

Exhibition Manual

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **IUMS 2024** Exhibition.

The Exhibition will be held in conjunction with the **18th Congress of the International Union of Microbiological Societies (IUMS)** which will take place in **Florence (Italy)** on **October 23-25, 2024**

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

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

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

We look forward to welcoming you in **Florence** and wish you a successful Congress and exhibition!

Best Regards, **IMPORTANT NOTE – ITALIAN REGULATIONS**

Every pharmaceutical company (not applicable for medical device producers) that wishes to join IUMS 2024 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be

completed by the beginning of August 2024 (no later than 70 days prior to the Congress).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part to the Congress.

PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.

Further details are available from AIFA

(Agenzia Italiana del Farmaco – Tel. +39 06 5978401)

Web: www.agenziafarmaco.gov.it/en

Our agent's details are:

TWT srl

Gianni Frontani / Anna Lupidi

Email: gfrontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

Submit Company logo and profile

Order Lead retrieval (Badge scanners)

Order exhibitor badges

Submit booth drawing (for “Space Only” booths)

Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

The login details has been sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/IUMS24 or email us to: aivanova@kenes.com
Company logo and profile	As soon as possible and no later than, Tuesday, September 17	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Designed Booth Approval	Tuesday, September 17	
Text for Fascia (Shell Scheme stands only)	Tuesday, September 17	
Lead Retrieval Wireless Barcode Reader	Tuesday, October 8	
Badge Order	Thursday, October 3	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com

Electricity	<p>Orders placed until August 22, will be invoiced like indicated in the following forms. From August 23, all orders will be subject to order surcharge of 20%.</p> <p>From October 1, all orders will be subject to a late order surcharge of 50%. From this point on, it may no longer be possible to implement all services.</p>	<p>T.E.M Festival GmbH Email: iums2024@t-e-m.de Webshop: click here</p>
Furniture Rental		
Shell Scheme Extras		
Audio Visual Equipment (Screens, Laptop, Desktop)		
Booth cleaning		
Graphics/Signage	Tuesday, September 17	
Telecommunications (WIFI)	Tuesday, September 17	<p>Victor Mota vmota@kenes.com</p>
Security		
In-booth Catering	Friday, October 4	<p>Gerist Ricevimenti Elisabetta Andrei info@gerist.it For catalogue, please click here For order form, please click here</p>
Hostesses & Temporary Staff Hire	TBC	TBC
Delivery		

Door to Door Shipments	Please contact Merkur	Merkur Expo Logistics Markus Meyer markus.Meyer@merkur-expo.com Mobile +39 333 3659454 Cleris Benato cleris.benato@mel-expo.com Mobile ++39 351 0182386	
Shipment via Frankfurt Advance warehouse	Monday, October 14		
Exhibition goods – Direct deliveries to Congress venue	Subject to time slot, only full load trucks		
Set up	Tuesday, October 22 Exhibition Set-up- for Space Only Stands	10:00 – 19:00 <i>*Safety Shoes are mandatory</i>	
	Tuesday, October 22 Exhibition Set-up- for Shell scheme	16:00 – 19:00 <i>*Safety Shoes are mandatory</i>	
Exhibition Opening	Wednesday, October 23	10:30 – 20:00 <i>(End of Networking Reception)</i>	
	Thursday, October 24	10:30 – 18:00	
	Friday, October 25	10:30 – 16:30	

Dismantling	Friday, October 25	16:30 – 19:00 <i>*Shell scheme booths must be empty by 17:30</i>
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Please Note:

- Empty crates and packaging material must be removed after set-up and no later than Tuesday, October 22 at 19:00.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- SAFETY SHOES ARE A “MUST” during set-up date on Tuesday, October 22 (also for Shell Scheme exhibitors!) and during dismantling on Friday, October 25. Access to the exhibition hall will NOT be allowed without safety shoes.
- Safety Shoes are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space).
- Access without SAFETY SHOES is allowed only during the decoration time – Tuesday, October 22 from 16:00 -19:00
- No Safety Shoes are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no more machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.

