Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the IPVC 2020 Exhibition.

The Exhibition will be held in conjunction with the 33rd International Papillomavirus Conference (IPVC) which will take place March 23 - 27, 2020 at the CCIB – Barcelona International 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 Conference.

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

We look forward to welcoming you in Barcelona and wish you a successful conference and exhibition.

Best Regards,

STEPHANIE STOYANOVA
Exhibition and Industry Coordinator

E: sstoyanova@kenes.com | Tel: +41 22 908 0488 Ext 251 | M: +359 886 346 603
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SECTION 1: General Information

IPVC 2020 Congress Secretariat
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488 | Fax: +41 22 906 9140 | E-mail: ipvc20@kenes.com

Congress Dates
Monday, March 23 until Friday, March 27, 2020.

Sponsorship and Exhibition Sales Contact
Sherwin Gentle
Tel: +31 20 763 0108 | E-mail: sgentle@kenes.com

Exhibition Manager
Stephanie Stoyanova
Tel: +359 886 346 603 | E-mail: sstoyanova@kenes.com

Project Manager
Addi Gzanda
Tel: +972 397 279 68 | E-mail: agzanda@kenes.com

Registration Specialist
Polina Zdravkova
Tel: +41 22 908 0488 Ext: 296 | E-mail: pzdravkova@kenes.com

Hotel Accommodation
Anna Ivanova
Tel: +41 22 908 0488 Ext: 292 | E-mail: aivanova@kenes.com | Hotels Listing:
https://hotels.kenes.com/congress/IPVC20

Venue
CCIB – Barcelona International Convention Centre, Placa de Willy Brandt, 11-14, 08019 Barcelona, Spain
Tel: +34 93 230 10 00
E-mail: ccib@ccib.es
Website: www.ccib.es/en

Congress Website
For updated information regarding the Congress, please visit the website: https://ipvconference.org
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td>Ms. Anna Ivanova</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:aivanova@kenes.com">aivanova@kenes.com</a></td>
</tr>
<tr>
<td>Company profile</td>
<td>As soon as possible</td>
<td></td>
</tr>
<tr>
<td>Designed Stand Approval</td>
<td></td>
<td>Via Kenes Exhibitor’s Portal</td>
</tr>
<tr>
<td>Text for Fascia</td>
<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>(Shell Scheme stands only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Wireless</td>
<td>Monday, February 3(^{rd}) 2020</td>
<td></td>
</tr>
<tr>
<td>Barcode Reader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge Order *Available only after submitting company profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity for space only stands/ Furniture Rental, Shell Scheme Extras, Graphics/Signage</td>
<td>Monday, February 17(^{th}) 2020 A surcharge of 20% will be imposed on orders sent after this date</td>
<td>FORMAS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Igor Coll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:igor@formas.com">igor@formas.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:proyectos@formas.com">proyectos@formas.com</a></td>
</tr>
<tr>
<td>Catering and stand cleaning</td>
<td>Wednesday, March 4(^{th}) 2020 A surcharge of 20% will be imposed on orders sent after this date</td>
<td><a href="mailto:stands@ccib.es">stands@ccib.es</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>Monday, January 27(^{th}) 2020</td>
<td>Ms. Stephanie Stoyanova</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:sstoyanova@kenes.com">sstoyanova@kenes.com</a></td>
</tr>
<tr>
<td>Internet and WiFi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed acceptance of Rules and Regulations of CCIB</td>
<td>To be send before set up day of the conference</td>
<td><a href="mailto:stands@ccib.es">stands@ccib.es</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door to Door Shipments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfreight Shipments – Arrival to recommended airport</td>
<td>For this service please contact MERKUR</td>
<td>Ms. Zehavit Akerman</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a></td>
</tr>
<tr>
<td>Shipment via Germany advance Warehouse</td>
<td>No later than Monday, March 16(^{th}), 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We highly recommend using this option, storage is free of charge.</td>
<td></td>
</tr>
<tr>
<td>Exhibition goods - Direct Deliveries to Congress Venue</td>
<td>Sunday, March 22(^{nd}), 2020 from 10:00</td>
<td></td>
</tr>
<tr>
<td>Move out – dismantling</td>
<td>Friday, March 27(^{th}) 2020</td>
<td></td>
</tr>
</tbody>
</table>
### Exhibition Timetable – subject to change

