



## EXHIBITION INFORMATION & GUIDELINES

### GENERAL INFORMATION

#### Venue

The Exhibition associated with the 39<sup>th</sup> Congress of the European Society of Cataract and Refractive Surgeons (ESCRS) will take place from Friday 8 to Sunday 10 October 2021 at the RAI Amsterdam.

Address: RAI Amsterdam, Europaplein 24, 1078GZ Amsterdam, Netherlands

Website: [www.rai.nl](http://www.rai.nl)

#### Congress Dates & Exhibition Schedule

39<sup>th</sup> Congress of the ESCRS: 8 - 11 October 2021

ESCRS Exhibition: 8 - 10 October 2021

The Exhibition schedule is listed below. Changes to the schedule will be notified via the ESCRS website. The exhibition will take place in Hall 12.

Build-up must be completed by 22h00 on Thursday 7 October 2021.

**! Please note that it is compulsory to wear safety shoes and a hard hat for access to hall during build-up and breakdown. These can be ordered through the RAI exhibitor Webshop.**

	Dates	Times
Additional Build-Up (to be booked in advance)	Tuesday 5 October	10:00 – 22:00
Build-Up	Wednesday 6 October	08:00 – 22:00
	Thursday 7 October	08:00 – 22:00
Opening hours visitors	Friday 8 October	09:00 – 18:00
	Saturday 9 October	09:00 – 18:00
	Sunday 10 October	09:00 – 18:00
Opening hours exhibitors	Friday 8 October	08:00 – 19:00
	Saturday 9 October	08:00 – 19:00
	Sunday 10 October	08:00 – 19:00
Break Down	Sunday 10 October	19:00 – 22:00
	Monday 11 October	08:00 – 18:00



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### Contact Details

#### Exhibition & Sponsorship

[escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)

#### General Enquiries

[escrs.conf@mci-group.com](mailto:escrs.conf@mci-group.com)

#### Registration

[escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)

#### Logistics/Shipments/Unloading

GBH Exhibition Forwarding

[escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com)

### RAI Amsterdam COVID-19 Protocols and Guidelines for Exhibitors

The RAI Amsterdam has published protocols and guidelines for exhibitors based on the current sanitary situation and requirements. Please refer to the “COVID-19” section on the RAI Exhibitors Webshop.

### Freight Forwarder Information

GBH Exhibition Forwarding Limited is the recommended freight forwarder and on-site handling agent of the congress. They offer the following services: transport to and from Amsterdam, movement of goods with the venue, freight forwarding, customs clearance and insurance. Exhibitors are strongly advised to finalise shipping arrangements at least one month prior to the Exhibition to avoid delays in customs clearance and processing.

A full set of shipping instructions is available to download on the RAI exhibitors Webshop.

Please address all shipping and customs queries to the GBH Sheffield Office: [escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com) (Tel. +44 114 269 0641)

### Forklift Services & Storage of empties

Please contact GBH Exhibition Forwarding for further information.

### Direct Delivery Instructions

Shipments arriving by road for direct unloading to stand will need to report to GBH on arrival. Vehicles will be allocated an unloading slot and given access when space is available at the venue. Vehicles are allowed a maximum of 2 hours for unloading so please ensure cargo is loaded in such a way as to allow prompt unloading. A booking in system will be in place and further details will be available in early September.

### Catering

Exhibitors are not permitted to use external catering suppliers. All booth catering must be ordered from the RAI catering services (information available on RAI Exhibitor Webshop)



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### Booth cleaning and Waste Removal

Booth cleaning must be ordered through the RAI exhibitors Webshop. Exhibitors are not permitted to hire external contractors to provide booth cleaning services.

The RAI Congress Center will provide a general cleaning of aisles and common areas prior to the Exhibition Opening.

Please note that specific cleaning of unusual exhibits and removal of unreasonable quantities of waste will incur extra charges.

