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor must order an electrical switchboard from the official builder and to pay for the electrical consumption per his power needs.

**IMPORTANT-** All exhibitor electrical equipment must be tested and tagged for electrical safety compliance.

## Section 6: EXHIBITION RULES AND REGULATIONS

Please be sure to read thoroughly all the “Rules and Regulations” binding for all Exhibitors and their subcontractors. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein. Please also familiarize yourself with the ACV's exhibition manual.

### Children/Animals

No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors' children and should be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

### Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

### Disposal of Material

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

### Fire Insurance (compulsory)

Exhibitors must be insured against fire.

booth material and fittings must be of non-flammable materials or impregnated with fire-retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

### Health & Safety

It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event. It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and booth builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the Organiser. appropriate hearing, eye, head and foot protection

### Insurance (Compulsory)

Neither the Organisers nor The Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees

through full and comprehensive insurance and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

Exhibitors are personally liable for all expenses incurred by the organiser or by third parties regarding technical services provide.

#### **Insurance (compulsory)**

The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.

We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

#### **Liability Insurance**

You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.

We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

#### **Music (Authors and publisher rights)**

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

#### **Poster Hanging, Banners etc.**

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of The Venue is not allowed without prior written authorization.

#### **Promotional Activities**

All demonstrations or instructional activities must be confined to the limits of the exhibition booth.

Advertising material and signs may not be distributed or displayed outside the exhibitor's Booths.

Sound equipment must be regulated and directed into the booth so that it does not disturb neighboring exhibits.

The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

### Security

**Safety and Security of Material.** Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The Organisers and Venue cannot accept liability for loss of or damage to private property or goods.

The building will be secured at night during off-show hours.

Neither the Venue **nor** the Organisers can accept responsibility for the security of the Booths and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their booth and equipment.

### Smoking

The **ESO-WSO 2020** Conference is a non-smoking Conference.

### Special Effects

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

### Booth Cleaning

The Organisers will arrange for general cleaning of the exhibition premises including prior to the opening of exhibition and daily prior to opening thereafter.

### Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. Any discarded waste, including promotional material, left behind will be removed by the Organisers at the expense of the exhibitor concerned.



## Section 6: GREEN INITIATIVE

- GREEN INITIATIVE – information for Exhibitors

We are committed to carrying out this conference according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. We kindly ask you to contribute to this initiative and take note of the following guidelines:

### Information about travel:

- Take advantage of the good public connection to Vienna and the conference venue, Austria Center. On <http://www.oebb.at/en> you can easily book train tickets, whilst on <https://www.flixbus.com> you can book bus tickets. Look out for offers e.g. the “Sparschiene” tickets.
- You can find more information about the local public connections and how to reach the Austria Center at the following [link](#). Plan your trip with the [route finder of the Wiener Linien](#).
- If you come to the venue by car or plane, you can compensate your emissions here: [www.co2.myclimate.org](http://www.co2.myclimate.org) or any other platform.
- Other ideas: Organise carpools, use a bicycle to commute to the conference grounds or walk from your accommodation.

### Information about accommodation:

- We would appreciate it if you and your staff members spend the night in an environmentally certified hotel. You can directly contact our colleague Irina Sapir at [isapir@kenes.com](mailto:isapir@kenes.com) who will recommend you a certified hotel for your stay or accommodation within walking distance of the venue.

### Information on waste prevention and waste separation:

You are obliged to comply with the waste concept at this event. Please try to avoid as much waste as possible:

- Reduce the volume of the material to be transported and to be stored as far as possible.
- Use reusable, environmentally friendly decoration for your stand. The materials for which the exhibitor is responsible (stands, roll-ups, decoration, flooring, etc.) must be re-usable and should be re-used.
- Any printed products of relevance to the event are to be produced according to the principle of minimum resource expenditure: small number of copies, small printing format, double-sided copies, replacement by electronic carriers, mail services, internet, apps etc.
- Avoid mass distribution of flyers or other printed matter, hand out printed matter only upon request, or give preference to electronic information transfer (e.g. indication of

links for download, etc.). Reuse the remaining brochures and materials at other events.

- If you are to print flyers or other materials, use 100% recycling paper or at least paper bleached completely without the use of chlorine (TFC) for the required printed matter, or commission a certified printing company with the printing job according to the guidelines of the Austrian Eco-label.
- Do not offer giveaways (except product samples). If this is not possible, use durable and/or reusable products made of environmentally sound materials (domestic wood, natural fibres) without synthetic individual packaging, without batteries, from fair trade, or with certified quality seals.
- If you are to use or hand any bags or giveaways in bags, prefer cloth and paper bags instead of plastic bags.

If waste occurs nevertheless, please dispose it according to the following specifications:

- Please follow the onsite colour scheme for waste separation.
- Small waste bins can be found all over the event area. Please consult with the Exhibition manager regarding the exact onsite location of large containers for residual waste, cardboard/ paper, packaging (shrink film, plastic, tetra), glass, metal and organic waste.
- At the end of the event, numerous separation bins (residual waste, cardboard / paper, recyclable materials) will be available.
- Report broken glass/ spills immediately to the onsite Exhibition Management desk.

#### **Information about sustainable energy use:**

- Turn off electricity during the assembly of the booth and during night
- Do not leave the standby function of appliances on during the night.

