

# EAS

# 93<sup>rd</sup> Congress

4-7 May 2025 | Glasgow, UK

## Exhibitor Manual



**EAS**  
European  
Atherosclerosis  
Society

[eas-congress.com/2025](https://eas-congress.com/2025)





Dear Exhibitor,

This Technical Manual contains important information and is designed to assist you in preparing for the EAS 2025 Exhibition.

The Exhibition will be held in conjunction with the **93rd EAS Congress, to be held in Glasgow, UK from 4-7 May 2025.**

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with E-posters stations located in the exhibit hall, as well as coffee breaks served in the exhibition area.

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 to Glasgow and wish you a successful Congress and Exhibition!

Best Regards,

***Hanna Safier***

***Exhibition and Industry Coordinator***

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

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## SECTION 1: GENERAL INFORMATION

### Congress Dates

Sunday 4 May– Wednesday 7 May 2025

<b>Congress Organizer</b> <b>Kenes Group</b> Rue François-Versonnex 7 1207 Geneva, Switzerland Tel: +41 22 908 0488 Email: <a href="mailto:eas2025@kenes.com">eas2025@kenes.com</a>	<b>Registration</b> Ms. Niya Dimchevska <b>Kenes Group</b> Tel: +41 22 908 0488 Email: <a href="mailto:reg_eas25@kenes.com">reg_eas25@kenes.com</a>
<b>Exhibition Manager</b> Ms. Hanna Safier <b>Kenes Group</b> M: +972 54 678 7820 Email: <a href="mailto:hsafier@kenes.com">hsafier@kenes.com</a>	<b>Venue Address</b> <b>SEC Centre</b> Exhibition Way, Glasgow G3 8YW, UK T: +44 141 248 3000 <a href="https://www.sec.co.uk/">https://www.sec.co.uk/</a> Virtual Tour <a href="#">HERE</a>
<b>Sponsorship and Exhibition Sales</b> Teresa Seoane <b>Kenes Group</b> Email: <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a>	<b>Official Builder</b> Ewen/Claire <b>Cameron Event Logistics (CEL)</b> Tel: +44 (0) 7495 145646 Email : <a href="mailto:ewen@cameronlogistics.co.uk">ewen@cameronlogistics.co.uk</a> ; <a href="mailto:claire@cameronlogistics.co.uk">claire@cameronlogistics.co.uk</a>
<b>Hotel Accommodation</b> Karen Resnick <b>Kenes Group</b> Tel: +41 22 908 0488 Ext 840 Email: <a href="mailto:kresnick@kenes.com">kresnick@kenes.com</a>	<b>Freight Handling &amp; Onsite Logistic Agent</b> Mr. Ian Heiringhoff <b>Merkur Expo Logistics GmbH</b> M: + 49 (0) 151 540 12 773 Email: <a href="mailto:ian.heiringhoff@merkur-expo.com">ian.heiringhoff@merkur-expo.com</a>