Off Exhibition Information

- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after Friday, October 22 at 19:00 will be considered discarded and abandoned. Any charges incurred for waste removal will be

sent to the exhibitor.

Waste Removal

-It is the exhibitor's responsibility to dispose all materials after dismantling.

-Any charges incurred for waste removal will be sent to the exhibitor.

-Please do not leave any visible valuable articles at your stand.

-Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

-In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.

Welcome Reception at The Exhibition Area

On Wednesday, October 23 you are cordially invited to the Welcome Reception held in the Exhibition Hall from 19:00. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibition Floor Plan

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

For most updated floor plan and list of exhibitors, please [click here](#)

List of Exhibitors

Please see all exhibitors listed here:

<https://iums2024.com/confirmed-sponsors-and-exhibitors/> All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **€175**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered online via
<https://exhibitorportal.kenes.com>

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

Deadline: Tuesday, October 3, 2024

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

REGISTRATION OF STAND PERSONNEL

In order to be granted access in the exhibition area each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to a number of complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

WHAT IS K-LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the “K-Lead” app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor’s comments for each lead
- Ability to quickly scan delegates as they enter the session hall by using the “Quick Scan” function
- Application is available for download from Apple store or Google play: “K-Lead App”.

COST

Cost per license – **EUR 700** (excluding 4% credit card charges fees, excluding VAT if applicable)

NB! Please note **device is not included**.

Order deadline is Monday, September 30

Onsite price is EUR 850 (excluding 4% credit card charges fees, excluding VAT if applicable)

HOW TO PLACE AN ORDER?

To order “K-Lead” Application, please access the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW

In accordance with the general data protection regulation

(GDPR), Kenes Group has updated its privacy policy.

You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

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

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.**Exhibition Area**

The Exhibition is being held in **PASSI PERDUTI** on the -2 level.



- **Maximum build up height** allowed for booth walls is **2.50m**.
- Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set- up their stands.
- Structures installed for specific events, exhibition

stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

- Exhibitors/ customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

Floor

Floor type: Ceramic

Maximum floor load: 500kg/sqm

Exhibitors are required to have floor cover or carpeted floor within the stand area.

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape. Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging – Ceiling hanging is not permitted.

Raised Floor / Platform

The organizers and the **Firenze Fiera** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the **Firenze Fiera** will not be able to provide the requested service(s) and the prepayment will not be refunded.

Before placing the platform, the exhibitor/stand builder must confirm that service(s) provide by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place.

Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible).

Once the platform is installed, no new services that need to go under it will be accepted.

The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.

Please note that if your booth has any kind of elevation/platform, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved **by Firenze Fiera team**.

Firenze Fiera team is the only company allowed to connect any kind of device directly to the main power sources.

Only **Firenze Fiera team** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from **the T.E.M** and to pay for the electrical consumption according to his power needs.

For ordering please refer to **Exhibitor Webshop**– please [click here](#).

Firenze Fiera team will check that the official electrical switchboard is not removed from the booth.

- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **Firenze Fiera team** staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

Please note the following:

- Electrical switchboard and/or various power outputs will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by **E.M.**
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place them in the space they need them.
- Electricity is coming from the ceiling.

Firenze Fiera & T.E.M provides an electric service in the Exhibition area during the official exhibition times only.

At the end of the day, we recommend switching off your main electrical sources in order to save energy and to prevent any accidents overnight.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. **Firenze Fiera team & T.E.M** won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to **Firenze Fiera** switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered, please contact T.E.M in order to advise them for such cases.

Booth managers will have to make sure the general lights are turned off.

Please note:

The Italians use the following Power plug & outlet Type:
<https://www.worldstandards.eu/electricity/plugs-and-sockets/f/>

They also still use their older Italian Type L plugs:
<https://www.worldstandards.eu/electricity/plugs-and-sockets/l/>

The Italians therefore often use a socket system that combines both types, so that both plug types F and L can be plugged in.