<table>
<thead>
<tr>
<th></th>
<th>Exhibition Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set up</strong></td>
<td></td>
</tr>
<tr>
<td>Sunday, March 22</td>
<td>10:00-19:00</td>
</tr>
<tr>
<td><em>Space only booths</em></td>
<td></td>
</tr>
<tr>
<td>Monday, March 23</td>
<td>08:00-19:00</td>
</tr>
<tr>
<td><em>All booths</em></td>
<td></td>
</tr>
<tr>
<td><strong>Decoration Only</strong></td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 24</td>
<td>08:00-10:00</td>
</tr>
<tr>
<td><strong>Exhibitions Opening Hours</strong></td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 24</td>
<td>10:00-16:30</td>
</tr>
<tr>
<td>Wednesday, March 25</td>
<td>09:30-17:00</td>
</tr>
<tr>
<td>Thursday, March 26</td>
<td>09:30 - 18:00</td>
</tr>
<tr>
<td>Friday, March 27</td>
<td>10:30 - 16:00</td>
</tr>
<tr>
<td><strong>Dismantling / Breakdown</strong></td>
<td></td>
</tr>
<tr>
<td>Friday, March 27</td>
<td>16:00 – 23:00</td>
</tr>
</tbody>
</table>

Dismantling of the stands before the official hour is not permitted. All exhibitors should be in their Booth 30 minutes before the official opening hour.

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**Please Note:**

- Empty crates and packaging material must be removed after set-up and no later than **Monday, March 23 at 17:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling. Any equipment display aid to other material left behind **after Friday, March 27 at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- All persons entering the exhibition hall during set-up and dismantling are obliged to wear SAFETY SHOES, otherwise access will be denied by the security staff. Please try to inform all your staff accordingly.
- Remember: this is valid not only for the stand building teams, but for **ALL COMPANY STAFF who want to visit the booth during set up** (therefore e.g. also product managers, marketing managers, booth coordination staff, hostesses)
- On Monday March 23 after 14:00 will be allowed usual footwear such as trainers or boots to be worn on site (no open toes or high heel shoes) inside the exhibition during the set up.
- The venue will be locked at the end of each day. Please note that people will be visiting the posters and e-posters when the exhibition is closed, therefore please do not leave any visible valuable articles at your stand. Please consider hiring security for your stand before/after exhibition Operation hours if needed.
- You are cordially invited to the **Opening Ceremony** which will be held in **Hall 115 located on level 1** on **Tuesday, March 24 from 17:30** followed by a **Welcome Reception** which will be held in the **Banquet hall located on level 3 starting at 19:15**.

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**Exhibition Hours**

- **Sunday, March 22:** 10:00-19:00
- **Monday, March 23:** 08:00-19:00
- **Tuesday, March 24:** 08:00-10:00
- **Wednesday, March 25:** 10:00-16:30
- **Thursday, March 26:** 09:30-18:00
- **Friday, March 27:** 10:30-16:00

**Dismantling / Breakdown:**

- **Friday, March 27:** 16:00 – 23:00

Smaller stands may pack their decoration and promotional material. Bigger stands are allowed to begin dismantling; however, no noise-making machines are permitted. Empties will not be delivered to the stands before 16:30.
SECTION 2: Exhibition Schedule, Exhibition Floor Plan & List Of Exhibitors

Exhibition Floor Plan (as of December 2019)
For updates, please see the online floorplan
List of Exhibitors (as of December 2019)

