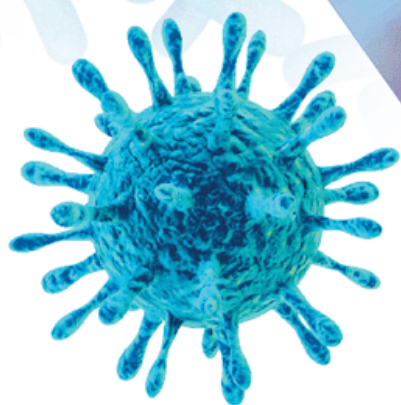


**IUMS 2024**  
Microorganisms for  
sustainable solutions:  
environmental  
& clinical  
implementations.



**OCTOBER 23-25**  
**2024**

**International Union of  
Microbiological Societies**  
**Florence, Italy**

[iums2024.com](https://iums2024.com)

**IUMS 2024 Exhibitor 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,

*Victor Mota Moreno*  
Exhibition Manager and Industry Coordinator



E: [vmota@kenes.com](mailto:vmota@kenes.com)

## **Table of Contents**

### **Section 1: General Information**

- Congress Organizer
- Contractors Contacts
- IMPORTANT NOTE – ITALIAN REGULATIONS

### **Section 2: Exhibition Schedule, Exhibition Floorplan & List of Exhibitors**

- Exhibition Timetable
- Off Exhibition Information
- Exhibition Floorplan
- List of Exhibitors

### **Section 3: Exhibition Services**

- Exhibitors' Badges
- Onsite Exhibition Manager Desk
- Lead Retrieval Wireless Barcode Reader

### **Section 4: Technical Information**

- Shell Scheme booths
- Space Booths
- Technical Regulations for Space Only Booths
- Technical Regulations for Pipes and Drapes Booths
- Exhibition Hall Details and Information
- Electricity and Electrical Installation
- Internet & Wi-Fi
- Parking
- Access for Delivery
- Security
- Booth Catering

### **Section 5: Rules and Regulations**

### **Section 6: SUSTAINABILITY TIPS & TRICKS FOR EXHIBITORS**

### **Section 7: Official Contractors**

### **Section 8: Delivery Regulations & Instructions**

## SECTION 1: GENERAL INFORMATION

### Dates

October 23-25 2024

### Congress Organizer

**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel:+41229080488

Fax:+41229069140

### Exhibition Manager

**Kenes Group**

Mr. Victor Mota Moreno

Tel: +34 661 34 80 09

Email: [vmota@kenes.com](mailto:vmota@kenes.com)

### Sponsorship and Exhibition Sales

Mrs. Judit Gondor

**Kenes Group**

Tel: +41 22 9080488 Ext.531

Email: [jgondor@kenes.com](mailto:jgondor@kenes.com)

### Hotel Accommodation

Ms. Anna Ivanova

**Kenes Group**

Tel: + 41 22 908 0488 Ext: 292

Email: [aivanova@kenes.com](mailto:aivanova@kenes.com)

<https://hotels.kenes.com/congress/IUMS24>

### Venue Address

**Palazzo dei Congressi / Palazzo degli Affari**

Piazza Adua, 1. 50123 Florence, Italy

<https://www.firenzefiera.it/spazi/palazzo-dei-congressi/auditorium>

### Registration

Angel Todorov

**Kenes Group**

Email: [reg\\_iums24@kenes.com](mailto:reg_iums24@kenes.com)

### Freight Handling & Onsite Logistic Agent

**Merkur Expo**

**Logistics**

Markus Meyer

[markus.Meyer@merkur-expo.com](mailto:markus.Meyer@merkur-expo.com) Mobile +39 333 3659454

Cleris Benato

[cleris.benato@mel-expo.com](mailto:cleris.benato@mel-expo.com) Mobile +39 351 0182386

**Booth signage/ Booth fittings/  
Furniture/Electricity/ Booth Cleaning / Waste**

**T.E.M Festival GmbH**

Email: [iums2024@t-e-m.de](mailto:iums2024@t-e-m.de)

Webshop: [click here](#)

### Congress Website

For updated information regarding Congress, please visit the website <https://iums2024.com/>

## **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: <https://www.aifa.gov.it/>

### **Our agent's details are:**

TWT srl

Gianni Frontani / Anna Lupidi

Email: [gfrontani@tw-team.it](mailto:gfrontani@tw-team.it) / [alupidi@tw-team.it](mailto:alupidi@tw-team.it)

