

TECHNICAL GUIDE



EASL

The Home of Hepatology

**THE INTERNATIONAL
LIVER CONGRESS™**

APRIL 10 - 14, VIENNA, AUSTRIA



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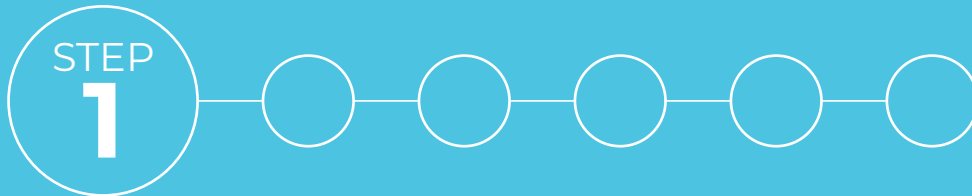
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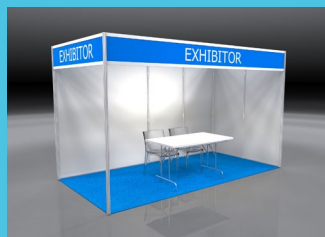
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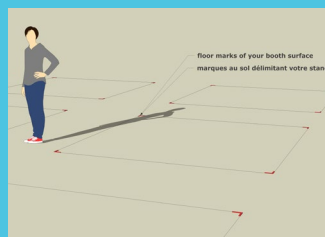


INFORMATION ON YOUR SCHEME

When you placed
your order with
EASL, you
choosed between
these two booths
solutions:



EASL SHELL
SCHEME BOOTH
p. 4



SPACE ONLY
(SELF-BUILD
STANDS)
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EASL SHELL SCHEME BOOTH



Shell scheme booths will be available for decoration on

ONLY WEDNESDAY 10TH APRIL FROM 8:00 TO 16:00



**Example: 9 sqm open on 2 sides
non contractual picture**



STANDARD EASL SHELL SCHEME BOOTHS INCLUDE:

- Needle-punch carpet, protected by plastic foil
- 2.40 m high shell scheme structures with white panels
- Range of LED spotlights in the basis of one spotlight per 3 sqm of built booth
- Printed fasciaboard, 30 cm high on all open side of the stand
- 1 Triple electrical socket
- 1 Table
- 2 chairs

In order to use spotlights and socket, you have to order an electrical supply in D&P web shop



Options available at D&P web shop:
<http://www.service-exposant.fr/ILC-2019>



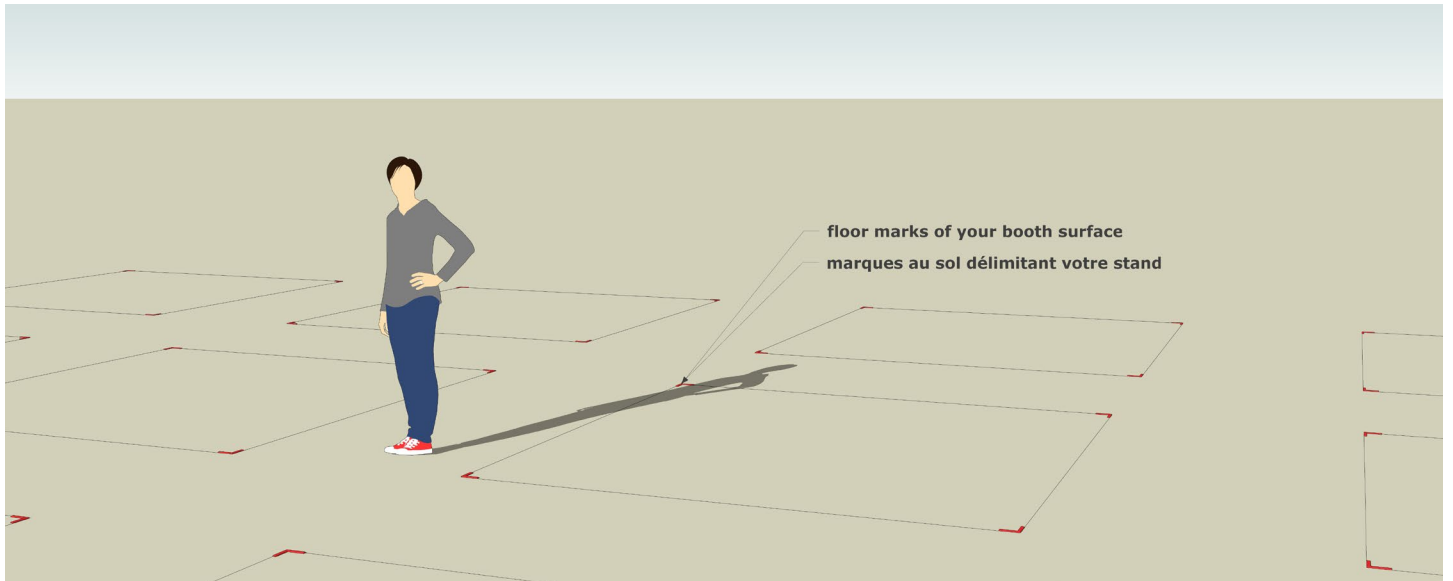
Furniture, plants, additional equipment, lights, electricity, telephone, internet, exhibitor's insurance, cleaning of the booth, plastic removal, hostesses and any other extra costs **are not included.**

SPACE ONLY (SELF-BUILD STANDS)

Set-up on:

**TUESDAY 9TH FROM 8:00 TO 23:00 &
WEDNESDAY 10TH FROM 8:00 TO 16:00**

PLEASE NOTE THAT ONLY BOOTHS OVER 50 SQM CAN BEGIN THE SET-UP FROM MONDAY 8TH APRIL FROM 08.00-23.00



ADJOINING STANDS

All “space only” exhibition stands are required to have a dividing wall built between their own stand space and any adjoining stand.

Exhibitors are responsible for ensuring that any construction over 2.40 m high is decorated on both sides. In the case where there are two adjoining stands of different categories / height, the higher stand must ensure that the dividing wall additional height is decorated on both sides.

PROJECT VALIDATION

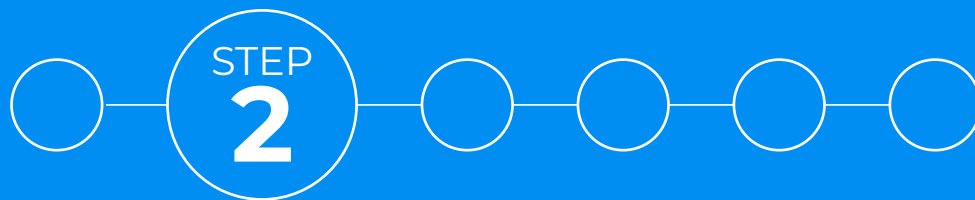
In order to be valid, your booth plan should reach **EASL**.

Please email detailed plans to ILC.industry@easloffice.eu, before:
FRIDAY 22ND FEBRUARY

For any queries, please call
+41 22 807 0368.

EASL will confirm that your booth design follows the rules and regulation applied in the scope of The International Liver Congress™ 2019.

Kindly note that EASL disclaims all liability regarding third party rules and regulations, it is the sponsor's responsibility to abide with these rules.



BUILD YOUR BOOTH



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PLAN
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BOOTH REGULATION
& SET-UP RULES
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EXHIBITOR DEADLINES

REQUESTS / DOCUMENTS / ORDERS	TO	WHERE	DEADLINE
Booth project validation for space only booths (self-build stands).	EASL	ILC.industry@easloffice.eu	Friday February 22 nd
D&P Exhibitor web shop <ul style="list-style-type: none"> ● Furniture ● Plants ● Shell scheme accessories ● Flooring and carpet ● Lighting and Electricity ● AV / IT equipment ● Graphics booth signs 	D&P	D&P web shop*	Prices raise 20% after Friday March 22 nd

* <http://www.service-exposant.fr/ILC-2019>

D&P CONTACT

D&P Architecture de Communication is EASL general installer for 2019 congress.

D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert
78610 LE PERRAY-EN-YVELINES
FRANCE

Marie-Hélène LEVEQUE & Aïda FARHAT

TEL +33 1 34 84 84 84

MAIL ilc.exhibitors@dparchi.com

WEB <http://www.service-exposant.fr/ILC-2019>

EXHIBITION PLAN



PLEASE ZOOM THIS PAGE TO ACCESS THE SIZE OF YOUR BOOTH OR DOWNLOAD THE MAP HERE:

<https://app.box.com/s/jcvuooqgunrtrhahix65dx154q2c16qy>

BOOTH REGULATION & SET-UP RULES

SET-UP RULES

Any material delivered out of the indicated time-slots will be turned away. It is compulsory for booth disassembly to be carried out at the set date and time.

Shell schemes and packaged booth only will be available to exhibitors at this time. Exhibitors with stand builder have to check with their contractor the availability of their booth. Exhibitors must have finished their installations and their products must be installed before the exhibition opening on Thursday 11th April at 9:00.

BOOTH OCCUPATION

Unless otherwise agreed in writing by EASL, exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility (even if the exhibiting company uses the services of a stand builder) and according to the conditions indicated in this technical guide.

Brochures, catalogues, give-aways must be distributed only on your own booth.

ONLY official EASL documents issued by EASL can be distributed in the aisles and in the public areas.

Exhibitors are recommended:

- Not to leave their booths unattended while visitors are still in the hall.
- To be present at their booth during set-up and dismantling and to receive their deliveries.
- In spite of the presence of night security, EASL declines responsibility in the matter of theft, losses and damages that may occur.
- Exhibitors must leave the venue in the same conditions it was found initially. It is prohibited to nail, screw or stick items on the structure. Any deterioration may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: Works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, aerials etc.

Repair of damages subsequent to the nonobservance of the above clauses will be entirely at the exhibitor's expense.

STAND CONSTRUCTION RULES

CONSTRUCTION

Emergency exits or equipment may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated stand space.

However, no logo should appear on the exterior side, only decoration.



DEPENDENT ON THE HALL
(Hall B max. is 8.50m, floor coverings & truss include)

The maximum booth height is 4.5m and the maximum rig height is 6m.
Gold and Silver sponsors booths height is 5m and the maximum rig height is 7m.
Fully enclosed stands are not permitted. Stands must have a minimum of 50% open to the exterior perimeter walls. In the open areas, transparent material may be used.



Maximum height includes panels and signage!

SIGNAGE

Projection, fixed or movable is authorized only on the surface of the stand.

TRANSPARENCY

It is strictly forbidden to hide more than 50% of the neighboring stands, even in glass or water fall.

FLOOR CAPACITY

Floor capacity resistance: **500 kg per sqm**

Exhibitors must take into consideration the exhibited material as well as maintenance.

ANIMATION

Exhibitors are highly recommended not to bother their neighbors with bulky furnishing, decoration or sound. In case of dispute, the Organizer will take the necessary decisions.

BOOTH REGULATION & SET-UP RULES



EXHIBITOR WEB SHOP

On the exhibitor web shop, you can order:

- electrics,
- furniture,
- plants,
- shell scheme equipment,
- digital printings,
- fridges
- rigging

All exhibitors will receive an email from D&P with a link to the exhibitor booking portal, with account information.

<http://www.service-exposant.fr/ILC-2019>



Each exhibitor **MUST** complete a form, even just to indicate that no bookings are required.

