

EXHIBITORS' TECHNICAL MANUAL FOR ONSITE

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **WHAHC 2023** Exhibition.

The Exhibition will be held in conjunction with the third edition of the **World Hospital at Home Congress WHAHC 2023**, which will take place on **30 March – 1 April 2023** at the **Barcelona International Convention Centre in Barcelona, Spain**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

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

We look forward to welcoming you in Barcelona and wish you a successful conference and exhibition!

Best Regards,

Zornitza Marinova

Project Coordinator

Email: zmarinova@kenes.com



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SECTION 1: GENERAL INFORMATION

Dates

Wednesday, March 29 – Saturday, April 1, 2023

Conference Organizer

Kenes International

Rue François-Versonnex 7

1207 Geneva, Switzerland

Email: reg_whahc23@kenes.com

Exhibition Manager

Mrs. Zornitza Marinova

Kenes International

Tel: +359 889 309 446

Email: zmarinova@kenes.com

Registration and Accommodation

Sponsorship and Exhibition Sales

Bilyana Hristova

Kenes International

Email: bhristova@kenes.com

Tel: +359 878 986 798

Venue Address:

Barcelona International Convention Centre in Barcelona (CCIB)

Plaça de Willy Brandt, 11-14,

08019 Barcelona, Spain

Tel: +34 932 301 000

Website: <https://ccib.es/en/>

Booth Cleaning/

Graphics/Signage/

Telecommunications/Flowers/Decoration/Electricity

Barcelona International Conventions Centre (CCIB)

Email: stands@ccib.es

Tel: +34 932 301 000

For Web Shop please [click here](#).

Audio Visual Coordinator

Email: stands@ccib.es

Tel: +34 932 301 000

For Web Shop please [click here](#)

Registration and Accommodation

Ms. Lilia Ivanova

Kenes International

Tel: +359 895 760 573

Email: reg_whahc23@kenes.com

Shipping and logistics

Merkur Expo Logistics

Mrs. Patricia Zintel

Tel: +49 1 702 229 525

Email: Patricia.zintel@merkur-expo.com

F&B and Catering:

Barcelona International Convention Centre in Barcelona (CCIB)

Anna Pere Del Hallazgo & Sara Ornat Lorés

Email: apere@ccib.es & sornat@ccib.es

Tel.: +34 932 301 000

Note: there are no parking facilities in the venue.

There are a few car parks around the CCIB. Please see the “P” symbol in the map – [CLICK HERE](#)

Website

For updated information regarding Conference, please visit the congress webpage:

<https://whahc.kenes.com/>



Exhibition related contact table

Action Item	Deadline	Contact Person
Company profile	As soon as possible, not later than 01 March 2023	Via Kenes Exhibitor's Portal
Designed Booth Approval		
Text for Fascia (Shell Scheme stands only)		
Badge Order (Available only after submitting company profile)		
Information regarding booths delivery (for Space only)	15 th March 2023	Mrs. Patricia Zintel Tel: +49 1 702 229 525 Email: Patricia.zintel@merkur-expo.com
Internet for the setup day*	Deadline for orders: Thursday, March 9 th 2023 <i>After this deadline some services may not be available</i> After Monday, March 20th orders will not be accepted	CCIB Stand E-mail: stands@ccib.es Tel: +34 93 230 1000 Web Shop
Electricity *		
Shell Scheme Extras*		
Furniture Rental*		
Graphics/Signage *		
In booth catering*		
Submit a signed copy of CCIB Safety Rules (click here)	15 March 2023	Exhibition Manager Mrs. Zornitza Marinova zmarinova@kenes.com
Submit list of staff who will be working during booth set up/ dismantling period (Click here)	15 March 2023	
Move in and logistics		
Door to door shipments	Please contact MERKUR	Mrs. Patricia Zintel Tel: +49 1 702 229 525 Email: Patricia.zintel@merkur-expo.com
Airfreight shipments- Arrival to recommended airport		
Shipment via Advance warehouse in Germany	No later than Monday, March 21st	
Exhibition goods - Direct deliveries to Congress venue (only full load trucks)	Subject to time slot NB! Please note there should be a person from your side to receive your Deliveries.	
Inserts bags, books Lanyards		We highly recommend sending to Germany advance warehouse No later than March 21

*CCIB Exclusive



Social Events at The Exhibition Area

You are cordially invited to the Welcome Reception which will be held in the Exhibition Hall on **30 March 2023 at 19:30 hrs.**

SECTION 2: Exhibition Schedule, Exhibition Floor Plan & List of Exhibitors

Exhibition Timetable – **subject to change*

Move in	29 March 2023	08:00-20:00 <i>*Safety Shoes are mandatory</i>
Set up starts	29 March 2023	09:00-20:00 <i>*Safety Shoes are mandatory</i>
Exhibitors space only Move-in	29 March 2023	09:00-20:00 <i>*Safety Shoes are mandatory</i>
Exhibitors shell scheme Move-in	29 March 2023 For Shell scheme	16:00-20:00
Decoration Only	29 March 2023	18:00-20:00
Exhibitions Opening Hours	30 March 2023	10:25 till end of Welcome Reception (20:30)
	31 March 2023	10:00-16:40
	01 April 2023	08:55-13:15
move out of exhibitors move out only with item that are to be carried by hands	01 April 2023	13:15- 15:15
Dismantling / Breakdown	01 April 2023	16:15- 20:00 <i>*Safety Shoes are mandatory</i>

The timetable is subject to possible changes in accordance with the scientific program.

Updates to follow up in due time.

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

❖ Please Note:

Empty crates and packaging material must be removed after set-up and no later than **Wednesday, March 29th at 20:00**

Access to the Exhibition Hall During Set-up and Dismantling

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.



- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour
- **SAFETY SHOES ARE A “MUST”** during set-up **29th March** (also for Shell Scheme exhibitors!) and during dismantling on **01st April**. Access to the exhibition hall **will NOT be allowed** without safety shoes.
- **Safety Shoes** are always **compulsory** when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space). For further information, make sure to review the section “Safety Rules inside CCIB Facilities”
- Access **without SAFETY SHOES** is allowed only during the **decoration time – 29th April from 18:00 hrs.**
- **No Safety Shoes are compulsory when:** aisles are empty (no construction material); main set up doors are closed, and no ore machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.
- Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods. Access to the CCIB will be granted based on list of names that will be provided to the CCIB by the organizers. For this reason, stand builders/contractors/exhibitors must register in advance each one of the personnel that is required to be on-site during set-up and dismantling periods.
- The following information should be submitted to the Exhibition Managers, by email, no later than **Wednesday, March 15th to zmarinova@kenes.com**

Full name

Passport numbers

Name of the exhibit company

Name of the contractor/stand builder

Booth number

The CCIB will provide visible identification, valid only for set-up or dismantling.

[Click here](#) to download the template, please fill only the green columns.

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

Make sure to pre-register all personnel in order to avoid delays once you arrive on-site.

Off Exhibition Information

- Please note that participants will be walking through the Exhibition Area to reach the Posters area which will be active before and after the Exhibition Opening Hours.
- Therefore, please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing hours of the exhibition is not permitted.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after Saturday, **April 1st at 20:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.



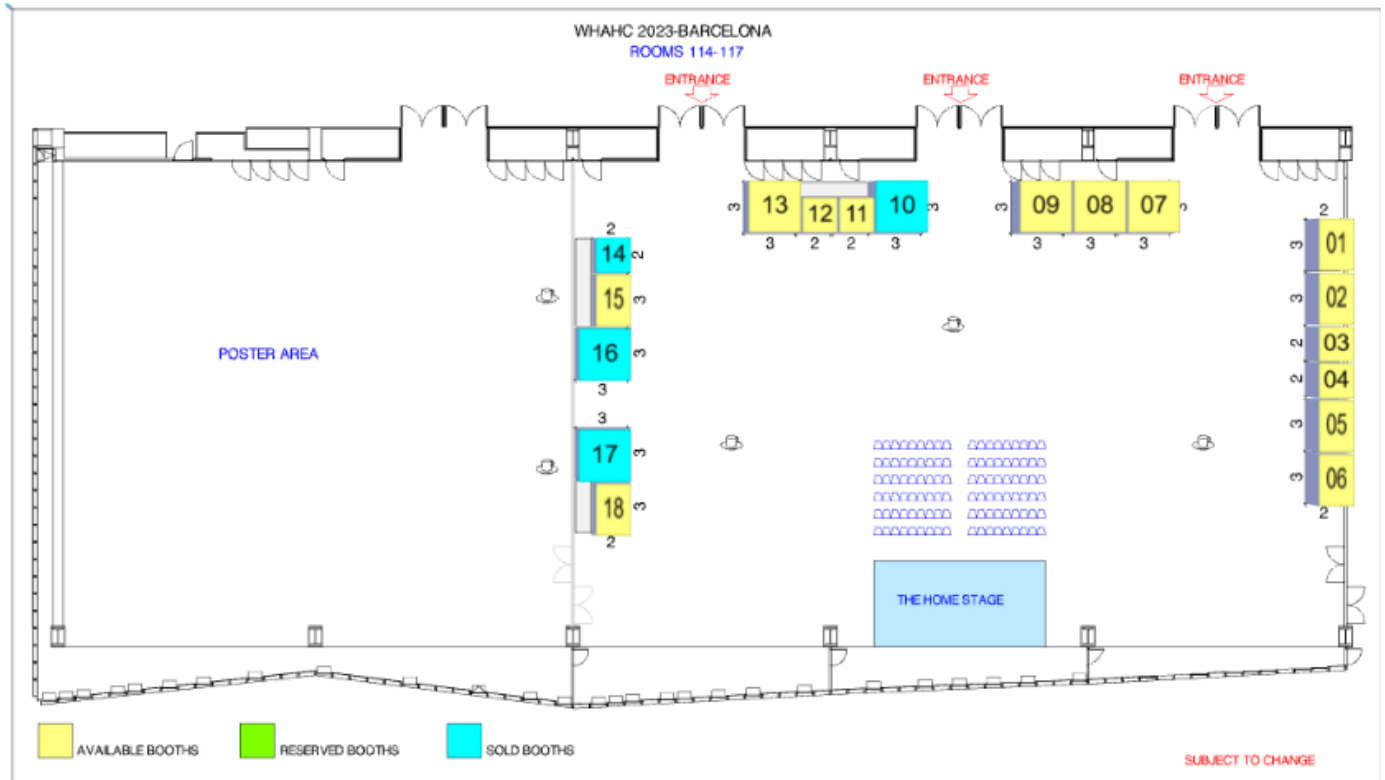
Waste Removal:

- Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the CCIB and/or the organizers at the expense of the exhibitor concerned.



Exhibition Floor Plan: **subject to change*

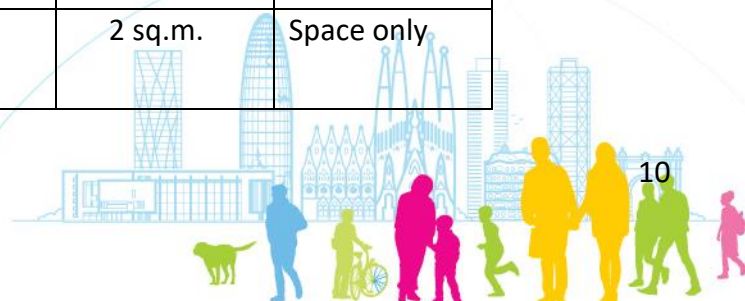
The floor plan has been designed to maximize the exhibitor's exposure to the delegates. It is a subject to change. For most updated floor plan and list of exhibitors, please click [here](#)



List of Exhibitors

➤ Please see all exhibitors listed [here](#):

Company Name	Booth No	Booth Size	Booth Type
	01	6 sq.m	Shell scheme
	02	6 sq.m.	Shell scheme
	03	4 sq.m.	Shell scheme
	04	4 sq.m	Shell scheme
	05	6 sq.m.	Shell scheme
	06	6 sq.m.	Shell scheme
Xandar Kardian	TBD	9 sq.m.	Shell scheme
	09	9 sq.m.	Shell scheme
Masimo	10	9 sq.m.	Space only
	11	4 sq.m.	Shell scheme
Tucuvi	12	4 sq.m.	Shell scheme
	13	9 sq.m.	Shell scheme
SENA Health	14	9 sq.m.	Shell scheme
	15	6 sq.m.	Shell scheme
Biofourmis	16	9 sq.m.	Shell scheme
Doccla	17	9 sq.m.	Shell scheme
Galeneo	TT1	2 sq.m.	Space only



SECTION 3: Exhibition Services

Exhibitors' Badges

- All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names **will not** appear on badges in order that they may be used interchangeably between staff members.
- Exhibitor badges will be given as per your contract.
- Any additional exhibitor's badges will be charged an exhibitor registration **fee of €150**.
- The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome Reception.

Additional Exhibitor badges can be ordered online via the Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

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

Deadline: Wednesday, March 15th, 2023

- Each exhibitor will be contacted with login details to access the Exhibitor's Portal.
- All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

SECTION 4: Technical Information

Exhibition Area

The Exhibition is being held in rooms 114+115+ 116 on floor P1, which is located on Level P1

- For booth walls 4,5 m. is the maximum high allowed. No hanging points for stands is allowed.

Click [HERE](#) for hall visuals.

Floor

- Floor type: brown carpet
- Maximum floor load: 500kg/m²

Ceiling Rigging

NO Ceiling hanging is permitted.

Stand builders are **NOT allowed** to hang any item directly to the venue ceiling.



Raised Floor / Platform

- The organizers and the CCIB must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the CCIB/Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the CCIB/Official Contractor (electricity, cables, Internet, etc.) are in the right place. Access to the service points/electricity tramps are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.
- Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp to ensure access for people with disabilities.

Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been pre-booked with Kenes includes the following:

- Company name on Fascia board printed in standard lettering.
- Lighting (1 LED light every 4.5 sqm)
- One (1) electrical box 3.3kw with a socket (Power supply included)
- A furniture package to include:
 - 1x rectangular table min L120cm + tablecloth
 - 2x chairs
 - 1x Small waste bin
 - Blue carpet

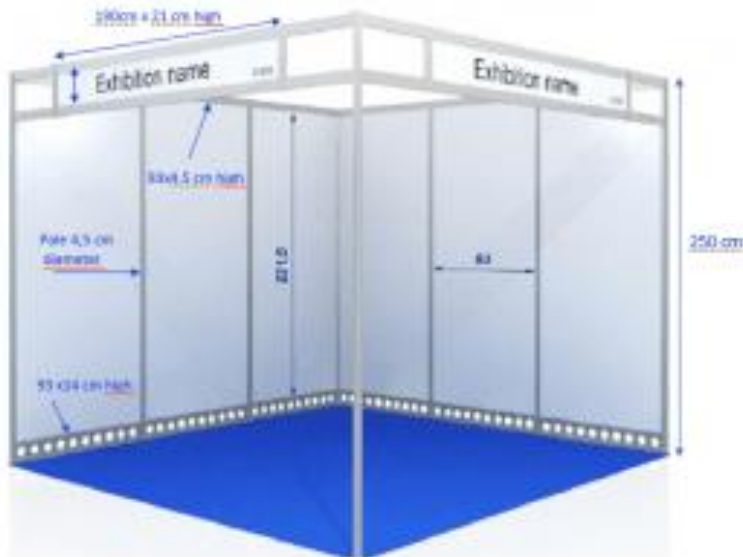
Booth Package **does not include:**

- Stand cleaning.

Furniture, cleaning and other products and supporting services can be ordered via the **CCIB Web Shop** – [CLICK HERE](#).

For **product catalogue** please [CLICK HERE](#)





*Image shown is for illustration purpose only

Note: **Corner shell scheme booths** are provided with two open sides and 2 fascia panels with company name.

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths). Please submit lettering for fascia via the **Exhibitor's Portal** by Wednesday, **March 1st, 2023**

You can submit your design/Facia on the Exhibitors' Portal: [here](#)

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the CCIB – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Wednesday, March 1st, 2023**.



- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Wednesday, March 1st, 2023** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the CCIB – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.

Exhibitors requiring additional equipment may contact the CCIB – the official stand contractor – as per published deadlines (see section “Exhibition related contact table”).

Space Only Booths

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, water and drainage - a list of all appliances
3. The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com> Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Monday, February 13th, 2023

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.**
- **Island Booths** should be partly accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- **Raised Floor/Platform** – please refer to section “Hall Specifications and Important Technical Information”



- Advertising on the boundary with other stands is prohibited.
- **Multilevel structures are not permitted.**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- For booth walls **4.5 m** is the maximum high allowed.
- **Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).**
- **NO Ceiling Rigging** is permitted.
- ❖ **Kindly note:**
 - *The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.*
 - **Work cannot commence until the booth drawings are approved by the organizers.**
 - **The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state.**
 - *We recommend Exhibitors using independent booth contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the CCIB at: stands@ccib.es to coordinate a visit.*

Electricity and Electrical Installations for “Space

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply.

The CCIB is the only company allowed to connect any kind of device directly to the main power sources. Only the CCIB is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the CCIB and to pay for the electrical consumption according to his power needs.

Please refer to the **CCIB web Shop** – [click here](#).

- The CCIB will check that the official CCIB electrical switchboard are not removed from the booth.
- Electrical switchboards provide by the CCIB cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- CCIB staff are authorized to unplug the whole booth electrical installation if they detected that it is not properly done, with a possible danger.
- ❖ **Please note the following:**
 - On the P1 exhibition area, the power of the boxes is 20kw. This power sometimes has to be split up between different exhibitors. In this case CCIB has the authority to cross other booths, corridors or structures to deliver technical service to other booths.
 - Electrical switchboard and/or various power outputs will be **ALWAYS** delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.



- A distribution box must share the power between several spaces. The distribution box will be placed in one of the booths. Individual electrical box will be connected to the distribution box to bring power to the other booths. Please consider this when organizing/designing your booth.
- Distribution box always must be accessible.
- Exhibitors are aware of the necessity of placing power lines and connections across booth spaces & corridors to supply those services to other booths.
- To provide power on a booth space, electrical cables will go from the nearest electrical duct available going through aisles or across other booths spaces.
- If a booth orders more electricity than the power available on the booth space the electrical extension will go along aisles
- A power supply of or over 49 KW requires an electricity plan and subject to CCIB's approval.
- The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage (220V or 380V). Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.
- The Electric power service of the CCIB boxes is 32A. 380V. If more power is needed the cost of extending will be charge to the exhibitor.
- The differential relay of the power and lighting primary circuits is 30mA and they are not super immunized.
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the CCIB (CETAC, ...).
- In case that the stand builder is compulsory to connect it to the electrical switchboard ordered to the CCIB. If more information is needed to make the connection, contact the CCIB.
- It is compulsory the use of plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place on the space they need them.

The CCIB provides electric service in the Exhibition area during the official exhibition times only. At the end of the day main electrical sources will be switch off.

At the end of the day Booth manager must check before leaving the venue that the booth spotlights are switch off for security and ecologic reasons. Otherwise, CCIB will do it. The CCIB won't be liable for any damages caused from this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered. Booth manager will have to make sure the general lights are turned off.



Booth Services

Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the **CCIB web Shop** – [click here](#).

Any company **cannot** clean the venue facilities surfaces to avoid damage on them.

Internet & Wi-Fi

During the conference days a free **Wi-Fi access** will be provided to all visitors, suitable for basic web browsing.

Username: **WHAHC2023**

Password: **whahc2023**

Additional Wired internet and Wi-Fi connection may be ordered through CCIB. Please refer to the **CCIB web Shop** – [click here](#)

Deadline: **Wednesday, March 1st, 2023**

❖ **IMPORTANT:**

- ***Please be advised the Private Wi-Fi networks installations in the stand is not allowed.***
- ***The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.***
- ***The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.***

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support. Note regarding technical support: the CCIB will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the CCIB nor the organizers can accept responsibility for the security of the stands and their contents. The CCIB as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **CCIB web Shop** – [click here](#).



Booth Catering

Food & Beverages service is an exclusivity of the CCIB.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the CCIB.

Please refer to the F&B section of the **CCIB web Shop** – [click here](#).

