

Exhibition & Industry Manual

Dear Supporter,

We are happy to present you the Industry Symposia Manual for AABIP 2024, which will take place in **Charlotte, NC**, from **22 – 24 August 2024**.

Venue address:

Sheraton Charlotte Hotel, Charlotte, NC

555 S McDowell St Tower, Charlotte, NC 28204

This manual covers important information and is designed to assist in preparing for your Industry Session.

We trust that you will find it helpful, and we suggest you read all the information presented.

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.[accordion_father][accordion_son title="Exhibitors and Supporters Portal" clr="#ed521a"]Each supporter will receive an e-mail with login details to access the [Exhibitor Portal](#).

The Portal enables supporters to:

- Submit a company logo and profile
 - Submit deliverables as per your contract
 - Order lead retrievals app (barcode reader app)
- The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract, should be submitted via the Portal.

Items not included in your contract will not be processed.

Please do not hesitate to contact us for further information or assistance. We look forward to welcoming you in Chicago and

wish you a successful and fruitful conference!

Diyana Yosifova

Exhibitions Manager & Industry Coordinator

E: dyosifova@kenes.com | T: +41 22 908 0488 Ext. 258

[/accordion_son][accordion_son title="Contact Information"
clr="#ed521a"]Kenes Contacts:

Conference Organiser: AABIP and Kenes Group

<https://kenes-group.com/>

Industry Coordinator

Diyana Yosifova

E-mail: dyosifova@kenes.com | Tel: +41 22 908 0488 Ext. 258

Industry Liaison & Sales

Paula Suarez

E-mail: psuarez@kenes.com

Registration Specialist

Nerea Esteban

E-mail: neesteban@kenes.com

Hotel Sales Manager

Monika Todorovich

E-mail: mtodorovich@kenes.com

Program Coordinator

Aviva Kovo

E-mail: akovo@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Interactive Features

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering: Sheraton Grand Chicago Riverwalk

Exclusive service

Diyana Yosifova

E-mail: dyosifova@kenes.com | Tel: +41 22 908 0488 Ext. 258

Onsite Logistic Agent, Material Handling & Customs Clearance Agent:

- For big packages / pallets, please click here to manage your shipping: [Expresso by GES](#)

Please contact TMadden@ges.com for any questions.

- For small packages (flyers/promotional item boxes, etc) please manage your shipping directly with FedEx: [Please click here for FedEx shipping instructions!](#) and [here to download the Label!](#)

Hostesses & Temporary Staff Hire:

TBC

Graphics & Signage

GES (official builder): Tony Madden

E-mail: TMadden@ges.com

Please click here to place your order: [Expresso by GES](#)

Plants & Floral Arrangements:

David Epstein:

E-mail: davide@hmrdesigns.com

Internet orders:

E-mail: dyosifova@kenes.com

[/accordion_son][accordion_son title="Venue Location and Layout" clr="#ed521a"]

Sheraton Charlotte Hotel, Charlotte, NC (USA) ☐

555 S McDowell St Tower, Charlotte, NC 28204, USA.

[Official website](#)

[/accordion_son][accordion_son title="Industry – Key dates & Deadlines" clr="#ed521a"]

| Action Item (Please refer to your signed contract) | Deadline | Contact Person |
|---|---|---|
| Staff Hotel Reservation | As soon as possible | Antoniya Nikolova anikolova@kenes.com |
| Payment of Invoice Balance | Must be received in full one week prior to the Conference | Pazit Hochmitz phochmitz@kenes.com |
| Symposium Final Agenda (for approval by Scientific Committee) | As soon as possible and no later than Thursday, July 13, 2023 | Please send by email the requested specifications to Industry Coordinator: ogiurgiu@kenes.com |
| Promotional E-mail Blast (Mailshot) | Monday, July 24, 2023 | |
| 4 min Video – dedicated webpage | Monday, July 17, 2023 | |
| Internet orders | Monday, July 24, 2023 | Please contact Oana Giurgiu: ogiurgiu@kenes.com |
| Badge Scanner App/ Lead Retrieval System | Friday, August 4, 2023 | Via Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com |
| Graphics and signage | Wednesday, August 2, 2023 (discount deadline date) | Please contact Oana Giurgiu: ogiurgiu@kenes.com |
| Floral arrangements | TBC | David Epstein at davide@hmrdesigns.com |
| Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services | As soon as possible, preferably before Thursday, July 27, 2023 | Olaya Espejo oespejo@kenes.com |
| Hostesses & Temporary Staff Hire | Please directly contact the company | TBC |

