



90TH | EAS CONGRESS

MILAN
ITALY

May 22-25, 2022



eas-congress.com/2022

EXHIBITORS' TECHNICAL MANUAL

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the EAS 2022 Exhibition.

The Exhibition will be held in conjunction with the **The 90th European Atherosclerosis Society Congress 2022 (EAS 2022)** which will take place **May 22 - 25, 2022** in Milan, Italy.

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

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

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

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

We look forward to welcoming you in Milan and wish you a successful Congress and exhibition.

Best Regards,

ANNA APOSTOLOVA
Exhibition and Industry Coordinator



E: aapostolova@kenes.com | T: +41 22 908 0488 Ext 272

TABLE OF CONTENTS

SECTION 1: General Information

- Congress Organizer
- Exhibition Manager
- Registration & Hotel Accommodation
- Sponsorship and Exhibition Sales Contact
- Venue Address
- Congress Website
- Exhibition Related Table
- Social Events at the Exhibition Area

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

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

SECTION 3: Exhibition Services

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

SECTION 4: Technical information

- Space Only Booths
- Shell Scheme Booths
- Fascia Sign
- Booth Panel Specifications
- Technical Information and Regulations for Shell Schemes Booths
- Exhibition Area
- Floor
- Pillars
- Raised floor/ Platform
- Build-Up Height
- Ceiling Rigging
- Electricity and Electrical Installations
- Internet & Wi-Fi
- Parking
- Access for Delivery
- Security
- Booth Catering

SECTION 5: Official Contractors

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

SECTION 6: Delivery Regulations & Instructions

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

SECTION 7: Order Forms

SECTION 1: GENERAL INFORMATION

Dates

Sunday, May 22 – Wednesday, May 25, 2022

Congress Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Email: attd@kenes.com

Exhibition Manager

Ms. Anna Toloeva

Kenes Group

Tel: +41 22 908 0488 Ext: 272

Email: aapostolova@kenes.com

Sponsorship and Exhibition Sales

Maris Oreskovic

Kenes Group

Tel: +41 22 908 0488 Ext. 311

Email: moreskovic@kenes.com

Hotel Accommodation

Ms. Irina Sapir

Kenes Group

Tel: +972 52 234 1609

Email: isapir@kenes.com

<https://hotels.kenes.com/congress/EAS22>

Venue Address:

MiCo – Milano Convention Centre

Piazzale Carlo Magno, 1, 20149

Milano MI, Italy

<https://www.micomilano.it/en>

Website

For updated information regarding Congress, please visit the website <https://eas-congress.com/2022/>

Registration

Ms. Tsvetina Berova

Kenes Group

+41 22 908 0488 Ext: 255

Email: reg_eas22@kenes.com

Freight Handling & Onsite Logistic Agent

Hermes - Merkur

Mrs. Irit Sofer

Email: Irit.Sofer@merkur-expo.com

Booth Cleaning/ Graphics/Signage/

Telecommunications/ Flowers Decoration/Electricity

MiCo - Milano Convention Centre

Email: eas2022@fieramilanocongressi.it

Tel: +39 02 4997 6133

The Exhibitors Services Website:

<https://es.fieramilanocongressi.it/>

Exhibition Related Table – MiCo Exclusive*

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/EAS22 or email us to: isapir@kenes.com
Company profile	As soon as possible	Via Kenes Exhibitor’s Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Tuesday, 12 April	
Text for Fascia (Shell Scheme stands only)		
Lead Retrieval Wireless Barcode Reader	Tuesday, 12 April	
Badge Order (Available only after submitting company profile)		
Furniture Rental	Deadline for Orders: May 12, 2022 Order placed starting from May 12, 2022, are subject to 10 % increase Order placed starting from May 21, 2022, are subject to a 20 % increase <i>Please remember that any sent order is confirmed only after the payment.</i>	
Electricity		
Booth Cleaning		
Graphic Signage		
Hostesses & Temporary Staff Hire		
Telecommunications and AV Equip. (Screens, Laptop, Desktop)		
Security		
Flowers Decoration		
Catering	10 May, 2022	Compass Group Italia S.p.A. Silvia Bonichini E-mail: catering.mico@compass-group.it For catalogue, please click here . For orders, please contact directly.
Submit a signed copy of SICU Form *Please click here .	Monday, April 18 th	Exhibition Manager E-mail: aapostolova@kenes.com
Submit list of staff who will be working during booth set up/ dismantling period in The Exhibitors Services Website		
Dedicated Wi-Fi / Internet		
Delivery		
Door to Door Shipments	Please contact MERKUR	Mrs. Irit Sofer irit.sofer@merkur-expo.com
Airfreight Shipments - Arrival to recommended airport		
Shipment via Advance Warehouse	No later than May 16 2022	
Exhibition goods - Direct Deliveries to Congress Venue	Saturday, May 21 Subject to time slot NB! Please note there should be a person from your side to receive your Deliveries.	

