



# **ECE 2024**

**26th European Congress of Endocrinology**

**11 – 14 May 2024, Stockholm, Sweden**

# **Exhibition Technical Manual**

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## 1. Introduction

The 26<sup>th</sup> European Congress of Endocrinology (ECE 2024) is a hybrid Congress, with delegates able to join in person in Stockholm, Sweden as well as online via ESE's dedicated Congress platform, ECE@Home.

The European Congress of Endocrinology is one of the leading meetings in the annual endocrinology calendar and as a hybrid Congress, ECE 2024 extends beyond the in-person event. ECE 2023 welcomed nearly 3,500 delegates to the Congress, with 80% attending in person in Istanbul and 20% attending online.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact Giulia Esposito (Logistics), [giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org), or Natalie Dass (Sales), [natalie.dass@ese-hormones.org](mailto:natalie.dass@ese-hormones.org). Full contact details are provided below.

## 2. Contact information

Role	Contact Name	Contact number	Email	Company
Business Development Manager	Natalie Dass	+44 7894 293377	<a href="mailto:natalie.dass@ese-hormones.org">natalie.dass@ese-hormones.org</a>	ESE
Sponsorship & Exhibition Manager	Giulia Esposito		<a href="mailto:giulia.esposito@ese-hormones.org">giulia.esposito@ese-hormones.org</a>	ESE
AV Support	Eventservice	+46 (0) 8 7494 444	<a href="mailto:eventservice@stockholmsmassan.se">eventservice@stockholmsmassan.se</a>	Stockholmsmässan
Event Manager	Elizabeth Blake	+44 (0) 1454 642770	<a href="mailto:ece2024@endocrinology.org">ece2024@endocrinology.org</a>	Bioscientifica

## 3. Additional items and costs

In addition to the items outlined in the ECE 2024 prospectus, there are other opportunities to support your brand awareness and congress participation detailed in this manual. For ease of reference, these are detailed below along with associated costs.

Opportunity (item number)	Description	Available for packages	Cost
<a href="#">Lead retrieval (in person)</a>	Collect the details of delegates who visit your exhibition booth to allow you to contact them post-Congress via our in-person lead retrieval package (one device included). <i>Additional lead retrieval devices can be hired at a cost of €800 each.</i>	All	€1500
<a href="#">Catering</a>	You may provide catering at your booth if you wish – all catering to be provided by the designated venue caterer.	All	Quoted based on requirements
<a href="#">Hostesses</a>	Hostesses can be booked to staff your exhibition booth if required.	All	Quoted based on requirements

## 4. Dates and Deadlines

The dates outlined below are provided to ensure that all elements of your sponsorship can be delivered. While we will aim to deliver all items and booked services, failure to meet these deadlines may lead to delays or an inability to deliver on the item in question.

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
18 January 2024	Company logo and profile sent to organiser	Exhibitor/Agency	Natalie Dass <a href="mailto:natalie.dass@ese-hormones.org">natalie.dass@ese-hormones.org</a>	Email	All companies should submit their logo and company profile (max. 200 words) for inclusion in event materials.
9 February 2024	Confirmation of agency contacts sent to Congress Organiser	Exhibitor	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	We would like to keep the number of individuals to be liaised with to a minimum to avoid confusion therefore please provide <b>key contact</b> details only
22 February 2024	Stand design plans & schematics submitted for approval (Space only)	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	All space only exhibitors must submit plans of their stands, showing all measurements, for approval
23 February 2024	Congress e-Bag content draft submitted for approval (if part of package)	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	Please see section 6, <a href="#">Congress e-Bag content</a> , for details.
14 March 2024	Method statement submitted (Space only)	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	All space only exhibitors must submit a full method statement for the stand build
21 March 2024	Final Congress e-Bag content submitted (if part of package)	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	Please see section 6, <a href="#">Congress e-Bag content</a> , for details.
5 April 2024	Additional hostesses booked (if required)	Exhibitor/Agency	Michelle Lindberg <a href="mailto:Eventservice@stockholmssan.se">Eventservice@stockholmssan.se</a>	You can make bookings via Email	Additional hostesses can be booked via the venue supplier.
5 April 2024	Stand catering booked (if required)	Exhibitor/Agency	Venue Catering: <a href="mailto:ece.catering@massrestauranger.se">ece.catering@massrestauranger.se</a>	Email	Catering and additional services can be booked directly with the venue catering.
12 April 2024	Risk Assessment Form submitted	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	All exhibiting companies/ stand build agencies must complete and return the <a href="#">Risk Assessment</a> . Without this exhibitors will not be permitted to set up at the congress venue
12 April 2024	Health & Safety Declaration submitted	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	All exhibiting companies must sign and return the <a href="#">Health and Safety Declaration</a> . Without this exhibitors will not be permitted to set up at the congress venue
12 April 2024	Proof of Insurance submitted	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@ese-hormones.org">Giulia.esposito@ese-hormones.org</a>	Email	All exhibiting companies must provide proof of public liability insurance up to a value of €5m
12 April 2024	Fascia name board details provided (shell scheme)	Exhibitor/Agency	Eventservice <a href="mailto:Eventservice@stockholmssan.se">Eventservice@stockholmssan.se</a>	Email	The exact text required on the stand fascia (shell scheme stands only) must be provided via email and sent to Eventservice.
12 April 2024	Orders for electrical connection/power (space only)	Exhibitor/Agency		<a href="#">Venue Portal</a>	Space only stand bookings do not include power and this must be ordered separately via the venue portal.
12 April 2024	Orders for stand furniture, fixtures and fittings	Exhibitor/Agency		<a href="#">Venue Portal</a>	Additional furniture for shell scheme packages, or furniture for space only