### Meeting Rooms Availability

A limited number of meeting rooms will be available during the ESCRS Amsterdam Congress. For further information on meeting rooms availabilities and rates, please contact [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)

Please note that all meetings for congress delegates must take place outside of the official Congress Hours.

### Deliveries on site

Please note that the Congress venue is not authorized to take delivery of your packages. A company representative must be on-site to sign for and receive deliveries. Each package must be clearly labelled with the event name, exhibitor name and booth number.

### Storage rooms

A limited number of storage rooms will be available to rent at the ESCRS exhibition. Exhibitors will be responsible for moving goods to and from the storage rooms. For further information, please contact [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)

### Security

The security at the RAI Congress Center has been implemented to prevent unauthorized access to the exhibition. Each exhibitor is responsible for their own property and necessary precautions should be taken to ensure its safety.

Individual stand security can be ordered via RAI Exhibitor services



39<sup>th</sup> Congress of the ESCRS



8 – 11  
October 2021

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### On-Site Orders

All on-site orders will incur an additional surcharge. It is important to note that only a limited range of optional extras will be available for on-site orders.

### Access Control – Booth build-up and Dismantling badges

Security will be present during installation and dismantling hours and official badges will be required to access the exhibition areas. To order your badges, please refer to the RAI Exhibitor Webshop.

### RAI Exhibitor Services for Booth Construction & Design

Exhibitors that do not have a mandated stand building company can contact RAI Exhibitor Services for Booth Construction and Design.

+31 20 549 1928 or by mail [exhibitorservices@rai.nl](mailto:exhibitorservices@rai.nl)





## EXHIBITION INFORMATION & GUIDELINES

### EXHIBITION RULES & REGULATIONS

! All exhibition spaces are provided on a space only basis, so it is the responsibility of each Exhibitor to provide dividing/boundary walls of minimum 2.5 metres in height for their space. This can be done by building a booth, bringing a pop-up booth or by ordering a shell scheme.

#### Maximum Constructible height

Build height is determined by location of the booth space within the exhibition areas. Build height must include platform heights. Please refer to the exhibition layout for maximum constructible height.

-  **ZONE 1: within 4m. from left and right walls**
  - Maximum Permitted Booth Build Height: 5 metres
  - Maximum Permitted Rigging/Banner height: 6.5 metres
  - Lowest Permitted Hanging Point: 5.5 metres
-  **ZONE 2: further than 4.m from left and right walls**
  - Maximum Permitted Booth Build Height: 5 metres
  - Maximum Permitted Rigging/Banner Height: 7 metres
  - Lowest Permitted Hanging Point: 6 metres

#### Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitations as communicated here above must be respected both for physical and visual devices (i.e., lasers, gobos, etc.)

#### General Booth Design Regulations

Non-island spaces must provide walling for the full length of their shared side / back walls down to at least a height of 2.5 metres.

Shared walling must be clad and finished in a neutral colour down to a height of 2.5 metres

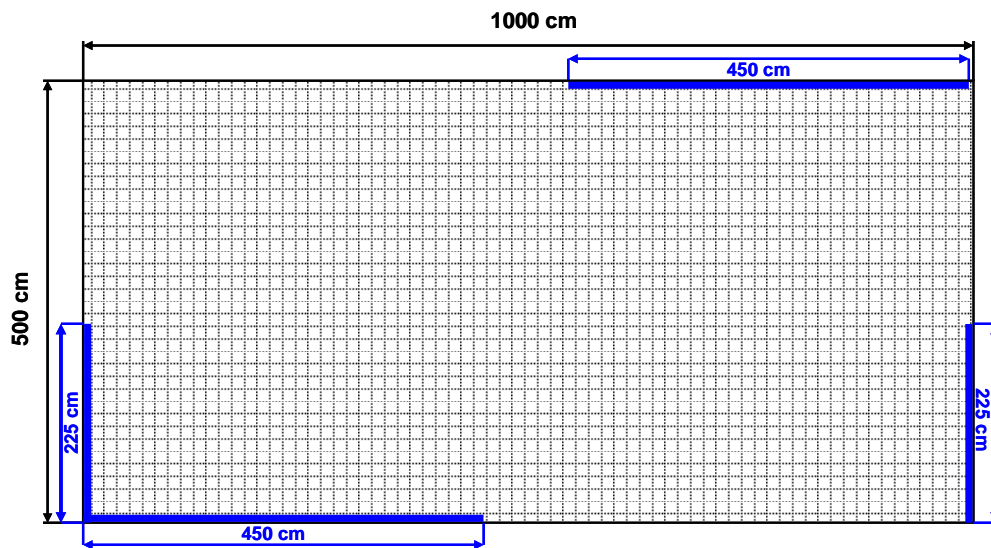
Ceilings must be fixed onto an EU approved structural frame.