The plug and socket system for CEE 5p is the same. (CEE 16A 5p, CEE 32A 5p etc.)

In case the space booths order CEE supplies, they will either bring their own plug boxes / distribution boards with CEE plug or can order one via the shop.Shell Scheme Booths

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

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering and booth number
- Lighting (1 LED light every 4.5 sqm)
- Light Blue carpet

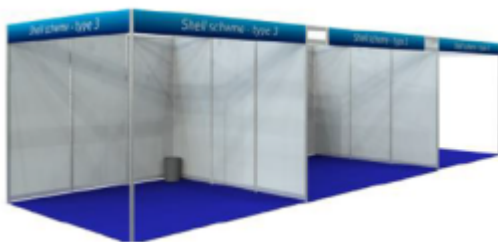
Booth Package does not include:

- Furniture
- Stand cleaning
- Electricity
- Panel graphics

Panel Sizes: width 980mm x height 2360mm, covered by frames: 10mm on all sides, panels are separated in the framework by 20mm.

NB! Please [click here](#) to review the **printing guidelines**.

Deadline to submit any graphics: Tuesday, September 17



*Image shown is for illustration purpose only

For furniture, graphics and supporting services please contact T.E.M Festival GmbH at Email: iums2024@t-e-m.de

Webshop: Please [click here](#) for orders.

Note: Corner shell scheme booths are provided with two open

sides and 2 fascia panels with the company name.

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia.

Please submit lettering for fascia via the Exhibitor's Portal by **Tuesday, September 17**

You can submit your design/Facia on the Exhibitors' Portal:
<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **E.M** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager in advance
- No free-standing stand-fitting or display(s) may exceed a height of 2.5m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the
- It is not allowed under any circumstances to cut, nail

or drill into or through the walls, fascia, floor, or ceiling.

- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the**
- It is possible to use fishing line (nylon) to hang pictures
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix light-weight items as long as it does not leave a mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Tuesday, September 17** – it will be assumed that the exhibitor will have opening on the additional side(s).
- **A back wall of a booth (any booth type) cannot be used by other**
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **E.M** -the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable
- Exhibitors requiring additional equipment may contact– the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards have to be reachable, and the Exhibitor has to switch off the Booth light at the end

of the

- **IMPORTANT TO READ: For Safety and Fire Prevention Guide and Forms A, B, C, D, E please [click](#)**

Note: All Stand builders and exhibitors must complete Form A.

And in addition to that is required for every type of **personal material that the exhibitor bring and use, a document with all the specs provided by the manufacturer** that should contain the material fire reaction properties in line with those accepted in the technical regulation (page 8, art. 17 from the **Safety and Fire Prevention Guide**) and not older than 5 years.**Space Only Booths**

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

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
- Position of your booth on the floorplan with orientation
- Utility connections: electrical, water and drainage – a list of all appliances
- The name and contact details of their construction
- Certificate of materials used for your booth.
- Form A and B, C, D, E – depending on what your contractor do/supply ; Safety and Fire Prevention Guide and Forms A, B, C, D, E please [click](#)
- And in addition to that is required for every type of personal material that the exhibitor bring and use, a document with all the specs provided by the manufacturer that should contain the material fire reaction properties in line with those accepted in the technical regulation (page 8, art. 17 from the Safety and Fire Prevention Guide) and not older than 5 years.

Please submit the files through the Kenes Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Tuesday, September 17

- The maximum building height for the top of all elements is **50m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the **Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.**
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.** You are only allowed to build walls that covers third of each
- **Island booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including rear**
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**. Arches, bridges, or similar constructions connecting two or more Booths are not allowed.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).

- **All structural back walls of neighboring booths must be properly decorated.** Back Walls (reversed side) over 2.50 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- **Ceiling Rigging is not permitted.**

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Production cannot commence until the booth drawings are approved by the
- The used spaces must be returned to the Firenze Fiera completely clear of all items and the Exhibition areas restored to their original

Booth Cleaning

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

Exhibiting companies cannot clean the venue facilities surfaces to avoid damaging them.

