



# EAS

## 92<sup>nd</sup> Congress

26-29 May 2024 | Lyon, France



[eas-congress.com/2024/](https://eas-congress.com/2024/)

## EAS-24 EXHIBITION MANUAL



# EAS 92<sup>nd</sup> Congress

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Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the EAS 2024 Exhibition.

The Exhibition will be held in conjunction with the 92<sup>nd</sup> European Atherosclerosis Society Congress which will take place from 26-29 May 2024 at the Centre de Congrès de Lyon.

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.

Also, we encourage you to 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 Lyon and wish you a successful Congress and exhibition!

Best Regards,

**Victor Mota**

***Exhibition Manager and Industry Coordinator***

[vmota@kenes.com](mailto:vmota@kenes.com)



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## SECTION 1: GENERAL INFORMATION

### Dates

Sunday, 26 – Wednesday 29 May, 2024

<b>Congress Organizer</b> Kenes Group Rue François-Versonnex 7 1207 Geneva, Switzerland Tel:+41229080488 Fax:+41229069140 Email: <a href="mailto:eas2024@kenes.com">eas2024@kenes.com</a>	<b>Registration</b> Ms. Nerea Esteban Kenes Group Email: <a href="mailto:reg_eas24@kenes.com">reg_eas24@kenes.com</a>
<b>Exhibition Manager</b> Mr. Victor Mota Kenes Group Tel: +34 661 34 80 09 Email: <a href="mailto:vmota@kenes.com">vmota@kenes.com</a>	<b>Freight Handling &amp; Onsite Logistic Agent</b> Merkur Expo Logistics GmbH Gernot Iven <a href="mailto:gernot.iven@merkur-expo.com">gernot.iven@merkur-expo.com</a>
<b>Sponsorship and Exhibition Sales</b> Teresa Seoane Kenes Group Email: <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a>	<b>Official Builder</b> D&P <a href="mailto:exhibitors@dparchi.com">exhibitors@dparchi.com</a>
<b>Hotel Accommodation</b> Petya Elenkova Kenes Group E-mail: <a href="mailto:pelenkova@kenes.com">pelenkova@kenes.com</a>	<b>Venue Address</b> Centre de Congres de Lyon 50 Quai Charles de Gaulle, 69006 Lyon, Francia <a href="https://www.ccc-lyon.com/en">https://www.ccc-lyon.com/en</a>



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Action Item	Deadline	Contact Person
Hotel reservation	As soon as possible	<a href="https://hotels.kenes.com/congress/EAS24">https://hotels.kenes.com/congress/EAS24</a>
Company logo and profile	As soon as possible and no later than Monday, 1 April	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	Wednesday, 17 April	
Text for Fascia (Shell Scheme stands only)	Tuesday, 30 April	
K-Lead retrieval app	Monday, 13 May	
Badge Order	Monday, 6 May	<a href="mailto:reg_eas24@kenes.com">reg_eas24@kenes.com</a>
Furniture Rental	Early bird - Monday, 22 April Deadline - Friday, 10 May	<a href="mailto:exhibitors@dparchi.com">exhibitors@dparchi.com</a>
AV		<a href="https://www.ccc-lyon.com/en/exhibitor-space">https://www.ccc-lyon.com/en/exhibitor-space</a>
Daily Booth Cleaning & Security	Orders must be processed through the venue Early bird - Friday, 3 May Deadline – Friday 17, May	<a href="https://www.ccc-lyon.com/en/exhibitor-space">https://www.ccc-lyon.com/en/exhibitor-space</a>  <a href="mailto:expo@ccc-lyon.com">expo@ccc-lyon.com</a>
Hostesses & Temporary Staff Hire	Early bird - Friday, 3 May Deadline – Friday 17, May	<a href="https://www.ccc-lyon.com/en/exhibitor-space">https://www.ccc-lyon.com/en/exhibitor-space</a>  <a href="mailto:expo@ccc-lyon.com">expo@ccc-lyon.com</a>
In-booth Catering	Orders must be processed through the venue Deadline TBC	Webshop <a href="https://www.ccc-lyon.com/en/exhibitor-space">https://www.ccc-lyon.com/en/exhibitor-space</a>  <a href="mailto:expo@ccc-lyon.com">expo@ccc-lyon.com</a>
<b>Delivery</b>		
Door to Door Shipments	No later than May 18	<b>MERKUR</b> Gernot Iven <a href="mailto:gernot.iven@merkur-expo.com">gernot.iven@merkur-expo.com</a>
Airfreight Shipments - Arrival to recommended airport		
Shipment via Advance Warehouse		
Exhibition goods - Direct Deliveries to Congress Venue	Subject to time slot, only full load trucks <b>NB! Please note there should be a person from your side to receive your Deliveries.</b>	



