



Dear Partners,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **35th International Papillomavirus Conference & Basic, Clinical and Public Health Scientific Workshops (IPVC 2023)**, which will take place from **Monday, April 17 to Friday, April 21, 2023** at the **Walter E. Washington Convention Center** in Washington DC, USA.

[HOW TO GET TO WALTER E. WASHINGTON CONVENTION CENTER](#)

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

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

Please **forward this manual to everyone** who is working on this project, including your stand builder, as it contains useful information about the Congress.

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

We look forward to welcoming you in Washington and wish you a successful congress and exhibition!

Best Regards,

Victor Mota
Exhibition & Industry Coordinator
E: vmota@kenes.com T: +34 661 34 80 09





TABLE OF CONTENTS

SECTION 1: General Information

- Congress Organizer
- Exhibition Manager
- Registration & Hotel Accommodation
- Sponsorship & Exhibition Sales Contact
- Venue Address
- Congress Website
- Exhibition Related Table

SECTION 2: Exhibition Schedule, Floor Plan & List of Exhibitor

- Exhibition Timetable at-a-glance
- Important Information
- Exhibition Floor Plan
- List of Exhibitors

SECTION 3: Exhibition Services

- Exhibitors Badges
- Access to the Exhibition Hall During Set-up and Dismantling
- On Site Exhibition Manager Desk
- Lead Retrieval Wireless Barcode Reader

SECTION 4: Technical information

- Exhibition Area
- Floor
- Ceiling Rigging
- Raised floor/ Platform
- PIPE & DRAPE Booths
- SPACE ONLY Booths
- Booth Specifications
- Electricity and Electrical Installations
- Booth Services (Cleaning, Internet & Wi-Fi, Security, Catering, Waste removal & Storage)
- Accesses
- Parking
- Rules and Regulations



SECTION 5: Official Contractors

- Booth construction \ Additional Booth Fittings \ Electricity \ Furniture Rental \ Graphics and signage
- Security and Hostess\ Cleaning Services \ Telecommunications & Internet \ Plants & Floral Arrangements\ Audio-Visual Equipment
- Catering Services
- Freight Handling & Customs Clearance Agent

SECTION 6: Delivery Regulations & Instructions

- Delivery and Logistic Services
- Insurance of Goods
- Exhibition Goods insert and Display Materials



SECTION 1: GENERAL INFORMATION

Dates:

Monday, Monday April 17 to Friday, April 21, 2023

Event Organizer: IPVC & Kenes Group

Exhibition & Industry Coordinator

Mr. Víctor Mota

Tel: +34 661 34 80 09

Email: vmota@kenes.com

Sponsorship and Exhibition Sales

Mr. Sherwin Gentle

Kenes Group

Tel: +31 20 763 01 08

Email: sgentle@kenes.com

Hotel Accommodation

Ms. Ralitza Angelova

Kenes Group

Tel: +359888379159 Ext: 279

Email: rangelova@kenes.com

[BOOK YOUR HOTEL HERE!](#)

Congress Website

For updated information regarding Congress, please visit the website: <https://ipvconference.org/>

Registration:

Ms. Tsvetina Berova

Kenes Group

Tel: +359 876531195

Email: tberova@kenes.com

Official builder

FREEMAN

Tel: 888-508-5054

[Order web page](#)

Freight Handling & Onsite Logistic Agent

FREEMAN

Tel: 888-508-5054

[Order web page](#)

MERKUR (for non-US companies only)