For updates, please see the online version

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No</th>
<th>Booth Size</th>
<th>Booth Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becton Dickinson</td>
<td>04</td>
<td>36</td>
<td>Space</td>
</tr>
<tr>
<td>Genetree</td>
<td>09</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Hologic</td>
<td>05</td>
<td>42</td>
<td>Space</td>
</tr>
<tr>
<td>Roche</td>
<td>03</td>
<td>36</td>
<td>Shell</td>
</tr>
<tr>
<td>Seegene</td>
<td>17</td>
<td>24</td>
<td>Space</td>
</tr>
<tr>
<td>Tristel Solutions</td>
<td>13</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Copan Italia</td>
<td>10</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Procare Health</td>
<td>15</td>
<td>24</td>
<td>Space</td>
</tr>
<tr>
<td>Euroimmun</td>
<td>16</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>MobileODT</td>
<td>18</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Greiner-Bio One</td>
<td>8</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Novosanis</td>
<td>23</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>PATH</td>
<td>24</td>
<td>9</td>
<td>Shell</td>
</tr>
<tr>
<td>Merck MSD</td>
<td>2</td>
<td>42</td>
<td>Space</td>
</tr>
<tr>
<td>Fujirebio Diagnostics</td>
<td>6</td>
<td>18</td>
<td>Shell</td>
</tr>
</tbody>
</table>
SECTION 3: Exhibition Services

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members. Exhibitor badges will be given as per your contract. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 sqm after. Any additional exhibitor’s badges will be charged an exhibitor registration fee of 150 EUR.

The Exhibitors badges allow access to the exhibition area, lunch, refreshments and Welcome Reception.

Additional Exhibitor badges can be ordered online via the Exhibitor’s Portal: https://exhibitorportal.kenes.com
Deadline: Monday, February 3rd, 2020
*Please make sure that your Company Profile has been submitted before placing an order

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

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.

Service Passes

Stand 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 guard of CCIB of the door on the Willy Bandit square entrance.

In order to receive such a badge, please submit your stand builder details via exhibitor portal and bring your ID or Passport when going to the venue.

On Site Exhibition Manager Desk

The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. Prior to this time, if you have any queries regarding your participation at IPVC 2020, please feel free to contact the Exhibition Manager:
Stephanie Stoyanova | Tel: +359 886 346 603 | Email: sstoyanova@kenes.com

www.ipvc2020.org
“K-Lead” Application – Barcode Scanner Application (no device is included)

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

We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto their own smart phone or 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. The Application should be installed on your company/personal device. Operational information will be sent on request.

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.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App”.
- Cost per unit €400 (Additional 4% service charges will be added for payments by credit card)

K-Lead Retrieval Application and a Device

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

- Cost per unit – €600 (Additional 4% service charges will be added for payments by credit card)

Please Note:

➢ In the 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 delegates’ badges contain 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.

To order K-Lead please refer to the online Exhibitor’s Portal [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)

Deadline: Monday, February 3rd 2020
SECTION 4: Technical Information

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. A list of all electrical appliances to be installed in the stand.
3. Insurance
4. The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor’s Portal: https://exhibitorportal.kenes.com
Each exhibitor will be contacted with login details to access the Exhibitor’s Portal.

Deadline: Monday, February 3rd, 2020

- 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.
- Construction finish must be perfect in all the stand’s visible areas, including rear sides.
- If you have floor platform at your stand higher than 4.5 cm, you are required to provide a ramp for handicapped access.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures is subject to authorization by the venue
- The maximum building height for the top of all elements in the stands is 4.5 meters.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- Ceiling hanging is NOT permitted.
- During the event, some work in altitude may be necessary, increasing the risk of falling objects, and for that reason, a tool-belt shall be used. The area surrounding the work in altitude shall be marked and/ or isolated, and the use of helmets by ground staff is encouraged, as well as keeping area free from workers not involved and deemed necessary for the labour.
In accordance to the Risk Assessment, the appropriate PPE shall be used by every employee, third party employee or autonomous worker, with special attention to the safety shoes/boots inside the facilities during the setting and disassembling of stage, stands, etc.

Work cannot commence until the exhibitor’s layout is approved by the Organizers.
If you require additional Booth equipment (Furniture, Graphics, etc.), please refer to the order forms at the end of the manual.

Shell Scheme Stand

To ensure a smooth and efficient installation and dismantling of your stand, an official Stand Contractor has been appointed (See SECTION 5: Official Contractors).

Shell Scheme which have been pre-booked with Kenes includes the following:

- Shell Scheme system
- Fascia with lettering
- Spotlights (1 leds spots – 6m2 / 2 leds spots –9m2)
- Carpet

**Stand package hire does not include:**
- Furniture
- Booth cleaning
- Electricity

**Special offer:**
You may book a Furniture package at a special price: €260 + VAT
The package includes:
- 1 glass cover table 120x60cm
- 2 chairs light crème color
- 1 waste bin
- Electricity (500W)

Please contact the Exhibition Manager:
Stephanie Stoyanova at sstoyanova@kenes.com

If you require Stand cleaning, please contact: stands@ccib.es
*Please note: Corner stands are provided with two open sides and fascia panel on each open side.

**Fascia Sign**
Please submit the company name for your fascia panel of the stand via Kenes Exhibitors Portal no later than **Monday, February 3rd, 2020**: [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com).

*Note: 15 characters, including spaces, may be written on your fascia for everyone meter of fascia length. Except spelling, pay attention to the use of capital and under cast characters. If your fascia text is not received by this date, we will provide you with a fascia title as per your company name submitted with your profile. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.
Technical Information and Regulations for Shell Scheme Stands

- All basic shell scheme Booths will be designed and built by the Official Stand Contractor.
- All booths are on rental basis.
- 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 the official stand contractor.
- No additional booth-fitting or display may be attached to the standard booth structure.
- No free-standing booth-fitting or display(s) may exceed a height of 2.5 meters 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 allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the Congress.
- If you wish to put posters or anything on the Shell Scheme Stands, the builder will be able to provide you with small mounting hooks or tesa strips at the service desk. Kindly note that these are the only available options in order to avoid any damage.
- All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth, they must submit all lighting distribution details and pay the light connection charges to the official stand contractor.
- During the event, some work in altitude may be necessary, increasing the risk of falling objects, and for that reason, a tool-belt shall be used. The area surrounding the work in altitude shall be marked and/ or isolated, and the use of helmets by ground staff is encouraged, as well as keeping area free from workers not involved and deemed necessary for the labour.
- In accordance to the Risk Assessment, the appropriate PPE shall be used by every employee, third party employee or autonomous worker, with special attention to the safety shoes/ boots inside the facilities during the setting and disassembling of stage, stands, etc.
Hall Specifications

Virtual tool, Panoramic videos

Exhibition Hall
The exhibition will be held in Area 1+2, level 0

Floor
Floor finish: The floor in the Exhibition hall is gray plain concrete. It is recommended to place a carpet or other floor covering.
Maximum Floor Load: 2.500kg/m²

Approximate measures to access the exhibition space:
Raised Floor/Platform
Please note that if your stand has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.

Build-Up Height
➢ The maximum building height for the top of all elements should be according to the below: 4.5 meters
➢ Shell scheme stands build up is according to the Maximum Build-Up Height area of the booth.
➢ 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 with mutual walls that is above 2.50m in height needs to be designed with neutral Surfaces (white).

Electricity and Electrical Installations
Electrical box is reserved exclusively for FORMAS, if you wish to order Electricity or contact: Igor Coll igor@formas.com / proyectos@formas.com.
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.
To ensure maximum safety, all electrical connections to power supply can only be carried by the official contractor.
Important: The daily power to the booths will be switched on 30 minutes before the Exhibition’s opening, and will be switched off 15 minutes after closing time.

Stand Cleaning
Cleaning services are reserved exclusively for CCIB, which is in charge of cleaning the aisles and communal areas of the exhibition spaces. For ordering daily stand cleaning, please contact: stands@ccib.es and check the order forms at the end of the manual.

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 organizers at the expense of the exhibitor concerned.