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

SET-UP	<b>Saturday, 25 May</b>	09:00 - 20:00 (Space Only Set up) 14:00 - 20:00 (Shell scheme only)
	<b>Sunday, 26 May</b>	09:00 - 12:00 (Set up for all booths) 12:00- 16:45 ( <b>Decoration Only</b> )

EXHIBITION OPENING HOURS	<b>Sunday, 26 May</b>	17:30 - ( <b>End of the welcome reception</b> )
	<b>Monday, 27 May</b>	10:00-17:00
	<b>Tuesday, 28 May</b>	10:00-17:00
	<b>Wednesday, 29 May</b>	10:00-12:30

DISMANTLING	<b>Wednesday, 29 May</b>	12:30-17:30
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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 Sunday, 26 May at 12:00. All aisles must be clear of exhibits and packaging materials to always enable cleaning.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

### Off Exhibition Information

- Please note that people will be going through the exhibition on their way to the halls when the exhibition is closed. 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.
- **Shell Scheme booths** -> any equipment, display aid or other material left behind after **Wednesday, 29 May 2024 at 17:30** will be considered discarded and abandoned.
- **'Space Only' booths** -> any equipment, display aid or other material left behind after **Wednesday, 29 May 2024 at 17:30** will be considered discarded and abandoned.
- The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on their stands / event areas.



## 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

Welcome reception will take place in the **exhibition area** on Sunday 26 May at 18:00. We encourage all the exhibitors to stay in their booths during the welcome reception to attend the participants.

## List of Exhibitors

Please see all exhibitors listed here: <https://eas24.kenes.com/confirmed-sponsors/>

## Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates. For most updated floor plan and list of exhibitors, please [click here](#)





## SECTION 3: EXHIBITION SERVICES

### Registration of Stand Personnel

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor’s company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will <b>not</b> give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

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 portal.  
<https://kenes.eventsair.com/eas24/exhibitor>

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

**Deadline: 6 May, 2024**

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



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companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

## **Access to the exhibition hall during Set-up & dismantling**

We will need to receive [the details](#) (full name and ID or passport number of the people who will access the hall for the set-up and dismantle. Please send the following details to the **Exhibition Manager - Victor Mota** [vmota@kenes.com](mailto:vmota@kenes.com)



## Lead Retrieval Wireless Barcode Reader. K-Lead Application. (no device is included)

### What is K-Lead app?

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

### How does it work?

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

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead.
- Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function.
- Application is available for download from Apple store or Google play: "K-Lead App".

**Cost per unit – 600 € + VAT**

**Onsite price (after the deadline) – 750 € + VAT**

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

<https://exhibitorportal.kenes.com>

**Deadline: 13 May, 2024**

### Please Note

In accordance with the **general data protection regulation (GDPR)**, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent. Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

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

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



## SECTION 4: TECHNICAL INFORMATION

### Exhibition Area

The Exhibition is being held in **Hall 4&5**.

- Hall height is **6 m**
- **Maximum build up** height allowed for booth walls is **4 meters**.
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Shell scheme stand build up is **2.4 meters**.

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

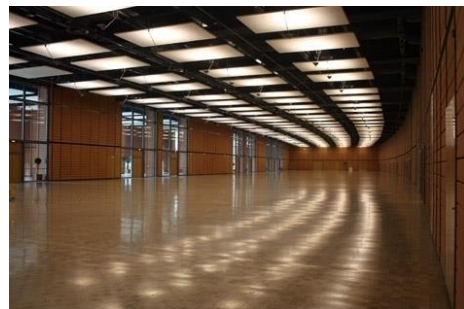
**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

### Floor

**Floor type:** Stone tiles

**Maximum floor load:** 400 Kg /m<sup>2</sup>

**Exhibitors are required to have floor cover or carpeted floor within the stand area.** All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape.



Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

### Ceiling Rigging

Ceiling Rigging is permitted and must be done by the venue. Please send a request to [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com) copying exhibition manager [vmota@kenes.com](mailto:vmota@kenes.com) in order to check the viability of the rigging. Maximum height for rigging is 5 meters, including all top elements.



## Raised Floor / Platform

The organizers and the Venue must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the Venue/ Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard.

\*\*For our reference, see below an image showing sloped edging.