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

## Exhibition Related Table

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	<a href="https://hotels.kenes.com/congress/IUMS24">https://hotels.kenes.com/congress/IUMS24</a> or email us to: <a href="mailto:aivanova@kenes.com">aivanova@kenes.com</a>
Company logo and profile	As soon as possible and no later than, Tuesday, September 17	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
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 <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Electricity	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%.  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.	T.E.M Festival GmbH Email: <a href="mailto:iums2024@t-e-m.de">iums2024@t-e-m.de</a> Webshop: <a href="#">click here</a>
Furniture Rental		
Shell Scheme Extras		
Audio Visual Equipment (Screens, Laptop, Desktop)		
Booth cleaning		
Graphics/Signage	Tuesday, September 17	Victor Mota <a href="mailto:vmota@kenes.com">vmota@kenes.com</a>
Telecommunications (WIFI)	Tuesday, September 17	
Security	Friday, October 4	Gerist Ricevimenti Elisabetta Andrei <a href="mailto:info@gerist.it">info@gerist.it</a> For catalogue, please click <a href="#">here</a> For order form, please click <a href="#">here</a>
In-booth Catering		
Hostesses & Temporary Staff Hire	TBC	TBC
<b>Delivery</b>		
Door to Door Shipments	Please contact Merkur	Merkur Expo Logistics Markus Meyer <a href="mailto:markus.Meyer@merkur-expo.com">markus.Meyer@merkur-expo.com</a> Mobile +39 333 3659454 Cleris Benato <a href="mailto:cleris.benato@mel-expo.com">cleris.benato@mel-expo.com</a> 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**

## SECTION 2: Exhibition schedule, exhibition floor plan & list of exhibitors

### Exhibition Timetable – *subject to change*

<b>Set up</b>	Tuesday, October 22 <b>Exhibition Set-up- for Space Only Stands</b>	10:00 - 19:00 <b>*Safety Shoes are mandatory</b>
	Tuesday, October 22 <b>Exhibition Set-up- for Shell scheme</b>	16:00 - 19:00 <b>*Safety Shoes are mandatory</b>
<b>Exhibition Opening</b>	Wednesday, October 23	10:30 – 20:00 <b>(End of Networking Reception)</b>
	Thursday, October 24	10:30 - 18:00
	Friday, October 25	10:30 - 16:30
<b>Dismantling</b>	Friday, October 25	16:30 - 19:00 <b>*Shell scheme booths must be empty by 17:30</b>

**\* All exhibitors should be in their Booth 30 minutes before the official opening hour.**

The timetable is subject to possible changes in accordance with the scientific program.  
Updates to follow up in due time.

**Dismantling of the stands before the official hour is not permitted.**



### 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.

## List of Exhibitors

Please see all exhibitors listed here: <https://iums2024.com/confirmed-sponsors-and-exhibitors/>

## 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](#)

## SECTION 3: Exhibition Services

### Exhibitors' Badges

All exhibitors are required to be registered and will receive a badge **displaying their personal name and the exhibiting company name.**

Exhibitor badges will be given as per your contract.

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

Any additional exhibitors will be charged an exhibitor registration fee.

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

Booths of **up to 60 sq m** – 15 exhibitor registrations

Booths **larger than 60 sq m** – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

An exhibitor registration form will be included in the Exhibitor's Manual.

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

Additional Exhibitor badges can be ordered via Kenes Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Price for extra exhibitor badge is **175 EUR**

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

Deadline: **Tuesday, October 3**

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 <b>not</b> 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.

### Lead Retrieval Wireless Barcode Reader – K-Lead

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

#### Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using “Kenes K-Lead App.

**Cost per unit: 700€** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: 2 weeks prior to the Congress**

**Onsite rate of 850€** will be applied for order received after above deadline.

#### Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: 750€**

#### Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.

- *By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).*

**How to order K-Lead and K-Lead Plus?** -> Please **access the Exhibitor's Portal**  
<https://exhibitorportal.kenes.com>

## SECTION 4: Technical 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) provided by the Official Contractor (electricity, cables, Internet, etc.) are in the right place.

Access to the service points/electricity trunk 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.**



Raised floor (4cm) with sloping edges, finished with wooden laminate.

## 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 provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charged 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 **T.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. Also, to remain switched on overnight, it will be necessary foresee the following.**

- 1 security guard
- 2 electricians onsite
- The cost for this service is 99€ per hour

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](mailto: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/Fascia 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 **T.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 exhibitor.
- ☒ 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 exhibitor.**
- ☒ It is possible to use fishing line (nylon) to hang pictures etc.
- ☒ 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 exhibitors.**
- ☒ 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 **T.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 storeroom.
- ☒ 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 day.
- ☒ **IMPORTANT TO READ: For Safety and Fire Prevention Guide and Forms A, B, C, D, E please [click here.](#)**

**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.

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

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
2. **Position of your booth on the floorplan with orientation**
3. **Utility connections: electrical - a list of all appliances**
4. **The name and contact details of their construction company.**
5. **Certificate of materials used for your booth.**
6. **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 here.](#)**
7. 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 **2.50m**.
- ☒ All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises. **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 sideway walls will not be approved.** You are only allowed to build walls that covers third of each side.
- ☒ **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 maybe covered.**
- ☒ **Construction finish must be perfect in all the stand's visible areas, including rear sides.**
- ☒ 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 permitted.
- ☒ 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 traffic.
- ☒ 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 health.
- ☒ 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 organizers.**
- **The used spaces must be returned to the Firenze Fiera completely clear of all items and the Exhibition areas restored to their original state.**

## Booth Services

### 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](mailto: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 has 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](mailto:vmota@kenes.com)

### Important:

Please be advised the Private Wi-Fi networks installations in the stand is **not allowed**.