Name: Irit Sofer

Tel: +972-52-8890129

E-Mail: irit.sofer@merkur-expo.com



Exhibition Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/IPVC23 or email us to: rangelova@kenes.com
Company logo and profile	As soon as possible and no later than Tuesday, February 28, 2023 to be published on our online interactive exhibition floor plan	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Wednesday, March 1, 2023	
Text for Fascia (pipe&drape booths only)		
Lead Retrieval Wireless Barcode Reader	Wednesday, March 15, 2023	
Badge Order (Available only after submitting company profile)	Wednesday, March 15, 2023	
Furniture Rental, Pipe & Drape booth extras	<p>final date TBC</p> <p>Order deadlines set by Freeman, the congress builder, can be found here.</p> <p>Orders placed after the deadlines are subjected to surcharges. *Exhibitor discount deadline is Monday, March 20, 2023</p>	<p>Stand fitting / Signage / Booth construction:</p> <p>FREEMAN</p> <p>Exhibitor Support (888) 508 - 5054</p> <p>Web shop for orders:</p> <p>FreemanOnline Events and Exhibit Solutions (freemanco.com)</p> <p>To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline.</p>
Electricity Order	Friday, March 24, 2023 to avoid last stand fee	<p>HI-TECH</p> <p>Dcexhibitorservices@hi-techelectric.com</p>
Booth Cleaning	Friday, March 24, 2023	<p>ARAMARK</p> <p>aramarkevs@aramark.com</p>
Flower decoration	TBC	<p>URBAN JUNGLE</p> <p>info@urbanjungleinc.com</p>
Rigging ('space only' stands)	Friday, March 24, 2023 to avoid last stand fee	<p>GLP</p> <p>GPGLP@aol.com</p>
Telecommunications (Internet/Wi-Fi)	TBC	<p>SMART CITY TECHNOLOGY</p> <p>dbutler@smartcity.com</p> <p>Exclusive to the venue</p>
Hostess staff	TBC	<p>vmota@kenes.com</p>
In-booth Catering	Friday, March 24, 2023	<p>ARAMARK</p> <p>huey-katrina@aramark.com</p>
Security	TBC	<p>Victor Mota</p> <p>vmota@kenes.com</p>



Delivery

Airfreight Shipments - Arrival to recommended airport	From Friday, March 17 to Monday, April 10, 2023	FREEMAN exhibit.transportation@freeman.com (800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 or
Shipment via Advance Warehouse	Monday, April 10, 2023	
Exhibition goods – Direct Deliveries to Congress Venue	Final date Sunday, April 16, 2023 Please note there should be a person from your side to receive your Deliveries.	



SECTION 2: EXHIBITION SCHEDULE, FLOOR PLAN & LIST OF EXHIBITORS

Exhibition Timetable – *subject to change*

Exhibition Hours		
Set Up	Sunday, April 16, 2023	12PM-8PM - 'Space Only' stands 1PM-8PM - All stand types
	Monday, April 17, 2023	7AM-9AM- Decoration only
Exhibition Opening Hours	Monday, April 17, 2023	9AM-4PM
	Tuesday, April 18, 2023	9:30AM - End of the welcome reception (Approx. 8:30PM)
	Wednesday, April 19, 2023	9AM-5:30PM
	Thursday, April 20, 2023	9:30AM-5PM
Dismantling	Thursday, April 20, 2023	5PM-9PM* Pipe & Drape stands may pack their decoration and promotional material on Thursday, April 20 between 5PM to 6:30PM

***Exhibition area must be clear no later than 21:00 for cleaning team can access to the hall.**

- The timetable is subject to possible changes in accordance to the scientific program
- Updates to follow up in due time
- Dismantling of the stands before the official hour is not permitted
- All Pipe & Drape booths are required to be on time for dismantling from the hour that it is written that it starts, so they can pack their materials and after that the official builder is being able to dismantle their booth
- All exhibitors should be in their Booth 30 minutes before the official opening hour

**Dismantling of the booths before the official hour is not permitted.
All partners should be in their Booth 30 minutes before the official opening hour.**

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than Sunday, April 16, at 17:30.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Safety shoes are mandatory during the set-up and dismantling times.
- Access without safety shoes is allowed only during decoration time – April 17 from 07:00



Exhibition Important Information!

- Please note that participants will be walking through the Exhibition Area to reach the activities 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 will be made during Thursday, April 20, between 17:00 to 21:00. **Pipe & Drape stands** may pack their decoration and promotional material on Thursday, April 20 between 17:00 to 18:30.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind **after Thursday, April 20, at 21:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Thursday April 20, at 19:00**. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations (DGUV) on their stands / event areas.
- Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulation. Exhibitors/ customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work.