Raised floor (4cm) with sloping edges,  
finished with wooden laminate.



## Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by Venue. Their team is the only company allowed to connect any kind of device directly to the main power sources.

Only Centre des Conventions de Lyon team is authorized to provide the electrical switchboard for the power points.

For ordering, please refer to the venue <https://www.ccc-lyon.com/en/exhibitor-space>

Centre de Conventions de Lyon team will check that the official electrical switchboard is not removed from the booth.

- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- Centre de Conventions de Lyon staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

Please note the following:

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place them in the space they need them.
- **Electricity is coming from the ceiling so it must be ordered in advance.**

Centre de Conventions de Lyon team provides an electric service in the Exhibition area during the official exhibition times only.

At the end of the day, we recommend switching off your main electrical sources in order to save energy and to prevent any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The Venue won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to Venue switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

Booth managers will have to make sure the general lights are turned off.



## Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor is being appointed. Shell Scheme which has been **pre-booked with Kenes** includes the following:

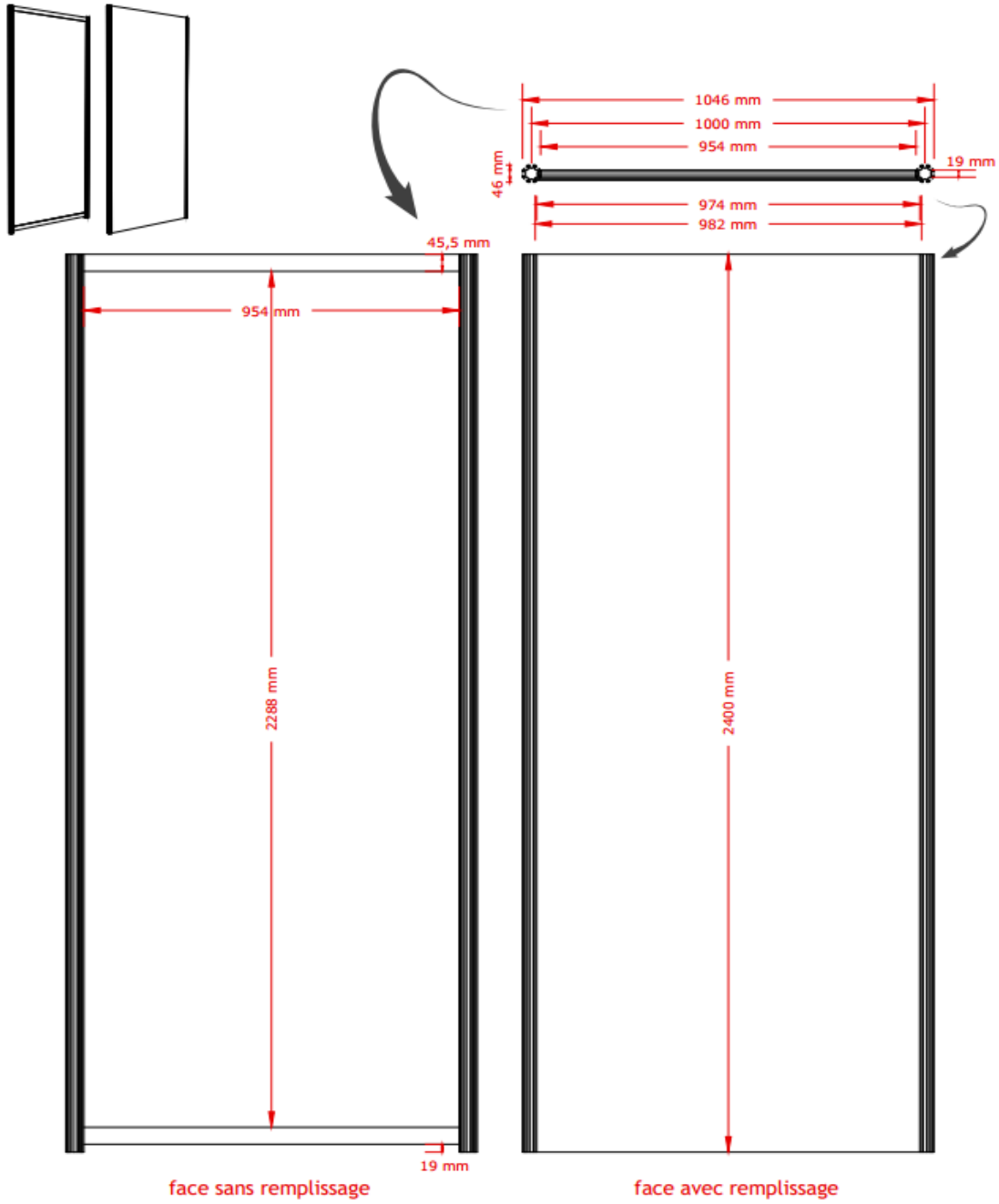
- Shell Scheme Panels.
- Company name on Fascia board printed with a maximum of 15 characters in standard lettering and booth number.
- Carpet.