## IMPORTANT DEADLINES:

Action Item	Deadline	Contact Person
Hotel reservation	As soon as possible	<a href="https://hotels.kenes.com/congress/eas25">https://hotels.kenes.com/congress/eas25</a>
Company logo and profile	As soon as possible and no later than Monday, 1 April	<b>Via Kenes Exhibitor's Portal</b> <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	Monday, 7 April	
Text for Fascia (Shell Scheme stands only)	Monday, 7 April	
K-Lead retrieval app	Monday, 14 April	
Badge Order	Monday, 14 April	
Risk Assessment Form	Monday, 7 April	<a href="mailto:hsafier@kenes.com">hsafier@kenes.com</a>
Stand Construction & Fittings, Furniture Hire, Carpet, Electrics, Signage & Printing, Screens & displays	Early bird - Friday, 11 April Orders after this date will incur a 20% surcharge	<b>Cameron Event Logistics (CEL)</b> <a href="mailto:ewen@cameronlogistics.co.uk">ewen@cameronlogistics.co.uk</a> <a href="mailto:claire@cameronlogistics.co.uk">claire@cameronlogistics.co.uk</a> T. +44 (0) 7495 145646
Floral	<b>Blooms of Glasgow</b> <a href="http://www.blooms.co.uk">www.blooms.co.uk</a>  <b>Ruby Flowers</b> <a href="http://www.rubyflowers.co.uk">www.rubyflowers.co.uk</a>	<a href="mailto:elaine@blooms.co.uk">elaine@blooms.co.uk</a> T. +44 141 404 014 <a href="mailto:ruby@rubyflowers.co.uk">ruby@rubyflowers.co.uk</a> T. +44 786 637 0172
Daily Booth Cleaning & Wi-Fi	Early bird - Monday, 21 April Standard rate: Tuesday, 22 April Late orders will only be accepted subject to availability and will be charged at the late order charge.	<b>SEC Technical Services</b> <a href="mailto:technical.services@sec.co.uk">technical.services@sec.co.uk</a> T. +44 141 275 6218
Hostesses & Temporary Staff Hire	Friday, 25 April	<b>REL EVENTS</b> <b>Linda Stewart</b> <a href="mailto:Linda.Stewart@rel-group.com">Linda.Stewart@rel-group.com</a>
Stand Catering	Monday, 14 April	<b>SEC Food at Scottish Event Campus</b> <a href="mailto:standcatering@sec.co.uk">standcatering@sec.co.uk</a> T. +44 (0) 141 576 3141
DELIVERY		
Door to Door Shipments	Please contact MERKUR	<b>Merkur Expo Logistics</b> <b>Mr. Ian Heiringhoff</b> <a href="mailto:ian.heiringhoff@merkur-expo.com">ian.heiringhoff@merkur-expo.com</a> M : +49 (0) 151 540 12 773 To view the full EAS 2025 Shipping Instructions, please click <a href="#">HERE</a>
Airfreight Shipments		
Shipment via Advance Warehouse <b>Partial trucks and courier will be handled only via advance WH</b>	<b>Pre-alert</b> of your shipment Monday, <b>21 April</b> <b>Arrival</b> of your shipment at the warehouse Friday, <b>25 April</b>	
Exhibition goods – direct to venue – Only full load trucks	Subject to time slot <b>Deadline</b> for application of time slot, Monday, <b>21 April</b>	

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

### Exhibition Timetable

SET-UP	<b>Saturday, 3 May</b>	09:00 - 21:00 (Space Only Set up) 14:00 - 21:00 (Shell scheme only)
	<b>Sunday, 4 May</b>	09:00 - 12:00 (Set up for all booths) 12:00- 16:45 <b>(Decoration Only)</b>
EXHIBITION OPENING HOURS	<b>Sunday, 4 May</b>	17:30 - <b>(End of the welcome reception)</b>
	<b>Monday, 5 May</b>	10:00-17:00
	<b>Tuesday, 6 May</b>	10:00-17:00
	<b>Wednesday, 7 May</b>	10:00-12:30
DISMANTLING	<b>Wednesday, 7 May</b>	12:30-20:00

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 Sunday, 4 May at 12:00. All aisles must be clear of exhibits and packaging materials to always enable cleaning.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Wednesday, 7 May 2025** at **20:00** will be considered discarded and abandoned.

#### **Rules and Regulations –Binding for all exhibitors and their subcontractors during 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 Partners and contractors are required to wear the necessary **personal protective equipment (PPE)** such as safety shoes, high visibility vest, and hand protection required by the specific work activity.

#### Access Time to Exhibition Hall for Exhibitors:

<b>Access hours to EXHIBITORS</b>	<b>Sunday, 4 May</b>	08:00-21:00
	<b>Monday, 5 May</b>	08:00-18:00
	<b>Tuesday, 6 May</b>	08:00-18:00
	<b>Wednesday, 7 May</b>	08:00-22:00



#### Welcome Reception at The Exhibition Area

A welcome reception will take place in the **exhibition area** on Sunday 4 May at 18:00. We encourage all the exhibitors to stay in their booths during the welcome reception to attend the participants.

#### 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.
- 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.

#### Exhibition Floor Plan & List of Exhibitors

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 to 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 always wear their name badges.

Each exhibitor is entitled to several 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€**. 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://exhibitorportal.kenes.com/>

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

Deadline: **Monday, 14 April**

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.

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

Stand contractors and staff do not have to wear service passes during the entire set up and dismantling period.

### On-Site Exhibition Management Desk

The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.



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

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

#### **Advantages of the K-Lead application:**

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App."

**Cost per unit: EUR 700** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: Monday, 14 April.**

#### **UNLOCK THE POWER OF K-LEAD PLUS:**

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: EUR 750**

#### **Key Notes for K-Lead and K-Lead Plus:**

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader by returning the completed credit card form.
- **GDPR Compliance:** We've updated our privacy policy in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.

## SECTION 4: TECHNICAL INFORMATION

### Exhibition Area

The Exhibition will be held in **Hall 5**.

Hall 5 Information: <https://www.sec.co.uk/organise-an-event/event-spaces/hall-5>

For SEC Site Plan click [HERE](#)

### Build Regulations

- The **maximum buildup height** allowed for any structure in the booth is 4 meters.
- **Shell schemes** stand height is 2.5 meters.
- **Rigging** is not allowed.
- **Partitions** overlooking adjoining stands must be smooth, plain, painted white or covered in white or grey wall fabric, without signs of any kind.
- **Stand Transparency**- For Island and peninsular "space only" stands the line of sight through the stand must be possible from aisle to aisle for at least 50% of the stand width when viewed from each open side.

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.

### Floor

**Floor type:** a smooth concrete which is painted black. 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 the floor covering on the hall floor may only be carried out using approved tape.

Carpet is provided for shell scheme booths only.

Carpet can be ordered through the Cameron Event Logistics (CEL) ordering portal [HERE](#)

### Raised floor/platform:

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or slope 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.



### Disabled Accessibility to Stands

Stands that are built on top of wooden flooring, with a height of more than 40mm, must have at least one disabled access ramp that is at least 1.20m wide.

Platform corners must be splayed, rounded, or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.

Where a bevel edge is applied to the perimeter of a platform, it must be noticeable.

### Electricity

The electric contractor Cameron provides the supply of electricity for this congress.

To meet the revised minimum testing requirements in line with BS 7671 2008, an Electrical Testing charge came into force from 1st July 2012. At the time of ordering direct mains, the person ordering will need to provide relevant information about their electricians' qualifications. They will also be required to pay the electrical testing charge.

It is mandatory that all exhibitors have a complete test certificate.

### Waste Removal

- It is the exhibitor's responsibility to dispose of 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.

Please read the **SEC Waste Protocol for Conferences and Exhibitions** which can be downloaded [HERE](#)

### Getting There

The Scottish Event Campus is located just outside Glasgow city centre in the west-end.

The campus is accessible by numerous transport options.

How to get there? Please click [HERE](#)

### Accessibility

The SEC is designed for maximum accessibility; Hall 5, where the exhibition will be located is on the ground floor/street level and can be easily accessed via the main entrance. All entrances are fully accessible, and foyer entrances are sensor-activated. Rooms on the first floor can be accessed via stairs or lifts.

All entrances at SEC Glasgow are fully ramped and accessible for wheelchairs and there are some manual wheelchairs available for use within the venue. Please contact

[customer.experience@sec.co.uk](mailto:customer.experience@sec.co.uk)

### Parking

The multi-storey is operated by Glasgow City Council.

Further information is available from the [operator's website](#).

The multi-storey has a height restriction of 2m. Drivers with vehicles over 2m should [contact us](#) for advice on alternative parking facilities.



#### **E-Guide (Association of Event Venues)**

The eGuide is essential reading for venues, organisers, exhibitors and supplier companies. The objective of the eGuide is to provide clear and straightforward guidance for achieving common standards of health, safety and operational planning, management and on-site conduct across UK event venues.

Amongst other areas, the eGuide provides guidance on areas such as risk assessment, build up and breakdown and electrical testing.

Recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities eGuide.