The contract holder will be charged with any purchase made by their employee, stand builder or agent, unless a third party informs D&P in writing that invoicing name should be changed for them. Before you can shop in the portal, you must read this important exhibitor technical guide with information about stand content and deadline for ordering items for the stand.



SINISTER DECLARATION



Polizeiinspektion Lassallestrasse
Walcherstraße 2, 1020 Wien, Autriche
+43 1 3131063360

MESSE WIEN WI-FI POLICY

RULES FOR THE OPERATION OF RADIO EQUIPMENT (WI-FI)

1. TECHNOLOGY:

Wi-Fi is a technology for wireless data transmission according to the existing IEEE Wi-Fi standards.

The frequency range used by Wi-Fi is unlicensed and is also used for other purposes.

2. LIMITATION OF LIABILITY:

Kapsch BusinessCom AG is liable for any personal injuries or material damages only insofar as statutory provisions, e.g. due to intent or gross negligence, or provisions of the Product Liability Act require a mandatory liability that cannot be excluded by agreement. All other liability is excluded; this includes liability for slight negligence, for claims arising from operating interruption damages, for data loss, software damage, lost profit as well as consequential and economic losses.

3. OPERATION OF EXHIBITOR WI-FI EQUIPMENT:

For the operation of an exhibitor's Wi-Fi transmitter, the exhibitor must comply with the following requirements:

1. The Wi-Fi transmitter (access point) may be operated in 2.4GHz frequency band exclusively on channels 1, 5, 9 and 13, with a channel width of 20MHz (channel bonding not allowed!).

For the 5GHz frequency band, all in Austria permitted channels with a channel width of 20MHz (channel bonding not allowed!) may be operated.

2. The Wi-Fi transmitter must be set to the minimum transmission power so that not more than the exhibition booth area will be covered.

However, the operation of an exhibitor's own Wi-Fi transmitter is not permitted if, despite compliance with the above requirements, disruptions to technical equipment of the congress center operations occur, in particular disruptions to the congress center Wi-Fi operated by the partner of the event organizer.

In the event of a disruption to technical equipment of the congress center operations due to operation of a Wi-Fi, the organizer is entitled to take all necessary measures – up to and including deactivation of the supply systems for the stand (Internet, power) – to ensure uninterrupted operation of the technical equipment of the congress center operations. The exhibitor must follow the corresponding instructions of the organizer, switch off the Wi-Fi operated by the exhibitor if necessary and provide compensation for the expenses incurred in the locating and remedying of the disruption in the event of a violation of these rules.



BRING YOUR BOOTH TO THE VENUE



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SECURITY AND INTERNAL
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DELIVERY DETAILS



OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

FREIGHT FORWARDING

Merkur Expo Logistics GmbH
Rheinstrasse 2
D-65760 Eschborn, Germany
Mr. Bernd Blum

TEL +49 6173 955 9511

WEB bernd.blum@merkur-expo.com

RULES

Merkur Expo Logistics have been appointed as the official freight forwarder, customs clearance agent and drayage contractor for ILC 2019. For safety and time reasons no other contractor will be permitted to operate lifting/delivery into the venue.

The range of services provided by Merkur Expo Logistics includes:

- Transport - national and international delivery
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Vienna. Please follow the instructions closely.

CONSIGNING OF SHIPMENTS AND DEADLINE DATES

ROAD FREIGHT

Full Load Trucks / Part Load Trucks
Scheduled Un-Loading / Re-Loading

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by contacting Merkur Expo at bernd.blum@merkur-expo.com until Friday 15 March 2019.

Unloading time slots will be given until Thursday, the 4th of April. Please dispatch your trucks arriving according to the pre-arranged time of arrival.



DELIVERY ADDRESS

Consignee: Merkur Expo Logistics GmbH
c/o DHL Fairs and Exhibitions
Messe Wien Exhibition- and Congress Centre
Trabrennstrasse 5
1020 Wien
c/o ILC 2019 Name of Exhibitor /
Standnumber



Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

DELIVERY DETAILS

GROUPAGE / COURIER SHIPMENTS

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse. Last date of arrival is 1st of April 2019. Please consign your shipment to



DELIVERY ADDRESS

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
Auf dem Höhchen 2
56587 Oberhonnefeld
Dirk Dewald: 02634 / 95 44 50
c/oName of Exhibitor / Standnumber

AIRFREIGHT

Airport of arrival: Frankfurt (FRA)

Arrival Deadline: 29.03.2019

Consignee address for AWB, this is not shipping / delivery address!



Merkur Expo Logistics GmbH
Rheinstrasse 2
65760 Eschborn
Notify: Merkur Expo Logistics GmbH / ILC
2019 in Vienna

OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

TEMPORARY ENTRIES

(GOODS RETURNING TO ORIGIN AFTER THE SHOW):

Carnet ATA for temporary imports
Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by Austrian customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Austrian Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

PERMANENT ENTRIES (GOODS TO BE CONSUMED DURING THE SHOW):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)

Please issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Certificate of Origin (Form A / EUR.1) if applicable
You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

RESTRICTED PRODUCTS

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- any kind of food or beverages

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.

LABELLING

All shipments to our advance receiving warehouse must be labelled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

DELIVERY DETAILS

SHIPPING ADVICE

All shipments to The ILC needs to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

STORAGE

EMPTIES

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress centre and are not accessible after collection. Empties are the exhibitor's sole responsibility. EASL cannot be held responsible for exhibitor's belongings. Exhibitors can order through Merkur Expo Logistics the storage of the empties. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

ACCESSIBLE STORAGE

If you require assessable storage of promotion material please let us know seven days prior to the opening if the congress. Small quantities of storage material can be handed over to our on-site staff.

INSURANCE

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, theft or pilferage.

BASIC CONDITIONS OF CONTRACTS

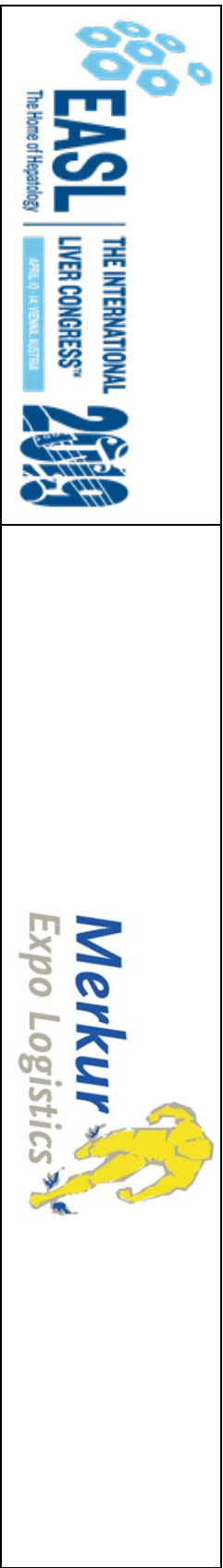
All services will be billed according to the official The ILC - Forwarding & Handling Tariff.

All work undertaken is subject to the German Forwarders terms and conditions (ADSp) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

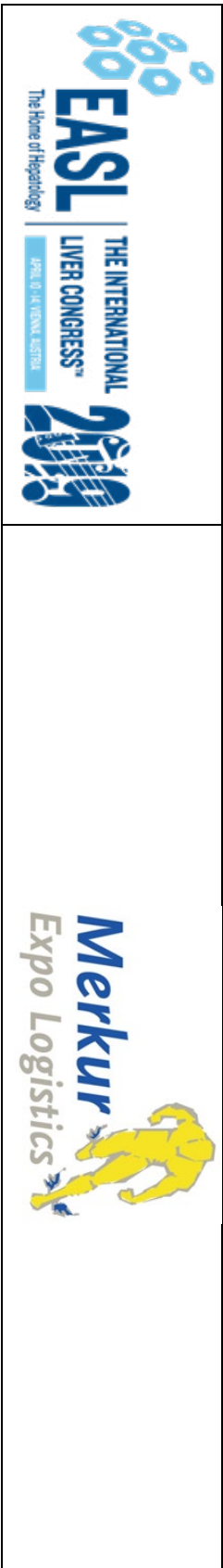
LABELLING



Display Material

Consignee: Merkur Expo Logistics GmbH
DHL Trade Fairs and Events
Messe Wien Exhibition- and Congress Centre
Trabrennstrasse
1020 Wien

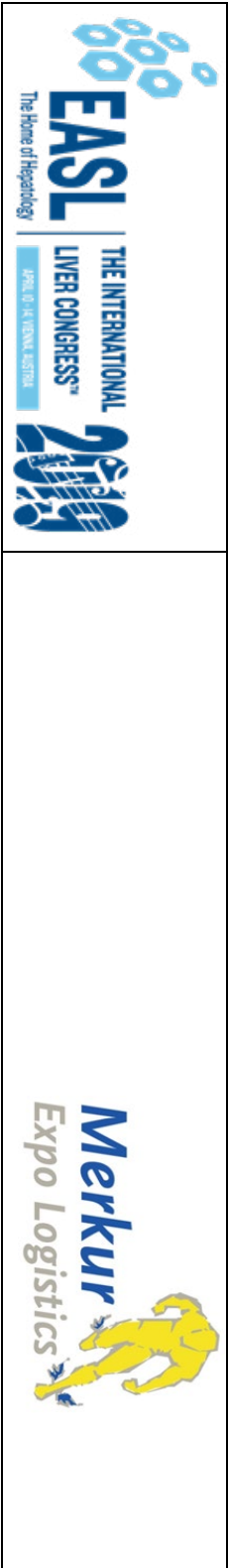
No of Pieces



Display Material

Consignee: Merkur Expo Logistics GmbH
c/o
SchmittPeterslahr
Auf dem Hühchen 2
D – 56587 Oberhonnefeld

No of Pieces _____



EXHIBITION GOODS

Exhibitor: _____ Stand _____

Consignee: DHL Freight
Trabrennstraße 5
A – 1020 Wien

No of Pieces / _____

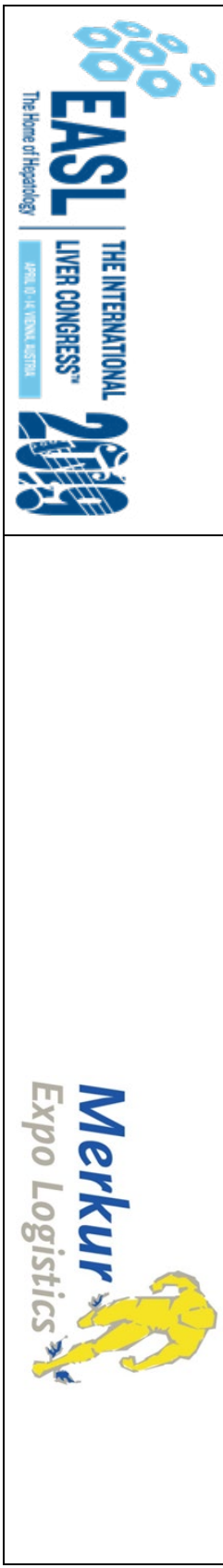


EXHIBITION GOODS

Exhibitor: _____ Stand _____

Consignee: Merkur Expo Logistics GmbH
 c/o
 SchmittPeterslahr
 Auf dem H6hchen 2
 D – 56587 Oberhonnefeld

