EXHIBITOR TECHNICAL MANUAL
Dear Exhibitor,

This Exhibitors’ Technical Manual contains important information designed to assist you in preparing for the IPVC 2018 Exhibition. Please read 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 Booth builder.

The Exhibition will be held in conjunction with the 32th International Papillomavirus Conference (IPVC) which will take place October 2-6, 2018 at the International Convention Centre Sydney.

A block of rooms has been reserved for the IPVC 2018 congress participants and exhibitors at a discounted rate. Hotel reservations can be made via the congress website Please [click here](#).

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

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

We look forward to welcoming you in Sydney and wish you a successful meeting and Exhibition.

Best Regards,

Petya Valkova

Exhibition & Industry Coordinator
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SECTION 1: GENERAL INFORMATION

Congress Organizer

Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
Email: ipvc18@kenes.com

Registration

Ms. Anna Stoycheva
Kenes International
Tel: +41 22 908 0488 Ext: 585
Email: astoycheva@kenes.com

Exhibition Manager

Ms. Petya Valkova
Kenes International
Tel: +359 884 740 207
Email: pvalkova@kenes.com

Hotel Accommodation

Ms. Irina Sapir
Kenes International
Tel: + 41 22 908 0488 Ext: 998
Email: isapir@kenes.com
https://hotel.kenes.com/en/congress/IPVC18

Sponsorship and Exhibition Sales

Ms. Klinta Stala
Kenes International
Tel: +31 20 763 0108
Email: kstala@kenes.com

Venue Address:

International Convention Centre Sydney
14 Darling Drive,
Sydney, NSW 2000,
Australia
Telephone: +61 2 9215 7100
Website: www.iccsydney.com.au

Website

For updated information regarding Congress, please visit the website https://ipvc2018.org
**Dates**  
Tuesday October 02 – Saturday October 06, 2018

### Exhibition Related Table

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Hotel Reservation for Staff                | As soon as possible       | Ms. Irina Sapir  
|                                            |                           | Email: **isapir@kenes.com**                                                  |
| Company profile                            | As soon as possible       |                                                                               |
| Designed Booth Approval                     | Monday September 03       |                                                                               |
| Text for Fascia (Shell Scheme stands only) |                           |                                                                               |
| Lead Retrieval Wireless Barcode Reader     | Monday September 10th     | Via Kenes Exhibitor’s Portal  
|                                            |                           | [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)          |
| Badge Order                                |                           |                                                                               |
| Shell Scheme Extras                         |                           |                                                                               |
| Furniture Rental                            |                           |                                                                               |
| Extra Wifi                                  | Friday, July 13th         | Ms. Petya Valkova  
|                                            |                           | Email: **pvalkova@kenes.com**                                                 |
| Food and Beverage                          | Friday, July 13th         |                                                                               |
| Booth Cleaning                              |                           | Ms. Courtney Lojkin  
|                                            |                           | Email: [Courtney.Lojkin@moreton.net.au](mailto:Courtney.Lojkin@moreton.net.au) |
|                                           |                           | [Online service please Click Here](mailto:Click Here)                         |
| Point Rigging                               | Friday, July 13th         |                                                                               |
| Internet                                    |                           |                                                                               |
| Delivery                                    |                           |                                                                               |
| Airfreight Date of departure of aircraft at origin airport | Please contact HERMES – MERKUR | Ms. Zehavit Akerman  
|                                            |                           | Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com) |
| Road freight - for local shipments         | 8 days prior to requested delivery date [at airport] |                                                                               |
|                                            | Date of departure from origin location 5 days prior to requested delivery date. |                                                                               |
SECTION 2: EXHIBITION SCHEDULE, EXHIBITION FLOOR PLAN & LIST OF EXHIBITORS