Welcome reception

Welcome reception will take place on Tuesday, April 18 in the Exhibition Area at 17:30. Exhibitors are asked to please remain their booths until it finalized.

Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling. You can order cleaning service through the [online form](#).
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- In addition, please consider **hiring extra security for your Booth before/after Exhibition operating hours in case you have valuable stuff in your booths.**

Access to the Exhibition Area during Set-up and Dismantling

Everyone must be fully registered to enter the Exhibit area during set-up and dismantling periods.

Access to the **Exhibition Area** will be granted based on **identification badges registration**.

For this reason, independent stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.



The [following form](#) should be filled **FOR EACH PERSON** accessing the Exhibition Area, no later than **Wednesday, March 15, 2023** and sending back to vmota@kenes.com

Washington DC Labor Union Rules & Regulations

Exhibit Installation & Dismantling

The installation and dismantling of prefabricated displays come under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor. >Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/ or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

Tipping

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.

Exhibition Floor Plan

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



For most updated floor plan and list of partners, please [click here](#).

List of Exhibitors

Please see all the Exhibitors listed [here](#).



SECTION 3: Exhibition Services

Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name and individual participant names.

Exhibitor badges **will be given as per your contract**.

Two exhibitor badges will be given for the first 100sqf booked and one additional for each 100sqf 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 650 sqf – 15 exhibitor registrations
- Booths larger than 650 sqf – 25 exhibitor registrations

Additional exhibitor badges have a cost of 199\$ and can be purchased using the following link
<https://kenes.eventsair.com/ipvc23/ipvcexhibitors23>

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

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and **should not be used by companies to bring visitors to the Exhibition**.

Exhibitor badges will not be mailed in advance and may be **collected from the onsite registration desk**.

K-Lead Application **(no device is included)**.

WHAT IS K-LEAD APP?

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

HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead



- Ability to quickly scan delegates as they enter the session hall by using the “Quick Scan” function
- Application is available for download from Apple store or Google play: “K-Lead App”.

Cost per unit – **600 USD + VAT**

To order K-Lead please refer to the online Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Deadline: Monday, April 1, 2023

Please Note:

In accordance with the **general data protection regulation** (GDPR), 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's badges contain contact information as supplied by the delegate 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 Organizing Committee is responsible for the content of the information. In some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although participant visited your booth, and name badge was scanned by your barcode reader, we are unable to forward you his contact details.



SECTION 4: Technical Information

Exhibition Area

- The Exhibition Area will be located on the **Ballroom AB**.
- The Maximum build up height allowed is **16' (feet)**.

For most updated floor plan and list of partners, please [click here](#).

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

Any part facing neighboring stands that is above 8 feet in height needs to be **designed with neutral Surfaces** (white).

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

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

Click [HERE](#) for hall visuals!

Floor

Floor type: Carpet

Maximum floor load: 100 lbs/sqf



All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape. Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Rigging/Overhead Hanging Procedures

The Center has designated its service partners Hi-Tech Electric and projection and its partner GLP as official providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. GLP is the only source allowed to rig any materials from the ceiling of the Ballroom. All rigging and hanging from hang points in the Center must conform to all national



and local safety codes and is subject to mandatory approval by the Center. The following general procedures have been established to ensure the safe installation of overhead rigging (including hanging of banners, signs, or equipment), and to ensure the protection of the structure and finished surfaces of the building. The Center reserves the right to stop any installation of rigging if in our opinion the installation is not proceeding in a safe and prudent manner.