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
					stands can be ordered via the venue portal.
12 April 2024	Orders for stand graphics/printed items (panels, banners etc.)	Exhibitor/Agency		<a href="#">Venue Portal</a>	Shell scheme panels can be personalised with printed graphics. Graphic panels and banners for all stand types can be ordered via the venue portal.
12 April 2024	Orders for Audio Visual/IT for stands	Exhibitor/Agency		<a href="#">Venue Portal</a>	Exhibiting companies wishing to include AV or IT on their stand can order via the venue portal.
19 April 2024	Orders for Internet for stands	Exhibitor/Agency		<a href="#">Venue Portal</a>	Orders for wired internet connections at stands can be submitted via the venue portal.
12 April 2024	Orders for water and waste services for stands	Exhibitor/Agency		<a href="#">Venue Portal</a>	Orders for water and waste services for stands can be submitted via the venue portal.
19 April 2024	Stand cleaning booking	Exhibitor/Agency		<a href="#">Venue Portal</a>	The exhibition hall will be hoovered each evening. Additional/enhanced stand cleaning can be ordered via the venue portal.
19 April 2024	Shipping and Freight Forwarding services – DHL	Exhibitor/Agency	Matthew Spokes <a href="mailto:Matthew@dhl-exh.com">Matthew@dhl-exh.com</a>	<a href="#">Shipping Guidelines</a> <a href="#">Tariff</a> <a href="#">Order form</a>	All shipping requirements must be submitted to DHL using the order form provided.
25 April 2024	Sponsor and exhibitor registrations submitted	Exhibitor/Agency	Giulia Esposito <a href="mailto:Giulia.esposito@es-e-hormones.org">Giulia.esposito@es-e-hormones.org</a>	<a href="#">Registration Form</a>	Please complete the form in full. Failure to provide complete information may result in a delay to your registration being processed. See ' <a href="#">Registration &amp; Passes</a> ' if you are unsure how many complimentary passes you are eligible for.

## 5. Company Profiles

Please provide your company logo and profile (200 words maximum) to Natalie Dass **no later than Thursday 18 January 2024**. Your company logo and profile will be included on various congress materials dependent on sponsorship level/level of support.

## 6. Congress e-Bag content

In the interest of the environment and reducing the amount of printed materials on site at ECE 2024, we will again be implementing the Congress e-Bag. The Congress e-Bag will be hosted within the congress platform and will contain key Congress information such as the online Abstract book and Meet the Expert Handbook. All content (PDFs, videos, images, links) will be accessible to all registered delegates, whether they are attending in person or online. Congress e-Bag inserts are included into Gold and Silver sponsorship packages, as well as satellite symposium packages, however, they can be purchased as additional items if required. Please refer to the ECE 2024 Prospectus or contact [Giulia Esposito](#) for any further information.

Please see below an example of Congress e-Bag Wall from ECE 2023





Once on site, the **Congress e-Bag Wall** will sit in the exhibition hall. This will display a preview image of all e-Bag materials accompanied by a QR code which, when scanned, will link the delegate directly to the selected file for download to their phone or mobile device.

For files hosted within the congress platform, a QR code will be generated on your behalf and included on the congress e-Bag wall. For externally hosted files, for example if you wish your link to take delegates to content on your company website, **you will need to provide the QR Code for this purpose, to be included on the Congress eBag wall.**

Congress e-Bag content can be provided as a stand-alone file (PDF, JPG, MP4) which will be uploaded to the congress platform and made accessible to registered delegates or, alternatively, can be provided as a link to a sponsor website or externally hosted file. **If provided as an external link, the sponsor must provide a related QR code along with the preview image they would like to use.**

Please note that files over 5GB cannot be hosted on the congress platform and will need to be hosted externally with a link and QR code provided.

Congress e-Bag content must be received **no later than 21 March 2024**. Items received after this time cannot be guaranteed to appear on the Congress e-Bag wall in the venue but it may still be possible to add them to the online Congress e-Bag.

## 7. About the Venue

ECE 2024 will take place at [Stockholmsmässan](#) in Stockholm, Sweden.