Exhibition Timetable – subject to change

<table>
<thead>
<tr>
<th></th>
<th>Tuesday, October 02</th>
<th>10:00-15:00 Space only stands</th>
<th>15:00-24:00 All stands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up</td>
<td>All booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decoration Only</td>
<td>Wednesday, October 03</td>
<td>08:00-10:00</td>
<td></td>
</tr>
<tr>
<td>Exhibitions Opening Hours</td>
<td>Wednesday, October 03</td>
<td>10:00 – 16:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday, October 04</td>
<td>10:30-17:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday, October 05</td>
<td>09:30 – 17:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday, October 06</td>
<td>10:00 - 16:00</td>
<td></td>
</tr>
<tr>
<td>Dismantling / Breakdown</td>
<td>Saturday, October 06</td>
<td>17:00 – 23:55</td>
<td></td>
</tr>
</tbody>
</table>

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 Tuesday, October 02 at 23:30
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Any equipment, display aid or other material left behind Saturday, October 06 at 23:55 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach the Posters area and other Congress activities which will be active before and after the Exhibition Opening Hours. Therefore, you may either man your Booth during those times or consider hiring extra security for your valuables.

Social Events at The Exhibition Area

You are cordially invited to the Opening Ceremony followed by a Welcome Reception which will be held in the Foyer Area of Hall B1 on Wednesday, October 03 from 19:00.
Exhibition Floor Plan (as of July 2018)
### List of Exhibitors (as of July 2018)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth No</th>
<th>Booth Size</th>
<th>Booth Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AID Diagnostika</td>
<td>22</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Atila Biosystems</td>
<td>10</td>
<td>12</td>
<td>Space</td>
</tr>
<tr>
<td>Becton Dickinson</td>
<td>03</td>
<td>36</td>
<td>Space</td>
</tr>
<tr>
<td>Cepheid (Danaher)</td>
<td>05</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>Copan Italia</td>
<td>19</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>EUROIMMUN</td>
<td>13</td>
<td>18</td>
<td>Space</td>
</tr>
<tr>
<td>GeneFirst</td>
<td>24</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Guangzhou Hybribio Biotech</td>
<td>07</td>
<td>12</td>
<td>Shell</td>
</tr>
<tr>
<td>Hologic</td>
<td>06</td>
<td>36</td>
<td>Space</td>
</tr>
<tr>
<td>Life River</td>
<td>14</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Qiagen</td>
<td>11</td>
<td>12</td>
<td>Space</td>
</tr>
<tr>
<td>Roche</td>
<td>01</td>
<td>36</td>
<td>Space</td>
</tr>
<tr>
<td>Seegene</td>
<td>18</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>WISAP medical technology</td>
<td>20</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Aprovix</td>
<td>26</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Tristel Solutions</td>
<td>27</td>
<td>09</td>
<td>Shell</td>
</tr>
<tr>
<td>Victorian Cytology Service</td>
<td>09</td>
<td>09</td>
<td>Shell</td>
</tr>
</tbody>
</table>
SECTION 3: Exhibition Services

Exhibitors’ Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.
Exhibitor badges will be given as per your contract.
Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 sqm after.
Any additional exhibitor’s badges will be charged an exhibitor registration fee of $150 USD
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, lunch, refreshments and Welcome Reception.

Additional Exhibitor badges can be ordered online via the Exhibitor’s Portal:
https://exhibitorportal.kenes.com
Please make sure that your Company Profile has been submitted before placing an order

Deadline: Monday September 10th
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 and Dismantling

Booth contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

On Site Exhibition Manager Desk

The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. Prior to this time, if you have any queries regarding your participation at IPVC 2018 please feel free to contact the Exhibition Manager:

Ms. Petya Valkova
Tel: +359 884 740 207
Email: pvalkova@kenes.com
Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your Booth or attend your symposium, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication. Barcode readers may be rented in advance for the duration of the meeting.

K-Lead Application (no device is included).

We are pleased to let you know that we have launched a new App for Lead Retrieval capturing participants. Operational information will be sent on request. The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor’s comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App”.
- Cost per unit € 400 + 4% Credit Card service charge

Please Note:

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

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information. Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

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

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

https://exhibitorportal.kenes.com

Deadline: Monday September 10th
SECTION 4: Technical Information

Space Only Booths

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, gas, air, water and drainage - a list of all appliances
3. 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.

