



**EANS2022  
Belgrade**

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**October 16 – 20**



[eanscongress.org](http://eanscongress.org)

**TRENDS. INSIGHTS. INNOVATIONS.**  
**Neurosurgery beyond technology.**

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**TECHNICAL EXHIBITOR MANUAL**

# Table of Contents

<b>WELCOME</b> .....	<b>4</b>
<b>Important Addresses</b> .....	<b>5</b>
<b>Introduction</b> .....	<b>6</b>
Definitions .....	6
<b>Checklist</b> .....	<b>7</b>
<b>General Information</b> .....	<b>8</b>
Exhibition Floorplan .....	8
Accommodation .....	9
Bag Inserts & Congress Documentation.....	9
Catering .....	9
<b>Dates and Timings at a glance</b> .....	<b>10</b>
Coffee / Lunch break times .....	11
Profiles .....	11
Expert sessions at your booth.....	11
Lunch Symposia/Workshop .....	11
<b>Registration</b> .....	<b>12</b>
Online Registration .....	12
Registration Opening Times .....	12
Exhibitor Badges.....	12
Scientific Sessions & Electronic Poster.....	12
<b>Build-up &amp; Dismantling Information</b> .....	<b>13</b>
Access for Stand Builders .....	14
<b>Logistics</b> .....	<b>15</b>
Deliveries to Warehouse .....	16
Deliveries direct to show site .....	17
Case Marking & Packing .....	17
Customs regulations.....	18
Temporary Importation or Permanent Importation– Proforma Invoice .....	18
Empty Storage .....	19
Return Transportation.....	19
<b>Bag Inserts</b> .....	<b>20</b>
Handling Rates by IML.....	21
<b>Stand Construction Rules</b> .....	<b>23</b>

Booth Service Provider – Milos Messe.....	23
STAND CONSTRUCTION.....	23
<b>Stand Drawing Submission .....</b>	<b>28</b>
<b>General Terms and Conditions.....</b>	<b>29</b>
<b>Health &amp; Safety.....</b>	<b>33</b>
Introduction .....	33
Risk Assessment Info.....	33
<b>Risk Assessment.....</b>	<b>34</b>
Risk Assessment Template For Complex Space Only Stands .....	35
Risk Assessment Template For Simple Shell Scheme Stands.....	38

## WELCOME...

Dear partners of the EANS2022,

Thank you for your decision to participate at the EANS2022 Congress in Belgrade/Serbia.

This exhibitor manual aims to guide you through all the necessary steps you will take during your participation at the industrial exhibition at the EANS2022 Congress. This document tries to feed you and your suppliers with all the contacts and information to make the EANS2022 Congress for you and all other participants to a successful experience.

Please read this document carefully and share it with all the colleagues and companies, which are involved in the EANS2022 Congress.

Observation of the deadlines marked on Page 7 will guarantee the best service we could possibly offer to you, so please adhere strictly our deadlines. To ensure our high service opportunities to everyone, we will not be able to deviate from any of these deadlines.

If you need any further assistance our dedicated team will be happy to support you in your preparation for the EANS2022 Congress.

We are looking forward working close with you to create a successful and stunning EANS2022 Congress.

Best regards,

**EANS2022 Organising Team** | AIM Group International, Vienna Office

Löwengasse 3/6 | 1030 Vienna | Austria

T: +43 1 402 77 55 | [Eans.sponsor@aimgroup.eu](mailto:Eans.sponsor@aimgroup.eu)

# Important Addresses

Please contact the following addresses necessary for your queries.

## General Addresses for the EANS2022

### **Exhibition & Industry Liaison:**

AIM Group International, Vienna Office  
Löwengasse 3/6 1030 Vienna, Austria  
Phone: +43 1 402 77 55  
Email: Eans.sponsor@aimgroup.eu

### **Hotel:**

Ultra Marine  
[hotelseans2022@ultramarine.rs](mailto:hotelseans2022@ultramarine.rs)  
<https://eanscongress.org/general-information/accommodation.html>

### **Registration:**

AIM Group International, Vienna Office  
Löwengasse 3/6 1030 Vienna, Austria  
Phone: +43 1 402 77 55  
Email: eans@aimgroup.eu

### **Congress Venue:**

Crowne Plaza Belgrade  
Vladimira Popovića 10  
11070 Belgrade,  
Serbia

## Our exclusive Partners for the EANS2022

### **Stand construction**

Milos Messe  
Bulevar Vojvode Mišića 14  
Aneks hale 5 Beogradskog sajma, kancelarija br.6  
11000 Beograd Srbija  
Tel. +381 11 36 15 134  
Mob. +381 64 29 23 224

[olivera.radeta@gmail.com](mailto:olivera.radeta@gmail.com)

### **Catering**

Crowne Plaza Belgrade  
Vladimira Popovica 10,  
11070 Belgrade, Serbia

Goran Kukura [goran.kukura@ihg.com](mailto:goran.kukura@ihg.com)  
Jelena Milincic [jelena.milincic@ihg.com](mailto:jelena.milincic@ihg.com)

Please send your request to both.

### **Logistic Services**

IML Messe Logistik GmbH  
Mr. Wolfgang Unzeitig  
Phone: +43 676 842118201  
Email: [wolfgang.unzeitig@iml-vienna.at](mailto:wolfgang.unzeitig@iml-vienna.at)

# Introduction

## Definitions

In this document, the following terms are defined as:

- **Conference & Exhibition Management on behalf of EANS:** AIM Group International, Vienna Office
- **Exhibition:** The industry exhibition and Non-for-Profit exhibition being held at the exhibition area in conjunction with the EANS2022 Scientific Programme.
- **Exhibitor:** Includes any entity and related persons (e.g. employees, agents) to whom exhibition space has been allocated for the purpose of exhibiting
- **Premises/venue/center:** Crowne Plaza and the exhibition area /exhibition tent.
- **Organizer/AIM Group Vienna:** The organizing company for EANS2022 (AIM Group International)

# Checklist

The following checklist will help you organizing your participation at EANS2022. This list is sorted chronologically.

## **EXHIBITORS CHECKLIST**

<b>05/08/2022</b>	<input type="checkbox"/> Send Company Logo/Profile Text for Website/Final Programme/APP to eans.sponsor@aimgroup.eu
<b>12/08/2022</b>	<input type="checkbox"/> Final Programme Ad Artwork must be sent to AIM
<b>12/08/2022</b>	<input type="checkbox"/> Bag Insert Artwork must be sent to AIM
<b>05/09/2022</b>	<input type="checkbox"/> Send Stand Designs & Risk Assessment for Approval to eans.sponsor@aimgroup.eu
<b>06/09/2022</b>	<input type="checkbox"/> Pre-Advice to IML for Bag Inserts
<b>09/09/2022</b>	<input type="checkbox"/> Pre-Advice to IM for all shipments (excl. Bag Inserts)
<b>15/09/2022</b>	<input type="checkbox"/> Exhibitor Registration Deadline
<b>15/09/2022</b>	<input type="checkbox"/> Group Badge Pickup Announcement
<b>19/09/2022</b>	<input type="checkbox"/> Offloading Slot Request to IML
<b>23/09/2022</b>	<input type="checkbox"/> Deadline Arrival Bag Inserts at IML

# General Information

## Exhibition Floorplan

### EANS2022 Exhibition

**Please note:**

— Solid yellow lines show necessity of a wall of minimum 2.5 meters height.

Sides without line can be open spaces.

Perimeter walling on these sides is only allowed to close maximum 1/3 of the open side. Exceptions on request.

Booth walls of more than 1/3 length and 1.5 meters height must have a minimum distance of 1.5 meters back of the booth border.



[For the latest floorplan click here](#)



The organiser reserves the right to change the exhibition plan if deemed necessary.