You will be able to order extra furniture, graphics and signage, AV, and additional items to the builder no later than **Friday, 10 may**.

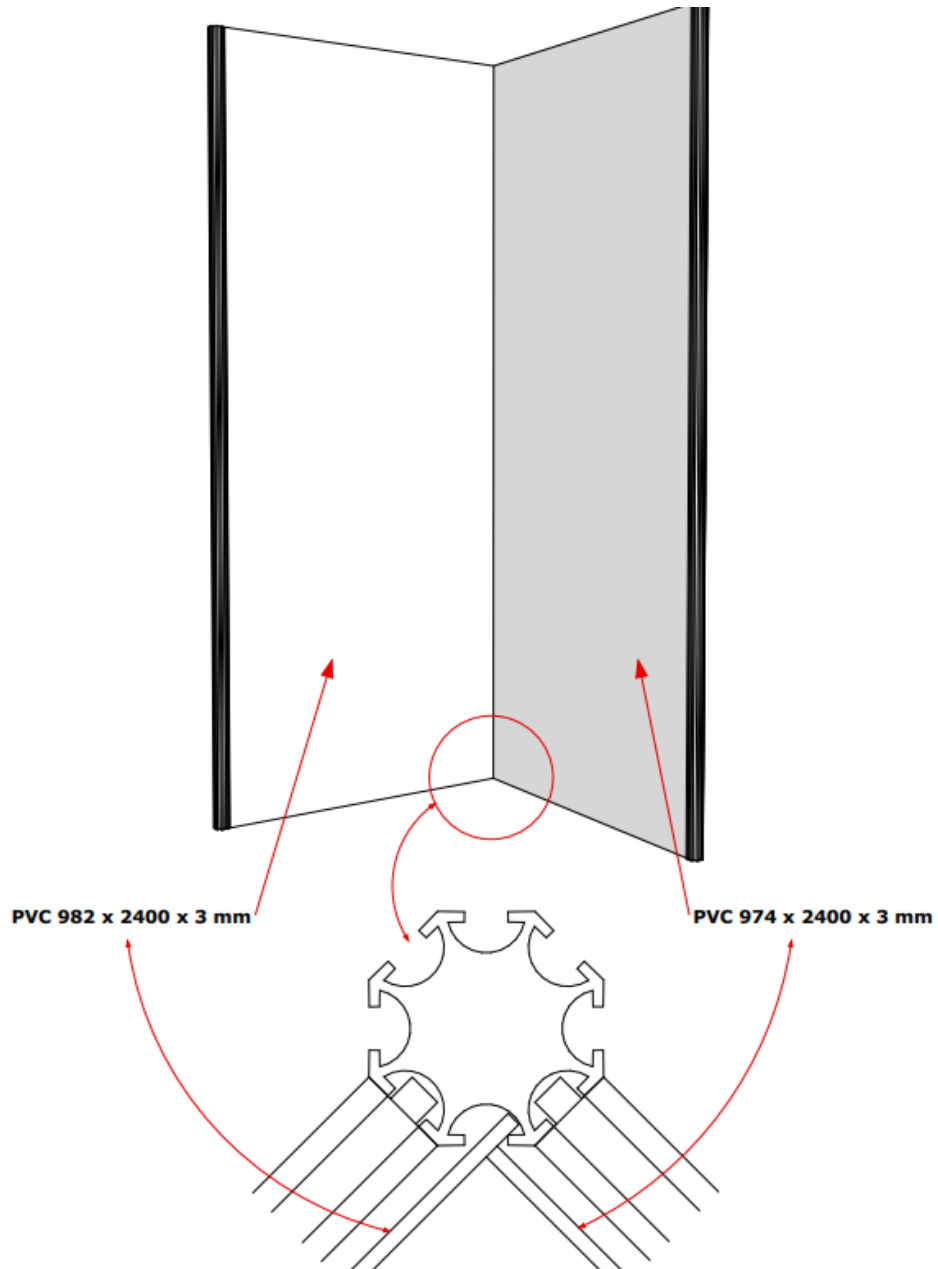
\*Early bird deadline: **Monday, 22 April**.