Exhibitor must also complete a Custom Stand Plans Permit form available HERE

Deadline: Monday September 03

- 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.
- Construction finish must be perfect in all the stand’s visible areas, including rear sides.
- No shell scheme Boothfitting or display may exceed a height of 2.5M or extend beyond the bounds of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures is subject to authorization by the venue
- The maximum building height for the top of all elements in the stands is 5 meters.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- All primary rigging for events is coordinated and installed by ICC Sydney.
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- We recommend exhibitors using independent Booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. For a site inspection please contact Ms. Brooke Campbell Email: bcampbell@iccsydney.com

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

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

Shell Scheme which have been pre-booked with Kenes includes the following:
- 2.5m high, white infill panels, including ceiling grid
- Fascia with one company name
- 2 x 150-watt adjustable spotlights installed to the back of the fascia
- Carpet

Booth Package does not include:
- Booth cleaning

Please note: Corner stands are provided with two open sides

For additional furniture or special electricity needs and other services for your stand, please contact: Ms. Courtney Lojkin Email: Courtney.Lojkin@moreton.net.au or online service: https://escv.iccsydney.com/ungerboeck.cshtml?AppCode=COE&CC=1&OrgCode=10

Fascia Sign

*7 characters, including spaces, may be written on your fascia for everyone meter of fascia length. Please submit your fascia order by Monday September 10th
You can submit your design/Facia on the Exhibitors’ Portal: https://exhibitorportal.kenes.com
Each exhibitor will be contacted with login details to access the Exhibitor’s Portal.
If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.
If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme Booths will be designed and built by the Official Booth Contractor
- Exhibitors are not allowed to make any alterations to the structure of the Booths or remove any integral parts from the Booths. Exhibitors wishing to remove or change the location of any standard
equipment (e.g. spotlights) within the Booth should indicate clearly on the location plan and forward it together with clear instructions to D&P Company.

- No shell scheme Booth-fitting or display(s) may exceed a height of 2.5M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.

- No painting is allowed; no usage of nails or screws.

- Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).

- No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia.

- Exhibitors are liable to any damage caused to their Booth fixtures, fittings at the fair.
Exhibition Area

Panoramic videos

Floor
Floor bolts or other methods of fixing to the fabric of the venue are strictly prohibited. When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.
The Exhibition Centre halls and event deck slab (open air area) have a floor loading capacity of 20kpa (2000kg/sqm). For all other areas of ICC Sydney, the floor loading capacity is 5kpa (500kg/sqm).
If unsure about floor loading capacity for the intended use, please consult ICC Sydney in advance of the event or activity.
The floor in the Exhibition Hall is Green\Black\White marble tiles.
To protect floor surfaces, please ensure that any adhesive tape used on exhibition hall floors is removed without causing damage. Charge will be incurred in the event of damage or if additional cleaning is required to remove floor markings.
No adhesive stickers and fixtures of any kind are allowed on the floor therefore, it is recommended to place a carpet or other floor covering.
There are no water connection/sewage facilities within the Exhibition Hall
Pillars
There are several pillars in the Exhibition Hall (please refer to the above picture).
No adhesive stickers and fixtures of any kind are allowed on the pillars.
If there is a pillar within your Booth space only, you can incorporate this into the Booth
design and build a structure around it to hold all branding etc.

Raised floor/Platform
- Ensure all raised floors with a height of less than 115mm have a clearly distinguishable
  ramped edge.
- To prevent trip hazards on standard 32mm high raised floors, ramped edging with a
  gradient no less than 1:3 is generally acceptable in the exhibition industry; however, please
  note that a 1:3 ramped edge does not constitute a disabled access ramp. For raised floors
  above 32mm and below 115mm it is recommended that the gradient of the ramped edging
  be decreased to 1:8.
- Ensure all ramped edges are contained within the contracted space.

Build-Up Height
- The maximum building height for the top of all elements in the stands is 5 meters
- Shell scheme stands build up is 2.5m
Exhibitors who will have stands higher than the maximum permitted height will not be allowed to
set-up their stands.

Ceiling Rigging
All primary (top point) rigging, including banner points within the exhibition halls, are exclusively
coordinated and installed by ICC Sydney. Rigging quotes will depend on a variety of factors, such
as where your stand is located on the exhibition floor as well as the specifications of the banner.

