GENERAL INFORMATION

NB: Please see also separate document from the congress venue entitled MiCo Technical Regulations. All ESCRS 2022 exhibitors are required to comply with MiCo’s regulations as stated therein.

Venue
The Exhibition associated with the 40th Congress of the European Society of Cataract and Refractive Surgeons (ESCRS) will take place from Friday 16 to Tuesday 20 September 2022 at the MiCo (Milan Convention Centre)
Address: MiCo, Piazzale Carlo Magno 1, Gate 2, 20149 Milan, Italy
Website: www.micomilano.it

Congress Dates & Exhibition Schedule
40th Congress of the ESCRs: 16 – 20 September 2022
ESCRS Exhibition: 16 - 19 September 2022

The Exhibition schedule is listed below. Changes to the schedule will be notified via the ESCRS website. The exhibition will take place in Hall 4.

Build-up must be completed by 12h00 on Friday 16 September 2022.

! Please note that it is compulsory to wear safety shoes and a hard hat for access to hall during build-up and breakdown. They cannot be purchased onsite at the MiCo.

<table>
<thead>
<tr>
<th>Additional Build-Up</th>
<th>Dates</th>
<th>Times</th>
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<tr>
<td></td>
<td>Tuesday 13 September</td>
<td>08:00 – 22:00*</td>
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<td>*to be booked in advance</td>
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<th>Build-Up</th>
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<tr>
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<td>Wednesday 14 September</td>
<td>08:00 – 22:00</td>
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<td></td>
<td>Thursday 15 September</td>
<td>08:00 – 22:00*</td>
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<td>*Aisles to be emptied by 18:00</td>
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<tr>
<td></td>
<td>Friday 16 September</td>
<td>08:00 – 12:00**</td>
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<td>*no heavy build up, only light items and decorations</td>
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<thead>
<tr>
<th>Opening hours visitors</th>
<th>Dates</th>
<th>Times</th>
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<tr>
<td></td>
<td>Friday 16 September</td>
<td>13:00 – 18:00</td>
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<td></td>
<td>Saturday 17 September</td>
<td>09:00 – 18:00</td>
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EXHIBITION INFORMATION & GUIDELINES

Sunday 18 September 09:00 – 18:00
Monday 19 September 09:00 – 18:00

Opening hours exhibitors
Friday 16 September 08:00 – 19:00
Saturday 17 September 08:00 – 19:00
Sunday 18 September 08:00 – 19:00
Monday 19 September 08:00 – 19:00

Break Down
Monday 19 September 20:30 – 24:00
Tuesday 20 September 08:00 – 19:30

Contact Details

Exhibition & Sponsorship
escrs.sponex@mci-group.com

General Enquiries
escrs.conf@mci-group.com

Registration
escrs.reghot@mci-group.com

Logistics/Shipments/Unloading
GBH Exhibition Forwarding
escrs@gbhforwarding.com

MiCo Milan COVID-19 Protocols and Guidelines for Exhibitors
The MICO Milan has published protocols and guidelines for exhibitors based on the current sanitary situation and requirements. Please refer to the “COVID-19” section on the MICO 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 Milan, 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 on the ESCRs online ordering platform.

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

Forklift Services & Storage of empties
Please contact GBH Exhibition Forwarding for further information.
Direct Delivery Instructions
Shipment arrives 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 August.

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

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

The MICO 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.

As per the technical regulation, the exhibitor and his appointees are jointly and severally liable for the proper disposal of waste products within the exhibition area assigned, ensuring that all of the provisions and the directives on the protection of the environment, the production and waste disposal are also complied with from companies that operate on its behalf. It is forbidden to leave any type of waste material in common spaces (aisles, loading bays, etc.). Waste must be removed daily, providing for the disposal in compliance with the laws in force. The collection, possession, transportation, storage and disposal of waste must be carried out in compliance with Legislative Decree n. 152 of 2006 and subsequent amendments and supplements. Uncontrolled storage and/or dumping of waste is prohibited by law and constitutes a criminal offence. If necessary, Fiera Milano Congressi will notify the competent authorities.

Meeting Rooms Availability
A limited number of meeting rooms will be available during the ESCRS Milan Congress. For further information on meeting rooms availabilities and rates, please visit the ESCRS online ordering platform.
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.

Security

The security at the MICO 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 MICO Exhibitor services

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 ESCRS online ordering platform.

MICO Exhibitor Services for Booth Construction & Design

Exhibitors that do not have a mandated stand building company can contact MICO Exhibitor Services for Booth Construction and Design at Escrs2022@fieramilanocongressi.it.
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

Hall 4:
Maximum Permitted Booth Build Height: 5.5 meters incl. any rigging/suspended elements

Hall B:
Maximum Permitted Booth Build Height: 3 meters no rigging/suspended elements

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.

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 55% 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 30% 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
- Stands with horizontal structures, vertical structures, false ceilings, with free span greater than 4.00 m for wooden structures
- Stands with horizontal structures, vertical structures, false ceilings, with free span up to 8.00 m for metal lattice structures
- Stands with a clear height at the intrados greater than 4.00 m
- Viewing platforms
- Suspended items
- Rosed walkways/ramps
- Sound/lighting towers
- Temporary tier seating
Platforms and stages at 300 mm or higher

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

- Detailed scaled structural drawings
- Calculation for the structure
- Indication of the weights of the materials to be used (structures, lights, electric cables, etc.)
- Load hypothesis of the structures and verification of the stresses induced on structures and anchors
- Risk Assessment
- Method Assessment

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

**Rigging & Suspended Elements**

The following general regulations apply to all exhibits:

- Hanging element maximum 70% of stand area
- Each point can bear 150 kg, with minimum distance between points greater than one meter
- Minimum of 1 metre between top of booth build height and bottom of Hanging element
- All hanging elements minimum 1 metre from boundary with neighboring 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-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 MiCO 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 MiCo Milan can be held liable for Exhibitor’s property (personal and/or company property) even in the case of theft.

The Organiser and MiCo Milan 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.
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 **31 July 2022** at the very latest with a completed SICU form to [escrs2022@fieramilanocongressi.it](mailto:escrs2022@fieramilanocongressi.it)