### 7.1 Venue Address

Stockholmsmässan

Mässvägen 1,

125 80 Stockholm,

Sweden

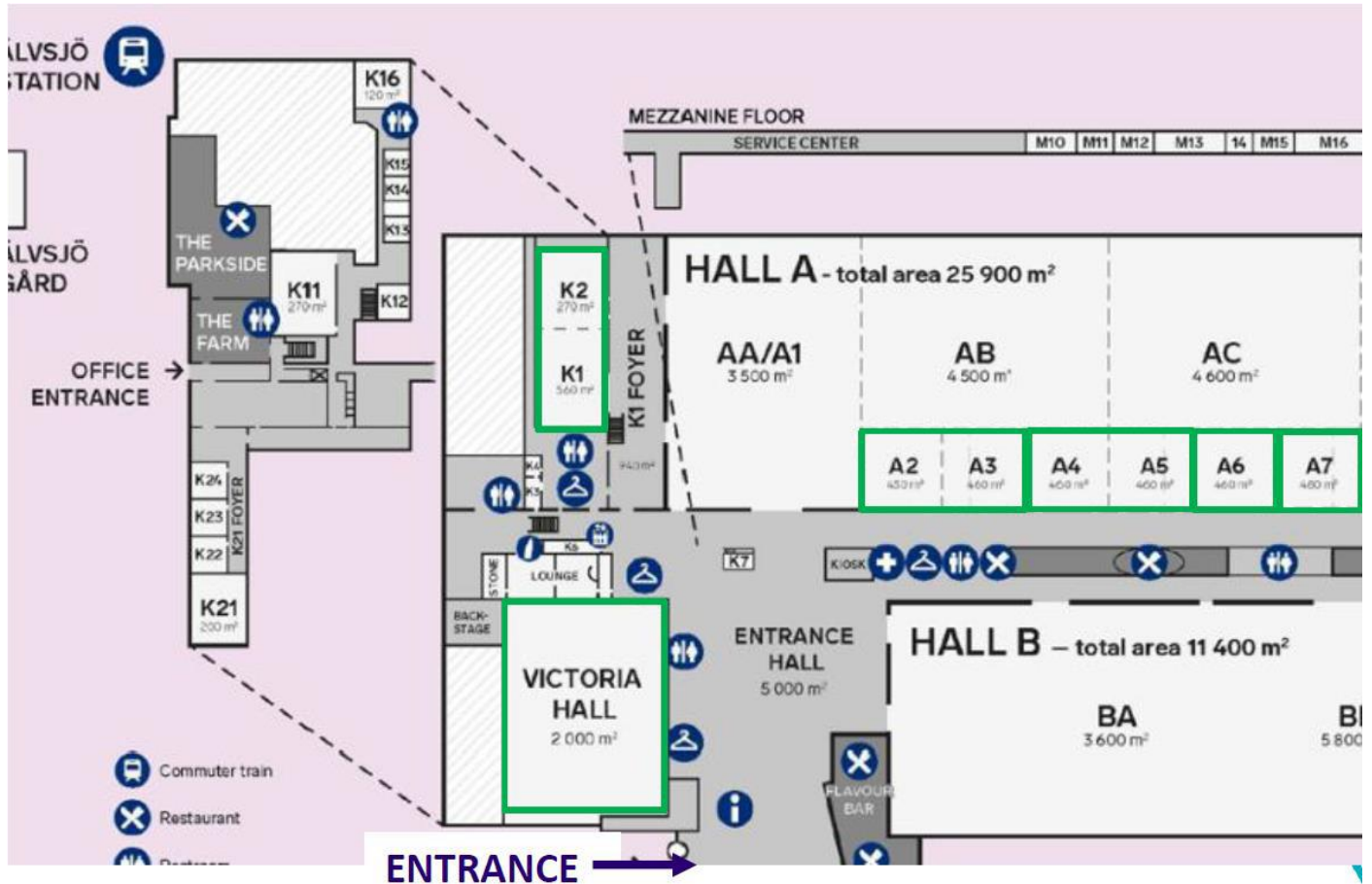
### 7.2 How to get there

The Congress venue is situated adjacent to Älvsjö station which is serviced by the commuter train from Central Stockholm station. For more transport information and links [click here](#).

### 7.3 Venue layout

ECE 2024 will take place in Victoria Hall, Hall A, Hall K and the surrounding meeting rooms. The exhibition will be in AA/AB/AC (See map on next page).

Entry to the Congress is via the main venue Entrance Hall, where Registration will be located and will be clearly signposted from Älvsjö station. Once badges have been collected (either from the self-service machines or the staffed registration desk) a cloakroom is available within the registration area. The Victoria Hall (main plenary space) can be accessed directly from the registration hall, while session rooms A2-A7 can be accessed from the foyer area or directly from the exhibition hall. Rooms K1-K2 are accessed via a small foyer adjacent to the exhibition hall and various meeting rooms are accessible on the first floor. The Speaker Preview Room will be located off the Registration Hall and will be clearly signposted.



### 8. ECE 2024 rooms in use at the venue (correct at time of publication)

#### Main Congress Areas

- Entrance Hall = Registration and Clockroom
- AA/AB/AC = Exhibition, ECE Hubs, Posters, Catering and Patient Experience Zone
- Victoria Hall = Plenary Hall
- A2 - A3 / A4-A5 / A6 /A7 / K1- K2 = Session Rooms
- Lounge = Speaker Preview Room
- K11 – K26 / M10- M16 = ESE Meeting Rooms, Hospitality rooms
- Press Office = Organisers Office (not shown)

## 8.1 Exhibition plan



Floorplan subject to change. Please contact [Giulia Esposito](mailto:Giulia.Esposito) if you require a technical version.

## 8.2 Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

## 9. Loading bay, access and regulations

The official freight handling agent for ECE 2024 is DHL.

All loading, unloading and additional freight services must be booked in advance via DHL (Matthew Spokes [Matthew@dhl-exh.com](mailto:Matthew@dhl-exh.com)) by 19 April 2024 using the [Order form](#).

### 9.1 Breakdown Access

On Tuesday 14 May 2024, the Venue will not permit access to any stand contractor for at least 30 minutes after the closing time of the exhibition (which is 15:15) to allow exhibitors sufficient time to break down and pack up their stand materials.

## 10. Exhibition Stand Construction – Shell Scheme



### 10.1 Each shell scheme booth is provided with the following:

- White Shell Scheme frame and panel structure (additional shell scheme graphics available to purchase via Venue Portal if required)
- Fascia Panel with standard lettering of exhibitor name
- Dark blue Carpet (alternative colours can be requested via Venue Portal)
- Lighting (three spot lights)
- One Electricity Connection (10A 230V) Additional sockets can be ordered via Venue Portal.
- Furniture: (additional furniture available to purchase via Venue Portal)
  - One (1) Bistro Table
  - Two (2) Chairs
- Stand cleaning during the Congress

Please note that shell scheme booth does not have load bearing walls and it is forbidden to affix anything to the panels using nails, screws or glue. However, you can use instead: tape, double-sided tape, blu-tac and stickers **under the condition that no residue is left on removal and the wall are in the same condition as they were before entering the booth.** In case of damage, partitions will be charged at the expense of the exhibitor.

The maximum height for materials being displayed inside the shell scheme is 2.30mts and 93cm wide per panel.

### 10.2 Electrical Connection

One (1) 10A 230V socket included in the package. Additional power can be ordered via [Venue Portal](#).

### 10.3 Fascia Panel

Each shell scheme stand comes complete with a rectangular sign, to display the company name. Please submit your nameboard requirements via [Venue Portal](#).

### 10.4 Graphic Infill Panels

It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain white finish. Custom printed panels can be ordered via [Venue Portal](#).

### 10.5 Stand fittings

Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc.). These can be ordered via [Venue Portal](#).

## 11. Exhibition Stand Construction – Self Build

**Exhibitors wishing to build their own stand must submit drawings for approval to Giulia Esposito**

([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)). These must be submitted **no later than Thursday 22 February 2024**. Please include your stand number and stand dimensions on the plan. Electronic plans are required and please also submit the schematic plan alongside this if you have specific requirements as to the placement of ordered items. **Once your plans have been approved any changes must be notified to the Congress Organisers immediately.**

Exhibitors building their own stands should note that **no stand services** are included in the space allocated. Please note that all additional orders must be placed **no later than 12 April 2024** via [Venue Portal](#).

Self-build stands should not exceed the dimensions of the area booked as detailed on the congress floorplan and reflected in the company contract. Subject to approval from the organisers, the **height limit for self-build stands is 4.0mts including platform floors**. Materials on display within the stand must not exceed this height, except where rigged components have been requested.

To maintain an open exhibition area, exhibitors are requested to keep sides of stands adjacent to aisles open. Island stands should be accessible from all four sides.

Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the exhibition or neighbouring stands. **Stands should not block the view of other stands behind so half-height walls or walls with gaps are preferable to solid walls.**

### 11.1 Adjoining walls and partitions

It is not permitted to span an aisle by either ceiling or floor covering.

All work must be carried out in conformity with the requirements of the venue and the congress organisers. Failure to observe these regulations may result in delays, restrictions or, in extreme cases, removal of the exhibit.

### 11.2 Building Columns/Pillars

There are no pillars in Exhibition space.

### 11.3 Height Restriction

For the purpose of this Exhibition the **height limit for all self-build stands has been set at 4.0mts**, except where rigged components have been requested. Stand plans will not be approved if they do not show clearly all dimensions of the stand.