Please go to the online form and provide all available information, inclusive of stand number,
banner dimensions in millimeters, banner weight and desired drop height (from floor level) in the
note section. Once your information is received, a member of our Audio-Visual team will be in
touch to discuss further and provide a quote.
Please note not all stands will be positioned under rigging points

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 the official contractor.
Only the official contractor is authorized to provide the electrical switchboard for the power
points. Thus, every exhibitor should order an electrical switchboard from the official contractor
and to pay for the electrical consumption according to his power needs.
If you require electricity for your stand, please refer to the online order forms: 
Or contact Courtney Lojkin Email: Courtney.Lojkin@moreton.net.au

- Prior to use, all electrical equipment must be tested and tagged in accordance with the NSW Work Health and Safety Regulations 2011, Codes of Practice and Australian Standards.
- For events where no electrical contractor has been appointed, ICC Sydney may disapprove the untagged equipment or conduct the inspection on the client’s behalf. Charges will apply.

**Internet & Wi-Fi**
A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection and is unsuitable if you will have any internet-based feature such as connecting to a server.
Should you require an internet connection for any product demonstrations on your Booth, we recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.
Exhibitors who wish to order internet connection to their Booth please contact: sheurtier@kenes.com.

**Private Wi-Fi networking in your Booth is not allowed.**

**Miscellaneous**
Please try to deactivate Bluetooth on all devices and do not share your Internet connection from your tablet or Smartphone.
The Venue and the Organizer reserve the rights to discontinue any activity which interfere with the hall WI-FI coverage

**Parking**
All traffic is to enter via the southbound lane of Darling Drive. Movement of vehicles on the loading dock is strictly one way. Vehicles may remain on the loading dock for only 20 minutes unless prior arrangements have been made with the ICC Sydney event planner. Vehicles exceeding the allotted unload time may be towed from site at the owners’ expense if they are hindering access to the loading area. Charges will apply.
The loading docks are NO PARKING zones.

**Loading dock marshal**
When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area. The exhibition halls and event deck slab (open air area) have a floor loading capacity of 20kpa (2000kg/sqm). For all other areas of ICC Sydney, the floor loading capacity is 5kpa (500kg/sqm).
ICC Sydney provides loading dock marshals to facilitate the smooth flow of exhibitor vehicles and minimize delays during move in and move out. The marshals are in contact with the loading dock gate controller to ensure the efficient use of the loading facilities. A gate controller supervises entry to the loading dock. Access is only allowed to vehicles arriving at the scheduled time set with Petya Valkova pvalkova@kenes.com.

For access to the goods/lorry entrance:
ICC Sydney manages its own loading docks. To assist with traffic management planning, move in/move out delivery schedules, must be programmed using the Loading Dock Management System. The use of this system will identify expected traffic peak periods during each day, and details of contractors and exhibitors requiring loading dock access.

Access for Deliveries

Security
Neither the organizers nor the venue can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their Booth and equipment.
The organizers will provide security guard services in the Exhibition Hall during closing hours. Individual Booth security may be ordered.

Booth Catering
The catering in International Convention Centre Sydney is Exclusive.
Exhibitors who wish to order food and beverages for their Exhibition Booths, please order online: https://escv.iccsydney.com/ungerboeck.cshtml?AppCode=COE&CC=1&OrgCode=10

Booth Cleaning
The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.
For ordering daily Booth cleaning, please refer to the online order forms: https://escv.iccsydney.com/ungerboeck.cshtml?AppCode=COE&CC=1&OrgCode=10

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Storage
Storage at the venue is limited. It is the responsibility of the client to ensure that its contracted freight forwarder removes unnecessary freight such as crates and empty boxes from the venue. Equipment/plant storage will be handled on an event by event basis and will be subject to activity within the facility.
The venue accepts no responsibility for any item stored or left on site.
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://hotel.kenes.com/en/congress/IPVC18](https://hotel.kenes.com/en/congress/IPVC18)
You may also book a room online thought above link.
For group booking (10 rooms and more) please file the following form: [https://ipvc2018.org/hotels-(2)/group-booking#.WuhwqYhuaUl](https://ipvc2018.org/hotels-(2)/group-booking#.WuhwqYhuaUl)

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

Children/Animals
No person under the age of 15 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors’ children and must be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

Build-Up & Dismantling Period
During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.
The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
High visibility vests and enclosed shoes – preferably safety boots, especially when operating machinery – are to be worn during the move in, exhibition build and move out of events. No high heels or open toed shoes are allowed during these times.

