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*Errors and omissions excepted.*

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**Technical Exhibition Manual**

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Dear Exhibitors,

We are pleased to present you with the EANS 2016 Technical Exhibition Manual. This document covers important information and is designed to assist you in preparing your participation at the EANS 2016 Congress. We trust that you will find it helpful and suggest that you read all of the information presented, which will contribute to making your participation at EANS 2016 a resounding success.

The following pages will guide you through general useful information as well as ordering additional items as required.

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

Best regards,

EANS 2016 Organizer | AIM Group International, Vienna Office
Mariannengasse 32 | 1090 Vienna | Austria
Email: eans2016.sponsor@aimgroup.eu | Phone: +43 (0)1 402 77 55-0

www.eans2016.com
INTRODUCTION

Overview of the Congress Center

EANS 2016 is taking place at the Megaron Athens International Conference Center (MAICC) in Athens, Greece.

The MAICC is a landmark in Athens and is situated in the center of a vibrant, modern city that was the host the 2004 Olympic Games. It offers 143,000 m² of meeting space, a choice of 18 meeting rooms, exhibitions areas and sweeping foyers. The center is on a direct metro line to the award winning Eleftherios Venizelos International Airport, journey time 37 minutes, making it extremely accessible for international delegates travelling from and to global destinations.

The EANS 2016 Exhibition Area is divided in two floors: the main session level Skalkotas Foyer and the entrance level Muses and Trianti Foyer. With stairs, escalators and elevators connecting all levels, moving around the exhibition areas is very straightforward. All areas additionally open directly on to the loading ramp facility. Here below you can find the overall plan of the MAICC, with highlighted dedicated rooms for EANS 2016, and the detailed plans of the two dedicated exhibition areas.
Definitions

In this document, the following terms are defined as:

- **Conference & Exhibition Handling, on behalf of EANS**: AIM Group International, Vienna Office.
- **Exhibition**: The industry exhibition and Non-for-Profit exhibition being held at the exhibition areas (Trianti Foyer Level 0, Muses Foyer Level 0 and Skalkotas Foyer Level -1) in conjunction with the EANS 2016 scientific program.
- **Exhibitor**: Includes any entity and related persons (e.g. employees, agents) to whom Exhibition space has been allocated for the purpose of exhibiting.
- **Premises/venue/center**: MAICC – Megaron Athens International Conference Center.
- **Organizer/AIM Group Vienna**: The organising company for EANS 2016 (AIM Group International).

Contact Information

**Exhibition Organizer**
EANS 2016 Organizer | AIM Group International, Vienna Office (AIM Austria GmbH)
Mariannengasse 32 | 1090 Vienna | Austria

Email: eans2016.sponsor@aimgroup.eu | Phone: +43 (0)1 402 77 550

www.eans2016.com

**Exhibition Venue**
The exhibition will be held at:

Megaron Athens International Conference Center
Leoforos Vasilissis Sofias Ave. & Kokkali St. 1,
115 21 Athens
Greece
**Directions to the Venue**

**FROM THE AIRPORT:** Athens International Airport “Eleftherios Venizelos” is located in Spata, 33 km southeast of Athens and serves all international and domestic flights. The airport is easily accessible from MAICC and the city center via motorway, express bus or metro. An average journey by taxi from the airport to the city center should take approximately 40-50 minutes, depending on traffic, costing around €45. The express bus line X95 (direction Syntagma) serves Athens city center. A ticket for the airport express line costs €6. It allows unlimited travel by all public transport means (incl. bus and metro) for 90 minutes from the time of validation. The metro line 3 runs every 30 minutes from the airport and the trip to the city center takes approximately 30 minutes and costs €10.

**BY METRO:** There is direct access from the airport and the city center to MAICC from the metro station “Megaron Mousikis” on metro line 3 (blue line). Please visit the Athens Metro website for detailed information at www.ametro.gr

**BY BUS:** The following buses, express buses and trolley buses pass and stop near The International Conference Center of the Athens Concert Hall

- **Buses:** 550
- **Express Buses:** X95 (direct airport line), A5, X14
- **Cable "Trolley" Buses:** 3, 10

For more information about the public transportation network in Athens please visit: www.oasa.gr

**BY CAR:** When coming by car from Eleftherios Venizelos International Airport, take Attiki Odos Avenue. Continue to Mesogeion Avenue and at the end turn right into Vasilissis Sofias Avenue. Follow the road for 0.6 miles and the Megaron AICC is on the right-hand side. The Megaron AICC has an underground parking facility.
GENERAL MEETING INFORMATION

Floor Plans of the venue
## Dates and Timings at a glance

### Build-up, Open and Breakdown Times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Build-up</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, 02</td>
<td>14:00 - 20:00</td>
<td>Stand building for <strong>space only stands</strong> with sizes of 25 sqm or more located at <strong>Muses/Trianti Foyer</strong>.</td>
</tr>
<tr>
<td>Saturday, 03</td>
<td>08:00 - 20:00</td>
<td>Stand building for <strong>all space only</strong> stands located at <strong>Muses/Trianti Foyer</strong>.</td>
</tr>
<tr>
<td>Sunday, 04</td>
<td>08:00 - 13:00</td>
<td>Stand building and stand dressing for all space only stands, shell scheme stands and table tops at all levels.</td>
</tr>
<tr>
<td></td>
<td>13:00 - 16:30</td>
<td>Silent stand dressing (sessions ongoing)</td>
</tr>
<tr>
<td></td>
<td>16:30</td>
<td>All stands to be completed – stands <strong>final sign off</strong> and inspection.</td>
</tr>
<tr>
<td></td>
<td>19:00 - 22:30</td>
<td>Exhibition Area opens to Delegates – Welcome Session in Exhibition Area</td>
</tr>
<tr>
<td><strong>Open</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, 05</td>
<td>10:30 - 17:30</td>
<td>Exhibition must be fully manned</td>
</tr>
<tr>
<td>Tuesday, 06</td>
<td>10:30 - 17:30</td>
<td>Exhibition must be fully manned</td>
</tr>
<tr>
<td>Wednesday, 07</td>
<td>10:30 - 17:30</td>
<td>Exhibition must be fully manned</td>
</tr>
<tr>
<td><strong>Break-down</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, 08</td>
<td>10:30 - 12:00</td>
<td>Exhibition must be fully manned (<strong>Muses/Trianti Foyer</strong>)</td>
</tr>
<tr>
<td></td>
<td>12:00 - 13:30</td>
<td>Exhibition dismantling within booth borders (<strong>Trianti/Muses foyer</strong>)</td>
</tr>
<tr>
<td></td>
<td>13:30 - 23:59</td>
<td>Exhibition dismantling (<strong>Muses/Trianti Foyer</strong>)</td>
</tr>
<tr>
<td></td>
<td>23:59</td>
<td>Exhibitors &amp; Stand Building Contractors to be clear of Exhibition Halls</td>
</tr>
</tbody>
</table>

Not clearing the venue before curfew may result in penalty charges.

Please note that delegates will walk through exhibition area to reach the session rooms.

**The welcome session will take place in the exhibition area at the above mentioned time.**

The evening will allow delegates and exhibitors to relax and socialize and creates a great opportunity to network. Therefore all exhibitors are expected to be present during this event.

Exhibitors are obliged to be present and man their booth sufficiently as indicated. Timings may vary. Please check latest timing schedule online at the Sponsorship & Exhibition Section at www.eans2016.com.
## Coffee / Lunch break times

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, 04 September</td>
<td>16:00 - 16:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td>21:15 - 22:30</td>
<td>Welcome Session</td>
</tr>
<tr>
<td>Monday, 05 September</td>
<td>11:00 - 11:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td>13:00 - 14:30</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:30 - 17:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>Tuesday, 06 September</td>
<td>11:00 - 11:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td>13:00 - 14:30</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:30 - 17:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>Wednesday, 07 September</td>
<td>11:00 - 11:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td>13:00 - 14:30</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>16:30 - 17:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>Thursday, 08 September</td>
<td>11:00 - 11:30</td>
<td>Coffee break</td>
</tr>
<tr>
<td></td>
<td>13:00 - 13:30</td>
<td>Light lunch in Skalkotas Foyer only</td>
</tr>
</tbody>
</table>

Please be advised that during coffee breaks and lunch breaks “meet the expert sessions” are taking place as well as corporate symposia and poster presentations. Please see the relevant section of this manual below.
Venue Facilities

- **ATM-Facilities:** There is an ATM available next to Megarons box office. The next available ATM can be seen below:

![Map of Venue Facilities](image)

- **Connectivity:** Free wifi will be available in the venue. Due to architectural conditions WIFI cannot be guaranteed throughout the whole venue. Exhibitors are advised to order wired internet connection with Interforma and set up their own WIFI in order to have a dedicated connection. Further information can be found in the order form section of this manual.

- **Smoking Areas:** There are designated smoking areas in the Atrium of the Muses and outside the building at the Vas. Sofias. St. entrances.

- **Parking:** There is an underground passenger car park available providing parking lots for 750 cars. It is opened daily from 06:00 until 02:00. Enter via Kokkali Street. The special conference rate is € 12 per day for multiple entries per day, prepaid upon entry to the garage. The standard parking rate is € 7 for the first 3 hours and € 1 per hour thereafter. There is no parking available for large vans/trucks/lorries.

- **First Aid:** First aid with a fully qualified nurse is available. It is located on Muses Foyer level, towards the Kokkali street and operates on the actual days of the event including building-up and dismantling days.