### 11.4 Materials

All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971. Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

## 11.5 Multi-Storey Stands

Multi-storey stands, elevated gangways and stairways are not permitted.

## 11.6 Paint

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

## 11.7 Platforms

The general height of any stand edge/access point may not exceed 100mm (4") and **a ramp must be available for wheelchair access**. The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case, be laid with close joints.

Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should confirm to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.

It is compulsory to build an access on the platform to get access to the electrical/water duct on the floor if an electrical/water duct is on the booth space.

## 11.8 Rigging

Rigging is available and can be requested via [Venue Portal](#).

Any rigging components **must not** extend beyond the foot print of the booth.

## 11.9 Schematic Plan

Schematic plans must be provided **no later than 22 February 2024** to show the location of your utilities such as furniture, power outlets, spotlights and water. Please do not forget to mark on this schematic plan the border of your stand as well as the orientation of your drawing (to clarify where the passage and neighbouring stands are in relation to your stand).

If the schematic plan is not provided, then the ordered items will be placed at the discretion of the venue supplier and any relocation will be at the exhibitor's expense.

## 11.10 Stand ceilings

The covering of ceilings of stands is not permitted. The Exhibition Hall is all on one level therefore stands cannot be viewed from above.

## 11.11 Stand sizes/dimensions

A CAD Floor Plan is available from Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)). Please refer to this for the correct size to plan self build/space only stands on as it includes dimensions, open sides etc. Please study this carefully before designing your stand.

# 12. Exhibition Stand Construction – Health & Safety

## 12.1 On-site Inspection

Following the build period a check on stand construction will be carried out prior to the exhibition opening to delegates. Attention will be given to the following areas:

1. The overall height of your stand fittings (including graphics and column cladding) does not exceed 4.0mts in height from the floor.
2. The whole rigged components stay within the foot print of the stand.
3. That all waste has been removed and disposed of properly.
4. That all platform corners have been well finished and are safe, and that stands with raised floors include a ramp to enable wheelchair access.

# 13. Technical Information for all exhibitors

Giulia Esposito is the Sponsorship & Exhibition Manager for ECE 2024 and will work closely with the Stockholmsmässan and all appointed contractors to ensure all exhibition requirements are fulfilled. Any queries regarding stand construction and stand design should be directed to Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)) in the first instance.

### 13.1 Electrical Supply

All **shell scheme** exhibitors will have three spotlights, and one electrical connection (10A / 230v).

**Space only stand bookings** do not include any power or lighting (apart from the main venue lighting) and this must be ordered separately.

If you wish to order power or an electrical connection for your stand please use the [Venue Portal](#). The venue is responsible for arranging all additional power requests. All electrical work must comply with the regulations of the venue.

Please note that electricity will be supplied to the stands from floor ducts and rigging.

### 13.2 Floor covering

The exhibition & catering areas are partially carpeted and **shell scheme** packages include carpet.

### 13.3 Freight Forwarding

The official freight forwarding agent is DHL Trade Fairs and Events (UK) Ltd. Any Company requiring freight forwarding and storage facilities should contact DHL directly ([matthew@dhl-exh.com](mailto:matthew@dhl-exh.com)) or complete and return the [order form](#) **to DHL** to book.

Note: There will be a cost charged to you by DHL for them to unload any deliveries and take them to your stand onsite.

### 13.4 Hazardous Items

Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission – please ensure these are all detailed on your Risk Assessment and Method Statement for consideration by the venue and ECE team.

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to regulation and has to be approved by the venue.

Please forward written requests for the inclusion of any hazardous items onsite to Giulia Esposito [giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org).

### 13.5 Internet connectivity/WiFi

WiFi is available free of charge throughout the Venue. However, this is unsuitable for downloading large files, running web hosted videos or sites on exhibition stands or for digital displays requiring internet access. Wired internet can be arranged, and we would recommend having this connected to your Exhibition Stand. Please order this via the [Venue Portal](#).

### 13.6 Noise

To ensure that disturbance to exhibitors and delegates is kept to a minimum the congress organisers will enforce the following sound and music regulations for the duration of the event:

- Any company wishing to play music on their stand must have the appropriate licence(s) – it is the exhibitors' responsibility to obtain this.
- The congress organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring exhibitors at all times.

## 14. Additional services

All services, decoration, cleaning, AV and IT can be ordered via [Venue Portal](#) or Venue suppliers as details below. Standard fee will apply up to 19 April 2024, after which prices are subjected to increase.

### Late Orders

Orders made after the deadline dates cannot be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity. **Late order fees may apply.**

### On-Site Orders

Services ordered during the set-up period, the congress live days or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders before the deadline!

#### 14.1 Badge Scanners/Lead retrieval

Lead retrieval for exhibition booths can be booked via the congress organisers and is provided by the congress registration and AV partner, M Events. If you are unsure whether your package includes lead retrieval, please contact Natalie Dass ([natalie.dass@ese-hormones.org](mailto:natalie.dass@ese-hormones.org)).

Exhibitors can purchase software which can be downloaded directly to their iOS device. One (1) iOS device is included in the lead retrieval package. Additional devices can be hired if required. Alternatively, the software can be downloaded to personal iOS devices (software not compatible with Android devices). Data reports can be downloaded directly, which include:

- Delegate Name
- Delegate organisation/institution
- Delegate country
- Delegate email address

If you would like to have lead retrieval at your exhibit booth but do not have this included in your sponsorship package, please contact Natalie Dass ([natalie.dass@ese-hormones.org](mailto:natalie.dass@ese-hormones.org)) to book.

#### 14.2 Catering

Catering can be provided at your stand if desired. Food consumption is permitted in all areas of the Congress venue.

Please note that lunch, tea and coffee will be provided in the exhibition hall during scheduled breaks. Should you wish to provide separate catering for delegates. Catering can be booked by emailing the venue supplier: [ece.catering@massrestauranger.se](mailto:ece.catering@massrestauranger.se)

All catering bookings should be made **no later than 5 April 2024**.

#### 14.3 Cleaning and Waste Disposal

The exhibition floor and public areas will be cleaned daily and any waste removed. This will be done each day after the exhibition closes. If you would like to arrange additional cleaning for your stand please book this via [Venue Portal](#).

#### 14.4 Floral (Flowers and Plants)

Exhibitors can order floral displays via the [Venue Portal](#).