#### **Agreement Form**

Please fill in **THIS** consent form related to your commitment to the Green Initiative and return it to us by **Tuesday, 17 March 2020**.

#### **Contact for questions regarding the Green Meeting:**

Dimana Atanasova, [datanasova@kenes.com](mailto:datanasova@kenes.com)

- GREEN INITIATIVE – information for Stand = Builders

We are committed to carrying out this conference according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. We kindly ask you to contribute to this initiative and take note of the following guidelines:

- Use reusable and/or recyclable materials to construct the exhibition booths and use, if possible, the booths or their building components again at other events.
- Use exclusively PVC-free materials.
- Use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.).
- Dispose of your waste in the waste separation systems offered on the spot, according to the requirements of the event management.

#### **Agreement Form**

If your booth complies with all criteria mentioned above, please inform us about it in writing by filling in **THIS** consent form and returning it to us by **Tuesday, 17 March 2020**.

#### **Contact for questions regarding the Green Meeting:**

Dimana Atanasova, [datanasova@kenes.com](mailto:datanasova@kenes.com)

# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation &  
the World Stroke Organization



## ESO-WSO CONFERENCE, 12-15 MAY 2020 GREEN MEETING INITIATIVE

### Exhibition Booth Agreement

Please return the filled-out form to Dimana Atanasova, [datanasova@kenes.com](mailto:datanasova@kenes.com)

**Enterprise**    Name: [Click here to enter text](#)  
Company: [Click here to enter text](#)  
Address: [Click here to enter text](#)  
Contact Details: [Click here to enter text](#)  
Booth Number: [Click here to enter text](#)

We commit ourselves to meeting the following requirements of the ESO-WSO Conference:

- Waste accruing at the booth has to be disposed of according to the requirements of the waste management scheme. Foreseeable waste types: [Click here to enter text](#)
- We host booth visitors:  
**Drinks:** ☐ yes ☐ no  
If so, we only use large containers of reusable containers (no cans, PET bottles, Tetra Pak, etc.). Description: [Click here to enter text](#).  
**Food:** ☐ yes ☐ no  
If yes, we do not use disposable products (cups, cups, plates, cutlery)
- There are product tastings at our stand:  
☐ We use reusable crockery for this purpose. Description: [Click here to enter text](#)  
☐ Reusable crockery is not possible for the following reason: [Click here to enter text](#).  
Therefore, we use small tasting units made of cardboard or biodegradable plastic.  
Description: [Click here to enter text](#).
- We distribute Giveaways (other than product samples)  
☐ yes ☐ no  
If so, giveaways do not generate large amounts of waste (e.g., disposable beverage packaging) or hazardous waste (e.g. products with batteries or rechargeable batteries)
- The materials brought and used by us or our appointed booth builders for the design of the booth (racks, roll-ups, decoration, floor covering, etc.) are reusable and are reused.

[Click here to enter text](#)

Please print your name/use electronic signature to confirm



# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation &  
the World Stroke Organization



Place, date

Signature

**In addition to that** we conclude the following agreement:

- ☐ For the purposes of saving resources and avoiding waste we reduce the distribution of printed matter as follows:

[Click here to enter text](#)

- ☐ Our giveaways are made of environmentally friendly and natural materials or awarded with a quality label (Eco-label, organic label, fair trade label...). We are using the following giveaways:

[Click here to enter text](#)

[Click here to enter text](#)

Place, date

[Please print your name/use electronic signature to confirm](#)

Signature



# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation &  
the World Stroke Organization



## ESO-WSO CONFERENCE, 12-15 MAY 2020 GREEN MEETING INITIATIVE

### Stand Builder Agreement

Please return the filled-out form to Dimana Atanasova, [datanasova@kenes.com](mailto:datanasova@kenes.com)

**Enterprise**    Name: [Click here to enter text](#)  
Company: [Click here to enter text](#)  
Address: [Click here to enter text](#)  
Contact Details: [Click here to enter text](#)  
Booth Number: [Click here to enter text](#)

Dear Stand Builders,

We are committed to carrying out this conference according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields.

We kindly ask you to contribute to this initiative and take note of the following guidelines:

- Use reusable and/or recyclable materials to construct the exhibition booths and use, if possible, the booths or their building components again at other events.
- Use exclusively PVC-free materials.
- Use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.).
- Dispose of your waste in the waste separation systems offered on the spot, according to the requirements of the event management.

**If your booth complies with all criteria mentioned above, please inform us about it in writing by submitting a short description and signing the current agreement.**

[Click here to enter short description text](#)

[Click here to enter text](#)  
Place, date

[Please print your name/use electronic signature to confirm](#)  
Signature



## Section 8: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Handling Rates
- Labels
- Material Handling Form
- Shipping Instructions

### Delivery & Logistic Services

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

For security, insurance, and efficiency reasons, **MERKUR Expo Logistics GmbH** is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

### Insurance of Goods

All cargo should be insured from point of origin.

### Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Conference bags and display.

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

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

In order to assure receipt of sent materials, **MERKUR Expo Logistics GmbH** must receive the Pre-Advice form found in the shipping instructions.

Please complete this form and return it to Zehavit Akerman: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)  
You will then receive confirmation of your material arrival.

*Full shipping instructions can be found at: [SHIPPING INSTRUCTIONS](#)*