## Accommodation

For any inquiry or to proceed with arrangements for accommodation, please visit <https://eanscongress.org/general-information/accommodation.html>

Kindly note that the hotel rooms are sold on a “first-come - first-served” basis, exhibitors are advised to book as soon as possible and preferably in advance to receive preferential rates.

## Bag Inserts & Congress Documentation

Delegate bags will be provided by the organizer and will be branded with the event branding and logo. Should you wish to include company inserts in the bags or be the main sponsor of the bag itself please refer to the *Sponsorship & Exhibition Prospectus* for further information.

As the venue does not accept any deliveries the printed inserts can be delivered to the appointed freight forwarders warehouse (see page 15 - Logistics chapter of this Manual). Please be advised that the freight forwarder will charge for handling and storage.

## Catering

Serving and ordering food and/or drinks is only allowed through the caterer selected by the organizer. If you wish to order any catering for your exhibition stand, contact:

### **Crowne Plaza Belgrade**

Vladimira Popovica 10,  
11070 Belgrade, Serbia

Goran Kukura [goran.kukura@ihg.com](mailto:goran.kukura@ihg.com)

Jelena Milincic [jelena.milincic@ihg.com](mailto:jelena.milincic@ihg.com)

**Please send your request to Mr Kukura and Mrs Milincic.**

**Thank you for understanding that it is prohibited to bring your own drinks and/or food.**

# Dates and Timings at a glance

## Build-up / Open / Dismantling Times

BUILD-UP	<i>Friday,</i> October 14	10:00 - 22:00	Stand building for <b>space only stands</b> with sizes of 20sqm or more.
	<i>Saturday,</i> October 15	08:00 - 20:00	Stand building for <b>space only stands</b>
	<i>Sunday,</i> October 16	08:00 - 16:30	Stand building and stand dressing for all space only stands, shell scheme stands and tabletops
16:30		All stands to be completed - stands final sign off and inspection	
EXHIBITION		19:30 - 22:00	Exhibition Area opens to delegates   Welcome reception in the Exhibition Area Exhibition must be fully manned
		<i>Monday,</i> October 17	09:45 - 17:00
	<i>Tuesday,</i> October 18	09:45 - 17:00	Exhibition must be fully manned
DISMANTLING	<i>Wednesday,</i> October 19	09:30 - 17:00	Exhibition must be fully manned
		17:00 - 18:30	Exhibition dismantling within booth borders. IML is the only Logistics company to enter the exhibition for providing empty cases for dismantling during this period.
		19:00 - 21:30	Total exhibition dismantling. All logistics companies are allowed to enter the exhibition area.
	<i>Thursday,</i> October 20	08:00 - 17:00	Exhibition dismantling
		20:00	Exhibitors & Stand Building Contractors to be clear of Exhibition Halls

Not clearing the venue before curfew may result in penalty charges.

Loading and offloading is only permitted through the designated loading door. At no time is it allowed to deliver through the main entrance.

Exhibitors are obliged to be present and man their booth sufficiently as indicated. Timings may vary. Please check latest timing schedule online in the Sponsorship & Exhibition Section on [www.eanscongress.org](http://www.eanscongress.org).

### Coffee / Lunch break times

In this chapter you will find all the Coffee/Lunch breaks which take place in the exhibition area.

<b>Sunday, October 16</b>	<b>19:30 – 22:00</b>	Welcome Reception
<b>Monday, October 17</b>	<b>10:00 – 10:40</b>	Coffee break
	<b>13:00 – 14:30</b>	Lunch break
	<b>16:10 – 16:50</b>	Coffee break
<b>Tuesday, October 18</b>	<b>10:00 – 10:40</b>	Coffee break
	<b>13:00 – 14:30</b>	Lunch break
	<b>16:10 – 16:50</b>	Coffee break
<b>Wednesday, October 19</b>	<b>10:00 – 10:40</b>	Coffee break
	<b>13:00 – 14:30</b>	Lunch break
	<b>16:10 – 16:50</b>	Coffee break

### Profiles

Each exhibitor is entitled to have their company logo and a 100-word company profile in the Final Programme and the Congress App as well as their logo on the Congress Website. Additionally, exhibiting companies will receive acknowledgement on the on-site Sponsorship Board and the official congress app.

### Expert sessions at your booth

Exhibitors will have the possibility to invite experts to their booth. We are aware that this is a great chance for delegates to get in touch with experts and to share knowledge. These sessions must be held in such a way that other exhibitors will not be affected. Exhibitors that want to conduct such sessions must foresee space within their booth borders to accommodate interested participants. Public space must be kept free during the presentation. The organizer reserves the right to deny and/or abort scheduled or ongoing sessions should it be deemed necessary. **To avoid any noise problems the organizer strongly recommends to use headphones during such activities.** Please be advised that the organizer will not take care of arranging these sessions. All experts need to have a valid congress badge.

### Lunch Symposia/Workshop

Various corporate satellite symposia will be taking place throughout the lunch break of the EANS2022 Congress. For details have a look at the website [www.eanscongress.org](http://www.eanscongress.org) or get in touch with us.

This year the EANS will support your symposia by providing up to **100 lunch boxes** for participating delegates. Please contact [Eans.sponsor@aimgroup.eu](mailto:Eans.sponsor@aimgroup.eu) for more information. The final quantity is in the sole discretion of the organizer and will be determined considering all symposia running in parallel.

# Registration

## Online Registration

Every exhibitor must be registered online prior to the congress.

In August all exhibiting companies will receive an e-mail from the EANS2022 Organizing Team with details for the exhibitor registration.

Exhibitor must be registered by September 12<sup>th</sup>.

## Registration Opening Times

On-site registration will be located at Crowne Plaza Hotel. All exhibitors have to check-in at the exhibitor registration desk before getting access to the exhibition area. The registration desks will be open during the following times:

Sunday,	October 16	12:00 – 21:30
Monday,	October 17	07:30 – 19:00
Tuesday,	October 18	07:30 – 18:30
Wednesday,	October 19	08:00 – 18:30
Thursday,	October 20	07:30 – 13:30

Please note that all times are subject to change. Check timings at [www.eanscongress.org](http://www.eanscongress.org)

## Exhibitor Badges

Due to safety regulations it is mandatory for all exhibitors to always visibly wear their badge during the congress.

**IMPORTANT:** It is obligatory that **group badge pick up** (for exhibitor tickets only) is announced by latest by **Monday, September 15** via [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu). Additional badges can be purchased at € 300 incl. VAT per person. Registration/payment deadlines must be respected.

### Exhibitor fee includes:

- Access to the Exhibition and to the ePoster Area;
- Access to the Welcome Session on Tuesday.
- Participation in lunch and coffee breaks

A company's own badge or business card will not be accepted instead of the official congress name badge. Individuals who do not have their personalised name badge will not be admitted into the venue.

## Scientific Sessions & Electronic Poster

All session halls are located at the Crowne Plaza Hotel adjacent to the exhibition tent. Details of plenary and parallel sessions will be available online on the EANS2022 Congress Website and will also be available in the *Final Programme* and the official *EANS2022 Congress App*. Posters will be presented electronically as well as orally and can be viewed on touch screens in the e-poster area in the exhibition.

## Build-up & Dismantling Information

All Stands need to be fully built and dressed by **16:30 on Sunday, October 16** at the very latest for a final safety check and walk-a-round carried out by the organizer.

Exhibitors are kindly asked to refrain from commencing their build up until the designated times. The exhibition organizers will use their best endeavors to adhere to the nominated date and time for the commencement of exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date or time.