Furniture rental
If you would like to rent furniture, please contact: FORMAS - Igor Coll igor@formas.com / proyectos@formas.com.
Internet & Wi-Fi
➢ A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection. Should you require an internet connection for any product demonstrations on your exhibition stand, we recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

➢ Exhibitors who wish to order internet connection to their booth please contact the Exhibition Manager: Stephanie Stoyanova sstoyanova@kenes.com

Note: Private Wi-Fi networking in your Booth is not allowed.

Storage
If additional storage is needed, please contact the Exhibition Manager to check availability sstoyanova@kenes.com

Security
The organizers will provide security guard services in the Exhibition Hall during closing hours. Neither the organizers nor The CCIB can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment. If an additional security is needed, please contact: stands@ccib.es and refer to the order forms at the end of the manual.

Hotel Accommodation
Kenes Group is 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/IPVC20 or email us to: booking@kenes.com
You may also book a room online through the above link.
For group booking (10 rooms and more) please contact Anna Ivanova aivanova@kenes.com
Different payment and cancellation conditions apply.

Catering
Catering and the sale of all food and beverage on site are reserved exclusively from the venue CCIB. If you wish to order Catering services for your booth, please contact: stands@ccib.es
Please refer to the deadlines at the beginning of the manual.

In the case of bringing in an external coffee machine there are two options;
1) Exhibitors bringing their own coffee machine, with their own refills of coffee, water, milk, etc. must pay the fee of €150.
2) Exhibitors bringing their own coffee machine using refill services from CCIB must pay the fee of €100.
Note: the catering manager should be informed about any food or beverage which is served to customers.
Please contact the catering manager via email charlotte.dindy@fbccib.com for this purpose.

Orders will only be confirmed upon full payment. 7 days before the congress no more catering orders will be accepted (March 12).
Loading / Unloading
For information regarding loading bay, please refer to the Shipping Instructions at the end of this manual. Only **Merkur** can operate machinery inside (forklifts, etc.) to unload/load trucks. Security at the entrance will allow access to the loading bay considering its capacity.
Entry to the loading area is subject to confirmed time slot & pre-alert. The elevator will be operated by MERKUR only.
Every van / truck / car needs a time slot for unloading. After they are finish with unloading the vehicle need to leave the loading bay, there is no parking space on the venue.

Parking
There are no parking facilities for exhibitors on the venue. There are a few car parks around the CCIB. Please see the PARKING symbol in the map.
Rules and Regulations - Binding for all exhibitors and their subcontractors

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 must be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

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 and drugs.
The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
The use of cutting machines, welding machines, sanders and a spray guns is strictly forbidden.

Damage to the Building
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 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 venue in removing this property will be charged to the exhibitor.

Fire Regulations and Fire Insurance (compulsory)
➢ Stand 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.
➢ Exhibitors must be insured against fire.

Health & Safety
➢ It is the responsibility of the stand 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 stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organizer.

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 strictly forbidden.
Insurance (compulsory)

➢ 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 organizer or by third parties in regard to technical services provide.

➢ While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the CCIB – Centre Conventions International Barcelona, and the official contractors can accept NO liability for any loss or damage sustained. You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control. Please ensure that you have adequate insurance cover for the duration of the event.

➢ 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.

➢ Exhibitors are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of CCL’s activities, in the amount of 1.000.000,00 EUR.

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.
Promotional Activities
➢ All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
➢ Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands.
➢ Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
➢ The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
➢ Distribution of balloons filled with a gas that is lighter than air is not allowed.

Special Effects
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Smoking Policy
The Barcelona International Convention Center operates a NO SMOKING policy in ALL halls.
SECTION 5: Official Contractors

Additional Booth fittings \ Electricity\Booth construction\ Furniture Rental
To place an order online for the services mentioned above, please use the unique link for IPVC 2020 exhibitors:
Contact: FORMAS – Igor Coll
Email: igor@formas.com or proyectos@formas.com

Internet and WiFi
Stephanie Stoyanova
Tel: +359 886 346 603
Email: stoyanova@kenes.com

Catering Services/ Cleaning/ Additional Security
The catering Barcelona International Convention Center is exclusive.
Exhibitors who wish to order food and beverages for their Exhibition Booths may contact:
Email: stands@ccib.es

Freight Handling & Customs Clearance Agent
Hermes/Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
Email: ZehavitAk@Hermes-Exhibitions.com
Website: www.hermes-exhibitions.com
SECTION 6: Shipping Instructions

Kindly note that Merkur Expo Logistics GmbH is the sole official on-site agent nominated by Kenes Group to handle all in/out shipments arriving to this congress.