**Link to the webshop will be available shortly**











## Space Only Booths

Exhibitors are required to submit the Following for the organizer and venue approval:

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- **Utility connections: electrical, water and drainage - a list of all appliances**
- **The name and contact details of their construction company.**

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: Friday, 17 April 2024**

***It's mandatory to send the list of the workforce who will attend to the set-up and dismantle with full name and company name to [vmota@kenes.com](mailto:vmota@kenes.com)***

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved.
- Island booths should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Raised Floor/Platform – please refer to section "Hall Specifications and Important Technical Information."
- 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.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The **maximum building height** for the top of all elements is **4 meters**.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.



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- Any part facing neighboring stands that is above 2.40 m in height needs to be designed with neutral surfaces (white or grey).
- For ceiling rigging please refer to section “Hall Specifications and Important Technical Information.”

**Kindly note:**

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the booth drawings are approved by the organizers and the venue.
- The used spaces must be returned to the Venue completely clear of all items and the Exhibition areas restored to their original state.
- Electricity must be ordered directly to the builder for the set-up and dismantling of the booth.
- We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact the Venue to coordinate a visit.



## Booth Services

### Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

For ordering daily stand cleaning, please refer directly to the venue.

<https://www.ccc-lyon.com/en/exhibitor-space>

[expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

Any company cannot clean the venue facilities surfaces to avoid damage on them.

### Waste Removal

For ordering waste removal please refer directly to the venue.

<https://www.ccc-lyon.com/en/exhibitor-space>

[expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Internet & Wi-Fi

Wired internet and private Wi-Fi connection can be ordered directly with the venue through

<https://www.ccc-lyon.com/en/exhibitor-space>

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 Wi-Fi coverage.
- The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

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

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

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



## Security

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

Neither the **Venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Venue** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security, please order it through the venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

## Booth Catering

Food & Beverages service is an **exclusivity** of the Venue. Any external F&B must be notified and approved by the Venue.

Exhibitors who wish to order food and beverages for their stand are welcome to do so through the venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

## Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The Venue reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

## Storage

We don't count with storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service. See Section 6).

**Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.**

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.** Once the event & dismantling are over, the Venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the Venue takes care of the removal of these items, it will be charged to the exhibitor.

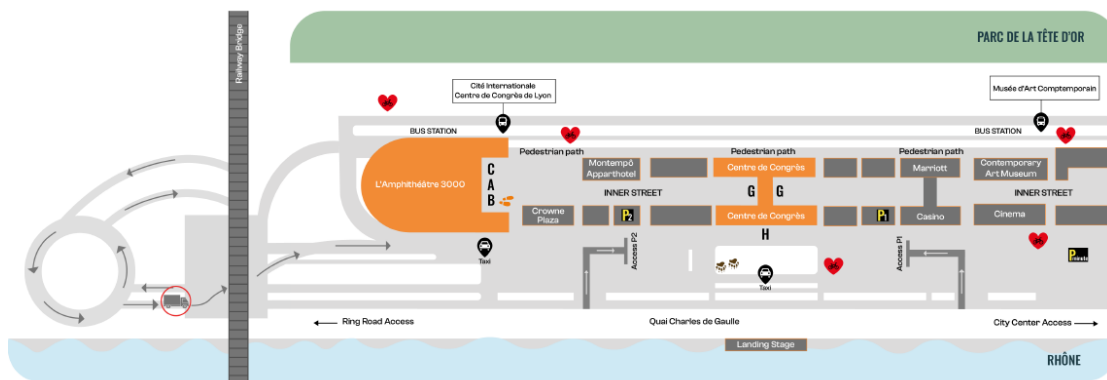


**For access to the goods/ lorry entrance/ Lifts:**

<b>FORUM 4</b>	<b>Largeur Width</b>	2m65	<b>Hauteur Height</b>	4m30
<b>FORUM 5</b>	<b>Largeur Width</b>	3m15	<b>Hauteur Height</b>	4m30

Access to loading bay shall be done Quay Charles de Gaulle,1. The delivery Area appointed for the exhibition is the number 8 and 10.

The deliver bay has a capacity of 40X20m3 vans or trucks – 2 semi-trailers (38tonnes) – 2 trucks (19 tonnes).



**Traffic Regulations**

The Centre des Congress de Lyon is mandated by the City Traffic Department to manage the flow of traffic in and around the venue. The registration process is designed to eliminate traffic (jams) congestion that could result from build-up, breakdown, and city traffic.