Exhibits which do not reasonably satisfy the exhibition organizers shall be modified by the exhibitor in such manner and within such time as the exhibition organizers may require and in default the exhibition organizers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

To avoid any of this, exhibitors are obliged to send detailed stand designs (2D and 3D – including dimensions and height) until **September, 5 2022** to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu)

There should be no material left unattended at any time. The exhibitor is responsible for the safety of his products, displays and stand. It is the responsibility of each exhibitor to leave his stand spaces clean and tidy during the exhibition and after break down. All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands or displays, stand fittings, and materials from the premises by the time and date stated by the exhibition organizers. All gangways should be cleared at the end of build-up, and kept fully clear during the congress for health and safety reasons and to allow the venue's cleaning contractor to sweep the gangways and general circulation areas within the exhibition hall.

Exhibitors are advised to also pay particular attention to the *Logistics* chapter at page 15 of this manual to be found below.

Exhibitors and/or their subcontractors must not under any circumstances start breaking down their stands prior to the official closing time and before all delegates have vacated the exhibition halls. For the health and safety of delegates access to the loading dock will only be possible after delegates have cleared exhibition area at earliest at above mentioned times.

**Stand holders are required to entirely break down their stand before they are allowed to bring their truck to the loading doors as there is very limited access. IML will coordinate the whole break down process and the loading of equipment. Only after IML, allowed the truck to access the loading dock, stand holders are allowed to bring their equipment from the stand to the loading dock. Instructions of IML, the venue or the organizer must be followed at any time and emergency exits and corridors must be clear at all times.**

**IMPORTANT:** To expedite the dismantling, IML will be solely allowed to deliver empty cradles and cases to your booth on **Wednesday, October 19 between 17:00 – 18:30**. No other company will have the permission to enter the exhibition area in this period of time. **To ensure a fast dismantling we recommend you to store your empty cradles and cases at IML.**

The exhibition area must be cleared of all exhibits/stands/materials by **20:00 on Thursday, October 20**. Exhibitors must leave the premises in the same condition they were found in and must adhere to the timings indicated in this document or announced by the organizer. Penalty charges will apply to exhibitors and their subcontractors should access be required past the indicated access times.

**IMPORTANT:** Any items remaining after break-down has concluded will be removed and disposed of. Neither the organizers nor the venue will be held responsible for any losses incurred. Charges may apply.

### Access for Stand Builders

Access to the venue during building days will be granted only for those in charge. The organizer and the venue reserve the right to deny access to any person not in charge. Please make sure all stand builders are able to identify themselves (bring ID).

Specific labels are not required to enter and work in the tent.

### Exhibitor Access during Build and Open Days

All exhibitors are required to collect their exhibitor badge from the registration **individually**. Exhibitors will have access to the exhibition area once the exhibitor registration is opened. On open days, exhibitors will gain access to their stands once registration is opened. Booths must be fully maned between to the above-mentioned times.

**IMPORTANT:** A group badge pick up is only possible if announced previously until **Monday, September 15** via [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu)

## Logistics

Please be advised that the venue and the organizer do not accept delivery of any goods on behalf of exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the site.

The organizer has appointed **IML** as the official and exclusive freight forwarding company for the event. For IML to be able to send exhibitors the complete shipping manual, exhibitors are required to contact IML. Services offered by IML for transport of exhibition goods & promotional material:

- Transport from your company up to IML's warehouse
- Customs formalities
- On-site handling (with the local partner company)
- Storage of empty packaging material for the period of the congress
- On-site assistance

All deliveries, even **self-organized shipments**, must be pre-registered with the officially appointed freight & on-site forwarding company, IML. **Entrance to the venue's premises will be refused for non-registered trucks! For any sending made to IML the pre-advice form must be filled out and sent to IML.**

### **Contact details IML Vienna**

IML Messe Logistik GmbH

**Mr. Wolfgang Unzeitig**

[Wolfgang.unzeitig@iml-vienna.at](mailto:Wolfgang.unzeitig@iml-vienna.at)

Phone: +43 676 842118201

## Deliveries to Warehouse

### *Airfreight and sea freight*

Shipments must be sent ONLY by MASTER AIRWAYBILL and FREIGHT PREPAID:

Airport of Destination: BEG – Nikola Tesla airport Beograd SERBIA

**Consignee:** Schenker d.o.o.  
Zgrada RCS II sprat, kancelarija br. 6  
Aerodrom Beograd 011 209 77 70  
Beograd SERBIA  
Tel.: +381 60 8826 864  
Mail: aleksa.opacic@dbschenker.com

**Notify party:** EANS 2022 – Crowne Plaza  
c/o Exhibitor: \_\_\_\_\_  
Booth no.: \_\_\_\_\_

### *Groupage shipments and courier shipments*

Any sending not made via airfreight must be consigned as follows:

**Consignee:** Schenker d.o.o. / Fairs Dept.  
Dositejeva 45  
SRB – 22310 Simanovci  
Tel.: +381 60 8826 864

**Notify:** EANS 2022 – Crowne Plaza  
c/o Exhibitor: \_\_\_\_\_  
Booth no.: \_\_\_\_\_

### *Deadlines*

#### **Exhibits from European Union and other countries**

Pre-advice and documents: latest Friday, 09 September 2022  
( all documents must be send min. 2 weeks before departure )

Groupage or courier shipments warehouse Beograd: latest Tuesday, 04<sup>th</sup> October 2022

Airfreight shipments to ( BEG ) Nikola Tesla airport : latest Thursday, 06<sup>th</sup> October 2022

**ATTENTION DO NOT SEND ANY SHIPMENT WITHOUT OUR CONFIRMATION**

Please send your pre-advice to **IML – Messe Logistik GmbH** latest 5 working days prior arrival date including all customs documents. If you will send airfreight shipments we need also a copy from AWB. Shipments with insufficient information's or missing pre-advice cannot be accepted and will be returned to carrier's depot. All cargo has to be consigned FREIGHT PREPAID. A 25% commission will be levied on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions



## Deliveries direct to show site

Pls. consign your shipments as follow:

Consignee: IML Messe Logistik GmbH.  
c/o Exhibition hall Crown Plaza  
Vladimira Popovica  
11070 Novi Beograd  
Att.: Wolfgang Unzeitig / Tel.: +43 676 842118201

Notify: EANS 2022 – Crowne Plaza  
c/o Exhibitor: \_\_\_\_\_  
Booth no.: \_\_\_\_\_

We are working on an unloading/loading schedule. Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors are kindly asked to contact IML-Messe Logistik GmbH latest **Monday, 19<sup>th</sup> September 2022** with following information:

- **Name of exhibitor and/or stand builder**
- **Size of shipment**
- **Requested date and time of delivery**

After reconfirmation we ask you for the following information:

- **On-Site contact name and cell phone no.**
- **Truck plate no.**
- **Carriers name**
- **Driver contact name and cell phone no.**

## Case Marking & Packing

All packages must be clearly marked as follow:

Shipper: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_  
Exhibition Name: EANS 2022 Beograd SRB  
Booth No: \_\_\_\_\_  
Gross & Nett weight: \_\_\_\_\_  
Dimension: \_\_\_\_\_  
Package No. \_\_\_\_\_ (1 of...total / 2 of...total /etc.).

Please be advised that exhibits will be placed outdoors many times. It is recommended that the packing material used in cases/crates be strong enough to protect the exhibit from rain, handling, and other potential hazards. Common packing materials often used in cartons are not recommended as they are not suitable for repeated handling and repacking. IML Messe Logistik GmbH will not take any responsibilities on goods that are not properly packed or transported in unsuitable conditions.

### ***Door dimensions***

Loading door dimensions are: 2.4m wide 2.2m high. Do not pack larger than that!

## Customs regulations

Cargo arriving from a non-European Union country need to be customs cleared on a temporary / definitive importation and released from customs before delivery to booth.