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

Exhibition Timetable – *subject to change*

<i>Move In</i>	Saturday, May 21	08:00
<i>Set up</i>	Saturday, May 21	10:00 – 20:00
	Sunday, May 22	09:00 - 12:00
	Sunday, May 22 DECORATION ONLY	12:00 - 17:00
Exhibition Opening	Sunday, May 22	17:00 – end of Welcome Reception
	Monday, May 23	09:00 - 18:50
	Tuesday, May 24	09:00 - 18:50
	Wednesday, May 25	09:00 - 12:30
Dismantling	Wednesday, May 25	12:30 - 19:00

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

Updates to follow up in due time.

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

Please Note:

Empty crates and packaging material must be removed after set-up and no later than **Saturday, May 21st at 20:00.**

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please note that participants will be walking through the Exhibition Area to reach the E- Posters area which will be active before and after the Exhibition Opening Hours.
- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Wednesday, May 25th at 19:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

Waste Removal

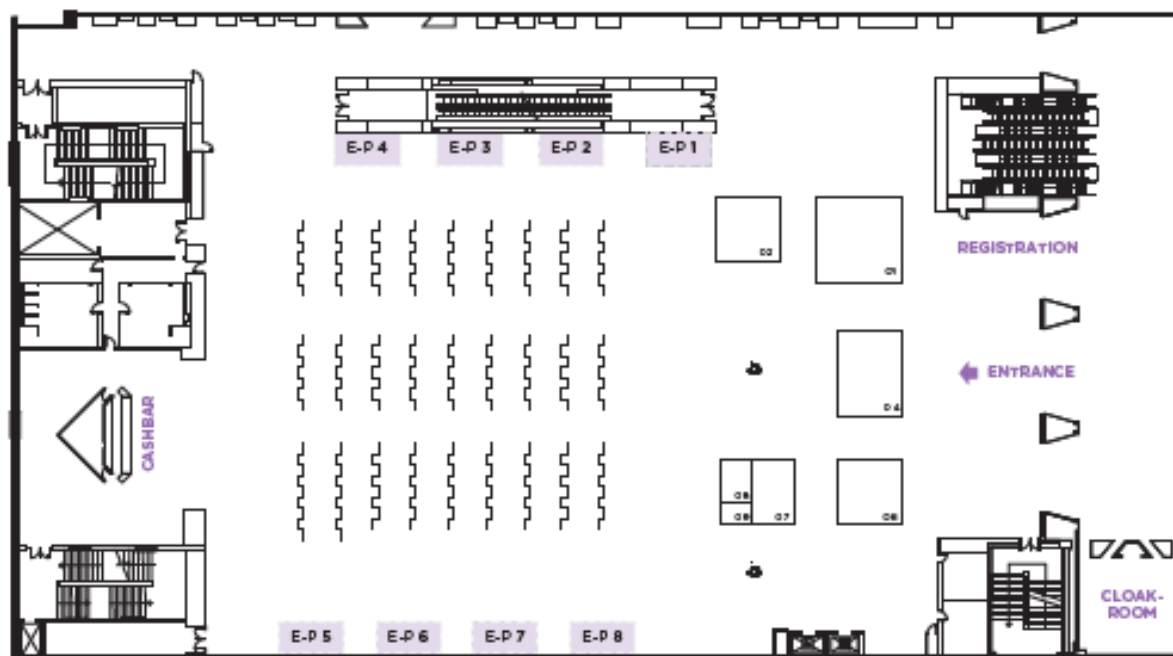
- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- **In addition, please consider hiring extra security for your Booth before\after Exhibition Operating hours in case you have valuable stuff in your booths.**

Welcome Reception at The Exhibition Area

On Sunday, 22nd May you are cordially invited to the Opening Ceremony held in Anitschkow Hall at 18:30 and to the Welcome Reception held in the Exhibition Hall from 20:00. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Halls.

Exhibition Floor Plan (as of May 2022)

Please visit the link for the virtual floorplan: <https://apps.kenes.com/floorplan/#/congress/EAS22>



List of Exhibitors (as of May 2022)

Company	Booth#	Size	Layout	Measurements	Maximum Build-up Height
Amarin Switzerland GmbH	4	48	Space	8x6	3m
AURORA BIOFARMA S.R.L.	8	12	Space	4x3	3m
Daiichi Sankyo Europe GmbH	2	36	Space	6x6	3m
European Atherosclerosis Society	6	36	Space	6x6	3m
International Atherosclerosis Society	9	6	Shell	2x3	3m
Ionis	7	24	Space	4x6	3m
Novartis Pharma AG	1	64	Space	8x8	3m

Access to the Exhibition Hall during Set-up and Dismantling

The Congress Centre sends to each exhibiting company an e-mail containing a link through which to record data of the vehicles that must access and circulate within the area of MiCo.