| | | |
|---|---|--|
| Catering Services | Thursday, July 27, 2023 | Oana Giurgiu ogiurgiu@kenes.com |
| AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms | Please directly contact the AV coordinator | Mike Perchig nest@nest-av.com |
| Shipping & Material Handling Services | | |
| Door to door Airfreight shipments | Please contact GES | GES (official builder) For orders, please click here! |
| Shipment via Advance Warehouse | | |
| Shipping via FedEx (small packages) | Shipments should arrive on or between business days: July 20, 2023 – August 18, 2023 | Please click here for FedEx shipping instructions! Please click here to download the Label! |

[/accordion_son][accordion_son title="Industry Symposia Timetable" clr="#ed521a"]

| Date | Time* | Duration | Company | Location |
|-------------|-------------------|-----------------|----------------|-----------------|
| August 24 | 06:30 AM-07:15 AM | 45 min | Biodesix | Chicago 7 hall |
| August 24 | 12:15 PM-01:00 PM | 45 min | Body Vision | Chicago 8 hall |
| August 24 | 12:15 PM-01:00 PM | 45 min | Medronic | Chicago 7 hall |
| August 25 | 06:30 AM-07:15 AM | 45 min | Siemens | Chicago 9 hall |
| August 25 | 06:30 AM-07:15 AM | 45 min | Philips | Chicago 8 hall |

| | | | | |
|-----------|-------------------|--------|--------------|----------------|
| August 25 | 12:30 PM-01:15 PM | 45 min | Noah Medical | Chicago 9 hall |
| August 25 | 12:30 PM-01:15 PM | 45 min | Pulmonx | Chicago 8 hall |
| August 25 | 12:30 PM-01:15 PM | 45 min | Olympus | Chicago 7 hall |

**Please take in mind the punctuality for starting and finishing times, as the time for each session is limited.*

Timetable and halls are subject to changes. The most updated timetable is published on the AABIP 2023 [Conference website](#).

Important information:

- Industry Supported Sessions are **not** included in main Conference CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator, Oana Giurgiu at: ogiurgiu@kenes.com.
- We recommend arriving early to **set up the hall** prior to the start of your Symposium. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed be distributed at the entrance to the Symposium Hall; however, it is **NOT** permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- We ask presenters to follow the time schedule precisely in order for the day's events may run smoothly. The **updated scientific program** can be found on [the AABIP 2023 Website](#).

Speakers' Expenses

As indicated in the sponsorship agreement, the supporting

company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Conference. [/accordion_son][accordion_son title="Catering" clr="#ed521a"]

- The catering is exclusive to Sheraton
- It is **mandatory** for the Supporters who have a **Lunch or Breakfast Symposium**, to order Lunch/Breakfast catering for their sessions: for Lunch, a minimum of 75 meal boxes is required. For Breakfast, a minimum of 30 meal boxes is required.
- Supporters who wish to order food and beverages for their meeting room are welcome to do so directly, via email at: ogiurgiu@kenes.com, who will directly put you in contact with Sheraton exclusive catering service.
- Food and drinks can be taken into the symposium halls.
- It is recommended to indicate that you will offer catering/lunch boxes **in all your publications**, as it will help to rise the assistance (as long as it is in line with the supporter's internal compliance policy).

[/accordion_son][accordion_son title="Technical Rehearsal" clr="#ed521a"]We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements, over-time of the technicians, etc. [/accordion_son][accordion_son title="Symposia Session Halls" clr="#ed521a"]**Symposia Hall – Technical Details:**

| Hall Name | Hall Capacity | Hall Layout | Location |
|-----------|---------------|-------------|----------|
|-----------|---------------|-------------|----------|

| | | | |
|-------------------------------|---------|----------------------------------|---------|
| Chicago 7 (Plenary) | 300 ppl | Mix of classroom & theater | Level 4 |
| Chicago 8 | 155 ppl | Mix of classroom & theater | Level 4 |
| Chicago 9 | 135 ppl | Theatre only & e-poster stations | Level 4 |