E-Guide can be downloaded here: <https://www.aev.org.uk/resources/e-guide>

## SPACE ONLY BOOTHS

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

- **A scaled technical stand 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.**
- **Risk Assessment form. If you need a template for the risk form, please contact [hsafier@kenes.com](mailto:hsafier@kenes.com)**
- **Fire Retardancy Certificates for example: Graphics, Flooring, Artificial plant/floral displays.**
- **Insurance e.g Employee and Public Liability.**
- **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 2025**

- 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 sideways 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 ½ 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 to ensure that the visitor viewing the screens/equipment will be inside the booth and not block 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.
- 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.
- Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- The used spaces must be returned to the Venue completely clear of all items and the Exhibition areas restored to their original state.

## SHELL SCHEME BOOTH

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

- Shell Scheme Panels (see dimension in the below image).
- Company name on Fascia board printed with a maximum of 15 characters in standard lettering and booth number.
- 3 spots on a rail.
- Carpet (blue navy).

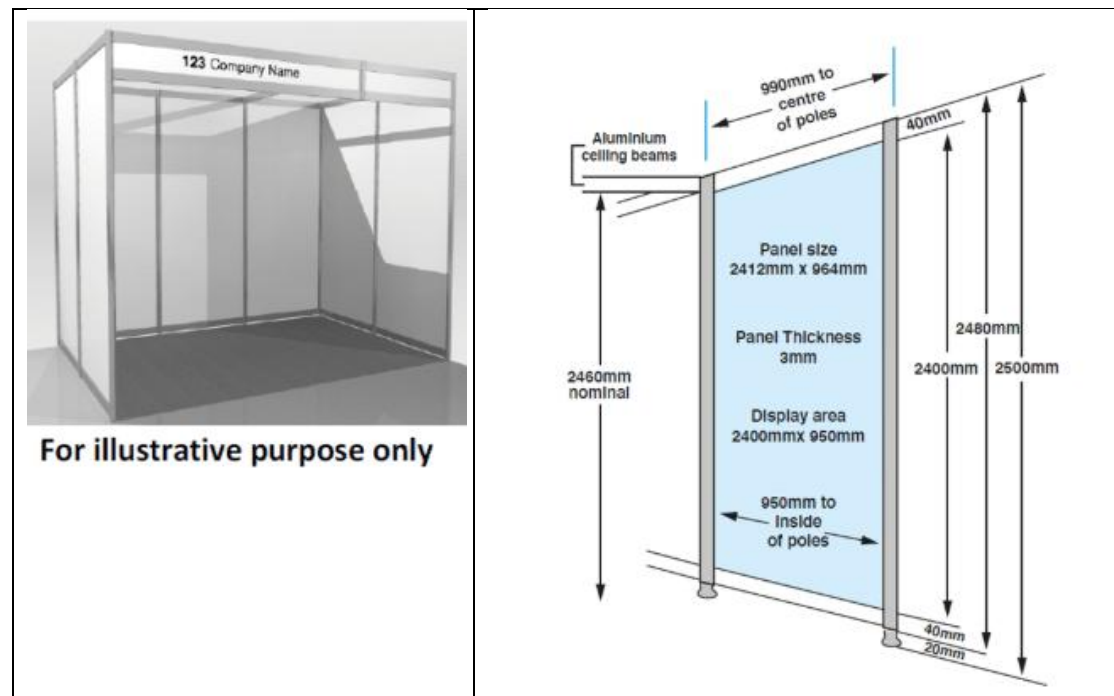
### **Booth Package does not include:**

- Furniture.
- Electricity - Please contact CEL to request a quote for electrics.
- Panel graphics.
- Stand Cleaning.

To order extra furniture, graphics and signage, AV, and additional items please refer to the CEL exhibitor Portal [HERE](#) ; **Password:** EASCEL25

CEL Service Brochure [HERE](#)

- Please order by **11.04.25** to receive **early bird rates**.
- Orders after this date will incur a **20% surcharge**.