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

Access to the area of MiCo will be granted based on list of names that will be provided to the MiCo by the organizers.

For this reason, stand builders/contractors/exhibitors must register (<https://es.fieramilanocongressi.it/>) in advance all the personnel that are required to be on-site during set-up and dismantling periods.

You will receive your own login credentials to MiCo Website, where you will be able to make orders for all services and, register your staff and vehicles to receive the passes to enter the MiCo during building up and dismantling days.

Make sure to pre-register (<https://es.fieramilanocongressi.it/>) all personnel in order to avoid delays once you arrive on-site.

SECTION 3: Exhibition Services

Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **€175**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm - 15 exhibitor registrations
- ✓ Stands larger than 60sqm - 25 exhibitor registrations

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

Additional Exhibitor badges can be ordered online via the Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Please make sure that your Company Profile has been submitted **before** placing an order for exhibitor badge.

Deadline: Monday, April 11th, 2022

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

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your Booth or attend your symposium, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

Barcode readers may be rented in advance for the duration of the meeting.

K-Lead Application (no device is included).

We are pleased to let you know that we have launched a new App for Lead Retrieval capturing participants. Operational information will be sent on request.

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

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit – **€400 + VAT**
- Cost per unit + hardware **€600 + VAT**

Please Note:

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

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

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

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

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

<https://exhibitorportal.kenes.com>

Deadline: Tuesday, April 12th 2022

SECTION 4: Technical Information

Space Only Booths

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, gas, air, water, and drainage - a list of all appliances
3. Statement and description of the materials to be used for the preparation of the exhibition space ([SICU Form](#)) to be filled and sent to the Exhibition Manager – Anna Toloeva at aapostolova@kenes.com until 11th April.
4. The name and contact details of their construction company.

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

Deadline: Monday, April 11th 2022

- Specifications for special machinery and/or equipment (furnaces, boilers, etc.); Each technical plan and its related reports, must carry the name of the participating Company and indicate the Congress, Event or the Exhibition with reference to the area of expertise.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Island Booths should be partly accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- No shell scheme Booth fitting or display may exceed a height of 2.4M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are not permitted.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- The **maximum building height** for the top of all elements in the stands is **3 meters**.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- **Ceiling Rigging is NOT permitted.**
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

- We recommend exhibitors using independent Booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. For a site inspection please contact **MiCo** at eas2022@fieramilanocongressi.it

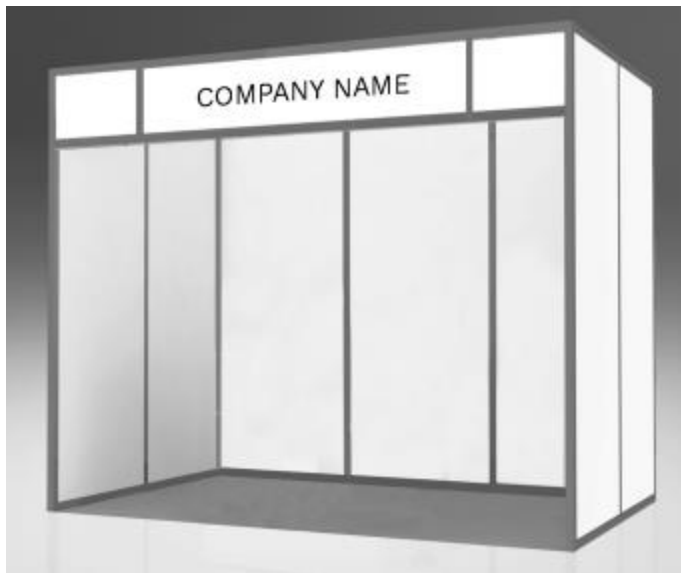
If you require additional Booth equipment (Furniture, Graphics, etc.), please refer to the order forms at the end of the manual.

Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

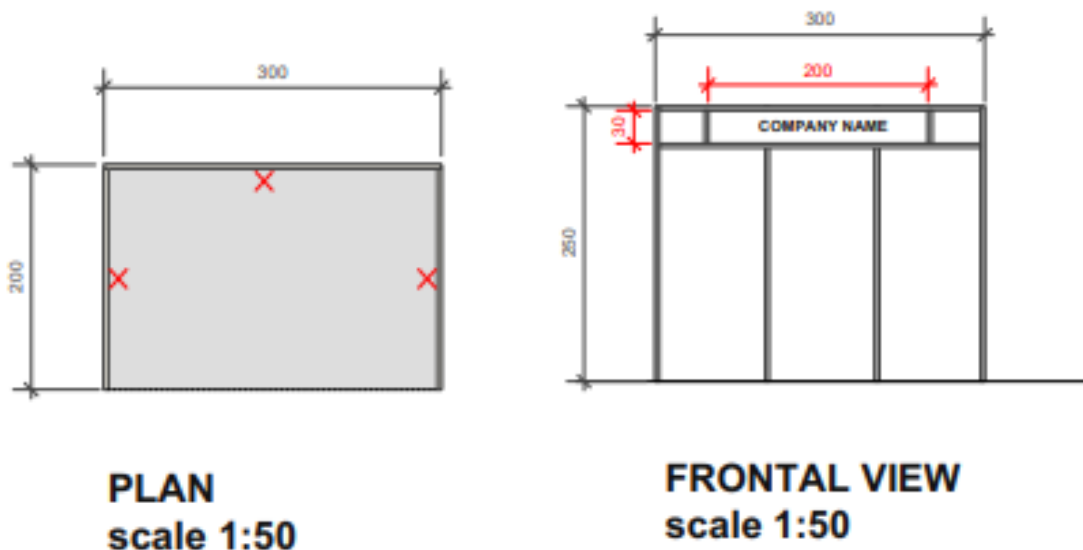
Shell Scheme which has been pre-booked with Kenes includes the following:

- Backwall with bilaminate panels, h. 250 cm, with steel structure, natural or black colour
- Graphics (company name) 200 x 30 cm, with rectangular support in forex and black text on white background, sans-serif font
- 3 clip lights
- Carpet



OPTIONAL CARPET COLOURS:





Booth Package does not include:

- Furniture
- Electricity
- Booth cleaning

Please note: Corner shell scheme booths are provided with two open sides and 2 fascia panels with company name

For electricity and other services for your stand, please submit your order online, by using the unique link for EAS 2022 below: <https://es.fieramilanocongressi.it/>

Fascia Sign

*7 characters, including spaces, may be written on your fascia for every meter of fascia length.

Please submit your fascia order by **Tuesday, April 12, 2022.**

You can submit your design/Facia on the Exhibitors' Portal:

<https://exhibitorportal.kenes.com>

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

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme Booths will be designed and built by the Official Booth Contractor
- Exhibitors are not allowed to make any alterations to the structure of the Booths or remove any integral parts from the Booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g., spotlights) within the Booth should indicate clearly on the location plan and forward it together with clear instructions to **MICO**.
- No shell scheme Booth-fitting or display(s) may exceed a height of 2.4M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No painting is allowed, no usage of nails or screws.
- Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).
- No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling, or fascia.
- Exhibitors are liable to any damage caused to their Booth fixtures, fittings at the congress.

Exhibition Area

The Exhibition is being held in the HALL B (Level 1)

3D view: <https://www.micomilano.it/en/organize/facilities>



Floor

The floor in the Exhibition Hall is white and made of resin.

No adhesive stickers and fixtures of any kind are allowed on the floor therefore, it is recommended to place a carpet or other floor covering.

The maximum load capacity of the floor is 500Kg/sqm.

Electricity and water points are on/close to the pillars.

For water connection requests, it is mandatory to check with the Venue first, as it is subject to additional change.

Pillars

There are several pillars in the Exhibition Hall (please refer to the above link with 3D view).

If there is a pillar within your **Booth space only**, you can incorporate this into the Booth design and build a structure around it to hold all branding etc., but it is compulsory to leave them accessible, as there are the electrical boxes and other outlets on the pillars to serve all booths.

For more information, please contact the venue – Samira Deab, samira.deab@aadn.it

Raised floor / Platform

The general height may not exceed 100mm. However, please note that if your Booth has a platform higher than 4.5 cm, you are required to provide a ramp for disabled access.

- The Exhibition area has a low ceiling height.
- **The maximum building height** for the top of all elements in the stands is **3 meters**
- Shell scheme stands build up is **2.5m**

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

Any part facing neighboring stands with mutual walls that is above 2.40m in height needs to be designed with neutral Surfaces (white).

Ceiling Rigging

Ceiling hanging is **NOT** permitted.

Electricity and Electrical Installations

The installation will be performed by Fiera Milano Congressi after the acceptance of the estimate by the applicant through the Exhibitor Services Website. For machines with motors having power greater than 15 Kw, ignition is mandatory by means of a device that limits the intensity of the current at the start.

Please submit your order online, by using the unique link for EAS 2022 below:

<https://es.fieramilanocongressi.it/>

Internet & Wi-Fi

A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection and is unsuitable if you will have any internet-based feature such as connecting to a server.