_____ / _____
 No of Pieces

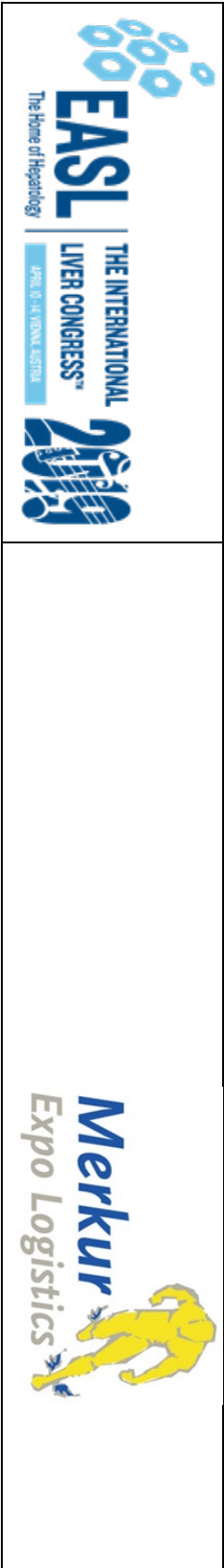


EXHIBITION GOODS

Exhibitor: _____ Room _____

Consignee: DHL Trade Fairs and Events
 c/o ILC 2019 / Merkur Expo Logistics GmbH
 Messe Wien Exhibition- and Congress Centre
 Trabrennstrasse
 1020 Wien

_____ / _____
 No of Pieces

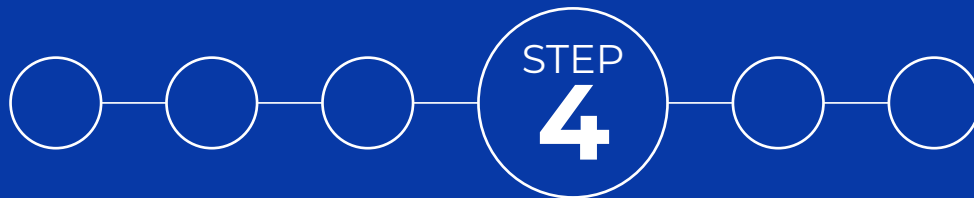


EXHIBITION GOODS

Exhibitor: _____ Room _____

Consignee: Merkur Expo Logistics GmbH
 c/o
 SchmittPeterslahr
 Auf dem Höhchen 2
 D – 56587 Oberhonnefeld

No of Pieces _____ / _____



ORGANIZE YOUR SCHEDULE FOR ON-SITE



COMING TO VIENNA
AND THE VENUE
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SCHEDULE
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ON-SITE
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COMING TO VIENNA AND THE VENUE

ACCESS FOR BUILD-UP AND DISMANTLING

ADDRESS

MESSE WIEN EXHIBITION CONGRESS CENTER

Trabennstraße 7
1020 Vienna, Austria
Congress entrance: Foyer D

TRAFFIC RESTRICTION IN AUSTRIA

Weekends:

Saturdays from 15:00 to 24:00

Sundays and Holidays from 00:00 to 22:00

Applies to: trucks without trailers and trailer trucks over 7.5 t permitted gross weight as well as trailer trucks when the permitted gross weight of the truck or the trailer is more than 3.5 t.

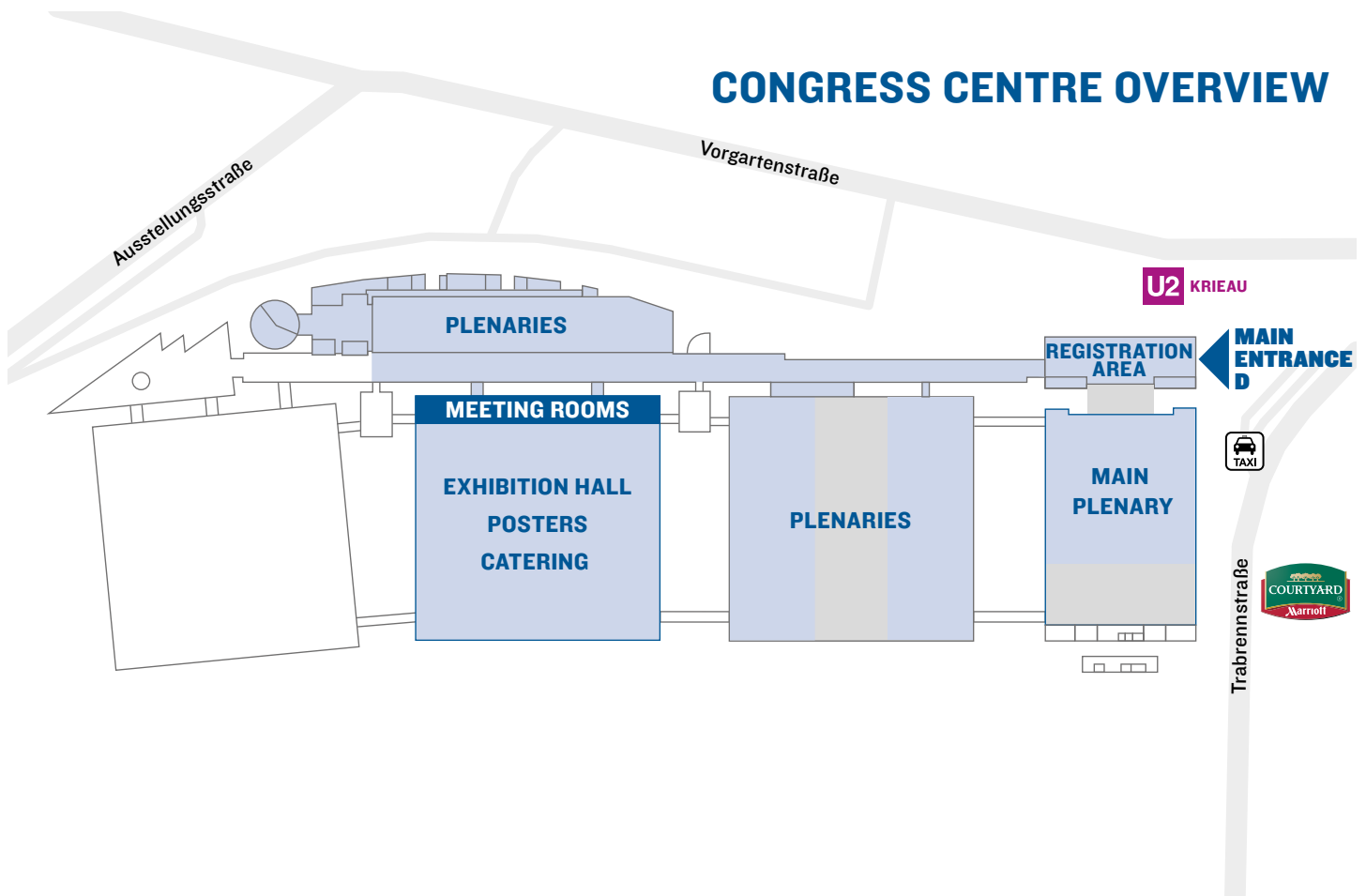
Entire road network

Nights:

Time: daily from 22:00 to 05:00

Applies to: trucks with over 7.5 t permitted gross weight

Entire road network



SCHEDULE

STANDS SCHEDULE

TYPE OF SET-UP	MON. APR 8 TH	TUE. APR 9 TH	WED. APR. 10 TH
BOOTH OVER 50 SQM	08:00 - 23:00	8:00 - 23:00	8:00 - 16:00
Space only (self-build stands)		8:00 - 23:00	8:00 - 16:00
Shell scheme booth provided by the EASL			8:00 - 16:00

DELEGATES HOURS

	WED. APR. 10 TH	THU. APR. 11 TH	FRI. APR. 12 TH	SAT. APR. 13 TH	SUN. APR. 14 TH
Registration hours	17:00 - 19:00	8:30 - 19:00	8:30 - 19:00	8:30 - 16:00	07:00 - 14:00
Exhibition opening hours <i>(it is mandatory for the staff to be on their stands at those hours)</i>		9:00 - 17:00	9:00 - 17:00	9:00 - 17:00	
Lunches for delegates	11:00 - 11:30	12:00 - 13:30	12:30 - 14:00	12:30 - 14:00	
Morning coffee breaks	09:30 - 10:00	10:00 - 10:30	11:00 - 11:30		10:00 - 10:30
Afternoon coffee breaks	13:30 - 14:00 15:30 - 16:00 17:30 - 18:00	15:30 - 16:00 18:00 - 18:30	15:30 - 16:00 18:00 - 18:30	15:00 - 15:30 18:00 - 18:30	

ACCOMMODATION

EASL has officially appointed B-network as the accommodation partner for the EASL congress 2019 in Vienna.

Eventime offers you:

- Negotiated rates for your stay in Vienna
- No booking fees
- A dedicated team of accommodation specialists
- A wide selection of hotels of all categories and styles in the vicinity of your event and in the city center
- A personalized and tailor-made service
- Assistance before, on-site and after the event

For your individual bookings, official hotel booking website is open. For your group bookings and/or for any further assistance, do not hesitate to contact them:



HOTEL RESERVATION CONTACT

B-Network

Miquel Dalmau

Mail : ilchotels@b-network.com

Tel.: + 34 93 550 03 50

ON-SITE

EXHIBITION OPENING HOURS

11 TH APRIL	12 TH APRIL	13 TH APRIL
09:00 - 17:00	9:00 - 17:00	9:00 - 17:00

ELECTRICAL SUPPLY SCHEDULE

	9 TH APRIL	10 TH APRIL	11 TH APRIL	12 TH APRIL	13 TH APRIL
Intermittent	8:00 - 20:00	8:00 - 20:00	8:00 - 20:00	8:00 - 20:00	8:00 - 17:00

If you need a permanent power supply for a fridge, a server, etc., a specific command have to be placed on D&P webshop: <http://www.service-exposant.fr/ILC-2019>

BADGES

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for every 9 sqm thereafter. Any additional exhibitor will be charged an exhibitor registration fee of EUR 200.00 (VAT excluded).

Exhibitor badges can be collected during registration hours from the exhibitors' registration desk.