Attention no customs clearance possible at show side. Only possible for shipments which will arrive our warehouse Vienna or airport Vienna.

Temporary & permanent material must be packed separately in different boxes.

Goods which cleared with an CARNET ATA cannot be sold during the show and any sale operation must be reported to Customs Authorities, otherwise heavy penalties might incur. Please contact IML – Messe Logistik GmbH in case you may sell any imported goods.

- Copy of Waybill / CMR or AWB
- ATA CARNET
- Power of Attorney, attached you find our form

You must fill out all columns in Carnet ATA ( no of pcs. / weight / value etc. )

It is not allowed to send promotion or consumed goods under Carnet ATA

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### Temporary Importation or Permanent Importation– Proforma Invoice

Pls. use our attached Proforma invoice and mark which products a for temporary importation with CIF value

**If we arrange a temporary import clearance we must also arrange the re-export clearance or final clearance with dutis and taxes after the show.**

- Copy of Waybill / CMR or AWB
- Proforma Invoice & Packing List = 5 originals, attached you find our form
- Letter of authority

**Temporary import of medical equipment without Carnet ATA may require additional attest, certificates and permits which will cause late arrival and extra costs – for this pls. use only CARNET ATA!**

Attention don't pack temporary & permanent goods together. Pls. pack this separately

It not recommended to organize temporary importation on wheels (direct shipment)

We need also pictures of products with serial numbers.

Before you will ship your cargo pls. send your invoice for checking.

Attention for the following products we need special document, or the importation is not possible: foodstuff, beverage, medicines, cosmetics, textiles, life animals or plants, pharmaceutical products, protected species, medical machines, medical products and so on.

All such items must be packed and invoiced separately. A declared value must be given for each / every item although they have not got any commercial value.

The total invoice value must be CIF Beograd and in EURO.

The value does not higher than EURO 1.000,00 and per piece not over EURO 50,00

Every single article with different customs code ( HS/CTN – Code, but 8 figures are requested ) has to be listed.

Marks on invoice for permanent clearance

ADVERTISING MATERIAL FREE OF CHARGE FOR DISTRIBUTION EXHIBITION PERIOD

GIVE AWAY ITEMS VALUE FOR CUSTOMS & EXHIBITION PURPOSES

## Empty Storage

IML can store your empty packing material during the event. Please inform IML in time about your requirements. Please note that we cannot accept any liability for items – intentionally or unintentionally - left in packing. IML will measure the packages during the fair and fill in the cbm. Please ask for a copy by returning and check the cbm immediately. IML will not accept any posterior reclamation. Please contact our on-site contact for special arrangements for storage of exhibits. Re-delivery of the empties will be automatically after exhibition ends. We cannot guarantee any deadline for re-delivery.

## Return Transportation

Since the dismantling schedule is very tight, return instructions must reach us **at least 24 hours before** show closing. Further alterations or changes in mode of transportation can be accepted in written form only – depending on our and/or carrier’s confirmation. The same basics/instructions as in the import apply also for the export.

## Surcharges

Late arrival fees for shipments which arrive after our deadlines	on request
Floor Surcharge for heavier or larger packages	on request
SVS (Mandatory forwarders insurance)	as per list
Documentation per Shipment/Order/each way	EURO 75,00
Coordination fee per Shipment and way	EURO 55,00
Financing fee on total invoice amount	4 %
VAT for Austrian or Serbia 20% if applicable	

## Bag Inserts

All shipments for BAG INSERTS must be sent to IML warehouse as follows:

Pre-Advice to IML Vienna: latest **Tuesday September 6**

Arrival deadline: latest **Friday September 23**

**Consignee:**

IML Messe Logistik GmbH.  
Bruno Kreisky Platz 1  
A – 1220 Vienna  
Att.: Wolfgang Unzeitig  
Tel.: +43 676 842118201

**Bag inserts must be marked as follows:**

### ATTENTION BAG INSERTS

Shipper: .....  
Exhibitor: .....  
Exhibition Name: EANS 2022 Belgrade – **BAG INSERTS**  
Package No. ....(1 of... total|2 of... total| etc.)

**DO NOT PACK BAG INSERTS TOGETHER WITH EQUIPMENT FOR BOOTH.**

**A copy of the bag insert must be attached outside the shipment to identify quickly.**

**We also need a shipping invoice for your bag inserts with incl. value each brochure and total value.  
(Value 0 will not be accepted)**

**Please note that there will be a handling fee charged to the exhibitor for this service.**

## Handling Rates by IML

All prices are net and subject to changes and errors

Following you will find an overview of the prices charged by IML for their services (this list is not exhaustive). All prices are based on standard business hours as below. Surcharges for outside business hours and weekends (see below). All prices in EURO. 1 cbm = 333 kg chargeable weight.

### **Handling via airport Beograd or warehouse Beograd**

from free arrival airport Beograd (BEG) Nikol Tesla airport only / from free arrival warehouse Beograd up to free delivered booth, normal working time

manipulation of your cargo must be possible with forklift and pallet jack (no loose cargo)

rates per shipment / exhibitor	ex airport Beograd to booth	ex warehouse Beograd to booth
0 – 50 kg	EURO 450,00	EURO 350,00
51 – 100 kg	EURO 500,00	EURO 450,00
101 – 200 kg	EURO 565,00	EURO 500,00
201 – 300 kg	EURO 620,00	EURO 550,00
301 – 400 kg	EURO 685,00	EURO 610,00
401 – 500 kg	EURO 780,00	EURO 685,00
501 – 600 kg	EURO 845,00	EURO 755,00
601 – 700 kg	EURO 900,00	EURO 825,00
701 – 800 kg	EURO 955,00	EURO 895,00
801 – 900 kg	EURO 1010,00	EURO 955,00
901 – 1000 kg	EURO 1100,00	EURO 1.025,00
1001 – 1100 kg	EURO 1165,00	EURO 1.175,00
1101 – 1200 kg	EURO 1230,00	EURO 1.145,00
1201 – 1300 kg	EURO 1310,00	EURO 1.200,00
1301 – 1400 kg	EURO 1355,00	EURO 1.275,00
1401 – 1500 kg	EURO 1485,00	EURO 1.325,00
1501 – 2000 kg	EURO 1.725,00	EURO 1.400,00
2001 – pls. add per kg each add. 100 kg	EURO 65,00	EURO 65,00

Airfreight add.: airport related charges EURO 0,55 per kg or chargeable weight (minimum EURO 60)

Rates including warehousing / short-term storage / transfer to venue / delivery to exhibition booth / each shipment / each exhibitor / first touch delivery / ground floor

### **Handling of direct shipments Crowne Plaza**

From free arrival Crowne Plaza Belgrade up to free delivered booth (material crated or palletized / no loose cargo) during official move in period

maximum 2 loading meter	EURO	700,00
1 loading meter = 1m x truck wide 2,4m		
half trailer load (6 loading meter)	EURO	1.600,00
full truck load (13,6 loading meter)	EURO	2.100,00

surcharge for loose cargo on request

**Empty storage**

Pick up from booth, storage and re-delivery each beginning cbm (minimum 3 cbm)	€ 110,00
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**Miscellaneous**

<b>Working hours</b>		
Normal working hours:	Monday – Friday 08:00 – 17:00	
Overtime surcharge:	Monday – Friday 17:00 – 08:00	50%
	Saturday	50%
	Sunday / holiday	100%

# Stand Construction Rules

**IMPORTANT:** The exhibitors and their stand building contractors shall be bound to comply with the General Terms & Conditions (see page 29) and the Stand Construction Rules outlined in this manual.

**IMPORTANT:** All exhibitors are obliged to send detailed stand designs (include dimensions and heights!) by **Monday September 5** to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu)

Perimeter walling on is only allowed to close maximum 1/3 of the open side. Booth walls of more than 1/3 length and 1.5 meters height must have a minimum distance of 1.50 meters back of the booth border.