Should you require an internet connection for any product demonstrations on your Booth, we recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

During set up day there won't be any congress Wi-Fi connection only the connection which is offered by the venue.

Wired Internet and Wi-Fi connection may be ordered through Kenes. Please contact the Exhibition Manager at aapostolova@kenes.com

Deadline: Monday, April 18th, 2022

Important:

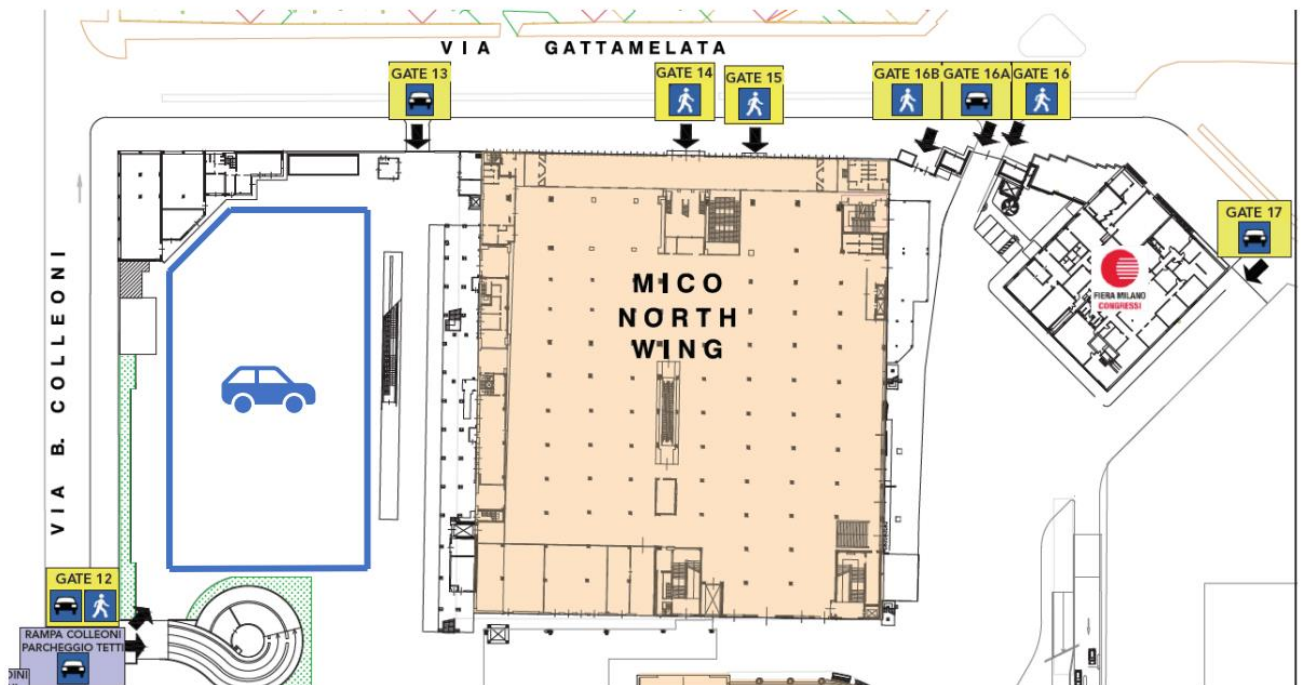
- **Please be advised the Private Wi-Fi networks installations in the stand is not allowed.**
- **The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall WiFi coverage.**
- **The Venue and the organizers must be informed in advance when the stand has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

Parking

MiCo – Milano Convention Center has Parking area which is close to GATE 13 – via Gattamelata (please see the picture below). During building up days Exhibitors can use this area to park their vehicles for free, following the opening hours, and just the time to load/unload vehicles.

During Event days the price for Participants will be (€ 15,00/car/day). The capacity is 140 car spaces.

Participants use the parking, exit GATE 13 and enter through GATE 14 which is the main entrance of the Congress. Overnight parking is not allowed.



To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is recommended dispatch using the official agent, Hermes Merkur. You may choose your own shipper, but kindly note that Hermes Merkur are the exclusive agents for move in and move out within the venue premises.

Please note that the delivery area does not have an unloading platform and handling equipment is not available. Please contact Hermes Merkur to arrange rental of suitable equipment.

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

Parking in the delivery area is only permitted during loading and unloading. Overnight parking is strictly prohibited. Parking for trucks is available around the venue.

For access to the goods/lorry entrance:

The Congress Centre sends to each exhibiting company an e-mail containing a link through which to record data of the vehicles that must access and circulate within the area of MiCo. After the inclusion of the data, the exhibitor will receive the Pass for the vehicle that gives it the right to the entrance, movement, parking and strictly the loading and unloading operations, and it must always be attached and visible on the vehicle.