The default stage setting in the **Industry Session Halls** is as follows:

- **Chicago 7** (Plenary) – classroom/theater mix (300 ppl)
Furniture: stage + 6 soft chairs + 3 coffee tables + 1 lectern
- **Chicago 8** – classroom/theater mix (155 ppl)
Furniture: stage + 1 skirted table for for 6 persons + 6 chairs + 1 lectern
- **Chicago 9** – theater only (132 ppl) + e-poster stations
Furniture (August 24): tables and chairs for simulation sessions
Furniture (August 25 & 26): stage + 1 skirted table for 6 persons + 6 chairs + 1 lectern

*Final halls capacity will be determined by the conference scientific program, and it can slightly decrease. [accordion_son][accordion_son title="AV Equipment & Presentations upload" clr="#ed521a"]Please approach the AV coordinator, Mike Perchig at nest@nest-av.com, for any query regarding the AV.

Presentations Upload Onsite

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a **USB Memory stick** to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue – and at least **2 hours before the start of the session**.

Please note that only conference computers are used in the session halls. These are supplied with Office 2019 (at least)

and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the **Speakers' Ready Room at least 2 hours before** the start of the session or as soon as you arrive at the venue. Please make sure to check it with the technician in the **session hall** where your lecture is taking place, during a coffee or lunch break prior to your session, at least **30 minutes before** the start of the session – even after checking it in the Speakers' Ready Room.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Audio-Visual (AV) Equipment

Hall Chicago 7, AABIP 2023 Conference

- 2 x front projection screens, , image of H9 X W16 feet approx. each
- 2 x Data projectors, 9000 ansi-lumens each.
- 40" Confidence monitor in front of the head table,

showing the same PowerPoint image as projected on the 2 screens.

- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern
- A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 lectern, 3 Questions & Answers) with stands (floor/table), 3 wireless hand-held microphones for the panelists on stage, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting along the wall in the front
- 3 x AV technicians to operate the above-mentioned systems._

Hall Chicago 8, AABIP 2023 Conference

- Central front projection screen, image of H9 X W16 feet approx.
- Central Data projector, 9000 ansi-lumens.
- 50" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the central screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern

- A. (sound) system, which covers the hall and the stage, including 4 wired microphones (2 head table, 1 lectern, 1 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

Hall Chicago 9, AABIP 2023 Conference

- Central front projection screen, image of H7 X W13 feet approx.
- Central Data projector, 6000 ansi-lumens.
- 50" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the central screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern
- A. (sound) system, which covers the hall and the stage, including 4 wired microphones (2 head table, 1 lectern, 1 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

[/accordion_son][accordion_son title="Symposium Final Agenda

(for approval by Scientific Committee)" clr="#ed521a"]**Please submit the final symposium program** using the [attached Agenda format](#), as soon as possible and **no later than Thursday, July 13, 2023**, to the Industry Coordinator: **Oana Giurgiu** at ogiurgiu@kenes.com.

The **final Session Agenda** should include the following information:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- Speaker Presentations **Titles**
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator **Full Name**
- Speaker/ Moderator **Country**
- Speaker/ Moderator **E-mail**
- Speaker/ Moderator **Affiliation**
- Speaker/ Moderator **Bio and Photo** – please use the following specs:
 - Speaker **Bio** – up to 200 words.
 - Speaker **Photo** – 180×240 px, JPG Format

In case of changes to your symposium title or program, or if you need any assistance, please contact the Industry Coordinator at ogiurgiu@kenes.com

If you wish to record your session from the Hall to the virtual platform, please contact our Product Marketing Team at oespejo@kenes.com[/accordion_son][accordion_son title="Promotional Items" clr="#ed521a"]This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, kindly refer only to the relevant items in accordance with your sponsorship agreement.

Due to accreditation criteria for this conference, which is

CME certified, the following rules must apply:

Guidelines to follow when creating your promotional items and content:

-AABIP logo should NOT be used in any promotional materials created by the supporter.

-Materials created by companies should NOT utilize the main event marketing look and feel.