Walls neighboring to other booths (Solid lines in Floorplan) shall have a minimum height of 2.50m.

Backwalls must be covered and be white and clean especially if the wall exceeds a height of 2.50m. No logos or similar are allowed on back walls directly adjacent to another stand.

The Organiser recommends keeping the open sides of the booths as accessible to exhibition traffic as possible.

## Booth Service Provider – Milos Messe

Our exclusive contracted service provider is Milos Messe. Should you require any equipment, power connection or any other services, you will find contact details in the “order form” section of this manual. Shell scheme stands can only be rented through our exclusive provider. No other shell scheme providers will be allowed.

## STAND CONSTRUCTION

All temporary structures, including stands, must be structurally sound. Structures deemed unstable must be modified or removed from the exhibition at the exhibitor’s expenses.

The venue and the organizer reserve the right to:

- request changes to the stand during the set-up process, if the agreed plans have not been adhered to.
- request changes to the stand construction, once plans have been agreed, in the case that the venue or the organizer deems it necessary, for reasons of public safety and the safety of the stand construction team and others.
- prohibit the erection of the stand in the case that changes are not being made to the organizers or the venues satisfaction. All costs will be charged to the exhibitor or their contractors.
- prohibit the erection of the stand in case that the exhibitor has not paid his dues. All payments must be done prior to set up.

Suitable and adequate drop sheets must be used when painting custom stands and displays. Items required to be placed on exiting marble floors during set-up/dismantling periods should be stored on corrugated paper or other means of soft sub flooring. Other display materials must be positioned on suitable protection sheets. Any damages will be charged to the exhibitor or his contractor.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.

All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.

Ramped edges should be of non-slip construction or coated with a non-slip finish.

Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

Permission must be granted by the organizer before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.

The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900mm minimum in height must be installed.

Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned.

All structures, materials, special designs, unusual constructions, and all signs shall conform to Irish safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

### **Carpeting**

**It is obligatory that exhibition stand floors are covered with fireproof carpet during the event.** The officially appointed supplier for exhibition carpet is Milos Messe. Exhibitors who bring a space only stand construction may use their own carpet, given that it is fire-resistant and a certificate may be asked for on site. See fire safety regulations in this section of this manual. The protective carpet may also be ordered with Milos Messe. Exhibitors are to be held liable for any damage caused as a result of the flooring that has been put into place by their stand building contractor.

### **CLEANING & WASTE REMOVAL**

During build up time all exhibitors and contractors are responsible for:

- keeping their booths clean.
- Keeping all the gangways and especially the fire exits free of any rubbish.
- keeping their areas of interest in a dry and slip-free condition.
- taking care of their waste. Removing any rubbish will be charged extra.
- removing any breakages in a safe and appropriate manner.

On the last day of build up all work on the nature of construction of the stand must have been finished. This shall be used for stand dressing and final preparation.

**Cleaning services can be ordered via Milos Messe via: [olivera.radeta@gmail.com](mailto:olivera.radeta@gmail.com).**



## ELECTRICAL INSTALLATIONS:

All electrical installations will be tested for compliance with the regulations and will not be energized if found to be unsafe. All contractors and exhibitors must be aware of all current regulations that apply to electrical installations and must adhere to them. This is to eliminate the risks of any accidents and electrical fire. All temporary electrical installations shall be installed in accordance with the relevant rules of good practice by qualified, competent electricians. The creation of a connection, the installation of a distribution cabinet and the provision of electric current to the stands as well as making power live shall be carried out exclusively by the approved personnel. Daisy chaining is not allowed under any circumstances.

Electrical connections and power can be ordered via Milos Messe via [olivera.radeta@gmail.com](mailto:olivera.radeta@gmail.com).

## FIRE SAFETY OF STAND MATERIALS / HAZARDOUS SUBSTANCES

All materials used for stand construction or display should be fireproof. No inflammable decorations or exposed flames be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificates will be asked on site. **ALL exhibitors need to fill out the risk assessment and sign it.** It will need to be present in printed form during the whole congress. Typical aspects which would increase the fire risk would be as follows:

- Naked flame on stands. (prohibited)
- Use of compressed or flammable gases on stands. (prohibited)
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles
- Likelihood of illegal smoking in outfield areas or built-in storage areas on stands
- High levels of packaging waste.
- Hot works during stand construction (prohibited)

### MAXIMUM FLOORLOAD

The maximum floor load in the exhibition area is 500 kg/sqm.

### MAXIMUM/MINIMUM HEIGHT

Maximum heights communicated by the organizer have to be respected. It is mandatory to include built height into stand design sent to the organizer in advance for approval. The total construction height for all booths shall not be higher than 4 metres. **No suspensions are possible!**



## STORAGE & WASTE DURING BUILD UP AND OPEN PERIODS

- Boxes and packages must not be stored behind the stands. Also, empty packages must not be stored in the exhibition area. If required, a storage area should be incorporated into the stand design. This applies also to carpet, shell scheme and stand building equipment, storage boxes and crates, empties, trussing and rigging equipment, electrical equipment, plumbing equipment, trolleys, pallet jacks, site desks, ladders, scaffolding, cleaning machines, road cases or any items for distribution on the stand. Should exhibitors require storage this can be arranged with the freight forwarder.
- Exhibitors are responsible for the removal of their waste adhering to the local regulations. The waste produced during the exhibition, both solid wastes such as paper, cardboard, plastic, etc. and liquid waste, must be removed from stands and their surroundings every day. Once the exhibition is finished each exhibitor should remove all waste of the stand.

During the dismantling times, waste bins will be available. Waste or other liquid products must not under any circumstances be poured into the drains (or toilets). If the participant fails to observe these rules, the organizer or venue shall be entitled to have the waste removed. Consequently, a cleaning company appointed by the venue or organizer shall be used at the risk and expense of the exhibitor responsible.

## STORAGE AFTER THE EVENT

It is prohibited to leave items in the venue once the event has finished. Should storage be required post event, exhibitors are required to contact the official freight forwarder who can organize temporary storage. This needs to be organized prior to the event and in any case prior to the end of the event. The venue or organizer does not assume any responsibility for the storage of any items. Items left behind may be removed by the venue or the organizer at the exhibitor's costs.

## WATER AND WASTE

There is no possibility for exhibitors to have water and waste supply in their booth.

# Stand Drawing Submission

Exhibitors building a space only stand are reminded that detailed stand drawings (2D+3D) and plans must be submitted to the organizer for approval at the earliest opportunity. However, this must be no later than Monday, September 5.

All plans must be sent to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu).

Space only exhibitors are reminded of the following points:

- Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.
- Stand designs with a raised platform should endeavor to have a wheelchair access ramp incorporated on at least one of its open sides.
- Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.
- All structures, materials, special designs, unusual constructions, and all signs shall conform to the relevant safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.
- No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- Maximum building heights must be respected and included into the stand drawings.
- Please contact the exhibition organizers if you require a copy of the exhibition layout plans.

**Failure to comply with any of the mentioned regulations could result in delay of approval or disapproval of your stand.**

# General Terms and Conditions

**APPLICATION:** The organizers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

**BANKRUPTCY OR LIQUIDATION:** In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the exhibitor under contract shall be forfeited.

**CHILDREN AND ANIMALS:** There are strict policies on bringing children to the event. If you need further information on this, please contact the organizer prior to the event on [Eans.sponsor@aimgroup.eu](mailto:Eans.sponsor@aimgroup.eu). Animals, apart from guide-dogs, are not allowed in the exhibition or the EANS2022 Congress overall.