- **Disabled Access:** There is easy access to and within the Megaron for guests with impaired mobility and the halls have specially designated areas for wheelchairs. Megaron was the recipient of a Helios Award (public buildings category) from the European Commission in recognition of its provision for the disabled.
Registration

Registration Opening Times
On-site registration will be located at the main entrance B (Level 0) of the venue. The registration desks will be open during the following times:

Sunday, 04 September 2016 06:30 – 11:00 *** exhibitors/pre course only!
Sunday, 04 September 2016 11:00 – 21:00
Monday, 05 September 2016 06:30 – 19:00
Tuesday, 06 September 2016 07:00 – 19:00
Wednesday, 07 September 2016 07:15 – 19:00
Thursday, 08 September 2016 07:15 – 17:00

Please note that all times are subject to change. Check timings at www.eans2016.com

All exhibitors need to check in at the registration before getting access to the exhibition area.

Exhibitor Badges
Exhibitor badges will be distributed during the above indicated registration opening times. All exhibitors are required to register prior to EANS 2016. Free exhibitor badges are available according to the below table. A company’s own badge or business card will NOT be accepted instead of the official meeting badge. Individuals who do not have badges will NOT be admitted into the venue.

Every exhibiting company will receive a form that needs to be filled out and sent back to us by latest 07 August 2016. This will be the only possibility to register your FREE BADGES for your booth.

**IMPORTANT NOTE:** This form needs to be sent back electronically as excel file only! Please be advised that this form will ONLY be applicable for your FREE BADGES as per below table.

Should you need to register further exhibitors, please do this via the congress website at www.eans2016.com

Additional badges can be purchased at €170 incl. VAT per badge.

<table>
<thead>
<tr>
<th>Exhibition space</th>
<th>Free exhibitor badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – 5 sqm</td>
<td>1</td>
</tr>
<tr>
<td>6 – 8 sqm</td>
<td>2</td>
</tr>
<tr>
<td>9 – 15 sqm</td>
<td>3</td>
</tr>
<tr>
<td>16 – 24 sqm</td>
<td>4</td>
</tr>
<tr>
<td>25 – 33 sqm</td>
<td>5</td>
</tr>
<tr>
<td>34 – 42 sqm</td>
<td>6</td>
</tr>
<tr>
<td>43 – 51 sqm</td>
<td>7</td>
</tr>
<tr>
<td>52 – 60 sqm</td>
<td>8</td>
</tr>
</tbody>
</table>

**Please note that Non-for-profit stand holders will receive 1 badge per stand.**
For any questions about registration, please contact the registration team directly at eans2016.sponsor@aimgroup.eu. Please note that registration through e-mail is not possible.

**Exhibitor fee includes:**

- Access to the exhibition and to the ePoster area;
- Access to the Welcome Session on Sunday, September 04 2016.
- Participation in lunch and coffee breaks
- Access to the session halls (subject to availability – priority to delegates)

**Accommodation**

For any inquiry or to proceed with arrangements for accommodation, please contact the organizer at eans2016.hotel@aimgroup.eu. For more information regarding booking, please visit www.eans2016.com (Accommodation & Registration Section).

Kindly note that the hotel rooms are sold on a “first-come, first-served” basis, exhibitors are advised to book as soon as possible and preferably in advance to receive preferential rates.

**Catering**

Serving and ordering food and/or drinks is only allowed through the caterer selected by the organizer. If you wish to order any catering for your exhibition stand, please get in touch with our caterer.

*Aria Fine Catering*

George Sarlos: gsarlos@aria.gr
T: +30 210 9656388
F: +30 210 6231421
85A Harilaou Trikoupi Str.
14563 Kifisia, Greece

Thank you for understanding, that it is prohibited to bring own drinks and/or food.

**Editorials**

Each exhibitor is entitled to have their company logo and a 100 word company profile in the final program as well as their logo with hyperlink on the meeting website. Additionally, exhibiting companies will receive acknowledgement on the on-site Sponsorship Board and the official congress app. **Exhibitors are requested to email their editorial to eans2016.sponsor@aimgroup.eu** at the latest by Friday, 1 July 2016.

For enhanced company description, please refer to the EANS 2016 Sponsorship & Exhibition Prospectus.
Delegate Bag Inserts & Congress Documentation

Delegate bags will be provided by the organizer and will be branded with the event branding and logo. Should you wish to include company inserts in the bags or be the main sponsor of the bag itself please refer to the Sponsorship & Exhibition Prospectus for further information.

We offer two options to handle the logistics of the bag inserts.

- As the venue does not accept any deliveries the printed inserts can be delivered to Schenkers warehouse (see deliveries section of this manual). Please be advised that Schenker will charge for handling and storage. Please see deliveries section of this manual for further details.
- You can arrange print with Interforma (our contractor). They will arrange everything and will deliver it on time to the venue. You don’t have to take care of anything else. Files need to be delivered as printable pdf with 0,5cm bleed. For details get in touch with Interforma. Deadline is 01 August 2016.

Expert sessions at your booth

Exhibitors will have the possibility to invite experts to their booth. We are aware that this is a great chance for delegates to get in touch with experts and sharing knowledge. As these sessions might interfere with other exhibitors (noise, crowd etc.) these sessions are regulated and a request for a pre-defined time slot needs to be made with the organizer at eans2016.sponsor@aimgroup.eu. Exhibitors will have the possibility to have a maximum of two expert sessions (20 minutes maximum each) at their booth for the whole duration of the congress. Please be advised that AIM will not take care of organizing these sessions. We will only provide the time slots. Possible times are:

| Monday, 5 September | 11:00 - 11:30 | Coffee Break |
|                    | 13:00 – 13:30 | Lunch         |
|                    | 16:30 - 17:00 | Coffee Break  |
| Tuesday, 6 September | 11:00 - 11:30 | Coffee Break |
|                     | 13:00 – 13:30 | Lunch         |
|                     | 16:30 - 17:00 | Coffee Break  |
| Wednesday, 7 September | 11:00 - 11:30 | Coffee Break |
|                        | 13:00 – 13:30 | Lunch         |
|                        | 16:30 - 17:00 | Coffee Break  |
| Thursday, 8 September  | 11:00 - 11:30 | Coffee Break  |
|                        | 13:00 – 13:30 | Lunch (Skalkotas Foyer only) |

Thank you for understanding that these times are subject to availability and to organizer’s confirmation.
Satellite Symposia

Various corporate satellite symposia will be taking place throughout the course of EANS 2016. For organizing your satellite symposium, please find the symposium manual on our website www.eans2016.com (to be released mid-April).

Scientific Sessions & Electronic Poster

All session halls are located within the venue. Details of plenary and parallel sessions will be available online at the EANS 2016 website and will also be available in the final program. Posters will be presented electronically and can be viewed on touch screens in the poster area. Further there will be oral poster presentations during breaks. If you are interested in sponsoring this area get in touch with us at eans2016.sponsor@aimgroup.eu
BUILD UP & BREAK DOWN INFORMATION

Build Up Times

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 02 September 2016</td>
<td>14:00 - 20:00</td>
<td>SPACE ONLY STANDS with size of 25 sqm or more only!</td>
</tr>
<tr>
<td>Saturday, 03 September 2016</td>
<td>08:00 - 20:00</td>
<td>SPACE ONLY STANDS (all sizes;)</td>
</tr>
<tr>
<td>Sunday, 04 September 2016</td>
<td>08:00 - 13:00</td>
<td>Stand dressing for ALL STANDS at all levels</td>
</tr>
<tr>
<td></td>
<td>13:00 - 16:30</td>
<td>Silent Stand dressing (sessions ongoing)</td>
</tr>
<tr>
<td></td>
<td>16:30</td>
<td>FINAL SIGN OFF</td>
</tr>
</tbody>
</table>

All Stands need to be fully built and dressed at the very latest by 16:30 on Sunday, 04 September 2016 for a final safety check and walk-round carried out by the organizer.

Exhibitors are kindly asked to refrain from commencing their build up until the designated times. The exhibition organizers will use their best endeavours to adhere to the nominated date and time for the commencement of exhibitor’s work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date or time.

Exhibits which do not reasonably satisfy the exhibition organizers shall be modified by the exhibitor in such manner and within such time as the exhibition organizers may require and in default the exhibition organizers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. To avoid any of this, exhibitors are obliged to send detailed stand designs (include dimensions and heights!) by **14 June 2016 at the very latest**.

**All stands must be fully completed to the satisfaction of the organizers by 16:30 on Sunday, 04 September 2016.**

There should be no material left unattended at any time. The exhibitor is responsible for the safety of his products, displays and stand. It is the responsibility of each exhibitor to leave his stand spaces clean and tidy during the exhibition and after break down. All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands or displays, stand fittings, and materials from the premises by the time and date stated by the exhibition organizers. All gangways should be cleared at the end of build-up, and kept fully clear during the congress for health and safety reasons and to allow the venue’s cleaning contractor to sweep the gangways and general circulation areas within the exhibition hall.

Exhibitors are advised to also pay particular attention to the *Logistics* chapter of this manual to be found below.
Break Down Times

Trianti and Muses Foyer (Level 0)

<table>
<thead>
<tr>
<th>Break Down</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 08 September 2016</td>
<td>12:00 - 13:30</td>
<td>Exhibition dismantling within booth boundaries</td>
</tr>
<tr>
<td></td>
<td>13:30 - 23:59</td>
<td>Exhibition dismantling*</td>
</tr>
<tr>
<td></td>
<td>23:59</td>
<td>Exhibitors &amp; Stand Building Contractors to be clear of Exhibition Halls</td>
</tr>
</tbody>
</table>

* Access to loading dock and loading to trucks will be possible only after all delegates cleared the area due to security reasons. Permission granted by Schenker (coordinating dismantling).