-When promoting your symposium, please always indicate on any of your promotional materials: *This session is not included in the main Conference CME/CPD credit.*

-When promoting your symposium, you are allowed to use the phrase: *Official symposium of the AABIP 6th Annual Conference*

-When creating adverts for **mobile app; mailshots** it is allowed to promote product, symposia or company promotion. Only when promoting symposia please always indicate the following text inside: *This session is not included in main Conference CME/CPD credit.*

▪ **Promotional E-mail Blast (Mailshot) – Exclusive**

The exclusive e-mail blast will be sent out to pre-registered participants who have agreed to receive promotional material from supporters.

Please [click here](#) to download the e-mail blast design requirements. **These guidelines should be forwarded to your web-designer/Programmer.**

Please upload the HTML version of your mailshot and other relevant files together in zip folder and send it, together with the **subject line**, to ogiurgiu@kenes.com no later than **Monday, July 24, 2023**

Important notes:

-In case the webmail is promoting a sponsored session, please include the following disclaimer: *This session is not included in main Conference CME/CPD credits.*

-It is not allowed to use the society logo. The event's banner will be added to the webmail's header by Kenes.

-The "From" field will be "AABIP 2023 Supporters".

-The exact launch date will be determined by Kenes in due course. The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.

-Content received after the deadline may be processed for an additional fee.

▪ 4 minutes Video Teaser

Sponsors entitled with a Video Teaser will be offered a dedicated webpage including a 4 min. video on the official Conference Website.

Please consider processing time of 7 working days from the submission of materials until the webpage is ready.

The supporter should provide the following:

-Company logo in high resolution (if not provided, we will use the logo uploaded in the Portal)

-4min video:

Video Format: MP4(H.264), 720P, Audio Format: AAC LC, BITRATE: 64 KBPS

-Text of approximately 300 words

-Deadline: **Monday, July 17, 2023**

Please note:

-The webpage is subject to approval.

-The webpage may **not mention a commercial product or brand name or a specific drug.**[/accordion_son][accordion_son title="Symposium Signage (Optional)" clr="#ed521a"]Symposium supporters have the option to create signage promoting their

symposium according to the below guidelines. The symposium signage must be produced by the supporter.

1. Session Hall Signage

Self-Standing Sign at the Entrance

One stand-alone sign to be placed at the entrance of the session hall **30 minutes** prior to the sessions published start time. Please make sure to indicate the following disclosure on the sign: *This session is not included in main Conference CME/CPD credits.*

– Stage Banners

– 1x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 38" W x 84" H

2. Self-standing signage at the Exhibition Area

The Supporter is entitled to place one sign (max: 38" W x 84" H) advertising the **Symposium on the day of the session only**. The sign may be placed in the **exhibition area during exhibition opening hours**. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location.

Please note:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

[/accordion_section][accordion_section title="Miscellaneous Information" clr="#ed521a"]**Wi-Fi**

Free Wi-Fi will be available at the conference venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity.

Should you require Wi-Fi or an internet line during the event,

please contact the Industry coordinator, Oana Giurgiu at: ogiurgiu@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a demo suite during **AABIP 2023 Conference** should contact Industry Liaison & Sales, Mrs. Lisa Sant at: lsant@kenes.com

Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session. Any discarded waste, including promotional material, left behind will be removed by the Conference organizers at the expense of the supporter concerned.

Symposium Badges

Each symposium organizer is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

Symposium badges will be prepared *upon request only* and can be collected at the Registration desk, 2 hours prior to start of your Industry session. Symposium Badges needs to be returned to the Registration desk after the session has ended.

Catering

The catering is exclusive to the venue – Sheraton. If you wish to order food and beverages, please contact the Industry Coordinator, Ms. Oana Giurgiu at: ogiurgiu@kenes.com

Parking

[Please click here to see the indications](#) and here to see [parking details.](#)[/accordion_son][accordion_son title="Badge Scanner App / Lead Retrieval System" clr="#ed521a"]**WHAT IS K-**

LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead
- Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function.
- Application is available for download from Apple store or Google play: "K-Lead App".

COST

Cost per license – \$ **650** (4% credit card charges fees, excluding VAT if applicable) **device is not included – Order deadline is Friday, August 4, 2023**

Please note that the on-site price will be \$ **750**.