CONGRESS REGISTRATION

*Congrex Switzerland Ltd
Peter Merian-Strasse 80
4003 Basel, Switzerland
Tel.: +41 61 686 77 77
registration.ilc@congrex.com*

Build up and dismantling badges will be required during set-up and dismantling hours. These badges can be requested through the D&P's webshop platform: <http://www.service-exposant.fr/ILC-2019>

ON-SITE



CATERING ENQUIRIES

GERSTNER CATERING

Barbara Labas-Baier
Messeplatz 1 / 1020 Wien

TEL +43 1 316 65-2422

MAIL labas-baier@gerstner.at

WEB www.gerstner-congress.at



OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

FREIGHT FORWARDING

Merkur Expo Logistics GmbH
Rheinstrasse 2
D-65760 Eschborn, Germany
Mr. Bernd Blum

TEL +49 6173 955 9511

WEB bernd.blum@merkur-expo.com



ORGANIZER

EASL

Devi Mey & Alexis Schwery

TEL +41 22 807 03 68

MAIL ilc.industry@easloffice.eu



AV SUPPLIES FOR SATELLITE SYMPOSIA

M Events Cross Media GmbH and JMarquardt Audiovisual GmbH

Mr. Lennart Schillabel

MAIL industry@m-events.com



REGISTRATION OFFICE

CONGREX SWITZERLAND

Rahel Wittlin

TEL +41 61 686 77 77

MAIL registration.ilc@congrex.com



ACCOMODATION OFFICE

B-NETWORK

Miquel Dalmau

TEL + 34 93 550 03 50

MAIL ilchotels@b-network.com



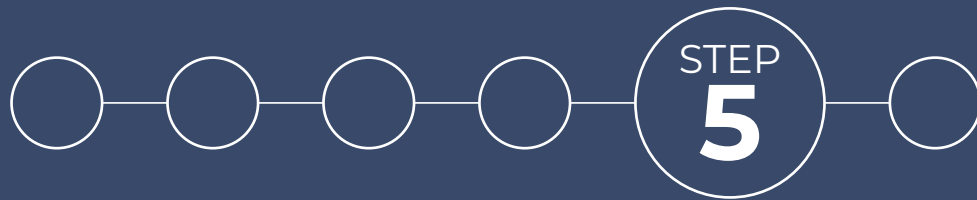
ON SITE ASSISTANCE

D&P staff will be at your disposal during exhibition set-up, first day of opening and dismantling times for any questions you may have, regarding:

- shell scheme booth
- exhibitor services (furniture, etc.)



At Exhibitors Lounge.



LEAVING THE VENUE

5

DISMANTLING



DISMANTLING DAYS AND HOURS 2019

Saturday > 13 April 18:00 – 21:30

Sunday > 14 April 07:00 – 17:00

DISMANTLING RULES

Dismantling and move-out must be done imperatively at the indicated date. Exhibitors must leave the location used in the same condition before installation and respect the schedule here indicated schedule.

Extra hours of occupation will be invoiced to the exhibitor, without prejudice.

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Messe Wien Exhibition & Congress Center reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such

as the floor, carpet, etc.

Dismantling of stand fittings and displays will start after the closing of the exhibition and when the hall is clear of visitors, initially, only hand carries and trolley items may be removed.

All stands must be dismantled and the halls clear by 17:00 on Sunday April 14th.

Exhibitors that have arranged for couriers to pick up goods must ensure that all items are clearly labelled with destination, company name, courier name and any authorization codes. As with exhibitor access, courier access authorization will need to be arranged to ensure delivery/pick up is possible.

Prior consent is required for exhibitors to move out or breakdown before the agreed time.

STAND BUILDER CONTACT

During the dismantling, the Organizer need to be able to contact any representative or supervisor of a booth. D&P will centralize this information by collecting your name and mobile phone:



use the appropriate form on
<http://www.service-exposant.fr/ILC-2019>



send an email to D&P on
exhibitors@dparchi.com

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DEFINITIONS

Exhibitor	means a natural or legal person showcasing themselves, or products or services offered by them, at a trade fair, public exhibition, conference or like event, and entering into a contract with Reed or a third-party event organiser.
Authorised service provider	means a company, appointed by Reed, which has been authorised by Reed to provide certain services at the exhibition site (e.g. installation and rigging work). Reed issues information on authorised service providers on request.
Service provider	means a natural or legal person rendering services at or associated with the exhibition site (e.g. stand assembly, catering and cleaning companies, tradesmen, etc.)
Proprietary event	means an event organised and/or held by Reed Exhibitions.
Third-party event organiser	means a natural or legal person, other than Reed, that hires from Reed and uses the exhibition site or parts thereof to organise or hold exhibitions, conferences or other events (e.g. sporting or musical events) (hereafter collectively referred to as "events or event" in these definitions.
Third-party event	means an event organised and/or held by a third-party event organiser.
Agent	means a natural or legal person acting on behalf of a third-party event organiser, exhibitor or service provider, irrespective of the legal basis of this activity.
Exhibition site	means, collectively, the entire premises of Messe Wien, including Halls A to D, the foyers, the Mall, the Congress Center and the grounds.
Exhibition structures	means structures at the exhibition site, and in particular fair stands, including stand furnishings and exhibits, as well as stage structures and advertising media.
Trade fair premises	means, collectively, the enclosed premises of Messe Wien, including Halls A to D, the foyer, the Mall and the Congress Center.
Reed	means Reed Messe Wien GmbH, Messeplatz 1, 1020 Vienna.
Reed Exhibitions	means Reed and/or Reed Messe Salzburg Gesellschaft m.b.H.
Reed contractor	means a natural or legal person with a direct contractual relationship with Reed, e.g. a third-party event organiser or a service provider acting on behalf of Reed.
Subcontractor	means a natural or legal person under contract to a Reed contractor, e.g. an exhibitor at a third-party event or a service provider acting on behalf of a third-party event organiser.
Event organiser	means Reed Exhibitions, if and to the extent that Reed Exhibitions organises and/or holds an event in its own name, as well as a third-party event organiser, and/or Reed Exhibitions and one or more third-party event organisers if they jointly organise and/or hold an event.

PRELIMINARY REMARKS

Reed is the sole operator of the exhibition site. These Technical Regulations ("Tech. Regs.") contain provisions intended to ensure that events at the exhibition site are as safe as possible for all concerned. They apply to all areas of the site.

The Tech. Regs. are an integral part of the contracts made by Reed with third-party event organisers, exhibitors and service providers. All Reed contractors shall obtain undertakings from their subcontractors and agents to abide by these Tech. Regs. Every Reed contractor is responsible for ensuring that its subcontractors and/or agents comply with these Tech. Regs.

Reed is entitled to vet compliance with the Tech. Regs. by Reed contractors and the latter's subcontractors and agents, and if necessary to enforce such compliance by issuing instructions or taking other appropriate measures, and

to impose penalties for non-compliance. In the case of third-party events the organiser shall be entitled and obliged to exercise these rights to monitor and order compliance, and to penalise non-compliance.

These Tech. Regs. do not affect the validity and applicability of the legal norms governing events at the exhibition site, including the relevant event, fire, industrial and trade, and building regulations, and by-laws. In the event of conflicts between these Tech. Regs. and such relevant enactments the latter shall prevail against the Tech. Regs. except in cases where the Tech. Regs contain more stringent provisions (in particular, stricter safety rules) than the legislation in question.

Reed reserves the right to permit exceptions from the provisions of the Tech. Regs. or to impose stricter provisions in exceptional cases.

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1. STRUCTURES AT THE EXHIBITION SITE

1.1. Stand design

- 1.1.1. Under these Tech. Regs. the stand design and equipment specifications, and the assembly work required to conform to them, are the responsibility of the exhibitor. However the exhibitor must respect the character and visual identity of the event concerned, and any requirements imposed by the organiser that relate directly to the event.
- 1.1.2. Exhibitors at proprietary events are subject to the following requirements.
 - 1.1.2.1. Exhibitors that do not build, or have built for them, stands in the space allotted to them shall use suitable partition walls to close off that space on all sides other than the visitors' aisles.
 - 1.1.2.2. The sides of fair stands that face neighbouring exhibition structures shall have neutral colouring – white or grey – and shall be kept clean.
 - 1.1.2.3. Only one-third of the surface area of stands adjoining visitors' aisles may be fully enclosed, and the design must have a suitably open appearance.
 - 1.1.2.4. The exhibitor's name, address and stand number must be clearly displayed on the stand.
- 1.1.3. Exhibition structures in the foyers, the Mall and the Congress Center are subject to additional restrictions.

1.2. Protection of buildings and technical installations

- 1.2.1.1. Prior to assembly of the exhibition structures the floor must be entirely laid with suitable protective coverings that can be removed without leaving residues. Isolated exhibits or exhibition stands which do not form part of an exhibition must be mounted on rubber stoppers or underlay material. In the aisles, either special protective measures must be taken during assembly and dismantling, or otherwise special care must be taken to avoid damage to the floors. Only adhesive tape that can be detached without leaving residues, as specified by Annex 1, may be used to affix floor coverings. The use of unapproved double-sided adhesive tape is prohibited. Exhibitors and their subcontractors are prohibited from opening and closing floor ducts, and only Reed and its service providers are permitted to do so.
- 1.2.2. The fabric of the trade fair premises, and in particular the floors, walls, columns and the like, may not be damaged, soiled or otherwise altered (e.g. by drilling, nailing, screwing, painting, wallpapering or gluing).
- 1.2.3. No technical installations or other parts of the trade fair premises that are not intended to bear loads may be subjected to loading by exhibition structures or exhibits.
- 1.2.4. Utility, telecommunication and data connections in the vicinity of exhibition structures shall be kept accessible at all times. In particular, it is prohibited to obstruct fire protection equipment such as fire extinguishers, push button fire alarms and hydrants, as well as ventilation and heating outlets, and the doors of installation enclosures.
- 1.2.5. In addition, the following regulations apply to the Congress Center:
 - 1.2.5.1. The maximum permitted floor loading for goods transportation and stand assembly work is 500kg per square metre.

- 1.2.5.2. During the stand assembly and dismantling work, and the event itself, care must be taken to prevent the parquet flooring from being scratched by sharp objects. Only ladders fitted with rubber feet may be used. Goods may only be stored – even temporarily – on floor covering material.
- 1.2.5.3. Items of any kind (stand assembly and decorative materials, equipment, etc.) that cannot be carried may only be brought into the Congress Center with the assistance of handling equipment with rubber wheels.
- 1.2.5.4. When using cleaning materials care must be taken to ensure that these do not damage the parquet floor seals.

1.3. Permission to erect certain exhibition structures

1.3.1. Construction heights

- 1.3.1.1. For all proprietary and other events at the Congress Center the normal permitted construction height (including all kinds of signage and decorations) is 2.50 metres (m) ("normal construction height"), unless the organiser of a given event establishes a different normal construction height. Written permission must be obtained from the event organiser in advance to exceed the normal construction height. In addition, a clear distance of 2m from neighbouring stands must be observed, or the agreement of the tenants of those stands to a smaller distance obtained.
- 1.3.1.2. In the case of third-party events the organiser's requirements with regard to construction heights and clear distances from neighbouring stands shall apply. The third-party event organiser shall agree the maximum construction heights in all of the facilities hired by it with Reed.

1.3.2. Custom exhibition structures

- 1.3.2.1. Custom exhibition structures are structures which (e.g. in terms of their size, the materials used, type of construction, height or stability) differ from a conventional, single-decker fair stand, and therefore give rise to increased risks to people and property. These include any designs requiring a significant knowledge of structural engineering, and double-decker fair stands (see section 1.3.2.4), exhibition structures including load bearing glass elements, structures which are not adequately secured against tipping, as well as temporary structures, erected at the exhibition site, such as kiosks, lean-to roofs, tents or containers, and special advertising objects, towers, aerials, swimming baths, construction cranes, tiered seating or lighting trusses.
- 1.3.2.2. Custom exhibition structures require the approval of the event organiser and Reed, irrespective of their height.
- 1.3.2.3. The maximum permitted floor loading in the halls for goods transportation and stand assembly is 85 kN. Goods shipments or structures that exceed this limit must be approved by Reed in advance.
- 1.3.2.4. All double-decker stands are prohibited at the Congress Center without exception.