#### 14.5 Furniture

Furniture for shell schemes as well as more elaborate furniture for self-build stands can be ordered via [Venue Portal](#).

#### 14.6 Fork Lift Truck Hire

Any Company requiring fork lift hire this service should contact DHL Trade Fairs and Events (UK) Ltd ([matthew@dhl-exh.com](mailto:matthew@dhl-exh.com)).



## 14.7 Graphics

Exhibitors who require printed graphic infill panels for shell scheme stands can order these via [Venue Portal](#). Space only exhibitors may also order additional stand graphics via the [Venue Portal](#).

## 14.8 Hostesses

Hostesses can be requested by contacting [eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se)

Bookings must be made no later than 5 April 2024

## 14.9 Storage

Please note that there are **no storage facilities available** in the exhibition hall or at the congress venue. Please ensure that all boxes and packing materials are removed from the exhibition area once your stand set up is complete. Companies requiring offsite storage should arrange this directly with DHL Trade Fairs and Events (UK) Ltd ([matthew@dhl-exh.com](mailto:matthew@dhl-exh.com)). Additional charges will apply.

## 14.10 Water/Waste Services

There are water facilities available throughout the venue, however the venue must be informed in advance in order to check the suitability of the request.

If you are likely to have large volumes of waste during build or breakdown a skip for this must be arranged in advance and supplied and removed by you. Please note that the venue will remove small waste items such as paper and plastic wrappings, however they cannot remove large waste items.

**Note: Should any excess waste be left behind, the relevant removal fees will be charged to the responsible exhibiting company or contractor.**

## 15. Deliveries and Freight Forwarding

DHL Trade Fairs and Events (UK) Ltd has been appointed official forwarding agency for this congress. All deliveries to the congress must be made using this agency IN ADVANCE. **Please note the Venue will not accept any deliveries before or during the event.**

Please use the DHL Order Forms (found [here](#)) and book no **later than Friday 19 April 2024**. Any queries relating to deliveries and freight forwarding should be sent to DHL directly ([Matthew@dhl-exh.com](mailto:Matthew@dhl-exh.com)). DHL will deliver your shipment, to your stand or room, if this is booked via them.

**DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE.** The Organisers and Venue will not accept deliveries and take no responsibility for shipments made directly to the Venue (and not via DHL) nor for the moving of such onto your stand or hospitality room. If you wish DHL to assist onsite, there will be a charge made for this by DHL.

### 15.1 Trolleys & Fork Lift Hire

There are no trolleys or Fork Lifts available for use. You will need to contact DHL to book if you require these services or equipment ([Matthew@dhl-exh.com](mailto:Matthew@dhl-exh.com)).

### 15.2 Returns

Please ensure that all returns are labelled clearly with your company name and delivery address as well as the name and contacts for the courier company. Collections should be arranged for **Tuesday 14 May 2024 before 19:00** and NOT the following day as there is no storage facility available and items will not be kept. **The congress organisers will not be able to coordinate collection of any return items or couriers on your behalf and you should ensure that a staff member or contractor remains on site or is contactable by the courier in order to do this. Neither the venue nor the congress organisers will be held responsible for any lost or misplaced items.**

## 16. Build-up and Breakdown Information

## 16.1 BUILD-UP

### 16.1.1 Thursday 09 May 2024

Space only exhibitors and contractors 08:00 – 20:00 CEST

### 16.1.2 Friday 10 May 2024

Space only exhibitors and contractors 08:00 – 20:00 (main stand build to be completed)

### 16.1.3 Saturday 11 May 2024

Space only exhibitors and contractors	08:00 – 16:00 (finalise stands)
Shell scheme exhibitors and contractors	12:00 – 16:00
Patient Advocacy Group exhibitors	12:00 – 16:00
All stands ready for inspection	16:00
Health and Safety Inspection	16:00 – 16:30
Welcome reception (in exhibition hall)	18:40 – 21:00

All stands must be complete and all materials and tools removed from the exhibition hall by 16:00 on Saturday 11 May to enable a full clean of the stands and public walkways and a health and safety inspection. This will be followed by the welcome reception which will take place on the exhibition floor. It is not mandatory for stands to be staffed during the welcome reception.

Please note that large build must be completed and all bulky items removed by 20:00 on Friday 10 May.

## 16.2 OPEN/LIVE DAYS

### 16.2.1 Saturday 11 May 2024

Pre congress courses	09:00 – 15:00
Opening Ceremony	16:00 – 18:40
Welcome reception	18:40 – 21:00

### 16.2.2 Sunday 12 May – Tuesday 14 May 2024

Congress live days	Sunday:	08:30 – 19:00
	Monday:	08:30 – 19:00
	Tuesday:	08:30 – 18:00

## 16.3 BREAKDOWN

### 16.3.1 Tuesday 14 May 2024

Exhibition closes	15:15
Removal of all stands and materials	15:30 – 20:00

No stand breakdown should commence prior to 15:30. All stand materials must be removed from the Exhibition Halls by 20:00 on Tuesday 14 May 2024. Neither the Organisers nor the Venue will take responsibility for any items left in the Exhibition Hall after this time. Any items that need to be collected by courier should be labelled up with the appropriate delivery address and left with DHL (by prior arrangement), the official forwarding agent. All items are left at owners' own risk. If a separate courier has been arranged, it is the responsibility of the exhibiting company or contractor to ensure that items are collected. The venue and congress organisers will not be responsible for coordinating courier collections.

## 17. Exhibitor Registration and Entitlements (including contractors)

There are three types of registration available to ECE 2024 sponsors/exhibitors and these are allocated based on level of support. All passes must be named – it will not be possible to provide generic company passes.

Complimentary passes can be ordered by completing the [registration form](#) and returning it to Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)) **no later than 25 April 2024**. Late submission of registration forms may result in a delay in processing.

Sponsors wishing to purchase additional passes can do this via the ECE 2024 registration system or by adding these to the booking form. All passes booked using the form will be invoiced after the congress.

The registration types are as follows:

#### 17.1.1 Exhibition Only – intended for exhibit booth staff

This pass allows access to the Registration Hall, Posters, ECE Hubs and Exhibition Hall **only**. In addition, if a sponsor has booked a hospitality/meeting room the Exhibition Only pass will allow the individual holding it access to that room. No access will be given to scientific or sponsored sessions, either for in-person or On Demand viewing. Exhibition only passes include access to the poster hall, ECE Hubs and Catering as these are all located within the Exhibition areas.