- All attachments to the interior or exterior building must be temporary, and of a type and process approved in advance by the Center.
- Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.
- All equipment used for overhead rigging installations must be certified as safe for intended application.
- An effective two-way voice communication system between overhead installation crew and supervisor must be used during all overhead installations.
- All areas below overhead hanging installations must be properly protected from damage caused by overhead working platforms.
- Visible public notice of overhead work being installed in common areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin. All crews performing overhead rigging installations must include at least one ground person to direct personnel away from the work area while overhead work is performed.
- All work performed on the Center's roof must be done under the supervision of Center personnel. Damage to the roof and other resulting damages is the responsibility of the customer. All equipment, cables, connections, etc., must be removed from roof at conclusion of the event. Any items left on roof will be removed and costs to be charged to the installer.
- Each person working on the roof of the Center must walk or perform work only from the roof path system.
- Each person working on the roof of the Center must utilize an OSHA-approved personal fall arrest system that is properly secured to the roof anchors and tie-off points.
- Exterior rigging installations on the L Street facades may be secured to the vertical aluminium truss work provided that the truss work is protected by approved protective padding.
- Lifts to be used for exterior hanging must be driven to and from the jobsites only from the M Street loading dock entrances. Lifts may not be driven through glass doors.
- Proposed installation schedule must be included in production schedule and submitted to your event manager for Center approval. The event manager will confirm the approved times for installation in writing.



Pipe & Drape stands

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth contractor has been appointed: **Freeman**

The Pipe & drape booth includes the following:

- Pipe& drape booth construction
- 8' high back drape
- 3' high side drape
- **ID sign: the ID sign text will be the Company Name submitted to the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Booth Package does not include:

- Booth cleaning
- Electricity
- Furniture

All those services can be ordered through the [online form](#).

Please be informed that Corner Pipe & Drape will have no side drape.

You can see the contacts of the different suppliers at the beginning of this document.



For illustrative purposes only

Technical Information and Regulations for Pipe & Drape Booths

All basic Pipe & Drape booth will be designed and built by the official stand contractor.

- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before Wednesday, March 15, 2023.



- No free-standing stand-fitting or display(s) may exceed a height of 2.44 m (8ft) or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.
- An exhibitor occupying a corner Pipe & Drape will have no side drape.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

Space Only Booths

We strongly recommend using Freeman as constructor as they are the official logistics company of the venue and the Congress, so they perfectly know the technical specifications of the venue. Moreover, they have exclusivity for the transportation of goods inside the venue, so the logistic would be much easier.

Exhibitors using independent contractors are required to submit the following for the organizer approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- **Utility connections: electrical, water and drainage - a list of all appliances**
- **The name and contact details of their construction company and the [AEC form filled](#) for each person accessing the Exhibition Area!**

Please submit the files through the **Kenex Exhibitor's Portal**: <https://exhibitorportal.kenes.com> or through email to vmota@kenes.com.

Deadline: Wednesday, March 1, 2023

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, 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.
- Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- 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
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
 - Advertising on the boundary with other stands is prohibited.
 - Multilevel structures are not permitted.
 - Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
 - The maximum build up height for the top of all elements is 16' (feet).
 - Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
 - Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
 - Any part facing neighboring stands that is above 8' in height needs to be designed with neutral surfaces (white).
 - Ceiling Rigging is permitted and must be requested to GLP/HIGH TEC, the official contractor. The maximum height of the rigging shall be 20 feet from the ground to the top of the sign.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- **The used spaces must be left completely clear of all items and the Exhibition areas restored to their original state.**
- We recommend use Freeman as contractor due the experience they have on the venue. 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 the Exhibition Manager to coordinate a visit. Please make sure you are following the Washington DC Labor Union Rules & Regulations listed on **page 9**.

Electricity and Electrical Installations for all booths.

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor (**Hi-Tech Electric**).

Only the official contractor is authorized to provide the electrical switchboard for the power points.

Thus, every exhibitor should order an electrical switchboard from Hi-Tech and to pay for the electrical consumption according to its power needs.

It is essential that exhibitor give the power needed in the stand. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors.

Exhibitors who require 24 hours electricity supply should contact the official contractor. Also, if electricity supply for the set-up or dismantling is needed you should contact the official contractor.



If you require electricity for your stand, please send the [order kit](#) to HI-TECH.
Dcexhibitorservices@hi-techelectric.com

- Electrical switchboards provided cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- The Venue staff is authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.