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1.3.3. Rigging

- 1.3.3.1. The suspension of items from the ceiling on the trade fair premises is permitted only if the technical equipment and rigging points provided by Reed for this purpose are legally permissible and are approved by the event organiser in advance.
- 1.3.3.2. In the case of proprietary events suspended items that detract from the appearance of neighbouring stands in a similar manner to a structure exceeding the normal construction height must also keep to a clear distance of 2m from the neighbouring stand(s) or the tenant must furnish a written declaration of consent from the tenant(s) of those stands.
- 1.3.3.3. All the rigging points shall be designated by EXPOXX and/or the contractor appointed by Reed, stating the loads and suspension methods, to enable a structural engineer to approve the overall loading of the ceiling. The dedicated rigging points should mainly be used.
- 1.3.4. Requests for approval shall be submitted to Reed no later than six weeks before commencement of the event. Such requests shall be accompanied by plans for the execution of the assembly work (floor plan, and front and side elevations), as well as information on the placement, heights and loads of any suspended items. The event organiser/Reed may reject the rigging plans or impose conditions without stating reasons.
- 1.3.5. In the case of structures and rigging requiring approval as specified by section 1.3.2.1 (Custom exhibition structures), a report from an authorised civil engineer or consulting engineer (drawn up on site upon completion of the exhibition structure in question), confirming that the construction has been carried out in a good and workmanlike manner (is structurally sound), must be submitted to the event organiser no later than 18:00 on the last move-in day. The event organiser shall hold such reports with the hall manager concerned, who shall keep them available at all times for inspection by representatives of the licensing authorities.
- 1.3.6. Where it is necessary to obtain official permits for exhibition structures to be erected at the exhibition site or notify them to the authorities, or meet other statutory requirements (in particular, official licensing conditions), responsibility for so doing lies with those performing the assembly work or their agents. These parties shall bear any related expenses (e.g. the cost of obtaining acceptances and of on-site appointments with licensing authorities).
- 1.3.7. Exhibition structures that are not approved, or otherwise do not conform to these technical regulations or the applicable legislation, including the Wiener Messekündigung [announcement of Vienna exhibition by-laws] and the Wiener Veranstaltungsstättengesetz [Vienna Event Venue Act], must be altered or removed at the request of Reed/the third-party event organiser. In the event of failure to alter or remove such exhibition structures in good time, Reed, the third-party event organiser or the licensing authority shall be entitled to close, or themselves alter or remove the structures at the exhibitor's expense.

1.4. Technical safety regulations

1.4.1. Stand assembly: general guidance

- 1.4.1.1. All exhibition structures shall be constructed and equipped in accordance with best practices, the applicable standards (especially the safety standards), and the regulations issued and instructions given by Reed/the third-party event organiser, as well as the relevant statutory regulations (including the Vienna exhibition by-laws, the Vienna Event Venue Act and the Bauordnung für Wien [Vienna Building Code]). Care must be taken to ensure that public safety and order, and in particular life and limb, are not endangered. Safety must be maintained at each stage of the construction life cycle (assembly, alterations and dismantling).
- 1.4.1.2. The competent construction and structural soundness of exhibition structures is the responsibility of the person who builds them or has them built (the exhibitor or third-party event organiser). All exhibition structures must be inspected by a competent specialist to verify their stability and safety. Such inspections must, as a minimum, include certification that the exhibition structures are in a fit state. The scope and results of inspections shall be recorded in conclusive written reports, which shall be delivered to the event organiser, and the latter shall ensure that the hall manager concerned keeps such reports available at all times for inspection by representatives of the licensing authority. Copies of fire safety certificates for floor and wall coverings, and ceiling linings shall likewise be submitted to the hall manager and transferred to him/her electronically beforehand. The authorities require such certificates to be in the official language, German. Examples of proper certification provided by stand builders are available from the hall manager.
- 1.4.1.3. All work at the exhibition site must be carried out in conformity with the applicable labour, and industrial and trade legislation.
- 1.4.1.4. All the work equipment employed must comply with the accident prevention regulations. It must be so operated and used that no hazards arise for third parties. A permit must be obtained from the event organiser and from Reed prior to the use of spray guns, and of solvent based materials and paints, as well as the performance of hot work (e.g. welding, cutting, soldering and cut-off grinding). Under all circumstances the usual supervisory measures and precautions must be observed when performing such work, and in particular the surrounding area must be shielded from hazards, and fire extinguishing agents kept at the ready in the immediate vicinity.
- 1.4.1.5. Only cranes, forklifts and working platforms that are expressly permitted by Reed may be used.
- 1.4.2. **Materials and equipment used in exhibition structures**
- 1.4.2.1. The materials used to construct, decorate or furnish exhibition structures at the exhibition site, including floor, wall and ceiling coverings, arpaulines, fabric linings, curtains and decorations, as well as posters, boards, banners, signs and the like situated above stands and circulation routes, must at least conform to fire classes B1, Q1 or Tr1 under the applicable ÖNORM standards, or classifications B-s1d0 and C-s1d0 (hardly combustible, low smoke emission and no dripping) under EN 13501/1, or be impregnated with fire retardant substances. Proof of the properties of the materials used, in German, must be submitted to the event organiser. Such proof may be furnished either by submitting copies of test reports and/or certificates from an accredited testing laboratory, together

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with confirmation from the laying company and/or suppliers that the products used in the operational facility are identical with those referred to by the test reports and/or certificates, or by submitting original test reports and/or certificates. The test reports or certificates may not have expired. In the event that impregnation sprays are used records must be kept as to the company that has carried out the work, its contact details and when the work was performed.

1.4.2.2. Drapes, fabric linings, curtains and other decorations must be securely attached.

1.4.2.3. Trees and plants may only be used as furnishings and decorations for exhibition structures if they are freshly cut (the leaves or needles must be lush and green). If the trees and plants are found to be withering, and thus becoming more inflammable, in the course of the exhibition, then they must be removed.

1.4.2.4. Only suitable glass for a given use may be employed. Only safety glass may be used for glass structures. The edges of glass panes must be seamed or protected to exclude any danger of injury. All-glass stand components must bear warning markings at eye level. Glass infill panels – especially those of showcases and doors – must be sufficiently safeguarded or strong enough to prevent their being pushed in.

1.4.2.5. When situated along circulation routes (visitors' aisles), pictures, mirrors and the like must be securely mounted.

2. SAFETY

2.1. General

2.1.1. The event organiser shall provide a sufficient number of stewarding staff with identification, charged with maintaining adherence to the house rules and these Tech. Regs., for the duration of the event (including the move-in and move-out days). The stewards must be conversant with the house rules, these Tech. Regs., and the action to be taken in the event of a fire or other hazard. They must verifiably be instructed in their responsibilities and conduct in the event of a fire, and in the use of the on-site fire extinguishers.

2.1.2. The operation, demonstration, display or storage (referred to as "use" in section 2.2.3 below) of machinery, equipment, substances and other items is only permissible if these fulfil all the applicable safety requirements, comply with the labelling regulations, and statutory regulations and standards, and are fitted with all the usual safety devices to prevent hazards and unauthorised use.

2.2. Protection against emissions and other impairment

2.2.1. Reed's prior approval must be obtained if the use of machinery, equipment, substances or other items would lead to the emission of gases or vapours that are combustible or harmful to health, or odours that constitute a public nuisance.

2.2.2. The operation or demonstration of machinery and equipment, the performance of visual and/or sound material, and other performances with a sound level of more than 65 dB(A) measured at the stand perimeter, or causing a visual or other disturbance, require the prior approval of event organiser in the case of proprietary events. Section 21a Noise abatement at musical events (Vienna Events Act as amended) applies by extension to nuisance to local

residents. Noisy machinery and equipment may only be run for short periods, and only for as long and as often as is necessary to operate or demonstrate them. In addition, noise abatement measures shall be taken wherever possible.

2.2.3. The event organiser and Reed are entitled to prohibit or limit the use of machinery, equipment, substances and other items, despite having previously given permission for it, if there is a possibility of hazards to persons or property, or if such action appears necessary to prevent harm to the event and/or attendees, and in particular to prevent disturbance to neighbouring exhibitors.

2.2.4. On no account may event related noise sources cause unreasonable nuisance to local residents. Particular care must be taken when holding events outdoors in the exhibition centre grounds. A disturbance is always unreasonable if event related noise sources result in peak noise levels in apartments or other premises in the neighbourhood exceeding the normal ambient noise level by more than 5 dB in the case of noise containing information or impulse noise, or more than 10 dB in the other cases.

2.3. Operation and demonstration of vehicles

2.3.1. Vehicles may only be exhibited at the exhibition site with Reed's approval and in compliance with the official regulations and the regulations for the event in question to be issued by the organiser concerned.

2.3.2. Internal combustion engines may not be demonstrated in operation except outdoors in the exhibition centre grounds. No heating or transport fuel may be stored indoors.

2.3.3. Appropriate action shall be taken to ensure that vehicles on display cannot be operated or pushed away by unauthorised persons.

2.4. Hazardous substances and equipment

Use of the substances and equipment listed below requires an official permit. As a minimum, Reed/the third-party event organiser must be notified of the substances and equipment, the amounts involved, and the form of use at least ten weeks before the event, so as to enable them to obtain an official permit. The exhibitor shall inform the authorities (Municipal Dept. MA36-V) in writing as to the nature, quantity and use of the substances and equipment requiring approval, in order to ensure that a permit will be issued.

Liquid gas (propane and butane), other gases and vapour (dry ice and fog machines), and high-pressure gas cylinders;

Combustible liquids (ethanol), naked flames, "pyrotechnic articles" as defined by the Pyrotechnikgesetz (Pyrotechnics Act), firework displays and other activities associated with fire hazards;

Ammunition, explosives and weapons;

Lasers, steam or compressed air driven machinery, and frying, cooking and heating appliances;

X-ray equipment, other items that emit radioactive or ionising radiation, interfering radiation sources, high-frequency devices and radio equipment, as well as electromagnetic fields, celluloid and fluorescent tubes;

Other hazardous equipment.