#### 17.1.2 Full registration to ECE in Stockholm and ECE@Home/ESE On Demand – intended for company representatives (usually medics) who wish to attend scientific sessions

This pass will allow full access to all areas of the congress, including the Exhibition Hall, scientific and sponsored sessions. In addition, access will be provided to ECE@Home and ESE On Demand for viewing of the congress presentations online and post-event.

#### 17.1.3 Full registration for ECE@Home – intended for company representatives (usually medics) who wish to view the live streamed scientific and sponsored\* sessions online

This pass provides remote online access to the congress platform through which sessions will be live streamed in real time. Access will also be provided to On Demand content to allow the pass holder to view sessions again or catch up on sessions they may have missed. There is no online exhibition therefore this pass does not include any exhibition access.

\*Sponsored content will only be live streamed if the sponsoring company has purchased a package which includes this.

### 17.2 Registration entitlements

Complimentary registrations are available based on support level as follows:

Registration type	Supporter	Bronze	Silver	Gold
Exhibition Only	2	5	10	15
Full registration to ECE in Istanbul and ECE@Home/ESE On Demand	2	3	4	5
Full Registration for ECE@Home	0	2	4	6

### 17.3 Contractor Passes

Upon arrival everyone will receive work passes at the loading gates from Stockholmsmässan personnel.

Each person must carry some form of official identification, i.e. passport or driving licence, at all times. **Please ensure that all contractors know the name of the exhibiting company, and number of the stand they are working on**, to avoid confusion.

**Please note: the Exhibition is not open to the general public and no one under the age of 16 is permitted on-site at any time during the build-up, live days or breakdown.**

## 18. Exhibition Opening Hours and staffing

The exhibition is situated in a single Exhibition Hall which is all on one level. The Exhibition will be open and accessible to delegates during the main Congress hours.

The Scientific Programme for ECE 2024 is available on the Congress website and will be updated with further information as it is finalised. The direct link is: <https://www.es-hormones.org/education-and-training/european-congress-of-endocrinology/ece-2024/programme/>

### 18.1 Exhibition opening times

The exhibition hall will be accessible to delegates from 18:40 on Saturday 11 May. The Welcome Reception will take place in the Exhibition Hall from 18:40 - 21:00. It is not mandatory for exhibition stands to be staffed during this time however a company/contractor representative should be available between 16:00 and 16:30 during the Health and Safety inspection, in case any changes are required to the stand.

Dedicated exhibition hours will commence on Sunday 12 May during the morning tea & coffee break at 09:30. We request that exhibition stands are staffed during refreshment breaks (tea/coffee and lunch) at a minimum. Staffing outside these times is at the discretion of the exhibiting company.

### 18.2 Access times

#### 18.2.1 Saturday 11 May 2024

Pre congress courses	09:00 – 15:00
Opening Ceremony	16:00 – 18:40
Welcome reception (in exhibition hall)	18:40 – 21:00

#### 18.2.2 Sunday 12 May 2024

Exhibitors' access to exhibition hall	07:30
Registration opens/delegate access to venue	08:00
<b>Exhibition opens</b>	<b>08:00</b>
Morning tea and coffee	09:30 – 10:20
Morning ECE Hub sessions	09:45 – 10:15
Lunch, exhibition and posters	12:30 – 14:00
Lunchtime satellites	12:40 – 13:55
Patient's Voice Hub Session	12:40 – 13:10 / 13:20 – 13:50
Poster viewing and Networking	16:20 – 18:10
Afternoon ECE Hub sessions	16:25 – 16:55
Afternoon satellites	17:00 – 18:00
Patient's Voice Hub Session	17:00 – 17:30
Last scientific session finishes	19:00
<b>Exhibition closes</b>	<b>19:00</b>
Informal Networking Event (offsite)	19:40 onwards

#### 18.2.3 Monday 13 May 2024

Exhibitors' access to exhibit hall	08:00
Registration opens/delegate access to venue	08:00

<b>Exhibition opens</b>	<b>08:00</b>
Morning tea and coffee	09:40 – 10:20
Morning ECE Hub sessions	09:45 – 10:15
Lunch, exhibition and posters	12:30 – 14:00
Lunchtime satellites	12:40 – 13:55
Patient's Voice Hub Session	12:40 – 13:10 / 13:20 – 13:50
Afternoon tea and coffee	15:40 – 15:50
Poster viewing and Networking	17:20 – 18:30
Afternoon ECE Hub sessions	17:30 – 18:00
Last scientific session finishes	19:00
<b>Exhibition closes</b>	<b>19:00</b>

### 18.2.4 Tuesday 14 May 2024

Exhibitors' access to exhibit hall	08:00
Registration opens/delegate access to venue	08:00
<b>Exhibition opens</b>	<b>08:00</b>
Morning tea and coffee	10:40 – 11:20
Lunch, exhibition and posters	13:30 – 15:10
Afternoon tea and coffee (in Entrance Hall)	16:40 – 16:50
<b>Exhibition closes</b>	<b>15:15</b>
Closing ceremony	17:20 – 18:00
<b>Venue occupancy ends (all exhibits removed)</b>	<b>20:00</b>

## 19. General Rules for Exhibitors

### 19.1 Advertising and give-aways

Written approval from the congress organiser and ESE is necessary for any company wishing to advertise goods and/or services, which are not included in the exhibition programme or not relevant to the exhibiting company's participation at the congress.

Advertising of goods and services on behalf of companies and organisations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not permitted to:

- Place posters on columns, walls, partitions or stands etc., which are inside the building or outside their rented area.
- Distribute promotional materials anywhere else other than on their stand, or to distribute publications of a disturbing, political or dangerous nature (as deemed by ESE or the congress organiser).
- Exhibit or use a trademark, name, etc., which is contradictory or offensive to other exhibitors or visitors.

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or sponsor sessions. Product identification is permitted on giveaways, subject to local pharmaceutical compliance rules where applicable. Contests, lotteries and raffles are subject to approval by the congress organisers.

### 19.2 Copyright

Please note that ESE (as congress organisers) has no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.

Should any copyright dispute arise, the ESE will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

### 19.3 Disruption to other exhibits

The congress organisers reserve the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

### 19.4 Distribution of Materials

The display or distribution of any material in any form from any area within the Venue, other than banner sites and within the boundary of your stand, is strictly prohibited.