Bear in mind that the movement of vehicles in the area of MiCo is governed by the Italian Rules of the Road. In particular, it draws attention to the strict observance of the horizontal and vertical signs and to the speed limit prescribed by the Congress Centre of 30 km/hour. A penalty will be applied for each offence, in addition to the withdrawal of the access pass.

It is absolutely forbidden to park vehicles in correspondence to vehicle passageways, hydrants, safety exits, in the vicinity of the crossings, as well as in areas in front of the public utility services (First Aid, Fire service, etc.).

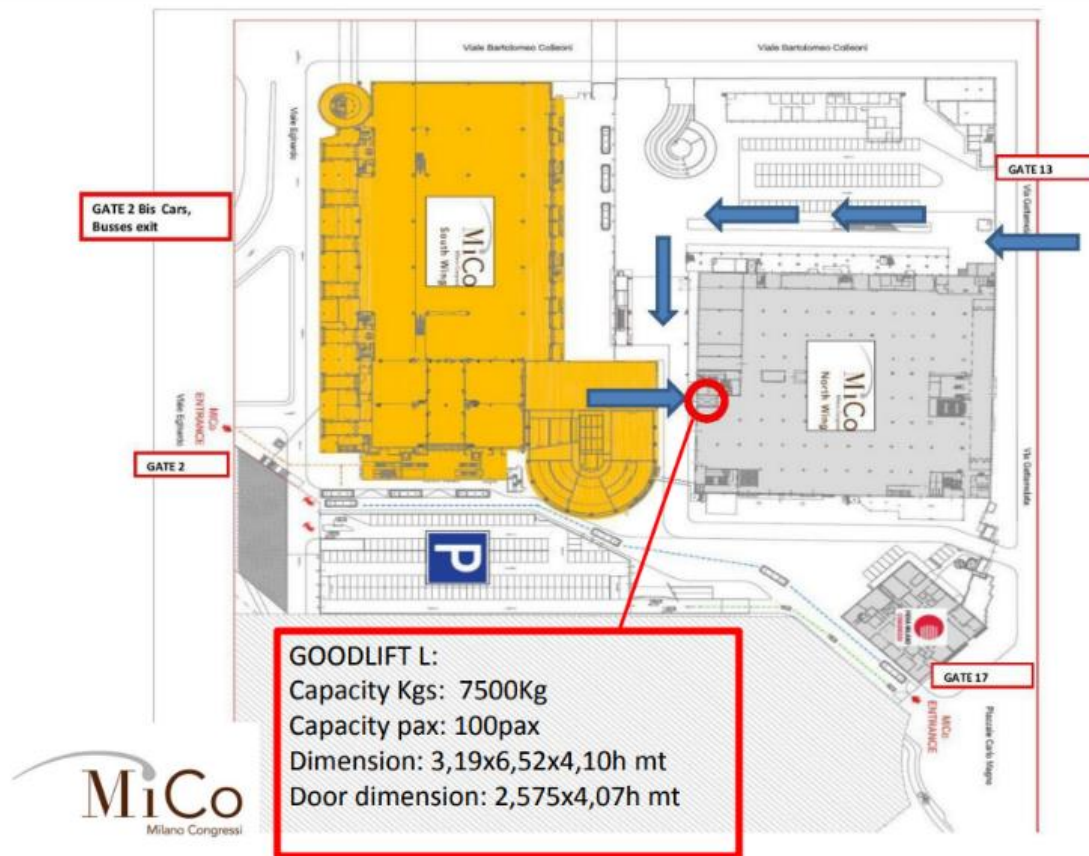
The Congress Centre reserves the right to remove the vehicle without notice, charging the relative costs to it.

Due to the intensity of the traffic of cars and lorries in the roads of MiCo, during the period of set-up and breakdown, drivers are required:

- to strictly observe the paths and parking areas indicated by MiCo by means of Personnel for the supervision of traffic.
- failure to comply with the provisions of the Personnel for supervision of internal traffic will bring about the withdrawal of the access pass.
- to restrict the stop for the loading and unloading of goods operations (max 2 h). A penalty of € 50,00 will be applied for each additional hour as per Art. 10.
- to not leave parked lorries (even in case of failure) within the areas of MiCo from the hours of 8:00 pm to 7:00 am. In the event of extended opening hours, no later than the closing time of MiCo. Overnight parking is prohibited. There will be a penalty as set out in Art. 10 in case of non-compliance.

Articulated lorries and articulated buses do not have access to the area of MiCo during the last day of set-up and the first day of breakdown, any request for extension can be taken into consideration only in exceptional cases and the authorization must be requested to MiCo.