**CLEANING:** During the exhibition open period, corridors between stands will be cleaned on a daily basis at the end of each day. It is the responsibility of each exhibitor to ensure their stand is clean and tidy. Cleaning of exhibition stands can be facilitated at a cost to the exhibitor.

**CLEARING OF STANDS:** The exhibitor assumes responsibility for leaving the venue's facilities in perfect condition after the event, removing any materials (i.e.: carpet, woods, etc.) left over from their stands. Should the exhibition hall not be cleared within the timeframe communicated to the exhibitors, the venue will charge any costs which may arise from in-house staff clearing remaining items from the exhibition areas. Stands need to be fully dismantled within the timeframe stipulated within this manual or otherwise communicated to the exhibitor. Wash basins and toilets within the washroom facilities throughout the center are not to be used for disposing of tealeaves, waste food etc. The cost of clearing blockages in the drainage system through this cause will be charged to the client.

## CONDUCT OF EXHIBITORS AND REPRESENTATIVES:

- **Annoyance:** The exhibition organizers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.
- **Microphones/Audio Visual Equipment:** The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors; the exhibition organizers reserve the right to prohibit such use if, in the exhibition organizers' opinion, this is the case.
- **Publicity Material:** Publicity material shall be displayed and/or given away only from the exhibitor's own stand. Leaflets displayed at any other point throughout the premises will be removed or destroyed by the exhibition organizers.
- **Projected Images:** Projected images, however generated, may not play on to aisles or on to other stands.
- An exhibitor may not, except by express written permission of the exhibition organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organizations or trade associations is not allowed except by the express written permission of the exhibition organizers. The exhibition organizers reserve the right to have masked or removed from the premises any product or sign violating this regulation.

**COMPLIANCE WITH RULES AND REGULATIONS:** If the exhibitor fails to comply in any substantial respect with the terms of these "Rules and Regulations", the exhibition organizers have the right to sell the stand space. The exhibitor, however, will be liable for any loss suffered by the exhibition organizers thereby, and all monies paid by the exhibitor shall be absolutely forfeited to the exhibition organizers.

The exhibition organizers are responsible for the control of the exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the exhibition organizers is final and decisive on any question or aspect not covered in the foregoing "Rules and Regulations".

The exhibition organizers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the exhibition organizers.

All exhibitors should note that participation at the exhibition implies acceptance of these “Rules and Regulations”.

**DAMAGES & SURFACE OF THE BUILDING:** It is not permitted to nail or stick any material to walls, floors, pillars, doors, curtains, furniture, ceilings, nor to any of the venues decorative elements or installations in general, without previous written authorization from the venue management. Furthermore, it is strictly forbidden to directly secure any equipment (rigging) to the ceiling or the walls of the building. Should any damage to the building or venue property (incl. furniture) occur, the relevant exhibitor or stand contractor will be held responsible and will have to compensate financially for the cost to right the damage (repair or replacement or other). Further, it is prohibited to place any posters, flipcharts or other in the venue except within the boundaries of the exhibition stand.

**DANGEROUS GOODS:** No dangerous goods are to be brought to the premises without the formal approval of the venue and the organizer. The venue and the organizer will require documentation detailing a justifiable reason for the use of the dangerous good and how associated risks will be controlled prior to granting approval. Risk controls need to address transportation, storage and handling. The venue management and the organizer will request the immediate removal of any dangerous goods or hazardous substances that have not been approved for the use at EANS2022 or if being misused.

**DELIVERY OF MATERIAL BY MEANS OF CUSTOMS AND THE ASSUMPTION OF RESPONSIBILITIES CLAUSE:** All deliveries for EANS2022 need to be sent to the official freight forwarding company who handle all deliveries. Please refer to the relevant section of this manual. Deliveries cannot be made to the venue directly and the venue consequently does not assume responsibility for any packages or the content thereof. Consequently, the venue does not assume responsibility for the goods deposited in Customs; all customs clearance issues are to be addressed with the official freight forwarder.

**ELECTRICITY** Exhibitors must personally provide the installation with current stabilizers, no-break devices, overvoltage protection for all applications requiring a pure electrical network, such as computer equipment. The use of generator sets inside the venue is strictly prohibited. Equipment sensitive to supply fluctuations needs to be protected with appropriate surge protection equipment. Power cutoff after exhibition curfew. 24/7 power is not available.

**EXHIBITION DATES & CANCELLATION:** The Organizing Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the congress. The organizers reserve the right to postpone the exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates as possible, utilizing the right only when circumstances necessitate such action and without any liability to the organizers and exhibitors. The organizers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the organizers, which the organizers could not reasonably have foreseen and which the organizers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, epidemics, pandemics, fire, flooding and any other circumstances that fall within the meaning of the above.

**EXHIBITION LAYOUT:** The organizers reserve the right to change the exhibition floor layout if necessary as well as to amend or alter in unforeseen circumstances - the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the organizers.

**FIRE SAFETY & EMERGENCY PROCEDURES:** In the event of a fire please stay calm and report to the next hostess, organizer or to any other staff and leave the building. The instructions of the staff must be followed.

**FLOORS:** Each and every exhibitor is fully responsible for ensuring that absolutely no damage is done to the existing floors of the venue during exhibition build up, open period and break down period, by themselves or their stand building contractor. Should any damage occur, the exhibitor takes full responsibility of making good the damage done and any associated costs of repair are to be covered by the exhibitor.

**INSURANCE:** Each exhibiting company and their stand contractors must have sufficient public and employer’s liability insurance covering any damages caused by their staff either to the venue’s installations, other exhibitors and delegates as well as in-house staff. It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. The insurance should take effect from the day that goods and exhibits are delivered to the venue and should remain in effect until all items have been removed. All hired equipment has to be insured against «all risks». The exhibitor remains responsible for the equipment until the authorized staff has collected this equipment. In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree. Every delivered order will be invoiced and all modifications will be charged.

**KEEPING KEY AREAS CLEAR:** By law, emergency exits, exhibition gangways, fire prevention elements, as well as all security systems, signs and closed circuit TVs are to be kept clear, visible and accessible at all times. It is prohibited to obstruct or cover any vents of any

spaces within the venue. Should these rules not be adhered to, the venue reserves the right to not authorize the set-up of the stand or decorative element/structure scheduled, and should the set-up be already mounted its dismantling will be demanded at the cost of the exhibitor.

**LIABILITY:** The exhibition organizers will endeavor to protect exhibition property while on display at the exhibition. However, it must be clearly understood that neither the venue nor the exhibition organizers can and will accept liability for any loss or damage to any exhibition property. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the exhibition organizers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed, or altered in any way in whole or in part, or if the exhibition organizers find it necessary to change the dates of the exhibition, or vary the hours the exhibition is open, the exhibition organizers shall not be liable for any expenditure, damage, or loss incurred in connection with the exhibition. The exhibition organizers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.

**MACHINERY WITHIN THE EXHIBIT:** Machinery or equipment likely to jeopardize the health or safety of any person is prohibited. Sensitive equipment, especially variable speed drivers, may cause nuisance tripping of Residual Current Devices (RCDs). Therefore, prior notice is required with all relevant technical specifications. All machinery should be fitted with guarding, fencing, immobilization locks etc. to ensure a safe environment for staff and visitors. Signage above the machine is not acceptable as a protective method. Any person operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or license, as required by law, to operate such equipment.

**MOVEMENT OF ITEMS:** The venue does not provide staff for loading and unloading of trucks. Furthermore, the venue doesn't provide trolleys to maneuver items such as boxes etc. Should this be required, porters can be booked at a cost from the freight forwarder. Order of such staff should also be communicated to the freight forwarder to coordinate logistics of loading in / out.

**MOVE-IN AND OUT:** For move-in and move-out of constructions, trolleys and other items which are not hand carried, the venue requires that temporary access runs of corrugated cardboard, carpet or similar material to protect the floors.