### 19.5 Employment of Labour

Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS) in the UK, or equivalent codes in Sweden. Any person whom in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the venue, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the Event Supplier and Services Association (ESSA) or equivalent organisation. Any queries should be referred to ESSA, 119 High Street, Berkhamsted, Hertfordshire, UK, HP4 2DJ.

### 19.6 Flow of delegates

Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment (other than that arranged by the congress organiser or required by the venue) stand in the aisle space.

### 19.7 Insurance

The Event Organisers, whilst taking every reasonable precaution, expressly do not accept any responsibility at all for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

All exhibitors are required, as part of their contract, to insure their legal liability and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the Exhibition including transportation. All exhibiting companies must provide proof of Public Liability Insurance up to a value of €5,000,000 (five million euros). This must be sent to Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)) **no later than 12 April 2024**. Failure to provide proof of adequate insurance may mean you/your contractors are not permitted access to set up/exhibit at the congress.

### 19.8 Laser shows

No laser shows are permitted at this event.

### 19.9 Maximum stand height

The maximum height for any part of any stand will be 4.0m. Shell scheme stands are 2.50m high and no displays or banners within the stand may exceed this height.

### 19.10 Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the congress organisers or ESE. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the meeting. It is the responsibility of exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organisers will not arbitrate in any way in legal issues of this nature. The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

### 19.11 Registration and accommodation

Arrangement and costs for registration and accommodation for attendance at the congress are the responsibility of sponsor/exhibiting company.

### 19.12 Sharing of stands

Exhibiting companies are not permitted to share allotted booth space with any other company without prior written consent from the organisers.

### 19.13 Smoking

ECE is a non-smoking meeting. If exhibitors or contractors wish to smoke they may do so outside the venue in designated smoking areas. Any contractor suspected of being under the influence of alcohol or any other substance, during build or breakdown periods, will be asked to cease working and leave the site for safety reasons.

### 19.14 Staffing of stands

Exhibitors will be required to ensure that their stands are staffed during the tea and coffee and lunch breaks at a minimum. Beyond these times, the staffing of stands during the congress opening hours is at the discretion of the exhibiting company. Stands must not be dismantled before the published closing time.

### 19.15 Stand Identification

All exhibition stands must be identified by a Stand Number and/or or Stand (Company) Name, which is identical to that shown on the official exhibition floorplan. Companies who provide their own fascia board must ensure the company name is printed on this.

### 19.16 Sub-letting

Exhibitors shall not sub-let in whole or in part any part of the stand allotted to them without the written consent of the congress organisers.

## 20. General Event Information

### 20.1 Accommodation

A number of hotels of various categories at negotiated rates are available for participants of ECE 2024. Please contact Minos Psarakis at Bioscientifica ([ece2024.hotels@endocrinology.org](mailto:ece2024.hotels@endocrinology.org)) for more information on availability or book via the [Accommodation booking](#) links on the Congress website.

### 20.2 ATM

There are no ATMs available at the venue.

However, opposite the train station (5min walk) there is a bank where you can find an ATM.

The address where to find it is:

Götalandsvägen 220, 125 44 Älvsjö

### 20.3 Business Centre

The venue does not have a dedicated Business Centre. Should you require printing or other technical assistance, this can be requested at the Exhibitor Service Centre located on the mezzanine level outside Hall A.

### 20.4 Children/Students/Trainees

No person under the age of 16 will be permitted access to the Exhibition. This rule also applies to the children/relatives of Exhibitors and Contractors during the build-up, open and breakdown periods.

### 20.5 Cloakroom

Cloakrooms are located in the Entrance Hall. These can be used for coats and individual luggage however are **not** intended as storage areas for exhibit materials.

## 20.6 Disabled Persons' Facilities

Stockholmsmässan is a fully accessible venue. Where there are raised floors or upper balconies, lift access or ramps are available. Accessible toilets are available throughout.

## 20.7 First Aid

Anyone requiring first aid assistance should report to the Organisers' Office which will be clearly signposted. In the event of an emergency, if there is insufficient time and a member of the congress or venue team is unavailable, please call the Emergency Services on 112.

## 20.8 Insurance

The congress organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any exhibitor from any cause whatsoever.

The congress organiser insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The congress organisers refuse to accept any responsibility whatsoever for the insurance of these objects. The congress organisers require that the exhibitor arranges for his/her own insurance with a third party.

All Companies exhibiting at ECE 2024 must complete, sign and return the [Health and Safety Declaration Form](#) to confirm that they have the required level of liability insurance cover in place for this event. Exhibiting companies are responsible for their own activities **and** those of their contractors whilst on site. Contractors who are engaged by an exhibiting company are not required to submit their policy details to the congress organiser but the client/exhibiting company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

Should these provisions be ignored and the exhibitor fails to verify their insurance coverage or fails to produce documents stating verification, the congress organiser has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

## 20.9 Lost Property

If you have lost something please check at the Registration Desk or with the Venue's Security Team. Should personal effects be left on your exhibit booth by delegates, these should be given to the Registration team or a member of the venue team. Items left unattended such as bags or cases should be reported to a member of venue security.

## 20.10 Paging/Announcements

Please note that during the open period of the show, the public address system is for congress organisers' announcements and emergency/police messages only.

## 20.11 Payment Conditions

All invoices for technical services will be sent after the event. If invoice details are not completed on all order forms there will be a delay in processing invoices.

## 20.12 Security

Although every reasonable security precaution is taken throughout the tenancy period of the congress, the congress organisers cannot be held responsible for any loss, damage or accident, which may occur to any exhibitors (or their contractors), property or personnel. ***We strongly recommend that any valuable items e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and removed from the Exhibition Hall each evening.***



Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the Venue, Security or Organising staff. Please ensure that you have suitable insurance cover for yourself, your staff and your property.

During the build-up and during the congress there will be security at the main doors of the venue. Every night the venue will be closed and the venue will provide appropriate security.

### 20.13 Social Programme

The Welcome Reception will be held on Saturday 11 May 2024 in the Exhibition Hall and exhibitors are welcome to attend (exhibitor booths don't need to be staffed at this time).

The Informal Networking Event dinner will be held off-site on Sunday 12 May 2024. Sponsors do not receive any complimentary passes to this event. Should sponsor or exhibitor representatives wish to attend this event, passes must be booked using the exhibitor registration form (charges apply). All payment for social events must be made in advance.