Measurements of lifts:



Access for Deliveries

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

Deliveries may not be made prior to **Saturday, May 21st 2022**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.

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

It is recommended that all contractors, drivers, and exhibitors bring their own trolleys to transport goods to and from their stand.

Security

Neither the organizers nor the MiCo can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their Booth and equipment.

The organizers will provide security guard services in the Exhibition Hall during closing hours. Individual Booth security may be ordered additionally.

Booth Catering

Compass Group Italia S.p.A.

Silvia Bonichini

E-mail: catering.mico@compass-group.it

For catalogue, please click [here](#).

For orders, please contact directly.

Booth Cleaning

The Organizers will arrange for general cleaning of the Exhibition premises (excluding booths inside) prior to the daily opening hours.

For ordering daily Booth cleaning, please refer to the online order forms:

<https://es.fieramilanocongressi.it/>

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Storage

MiCo – Milano Convention Centre has no storage facilities for empty containers and other materials required for the exhibition. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom, doors to which must have a vision panel. The venue does not have any storage facility for materials left on-site outside of tenancy times. Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue. Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/EAS22> or email us to:

isapir@kenes.com

You may also book a room online through above link.

For group booking (10 rooms and more) please contact Ms. Irina Sapir.

Email: isapir@kenes.com

Different payment and cancellation conditions apply.

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

Children/Animals

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

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

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

Disposal of Material

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

Fire Regulations

Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the Booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the Booth holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and Booth builders. It is advisable that a Risk Assessment is completed for the Booth and submitted to the Organizer.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Liability

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

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

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the Booth so that it does not disturb neighboring exhibits.
- Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

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

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

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

Special Effects

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

Smoking Policy

MiCo – Milano Convention Centre operates a NO SMOKING policy in ALL halls. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT: Safety Rules inside MiCo – Milano Conception Center Facilities

For the official Technical Regulations of the MiCo, please [click here](#).

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

Each exhibiting company should sign this document and send it by e-mail to the Exhibition Manager at aapostolova@kenes.com no later than Tuesday, April 12, 2022.

COVID-19

Please click [HERE](#) for information about traveling to Milan and measures for COVID-19 in Milan.

SECTION 5: OFFICIAL CONTRACTORS

Stand fitting \ Graphics and Signage\Booth construction

MiCo – Milano Convention Center

Email: eas2022@fieramilanocongressi.it

Tel: +39 02 4997 6133

Online Order:

<https://es.fieramilanocongressi.it/>

Electricity\ Cleaning Services \ Telecommunications & Internet\

Audio Visual\ Plants & Floral Arrangements

MiCo – Milano Convention Center

Email: eas2022@fieramilanocongressi.it

Tel: +39 02 4997 6133

Online Order: <https://es.fieramilanocongressi.it/>

Catering Services

Compass Group Italia S.p.A.

Silvia Bonichini

E-mail: catering.mico@compass-group.it

For catalogue, please click [here](#).

For orders, please contact directly.

Freight Handling & Customs Clearance Agent

Hermes/Merkur

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

Website: www.hermes-exhibitions.com

For shipping instructions and tariff please refer to the end of the manual.

SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Hermes-Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall. For security, insurance, and efficiency reasons, Hermes-Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge.

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

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

In order to assure receipt of sent materials, Hermes must receive the "Pre-advice" form found at the end of this section.

Please complete this form and return it to irit.sofer@merkur-expo.com

You will then receive confirmation of your material arrival.

Hermes Exhibitions & Projects Ltd.

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

For shipping instructions and tariff please refer to the end of the manual.



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

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

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

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside

the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

Mr Markus Meyer.

markus.meyer@merkur-expo.com

++39 333 3659454

Please note these important dates:

Due to Covid make sure to get update instruction closer to the congress

Move In	May 21, 08:00
Buildup	May 21, 10:00 – 20:00 Big stands only May 22, 09:00- 12:00
Congress dates	May 22- 25
Breakdown	May 25, 12:30 - 19:00
SERVICE	DEADLINE

Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via ITALY Advance warehouse	May 18 - No later
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot

Services, Delivery Address & Shipping Instructions

Shipment ex UK is subject to customs clearance. We highly recommend to use ATA CARNET Full load trucks. please contact Merkur for special instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please contact Merkur for instructions

IMPORTANT!!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via Italy Advance Warehouse

Merkur Expo

c/o Fert Spedizioni

Corso Europa, 1

I-20045 Lainate (MI)

Opening hours: 8-12 / 14-18

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention for all shipments we need a full pre-advice in advance Please send your full pre-advice to Merkur

Shipments with insufficient information's or missing pre-advice might be delayed

4. Direct Deliveries to Congress Venue

Domestic Cargo / full load trucks

MiCo – Milano Convention Centre

Piazzale Carlo Magno, 1, 20149 Milano MI, Italy

For delivery direct to the venue, please make sure to send time slot request No later than 3 working days prior to delivery

Please contact Merkur for final Covid regulations

5. Courier Shipments

All courier shipment must be sent DDP (Delivery duties paid) terms.