## SECTION 4: BOOTH SERVICES

### Cameron Event Logistics (CEL) - Exhibitor Online Portal

- Easy online ordering 24/7
- Track product inventory in real time
- Tailor orders to suit specific requirements
- Our materials and services available to order:
  - Furniture, Signage & graphics, Electrics, Screens & displays
- Real-time inventory
- Ease of accessibility and convenience
- Easy and centralized information management
- Automated processes and payment

To place orders for any additional services please use the following link:

[portal.cameronlogistics.co.uk/order/GG6bM88vvJqlgeiJ98BA](https://portal.cameronlogistics.co.uk/order/GG6bM88vvJqlgeiJ98BA)

**Password:** EASCEL25

**CEL Service Brochure** [HERE](#)

### Booth Cleaning

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

For ordering daily stand cleaning, please refer to the following [ORDER FORM](#)

Please complete also the Stand Cleaning Questionnaire [HERE](#) and send it to SEC along with the cleaning order form.

### Catering Services

Please note that you may bring your own **F&B samples** and branded bottles of water to serve at your stand. Bringing your own Barista is also permitted.

Should you require catering on your exhibition stand; this can be ordered directly with SEC Glasgow via [Scottish Event Campus \(standcatering.co.uk\)](https://standcatering.co.uk).

**Deadline:** Monday, 14 April.

Exhibitors are not permitted to bring and give away food and drinks without discussing with the SEC catering team in advance.

For any assistance with your order please contact: [Siobhan.cassidy@sec.co.uk](mailto:Siobhan.cassidy@sec.co.uk)  
or via telephone on +44 141 576 3141

### Hostesses & Temporary Staff

Should you require host assistance during exhibition days, REL EVENTS can provide friendly and professional staff.

For ordering, please contact Linda Stewart: [Linda.Stewart@rel-group.com](mailto:Linda.Stewart@rel-group.com)



### Internet & Wi-Fi

Although Wi-Fi will be available for delegate use during the congress, standard Wi-Fi may not be suitable for large data transfer and therefore is not recommended for use by exhibitors that need a reliable internet connection for their stands. If you would like to book enhanced Wi-Fi you can do so via the SEC IT Order Form which will be shared later with updated prices for 2025. For any queries, please email [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

Important: Please be advised the Private Wi-Fi networks installation in the stand is not allowed.

The Venue and the organizers reserve the right to discontinue any activity which interferes 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.

### 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 that occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

### 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 packed 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.

### Environmental Policy

The EAS 2025 Organising Team are committed to environmental sustainability and are consciously reducing and eliminating waste wherever possible during congress. We encourage all exhibitors, stand builders and suppliers to commit to using sustainable materials when planning their stands and giveaway items.

To view SEC Glasgow's Sustainability Policy, please [click here](#).

### Cash Points

There are two ATMs on the concourse (next to the Box Office) of the SEC Centre as well as one ATM outside the Morrisons Daily.

## 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 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 regarding 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.

### 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 neighbouring 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 neighbouring 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 **SEC** operates a **NO SMOKING** policy in ALL halls. smoking should only be conducted in designated smoking shelters throughout the site.

### 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.

## SECTION 5: OFFICIAL CONTRACTORS

### **Stand Construction/ Additional Stand Fittings /Furniture Hire / Carpet /Electricity / Signage & Printing / Screens & Displays / Shell Scheme Extras**

Please note that Cameron Event Logistics (CEL) is the official Booth Contractor.

You may contact Cameron to upgrade\modify your shell scheme booth which was pre-booked from Kenes.

#### **Cameron Event Logistics (CEL)**

##### **Ewen/Claire**

Tel: +44 (0) 7495 145646

Email : [ewen@cameronlogistics.co.uk](mailto:ewen@cameronlogistics.co.uk); [claire@cameronlogistics.co.uk](mailto:claire@cameronlogistics.co.uk)

### **Internet, Stand Cleaning**

#### **SEC Glasgow**

##### **Technical Services Department**

Tel: 0141 275 6218

Email: [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

### **Stand Catering**

#### **SEC Food at Scottish Event Campus**

Tel: +44 (0) 141 576 3141

Email : [standcatering@sec.co.uk](mailto:standcatering@sec.co.uk)

### **Hostesses & Temporary Staff Hire**

#### **REL EVENTS - part of the REL Recruitment Group**

##### **Linda Stewart**

Mobile: +44 (0) 7469 140 668

Email: [Linda.Stewart@rel-group.com](mailto:Linda.Stewart@rel-group.com)

### **Freight Handling & Customs Clearance Agent**

#### **Merkur Expo Logistics Gmbh**

##### **Mr. Ian Heiringhoff**

Mobile: +49 (0) 151 540 12 773

Email : [ian.heiringhoff@merkur-expo.com](mailto:ian.heiringhoff@merkur-expo.com)

To view the full EAS 2025 Shipping Instructions, please click [HERE](#)

### **Florists**

#### **Blooms of Glasgow**

Tel : +44 (0) 141 404 0147

Email : [elaine@blooms.co.uk](mailto:elaine@blooms.co.uk)

Web : [www.blooms.co.uk](http://www.blooms.co.uk)

#### **Ruby Flowers**

Tel: +44 (0) 7866 370172

Email : [ruby@rubyflowers.co.uk](mailto:ruby@rubyflowers.co.uk)

Web : [www.rubyflowers.co.uk](http://www.rubyflowers.co.uk)

## 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 2025 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.

### Attention International Exhibitors NON-UK EXHIBITORS

If your material requires customs clearance, DO NOT send it directly to the venue as delays will occur due to your material being seized or held by UK Customs authorities.

Contact Merkur which will supply a UK registered EORI number.

### Vehicle Passes and Unloading

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 imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete. The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

### Freight Deliveries

Vehicles will be directed to the service entrance on Stobcross Rd for unloading via **door 5.1**. Once unloaded, vehicles can be parked in the SEC car park as directed by staff.

If you would like Merkur to handle your freight, please complete the Material Handling Form found in the Shipping Instructions and send it back to Merkur.

### Loading Bay

Times will be allocated for un/loading of vehicles based on the submission of the 'Loading Bay Request Form'. Your individual loading bay day and time will be emailed to you prior to the Meeting. All exhibitors and stand contractors must adhere to these times. Please do not arrange times with couriers or contractors until you have received your allocated time, as you will be required to cancel or amend these. Loading bay time slots will not be automatically provided, please ensure you complete the request form.

Please note once you have unloaded, all vehicles are required to move from the loading bay immediately.

Please note: SEC will not accept any deliveries outside of the dates and times of the Meeting. Deliveries outside of these times will be turned away.

SEC does not provide trolleys, pump trucks or forklifts. If any of these items are required, they must be ordered prior to coming on-site through Merkur.

No vehicular access or movement will be allowed in the hall while it is open to the public or without PPE guidelines.



### Loading Bay Time Slot

Times will be allocated for un/loading of vehicles based on the submission of the 'Loading Bay Request Form'. Your individual loading bay day and time will be emailed to you prior to the Meeting. All exhibitors and stand contractors must adhere to these times. Please do not arrange times with couriers or contractors until you have received your allocated time, as you will be required to cancel or amend these. Loading bay time slots will not be automatically provided, please ensure you complete the request form.

Please note once you have unloaded, all vehicles are required to move from the loading bay immediately.

Please note: SEC will not accept any deliveries outside of the dates and times of the Meeting. Deliveries outside of these times will be turned away.

### Direct Deliveries to the SEC

Please be advised that neither the Organisers 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 **Saturday, May 3**. Any deliveries prior to this date will not be accepted.

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 open hours.

### Shipping, Lifting and Storage

For all stand material deliveries and collections, we strongly advise that you do not send anything to the venue directly.

Our appointed contractor is **Merkur Expo**, who will manage all on-site deliveries and collections.

**Merkur expo** can manage the full transportation of your materials from your specified location directly to stand during the tenancy build.

Alternatively, shipments can be sent to Merkur advance warehouse, up to Friday, April 5, where they will be safely stored. At the appointed date Merkur will arrange delivery to the venue and your material will be placed directly onto your stand.

These services can be booked via Merkur.

### Forklifts /Lifting Requirements

All Forklift requirements must be booked in advance and will be managed by Merkur. No other MHE will be allowed on site. Only Merkur personnel will operate Forklifts.

To view the full EAS 2025 Shipping Instructions, please click [HERE](#)

## SECTION 7: 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!