**OBSTRUCTION OF GANGWAYS AND OPEN SPACES:** Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede project over gangways or affect the displays of neighboring in any way. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build up and break down periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the exhibition organizers at the exhibitor's expense and risk. No exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the exhibition organizers interferes with an adjoining exhibitor.

**OCCUPATION OF STAND SPACE:** The exhibitor, his appointed staff, agents, employees and contractors may enter the building at a time which has been communicated to them for the purpose of stand fitting and dressing. Unless otherwise agreed in writing by the exhibition organizers, exhibitors are not authorized to sublet, share, or transfer their stand space.

**POSTERS, BANNERS AND ADVERTISING:** Any posters must be approved by the venue and the organizer and cannot just be put into place on the premises without prior written consent of both, organizer and venue. No unauthorized means of advertising may be put up on walls, windows, doors, in lifts and in the vicinity of the venue, in public spaces etc.

**PHOTOGRAPHY:** Photographs can only be taken prior to the opening of the exhibition and during the congress only at your exhibition stand. If you are planning any filming or photography within the hall, please inform the organizer on [Eans.sponsor@aimgroup.eu](mailto:Eans.sponsor@aimgroup.eu). During the congress, only hand held and battery-operated equipment may be used within the hall and all gangways, particularly the exhibition area must be clear of tripods and cables. There is the opportunity to book a professional photographer via the organizer. Please contact us for further information on [Eans.sponsor@aimgroup.eu](mailto:Eans.sponsor@aimgroup.eu).

**PROMOTIONAL GIVE-AWAYS:** Brochures, catalogues, giveaways are to be distributed only by exhibitors on their own stand. Exhibitors cannot distribute their giveaways from the aisles nor outside the exhibition halls or venue.

**PAYMENT OF STAND SPACE:** Any booked exhibition space has to be paid in full as per the following arrangements: Total fee due with contract raised after application.

**RISK ASSESSMENT:** By law all exhibitors are required to carry out a risk assessment. Please refer to the relevant section of this Exhibition Manual where template risk assessment forms can be found for shell scheme and space only stands. Risk assessments must be available as printed out and signed on request of authorities or the organizer

**RIGGING:** Rigging is not possible at EANS2022 due to the nature of the exhibition tent.

**SECURITY OF ITEMS:** The venue / the organizer does not assume any responsibility for any damage to or loss of any goods brought into the venue.

**SMOKING, EATING AND DRINKING:** There are designated smoking areas in the venue. Please refer to the *Venue Facilities* section here above. Furthermore, it is prohibited to eat or drink in any meeting rooms and session halls of the venue during the build, open and breakdown periods of the event, unless catering has been specifically ordered via the organizer / venue.

**SPECIAL EFFECTS & PYROTECHNICAL DEVICES AND ITEMS:** Fog effects / haze and pyrotechnics are not allowed to be displayed in the exhibition. Use of lasers is generally not authorized. It is not allowed to bring any laser into the building without prior consent of organizer and venue. See dangerous goods section. Smoke machines, helium tanks or any other items and substances potentially harmful to venue facilities and personnel are not permitted on the premises.

**STORAGE:** There are no storage areas available within the venue. Should exhibitors require storing of any items, such as empties, these are to be arranged through the appointed freight forwarder. Alternatively, exhibitors are required to incorporate storage areas into their stand design.

**TROLLEYS – FORKLIFT:** The venue does not provide trolleys, forklifts and other equipment for the transportation of the stand and stand materials. It is the exhibitor's responsibility to arrange any such moving in/out equipment. This can be ordered through the freight forwarder. Please see the *deliveries* section of this manual. If you bring your own hand operated pallet truck it must be equipped with rubber wheels only and the floor must be protected with carpets. It must not be motorized! For bringing in and out carpets must be used on the aisles to protect the floors. Using the freight forwarders carpet will be charged by the company.

**WORKS:** No exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising there from or in relation thereto, whether under or over or (in the case of emergency only) within the premises or any other adjoining or neighboring premises and whether by the premises or any other owner or occupier.



# Health & Safety

## Introduction

All exhibitors are obliged to adhere to **Directive 89/391/EEC – OSH “Framework Directive”** of June 1989, which is of fundamental importance as it is the basic Health & Safety Legal Act which outlines measures of prevention and protection of Health & Safety of workers against occupational accidents and diseases.

Exhibitors are obliged to adhere to all Health & Safety rules and regulations outlined in this directive and it is their obligation to ensure the Health & Safety of their appointed employees and contractors involved in the EANS2022 Exhibition.

Risks should be avoided as far as reasonably practicable and with this in mind, **exhibitors are required by law to carry out a suitable and sufficient risk assessment**. This means that the risk assessment must identify all significant risks. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration. Risk assessments should be carried out by competent staff who are knowledgeable about the activity on the exhibition stand, detailing the hazards and controls. Risk assessments must be available printed and signed on request of authorities or the organizer.

### Examples of common risks associated with an exhibition are as follows:

- ✓ Fall from working at heights and working on a live edge
- ✓ Slips, trips and falls
- ✓ Manual handling – lifting or moving of heavy loads
- ✓ Injury from electric shock
- ✓ Objects falling from height or loads falling from vehicles
- ✓ Injury from use of work equipment such as saws etc.
- ✓ Structural collapse of an exhibition stand
- ✓ Fire and fire related incidents
- ✓ Excessive working hours resulting in tiredness and therefore making people prone to accidents

### Risk Assessment Info

Every exhibition stand is a miniature workplace and therefore, exhibitors are required by law to complete a sufficient risk assessment, covering set-up-, open-, and breakdown period of their stand within the exhibition. There is no need however, to over-complicate things. The build of shell scheme will be covered by the shell scheme contractor’s assessment. If the activity on the stand is clearly without significant risk, then there is only need for the exhibitor to confirm that this is the case. If any risky activities are planned to happen on the stand, then there is need to indicate these and indicate how these risks are intended to be controlled. For space only stand constructions it is a little more complex. Exhibitors of a space only stand will have to produce a risk assessment for the safe set-up and dismantling of their stands, including risk of fire. Should any other activities take place on the stand, such as medical demonstrations etc., this will also have to be covered in the risk assessment.

# Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary:

A **'hazard'**: something with the potential to cause harm (such as injury, loss or damage)

A **'risk'**: something with the potential for harm to be realized.

## Step 1: Identify the hazard and who could be harmed

Please consider types of hazards such as:

- ✓ Physical e.g. a vehicle
- ✓ Chemical e.g. substances such as cleaning products
- ✓ Biological e.g. food poisoning
- ✓ Psychosocial e.g. violence
- ✓ Common hazards can be: Exhibits or displays, stand designs, alcohol consumption, works on overhead-height etc.

## Step 2: Assess the risk

For simple processes it is often sufficient to award a straightforward:

- ✓ Low
- ✓ Medium
- ✓ High

But you should try and look at likelihood as well as severity of the risk.

## Step 3: Develop Controls

Having determined what the hazards are and to what extent they pose a risk we now need to do something about it and the below control measures are recommended:

- ✓ Eliminate risk at source (There is a point at which any operation is simply too risky)
- ✓ Substitute for a safer method or product.
- ✓ Reduce the risk in a quantifiable way.
- ✓ Isolate from the hazard. (This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access for example.)
- ✓ Control the risk. The most common form of control on the event floor is the use of security and floor management.
- ✓ Personal Protective Equipment (items such as hard hats and safety shoes.)

## Step 4: Implement Controls

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place.

## Step 5: Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place. Other times when risk assessments need to be reviewed are:

- ✓ When there has been an accident or incident
- ✓ When there is a significant change in personnel or process
- ✓ When monitoring reveals problems.