Booth Services

Booth Cleaning

- The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). **For ordering daily stand cleaning, please refer to the online ordering form.**
- Any company cannot clean the venue facilities surfaces to avoid damage on them.

Internet & Wi-Fi

Wired internet and private Wi-Fi connection es exclusive for the venue and may be ordered via Smartcity through their [Order form](#)

Important:

- Please be advised the Private Wi-Fi networks installations in the stand is not allowed - only by the supplier.
- The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.
- The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Venue during official congress days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend **ordering a dedicated internet connection for your stand.**

(wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Venue**, as well as the organizers are not liable for any possible loss, theft



and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via email:

vmota@kenes.com

Booth Catering

Food & Beverages service is an **exclusivity** of ARAMARK.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with ARAMARK.

You can contact Katrina Huey, huey-katrina@aramark.com

Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case you have any other doubt about F&B, please contact the organizers or Katrina Huey, huey-katrina@aramark.com to avoid misunderstandings once the event started.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the venue and/or the organizers at the expense of the exhibitor concerned.

For ordering waste removal please contact ARAMARK through the [online form](#).

Storage

Information regarding advanced freight receiving and access storage can be acquired through Freeman's [order web page](#). Freeman will handle storage during show hours.

Shipments before the Conference

- Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.



- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning **Friday, March 17, 2023** at the above address.
- Material arriving after **Monday, April 10, 2023** will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Warehouse shipping address:

Exhibiting Company Name /
Booth #
IPVC 2023
6571 Washington Blvd
C/O TForce Freight / Freeman
Elkridge, MD 21075

Access for the Goods/ lobby entrance/ Lifts:

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

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

Parking is not allowed at the loading dock. If exhibitors want to hand-carry items, they cannot go through the loading dock due to union regulations. The loading dock representative can service any truck or privately owned vehicle, but there will be material handling charges.

Exhibitor Hand-Carry Procedures

We have designated the entrance at 9th St and Mt. Vernon Place for exhibitors who wish to hand-carry materials to their booth. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are not considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

Traffic Regulations

To ensure that traffic flows smoothly during the construction and dismantling periods as well as during the event itself, the rules for regulating and directing traffic as well as the instructions of Venue traffic supervisors/security personnel must be strictly observed.

The provisions, definitions and restrictions set out in the house rules apply in full and without exception to the entire exhibition grounds. Parking of vehicles is only permitted with an appropriate entry permit and on the specially identified parking lots and spaces. Before moving or transporting loads on Venues exhibition grounds and/or in the exhibition halls, exhibitors / customers or the companies commissioned by them shall enquire about permitted ground loads and the nature of the ground and surface and whether the respective area can be negotiated by vehicles.

Access to the exhibition area



The delivery and removal of materials and goods for the exhibition stands should be coordinated with FREEMAN. One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/ or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in the Freeman exhibitor service manual.

Access for Deliveries during the Conference

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

Freeman will receive shipments at the exhibit facility beginning **Sunday, April 16, 2023**. **Shipments arriving before this date may be refused by the facility.**

Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service working hours, will not be accepted.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours. It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Loading docks: All trucks must enter the docks from the west at 9th and M Streets.

Accommodation

We are offering exhibitors specially reduced rates for various hotels around the Congress venue. Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/IPVC23> or email us to: rangelova@kenes.com to group booking.

*Different payment and cancellation conditions may apply.

Rules and Regulations - **Binding for all exhibitors and their subcontractors**

Animals

Animals are not permitted in the Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals



that are approved must be on a leash, within a pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Partners and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and a spray gun is **strictly forbidden**.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff.

Children

No person under the age of 18 years can be admitted to the Exhibition Area, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the Exhibition Area.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars, etc.) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind.

Any costs incurred by the builder and venue in removing this property will be charged to the exhibitor.