If you wish to order booth cleaning for your booth please contact vmota@kenes.com

Waste Removal

Please read carefully what is allowed to be discarded as waste as all other types which are not mentioned in the document have to be collected and discharged in your own country.

For TECHNICAL REGULATIONS FOR ENVIRONMENTAL PROTECTION document, please [click here.](#)

Internet & Wi-Fi

For wired internet and Wi-Fi connection please contact vmota@kenes.com

Important:

Please be advised that private Wi-Fi network installations in the stand are **not allowed**.

The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Congress during official Congress days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your

stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **Firenze Fiera** nor the organizers can accept responsibility for the security of the stands and their contents. The **Firenze Fiera** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

For additional security orders please contact vmota@kenes.com

Booth Catering

Food & Beverages service is an **exclusivity** of the **Gerist Ricevimenti**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the catering company.

If you would like to order a coffee machine or barista, please contact: **Gerist Ricevimenti** at info@gerist.it

For catalogue, please click [here](#)

For order form, please click [here](#)

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their booth, are welcome to do so directly with the Hostesses Company.

Coming Soon contact information.

Storage

The **Firenze Fiera** has NO storage facilities pre-Congress. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **Merkur** (payable service).

Under no circumstances may packed materials of any kind be left in the aisles, in the stands, around or behind the stands.

Please contact **Merkur** with information on sizes and number of parcels, size, and storage period.

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, the **Firenze Fiera** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **Firenze Fiera** takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/ lorry entrance/ Lifts:

TBC

Access for Deliveries

Please be advised that neither the Organizers nor the **Firenza Fiera** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Congress venue.

Information, pictures, location and rates are available on the hotel accommodation page:
<https://hotels.kenes.com/congress/IUMS24>

For group booking (10 rooms and more) please contact **Ms. Anna Ivanova** at aivanova@kenes.com Different payment and cancellation conditions apply. **Animals**

It is not permitted to bring animals into the Firenza Fiera.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

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

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Firenze Fiera in removing this property will be charged to the exhibitor.

Fire Regulations

The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Firenze Fiera .

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the

exhibition that emanate fumes, gases or steam, or any item or device that generates heat or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Firenze Fiera will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Firenze Fiera and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Firenze Fiera has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Firenze Fiera are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.

- Neither the organizers nor the Firenze Fiera , their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall

not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Firenze Fiera or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by

any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Firenze Fiera cannot accept liability for loss of or damage to private property or goods.
- Neither the Firenze Fiera nor the organizers can accept responsibility for the security of the booths and their contents. The **Firenze Fiera** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed.

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music

that is deemed objectionable.

- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

The **Firenza Fiera** operates a **NO SMOKING** policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths.

No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original

state.

The Firenze Fiera reserves the right to access inside the booth in order to check the compliance with the their regulations.

At all times you must consider the staff's logistics Firenze Fiera indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

IMPORTANT:

Please note that these regulations are in addition to the exhibition Rules and Regulations found in **Section 5**.

Exhibitors must comply with **Firenze Fiera** technical guidelines including operation, fire safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

IMPORTANT TO READ:

Please read carefully Safety and Fire Prevention Guide – please [click here](#).

And in addition to that is required for every type of personal material that **the exhibitor bring and use, a document with all the specs provided by the manufacturer that should contain the**

material fire reaction properties in line with those accepted in the technical regulation (page 8, art. 17 from the Safety and Fire Prevention Guide) and not older than 5 years.

Note:

All Stand builders and exhibitors must complete Form A.

Whereas forms B, C, D and E are only necessary if ex post fire retardant treated materials are used during setup and has to be completed by all stand builders of the Space Only Booths.

The completed forms must be sent at least 15 days before the opening date of the event to vmota@kenes.com

For Forms A, B, C, D and E please [click here](#).