Contact details:
Merkur Expo Logistics GmbH Zehavit Akerman
Tel: +49 69 747 848 | Mob: +972 52 511 4982 | Email: Akerman@merkur-expo.com

Range of services:
Transport, national or international
Temporary or permanent customs clearances
Coordination of deliveries, delivery time slot management
Unloading, delivery to the exhibition-stand, forklifting
Storage of empty boxes and crates during the event
Accessible storage for brochures and give-away items during the event
On-site assistance and supervision

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue. Exhibitors and stand builders are prohibited from using trolleys during set-up and dismantling periods. The shipping instructions are provided to assist with your preparation for the correct and timely dispatch of materials to the congress. Please follow the instructions closely.

The shipping instructions include:
Shipping Instructions
Tariff
Material Handling Form

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:
Number of pieces (pallets, boxes, cartons, etc.)
Way of transport (road freight, currier services, airfreight, ocean)
Airway bill number

Exhibitors and stand builders may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section. Handling rates are based on the incoming weight of shipments. Merkur must have payment before forwarding freight.
In order 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.
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. Shipments sent directly to the venue prior to Sunday March 22nd, 2020 will be refused by Barcelona International Convention Centre.

Insurance of Goods
All cargo should be insured from point of origin.

To view the full IPVC 2020 Shipping Instructions, including Tariffs, Material Handling please click the relevant links:
Material Handling Form
Shipping Instructions
Tariff

Shipping Labels must be attached to boxes/palets and should be provided by Merkur via e-mail
Please approach Merkur at Akerman@merkur-expo.com

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

For any questions/clarifications, please contact Ms. Zehavit Akerman from Merkur
Tel: +49 69 747 848
Mobile: +972 52 511 4982
Email: Akerman@merkur-expo.com
SECTION 7: Order Forms

The following orders are to be filled and submitted through the **Kenes Exhibitors’ Portal:**
https://exhibitorportal.kenes.com
Each exhibitor will be contacted with login details to access the Kenes Exhibitor’s Portal.

- Company Profile
- Exhibitor Badges
- Furniture and electrical package
- Fascia for Shell Scheme Stand only
- Stand design and full details of Construction Company- for “Space only” stands
- Lead Retrieval Wireless Barcode Reader (K-Lead App, Mini Scanner)

**Deadline: Monday February 3rd, 2020**

The following orders from **FORMAS** are to be filled and submitted through the **igor@formas.com** / **proyectos@formas.com**

- Electricity
- Furniture rental, shell scheme extras (click [here](#) to view the catalogue)
- Graphics
- Signage

To fill the form, please click [here](#).

**Deadline: Wednesday, February 17th, 2020**
*(A surcharge of 20% will be imposed on orders sent after this date)*

The following orders from **CCIB** are to be filled and submitted through the **stands@ccib.es**:

- Catering
- Stand cleaning
- Additional security

To fill the form, please click [here](#).

**Deadline: Wednesday, March 4th, 2020**
*(A surcharge of 20% will be imposed on orders sent after this date)*
SECTION 8: CCIB - General Regulations

Please find the full Rules and Regulations of CCIB following the [link](#), please send the signed acceptance of them before the set up of the conference to CCIB on [stands@ccib.es](mailto:stands@ccib.es)

Please read carefully the Safety rules of CCIB following the [link](#)

Please read carefully the Emergency Procedure of CCIB following the [link](#)

If you require any additional services which do not appear in this manual, please contact:

**STEPHANIE STOYANOVA**
Exhibition and Industry Coordinator

E: [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) | Tel: +41 22 908 0488 Ext 251 | M: +359 886 346 603