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

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

Fire Regulations
Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
Fire Insurance (compulsory)
Exhibitors must be insured against fire.

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

Hanging of Posters, Banners etc.
Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.
No signage or advertisement of security services under any circumstances is to be displayed without the written permission of the Security Manager or Director of Building Services. The nominated security officers must display their master license in the contracted space as approved by the ICC Sydney security manager or ICC Sydney event security supervisor. No contracted security is to be on site until the signed security plan has been received and signed off by the ICC Sydney Security manager or director of building services.

Insurance (compulsory)
While every reasonable precaution will be taken to protect the exhibitors’ property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.
You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Medical display or demonstration
Medical activities including demonstrations using human cadavers, animals or specimens require ICC Sydney authorization and the relevant government authority’s permission.
See Medical Activities Permit Form.

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

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

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

**Smoking Policy**
The International Convention Centre Sydney operates a NO SMOKING policy in ALL halls. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.
SECTION 5: OFFICIAL CONTRACTORS

Additional Booth fittings \ Electricity \ Audio Visual \ Booth construction \ Furniture Rental
To place an order online for the services mentioned above, please use the unique link for IPVC 2018 exhibitors:  Web: https://ipvc2018.org/Documents/Exhibitor%20manual-PAPVS18%20order.pdf
Contact: Ms. Courtney Lojkin
Email: Courtney.Lojkin@moreton.net.au
Tel: +61 07 5581 3500

Catering Services
The catering in International Convention Centre Sydney is exclusive.
Exhibitors who wish to order food and beverages for their Exhibition Booths may contact:
Contact: Ms. Brooke Campbell
Tel: +61 2 9215 7120
Here is the link: https://escv.iccsydney.com/ungerboeck.cshtml?AppCode=COE&CC=1&OrgCode=10
Email: bcampbell@iccsydney.com

Freight Handling & Customs Clearance Agent
Hermes/Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
Email: ZehavitAk@Hermes-Exhibitions.com
Website: www.hermes-exhibitions.com

SECTION 6: DELIVERY REGULATIONS AND INSTRUCTIONS
The shipping instructions include the following information:
• Shipping Instructions
• Tariff
• Material Handling Form
• Labels

To view the full IPVC 2018 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please click here
Delivery & Logistic Services
Hermes-Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Meeting and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.
For security, insurance, and efficiency reasons, Hermes-Merkur is the sole official agent to handle cargo inside the venue.
Booth builders are prohibited from using trolleys during set-up and dismantling periods.
Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Meeting bags and display.

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

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

In order to assure receipt of sent materials, Hermes must receive the “Pre-Advise” form found at the end of this section.
Please complete this form and return it to Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.
SECTION 7: Order Forms

The following orders are to be filled and submitted through the Kenes Exhibitors’ Portal: https://exhibitorportal.kenes.com
Each exhibitor will be contacted with login details to access the Kenes Exhibitor’s Portal.

- Company Profile
- Exhibitor Badges
- Fascia for Shell Scheme Booth only
- Lead Retrieval Wireless Barcode Reader (K-Lead App)

Deadline: Thursday 15, February 2018

If you require any additional services which do not appear in this manual, please contact:

Ms. Petya Valkova
Kenes Group
Tel: +359 884 740 207
Email: pvalkova@kenes.com

The following orders are to be filled and submitted through the International Convention Centre Sydney: https://ipvc2018.org/Documents/Exhibitor%20manual-PAPVS18%20order.pdf

- Electricity
- Hostess Services
- Cleaning Services
- Telecommunications & Internet
- Audio Visual
- Plants & Floral Arrangements
- Security