Fire Regulations

Cables Across Doorways

No cables or hoses that are required for power, audio, video, lighting or any other applications are permitted on the floor across doorways or entrance thresholds. Cables may be positioned in the cable trays installed above some service entrances, such as the Ballroom.



Candles

Under no circumstances are open flame devices such as lighted candles, lighters or sparklers permitted in exhibit booths.

Lighted candles may be used at special events such as banquets and only under the following conditions:

- Candles must have a solid base and flames must be enclosed in a fire-resistant vessel. Votive candles and “hurricane lamp” candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Samples of all candles proposed for use must be submitted in advance to the event manager for approval. Tapered candles, candelabras, and votives hanging from decor are examples of candles which are not permitted.

Compressed Gases/Flammable Liquids/Aerosols

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the District of Columbia Fire Marshal.

Cooking in Exhibit Booths

Cooking is permitted in exhibit booths when food or food equipment products are featured in the event, and with advance written approval from the Center and the Fire Marshal. Please note the following:

- Devices producing open flames are not allowed in exhibit areas.
- The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited.
- Frying equipment must be equipped with a grease shield.
- A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.
- Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from the Center and the District of Columbia Fire Marshal.
- After review, the Fire Marshal may require certain types of commercial cooking equipment that produce grease laden vapours to install a supplemental exhaust system over the equipment.
- The Center and District of Columbia Fire Marshal will inspect all cooking equipment before show opening and daily during show operation.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, proper containers, such as grease barrels must be provided for disposal of oil and grease and other excess wastes. Disposal of cooking residue into Center’s drainage system is strictly prohibited.

Our service partners are able to provide portable sinks and grease barrels at prevailing rates. Consult your event manager for further information.

Crate and Boneyard Storage

Empty crate storage is permitted only with prior approval and within specific guidelines. See crate storage and boneyards in the “Exhibit Halls” section above.



Decorations

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution.

Random testing may be performed at any time by the District of Columbia Fire Marshal. Please have fire retardancy certificates for the materials on site.

Gasoline and Diesel Fuel

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning are permitted.

Refueling is not permitted inside the Center. Please see Subsection T, *Vehicles on Display*, for in-Center storage requirements.

Gasoline, kerosene, combustible gases or other flammable liquid containers may not be stored inside the Center.

Use of diesel fuel in the Center is prohibited.

Electrical Equipment

Electrical equipment must meet applicable local and National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Center staff and authorized service partners are authorized to move the Center's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

Exits

Exit doors may not be obstructed, locked, or held open. Nothing may be placed within 15 feet of a means-of egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials. Temporary illuminated exit signs, or large exit signs of dimensions approved by the Center, must be installed at/near any exit whose view of the exit is obstructed by drape, decoration, or structure, such as within a room constructed in an exhibit hall. These signs should be illuminated by electrical power with battery-operated back up.

Fire Fighting and Emergency Equipment

Firefighting and emergency equipment may not be blocked or obstructed under any circumstances. Fire hose connections, extinguisher cabinets, fire alarm call stations, strobe lights, automatic external defibrillators, adaptive escape chairs and First Aid Rooms must be always visible and accessible.

Fog and Smoke Machines and Lasers

Water-based chemical fog and smoke machines are permitted with advance approval by the Center. Fog and smoke machines may not be operated in common areas where the effect could enter or affect a space used by another customer.

Lasers are permitted with advance notification in locations where access to a water source.

A schedule for use of fog and smoke machine use or laser use (to include rehearsal and event time) must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

Hazardous Chemicals and Materials

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the Center.



Hazardous Waste

You are responsible for the removal of hazardous waste from the centre and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone based, and certain medical supplies. A separate charge will be applied by the Center for fees and fines for the removal of hazardous waste. Should you require you require assistance please contact your event manager.

Medical Testing and Waste

Medical testing is permitted with advance written approval from the Center when in conjunction with an event. Medical tests must be performed by licensed practitioners. The use of animal or human organs or body parts must conform to federal and local regulations. All medical waste must be removed at the end of the event according to federal and local regulations.