When placing elements which require water, drainage, compressed air or power outlets, it is important to take into account the service ducts in the floor which must remain accessible at all times.

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### Stand Layout

To comply with the security regulations of the congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls erected on the open sides of a stand cannot exceed **45% of the total length of the stand**










### Stand Transparency

For Island and Peninsular stand types, the line of sight through the stand must be possible from aisle to aisle for **at least 40% of the stand width** when viewed from each open side.

### Complex Structures

A complex structure is any form of construction which would normally be designed by an engineer and/or has through a risk assessment, been found to provide a significant risk.





Examples include:

-  Multi-storey booths
-  Viewing platforms
-  Suspended items
-  Raised walkways/ramps
-  Sound/lighting towers
-  Temporary tier seating
-  Platforms and stages at 500 mm or higher



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Permission to build any complex structure will not be given until receipt of the following documents:

-  Detailed scaled structural drawings
-  Calculation for the structure
-  Risk Assessment
-  Method Assessment

For Multi-storey booths, Exhibitors must also order this permit in the RAI Exhibitor Webshop.

### Rigging & Suspended Elements

The following general regulations apply to all exhibits:

-  Minimum of 1 metre between top of booth build height and bottom of
-  Hanging element
-  All hanging elements minimum 1 metre from boundary with neighbouring
-  stands
-  Branding/logos restricted facing neighbouring booths
-  Hanging elements must not extend beyond the boundary of the allocated
-  space

### Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level **must not exceed 70dB (A)** at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

### Product Display

All products displayed during the Exhibition should be approved under the European Medical Device Directives and should display the Certificate of Compliance CE (CE Certificate of Conformity) mark. Products which have not been assessed under these Directives, or are currently undergoing assessment, must be clearly identified as not being approved to display the CE mark. Further information is available on **the European Commission website** (<https://ec.europa.eu/info/business-economy-euro/product-safety-and->



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[requirements/eu-product-requirements\\_en](#)). Failure to comply with this regulation will result in refusal of permission to exhibit.

### Insurance Requirements

The Exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by the Organiser or RAI Congress Centre for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the Exhibitor's responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All Exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her agents or by his or her equipment and activities. All risks cover against damage and theft to the Exhibitor's own property, and to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to Exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place.

Neither the Organiser nor RAI Amsterdam can be held liable for Exhibitor's property (personal and/or company property) even in the case of theft.

The Organiser and RAI Amsterdam disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for fault or neglect on the part of the Organiser's permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress.





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### Fire & Safety Regulations

- Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition Hall doors and other pieces of safety equipment, their signs, or markings, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and always remain fully functional.
- Escape routes shall always be kept clear.
- Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognizable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated booth area. Items must not be placed in aisles.

### Submission of Exhibition Layout for approval

Exhibitors are requested to submit a scale plan including all views of their exhibit **by MONDAY 30 AUGUST 2021** at the very latest. Please send your detailed stand plans with all measurements to

Xavier Verpy, ESCRS 2021 Consultant architect, [xavier@dparchi.com](mailto:xavier@dparchi.com)

with copy to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)