❖ **IMPORTANT:**

- *It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.*
- *This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.*
- *The CCIB reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)*
- *The exhibitor must consider the space available on the booth to store and display the requested deliveries.*

In case to have any other doubt about F&B please contact the organizers or the CCIB directly at stands@ccib.es, to avoid misunderstandings once the event started.

Waste Removal

For ordering waste removal please contact the CCIB directly at stands@ccib.es

Storage

The CCIB has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

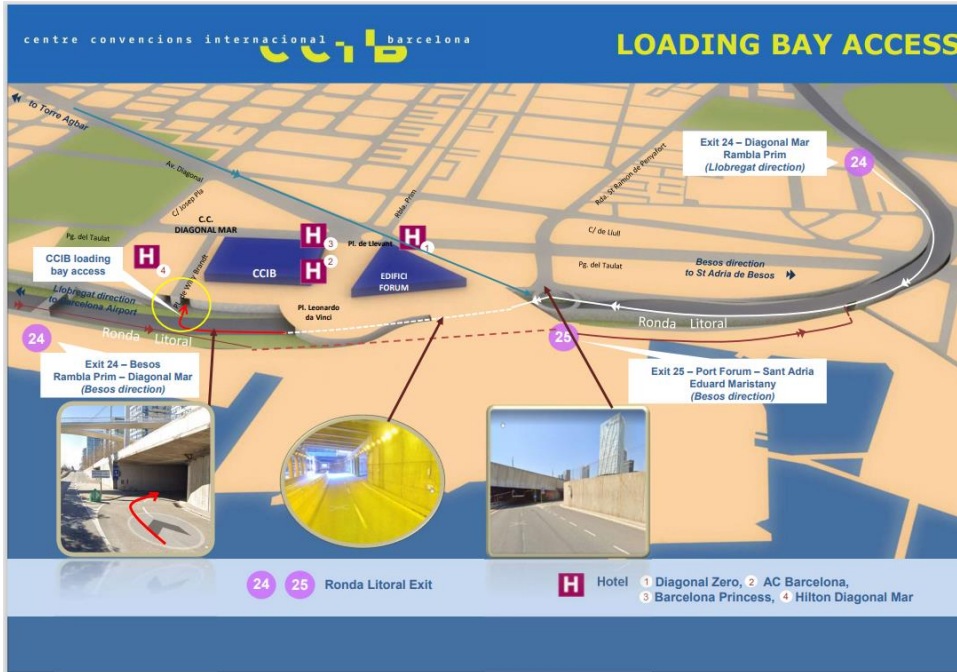
Please contact Merkur with information on sizes and number of parcels, size, and storage period. **E-mail:** Patricia.zintel@merkur-expo.com and irit.sofer@merkur-expo.com

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, the CCIB shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.

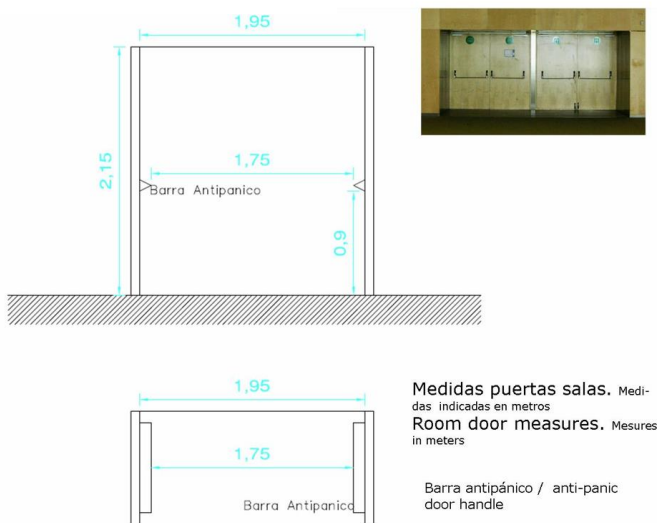


For access to the goods/lorry entrance/Lifts:

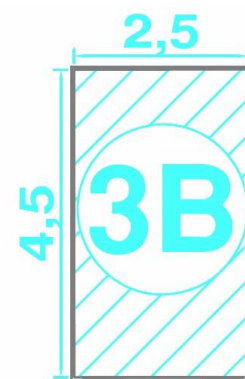


Through **Besos Ramba Prim -Diogonal Mar (Besos direction)**. Trucks must stay outside. Trucks are to unload on loading bay on the -2 level and all the materials will enter the exhibition area through the Service lift. (Please see service lift measures below). During the time of unloading is compulsory to wear safety shoes.