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

6. Shipment Categories – labels

All shipments must be packed, labeled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be send upon request

Insert-for participant bags

Display

Exhibition goods

7. Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

8. Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

9. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

10. Payment terms

Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made, by credit card (AMEX, VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. VAT will be added
7. 1,5% interest per month will be charged on overdue payments

please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify "Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

11. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS

Health and safety declaration

Deadline for sending by e mail to Merkur : 3 working days prior move in

Stand builder information

Exhibitor _____ stand # _____

Stand Builder _____ Contact person _____

Tel _____ Mobile _____ e mail _____

Your health & safety representative on the stand (Full name and mobile #)

Trucking company & drivers' information

Exhibitor _____ stand # _____

Trucking company _____ Tel _____

e mail _____

Full load truck _____ consolidated / groupage _____

Driver full details _____ Mobile _____

Your company health & safety representative on the stand (Full name and mobile #)

HANDLING RATES ITALY

Inbound / out bound

1. Air Freight

1 CBM = 167 kg

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 375.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min

Outlay fees + **10% for prepayment**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth, including intermediate storage

1 cbm= 333 kg

Shipment up to 50 kg	€ 175.00
Shipments over 50 kg / per 100 kg	€ 46.00
Minimum	€ 220.00

3. Currier Shipments direct to venue

Up to 25 kg	€ 125.00
Up to 50 kg	€ 175,00

4. Direct Delivery to Venue –

From free arrival venue up to free delivered stand, first time spotted:

7 LDM or less	€ 93.00 per LDM
Minimum	€ 155.00
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1.350.00

5. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250,00

6. Customs Formalities

With Carnet ATA

Temporary importation under ATA Carnet € 225,00

With commercial invoice

Temporary importation and/or re-exportation	€ 225.00
Each additional tariff numbers	€ 25.00
Cancellation of temporary Importation (export only)	€ 65.00
T-Document registration custom	€ 75.00
Issuing of T-document	€ 75,00
T-document security (Export only), 0,2 % of CIF value, minimum	€ 35,00
Bond Fee 1/5 % upon C.I.F. value/min	€ 275,00
Assignment of Eori number	€ 195,00

Permanent Importation

Per shipment / per document / per exhibitor	€ 225,00
Each additional tariff numbers	€ 25.00
Duties & Taxes as per outlay.	
Fees for an advanced payment of duty & tax + 10% for pre-payment	
Minimum	€ 45,00
Use of customs broker import tax registration	€ 115.00
Customs inspection As per outlay + 10% for pre-payment	

For all goods arriving Milano on temporary import basis, without Ata Carnet, a Guarantee on Customs duties & Vat (30% on CIF value of goods) must be provided. We kindly ask you to keep in touch with us to get all information about advanced payment to be done before delivering the goods to Fiera Milano.
Min € 95.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties € 85.00 / CBM (Min 3 CBM)
- Full goods storage (pallet jack ladder toolbox) 95.00 / CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return
We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

- ❖ **1 CBM= 333 KG**
- ❖ **1 LDM =4 CBM**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**

We wish to update you that:

Due to the latest global and regional developments fuel-costs and costs of logistic manpower increased significantly and have affected all global logistic activities. Therefore, we must implement a Diesel-Surcharge of 9 % on all our services (except customs clearances).

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

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

Pre-advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	
7.5-ton truck	
Full load 13.6 truck	

Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

**Best regards
Merkur**

EXHIBITION GOODS

For the Exhibitor's Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Direct to Venue

MiCo – Milano Convention Centre

Piazzale Carlo Magno, 1, 20149 Milano MI, Italy

c/o Merkur expo logistics

Congress:

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Advance Warehouse Italy

Merkur Expo

Corso Europa, 1

c/o Fert Spedizioni

I-20045 Lainate (MI)

Opening hours: 8-12 / 14-18

c/o Merkur expo logistics

Congress:

Box No. _____ of _____

INSERTS

For the Exhibitor's Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Advance Warehouse Italy

Merkur Expo

Corso Europa, 1

c/o Fert Spedizioni

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c/o Merkur expo logistics

Congress:

Box No. _____ of _____

INSERTS

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Direct to Venue

MiCo – Milano Convention Centre

Piazzale Carlo Magno, 1, 20149 Milano MI, Italy

c/o Merkur expo logistics

Congress:

Box No. _____ of _____