Due to Health & Safety Legislation, exhibitors and/or their subcontractors must not under any circumstances start breaking down their stands prior to the official closing time and before all delegates have vacated the exhibition halls. For the health and safety of delegates access to the loading dock will only be possible after delegates have cleared exhibition are but at earliest at above mentioned times.

Stand holders are required to entirely break down their stand before they are allowed to bring their truck round to the loading doors as there is very limited access. Empties (crates etc.) will be brought in by Schenker. Schenker will coordinate the whole break down process and the loading of equipment. Only after Schenker allowed the truck to access the loading dock, stand holders are allowed to bring their equipment from the stand to the loading dock. Instructions of Schenker, MAICC or AIM Vienna must be followed at any time! Emergency exits and corridors must be clear at all times.

The exhibition area must be cleared of all exhibits/stands/materials by 23:59 on Thursday, 08 September 2016. Exhibitors must leave the premises in the same condition they were found in and must adhere to the timings indicated in this document or announced by the organizer. Penalty charges will apply to exhibitors and their subcontractors should access be required past the indicated access times.

IMPORTANT: Any items remaining after break-down has concluded will be removed and disposed of. Neither the organizers nor the venue will be held responsible for any losses incurred. Charges may apply.

Exhibitors and contractors must wait until the exhibition is officially closed and the exhibition hall is fully clear of delegates before breakdown can commence and exhibits can be removed.

Access for stand builders

Access to the venue during building days will be granted only for those in charge. Therefore stand builders will receive wristbands once they arrive with their truck. Please note that the venue’s security will ask for wristband and will refuse entrance if wristband is not worn. Wristbands will be distributed by the organizer on arrival of the truck.
Exhibitor Access during build and open days

All exhibitors are required to collect their exhibitor badge from the registration. Exhibitors will have access to the exhibition area once the exhibitor registration is opened. For exhibitors only the registration will be opened on Sunday, 04 September at 08:00. You will find details in the registration section of this manual. Exhibitors will have access to the venue from 08:00 on Sunday, 04 September. All stands need to be fully set up by 16:30 on Sunday, 04 September. On open days, exhibitors will gain access to their stands once registration is opened. Booths must be fully manned between 1 hour before first coffee break and half an hour after the last coffee break.

Security service

Stand surveillance can only be organised through the organizer’s appointed partner. Price for this service is 35 € per hour (excl. VAT) with a minimum of 4 hours per day.

Please note that the organizer will not be responsible for any items at the stand. This also applies to stands being guarded by security service. This is in the responsibility of the security service provider only!

Logistics

Deliveries

Please be advised that Megaron and the organizer do not accept delivery of any goods on behalf of exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the site.

The organizer has appointed Schenker & CO AG Vienna as the official and exclusive freight and on-site forwarding company for the event. For Schenker to be able to send exhibitors the complete shipping manual, exhibitors are required to contact Schenker Services offered by Schenker for transport of exhibition goods & promotional material:

- Transport from your company up to Schenker’s warehouse Athens
- Customs formalities
- On-site handling
- Storage of empty packaging material for the period of the congress
- On-site assistance

The venue is located in the center of Athens and therefore there is only limited space for trucks at the venue. For this reason, all deliveries must be pre-registered with the officially appointed freight & on-site forwarding company, Schenker & CO AG. Entrance to the venue’s premises will be refused for non-registered trucks! For any sending made to Schenker the pre-advice form must be filled out and sent to Schenker!!

Contact details Schenker Vienna
(this is not a shipping address)

Schenker Vienna
Mr. Stephan Hulfeld
Errors and omissions excepted

Airfreight and seafreight

Any sending via airfreight or sea freight must be consigned as follows:

Consignee: SCHENKER AE
Fairs & Exhibitions Dept.
29, Lyssikratous st.
GR – 17674 Kallithea-Athens
Att.: Dimitris Skafidas or Panagiota Adam
Tel.: +30 210 94 94 253; +30 210 9494 444

Notify: Exhibitor Name: ______________________
c/o Exhibition: EANS 2016 Athens
Venue: Megaron Athens
Booth Nr.: ______________________
No. of package: Colli no. .... Of ..... 

General cargo via warehouse and couriers

IMPORTANT: Please do not pack over 185 cm height! Higher packages must be unpacked/repacked outside because it will not fit into entrance door of the venue. SHOULD YOU PACK HIGHER THAN 185 cm please inform Schenker in advance!”

Any sending not made via airfreight or sea freight must be consigned as follows:

Consignee: SCHENKER AE, Athens
Fairs & Exhibitions Dept.
48 km National Road Athens Lamia
GR – 19011 Avlona
Att.: Dimitris Skafidas or Panagiota Adam
Tel.: +30 210 94 94 253; +30 210 9494 444

Notify: Exhibitor Name: ______________________
c/o Exhibition: EANS 2016 Athens
Venue: Megaron Athens
Booth Nr.: ______________________
No. of package: Colli no. .... Of ..... 

Courier shipments with insufficient delivery information or missing pre-alert cannot be accepted and will be returned to carrier’s depot waiting for further instructions. This might cause a delay for the delivery to booth. If consigned as per above instructions, Schenker will arrange delivery to your booth at the requested time. All cargo has to be consigned “FREIGHT PREPAID”. A 15 % commission will be levied on freight collect shipments arriving at our warehouse. For easy identification, all packages shall be marked as per Notify - instructions.

Direct truck deliveries
Due to the difficult access at the venue and the permission requested to access and park at the Congress Center, advance receiving facilities have been established at SCHENKER warehouse. It is not allowed to send trucks to the venue without further notice. All trucks/vehicles for direct deliveries/pick up on assembling/dismantling have to be registered, a TIME-SLOT request must be sent to SCHENKER latest 18 August 2016. This is not valid for passenger cars parking in the parking lot.

IMPORTANT NOTE:

- Please note that Megaron entrance for trucks/cars is on Kokkali Street.
- Please note that Kokkali St. is a one-way street.
- Only pre-registered Trucks may enter venue’s premises. Pre-registration has to be arranged with Schenker. See below.
- As Megaron is situated next to the American Embassy of Athens, trucks MUST arrive, on Kokkali str., ONLY 15 minutes prior to their timeslot, due to security reasons.
- Do not park in front of the US Embassy. Parking violation or stopping in front of the embassy building may cause security alert which would lead to a miss of your slot.
- Do not arrive from Vass Sofias Avenue as Kokkali Street is a one-way street and there are no turning points on Vass Sofias Avenue. YOU MIGHT MISS YOUR SLOT.
- As the unloading dock is situated to the underground garage of the Megaron Exhibition Hall, truck drivers have to be very careful as their vehicles will circulate in the garage, along with normal garage traffic. Maximum height is 4 meters.
- Unloading slots will be provided by Schenker only and have to be respected as there is absolutely no option to wait/park inside the garage.
- Please do not pack over 185 cm height! Higher packages must be unpacked/repacked outside because it will not fit into the entrance door. If your packages are higher please inform Schenker in advance!
- Please note that upon request all drivers of vehicles who require access to the loading docks must present their driving licence to the Venue Security staff to verify their identity.
- Please note that it is a condition of entry to access to the loading docks that vehicles, equipment and personal belongings (i.e. bags, etc.) may be randomly searched by venue security staff upon entering and exiting the loading docks.
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, open Congress hours and move-out operations of an exhibition. We recommend to refer to this website to check parking lots for trucks. Truckparkingeurope.com
- Neither the venue nor the organizer nor Schenker does accept responsibility for the safety of vehicles and their contents!
- All equipment must be removed from the loading dock. Equipment remaining at the loading dock area will be deemed as waste and disposed of.

IMPORTANT NOTE: When requesting time slots ensure to include following information. Entrance to Megaron may be refused for trucks not being pre-registered.

**Truck/vehicle size**
**Registration plate number**

Technical Exhibition Manual
Stand Number
Name of driver

DOOR DIMENSIONS

Door to Muses/Trianti/Skalkotas foyer: 2m high, 1.37 wide.

Door to stands #28 - #41: 80 cm width.

Deadlines

Exhibits from European Union
by general cargo/courier to warehouse: arrival latest Friday, 26.08.2016
by airfreight Athens Airport: arrival latest Friday, 26.08.2016

Exhibits from other countries
by general cargo/courier to warehouse: arrival latest Wednesday, 24.08.2016
by airfreight Athens Airport: arrival latest Wednesday, 24.08.2016

Consignment arriving later than above the mentioned dates are subject to a 40 % surcharge. Neither Schenker nor the organizer guarantee on time delivery.

Before your shipment will arrive at Schenker warehouse Avlona(Athens) / airport Athens please send your full pre-advice/order form to Schenker Vienna latest one week before dispatching the shipment.

Customs clearance information

Please send your documents to SCHENKER Vienna, BEFORE you will send out your shipment so that we can check all details with customs in advance.

IMPORTANT NOTICE: For all imports from non EU countries an EORI number (Economic Operators registration and Identification number) from the exhibitor is required and has to be provide to Schenker Vienna office, in order to be able to proceed with customs formalities. If the exhibitor does not have an EORI number, inform Schenker, in order to advise you all the procedures and provide you with all essential and required documentation which are required for issuing an EORI number. Please prepare your invoices in English and ensure that separate documents are issued for temporary and permanent importation. Please also note that for some countries there are strict restrictions for consumable items such as foodstuff and beverages, to be imported into EU. All customs procedures are subject to the local and specific customs regulations and may ask additional declarations or documents, which may differ from these instruction. If the invoices are not completed in the prescribed manner, the shipment will not be cleared through Greek Customs until the necessary information is provided. Therefore, in order to avoid delaying the delivery of
your cargo, we ask you to follow the above recommendations. Commercial invoice and packing list can be combined as one document provided that they clearly indicate dimensions, weight and contents of each package and itemized pricing.

Permanent import clearance

Permanent entries can be done only for goods to be consumed during the show, such as consumable, office material, giveaways, catalogues, etc. Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs + insurance).

Temporary clearance with Carnet ATA

All exhibits / material entered under temporary importation are subject to control and examination by Greek Customs. Goods under temporary entry cannot be sold during the show and any sale operation must be reported to Greek Customs Authorities, otherwise heavy penalties might occur. Please contact SCHENKER in case you may sell any temporary goods.

Temporary clearance with Invoice

All exhibits / material entered under temporary importation are subject to control and examination by Greek Customs. Goods under temporary entry cannot be sold during the show and any sale operation must be reported to Greek Customs Authorities, otherwise heavy penalties might occur. Please contact SCHENKER in case you may sell any temporary goods. As well as TEMPORARY IMPORT BOND FEE (used as a Bank Guarantee) calculated over CIF value of the exhibits: This guarantee must be given by a Bank in Greece, at the responsibility and expense of the Exhibitor.

1.4.4. Commercial invoice MUST show:

- Name and address of shipper and VAT Id. Nr.
- A full description of each item. It is not sufficient to use the description “display equipment”, “Machinery”, “communication equipment”, etc. Customs requires that each tariff commodity be itemized separately. Stand materials should be listed as made of “ ” (wood, steel, aluminum, etc). The fabric content should be specified for any textile articles.
- The quantity of each item imported.
- For temporary importations “goods for temporary import only, DAP Athens”
- For final importations “goods for final import, for free distribution only, DAP Athens”
- Value of unit prices must be shown for each individual item on the invoice. This includes any samples or catalogues.
- Do not use the term “No Commercial Value”.
- Total invoice price and currency used.
- Identifying marks and number of packages.
- The weight and measurements (length x width x height) of the cases
- Full address of the exhibitor and VAT Id. Number

Should you have any questions related to customs clearance or deliveries please get in touch with Schenker (Stephan Hulfeld). He can provide all necessary information and forms.

**Movement of Deliveries & Forklift trucks**

Forklift services, offloading and empty case storage must be arranged through the exclusive appointed freight forwarder, Schenker. No other agent/exhibitors or stand constructor can operate/drive their own forklift or similar on-site. Please note, a forklift truck will not be available unless booked in advance of the event. Should you require a forklift truck for unloading, you must order this in advance, latest 18 August 2016 with Schenker. Please be advised that Schenker does not offer forklift truck as a single service.

**Handling rates by Schenker**

In the following you will find an overview of the prices charged by Schenker for their services. Please note that final prices may vary due to special services needed. All prices are subject to change and errors. All prices in EURO. 1 cbm = 333 kg chargeable weight.

**Freight or groupage shipments via warehouse from free arrival up to free delivered booth.**

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Athens Airport</th>
<th>Warehouse Schenker Avlona</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 50 kgs</td>
<td>EUR 270,00</td>
<td>EUR 240,00</td>
</tr>
<tr>
<td>up to 100 kgs</td>
<td>EUR 385,00</td>
<td>EUR 320,00</td>
</tr>
<tr>
<td>up to 200 kgs</td>
<td>EUR 435,00</td>
<td>EUR 360,00</td>
</tr>
<tr>
<td>up to 300 kgs</td>
<td>EUR 485,00</td>
<td>EUR 405,00</td>
</tr>
<tr>
<td>up to 400 kgs</td>
<td>EUR 525,00</td>
<td>EUR 455,00</td>
</tr>
<tr>
<td>up to 500 kgs</td>
<td>EUR 565,00</td>
<td>EUR 485,00</td>
</tr>
<tr>
<td>up to 600 kgs</td>
<td>EUR 605,00</td>
<td>EUR 500,00</td>
</tr>
<tr>
<td>up to 700 kgs</td>
<td>EUR 612,00</td>
<td>EUR 550,00</td>
</tr>
<tr>
<td>up to 800 kgs</td>
<td>EUR 648,00</td>
<td>EUR 595,00</td>
</tr>
<tr>
<td>up to 900 kgs</td>
<td>EUR 684,00</td>
<td>EUR 610,00</td>
</tr>
<tr>
<td>up to 1000 kgs</td>
<td>EUR 800,00</td>
<td>EUR 618,00</td>
</tr>
<tr>
<td>up to 1500 kgs</td>
<td>EUR 990,00</td>
<td>EUR 850,00</td>
</tr>
<tr>
<td>up to 2000 kgs</td>
<td>EUR 1.255,00</td>
<td>EUR 1.100,00</td>
</tr>
<tr>
<td>from 2001 kgs</td>
<td>on request</td>
<td>on request</td>
</tr>
</tbody>
</table>

Additional charges for airfreight shipment: + airline/agent fees
Direct deliveries to Megaron (not valid for container/frigo trucks) from free arrival at the fairground up to free delivered booth.

<table>
<thead>
<tr>
<th>Loading</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>m/m</td>
<td>420,00</td>
</tr>
<tr>
<td>each loading meter</td>
<td>210,00</td>
</tr>
<tr>
<td>full truck (palletized cargo)</td>
<td>2,000,00</td>
</tr>
<tr>
<td>full truck (loose cargo)</td>
<td>2,350,00</td>
</tr>
</tbody>
</table>

Manpower for helping unpacking or repacking

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker for unpacking or repacking per hour (minimum 4 hrs)</td>
<td>50,00</td>
</tr>
</tbody>
</table>

Empty storage

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up from booth, storage and re-delivery each beginning cbm (minimum EUR 250)</td>
<td>110,00</td>
</tr>
</tbody>
</table>

Customs formalities

**Carnet ATA**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs clearance per shipment and Carnet ATA each way</td>
<td>200,00</td>
</tr>
<tr>
<td>Additional basic charges per 100 kg each way</td>
<td>9,00</td>
</tr>
<tr>
<td>Customs inspection each way</td>
<td>85,00</td>
</tr>
</tbody>
</table>

**Temporary importation or re-export clearance with invoice each shipment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary import clearance or re-export clearance each way</td>
<td>200,00</td>
</tr>
<tr>
<td>Additional basic charges per 100 kg each way</td>
<td>9,00</td>
</tr>
<tr>
<td>Customs inspection each way</td>
<td>85,00</td>
</tr>
<tr>
<td>Customs bond fee charges - basic charges</td>
<td>120,00</td>
</tr>
<tr>
<td>Additional to basic charges each USD 1.000</td>
<td>15,00</td>
</tr>
</tbody>
</table>

**Permanen import clearance with invoice**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import clearance per shipment and invoice each way</td>
<td>200,00</td>
</tr>
<tr>
<td>Additional basic charges per 100 kg each way</td>
<td>9,00</td>
</tr>
<tr>
<td>Customs inspection each way</td>
<td>85,00</td>
</tr>
<tr>
<td>Duties and taxes as per outlay</td>
<td>+ 10 % outlay fee</td>
</tr>
</tbody>
</table>

**Surcharges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication charges each shipment and way</td>
<td>55,00</td>
</tr>
<tr>
<td>Payment via credit card</td>
<td>+ 5% from total invoice amount</td>
</tr>
<tr>
<td>Late arrival surcharges</td>
<td>40%</td>
</tr>
</tbody>
</table>
VAT all charges are excluded if any
All charges are each shipment/exhibitor/way
chargeable 1 cbm = 333 kg
Return the same charges
All charges are each shipment and exhibitor

Overtime surcharges (all above prices are valid for normal working days & hours (Monday –Friday 8 am - 6 pm)

<table>
<thead>
<tr>
<th>Overtime</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime after 6pm</td>
<td>50%</td>
</tr>
<tr>
<td>Overtime after midnight</td>
<td>100%</td>
</tr>
<tr>
<td>Saturday, Sunday, public holiday</td>
<td>100%</td>
</tr>
</tbody>
</table>

Trolleys are not available at the venue. You are advised to bring your own trolley if you can’t hand-carry your items to manoeuvre them on site.

The entrances, roads and spaces used to deliver equipment and/or assembly it and installation from the unloading points to the stands must be protected by:

- Use of trolleys or other handling apparatus with rubber tyres
- Use of weight-spreading floors
- For the move-in and move-out operations, it is mandatory to lay temporary access runs of corrugated cardboard, carpet or similar material to protect the marble and/or wooden floors. Any damage to the existing floor is to be made good by the exhibitors or their stand builders with no cost to the organizer or venue.
- No fixing likely to damage the supports (floors, walls, posts, and ceilings) is allowed. Whether necessary, it should be done in such a way as to avoid leaving any adhesive residue on the flooring.

**NON HEAVY GOODS**

This only applies for deliveries made with passenger cars. Vehicles with larger dimensions please get in touch with Schenker and see the deliveries section of this manual!

**IMPORTANT:** For delivering goods (hand carried) with passenger car, car needs to be parked in the parking lot. No access will be granted to the loading dock as it is for trucks only! See venue’s facilities section of this manual for detailed parking information.

Access into the exhibition areas and Convention Center for build-up and/or breakdown will be via parking lot only. Under no circumstances should event equipment be moved in or out via front-of-house areas.

**Note:** Trolleys are not available at the venue. Exhibitors are advised to bring their own trolley if items are heavy and cannot be hand carried.

**Please note that the venue will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event.** Neither the venue nor the organizer takes responsibility for any parcels
being sent directly to the venue. All deliveries – except self-offload or hand carried – must be handled by the organizers appointed freight forwarder, Schenker, who will be able to gather EANS deliveries at a cost. The forwarding agent, Schenker DB, needs to receive all necessary information from the exhibitor and should be well informed by the exhibiting company of all arrangements regarding transportation, storage of goods before and after the exhibition. Please see the deliveries section of this manual.

Neither the venue nor the organizer takes responsibility for any parcels being sent directly to the venue. The forwarding agent will be solely in charge of all dealings with the Customs Authorities. For any questions regarding customs formalities, exhibitors must contact Schenker at stephan.hufeld@dbschenker.com.

Stand Construction Rules

IMPORTANT NOTE: The Exhibitors and their stand building contractors shall be bound to comply with the venue’s Generic Terms & Conditions and the Stand construction rules outlined in this manual.

IMPORTANT NOTE: All exhibitors are obliged to send detailed stand designs (include dimensions and heights!) by 14 June 2016 (see Stand drawing submission section below).

SERVICE PROVIDER

Our exclusive contracted service provider is Interforma. Should you require any equipment, power connection or any other services, you will find contact details in the order form section of this manual. Shell scheme stands can only be rented through our exclusive provider Interforma. No other shell scheme providers will be allowed.

STAND CONSTRUCTION

Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the venue’s floors. Wherever it is necessary to secure any carpet or protective flooring to the venue’s own floors (i.e. with double sided tape, gaffer etc.) it should be done in such a way as to avoid leaving any adhesive residue on the venue’s flooring (i.e. by using paper masking tape underneath the adhesive tapes indicated as above).

All temporary structures, including stands, must be structurally sound. Structures deemed unstable must be modified or removed from the exhibition at the exhibitor’s expenses. Structures 2.4 meters or more may require certification by engineer. This certification needs to be present on site.

The venue and the organizer reserve the right to:

- request changes to the stand during the set-up process, if the agreed plans have not been adhered to.
- request changes to the stand construction, once plans have been agreed, in the case that the venue or the organizer deems it necessary, for reasons of public safety and the safety of the stand construction team and others.
- prohibit the erection of the stand in the case that changes are not being made to the organizers or the venues satisfaction. All costs will be charged to the exhibitor or their contractors.
- prohibit the erection of the stand in case that the exhibitor has not paid his dues. All payments must be done prior to set up.

Suitable and adequate drop sheets must be used when painting custom stands and displays. Items required to be placed on existing marble floors during set-up/dismantling periods should be stored on corrugated paper or other means of soft sub flooring. Other display materials must be positioned on suitable protection sheets. Any damages will be charged to the exhibitor or his contractor.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.

All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.

Ramped edges should be of non-slip construction or coated with a non-slip finish.

Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

Permission must be granted by the organizer before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.

The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900mm minimum in height must be installed.

**It is absolutely mandatory that exhibition stand floors are covered with fireproof carpet during the event.**

The officially appointed supplier for exhibition carpet for is Interforma. Exhibitors who bring a space only stand construction may use their own carpet, given that it is fire-resistant and a certificate may be asked for on site. See fire safety regulations in this section of this manual. The protective carpet may also be ordered with Interforma. Exhibitors are to be held liable for any damage caused as a result of the flooring that has been put into place by their stand building contractor.

**CLEANING**

During the build and dismantling periods contractors are responsible for keeping their stand and corridors clear of any rubbish. Further, stand builders are responsible for their waste and they have to remove it after finalizing the stand. For anything left behind that needs removing, there will be a charge. Exhibitors are responsible for the cleanliness on their stand. Exhibitors can order daily stand cleaning through Interforma (see order form section). It is the responsibility of each exhibitor and/or stand building contractor to remove all left over rubbish from site.
DOOR DIMENSIONS

Door to Muses/Trianti/Skalkotas foyer: 2m high, 1.37 wide.

Door to stands #28 - #41: 80 cm width.

ELECTRICAL INSTALLATIONS

All electrical installations will be installed and tested prior to being live, by the appointed electrical contractor, Interforma. This is to eliminate the risks of any accidents and electrical fire. All temporary electrical installations shall be installed in accordance with the relevant rules of good practice, by qualified, competent electricians. The creation of a connection, the installation of a distribution cabinet and the provision of electric current to the stands as well as making power live shall be carried out exclusively by the approved personnel. Daisy chaining is not allowed under any circumstances. Electrical connections and power can be acquired through Interforma. See order form section of this manual.

FIRE SAFETY OF STAND MATERIALS / HAZARDOUS SUBSTANCES

All materials used for stand construction or display should be fireproof and non-combustible, meaning materials that conform to the standards laid out in following national or international regulations:

- The Greek Fire Safety Regulations categories 0 or 1 or 2 (www.fireservice.gr);
- The German regulations categories A1 or A2 or B1 (www.din.de);
- The equivalent America NFPA regulations categories A or B (www.nfpa.org).

Packaging, waste or any other material or object that is not used during the event shall be stored outside the premises. Failure to abide by these regulations may result in the removal of offending materials. The use of fire, naked flames or heat sources (welding, gas cutting, soldering, defrosting) during operations to install or disassemble any structures is forbidden. The use of all gas & compressed air is strictly prohibited. The execution of welding works or any other similar activities, including the use of tools incorporating flame or high heat is prohibited in the venue.

MAXIMUM FLOORLOAD

The maximum floor load in the exhibition area is 500 kg/sqm. For any equipment, display, machinery or anything else weighing more than 500 kg/sqm a written approval by the organizer must be requested.
MAXIMUM/MINIMUM HEIGHT

Maximum heights communicated by the organizer have to be respected. It is mandatory to include built height into stand design sent to the organizer in advance for approval. The minimum height is 2,5 meters at all areas if not regulated differently. For maximum heights please see plan below.

Blue area = 4 meters max. building height
Yellow area = 3 meters max. building height.
Red area = 2,2 meters max. building height.

Blue area: 4,0 meters max. building height
Yellow area: 3,0 meters max. building height.
Red area: 2,2 meters max. building height.
STORAGE & WASTE DURING BUILD UP AND OPEN PERIODS

- Boxes and packages should not be stored behind the stands. Also empty packages should not be stored in the Exhibition area. If required, a storage area should be incorporated into the stand design. This applies also to carpet, shell scheme and stand building equipment, storage boxes and crates, empties, trussing and rigging equipment, electrical equipment, plumbing equipment, trolleys, pallet jacks, site desks, ladders, scaffolding, cleaning machines, road cases or any items for distribution on the stand. Should exhibitors require storage this can be arranged with Schenker.

- Exhibitors are responsible for the removal of their waste adhering to the local regulations. The waste produced during the exhibition, both solid wastes such as paper, cardboard, plastic, etc. and liquid waste, must be removed from stands and their surroundings every day. Once the exhibition is finished each exhibitor should remove all waste of the stand.

During the dismantling times, waste bins will be available. Waste or other liquid products must not under any circumstances be poured into the drains (or toilets). If the participant fails to observe these rules, the organizer or venue shall be entitled to have the waste removed. Consequently, a cleaning company appointed by the venue or organizer shall be used, at the risk and expense of the exhibitor responsible.
STORAGE AFTER THE EVENT

It is prohibited to leave items in the venue once the event has finished. Should storage be required post event, exhibitors are required to contact the official freight forwarder, Schenker, who can organize temporary storage. This needs to be organized prior to the event and in any case prior to the end of the event. The venue or organizer does not assume any responsibility for the storage of any items. Items left behind may be removed by the venue or the organizer at the exhibitors costs.

WATER AND WASTE

There is no possibility for exhibitors to have water and waste supply in their booth.

Stand Drawing Submission

Exhibitors building a space only stand, are reminded that detailed stand drawings and plans must be submitted to the organizer for approval at the earliest opportunity. However, this must be no later than 14 June 2016. All plans must be sent to eans2016.sponsor@aimgroup.eu

Space only exhibitors are reminded of the following points:

- Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.

- Stand designs with a raised platform should endeavour to have a wheelchair access ramp incorporated on at least one of its open sides.

- Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as mentioned above.

- All structures, materials, special designs, unusual constructions, and all signs shall conform to Greek safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

- No exhibitor will be permitted to span an aisle by ceiling or floor covering.

- Maximum building heights needs to be respected and included into the stand drawings.

- Please contact the exhibition organizers if you require a copy of the exhibition layout plans.

Failure to comply with any of the mentioned regulations could result in approval of your stand being withdrawn or delayed.
Terms and Conditions

APPLICATION: The organizers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

BANKRUPTCY OR LIQUIDATION: In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the exhibitor under contract shall be forfeited.

CHILDREN AND ANIMALS: There are strict policies on bringing children to the event. If you need further information on this, please contact the organizer prior to the event on eans2016.sponsor@aimgroup.eu. Animals, apart from guide-dogs, are not allowed in the exhibition or the EANS 2016 Annual Meeting overall.

CLEANING: During the exhibition open period, corridors between stands will be cleaned on a daily basis at the end of each day. Exhibitors are responsible for the cleanliness on their stand. Exhibitors can order daily stand cleaning. This service can be booked via Interforma. Please refer to the Order Form Section of this manual.

CLEARING OF STANDS: The exhibitor assumes responsibility for leaving the venue’s facilities in perfect condition after the event, removing any materials (i.e.: carpet, woods, etc.) left over from their stands. Should the exhibition hall not be cleared within the timeframe communicated to the exhibitors, the venue will recharge the costs which may arise from in-house staff clearing remaining items from the exhibition areas. Stands need to be fully dismantled within the timeframe stipulated within this manual or otherwise communicated to the exhibitor.

CONDUCT OF EXHIBITORS AND REPRESENTATIVES:

• Annoyance: The exhibition organizers reserve the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor’s own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.

• Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors; the exhibition organizers reserve the right to prohibit such use if, in the exhibition organizers’ opinion, this is the case.

• Publicity Material: Publicity material shall be displayed and/or given away only from the exhibitor’s own stand. Leaflets displayed at any other point throughout the premises will be removed or destroyed by the exhibition organizers.

• Projected Images: Projected images, however generated, may not play on to aisles or on to other stands.

• An exhibitor may not, except by express written permission of the exhibition organizers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal’s. The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the exhibition organizers. The exhibition organizers reserve the right to have masked or removed from the premises any product or sign violating this regulation.
CONTRACT CANCELLATION: In exceptional circumstances the organizers will be prepared to consider cancellation of their contract with exhibitors, but only if the following conditions are complied with:

- Cancellation received in writing until 04 JUNE 2016: 50% cancellation fee of total amount.
- Cancellation received in writing later than 04 JUNE 2016: the exhibitor will be liable for the total charge.

COMPLIANCE WITH RULES AND REGULATIONS: If the exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the exhibition organizers have the right to sell the stand space. The exhibitor, however, will be liable for any loss suffered by the exhibition organizers thereby, and all monies paid by the exhibitor shall be absolutely forfeited to the exhibition organizers.

The exhibition organizers are responsible for the control of the exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the exhibition organizers is final and decisive on any question or aspect not covered in the foregoing Rules and Regulations.

The exhibition organizers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the exhibition organizers.

All exhibitors should note that participation at the exhibition implies acceptance of these Rules and Regulations.

DAMAGES & SURFACE OF THE BUILDING: It is not permitted to nail or stick any material to walls, floors, pillars, doors, curtains, furniture, ceilings, nor to any of the venues decorative elements or installations in general, without previous written authorization from the venue management. Furthermore, it is strictly forbidden to directly secure any equipment (rigging) to the ceiling or the walls of the building. Should any damage to the building or venue property (incl. furniture) occur, the relevant exhibitor or stand contractor will be held responsible and will have to compensate financially for the cost to right the damage (repair or replacement or other). Further, it is prohibited to place any posters, flipcharts or other in the venue except within the boundaries of the exhibition stand.

DANGEROUS GOODS: No dangerous goods are to be brought to the premises without the formal approval of the venue and the organizer. The venue and the organizer will require documentation detailing a justifiable reason for the use of the dangerous good and how associated risks will be controlled prior to granting approval. Risk controls need to address transportation, storage and handling. The venue management and the organizer will request the immediate removal of any dangerous goods or hazardous substances that have not been approved for the use at EANS 2016 or if being misused.

DELIVERY OF MATERIAL BY MEANS OF CUSTOMS AND THE ASSUMPTION OF RESPONSIBILITIES CLAUSE: All deliveries for EANS 2016 need to be sent to the official freight forwarding company who handle all deliveries. Please refer to the relevant section of this manual. Deliveries cannot be made to the venue directly and the venue consequently does not assume responsibility for any packages or the content thereof. Consequently,
the venue does not assume responsibility for the goods deposited in Customs; all customs clearance issues are to be addressed with the official freight forwarder, Schenker DB.

**ELECTRICITY** Exhibitors must personally provide the installation with current stabilisers, no-break devices, overvoltage protection for all applications requiring a pure electrical network, such as, for example, computer equipment. The use of generator sets inside the venue is strictly prohibited. Equipment sensitive to supply fluctuations needs to be protected with appropriate surge protection equipment. Please contact the electrical contractor, Interforma, for details.

**EXHIBITION DATES & CANCELLATION**: The Organising Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the congress. The organizers reserve the right to postpone the exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the organizers and exhibitors. The organizers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the organizers, which the organizers could not reasonably have foreseen and which the organizers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

**EXHIBITION LAYOUT**: The organizers reserve the right to change the exhibition floor layout if necessary as well as to amend or alter in unforeseen circumstances - the exact site of the location of the stand and the exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the organizers.
FIRE SAFETY & EMERGENCY PROCEDURES: The Megaron Athens International Conference Center (MAICC) recognizes that it has a responsibility to the health and safety of all persons visiting the venue. In support of this, a comprehensive emergency plan has been implemented to ensure the safety and wellbeing of all the MAICC guests. The building complies with, and in many aspects exceeds all current statutory requirements in the area of provision for emergencies. The building is equipped with automatic sprinklers, smoke detectors and red fire push-button systems in all areas. These areas have a direct link to the MAICC Control Room which is manned 24 hours a day, 365 days a year. An Emergency Control Organisation (ECO) has been established to deal with all emergency incidents that may affect the safety and wellbeing of all building occupants. All ECO personnel consist of in-house employees and in the event of an emergency it is requested that everyone follow the directions of the MAICC staff. All visitors to the MAICC are requested to familiarize themselves with the emergency exits, the assembly area located close to their immediate area and to be conversant with the general emergency evacuation procedure. Any further enquiries should be directed towards the MAICC staff.

FLOORS: Each and every exhibitor is fully responsible for ensuring that absolutely no damage is done to the existing floors of the venue during exhibition build up, open period and break down period, by themselves or their stand building contractor. Should any damage occur, the exhibitor takes full responsibility of making good the damage done and any associated costs of repair are to be covered by the exhibitor.

INSURANCE: Each exhibiting company and their stand contractors must have sufficient public and employer’s liability insurance covering any damages caused by their staff either to the venue’s installations, other exhibitors and delegates as well as in-house staff. It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. The insurance should take effect from the day that goods and exhibits are delivered to the venue and should remain in effect until all items have been removed.

KEEPING KEY AREAS CLEAR: By law, emergency exits, exhibition gangways, fire prevention elements, as well as all security systems and closed circuit TVs are to be kept clear, visible and accessible at all times. It is prohibited to obstruct or cover any vents of any spaces within the venue. Should these rules not be adhered to, the venue reserves the right to not authorize the set-up of the stand or decorative element/structure scheduled, and should the set-up be already mounted its dismantling will be demanded at the cost of the exhibitor.

LIABILITY: The exhibition organizers will endeavour to protect exhibition property while on display at the exhibition. However, it must be clearly understood that neither the venue nor the exhibition organizers can
and will accept liability for any loss or damage to any exhibition property. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the exhibition organizers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed, or altered in any way in whole or in part, or if the exhibition organizers find it necessary to change the dates of the exhibition, or vary the hours the exhibition is open, the exhibition organizers shall not be liable for any expenditure, damage, or loss incurred in connection with the exhibition. The exhibition organizers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.

**MACHINERY WITHIN THE EXHIBIT:** Machinery or equipment likely to jeopardise the health or safety of any person is prohibited. Sensitive equipment, especially variable speed drivers, may cause nuisance tripping of Residual Current Devices (RCDs). Therefore, prior notice is required with all relevant technical specifications. All machinery should be fitted with guarding, fencing, immobilisation locks etc. to ensure a safe environment for staff and visitors. Signage above the machine is not acceptable as a protective method. Any person operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or licence, as required by law, to operate such equipment.

**MOVEMENT OF ITEMS:** The venue does not provide staff for loading and unloading of trucks. Furthermore, the venue doesn’t provide trolleys to manoeuvre items such as boxes etc. Should this be required, porters can be booked at a cost from Schenker. Order of such staff should also be communicated to Schenker to coordinate logistics of loading in / out.

**MOVE-IN AND OUT:** For move-in and move-out of constructions, trolleys and other items which are not hand carried, the venue requires that temporary access runs of corrugated cardboard, carpet or similar material to protect the marble and/or wooden floors.

**OBSTRUCTION OF GANGWAYS AND OPEN SPACES:** Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighboring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build up and break down periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the exhibition organizers at the exhibitor’s expense and risk. No exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the exhibition organizers interferes with an adjoining exhibitor.

**OCCUPATION OF STAND SPACE:** The exhibitor, his appointed staff, agents, employees, and contractors may enter the building at a time which has been communicated to them for the purpose of stand fitting and dressing. Unless otherwise agreed in writing by the exhibition organizers, exhibitors are not authorised to sublet, share, or transfer their stand space.

**POSTERS, BANNERS AND ADVERTISING:** Any posters must be approved by the venue and the organizer and cannot just be put into place on the premises without prior written consent of both, organizer and venue. No unauthorized means of advertising may be put up on walls, windows, doors, in lifts and in the vicinity of the venue, in public spaces etc.
PHOTOGRAPHY: Photographs can only be taken prior to the opening of the exhibition, and during the Congress only at your exhibition stand. If you are planning any filming or photography within the hall, please inform the organizer on eans2016.sponsor@aimgroup.eu. During the congress, only hand held and battery operated equipment may be used within the hall and all gangways, particularly the exhibition area must be clear of tripods and cables. There is the opportunity to book a professional photographer via the organizer. Please contact us for further information on eans2016.sponsor@aimgroup.eu.

PROMOTIONAL GIVE-AWAYS: Brochures, catalogues, give-aways are to be distributed only by exhibitors on their own stand. Exhibitors cannot distribute their give-aways from the aisles nor outside the exhibition halls or venue.

PAYMENT OF STAND SPACE: Any booked exhibition space has to be paid in full as per the following arrangements: Total fee due with contract raised after application.

RISK ASSESSMENT: All exhibitors are required to carry out a risk assessment. Please refer to the relevant section of this Exhibition Manual where template risk assessment forms can be found for shell scheme and space only stands.

SECURITY OF ITEMS: The venue / the organizer does not assume any responsibility for any damage to or loss of any goods brought in to the venue. Stand surveillance is available at a cost. Please refer to the Order Form Section of this manual.

SMOKING, EATING AND DRINKING: There are designated smoking areas in the venue. Please refer to the Venue Facilities section here above. Furthermore, it is prohibited to eat or drink in any meeting rooms and session halls of the venue during the build, open and breakdown periods of the event, unless catering has been specifically ordered via the organizer / venue.

SPECIAL EFFECTS & PYROTECHNICAL DEVICES AND ITEMS: Fog effects / haze and pyrotechnics are not allowed to be displayed in the Exhibition. Use of lasers is generally not authorized. It is not allowed to bring any laser into the building without prior consent of organizer and venue. See dangerous goods section. Smoke machines, helium tanks or any other items and substances potentially harmful to venue facilities and personnel are not permitted on the premises.

STORAGE: There are no storage areas available within the venue. Should exhibitors require storing of any items, such as empties, these are to be arranged through the appointed freight forwarder Schenker. Alternatively, exhibitors are required to incorporate storage areas into their stand design.

TROLLEYS – FORKLIFT: The venue does not provide trolleys, forklifts and other equipment for the transportation of the stand and stand materials. It is the exhibitor’s responsibility to arrange any such moving in/out equipment. This can be ordered through Schenker. Please see the deliveries section of this manual.

WORKS: No exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising there from or in relation thereto, whether under or over or (in the case of emergency only) within the premises or any other adjoining or neighboring premises and whether by the premises or any other owner or occupier.
Health & Safety

Introduction

All exhibitors are obliged to adhere to Directive 89/391/EEC – OSH “Framework Directive” of June 1989, which is of fundamental importance as it is the basic Health & Safety Legal Act which outlines measures of prevention and protection of Health & Safety of workers against occupational accidents and diseases.

Exhibitors are obliged to adhere to all Health & Safety rules and regulations outlined in this Directive and it is their obligation to ensure the Health & Safety of their appointed employees and contractors involved in the EANS 2016 Exhibition.

Risks should be avoided as far as reasonably practicable and with this in mind, exhibitors are required to carry out a suitable and sufficient Risk Assessment. This means that the risk assessment must identify all significant risks. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration. Risk assessments should be carried out by competent staff who are knowledgeable about the activity on the exhibition stand, detailing the hazards and controls.

Examples of common risks associated with an exhibition are as follows:

- Fall from working at heights and working on a live edge
- Slips, trips and falls
- Manual handling – lifting or moving of heavy loads
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Injury from use of work equipment such as saws etc.
- Structural collapse of an exhibition stand
- Fire and fire related incidents
- Excessive working hours resulting in tiredness and therefore making people prone to accidents

Risk Assessment Info

Every exhibition stand is a miniature workplace and therefore, exhibitors are required by law to complete a sufficient risk assessment, covering set-up-, open-, and breakdown period of their stand within the exhibition. There is no need however, to over-complicate things. The build of shell scheme will be covered by the shell scheme contractor’s assessment. If the activity on the stand is clearly without significant risk, then there is only need for the exhibitor to confirm that this is the case. Or if any risky activities are planned to happen on the stand, then there is need to indicate these and indicate how these risks are intended to be controlled. For space only stand constructions, it is a little more complex. Exhibitors of a space only stand will have to produce a risk assessment for the safe set-up and dismantling of their stands, including risk of fire. Should
any other activities take place on the stand, such as medical demonstrations etc., this will also have to be covered in the risk assessment.

Insurance Info

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the exhibition. Insurance protection will NOT be given to the exhibitors by the organizer. Particular attention is drawn to the need for the following:

Public & Employers Liability Insurance: All exhibitors must have Public and Employers Liability Insurance. The organizers will have the right to ask you for this onsite. Please consult your insurance company to cover you fully against all risks at the exhibition.

Abandonment Insurance: Exhibition organizers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

Stand, Fixtures and Similar Insurance: All risks on loss or damage to exhibitor’s property, fixtures, fittings and all other property of a similar nature whilst on the premises and transit risks from the exhibitor’s premises to the exhibition and return should be covered.

Exhibitors must not use or permit or bring into the premises or any part thereof any act or thing which may render any extra or increased premium payable for any of the exhibition organizers and/or the exhibition area’s insurance policies, including but not limited to material damage, consequential loss or public liability insurance.
5 Steps to a Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary:

A ‘hazard’: something with the potential to cause harm (such as injury, loss or damage)

A ‘risk’: something with the potential for harm to be realized.

**Step 1: Identify the Hazard and who could be harmed**

Please consider types of Hazards such as:

- Physical e.g. a vehicle
- Chemical e.g. substances such as cleaning products
- Biological e.g. food poisoning
- Psychosocial e.g. violence
- Common hazards can be: Exhibits or displays, stand designs, alcohol consumption, works on overhead-height etc.

**Step 2: Assess the risk**

For simple processes it is often sufficient to award a straightforward:

- Low
- Medium
- High

But you should try and look at likelihood as well as severity of the risk.

**Step 3: Develop Controls**

Having determined what the hazards are, and to what extent they pose a risk we now need to do something about it and the below control measures are recommended:

- Eliminate risk at source (There is a point at which any operation is simply too risky)
- Substitute for a safer method or product.
- Reduce the risk in a quantifiable way.
- Isolate from the hazard. (This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access for example.)
- Control the risk. The most common form of control on the event floor is the use of security and floor management.
- Personal Protective Equipment (items such as hard hats and safety shoes.)

**Step 4: Implement Controls**

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place.
**Step 5: Monitor and Review**

It is important to monitor the event floor to ensure that prescribed controls are actually in place. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When monitoring reveals problems.

Risk assessment templates can be found below for shell scheme and space only stands. All exhibitors must complete either a shell scheme OR a space only Risk Assessment Form depending on the type of stand that will be built, which should be returned to the exhibition organizers by **29th July 2016**. Assessment forms can be found below.

---

**RISK ASSESSMENT TEMPLATE FOR COMPLEX SPACE ONLY STANDS**

**Exhibitor’s Responsibility:**

As an exhibitor you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a **sufficient** risk assessment could ultimately lead to the closure of your stand.

This template is for a **complex space only exhibition stand** which will require a more detailed risk assessment than a simple shell scheme stand. Please study the activities on your stand during set-up-, open- and breakdown-period of the exhibition.

**Common hazards:**

- Complex structures such as a multi-storey stand
- Working electrical appliances other than simple display lighting
- Working machinery of any kind even if static
- Display of sharp objects
- Demonstration of any kind (incl. demos on „test patients“)
- Heat source of any kind incl. naked flame, gel burners etc.
- Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS 2016. For ease of completion, please refer to the 5 Steps of a Risk Assessment outlined in the Technical Exhibitor Manual and **complete the Risk Assessment Form below.**
RISK ASSESSMENT TEMPLATE FOR COMPLEX SPACE ONLY STANDS

Please complete this form and return it to eans2016.sponsor@aimgroup.eu at the latest by 29 July 2016.

Event Name and Date: ...........................................................................................................................

Stand Name: ........................................................................................................................................
Stand Number: .......................................................................................................................................

Name of Person responsible for Health & Safety: .......................................................................................

Contact Telephone Number: ...................................................................................................................

Contact E-Mail address: ..........................................................................................................................
Risk Assessment undertaken by: ..................................................................................................................

Please tick who this risk assessment has been distributed to. Ideally it should be distributed to the following:
- Contractors
- Exhibition Organizer
- Exhibitors On Site (on your stand)

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Consequences</th>
<th>Who is at Risk</th>
<th>P x S=R</th>
<th>Controls</th>
<th>P x S=R Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Hazards</td>
<td>What could result from the hazard?</td>
<td>Who might be harmed?</td>
<td>Risk</td>
<td>Is the risk adequately controlled?</td>
<td>What is the residual Risk?</td>
</tr>
<tr>
<td>Minor Injury - Minor cuts, sprains, bruises etc.</td>
<td>- Organizer’s staff</td>
<td>P = Probability</td>
<td>Consider the hierarchy of controls:</td>
<td>Action Level:</td>
<td></td>
</tr>
<tr>
<td>Serious Injury - Head injury, loss of consciousness, broken bones, respiratory problems etc. (Usually an injury from which full recovery is possible).</td>
<td>- Venue staff</td>
<td>S = Severity</td>
<td>- Eliminate</td>
<td>HIGH = High, Immediate action Required</td>
<td></td>
</tr>
<tr>
<td>Death or very serious injury - Loss of limb, paralysis (Any life changing injury from which full recovery is unlikely).</td>
<td>- Exhibitors</td>
<td>R = Risk level</td>
<td>- Substitute</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Contractors</td>
<td></td>
<td>- Reduce</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Children</td>
<td></td>
<td>- Isolate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Elderly visitors</td>
<td></td>
<td>- Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- New and expectant mothers</td>
<td></td>
<td>- PPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Discipline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P x S = R Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH = High, Immediate action Required</td>
</tr>
<tr>
<td>MED = Medium, Justify and review each event day</td>
</tr>
<tr>
<td>LOW = Low, no further action needed</td>
</tr>
</tbody>
</table>

See table below.
Use the following calculation table:

<table>
<thead>
<tr>
<th>Probability (P)</th>
<th>Severity (S)</th>
<th>Calculation of Risk (R) (P x S = Risk)</th>
<th>Rating</th>
<th>Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Almost inevitable</td>
<td>3 Death or very serious injury</td>
<td></td>
<td>LOW = 1 - 4</td>
<td>LOW – no action required</td>
</tr>
<tr>
<td>4 Very likely</td>
<td>2 Serious injury</td>
<td></td>
<td>MEDIUM = 5 – 7</td>
<td>MED – justify / review for each event day</td>
</tr>
<tr>
<td>3 Likely</td>
<td>1 Minor injury</td>
<td></td>
<td>HIGH = 8 - 15</td>
<td>HIGH – immediate action / further controls needed</td>
</tr>
</tbody>
</table>

Please now complete the Risk Assessment below:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Consequences</th>
<th>Who is at Risk</th>
<th>P</th>
<th>S</th>
<th>R (P x S)</th>
<th>Controls</th>
<th>P</th>
<th>S</th>
<th>R</th>
<th>Action Level</th>
</tr>
</thead>
</table>

Errors and omissions excepted
You must return this form to eans2016.sponsor@aimgroup.eu at the latest by 29 July, 2016.

To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.

Signature: ........................................................................................................ Name:........................................................................................................

Date:.........................................................................................................
Please complete this form and return it to eans2016.sponsor@aimgroup.eu at the latest by 29 July 2016.

Event Name & Date: …………………………………………………………………………………………………………

Stand Name: ………………………………… Stand Number: …………………………………

Name of Person responsible for Health & Safety: …………………………………………………….

Contact Telephone Number: ………………………………………………………………

Contact E-Mail address: …………………………………………………………………………………………………

Risk Assessment undertaken by: …………………………………………………………………………………..

Exhibitor’s Responsibility:

As an exhibitor you are required to carry out a risk assessment and are obliged to complete this form even if you consider your stand as low risk. Failure to complete a sufficient risk assessment could ultimately lead to the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organizer or the venue. More complex stands will require a more detailed risk assessment and if you are in doubt you should contact the organizer. Please study the activities on your stand during set-up-, open- and breakdown-period of the exhibition.

Common hazards:

- Working electrical appliances other than simple display lighting
- Working machinery of any kind even if static
- Display of sharp objects
- Demonstration of any kind (incl. demos on „test patients“)
- Heat source of any kind incl. naked flame, gel burners etc.
- Any hazards which could be a risk

The above list of common hazards is not exhaustive and you are responsible for identifying any aspects of your stand that could present a hazard. This form serves as guidance only and does not exempt you from your legal responsibilities or transfer them to EANS 2016. For ease of completion, please refer to the 5 Steps of a Risk Assessment outlined in the Technical Exhibitor Manual or to the notes below (1) – (5).

Please complete the Risk Assessment:

<table>
<thead>
<tr>
<th>Identify Hazards(1):</th>
<th>Identify persons who could be harmed(2):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ………………………………………………………………………………………………………………………………………………………………</td>
<td></td>
</tr>
<tr>
<td>2) ………………………………………………………………………………………………………………………………………………………………</td>
<td></td>
</tr>
<tr>
<td>3) ………………………………………………………………………………………………………………………………………………………………</td>
<td></td>
</tr>
<tr>
<td>4) ………………………………………………………………………………………………………………………………………………………………</td>
<td></td>
</tr>
<tr>
<td>5) ………………………………………………………………………………………………………………………………………………………………</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consequences(3):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of Hazard 1): ………………………………………………………………………………………………………………………………………………………………</td>
</tr>
</tbody>
</table>

Errors and omissions excepted
### Of Hazard 2):
…………………………………………………………………………………………………………………………………………………………

### Of Hazard 3):
…………………………………………………………………………………………………………………………………………………………

### Of Hazard 4):
…………………………………………………………………………………………………………………………………………………………

### Of Hazard 5):
…………………………………………………………………………………………………………………………………………………………

Assess the **Severity** of your risk level by ticking the relevant box and circling which hazard it applies to (4):

- **High** - Hazard 1) 2) 3) 4) 5)
- **Medium** - Hazard 1) 2) 3) 4) 5)
- **Low** - Hazard 1) 2) 3) 4) 5)

Assess likelihood of it happening by ticking the relevant box and circling which hazard it applies to (4):

- **Highly Possible** - Hazard 1) 2) 3) 4) 5)
- **Possible** - Hazard 1) 2) 3) 4) 5)
- **Unlikely** - Hazard 1) 2) 3) 4) 5)

### Control Measures in Place (5):

- For **Hazard 1):** ……………………………………………………………………………………………………………………………………………………………
- For **Hazard 2):** ……………………………………………………………………………………………………………………………………………………………
- For **Hazard 3):** ……………………………………………………………………………………………………………………………………………………………
- For **Hazard 4):** ……………………………………………………………………………………………………………………………………………………………
- For **Hazard 5):** ……………………………………………………………………………………………………………………………………………………………

### Contractor Control (6):

(1) A hazard is anything that has the potential to cause harm

(2) Anybody who could be injured, suffer ill-health, as a result of the hazard causing harm (e.g. people working on the stand, delegates, other exhibitors etc.).

(3) What could be the harmful consequences (e.g. cuts, bruises, major injury etc.)

(4) This is your own assessment of the risk. A risk constitutes itself of likelihood of hazard to cause harm and the expected severity of the harm. Tick the appropriate boxes.

(5) Identify the control measures you put into place to eliminate or control the risk adequately.

(6) You carry legal responsibility for any person or company working on your behalf. You must ensure they are competent and will work in a safe manner. We suggest you request a copy of their Health & Safety policy. Please detail your safety checks you have carried out with your contractors in this box.

Please note this is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

To the best of my knowledge, the information provided is correct. The control measures in place control risk to an acceptable degree.

**Signature:** ……………………………………………………………………………………………………………………………………………………………

**Name:** ……………………………………………………………………………………………………………………………………………………………

**Date:** ……………………………………………………………………………………………………………………………………………………………
ORDER OF ON SITE SERVICES

For insurance and security reasons, and to adhere to regulations stipulated by the venue, the exhibition organizers have appointed Interforma as the official and sole contractor for the below services:

- Shell Scheme Stand Construction
- Exhibition Electrical Services
- Shell Scheme Exhibition Stand Carpet
- Shell Scheme Stand Lighting
- AV & IT

Interforma can additionally provide the following services, but exhibitors are allowed to use other suppliers also:

- Exhibition Furniture
- Exhibition Stand Branding/Graphics & Design of space only stands
- Labour (Porters etc.)

Interforma:
Tel.: (+30-210) 6028024
Contact: Mrs. Tina Manali or Mrs. Sevi Portokalidou
info@interforma.gr sportokalidou@interforma.gr

Order System:

www.interforma.gr/eans2016-forms/

Please use this system only to submit your order to Interforma.

Other suppliers:
Catering:
Aria Fine Catering (George Sarlos: gsarlos@aria.gr T: +30 210 9656388 F: +30 210 6231421 85A Harilaou Trikoupi Str. 14563 Kifisia, Greece)

Lifting services & freight forwarding: Schenker DB

Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of these works without the prior consent of the exhibition organizers. See Deliveries section of this manual.
The following checklist will help you organizing your participation at EANS 2016. This list is sorted chronologically.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Jun 2016</td>
<td>Stand designs must be sent to <a href="mailto:eans2016.sponsor@aimgroup.eu">eans2016.sponsor@aimgroup.eu</a> for sign off</td>
</tr>
<tr>
<td>01 Jul 2016</td>
<td>Editorials (company profiles) must be sent to <a href="mailto:eans2016.sponsor@aimgroup.eu">eans2016.sponsor@aimgroup.eu</a></td>
</tr>
<tr>
<td>01 Jul 2016</td>
<td>Order deadline for stand equipment at Interforma</td>
</tr>
<tr>
<td>08 Jul 2016</td>
<td>Bag insert design must be sent to <a href="mailto:eans2016.sponsor@aimgroup.eu">eans2016.sponsor@aimgroup.eu</a> for final sign off (NB: EANS/AIM will note take care of printing your bag inserts)</td>
</tr>
<tr>
<td>29 Jul 2016</td>
<td>Risk assessment needs to be sent to <a href="mailto:eans2016.sponsor@aimgroup.eu">eans2016.sponsor@aimgroup.eu</a></td>
</tr>
<tr>
<td>01 Aug 2016</td>
<td>Bag insert artwork must be sent to Interforma for printing (if printed somewhere else the deadline for delivery is 24. Aug 2016).</td>
</tr>
<tr>
<td>07 Aug 2016</td>
<td>Closing of exhibitor registration/group registration</td>
</tr>
<tr>
<td>18 Aug 2016</td>
<td>Time slot for build-up must be requested with Schenker for direct truck deliveries</td>
</tr>
<tr>
<td>23 Aug 2016</td>
<td>Closing of individual registration</td>
</tr>
<tr>
<td>24 Aug 2016</td>
<td>Latest arrival for deliveries to Schenker</td>
</tr>
</tbody>
</table>