Exhibition door size



Service lift size



**Montacargas M 3B
Lift M 3B**

Altura Interior / Interior Height
2,00m
Puerta de acceso / Entrance
2,40 ancho / width x 2,00m alto / height
Peso máximo / Maximum weight
3500kg

Access for Deliveries

- Please be advised that neither the Organizers nor the **CCIB** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.
- Deliveries may **not be made** prior to **Wednesday, March 29th, 2023**. Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries address.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.
- It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

SECTION 5: Rules and Regulations -Binding for all exhibitors and their subcontractors

Animals

- It is not permitted to bring animals into the CCIB.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the **safety shoes/boots inside the facilities**.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children

- No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

- Use of compressed gases is not allowed.

Damage to the Building

- Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not



allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

- It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the CCIB in removing this property will be charged to the exhibitor.

Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the CCIB.

Fire Insurance (compulsory)

- Exhibitors must be insured against fire.

Smoke

- It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure up to 500 kg/sqm inside the exhibition area (**Room 114- 116**), it is mandatory that the CCIB will be provided with a detailed project describing the unload procedure inside the exhibition area:

Exhibition access used.

- Transportation used to bring the element inside the CCIB and weight.
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)

Once the CCIB has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

- Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the CCIB are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the CCIB, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.



- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the CCIB or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.



- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Personal Transportation Vehicles

- Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

- The CCIB operates a NO SMOKING policy in ALL halls.

Special Effects

- Special effects lighting, live music, smoke and laser projection may not be used in the booths.
- No permission will be given for projection in the aisles or on the walls of the hall.

The CCIB reserves the right to access inside the booth to check the compliance with the CCIB regulations.

At all times you must consider the staff's logistics CCIB indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

❖ **IMPORTANT:**

Safety Rules inside CCIB Facilities (Compulsory)

Please [CLICK HERE](#)

Every employee, third party employee and autonomous staff must be aware and follow the above Safety Rules inside CCIB Facilities before doing any type of work in the event.

Each exhibiting company should sign this document and send it by e-mail to the Exhibition Manager at zmarinova@kenes.com no later than **Wednesday, March 15th, 2023**.

Emergency instructions – please [click here](#) and [click here](#) to read more.

GENERAL REGULATIONS OF EXPOSITION IN THE CCIB please click [here](#) to read them.



SECTION 5: DELIVERY REGULATIONS AND INSTRUCTIONS

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-advice” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.

In order to assure receipt of sent materials, Merkur must receive the “Pre-advice” form found at the end of this section.

Please complete this form and return it to irit.sofer@merkur-expo.com

You will then receive confirmation of your material arrival.

Merkur Expo Logistics

Mrs. Patricia Zintel

Tel: +491702229525

Email: Patricia.zintel@merkur-expo.com

For shipping tariff please [click here](#).

Services, Delivery Address & Shipping Instructions

Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.



Airfreight Shipments

Please contact Merkur for instructions

❖ **IMPORTANT**

Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

Shipment via Germany Advance Warehouse

Merkur Expo Logistics GmbH

c/o Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

DE-63457 Hanau

Attention for all shipments we need a full pre-advice in advance Please send your full pre-advice to Merkur Shipments with insufficient information's or missing pre-advice might be delayed.

Direct Deliveries to Congress Venue

full load trucks

International Barcelona Convention Center

Plaça de Willy Brandt, 11-14

08019 Barcelona, Spain

For delivery direct to the venue, please make sure to send time slot request No later than 3 working days prior to delivery.

Courier Shipments

COURIER DIRECT TO STAND, NOT A GOOD IDEA:

- The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his transport company and sign off the delivery note.
- We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

SPANISH CUSTOMS FORMALITIES (FOR NON-EU SHIPMENTS):

PERMANENT ENTRY

- We can only allow Fedex, UPS, DHL Express and TNT clear on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require a Spanish importer of record. We will act as importer if required, by providing our VAT registration number to customs. This service is chargeable, please check in our tariff.