## 21. Health and Safety Section

As organiser, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. This section has been produced to provide exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with recommended Health and Safety Procedures. The organisers will work with the venue to assess Health and Safety Risks to all parties during the event and will impose appropriate measures in order to ensure safe build-up, open and breakdown periods. Any queries on-site should be made at the Organisers Office. Queries prior to the event should be directed to Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)).

Some of the key risk areas are outlined below but it is vital that each Exhibitor provides the below information **no later than 12 April 2024**:

- Completes and returns the [Health & Safety Declaration Form](#)
- Undertakes their own [Risk Assessment](#) (either completing the form provided or using their own template)
- Obtains a suitable Method Statement from their principal contractors (self-build only)
- Provides evidence of acceptable insurance cover (up to €5 million)

Each Exhibitor is obliged to follow the congress organiser's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means).

Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted.

It is forbidden to use the following items in the Exhibition Hall:

- Highly flammable or explosive materials, gas and other dangerous materials
- Goods offensive by their scent or in some other way
- Appliances producing unpleasant sound or light

If you are unsure of any of the above and require further clarification please contact Giulia Esposito ([giulia.esposito@ese-hormones.org](mailto:giulia.esposito@ese-hormones.org)).

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. Exhibited goods must not be covered during the opening hours of the exhibition. The congress organiser will have the right to remove any such covering without being held responsible for any damage this action may cause. Exhibited goods must not be removed for the stand during the exhibition unless for security reasons (e.g. overnight outside congress live hours).

It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or delegates. Distribution of goods that can (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the venue equipment is also forbidden. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part or section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

### 21.1 Appointed Contractors

The congress organisers have satisfied themselves that the event's appointed and recommended contractors/suppliers are competent in the tasks required of them. The congress organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

### 21.2 Emergency Procedures

If a suspicious item is discovered do not touch it but report it immediately to the Organisers Office or contact the nearest member of the venue security staff.

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety. Organisers cannot accept responsibility for damage, loss or injury, however caused.

### 21.3 Fire Procedures

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials.

Without written permission of the congress organiser, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the congress organiser has already issued written permission. The congress organiser reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden.

Each exhibitor is obliged to obey any instructions issued by the congress organiser, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the venue and by the congress organiser. In case of any doubt, please contact the congress organiser. All stands will be inspected by representatives of both authorities.

## 21.4 Personal Protective Equipment (PPE)

Every employee, third party employee or autonomous worker must wear the appropriate PPE with special attention to the high-visibility vest/jacket and the safety shoes/boots (steel toe caps) during the setting and disassembling of stage, stands, etc.

## 21.5 Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health & Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health & Safety at Work Act 1974, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

**All Exhibitors must complete and return the [Health & Safety Declaration Form](#). Exhibiting companies which have not returned this form will not be permitted to commence stand set up until this form has been completed.**

Principal areas of note are.

- The understanding of Fire and Emergency Procedures of the Venue and the location of the Venue's First Aid room (Entrance Hall)
- The need to maintain emergency gangways, as specified by the congress organisers, through and to the centre of the Hall, especially during build-up and breakdown.
- The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.
- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used by other than fully trained personnel.
- That disused fluorescent type lighting tubes are disposed of safely.
- That chemicals and flammable liquids are, after use, removed from the Venue by the user or, in exceptional circumstances, brought to the attention of the Venue's Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could be a hazard to operatives.
- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

## 22. Health and Safety Documents

### 22.1 Health and Safety Declaration

The Management of Health and Safety at Work Regulations requires co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the exhibition that EVERY exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work act 1974 (HASAWA74) and all other legislation covering the venue. The exhibiting company accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the ECE 2023 Exhibition. All Companies must complete the [Health and Safety Declaration Form](#) affirming your commitment to co-operation and co-ordination with the congress organisers and venue.

### 22.2 Insurance and Liability

Exhibiting Companies are required to hold suitable Public Liability Insurance, which is valid for the duration of the exhibition, to the value of €5M for self-build stands and €2M for shell scheme stands. Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an

Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

### 22.3 Method Statement

If you are building your own stand or other complex structure at the exhibition, you must submit a full Method Statement to the congress organiser at the same time as your stand plan, risk assessment and structural calculations. If you have any queries regarding this or need further information, please contact Giulia Esposito (giulia.esposito@ese-hormones.org)

### 22.4 Risk Assessment

Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the congress, identifying the hazards present on site and ways in which you will then minimise and control these hazards.

All exhibitors must complete and return a completed [Risk Assessment form](#). A risk assessment template and guidelines for completing this are included however exhibitors can produce their own if preferred.

**THE HEALTH AND SAFETY DECLARATION, RISK ASSESSMENT AND PROOF OF INSURANCE MUST BE SUBMITTED BY 12 APRIL 2024 – ACCESS TO BUILD THE STAND WILL NOT BE GRANTED IF THESE ARE NOT COMPLETED AND RETURNED.**

## 23. Health and Safety – Exhibitor Checklist

Task	Complete?
Appoint a responsible person for the build-up, open and breakdown periods.	
Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors.	
Sign and return a copy of the Health & Safety Declaration enclosed with this manual. Please note we will not be able to issue your badges and passes prior to the receipt of your Health and Safety Declaration.	
At the tender stage ask to see your principal contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references and ask to see proof of previous work standards – in short satisfy yourself that your Contractors are reliable and competent.	
Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Exhibition Contractor along with your stand design.	
Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.	
Plan your time during build-up and breakdown. If necessary schedule a late working rota.	
Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future.	

## 24. Terms and Conditions of Exhibiting

### **24.1 Cancellation of Exhibition**

In the event of the Exhibition having to be cancelled, curtailed, postponed or abandoned due to circumstances outside the control of the congress organisers, the exhibiting company, agents or contractors shall have no claim against the congress organisers for loss of incurred costs or expenses. It is recommended that the exhibiting company arrange appropriate insurance to cover their loss of all potential costs, expenses and deposits arising out of the cancellation, curtailment, postponement or abandonment of the Exhibition, including such costs which may arise as a result of the exhibiting company failing to vacate the venue by the end of the tenancy period.

### **24.2 Exhibition Floor Plan Amendments**

The congress organiser reserves the right to alter the layout of the exhibition floor plan if such action is deemed necessary. Where this results in an amendment to the exact site of the location of individual stands the exhibiting company undertakes to agree to any such amendment to the location or the space re-allocated by the congress organiser.

## **25. Cancellation of Contracts and Agreements**

Refer to ECE 2024 Supporter Contract.