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- 2.4.1. Food: The statutory regulations, and in particular the Lebensmittelsicherheits- und Verbraucherschutzgesetz [Food Safety and Consumer Protection Act] as amended, must be observed when dispensing food samples or selling food and beverages.
- 2.4.2. Flying objects: The use of balloons, airships and blimps, and other flying objects at the exhibition site requires an official permit and must be approved by the event organiser. Balloons, airships and blimps may only be filled with non-combustible, non-toxic gas (e.g. helium).
- 2.5. Traffic safety
- 2.5.1. Generally accessible surfaces directly adjacent to surfaces more than 0.40 metres lower shall be fitted with fall protection. The latter must consist of at least 1.00m high railings or balustrades of the same height. Designs using horizontal braces are prohibited. The spaces between vertical braces may not exceed 12cm. As an alternative to vertical braces, the surface forming the fall barrier may be made of shatter-proof safety glass. Minor tripping hazards due to height differences shall, as a minimum, be identified by signage.
- 2.5.2. **Stairways and platforms**
- 2.5.2.1. Stairways and platforms must comply with the applicable provisions of the Vienna Event Venues Act and the Vienna exhibition by-laws.
- 2.5.2.2. Platforms must have sufficient load-bearing capacity, and must be assembled in a stable and safe manner. The design load bearing capacity shall be determined by the use concerned. The nosings on the access and egress stairs to and from platforms, and where there are changes in floor levels, must be clearly marked.
- 2.5.2.3. Except where individually inspected, separate platform modules are placed next to each other, a report on the load-bearing capacity and proper execution of platforms must be drawn up by an authorised specialist. Such reports shall be delivered to the event organiser, and the latter shall ensure that the hall manager concerned keeps them available at all times for inspection by representatives of the licensing authority.
- 2.5.2.4. Appropriate measures (e.g. railings or other barriers) shall be taken to ensure that unauthorised persons are unable to gain access to a platform, and that there is no danger of falling off the sides or back (see section 2.5).
- 2.5.2.5. Stairways and steps which are erected for display purposes only and do not conform to the relevant safety regulations may only be used for display purposes and shall be clearly cordoned off from access by unauthorised persons.
- 2.5.2.6. Carpeting and other floor coverings shall be so laid that they are slip and trip proof, and otherwise accident proof. Protective film must be removed before the commencement of the event. Doormats shall be so placed that they do not give rise to any danger of falling (e.g. by fitting them in wells). Temporary wooden flooring must be flat, and the edges angled.
- 2.5.2.7. Appropriate precautions shall be taken (e.g. signage or safety barriers) to ensure that tripods, props, guy-wires or shafts and the like do not present trip hazards.
- 2.5.2.8. Circuit wiring shall be so laid that it does not give rise to any hazards to visitors, and in particular that it does not obstruct circulation routes or cause trip hazards.
- 2.5.2.9. If an event is only held in part of an exhibition hall all use of other parts of the space is prohibited – especially for storage purpose. Where exhibition structures create enclosed areas that are not intended for visitors, these must be accessible for supervisory personnel and may not be used for storage. An exception to this rule are cabins, on fair stands, that are normally used to store exhibition materials.
- 2.5.2.10. The use of plastic cable ties to secure load-bearing parts, or light fittings and other components is prohibited.
- 2.5.3. Freely accessible water basins and water bodies shall be appropriately secured against the danger of persons' falling in, sitting on the edge, etc., and shall be continuously manned by at least one steward and have suitable safety signage. Exhibitors shall keep full water basins in a completely hygienic condition throughout trade fairs.
- 2.5.4. Advertising inflatables, banners and the like shall be protected against buckling and tipping over into circulation routes (e.g. as a result of blower breakdowns or power failures), for instance by hanging them from above or withdrawing them from the immediate vicinity of the main circulation routes.
- 2.5.5. Suspended items (light fittings, spotlights, etc.) may only be hung from the rigging points provided for this purpose, and may only be installed by specialist tradesmen or authorised specialist contractors, in compliance with the regulations applicable in Austria and the EU, and in accordance with best practices. The provision of rigging points, and the execution of and modifications to the suspension system, may only be performed by an authorised service provider. Throughout the entire area of the premises occupied by the event, equipment (e.g. spotlights, projectors, loudspeakers, monitors and light fittings) attached to scenery hoists, ceiling and bridge rigging systems, scaffolding, rails, exhibition structures and decorations must be fastened by an additional, separate certified suspension device (e.g. a steel cable, steel chain or safety snap hook) to the load bearing structure, which must be capable of supporting at least five times the mass of the device.

3. CONNECTIONS AND INSTALLATIONS

3.1. General

- 3.1.1. The installation of main power, water, telecommunication and data, and compressed air lines, and connections to exhibition structures may only be carried out by authorised service providers.
- 3.1.2. Stand-side utility, telecommunication and data installation work, beyond the connections, may only be performed by authorised specialist tradesmen or licensed specialist contractors in accordance with the applicable statutory regulations and standards.
- 3.1.3. Reed reserves the right to shut off the main utility, telecommunication and data lines to the fair stands or deactivate the connections outside the exhibition site opening hours.

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3.2. Electrical installations

- 3.2.1. Electrical plant and equipment must be installed and operated in accordance with the relevant regulations and must, in particular, conform to the orders under the Elektrotechnikgesetz [Electrical Engineering Act] as amended, and to the ÖNORM and EN standards cited in those orders, as well as the ÖVE [Austrian Electrotechnical Association] Austrian electrical engineering regulations. Third-party event organisers/exhibitors shall assume the duties of the party responsible for the electrical plant under these relevant regulations with regard to the electrical systems installed by themselves or their contractors.
- 3.2.2. Low voltage halogen lighting must be installed, maintained and operated in accordance with the special regulations for luminaires and lighting installations (section 32 ÖVE – EN 1, part 2/1993). The transformers must be fitted with devices that prevent overloading of the primary and secondary side. The transformers' overload protection must be separately reported on in the inspection report on the electrical installations.
- 3.2.3. The party responsible for the electrical plant shall ensure that every electrical installation is subjected to a safety inspection by an authorised electrician prior to commissioning. Such inspections shall, as a minimum, include examination of all parts of the installation to determine whether they are in a fit state (protection in the event of direct contact, overcurrent and overload protection, availability of plans and documentation, etc.), a test (e.g. tripping of the protection equipment), and measurement of the safety variables (protection in the event of indirect contact, insulation resistance, equipotential bonding, etc.).
- 3.2.4. Proof that the inspection in accordance with section 3.2.3 has been performed must be provided to the event organiser and Reed before the power supply is activated. The event organiser is not obliged to provide a power supply if an exhibitor refuses to furnish such proof.
- 3.2.5. If using fluorescent tubes with a rated voltage of more than 1000 volts the manufacturer's technical documentation and the installer's test report must be delivered to the event organiser prior to acceptance of the event by the licensing authority, and the event organiser must hold them with the hall manager who must keep them available at all times for inspection by representatives of the licensing authority.
- 3.2.6. Light fittings within reach of persons using the circulation routes are prohibited unless the lamps used and the safety measures taken mean that there are no hazards to persons and property. Light fittings and combustible materials must be kept at a safe distance from each other.
- 3.2.7. All light fittings must have a glass shield, guard cage or retaining bracket to prevent lamps or parts thereof from falling out.
- 3.2.8. Lamps situated in areas accessible to visitors and mounted at a height of less than 2m above the stand floor must be protected against breakage and may not present a fire risk.
- 3.2.9. Exhibition structures that are not sufficiently penetrated by the site's security lighting because of their unusual design must be given

additional safety lighting that complies with the relevant regulations.

- 3.2.10. Naked screw terminals are not permitted. Wires must be clamped in a junction box that is enclosed on all sides
- 3.2.11. Use of an RCD with a rated residual current of 0.03 A is mandatory.
- 3.2.12. Conductive components such as steel structures, metal parts of stands, rigs, metal tiered seating, stage equipment, tents and temporary structures must be fitted with additional equipotential bonding.
- 3.2.13. The event organiser shall appoint an authorised service provider (licensed electrician) to monitor and maintain the electrical installations, including those on exhibitors' stands, for the duration of the trade fair (including assembly and dismantling), and shall notify Vienna City Council of the identity of such electrician.
- 3.2.14. In the event of severe violations of the above regulations the electricity supply will be cut off. The cost of making the initial connection is always invoiced.
- 3.3. Plumbing
- 3.3.1. Connections to the sewer network can only be made in areas of the site where a sufficient drainage gradient is possible.
- 3.3.2. To prevent water damage, the built-in stopcock must be closed whenever a stand is vacant.
- 3.3.3. For safety reasons, dishwashers without built-in drain pumps cannot be connected to the water network if the drainage gradient is insufficient.
- 3.3.4. Reed must be notified of the connection of refrigerators with open cooling circuits. Reed is entitled to prohibit the use of such refrigerators.
- 3.4. Compressed air installations: There is no permanently installed compressed air system. However, in some cases Reed can equip stands with compressed air connections on request.
- 3.5. Gas installations: There are no gas connections anywhere on the exhibition site.
- 3.6. Data and telecommunication connections
- 3.6.1. The trade fair premises are equipped with telecommunication and data lines, and full WiFi coverage.
- 3.6.2. Third-party event organisers and exhibitors wishing to install their own WiFi transmitters require Reed's prior approval and must observe the following rules.
- 3.6.3. The WiFi transmitter (access point) may only be operated on Channel 11 (under the IEEE 802.11b/g standard), and must be set to the minimum transmission output power to prevent the coverage from extending beyond the intended area (e.g. the fair stand).
- 3.6.4. Even if these conditions are fulfilled, operation of a WiFi transmitter will still be prohibited if it interferes with technical equipment on the exhibition site – especially the standard WiFi system at the trade fair premises.
- 3.6.5. In the event of interference to equipment at the exhibition site by the operation of a WiFi system by a third-party event organiser

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or exhibitor Reed shall be entitled to take any action required to maintain interference free operation of its technical systems. Such third-party event organiser or exhibitor shall comply with any instruction from Reed to turn off its WiFi system, and in the event that it fails to do so shall bear the cost of localising and removing the interference.

4. FIRE PROTECTION

4.1. General

- 4.1.1. The event organiser shall be responsible for implementing suitable measures to ensure that the number of people simultaneously occupying the exhibition facilities for the event in question does not exceed the permitted maximum capacity.
- 4.1.2. Fire safety equipment and other safety equipment, such as fire alarms, hydrants, smoke detectors, sprinkler systems and portable fire extinguishers, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and remain fully functional at all times.
- 4.1.3. In special cases, for instance if combustible liquids or highly flammable exhibits are present, double-decker fair stands are in use, or if directed to do so by the authorities, Reed or the third-party event organiser, suitable fire extinguishers or other firefighting equipment shall be put in place or additional fire protection measures taken in the exhibition structures.
- 4.1.4. Firefighting equipment must be within easy reach, clearly visible and in working order at all times.
- 4.1.5. Portable fire extinguishers must conform to ÖNORM EN 3, have been demonstrably inspected to ensure that they are in proper working order and be suitable for the applicable fire class. They must be mounted so that the carrying handle is not more than 1.30m above the floor, and safety markings complying with ÖNORM Z 1000 and/or the Labelling Regulation (Kennzeichnungsverordnung) must be in place where they are positioned. The use of powder filled fire extinguishers is not permitted.
- 4.1.6. The event organiser is responsible for ensuring that persons attending the exhibition stand have been demonstrably instructed about conduct in the event of a fire and the operation of on-site firefighting equipment.

4.2. Circulation, emergency access and escape routes, exits and doors

- 4.2.1. With respect to the provision, design and marking of circulation, emergency access and escape routes, exits and doors, in addition to the regulations below, the relevant statutory provisions shall apply (in particular those of the Vienna Event Venue Act and the announcement of Vienna exhibition by-laws).
- 4.2.2. Escape and emergency access routes shall be determined by the event organiser on an event-by-event basis. The event organiser is responsible for the proper marking of escape and emergency access routes and exits, in consultation with Reed and in accordance with the relevant regulations, as well as for ensuring that suitable escape and emergency access route lighting is in place. In the case of

obstruction by high structures, signage must indicate routes to the nearest exits. The agreed escape route plans shall be observed in accordance with the acceptance inspection and/or Notice of Fitness (see section 6).

- 4.2.3. Emergency exits must be clearly indicated as such. The event organiser shall be responsible for ensuring that all exits in the areas of the exhibition site hired and used by it remain clear and unobstructed during opening hours.
- 4.2.4. The visibility of safety signage, especially signage for exits, emergency exits and doors forming part of escape routes, must not be impaired by advertising or decorative materials.
- 4.2.5. Exits, emergency exits, circulation routes and escape routes must remain free of obstructions at all times when persons are occupying the exhibition site, and must not be constricted or blocked. It must be possible to easily open exits and emergency exits to their full opening width from the inside at all times, without the aid of any other tools or equipment. Stairways and stairwells must also be kept free of any obstructions at all times and may not be used for storage. Items of furniture may only be placed on circulation routes if they are stable and easily movable.
- 4.2.6. It must be possible to easily open double doors at emergency exits and on escape routes at all times and without the aid of any other tools or equipment.
- 4.2.7. In the exhibition site grounds, evacuation routes must be at least 5m wide and connected with the common areas for interaction either directly or by means of passages or other thoroughfares. The width of circulation routes in the exhibition halls must be at least 2.50m.
- 4.3. Exhibition structures with closed ceilings
 - 4.3.1. Areas of exhibition structures shall be considered enclosed if more than 50% of the particular structure's floor area is covered. In this respect, single-layer, horizontally fixed coverings made of a material compatible with the use of sprinkler systems (e.g. stretchable material with melting lines, flame retardant to B1, M1 and NFPA 701 standards) are not regarded as closed ceilings.
 - 4.3.2. *Fire protection measures in the case of closed ceilings*
 - 4.3.2.1. Areas with closed ceilings of more than 50 square metres and with a maximum width of 6m must be equipped with a smoke alarm with visual and acoustic alarm features. Additionally, when the exhibition stand is unoccupied, one fire watch per hall must be deployed.
 - 4.3.2.2. Areas with closed ceilings of more than 150 square metres or with a width of more than 6m must additionally be equipped with a sprinkler system within the stand.
 - 4.3.2.3. Installation and commissioning of these fire protection measures may only be carried out by an authorised service provider and the costs shall be met by the party responsible.
 - 4.3.2.4. In the calculation of the applicable size limits for the regulations above, multiple areas with enclosed ceilings within a single stand shall be added together, unless these areas are separated by vacant strips with a width of at least 2.50m which are kept free from combustible materials. Stand perimeters which are not adjacent

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to a circulation route of the prescribed width must therefore be surrounded with a vacant strip of at least 1.25m in width which is kept free from combustible materials. If these distances are not observed and the result is a larger closed ceiling area, the party responsible shall bear the costs for the necessary corrective measures, including the costs related to affected neighbouring stand.

- 4.3.2.5. Exhibition structures with closed ceilings must in all events be equipped with the fire protection equipment stipulated in sections 4.3.2.1 and 4.3.2.2 (smoke alarm, sprinkler system and fire watch) irrespective of the size of the closed ceiling area if the sides of stands are largely closed or there are no vacant strips (kept free from combustible materials) with a width of 2.50m at the perimeters
- 4.4. Stands with food preparation and food warming facilities
- 4.4.1. At stands with food preparation and food warming facilities, incombustible surfaces such as metal plates must be placed directly under the equipment. Care must be also taken that decorations do not come into direct contact with such equipment.
- 4.4.2. At each stand with food preparation and food warming facilities, a portable fire extinguisher that conforms to fire classes A and B (e.g. 9l foam spray) must be within easy reach, clearly visible and in working order at all times.
- 4.4.3. If deep fat frying devices are used, a fire blanket must be within easy reach, clearly visible and in working order at all times.

5. WASTE, WASTEWATER, FUMES AND CLEANING

5.1. General

- 5.1.1. The party responsible for generating waste, wastewater or fumes ("party responsible") shall be responsible for the proper and environmentally sound disposal of waste and the environmentally sound discharge of wastewater and fumes. The party responsible shall be jointly and severally responsible with the respective Reed contractor or subcontractor on whose behalf the party responsible is directly or indirectly acting for adherence to the relevant statutory and official regulations and the regulations set out below.
- 5.1.2. Fees are charged for waste disposal. If the party responsible for generating the waste does not meet its obligation to pay these fees, and provided the party responsible for generating the waste at the exhibition site was directly or indirectly acting on behalf of the exhibitor/event organiser, Reed is entitled to make claims against both the party responsible and the exhibitor/event organiser. Both shall be jointly and severally liable.

5.2. Waste, empties and cleaning

- 5.2.1. Waste must be removed promptly and disposed of, or stored in suitable containers before being properly disposed of. Waste that has not been generated in the course of the event in question, or waste arising from the assembly or dismantling of exhibition structures, and materials which are not required for the purposes of the exhibition may not be brought onto the exhibition site.
- 5.2.2. In all areas of the exhibition site, only containers made of incombustible materials (including lid) and that are enclosed on all sides may be used for the collection of waste, refuse and recyclable materials.

- 5.2.3. Waste, refuse and recyclable materials collected during the course of the day at an event must be disposed of at regular intervals, and at the end of each day at the latest. If large amounts of combustible or highly flammable waste such as wood shavings, wood cuttings, sawdust, etc. are produced, it must be regularly disposed of throughout the day. Floor ducts located close to areas for cutting work must be covered.
- 5.2.4. The storage of empties of any kind (including packaging or packing materials) on the exhibition site is prohibited. Any empties must be promptly removed. If the exhibitor does not comply with a request to remove illegally stored items, the exhibition organiser is entitled and obliged to arrange for the removal of such items at the cost and risk of the exhibitor. If a third-party event organiser does not meet this obligation, Reed has the right to arrange for the removal at the cost and risk of the third-party event organiser.

5.3. Hazardous waste

- 5.3.1. The party responsible for the generation of hazardous waste and other waste materials that owing to their type, characteristics or bulk pose a risk to health or the environment, or are explosive or combustible, is responsible for informing the event organiser and Reed and for arranging its separate collection and proper disposal. This regulation especially applies to the following types of waste: oils, cleaning agents, spray canisters with residual content, impregnation agents, chemicals, salts, mercury (e.g. contained in mercury switches and thermometers), emulsions, acids, alkalis, varnish, glue, waxes, solvents (e.g. petroleum, spirit, acetone, paint thinner and glycerine), batteries, rechargeable batteries, electrical switches, fluorescent lighting tubes, PVC waste (e.g. flooring and wall tiles), television and radio sets, motors, refrigerators and medical waste.
- 5.3.2. The same regulations apply to the disposal of construction and demolition waste, bulky waste and carpeting.
- 5.4. Fumes and vapours
- 5.4.1. Fumes and vapours which are produced by exhibits and equipment and are combustible, pose a risk to health or cause a nuisance to event participants may not be released into trade fair premises or the exhibition hall.
- 5.4.2. Equipment for the ventilation of fumes and vapours must be installed by authorised service providers in compliance with the regulations applicable in Austria and the EU, and in accordance with the latest technical standards.
- 5.5. Wastewater and soil conservation
- The discharge of wastewater into the water network may not exceed the normal limits for domestic pollutants. If wastewater contains oil or fat at levels that exceed these limits, then a suitable oil or grease separator must be used. When mobile catering facilities are used, care must be taken to trap oil and fat, which must then be separately and properly disposed of.
- 5.6. Cleaning and cleaning agents
- 5.6.1. The cleaning of exhibition structures and their surfaces is the responsibility of the respective exhibitor and must be completed

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every day before the opening of the event. If the exhibitor does not wish to use its own cleaning personnel, the event organiser may engage a cleaning company to carry out the cleaning at the exhibitor's cost.

5.6.2. The cleaning of all other surfaces at the exhibition site (including the grounds, exhibition hall aisles and other common areas used for the event) shall be arranged by the event organiser. This also includes the removal of any event-related soiling in the access areas leading to the event areas.

5.6.3. Fluids and other materials essential for the cleaning of the stand, or for the cleaning, operation or maintenance of exhibits must be used properly and appropriately in accordance with the relevant safety regulations and in a manner that avoids damage to the environment. Waste materials, including used consumables (e.g. soaked steel wool) must be properly disposed of as special waste.

5.7. Environmental damage

The party responsible for causing environmental damage/soiling (e.g. caused by petroleum, oil, solvents or paints) shall inform the event organiser and Reed immediately.

6. INSPECTION

6.1. The event organiser shall notify Vienna City Council (Municipal District Office for the second district) no later than six weeks before the commencement of the trade fair or other type of trade exhibition in question and apply for the Notice of Fitness [Kollaudierung] pursuant to section 1 announcement of Vienna exhibition by-laws, in order to establish the suitability of the event facilities for the event. If the trade fair or other type of exhibition is announced less than six weeks before its commencement, then the application must be made immediately after its announcement.

6.2. The event organiser must organise an inspection by suitably qualified persons with demonstrably suitable training before each of the trade fairs it organises. These experts shall establish whether the technical safety arrangements for the exhibition site and the event organisation are such that the exhibitors, their subcontractors, agents and employees and visitors shall not be exposed to danger for the duration of the event. Records of the inspection must be kept (at least in summary form), and must be presented to the official expert at the official acceptance inspection.

6.3. In the case of non-exhibition-related events, the event organiser must apply to Municipal Dept. MA36-V for the Notice of Fitness pursuant to section 21 Vienna Events Act.

6.4. The event organiser may not open the event it has organised until the experts (see section 6.2) have demonstrably certified that any deficiencies identified at the official acceptance inspection or approvals have been properly rectified. Proof of such, at least in the form of a summary, shall be made available at the exhibition site at all times by the event organiser for inspection by representatives of the licensing authorities.

6.5. The event organiser shall be responsible for ensuring that all notices of approval relating to the event facilities in question, including the

plans, static calculations and descriptions that form part of the permits, and all the reports, certificates and test reports required in these notices, must be held in safe keeping at the venue, and must be presented on demand in the event of official inspections.

7. VEHICLE TRAFFIC ON THE EXHIBITION SITE

7.1. The Austrian Highway Code applies on the exhibition site unless otherwise stated in the regulations below or in the conditions of parking and garage use.

7.2. It is forbidden to drive motor vehicles, including goods vehicles, on trade fair premises.

7.3. Special consideration must be given to the safety of pedestrians. Pathways and roads that have been closed off and green spaces may not be accessed by vehicles.

7.4. Vehicles, semi-trailers, containers, receptacles or other goods/empties of any kind illegally parked or otherwise illegally deposited in no-stopping zones shall be removed by the event organiser at the cost and risk of the party responsible, registered user or owner. Parking on the grounds is only permitted with the authorisation of the event organiser or Reed.

8. ENVIRONMENTAL PROTECTION

8.1. Reed is committed to protecting the environment.

8.2. All Reed contractors are obliged to ensure that their subcontractors and agents also comply with all conditions and regulations related to environmental protection.

8.3. Where possible and provided this does not impinge on the applicable safety criteria, Reed contractors, their subcontractors and agents shall use materials and products which are long-lasting and easy to repair, reuse or recycle in comparison to other materials and products, thus resulting in less waste or waste that can be more easily disposed of, and/or which are made of recycled or waste materials.

8.4. With respect to catering activities, the use of disposable tableware should be avoided. Drinks should be provided in reusable vessels where at all possible.

9. ADHERENCE TO STATUTORY PROVISIONS

9.1. All event organisers and exhibitors and their subcontractors and agents are subject to the statutory regulations applicable to the organisation of fairs, exhibitions, conferences or other events, including the announcement of Vienna exhibition by-laws, the Vienna Events Act and the Vienna Event Venues Act, the Vienna Building Code, the Gewerbeordnung [Industrial Code] (including orders issued pursuant to the Industrial Code), the Electrical Engineering Act (including orders introduced under the Act), and legal regulations for the protection of workers, without prejudice to these Tech. Regs. In cases of doubt, statutory provisions or the provisions of orders shall take precedence over these Tech. Regs., except in cases where the Tech. Regs. contain more stringent provisions (in particular, stricter safety rules) than the legislation in question.

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ANNEXES:

Annex 1: [List of approved adhesive tapes](#)

1) Carpet tape for the fixing of flooring in the exhibition halls:

PEKA-Fix 620



Special double-sided cloth tape, transparent

Adhesive: Acrylic dispersion

Thickness: 0.290mm

Adhesive strength: 16 N/25mm

Temperature range: -40°C to 100°C

Special cloth tape with a range of adhesive strengths for applications where ease of removal is important. The open side has a special adhesive property and can be easily removed from most floor coverings without leaving any surface residue (e.g. parquet, PVC, etc.). The reverse side is highly adhesive. High plasticiser resistance. Warning: not suitable for use on marble flooring.

Roll length: 25m

Width: 12-100m

2) Carpet tape for the fixing of flooring in the Congress Center (stone):

TESAFIX 4964



TESAFIX 4964 has a tear-resistant, flexible fabric backing with a double-sided rubber adhesive system.

The adhesive has a high coating weight, making it well suited for mounting applications on irregular subsurfaces and non-polar surfaces (PP, PE).

TESAFIX 4964 can be easily removed from all clean surfaces and surfaces that are resistant to splitting. Limited age and temperature resistance.

Specifications

Backing material Cloth

Colour White

Total thickness 390 µm

Type of adhesive Natural rubber

Elongation at break 10%

Tensile strength 80 N/cm

3) Carpet tape for the fixing of flooring in the Congress Center (parquet):

TESAFILM 4128



A premium mechanical and chemical resistant PVC tape, coated with a low-strength natural rubber adhesive. Low adhesive strength. Easy to remove and residue-free. Tear resistant

Specifications

Backing material PVC film

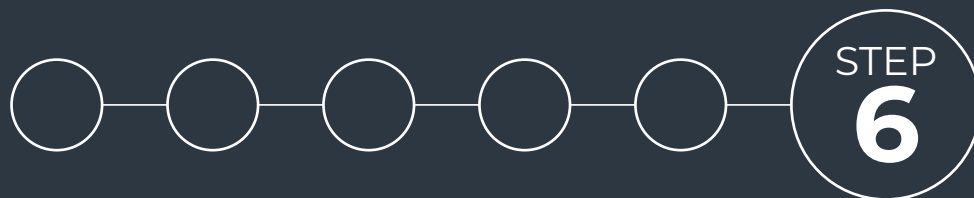
Total thickness 60 µm

Type of adhesive Natural rubber

Adhesion to steel 0.15 N/cm

Elongation at break 70%

Tensile strength 47 N/cm



SATELLITE SYMPOSIA & MEETING ROOMS



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SYMPOSIA SCHEDULE 2019

Wednesday	10 April	18:00 – 19:30
Thursday	11 April	07:30 – 08:30 18:30 – 20:00
Friday	12 April	18:30 – 20:00
Saturday	13 April	12:30 – 14:00
Sunday	14 April	08:30 – 10:00

ORGANISATION

Satellite symposia are organised and entirely supported by the Industry. Their nature, including the selection of topics, must be educational and not promotional.

SYMPOSIUM TITLE AND DESCRIPTION

No commercial names may appear in the titles of the symposia nor in the topics of individual presentations. In symposia titles, only class names are allowed. Non-proprietary names of individual compounds are permitted in titles of individual presentations. Likewise, diagnostic material or procedures may not be called by their commercial names.

PROGRAMME SUBMISSION

The symposium programme has to be submitted to the EASL office ILC. industry@easloffice.eu by 30 November 2018 at the latest.

SYMPOSIUM SPEAKERS AND CHAIR PERSONS

1. General

The sponsoring company of the Satellite Symposium may select speakers and topics. Slides must be prepared by the speakers and not by the sponsoring companies. No company logos or brand names are allowed as part of the design. 'Manicured' presentations bearing the same design for all speakers are not welcome. Rehearsals are only allowed to coordinate presentations, and not to exert influence on the speakers towards biased presentations.

2. EASL Governing Board

According to EASL policy, no EASL Governing Board member is allowed to participate in any sponsored public activities during The International Liver Congress™.

3. Sponsoring company speakers

A maximum of one speaker belonging to the sponsoring company is allowed.

4. Speaker involvement in multiple programmes

Any speaker may not be involved in more than two industry symposia. Each company will be notified should one of their selected speakers already be involved in two other programmes. Invitations to the speakers may only be sent out, upon approval of the Industry Symposia programme by the EASL Governing Board.

5. Speaker registration and expenses

EASL shall not contribute to any of the industry faculty expenses, even if speakers are also contributing to the EASL Scientific Programme.

The invitation of speakers and chairpersons is the responsibility of the Symposium organisers. Symposium organisers are obliged to register speakers and chairpersons as regular delegates and accept to bear all related costs such as registration, travel and hotel accommodation expenses. If the respective arrangements have not been made prior to the Congress, the EASL secretariat will invoice the companies for the respective costs 3–4 months after the Congress.

PROGRAMME CONTENT AND APPROVAL

The sponsoring organisation must submit a full symposium proposal to the EASL Office before 30 November 2018. The final decision on the programme schedule however resides with the EASL Governing Board who is responsible for balanced scientific content across all symposia.

Topics, speakers and chairs of integrated symposia must be approved by the EASL Governing Board by mid-December 2018 at the latest.

In the case where the EASL Governing Board disapproves the Satellite Symposium programme, each party will be entitled to cancel the Satellite Symposium booking without any penalty fees for the cancellation or for any damages caused by the cancellation to the other party. Accordingly, upon such cancellation, neither of the parties will have any claims, demands or lawsuits towards the other.

CATERING

Organising companies are allowed to host F&B receptions for participants for a maximum of 30 minutes prior to the start of the symposium. For catering needs, please contact the official catering partner directly:

GERSTNER CATERING

Barbara Labas-Baier
Messeplatz 1 / 1020 Wien
TEL +43 1 316 65-2422
MAIL labas-baier@gerstner.at
WEB www.gerstner-congress.at

HOSTESSES

If hostess services are required before/during/after a Symposium, please send your request to the EASL office ILC.industry@easloffice.eu by 22 March 2019.

Price per hostess: EUR 55.00/h (4 hours minimum excluding VAT, if applicable).

Note: Hostesses booked through EASL will receive a free badge. If you prefer to bring your own hostesses, please note that they must be registered during the group registration process.

PRINTED MATERIALS AND SIGNAGE

The sponsor is permitted to produce printed matter (posters, programme, abstracts or proceedings). This material must be submitted for approval to the organiser at the latest 4 weeks before the start of ILC 2019 and must mention:

'Integrated Symposium of The International Liver Congress™ 2019, 54th Annual Meeting of the European Association for the Study of the Liver.'

The sponsor is responsible for obtaining the speakers' authorisation. Post-congress publications (print or electronic) are subject to the same rule. Printed matter can be mailed in advance and/or distributed at the sponsor's exhibition booth, at the entrance of the lecture hall 30 minutes before the symposium, and in the sponsor's assigned hotel. A sign with the title of the symposium and the logo of the sponsoring company at the lectern and chair table is permitted. Beyond the designated areas, no posters, signs or distribution of material is allowed within the lecture hall, in or around the congress center.

SYMPOSIA HALLS AND CAPACITY

Symposia halls are assigned by the organisers according to the number of attendees expected by the company hosting the Symposia, and to the ballot that took place at the last business meeting in Austria. Please note that all conference rooms will be set-up in theatre style.

ACCESS TO LECTURE HALLS

Important: You will only have access to your lecture hall 30 minutes before the start of your Satellite Symposium. For any special requests or for additional set-up time please contact: ILC.Industry@easloffice.eu.

DELEGATE ACCESS

Only registered Congress delegates are entitled to access Symposia. Each Symposium organiser is responsible for controlling the access to their session and for restricting the access for competitors' staff if they wish.

MEETING ROOM GUIDELINES

IMPORTANT DATES AND DEADLINES

A 20 sqm complimentary office will be provided to each Gold and Silver sponsor for the entire duration of the Congress. Meeting rooms will be allocated by the EASL Office. Each sponsor will be communicated their office room number individually.

There is a limited number of meeting rooms available within the Congress venue during ILC 2019. Please contact the EASL secretariat for enquiries via ILC.industry@easloffice.eu

Meeting rooms will be operated during the official opening hours of the registration desk:

Wednesday	10 April 2019	07:00 – 19:00
Thursday	11 April 2019	07:00 – 19:00
Friday	12 April 2019	07:00 – 19:00
Saturday	13 April 2019	07:00 – 19:00
Sunday	14 April 2019	07:00 – 14:00

An option to use the meeting room outside of the regular schedule can be requested to ilc.industry@easloffice.eu.

EASL POLICY REGARDING EXTERNAL MEETINGS ANCILLARY MEETINGS AND BLACKOUT TIMES

All restricted times listed are reserved exclusively for EASL programmes, meetings and official functions of The International Liver Congress™ 2019. Events of more than 75 participants are not allowed in the venue premises and in the surrounding hotels during the following restricted times:

Wednesday	10 April 2019	Not allowed
Thursday	11 April 2019	07:00 – 20:30
Friday	12 April 2019	07:30 – 20:30
Saturday	13 April 2019	07:30 – 20:00
Sunday	14 April 2019	08:00 – 14:30

- EASL provides commercial companies the right to hold company staff meetings, symposium slide previews involving company staff and invited speakers only, and clinical trial investigator meetings, provided that attendance be restricted to a limited number of investigators (less than 75 persons) within the daily schedule of The International Liver Congress™. Should the meetings involve a larger number of investigators, commercial companies are required to hold these outside the scheduled hours of the Congress.

- Explicitly excluded are any officially approved Industry Satellite Symposia. All such types of events are required to go through the EASL scientific approval process. Any decisions regarding programme approval by EASL is final. Appeals should be made in writing via The International Liver Congress™ secretariat. Any meeting taking place in the venue or in the neighbouring area that has not received prior approval from EASL is not permitted.

- All events planned at the congress venue, including pre and post symposia receptions, must be approved by EASL, and must comply with the applicable codes, laws and regulations.

CATERING

If catering is required in meeting rooms please contact:

GERSTNER CATERING
Barbara Labas-Baier
Messeplatz 1 / 1020 Wien
TEL +43 1 316 65-2422
MAIL labas-baier@gerstner.at
WEB www.gerstner-congress.at

AV

Basic AV will be provided in the rooms (LCD screens). Additional AV material can be booked to:
TBC

SIGNAGE IN MEETING ROOMS

When booking a meeting room please indicate the meeting name, date, time and provide a logo. The necessary information should be provided by 15 March 2019 to ILC.industry@easloffice.eu.

SET-UP CHANGES

If you require to change the set-up of a meeting room during the Congress, from one day to the other, additional manpower costs will be charged.