Propane

Propane tanks may not be stored inside the Center. Propane tanks must be stored in locked storage cages on the loading docks. Contractors must provide their own storage cages. Contractors must contact the Manager of Transportation Services to ensure compliance with the Centre's specific storage limits imposed by the District of Columbia Fire Marshal.

Pyrotechnics

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance by the Center. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the DC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

X-Ray Equipment

The DC Department of Health prohibits the use of x-ray equipment and other radiated materials in the convention centre.

Smoking

In accordance with DC regulations, the Walter E. Washington Convention Center is a non-smoking facility. We reserve the right to remove violators.

Besides

- Material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds **are prohibited**.
- Storage paint liquids, gas or other inflammable substances in the booth space **is forbidden**.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers, or the venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Partners must be insured against fire.



Heavy Weight Element / Large Machinery

In case the exhibitor brings large machinery, any kind of heavy weight element or structure up to 100 lbs/sqf inside the Exhibition Area, it is mandatory that venue will be provided with a detailed project describing the unload procedure inside the Exhibition area:

- Access used.
- Transportation used to bring the element inside the Venue and weight.
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.
- How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Venue has the complete information, the unloading of the element **will be approved or rejected**.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Venue **are not allowed**.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers 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 organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any



expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Venue or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths must be requested in writing to the exhibition manager, in order to evaluate the viability.

In case the request gets a positive answer, please take into consideration the following specs. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Please note the further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.
- Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the Venue, nor the organizers can accept responsibility for the security of the booths and their contents. The Venue, as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via service order form.

Personal Transportation Vehicles

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.



Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects

Special effects lighting, live music, smoke and laser projection can't be used in the booths. No permission will be given for projection in the aisles or on the walls of the booths.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance through the [online form](#).
- Any discarded waste, including promotional material, left behind will be removed by the venue and/or the organizers at the expense of the exhibitor concerned.

The Venue reserves the right to access inside the booth in order to check the compliance with the venue regulations.

At all times you must consider the staff's logistics Venue indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Exhibitors must comply with the Venue technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site.

Venue Technical Guidelines can be found online at:

<https://eventsdc.com/venue/walter-e-washington-convention-center/venue-policies>
<https://eventsdc.com/venue/walter-e-washington-convention-center/exhibitor-services>



SECTION 5: OFFICIAL CONTRACTORS

Official builder

FREEMAN

Tel: 888-508-5054

[Order web page](#)

Freight Handling & Onsite Logistic Agent

FREEMAN

Tel: 888-508-5054

[Order web page](#)

MERKUR (for non-US companies only)

Name: Irit Sofer

Tel: +972-52-8890129

E-Mail: irit.sofer@merkur-expo.com

Furniture rental

FREEMAN

Tel: 888-508-5054

[Order web page](#)

Internet/ WiFi

SmartCity (exclusive)

[Order form](#)

Name: Donnita Butler

E-mail: dbutler@smartcity.com

Electricity

HI-TECH (exclusive)

202-249-3600

E-mail: Dcexhibitorservices@hi-techelectric.com

Booth cleaning

ARAMARK (exclusive)

202-249-3980

E-mail: aramarkevs@aramark.com

Catering

ARAMARK (exclusive)

Name: Katrina Huey

E-mail: huey-katrina@aramark.com

Flower decoration

URBAN JUNGLE

703-241-8545

info@urbanjungleinc.com

Riggings ("Space only" Stands)

**GLP/HI-TECH** (exclusive)

202-249-3600

E-mail: Dcexhibitorservices@hi-techelectric.com**AV****PROJECTION**

202-249-3711

E-mail: wccadmin@projection.com**HOSTESS SERVICES****TBC****Graphics & Signage****FREEMAN**

Tel: 888-508-5054

[Order web page](#)



SECTION 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

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

For security, insurance, and efficiency reasons, FREEMAN 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. One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/ or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

In order to assure receipt of sent materials, please contact FREEMAN

Phone n°: 888-508-5054

For shipping instructions and tariff please [click here](#).