Please read carefully TECHNICAL REGULATIONS FOR ENVIRONMENTAL PROTECTION document – [click here](#).The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics

is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside

the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

markus.Meyer@merkur-expo.com Mobile +39 333 3659454

cleris.benato@mel-expo.com Mobile ++39 351 0182386

The shipping instructions include the following information:

- [Shipping Instructions](#)
- [Tariff](#)
- [Material Handling Form](#)

Kenes Group Contacts:

Conference Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Email: IUMS24@kenes.com

Exhibition Managers

Mr. Victor Mota

Kenes Group

Email: vmota@kenes.com

Sponsorship and Exhibition Sales

Mrs. Judit Gondor

Kenes Group

Tel: +41 22 9080488 Ext.531

Email: jgondor@kenes.com

Registration

Mr. Angel Todorov

Kenes Group

Email: reg_iums24@kenes.com

Official Contractors:

**Electricity\ AV\ Booth Cleaning \ Stand fitting \ Graphics and
Signage\ Booth construction\ Furniture**

T.E.M Festival GmbH

Email: iums2024@t-e-m.de

Webshop: [click here](#)

Hostesses & Temporary Staff Hire

TBC

Catering

Gerist Ricevimenti

Email: info@gerist.it

For catalogue, please click [here](#)

For order form, please click [here](#)

Freight Handling & Customs Clearance Agent

Merkur Expo Logistics

markus.Meyer@merkur-expo.com Mobile +39 333 3659454

cleris.benato@mel-expo.com Mobile ++39 351 0182386

- [Shipping Instructions](#)
- [Tariff](#)
- [Material Handling Form](#)

As we, at **Kenes Group**, seek to inspire sustainable development in our industry, we do our best to organize this event in an environmentally and socially responsible way.

We invite you to actively participate in our sustainability efforts by considering the enclosed **Sustainability tips & tricks**.

Let's work together on enhancing the event experience, meeting the expectations of our audience, and minimizing the wastage of time, resources and expenses.

Rethink your Booth Design!

- When planning your stand, think of the many benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost
- Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- Choose the core elements such as walls, counters from reusable materials.
- Choose recyclable carpets, vinyl flooring and other floor
- Design and word signage so that it can be stored and reused multiple

Plan Smartly your Set-up and Dismantling!

- Follow the organiser's set-up Working on your stand outside the set hours directly affects the energy needed to keep the exhibition hall open and functioning.
- Use efficient, low energy consumption
- Make a conscious effort to minimize packing Whenever possible, use environmentally responsible packing materials that are reusable, recyclable or biodegradable.
- Consider using materials or packaging that generate less waste at the end of the material's life cycle

e.g. less volume or less weight.

- Participate in the facility's recycling efforts by recycling cardboard, freight boxes, plastic wrappings and other recyclable items during move-in and move-out.

Be Conscious of your Booth Presence!

- Be sure to shut off any electronic devices outside of event hours to conserve
- Provide promotional items made of recycled, responsibly

grown natural fiber, and non-toxic and biodegradable. Ensure items are useful, not merely promotional in nature.

- Giveaways with some imagination could also be electronic: free music downloads; free online subscriptions or free internet access.
- Instead of a giveaway, consider a donation to a special cause in the name of your booth
- Inform and train your staff about the environmentally responsible practices to be implemented during the

Reduce Carbon Footprint!

- Use local staff in the booth if
- Minimize transportation to and from the show. Use biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.
- Where possible, travel by plane. If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights.
- At the destination, travel to your hotel and around the destination on public transport or shuttle buses, or group together for sharing a taxi
- For car rentals, choose electric or low-emission, and if possible, consider ride-share.

Measure & Share Your Learnings!

If possible, we also encourage you to track your success, but more importantly be proud of your sustainability efforts and share your stories and achievements.

We'd love to hear about your best practices. If you'd like to share examples or new ideas with us, please contact us!

We truly thank you for helping to reduce the impact of exhibiting on the environment! [Exhibition Manual for Onsite Full Version](#)