**Access to the exhibition area**

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

**Important note:** companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

A list with the names and companies of the workforce who will set-up and dismantle the booth must be provided no later than Friday 17 May.



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## Access for Deliveries

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

Deliveries may not be made prior to **25 May 2024**. 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.

## 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/EAS24>



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

### Animals

It is not permitted to bring animals into the 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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

### Health & Safety

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

### Children

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

### Compressed Gases

Use of compressed gases is not allowed.

### Damage to the Building

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

### Disposal of Material

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

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the 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.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Venue.

## Smoke

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

## Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Venue will be provided with a detailed project describing the unload procedure inside the exhibition area:

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

## Hanging of Posters, Banners etc.

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

## Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.



## Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Venue or any part thereof in any manner whatsoever.

## Sound equipment and Music

In general, the use of sound equipment/music in booths 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.

## Security

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

Please consider hiring extra security for your booth if needed. This can be done by contacting directly to the Venue. Please order it through the venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)



## Personal Transportation Vehicles

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

## Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

## Smoking Policy

The **Venue** operates a **NO SMOKING** policy in ALL halls.

## Special Effects

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

## Waste Removal

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

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



## SECTION 5: OFFICIAL CONTRACTORS

### Booth construction \ Additional Booth Fittings \ Furniture Rental \ Graphics and signage

[xavier@dparchi.com](mailto:xavier@dparchi.com)

### AV \ Telecommunications & Internet

AV, Telecommunications & Internet must be ordered through the venue's portal

<https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Electricity

Electricity must be ordered through venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

### Security \ Cleaning Services

Cleaning services and security must be ordered through the venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Hostesses

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Catering Services

Catering services must be ordered through the venue's portal <https://www.ccc-lyon.com/en/exhibitor-space>

Email : [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Freight Handling & Customs Clearance Agent

Merkur is the official logistic agent of the venue and they are in charge of all the movements of goods inside the venue.

Most detailed information can be found in **SECTION 6**

Merkur Expo Logistics

Gernot IvenT.: +49 (0) 6173 966 95-10

M.:+49 (0) 175 5880290

E: [gernot.iven@merkur-expo.com](mailto:gernot.iven@merkur-expo.com)



# EAS 92<sup>nd</sup> Congress

26-29 May 2024 | Lyon, France





## SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS

### Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EAS 2024 Congress. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out and handling of empties.

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.

Merkur Expo Logistics

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M.:+49 (0) 175 5880290

E: [gernot.iven@merkur-expo.com](mailto:gernot.iven@merkur-expo.com)

Full instructions can be found [here](#).



## SUSTAINABILITY TIPS & TRICKS FOR EXHIBITORS

As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed **Sustainability tips & tricks**.

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses.



### **Rethink your Booth Design!**

- ✓ When planning your stand, think of the many benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost efficiency.
- ✓ Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- ✓ Choose the core elements such as walls, counters etc. from reusable materials.
- ✓ Choose recyclable carpets, vinyl flooring (if applicable at the venue) and other floor coverings.
- ✓ Design and word signage so that it can be stored and reused multiple times.



### **Plan Smartly your Set-up and Dismantling!**

- ✓ Follow the organiser's set-up schedule. Working on your stand outside the set hours might involve extra cost and directly affects the energy needed to keep the exhibition hall open and functioning.
- ✓ Use efficient, low energy consumption equipment.
- ✓ Make a conscious effort to minimize packing materials. Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- ✓ Consider using materials or packaging that generate less waste at the end of the material's life cycle e.g. less volume or less weight.
- ✓ Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.



## **Be Conscious of your Booth Presence!**

- ✓ Be sure to shut off any electronic devices outside of event hours to conserve power.
- ✓ Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable materials. Ensure items are useful, not merely promotional in nature.
- ✓ Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- ✓ Instead of a giveaway, consider a donation to a special cause in the name of your booth visitor.
- ✓ Inform and train your staff about the environmentally responsible practices to be implemented during the event.

## **Reduce Carbon Footprint!**

- ✓ Use local staff in the booth if possible.
- ✓ Minimize transportation to and from the event site. Use biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.
- ✓ Where possible, travel by train. If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- ✓ At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi.
- ✓ For car rentals, choose electric or low-emission, and if possible, consider ride-share.
- ✓ At the hotels: bring your own toiletries or use the refillable amenities provided by the hotel. Reuse your towels and bed linens as much as possible and save water.

## **Measure & Share Your Learnings!**

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment!