



EXHIBITION RULES & REGULATIONS

1. INVOICING

Exhibition space invoices must be paid by the due dates indicated on the invoice. In case of a late payment, the organizers reserve the right to resell the space. Full payment of exhibition invoices is required prior build-up of the exhibition. Exhibitors with payments outstanding may not be allowed to build their stands.

2. CHANGES IN SIZE OF RESERVED SPACE

The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in case of a change in size of the reserved exhibition space.

3. CHANGES IN THE EXHIBITION LAYOUT

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

4. SHARING OF STANDS

Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from MCI Suisse SA.

5. SUB-LETTING

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of MCI Suisse SA.

6. BUILD-UP

No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling.

7. STAND BUILDING

- ✓ **Maximum Stand Height** - The maximum height for any part of any stand is 3m. Plans of all space only stands that exceed 3m must be submitted to coralie.deleage@wearemci.com by **Wednesday 3 August, 2022 at the latest** for approval
- ✓ **Use of Rented Space & Height Limitation** - The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).
- ✓ **To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open.**
- ✓ **Island stands should be accessible from all 4 sides.**
- ✓ **Stands** - Only one level stands will be permitted.
- ✓ **Space Only Stands - Adjacent Stands**-. It is under the exhibiting company's responsibility to build its own adjacent wall.
- ✓ **Rigging** is permitted up to 6m above the ground. Rigging can be ordered via StandOut

8. LASER SHOWS

No laser shows will be allowed at this event.

9. FLOW OF DELEGATES

Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

10. MANNING OF STANDS

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

11. GIVE-AWAYS AND DISTRIBUTION OF PRINTED MATERIALS

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. No such material may be distributed in any hotel used by the



meeting. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

12. STAND ACTIVITIES

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during coffee breaks are accepted **so long as they do not disturb the other exhibitors**. A request to hold such sessions must be submitted to the organisers (MCI) for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the congress, the organisers (MCI) may decide to stop it at any point.

13. SOCIAL EVENTS

Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia).

14. DISRUPTION OF OTHER EXHIBITS

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

15. SECURITY AND INSURANCE

The organisers will not be held responsible for any loss or damage to exhibitors’ goods and exhibitors are reminded that they should take out their own insurance to cover for this.

16. HEALTH AND SAFETY WORK REGULATIONS

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

17. LIABILITY

MCI Suisse SA cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

18. PRODUCT DISCLAIMER

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers.

19. CERTIFICATION OF DECORATIVE MATERIALS AND STAND STRUCTURES

Exhibitors must have their valid certificates authenticating the safety references of the decorative materials used on the stands.

20. CERTIFICATION FROM CIVIL ENGINEER

All structures which – particularly if incorrectly constructed – could pose a danger for the physical wellbeing, life and health of individuals, must be inspected by an independent structural engineer.