The Venue and the organizers reserve the rights 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 anytime, 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](mailto: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](mailto: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:



To access and move inside the Congress & Exhibition Centre of Firenze Fiera during set-up and dismantling, it is mandatory to get a personal pass and pass for vehicles. One week prior the Congress you will receive the details of the Access Management Portal where you will be able to create your own passes and accredit any booth builder company.

#### Access and lifts measures.

Please, take note that the lift access is very narrow. You can find all the measures on the [following link](#).

Lift: There is only one lift for moving the goods from the entrance to the exhibition hall. The measures of the lift are the following.

Width: 1.15m  
Height: 1.95m

#### Access for Deliveries

Please be advised that neither the Organizers nor the Firenze 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 information.

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](mailto:aivanova@kenes.com)  
Different payment and cancellation conditions apply.



## SECTION 5: Rules and Regulations

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

#### Animals

It is not permitted to bring animals into the **Firenze 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

Use of screws, nails, 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 the event of damage to 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

- ☒ Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- ☒ As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- ☒ Storage of paint liquids, gas or other inflammable substances in the booth space is forbidden.
- ☒ 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 to operate any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates 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 party 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 occur 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 provided.
- 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.

**Important: The copy of the insurance must be sent to the exhibition manager one month prior the Congress. In case it is not sent, an insurance will be issued by the venue meaning the charge of 150€ to your company.**

## 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 **Firenze 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.
- ☒ You are not allowed to discard any waste, including promotional material, please check the technical regulation below only what is allowed to be discarded.

**NB!** 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](#).

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

**At all times you must respect the logistics staff and the 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, firesafety, 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](mailto:vmota@kenes.com)

Forms A, B, C, D and E can be found at the end of the Safety and Fire prevention regulations. Please [click here](#).

Please read carefully **TECHNICAL REGULATIONS FOR ENVIRONMENTAL PROTECTION** document - [click here](#).

## SECTION 6: OFFICIAL CONTRACTORS

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

### Official builder contacts:

**T.E.M Festival GmbH**

Email: [iums2024@t-e-m.de](mailto:iums2024@t-e-m.de)

Webshop: [click here](#)

### Hostesses & Temporary Staff Hire

**TBC**

### Catering

**Gerist Ricevimenti**

Email: [info@gerist.it](mailto:info@gerist.it)

For catalogue, please click [here](#)

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

## SECTION 7: SHIPPING INSTRUCTIONS

The shipping instructions include the following information:

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

### 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](mailto:markus.Meyer@merkur-expo.com) Mobile +39 333 3659454

[cleris.benato@mel-expo.com](mailto:cleris.benato@mel-expo.com) Mobile ++39 351 0182386

#### **Please note these important dates:**

Build-up	October 22, 09:00-19:00
Congress dates	October 23-25
Breakdown	October 25 17:00-24:00
<b>SERVICE</b>	<b>DEADLINE</b>
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Florence Advance warehouse	From October 14
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot, <b>only full load trucks</b>



## SECTION 8: SUSTAINABILITY TIPS & TRICKS FOR EXHIBITORS

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 efficiency.
- ✓ Design your booth and displays using environmentally responsible materials and energy efficient lighting if applicable.
- ✓ Choose the core elements such as walls, counters etc. from reusable materials.
- ✓ Choose recyclable carpets, vinyl flooring and other floor coverings.
- ✓ Design and word signage so that it can be stored and reused multiple times.



### **Plan Smartly your Set-up and Dismantling!**

- ✓ Follow the organiser's set-up schedule. 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 equipment.
- ✓ Make a conscious effort to minimize packing materials. 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 power.
- ✓ Provide promotional items made of recycled, responsibly grown natural fiber, and non-toxic and biodegradable materials. 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 visitor.
- ✓ Inform and train your staff about the environmentally responsible practices to be implemented during the event.



### **Reduce Carbon Footprint!**

- ✓ Use local staff in the booth if possible.
- ✓ Minimize transportation to and from the show site. Use biodiesel or alternative fuel shipping methods, or a [SmartWay hauler](#), where applicable.
- ✓ Where possible, travel by train. 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!