Exhibitor Guidelines

Exhibition details:
Exhibition will take place on Friday 8th May full day and Saturday 9th May AM, during the Conference coffee breaks and lunch.

Please check the programme for the exact timeslots.

EMSP offers 3*2 square meters to the exhibitors + standard electricity plug + a table and 2 chairs, if needed. Any other materials required, shall be purchased by the exhibitor.

Should you distribute any materials, they are not allowed to be product related.

Key deadlines:
- Asap: Please sign the present document and send it to office.manager@emsp.org (att. Elisabeth Kasilingam).
- By 3rd April 2020: Communicate stand plan + confirmation of need for electricity, table and chair and any further needs to emsp@downtowneurope.be (att. Elena Ciudad).
- By 13th April 2020: Please submit the printed material for review to Ms. Ciudad.

Shipment details
Recipient address: Hotel Meliá Barajas
Avenida de Logroño 305 - 28042 Madrid | +34 917 48 27 49

All parcels should include following information:

name of sender; company/organization of sender, address and phone number of sender; event name; total No of items;

Name of Hotel's sales representative – Ms. María García Cruzado.

If parcel(s) cannot be identified for a future reservation, they shall be returned to sender.

Please ensure that your shipments arrive no earlier than three days prior to the event. Due to limited space storage and other events taking place the days before, the hotel has the right to not accept parcels that arrive earlier than three days prior to the Event.

Return shipments should be arranged by client the same day or the day after the event.

The hotel assumes no responsibility for items or valuables left.
Venue and exhibition plan
Hotel Meliá Barajas

The hallway and the hall will be used for the breaks, and the stand will be located in that area as shown in the following floorplan:

Build-up / dismantling / opening hours
Build-up of exhibit stands: Friday 8th May, 7:30AM – 10 AM

Dismantling exhibit stands: Saturday 9th May, as from 13:30 PM

Conditions of payment
The renting of a 3x3 meter area is free for EMSP members

Other non-member associations must pay 500 €

Conditions of payment mentioned on the invoice/confirmation are valid (if any). In any case payment has to be made before the opening of the exhibition; if not, the participation cannot be guaranteed, and the rental fee remains due (if any rental fee applies).
Exhibition Organizer
EMSP is the administrative organizer of the exhibition during the conference.

Ms. Elena Ciudad (emsp@downtowneurope.be) is your key contact for any information on logistics, special requests, service offers and approvals.

Assignment of space / eligibility for exhibiting
For the exhibit application to be accepted, only products and services in direct connection to the topics of the congress are allowed to be presented.

Exhibit space will be assigned on a ‘first come – first served’ basis by EMSP and according to availability.

Orders for technical installations and exhibition services are only accepted when confirmed in writing.

The exhibition organizer reserves the right to make changes of exhibit space after consulting the exhibitor involved.

Cancellation
If an exhibit space confirmed in writing is canceled, rental fee shall apply.

Stand construction
Maximum building height 3 meters. Any stand construction exceeding this height must be submitted to Ms. Ciudad for approval.

No stand cleaning/waste disposal fee is charged.

House rules
The house rules of the exhibition venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request.

Material safety and fire certificates of all stand material must be available for controls during build-up.

Smoking is prohibited in the building.

Damages / safety / Insurance
Exhibitors are entirely liable for damages to third parties’ stands, properties, health (be injury or death). To this extent EMSP and the congress venue are to be considered third parties. Exhibitor’s liabilities are extended to their personnel and / or other people working under their control. Since neither EMSP and its staff or suppliers nor the congress venue are liable for any damages and / or loss suffered by the exhibitors during the exhibition, including installation and dismantling – it is strongly recommended to arrange insurance accordingly. As there will be no guarding of the exhibition area during the official exhibition opening hours, all exhibits have to be staffed with at least one person. The conference rooms and exhibition area of the congress venue will not be locked at night, and no extra security service for the exhibition is planned.

Promotional activities
All stand activities and displays must reflect the character of the congress and are subject to review by EMSP. Approval requests have to be sent in writing to the organizers.

Outside the stand surface promotional activities are not allowed.
Serving of hot meals has to be authorized by the organizer. Preparation of hot meals at the booth are (not) allowed.

**Force majeure**
If the exhibition has to be cancelled or changed due to unforeseen events or general “force majeure”, the organizer cannot be claimed for any compensation.

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of the organizer. These rules may be amended at any time by the organizer and all amendments so made shall be equally binding on exhibitors with the foregoing rules and regulations.

I confirm that I have read, understood and accepted the above-mentioned terms & conditions:

Date:

Name:

Designation:

Company/Organization: