



Dear ENA Partners,

On behalf of ENA organising committee of the 34th EORTC-NCI-AACR Symposium, we are pleased to forward you the ENA Exhibitor Service Manual.

Enclosed you can find detailed information on key dates, contacts, order forms and various additional facilities and services for the organisation of your exhibition stand.

Thank you for respecting the deadlines, rules and regulations in this manual.

Please share this information with staff in your company and all third parties that may be involved with you in the Conference. This manual is also available online on [Industry - 34th EORTC-NCI-AACR Symposium](#)

If you have any further queries from the above, please do not hesitate to contact us via ena@eortc.org

We very much look forward to seeing you in Barcelona in October and wish you a successful Symposium!

Kind regards,

Said Laghmari
Senior Events Manager



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KEY DATES & DEADLINES

28 September 2022	Late-breaking abstract submission closes
04 October 2022	Deadline to order additional services from the CCIB to avoid surcharges or availability issues (Exhibitor Service Center (ungerboeck.net))
06 October 2022	Deadline to submit company logo and company description and Virtual Booth Content (<i>See Virtual Booth Upload Instructions</i>)
07 October 2022	Deadline to submit stand drawings for approval (space only stands only)
07 October 2022	Deadline to submit company logo and company description and Virtual Booth Content (<i>See Virtual Booth Upload Instructions</i>)
07 October 2022	Deadline to order free exhibitor badges
18 October 2022	Deadline to order additional exhibitor badges
10 October 2022	Deadline to order lead retrieval systems (badge scanners) without late charge (see COVR forms and URL to order https://cmlead.covr.be/ENA2022)
18 October 2022	Deadline Late Rate registrations
18 October 2022	Deadline to order and arrange all Exhibitor Badges
18 October 2012	Deadline to send material handling and freight information forms to Kristal (see attached, Shipping Guidelines and Forms)
Exhibition build-up	
Tuesday, 25 October 2022	08:00 - 16:00 (space only stands) Shell scheme booths will be available for exhibitors as of 16:00) 16:00 – 20:00 All Exhibitors Set Up / Move In
Wednesday, 26 October 2022	08:00 - 11:00 (No noisy stand building works allowed, only decoration)
Exhibition opening hours	
Wednesday, 26 October 2022	12:00 – 19:30
Thursday, 27 October 2022	09:00 – 17:30
Friday, 28 October 2022	09:00 – 15:00
Exhibition dismantling	
Friday, 28 October 2022	15:30 – 23:59



CONTACT INFORMATION

Conference Secretariat

The ENA Conference Secretariat can be reached at:
EORTC – the European Organisation for Research and Treatment of Cancer
Avenue E. Mounier 83, B-1200 Brussels
Telephone: +32 (0)2 774 15 50
Email: ena@eortc.org

Contact persons

Project Manager	Said Laghmari Said.laghmari@eortc.org +32 (0)2 774 15 50
Exhibition, Industry Sessions & Meeting Rooms	Said Laghmari Said.laghmari@eortc.org
Registrations (groups & individuals)	Sabien de Hanscutter Sabien.dehanscutter@eortc.org +32 (0)2 774 15 50
Scientific Programme	Pat Vanhove Pat.vanhove@eortc.org +32 (0)2 774 15 50
Sponsorship Opportunities	Rosa Ciloglu Rosa.ciloglu@eortc.org +32 (0)2 774 15 64



**34th EORTC-NCI-AACR
SYMPOSIUM**
on molecular targets and cancer therapeutics
26-28 October 2022
Barcelona, Spain

AAGR American Association
for Cancer Research
FINDING CURES TOGETHER™

NIH NATIONAL
CANCER
INSTITUTE

EORTC
European Organisation for Research
and Treatment of Cancer

Congress centre

The ENA Symposium will be held at:



Centre Convencions Internacional Barcelona (CCIB)
Willy Brandt 11-14
Tel: +34 93 230 10 00
Email: ccib@ccib.es

For detailed information on the venue, please visit www.ccib.es
Web shop for additional exhibitor service:
[Exhibitor Service Center \(ungerboeck.net\)](http://Exhibitor Service Center (ungerboeck.net))

Contact persons

Exhibition Project Manager

Please contact:
stands@ccib.es
+34 93 230 10 00

Catering management

Exhibitors catering
stands@ccib.es
+34 93 230 10 00

Local housing partner

Barceló Congressos has been appointed as the official housing agent for ENA and has reserved many hotel rooms in various hotels in different price categories. Most of the hotels are in the city centre of Barcelona and near the CCIB. As Barcelona is a highly popular destination, we advise you to book your hotel accommodation as soon as possible.

Individual reservations

Individual bookings can be made using the following link: [Accommodation - 34th EORTC-NCI-AACR Symposium](#)

For group bookings (as of 10 rooms), please contact Barceló Congressos directly via:
ena2022@bcocongresos.com

Barceló Congressos
Pl. Europa, 17-19 1st Floor
08908 L' Hospitalet del Llobregat - Barcelona - Spain
Tel.: +34 93 882 38 78
Email: ena2022@bcocongresos.com

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FREIGHT FORWARDING PARTNER

Kristal has been appointed as the official freight forwarding partner for ENA 2022 and is offering a wide range of services (see freight forwarding section further in this manual).

Contact person:

Geert Freere or Wim Poels

Tel: + 32 2 7514680

E-mail: geert.freere@kristal-logistics.com or wim.poels@kristal-logistics.com



Please note that no storage space will be available at the CCIB. Furthermore, direct shipments to the venue are not possible. Consequently, you are kindly invited to make any eventual arrangement before arriving on-site and respecting the above-mentioned deadlines.

PLANS & ACCESS

Exhibition plan

For latest status, electronic exhibition floor plan is available for consultation on:

<https://cm.eortc.org/cmPortal/floorplan/ENA2022/config/normal#floorplanoverviewform>

Access plan

The CCIB and its exhibition hall are easy to reach thanks to excellent road and rail links.

The city of Barcelona also has an extensive and clearly laid out public transport network.

For more details and information on how to reach the CCIB (both as a visitor and freight access), please see the access maps on the CCIB website: <http://www.ccib.es/getting-to-the-ccib/location>.



EXHIBITION

SCHEDULE AT-A-GLANCE

Exhibition build-up

Tuesday, 25 October 2022	08:00 - 16:00 (space only construction allowed in hall) 16:00 – 20:00 Exhibitor Move & and Set UP (all stands)
Wednesday, 26 October 2022	08:00 - 11:00 (No noisy stand building works allowed, only decoration)
Wednesday, 28 October 2022	11:00 <i>End of exhibition build-up period</i>

Exhibition opening hours

Wednesday, 26 October 2022	12:00 – 19:30
Thursday, 27 October 2022	09:00 – 17:30
Friday, 28 October 2022	09:00 – 15:00

Exhibition dismantling

Friday, 28 October 2022	16:00 – 23:59
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Please make sure to abide by the Health and Safety regulations (more detailed information further in this manual)

Incomplete stands or no-shows will be walled off on Wednesday 26 October at 11:00 and goods removed into storage, at exhibitor's cost. Acceptance of this condition is a term of exhibition space rental.

Empties must be removed on **Tuesday 25 October** by **20:00** at the latest.

During build up, exhibitor badges must be worn by all staff (more detailed information further in this manual).



Appointed representatives

If an exhibiting company wishes to appoint an agent/stand builder to conduct its affairs at ENA, the agent should be identified on the application form or separately in writing by a person with the corresponding authority. Once appointed, the actions and communications of this agent/stand builder will be treated as though from the exhibiting company. Contractual responsibility remains with the exhibitor.

Conference and exhibition layout

EORTC reserves the right to deviate from the stand confirmation and to allocate a stand in a different location, to alter the size of the stand, to re-locate or close entrances and exits on the exhibition grounds and/or in the Convention Centre and to carry out any other structural alterations providing it has a substantial interest in such measures.

Stand moves

EORTC reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment in the event that unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing within 1 week after receipt of notification of the type of alteration. EORTC accepts no responsibility for any damage which may result from such changes.

Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is representing by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, EORTC will endeavour to offer additional exhibit space, where available, under normal conditions of sale. If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational relationship must be made clear to delegates. Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

Security and insurance

Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons.

The exhibitor shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the exhibitor, staff, agent or personnel hired on a temporary basis to staff the exhibition stand. Since the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any aforementioned risks



TECHNICAL DATA

General information

- The exhibition accompanying ENA 2022 will be held in Areas 4+5+7 on the ground floor of the CCIB.
- The minimum exhibition space is 9 square metres and must be minimum 3 m deep.
- For some locations, companies renting separate spaces are allowed to visually link these up by carpeting the aisles in-between, provided an additional rental rate of 30 % of the standard rate is paid for the total surface of the aisle. No constructions of any description are allowed in the aisles. Companies renting aisle space are allowed to brand the aisle carpet with the company logo.
- All services (water, electricity, telephone, etc.) will reach stands via the service ducts located in the floor. Connections to these services must only be made by CCIB.

Hall information

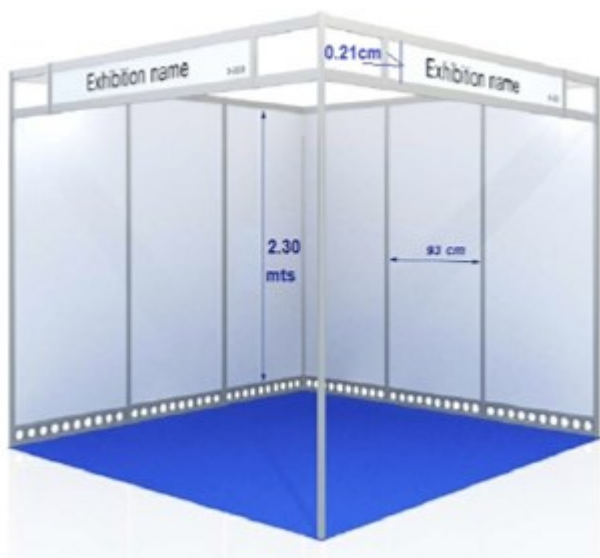
- The ceiling height is 5.75 m.
- The maximum building height is 4.50 m.
- There are no pillars in the exhibition hall.
- The Exhibition hall is covered with a concrete floor. **Your exhibition space must be carpeted.** Tape used to fix carpet needs to be fully removable.
- The floor bearing capacity (net load) is 2500 kg/ sqm.
- Power supplies and other utilities will be supplied into your stand via the floor.
- Water connections are only available at certain points. For large stands it is therefore recommended to build a platform since connections will need to be accessible for different exhibitors. Please check with the CCIB if the water duct is available on your space before ordering the water connection: stands@ccib.es
- Suspension of banners/signage from the ceiling is not allowed.



STAND CONSTRUCTION

Shell scheme stand package:

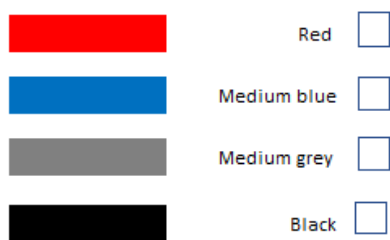
The shell scheme stand package includes the following items and services:



PRODUCT DESCRIPTION / DESCRIPCIÓN PRODUCTO

- 2,5m-high lacquered aluminium structure
- White-coloured melamine panel
- Fascia board
- 10cm-high black lettering (20 letters included)
- LED strips light (1 unit every 4,5 sqm)
- Electrical power 50w/sqm
- Electrical swithboard includes 1 socket 220V. Power supply included
- Surface covered with same carpet. Colour to be determined for all the stands
- Pre-inauguration cleaning

CARPET COLORS AVAILABLE



FURNITURE INCLUDED



Companies that have booked a shell scheme stand package can purchase additional items by signing up through the following web shop: [Exhibitor Service Center \(ungerboeck.net\)](http://Exhibitor Service Center (ungerboeck.net)) or by contacting the CCIB at stands@ccib.es. Deadline for any additional orders is **04 October 2022**.

All the requests related to the items included in the package (ex: choice of the carpet colour, pieces of furniture, etc.) can be addressed to Said Laghmari at said.laghmari@eortc.org.



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Space only stand designs

Exhibitor not booked a shell scheme stand package, must submit an exact statement of the dimensions of their stand, as well as plans and descriptions by email to said.laghmari@eortc.org

Deadline 7 October 2022

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Also indicated must be the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:

- A scaled top view drawing
- A scaled side view drawing
- A 3-dimensional drawing (or photograph)

Indicating the various heights and the open/transparent spaces will in principle be sufficient. If special construction is planned (information towers, moving parts, etc.) additional information will have to be submitted.



Electricity is not included in the space only exhibition space. If needed, please make sure to order by ordering through the web shop: [Exhibitor Service Center \(ungerboeck.net\)](http://Exhibitor Service Center (ungerboeck.net)) or contacting stands@ccib.es.

Responsibility to neighbouring stands

The ENA Conferences are a long-standing meetings series with a reputation of equity in its dealing with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants. Each exhibitor is asked to consider, therefore, the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with EORTC and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of EORTC will be considered final.

Approval

EORTC will send an approval to the exhibitor and/or the exhibitor's agent. Only with this approval shall the stand be deemed eligible for construction.

NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND – RESULTING COSTS ARE ENTIRELY AT EXHIBITOR'S EXPENSE

Any set-up or installation, which does not comply with the standard specifications or with the designs approved of by EORTC, must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in correction being made by EORTC. All expenses for these corrections will be payable by the exhibitor. EORTC accepts no responsibility for damage caused by these corrections. Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.



Shell scheme stands packages

Shell scheme stands provided by CCIB will be uniform stands with uniform lettering, height, and design. Partition walls will be 2.50 m high, white coloured (see page 9).

Constructed stand height

The maximum building height is **4,50m**.

Stand transparency

For island (4 open sides) and peninsula (3 open sides) stand types, EORTC requires that line of sight through the stand be possible from aisle to aisle for at least 40% of the stand width when viewed from each open side.

As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and, in this case, will not receive approval.

Accepted stand types & aisle carpeting

Two-storey structures are not allowed. Arches, bridges, or similar constructions connecting 2 stands are not allowed, nor are L & U shape island stands.

For some locations, companies renting separate spaces are allowed to visually link these up by carpeting the aisles in-between, provided an additional rental rate of 30 % of the standard rate is paid for the total surface of the aisle. No constructions of any kind are allowed in the aisles. Companies renting aisle space are allowed to brand the aisle carpet with the company logo.

Separation walls

All peninsula (3 open sides), corner (2 open sides) and in-line (1 open side) stands must be separated from the neighbouring stand(s) by means of a separation wall (CCIB can supply this if required – minimum width 0.25 m). In principle, this separation should be 2,50m high, and finished on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings.

In case an exhibitor fails to supply and install necessary separation wall, EORTC will arrange for walls to be erected (and floor covering to be laid, if necessary) at the exhibitor's expense.

Back walls

The rear side of each stand shall be designed and decorated by the exhibitor to whom this stand belongs, provided that the interests of the neighbours are not affected thereby. Walls constructed on an open side should be visually appealing to adjacent exhibits – some suggestions include screens with moving displays, scientific posters and colourful design and lighting.



Open sides of a stand

Walls erected on the open sides of a stand must be 30cm inset from the edge of the stand, must not be longer than 1/3 of the length of the stand and should be no higher than 2,50m.

It is not allowed to erect walls, glazing or other constructions on or within 30cm of the perimeter of island stands. This also applies to the open sides of peninsula, corner, and inline stands. Stand should be fully accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to the organiser.

Keep aisles clear

Island stands are separated the width of an aisle from all neighbouring exhibits. Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area for the audience. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately. No objects, including signs or advertisements, may project into the visitors’ aisles.

Positioning of the stand

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation must be always kept free from obstructions

Stand flooring

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand cannot be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

All stands must be carpeted. In cases where an exhibitor fails to supply and install necessary stand carpeting, EORTC will arrange for floor covering to be laid at the exhibitor’s expense.

Positioning of exhibits

The exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of EORTC, affects or hinders neighbouring stands, e.g., with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants. Any structural or display element which does not satisfy the organisers and/or the venue officials in terms of safety must be made safe or removed.



Platform floors

The use of wooden platforms is recommended for stand with water piping and/or a lot of electrical wiring; a stand construction agency will be able to advice on this matter. Main supplies (water points, drainage, electricity, phone, and data lines, etc.) are supplied from the floor to the exact location where the exhibitor needs them (either under platforms or over the carpet).

Exhibitors who use such platforms should bear in mind:

- The platform must allow easy access to those in wheelchairs; part or all the edges must be sloped for this purpose on each open side of the stand.
- The maximum height allowed, measured from floor level to the top of the platform is 0,14 m without protection by a balustrade of at least 1,1 m in height.
- The platform sides must be closed and neatly finished.
- The platform edges must be safe (secured shape and easily visible).
- Platforms should be placed within the perimeter.
- The platform must allow easy access to service points in case venue technicians require access.

Stand roofing

Stand walls and ceilings shall be made of classified fire-retardant materials, i.e., as good/better than wood. Particle board, non-porous fibreboard, plywood, etc., are acceptable.

Fire-retardant materials must be approved according to one or more of the following classifications: SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.do.

Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other decoration must be impregnated against fire.

Access to stand

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the CCIB access to their stands. Exhibitors, their staff and all visitors to the exhibition must obey the instructions of these officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

Suspension points

It is forbidden by the organiser to hang or drop anything from the ceiling or the walls of the CCIB.



HEALTH AND SAFETY REGULATIONS

Please note that it is mandatory to comply with the CCIB Health and Safety regulations. You can find more at the following links: <https://ccib.es/ccibwp/wp-content/uploads/Safety-1-4.pdf> and [Presentación de PowerPoint \(ccib.es\)](#)

Safety Rules:

We kindly ask you to make sure to carefully read the above-mentioned regulations and to abide by them once on-site. Furthermore, you are also requested to share this information with any subcontractors and/or stand builders.



The use of **safety shoes** is compulsory on Tuesday, 25th October until 16:00 . Access to the exhibition hall will be denied to people not abiding by this rule!.

Airconditioning

Devices with hot air condensation are prohibited inside the halls.

Refuse collection

During exhibition opening times EORTC will arrange for the general cleaning of the venue and the aisles – that is, daily waste left by delegates. Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by EORTC or its contractor.

Exhibitors should manage (contract and pay for) their waste removal through CCIB stands@ccib.es.

IMPORTANT: Unattended or disposed exhibition rubbish left in aisles during exhibition opening hours will be removed at the exhibitor's expense.

Fire and safety regulations

Any goods on your stand will constitute part of your stand and will be subject to these regulations.

General materials

Stand construction, installation of materials and poster supporting structures should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

Fire inspection

Before the exhibition opens, EORTC and CCIB will carry out a fire inspection of the exhibition area. They inspect, among other things, your choice of building and decoration material. Illuminated signage, fire extinguishers, fire hydrants or other protective equipment or material may not be covered or obstructed.



Stand walls

Stand walls shall be made of classified fire-retardant materials, i.e., as good as or better than wood. Particle board, non-porous fibreboard and plywood are acceptable.

Decorative materials

Fire-retardant materials must be approved according to one or more of the following classifications: SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.do.

Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other décor must be impregnated against fire.

Smoking ban

Smoking is prohibited in all public indoor areas, including privatised areas of exhibit space.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. This should be sent in writing, quoting the name of the event and stand number to CCIB via email at stands@ccib.es. The storage and use of compressed gas and/or liquid gas in the exhibition halls or on the exhibition grounds is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Open fire

The use of open fire or unprotected flames is prohibited.

Pyrotechnics

Explosive or pyrotechnical articles must neither be used nor taken onto CCIB's area, either indoors or outdoors, without written permission from EORTC and the CCIB.

Hot work

Hot work such as welding, soldering, cutting, and circular-motion grinding, drying, heating or work over naked flame is not allowed within the CCIB without their special permission.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be always kept in full view. Similarly, for firefighting equipment: fire safety signs and emergency wall phones; no products/company signs, decorations or stand roofs should be placed above an emergency exit or any other existing signs.



Heating/cooking

Stoves, heaters, and open fires may not be used for any purpose, including cooking, frying, or baking. This also applies to demonstrations.

Goods not allowed

The following goods are not admitted into the CCIB:

- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.
- Unauthorised rogue Wi-Fi networks operating in the CCIB are not permitted.

Combustion engines

Any machine (generating sets, compressors, etc) with an internal combustion engine, whatever the use, is forbidden inside the CCIB.

Storage of flammable goods

Empty packaging, rubbish, trash, wood, paper, straw, cardboard, and other flammable material must not be stored in the halls.

Responsibility

Exhibitors are fully responsible for all displays and demonstrations they organise.

Organiser's security

EORTC undertakes the general surveillance service of the CCIB, both day and night.

Extra security and hostesses -> **deadline 04 October 2022**

For exhibitors requiring guards and/or hostesses, extra security staff and/or hostesses can be ordered through the webshop: [Exhibitor Service Center \(ungerboeck.net\)](http://Exhibitor Service Center (ungerboeck.net)) by contacting stands@ccib.es.



Valuable goods

The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. CCIB accepts no responsibility for goods stolen from exhibits at any time.

Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.

Insurance

While on the premises, exhibition goods and packaging materials shall be insured at the expense and risk of the exhibitor. Exhibitors should therefore contact their own insurance company. Exhibitors will be liable for the safety of participants on and around their stand area. In accepting EORTC terms of sale, the exhibitor undertakes to indemnify EORTC against any and all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

ECCO requires all exhibitors to provide adequate insurance cover for public liability protection.

Catering

The official caterer is CCIB F&B. All catering offered within exhibit areas should be ordered from CCIB F&B by contacting stands@ccib.es.

Food & Beverage service is on exclusivity basis. Exhibitors are not allowed to bring food, beverages, coffee from outside the venue to their stands.

Exhibitors may not sell food or drink for consumption on the premises. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates.

No alcoholic beverages are allowed on the stands.

Customs, taxes, and duties

The exhibitor will pay the various taxes and duties owed resulting from his/her participation in the exhibition.



STAND ACTIVITY AND PROMOTION

Approval

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services. The use of photographers, portrait artists or other performers is not allowed without the written permission of EORTC.

Audio and visual activities

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound as well as the use of lighting, computer monitors, and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If EORTC considers that a disturbance is being caused the exhibitor is to halt the activity immediately. If this is not done, EORTC reserves the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations.

Licensing for copyrighted work is the sole responsibility of the exhibitor.

Photography and filming

No part of the CCIB or of the exhibition may be photographed or filmed without the permission of EORTC or of the exhibitor in question. EORTC is entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press. The exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours. Any industry-sponsored closed circuit television programming in hotels should take place outside official Symposium hours and should contain content owned by that organisation. Misuse of content owned by EORTC is likely to result in legal proceedings.

Quizzes and activities with winners

Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using 'market stall' techniques
- distributing 'gimmicks' without scientific or product references using performance artists

Only quizzes of a scientific nature can be held at the stand. Such activity must be approved by EORTC. Interactive technology-based quizzes may be accepted provided their focus remains scientific based and they have no negative impact on the exhibition area or other rules within this document.



Quizzes times allowed

Quizzes may be operated at any time during exhibition opening hours provided the focus is on the scientific content presented on the exhibit.

Quiz prices

Participation may be rewarded with a prize. However, the prize should be the same for everybody. "Drawing winners" is not allowed. Maximum purchase value of prizes must not exceed 10€ and all prizes should be declared to EORTC. Certain items such as digital cameras and MP3 players are not considered appropriate – prize approval is at the discretion of EORTC. For more advice on prize approval before placing orders, contact the ENA-2022 Secretariat via email at said.laghmari@eortc.org

Each exhibitor must declare all prizes in advance with a description and price, sending either a digital image to said.laghmari@eortc.org or a sample by post addressed to the ENA-2022 Secretariat, c/o EORTC, Avenue E. Mounier 83, B-1200 Brussels, Belgium.

If the purchase value of a prize is questioned by EORTC, each exhibitor is expected to show proof of purchase value – either before or during the Symposium. Non-compliance will be considered a violation of these regulations and treated according to the stipulations published in this document.

For scientific information carriers (e.g. slides sets, CD ROMs, USB sticks), where materials are pre-loaded with non-commercial data, the value of prizes may increase. These stand activities should be "low profile" and no blatant publicity should be made. All prizes must be approved by EORTC.

Giveaways

Notwithstanding the legal responsibilities of each exhibitor at his/her own stand, the ENA 2022 Organising Committee has accepted the policy that small giveaways are acceptable at the exhibition with a maximum retail value of 10€. The distribution of giveaways should be low profile and should in no way overshadow the main activity of the stand. The activity must not disturb neighbouring stands or cause queues outside the stand area.

Giveaway items should:

- Be legal in the Conference hosting nation, in terms of the item itself and the product is advertising.
- Not exceed 10€ – proof of value must be provided during the Conference when demanded by EORTC, otherwise this will be considered a violation of these regulations.
- Be safe for the user and not endanger health or reputation of Conference participants or EORTC.

Distribution of giveaways and printed materials

Distribution or display of materials by an exhibitor or its agents is limited to:

- the company's exhibition space only
- the "Display Area", which will be specially set up for that purpose and marked as such
- industry hospitality suites

In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles; scientific claims should be based on accepted evidence. EORTC's decision on such matters will be considered final.



Special effects

“Special effects” lights, laser, sound and video projection/recording on the stand will only be allowed when the effect is limited to the stand area rented; providing that there is no health or safety risk and when written permission of EORTC has been granted.

Prohibited activities

Exhibitors are not allowed:

- To display or use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to ENA 2022 visitors.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- To affix sold-tags to goods on display.
- To remove exhibits from the stand, to add exhibits to the stand or to cover (parts of) exhibits on the stand.

Stands should not be dismantled or removed prior to the end of the exhibition.

Staffing on stands

The space assigned to the exhibitor shall be staffed during the setup, opening and dismantling periods. The exhibitor shall make sure that either he/she or a person authorised by him/her is always present at the site. Unattended stands are a security risk to the exhibitor and, during open periods, are discourteous to delegates, fellow exhibitors and EORTC. Such cases will be considered as a violation of regulations.

During evening Poster Viewing hours, it is not mandatory to staff the booth. However, please note that the Poster Area is located in the exhibition hall, which means that delegates will not be prevented from walking around in the exhibition.

Promotion rights

The use of any EORTC corporate branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from EORTC.

The exhibitor is entitled to the use of the Conference logo on invitations and promotional documents directly related to his/her participation in the exhibition.

The Conference logo can be obtained in electronic format from the organiser. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the Conference logo is strictly prohibited.

Pharmaceutical product promotion

Mandatory Codes of Practice

All companies and associations exhibiting at ENA-2022 are advised to consult the guidelines and codes of practice applicable to Spain. By signing the relevant application form to participate in the ENA-2022 Conference, each company or organisation agrees to and confirms that it has reviewed the advice and guidelines which determine the applicable codes of practice in Spain and that it will be adhering to all relevant codes and accepts all liability in all cases of non-compliance with these codes:

- EFPIA
- EucoMed
- IFPMA – International Federation of Pharmaceutical Associations
- COCIR - the European Coordination Committee of the Radiological, Electromedical and Healthcare IT Industry
- The European Accreditation Council for CME (EACCME)
- Farmaindustria

Children

Children under the age of 16 are not permitted in the Convention Centre. Exhibitors and their agents are advised that their staff must be over the age of 16 and legally employed within a European country.

Animals

Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted but please advise a member of EORTC Staff on entry to the Convention Centre.

DISPLAY AREA

During ENA 2022, a Display Area will be made available.

Exhibitors are welcome to place relevant brochures, leaflets, flyers, etc. in the Display Area, which will be located inside the exhibition area.

BUILD-UP & DISMANTLING

During construction phase, working passes or exhibitor badges must be worn by all personnel (see further in this manual) and photo-id (e.g. passport or driving licence) carried.

Vehicle access to CCIB is by timeslot, according to exhibit size. Please contact Kristal to be allocated to a slot for unloading.

Vehicles are not allowed inside exhibit halls (note only forklift trucks operated by Kristal or CCIB are permitted within the loading bay and exhibition hall).

EXHIBITION TIMETABLE

Tuesday, 25 October 2022

08:00 – 16:00	Hall access for build-up (free stands only)
Unloading	Vehicle access to exhibition grounds (for schedule of access, please contact Kristal (geert.frere@kristal-logistics.com))
16:00 – 20:00	Empties must be removed from the exhibition floor by 20:00 Hall access for stands Shell scheme stand package Exhibitors is only from 16:00 onwards

Wednesday, 26 October 2022

08:00 - 11:00	Stand decoration only & to be completed by 11:00 Incomplete stands or no-shows by 11:00 will be walled off and goods removed into storage, at exhibitor cost. Acceptance of this condition is a term of exhibition space rental.
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Wednesday, 26 October 2022

12:00 – 19:30	Exhibition open (lunch & welcome reception served inside the hall)
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Thursday, 27 October 2022

9:00 – 17:30	Exhibition open (coffee breaks & lunch served inside the hall)
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Friday, 28 October 2022

9:00 – 15:00	Exhibition open (coffee break & lunch served inside the hall)
15:30 – 17:00	Removal of valuables
15:30 – 17:00	Delivery of empty packages cases by Kristal (if booked)
17:00 – 23:59	Dismantling – Access to exhibition grounds for all stands

ACCESS TO EXHIBITION HALLS

Stand personnel wearing an exhibitor badge may enter the exhibition hall 1 hour before the opening of the exhibition.

Exhibitor badges

Exhibitor registration is reserved for staff working directly in the organisation and management of exhibits and sponsored activities. Individuals wishing to visit the exhibition should purchase a delegate registration (full or day access). The practice of selling or promoting a product or service outside of a registered exhibit area is strictly forbidden.

Exhibitor registration

Exhibitors must always wear their official ENA 2022 badges clearly visible when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient and will be considered as a violation of the guidelines. Exhibitor badges are for exhibiting company employees and agents of such companies only.

Validity

Exhibitor badges will allow access to exhibition halls only. When companies apply for badges, it is understood that they will only provide them to company employees. Proof of affiliation can be requested.

From Wednesday 26th to Friday 28th October, stand personnel may enter the exhibition grounds 1 hour before the opening of the exhibition and remain on the stand 1 hour after the closing of the exhibition.

Delegates should not pass through the exhibit area beyond exhibition opening times. However, we strongly urge you to secure your stand against theft or damage when stand is not manned. EORTC also recommends exhibitors to arrange adequate insurance cover. Neither EORTC nor the CCIB will be liable for any losses, unless where a negligent act or omission on the part of either body or its staff is established.

Exhibitor badges with company name and/or individual name

Only exhibiting companies can have Exhibitor badges. It is essential that the company name is the same as is provided for the Exhibitor listing. Exhibitors are entitled to a certain number of these badges for free if ordered within the given deadlines. The number of free badges for each exhibitor will be determined according to the floor space allocated. You may choose how your badges are inscribed: either company name only, or individual name and company name.

Deadline to order free exhibitor badges is 7 October 2022.

Exhibitor badge allocation

Stand size	Number of badges
9M ²	2
18M ²	4
36M ²	8
Over 36M ²	2 per 9M ²

Additional exhibitor badges

If the number of free exhibitor badges is insufficient, extra badges may be purchased. All exhibitor badges must be ordered by sending an email to Sabien De Hanscutter, Registrations Coordinator at sabien.dehanscutter@eortc.org

Deadline to order extra exhibitor badges is 18th October 2022.

Payment can only be made by credit card.

Exhibitor badges ordered on site must be paid for directly on collection at the Exhibitor registration desk by cash or credit card (Visa or MasterCard).

Lost badges will not be replaced. In this case, a new exhibitor badge may be ordered. Unused badges will not be credited, regardless of circumstances.

Since many companies wish to organise various meetings, briefings, walk-through during those close periods, a specific procedure will be established to allow exhibitors' guests in (provided they are duly registered and wear the regular Conference badge) without jeopardizing the overall security of the exhibition area. Specific stickers will be available at the Exhibitor Registration Desk, located in the registration area in the main entrance hall. Those stickers can be requested to validate regular Conference badges for exhibit access during a closed period

IMPORTANT: for obvious security reasons, those stickers will be distributed to or in presence of an exhibitor only. It means that delegates presenting themselves to require a sticker for exhibit access during closed times will NOT receive it without the presence of a representative of the exhibiting company that has invited him to the stand.

Hostess badges

The CCIB is the official partner to hire hostesses for service on the stands. It was selected by the organiser for ENA 2022. We strongly encourage all exhibiting companies to contact them for hostess services on their stands. Hostesses hired through the official partner do not need to wear an exhibitor badge. Hostesses hired through a different agency must wear a valid exhibitor badge, which has to be ordered by the exhibiting company by the communicated deadline. You can use stands@ccib.es to book this service or through the web shop.

Exhibitor badges collection

All exhibitor badges should be collected at the Exhibitor registration desk by the official contact person. They are not sent in advance of the Conference.

Exhibitor Registration Desk

An exhibitor registration desk will be available in the general registration area. This exhibitor registration desk will allow you to collect exhibitor badges.

Opening times

Tuesday 25 October	16:00 - 20:00
Wednesday 26 October	07:00 - 18:00
Thursday 27 October	07:00 - 18:00
Friday 28 October	07:00 - 12:00

Exhibitor service

Exhibitor service staff will be available within the exhibition grounds during the Conference build-up and dismantling times.

This exhibitor service desk will allow you to:

- get in contact with Kristal, our official freight forwarding partner
- get detailed information about the various exhibition services offered by the CCIB

Working passes

In the interest of safety only those individuals directly responsible for the construction and dismantling of exhibits will be permitted in the exhibition areas during the setup and dismantling periods. To this end, working passes will be given out by the CCIB during setup and dismantling phases. Working passes are valid during the build-up period from Tuesday 25 October at 08:00 until Wednesday 26 October 11:00 and during the dismantling period on 28 October from 16:00 until 23:59. Working passes should be ordered in advance.



Please send the list with all names, passport number and company name to Said Laghmari said.laghmari@eortc.org by 19 October 2022.

All individuals working on the construction and dismantling of exhibits will receive their working passes upon arrival at the checkpoint at the loading bay, or at loading bay access.

Individuals without badges will not be allowed into the exhibition hall. It is the responsibility of the exhibitor to ensure that all staff, visitors, stand personnel, etc. are fully briefed about this restriction. No exceptions will be made and EORTC will not be held responsible for any loss suffered by the exhibitor as a result of such an oversight.

Under no circumstances can individuals carrying working passes access the exhibition grounds from Wednesday 26 October 11:00 to Friday 28 October 16:00.

FREE CONGRESS MATERIAL

Bags can be collected from the bag self-service centre, located in the registration area.

Each exhibiting company is entitled to free ENA 2022 Conference material. The number assigned is based on the exhibition ground rented. Note:

Stand size	Conference material
9M ²	1
18M ²	2
36M ²	4

Virtual Exhibition Booth Configuration Instructions

In addition to your physical booth presence in Barcelona you are entitled to also upload content on the Virtual Platform please upload, and submit all customisable elements of your virtual booth directly on the Virtual ENA Symposium Platform. See below for more details.

It is now time for you to start preparing, uploading, personalising, and configuring your virtual booth. We highly recommend you do this as soon as possible and you do not wait until the last moment. Our suggested deadline to configure your virtual booth is no later than **06 October 2022**.

To configure your virtual booth, you will need to log on to the Symposium Portal.

[Access the Symposium Booth Upload & Configuration Portal.](#)

Log-on with your username and password. If you need assistance or forgot your log-on credentials, please contact ena@eortc.org By default, the booth has been set up with the credentials provided on your ENA 2022 booking form and with the credentials of the person who we have confirmed and communicated with so far for the physical event.

You can start, save your work and come back to edit at any time at your leisure. You can also preview your virtual booth at the end of the upload process.

We recommend that you prepare and compile and gather all the different assets, logo versions, descriptions, product screens thumb nail images, PDFs and URLs in the required formats and sizes before starting to customise your virtual booth. The approximate required time to upload all elements of your ENA 2022 booth is 20 minutes if you have all the files ready in the required formats.

Virtual booth specifications

All images should be in **JPEG** or **PNG** format, 95 dpi.

Company logos

Two (2) versions of your company logo are required for your virtual booth:

- 960w x 540h pixels JPEG or PNG (Main logo)
- 160w x 90h pixels JPEG or PNG (Used as thumbnail where needed)

It is important that your images stick to these proportions. To have bigger sizes is not a problem but the width and height **ratio** must be respected.

Product Screen Images/ Thumbnails

A visual of each of the Products (image) is needed in **PNG** or **JPEG** format, minimum **750w x 1000h** pixels. *Larger is no problem but the **ratio** must be respected.*

Up to five (5) Product Screens for GOLD Booths

Up to three (3) Product Screens for SILVER Booths

Corporate video

Please prepare and have – locally – available your video(s) to upload in **MP4** format. (if more videos are needed than space allocated see TIP in the Product Screen section below).

2 Videos for GOLD Booths are available

1 Video for SILVER Booths are available