- Please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Vienna which will occur extra charges.

❖ **IMPORTANT**

- *All courier shipment must be sent DDP (Delivery duties paid) terms.*
- *Courier charges for handover of import shipping documents € 85.00/ document.*
- *Shipments that arrive without pre alert and payment confirmation will not be accepted.*

Shipment Categories – labels

- All shipments must be packed, labelled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.
- Labels for the below will be sent upon request.

Insert-for participant bags.

Exhibition goods

Dangerous Cargo

- Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be a surcharge of 100% for handling this kind of shipment.

Insurance

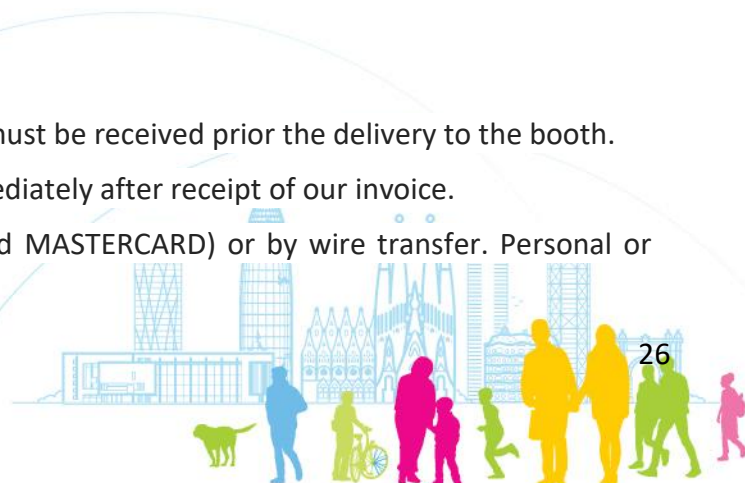
- It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.
- We will not accept any responsibility for loss or damage of the exhibitor's equipment.

Heavy & Oversized Shipments

- Heavy and oversized shipments apply to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.
- Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment terms

- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior to the delivery to the booth.
- The outgoing handling charges are payable immediately after receipt of our invoice.
- Payment can be made, by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.



- VAT will be added.
- 1,5% interest per month will be charged on overdue payments.
- Please complete and sign the attached material handling form/payment confirmation and return it to our attention.
- Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.
- Please notify “Merkur” immediately about any requirements relating to invoices.

Please note that all payments are in €.

Terms and conditions

- All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

Health and safety declaration

Deadline for sending by e mail to Merkur : 3 working days prior move in

Stand builder information

Exhibitor _____ stand # _____
 Stand Builder _____ Contact person _____
 Tel _____ Mobile _____ e mail _____
 Your health & safety representative on the stand (Full name and mobile #)

Trucking company & drivers' information

Exhibitor _____ stand # _____
 Trucking company _____ Tel _____
 e mail _____
 Full load truck _____ consolidated / groupage _____
 Driver full details _____ Mobile _____
 Your company health & safety representative on the stand (Full name and mobile #)

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,



Please return the below form fully filled in to Merkur
E-mail: irit.sofer@merkur-expo.com

Pre advise - Material Handling Form

Congress name	
Exhibitor name	
Stand #	

Shipment Information

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	
7.5-ton truck	
Full load 13.6 truck	



Payment Details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

Card type VISA MASTER CARD

Credit card #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date _____ CVC (Last 3 digits on back of credit card) _____

Card holder's name _____ card Holder's Signature _____

Please enclose a copy of both front and back side of your credit card

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

**Best regards
Merkur -Expo Logistics**



LABEL for shipment DIRECT TO THE VENUE

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
c/ o WHAHC 2023
International Barcelona Convention Center
Plaça de Willy Brandt, 11-14
08019 Barcelona, Spain



LABEL for shipment VIA ADVANCED WAREHOUSE

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
c/o Gebr. Thomaidis GmbH
Josef Bautz Str. 19
D-63457 Hanau Germany
c/o WHAHC 2023, Barcelona

Exhibitor Name: _____

Stand Number: _____