Risk assessment templates can be found below for shell scheme and space only stands. All exhibitors must complete EITHER a shell scheme OR a space only Risk Assessment Form depending on the type of stand that will be built, which should be returned to the exhibition organizers.

**Please return your assessment to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu) by Monday, September 5.**

### Risk Assessment Template For Complex Space Only Stands

#### Exhibitor's Responsibility:

As an exhibitor you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a **sufficient** risk assessment could ultimately lead to the closure of your stand.

This template is for a **complex space only exhibition stand** which will require a more detailed risk assessment than a simple shell scheme stand. Please study the activities on your stand during set-up-, open- and breakdown-period of the exhibition.

#### Common hazards:

- ✓ Complex structures such as a multi-story stand
- ✓ Working electrical appliances other than simple display lighting
- ✓ Working machinery of any kind even if static
- ✓ Display of sharp objects
- ✓ Demonstration of any kind (incl. demos on „test patients“)
- ✓ Heat source of any kind incl. naked flame, gel burners etc.
- ✓ Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS2022. For ease of completion, please refer to the 5 Steps of a risk assessment outlined in the Technical Exhibitor Manual and **complete the Risk Assessment Form below.**

## RISK ASSESSMENT TEMPLATE FOR COMPLEX SPACE ONLY STANDS

Please complete this form and return it to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu) by September 5, 2022

Event Name and Date: .....

Stand Name: ..... Stand Number: .....

Name of Person responsible for Health & Safety: .....

Contact Telephone Number: .....

Contact E-Mail address: ..... Risk Assessment undertaken by:

.....

Please tick who this risk assessment has been distributed to. Ideally it should be distributed to the following:

- Contractors
- Exhibition Organizer
- Exhibitors On Site (on your stand)

Hazards	Consequences	Who is at Risk	P x S=R	Controls	P x S=R Action Level
<b>Identify Hazards</b>	<b>What could result from the hazard?</b>  <b>Minor Injury</b> - Minor cuts, sprains, bruises etc. <b>Serious Injury</b> - Head injury, loss of consciousness, broken bones, respiratory problems etc. (Usually an injury from which full recovery is possible). <b>Death or very serious injury</b> - Loss of limb, paralysis (Any life changing injury from which full recovery is unlikely).	<b>Who might be harmed?</b> - Organizer's staff - Venue staff - Exhibitors - Delegates - Contractors - Children - Elderly visitors - New and expectant mothers	<b>Risk</b>  <b>P</b> = Probability <b>S</b> = Severity <b>R</b> = Risk level  <b>P x S = R</b>	<b>Is the risk adequately controlled?</b> Consider the hierarchy of controls: - Eliminate - Substitute - Reduce - Isolate - Control - PPE - Discipline Do the controls reduce the risk as far as reasonably practicable?  Do the controls comply with industry standards?	<b>What is the residual Risk?</b>  <b>Action Level:</b> <b>HIGH</b> = High, Immediate action Required  <b>MED</b> = Medium, Justify and review each event day  <b>LOW</b> = Low, no further action needed  See table below.

Use the following calculation table:

Probability (P)	Severity (S)	Calculation of Risk (R) (P x S = Risk)			Rating	Action Level		
		SEVERITY						
5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 Very unlikely	3 Death or very serious injury 2 Serious injury 1 Minor injury	PROBABILITY	1	2	3	<b>LOW = 1 - 4</b> <b>MEDIUM = 5 - 7</b> <b>HIGH = 8 - 15</b>	<b>LOW</b> – no action required <b>MED</b> – justify / review for each event day <b>HIGH</b> – immediate action / further controls needed	
			5	5	10			15
			4	4	8			12
			3	3	6			9
			2	2	4			6
1	1	2	3					

Please now complete the Risk Assessment below:

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
					(P×S=R)					

**Please complete this form and return it to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu) by September 5, 2022**

**To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.**

**Signature:** .....

**Name:**.....

**Date:**.....

Errors and omissions excepted

## Risk Assessment Template For Simple Shell Scheme Stands

**Please complete this form and return it to [eans.sponsor@aimgroup.eu](mailto:eans.sponsor@aimgroup.eu) by September 5, 2022**

Event Name & Date: .....

Stand Name: ..... Stand Number: .....

Name of Person responsible for Health & Safety: .....

Contact Telephone Number: .....

Contact E-Mail address: .....

Risk Assessment undertaken by: .....

### Exhibitor's Responsibility:

As an exhibitor, you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a sufficient risk assessment could ultimately lead to the closure of your stand.

This template is for a **simple shell scheme exhibition stand** which does not require any structural approval from the organizer or the venue. More complex stands will require a more detailed risk assessment and if you are in doubt you should contact the organizer. Please study the activities on your stand during set-up, open- and breakdown-period of the exhibition.

#### Common hazards:

- ✓ Working electrical appliances other than simple display lighting
- ✓ Working machinery of any kind even if static
- ✓ Display of sharp objects
- ✓ Demonstration of any kind (incl. demos on „test patients“)
- ✓ Heat source of any kind incl. naked flame, gel burners etc.
- ✓ Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS2018. For ease of completion, please refer to the 5 Steps of a Risk Assessment outlined in the Technical Exhibitor Manual or to the notes below (1) – (5).

**Please complete the Risk Assessment:**

Identify Hazards(1):	Identify persons who could be harmed(2):
1) .....	From Hazard 1): .....
2) .....	From Hazard 2): .....
3) .....	From Hazard 3): .....
4) .....	From Hazard 4): .....
5) .....	From Hazard 5): .....

Errors and omissions excepted

<p><b>Consequences(3):</b></p> <p>Of Hazard 1): .....</p> <p>Of Hazard 2): .....</p> <p>Of Hazard 3): .....</p> <p>Of Hazard 4): .....</p> <p>Of Hazard 5): .....</p>	
<p>Assess the <b>Severity</b> of your risk level by ticking the relevant box and circling which hazard it applies to(4):</p> <p><input type="checkbox"/> High - Hazard 1) 2) 3) 4) 5)</p> <p><input type="checkbox"/> Medium - Hazard 1) 2) 3) 4) 5)</p> <p><input type="checkbox"/> Low – Hazard 1) 2) 3) 4) 5)</p>	<p>Assess likelihood of it happening by ticking the relevant box and circling which hazard it applies to(4):</p> <p><input type="checkbox"/> Highly Possible – Hazard 1) 2) 3) 4) 5)</p> <p><input type="checkbox"/> Possible – Hazard 1) 2) 3) 4) 5)</p> <p><input type="checkbox"/> Unlikely – Hazard 1) 2) 3) 4) 5)</p>
<p><b>Control Measures in Place(5):</b></p> <p>For Hazard 1): .....</p> <p>For Hazard 2): .....</p> <p>For Hazard 3): .....</p> <p>For Hazard 4): .....</p> <p>For Hazard 5): .....</p>	
<p><b>Contractor Control(6):</b></p>	

(1) A hazard is anything that has the potential to cause harm

(2) Anybody who could be injured, suffer ill-health, as a result of the hazard causing harm (e.g. people working on the stand, delegates, other exhibitors etc.).

(3) What could be the harmful consequences (e.g. cuts, bruises, major injury etc.)

(4) This is your own assessment of the risk. A risk constitutes itself of likelihood of hazard to cause harm and the expected severity of the harm. Tick the appropriate boxes.

(5) Identify the control measures you put into place to eliminate or control the risk adequately.

(6) You carry legal responsibility for any person or company working on your behalf. You must ensure they are competent and will work in a safe manner. We suggest you request a copy of their Health & Safety policy. Please detail your safety checks you have carried out with your contractors in this box.

**Please note this is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment. To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.**

**Signature:** .....

**Name:** .....

**Date:** .....