HOW TO PLACE AN ORDER?

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW

In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Oana Giurgiu at ogiurgiu@kenes.com

To order K-Lead please refer to the online **Exhibitor's Portal**: <https://exhibitorportal.kenes.com>

Deadline: Friday, August 11, 2023. [/accordion_son][accordion_son title="Innovative Products for Industry Symposia Onsite" clr="#ed521a"] **Maximize your Participant Experience – Use our innovative technologies for your Symposium**

Kenes is proud to deliver a wide variety of quality onsite technology products and services.

We offer:

- **Voting, Evaluations,** and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services in any language:** We can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on their smartphones.


We also provide tailor made customized solutions – [contact us](#) to make it happen!

For more onsite products opportunities and price quotes – [Click Here](#)

PLEASE NOTE: All product solutions are offered exclusively by Kenes Group.

Please contact us to discuss your needs and our relevant solutions.

Please submit your order by Thursday, **July 27, 2023**. Orders received after the deadline will incur rush fees.

 `[/accordion_son][accordion_son title="Shipping Instructions" clr="#ed521a"]`**GES:** Logistic Agent, Material Handling & Customs Clearance Agent

Please [click here](#) to see the shipping instructions and options offered by GES (official builder)

If you have any questions regarding this procedure, please contact: TMadden@ges.com or <http://www.ges.com/chat> (For big crates)

FedEx:

For small packages (flyers/promotional item boxes, etc) please manage your shipping directly with **FedEx**: [Please click here for FedEx shipping instructions!](#) [and here to download the Label!](#)

Insurance of Goods

All cargo should be insured from point of origin

Dear Exhibitor,
This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **AABIP 2024 Exhibition**.

The Exhibition will be held in conjunction with the **AABIP 7th Annual Conference**, which will take place in **Charlotte, NC**, from **22 – 24 August 2024** at **Sheraton Charlotte Hotel**.

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

Please read this manual **thoroughly** as it provides **important** information and is designed to assist you in preparing for AABIP 2024 Exhibition.

Please share this manual with everyone involved in this project. Each supporter will receive an e-mail with login details to access the [Exhibitor Portal](#).

The Portal enables supporters to:

- > Submit a company logo and profile
 - > Submit deliverables as per your contract
 - > Order lead retrievals app (barcode reader app)
- The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.
- Access to all Portal services will be available only after

submission of your company profile and logo.

– Only deliverables as indicated in your contract, should be submitted via the Portal.

Items not included in your contract will not be processed.

Please do not hesitate to contact us for further information or assistance. We look forward to welcoming you in Chicago and wish you a successful and fruitful conference!

Oana Giurgiu

Exhibitions Manager & Industry Coordinator

E: ogiurgiu@kenes.com | M: +34 659 064 921
[accordion_son title="Contact Information" clr="#ed521a"]**Exhibition & Industry Coordinator**

Ms. Oana Giurgiu

Kenes Group

Tel: + +34 659 064 921

E-mail: ogiurgiu@kenes.com

Industry Liaison & Sales Ms. Lisa Sant

Kenes Group

E-mail: lsant@kenes.com

Hotel Accommodation

Ms. Antoniya Nikolova

Kenes Group

E-mail: anikolova@kenes.com

Registration

Ms. Nerea Esteban

Kenes Group

E-mail: neesteban@kenes.com

Conference Website

For updated information regarding the conference, please [click here!](#)
[accordion_son title="Exhibition – Key Dates & Deadlines" clr="#ed521a"]

| Action Item | Deadline | Contact Person |
|-------------|----------|----------------|
|-------------|----------|----------------|

| | | |
|--|--|--|
| Hotel reservation for Staff | As soon as possible | Antoniya Nikolova anikolova@kenes.com |
| Company logo and profile | As soon as possible and no later than Thursday, July 13, 2023 | Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com For enquiries, please contact Oana Giurgiu at: ogiurgiu@kenes.com |
| Lead Retrieval Badge Scanner App/ | Friday, August 11, 2023 Onsite rate might be applied for order received after the deadline | |
| Extra Exhibitor Badges | Friday, August 4, 2023 | |
| Furniture Rental | Wednesday, August 2, 2023 (discount deadline date) | GES (official builder) E-mail: TMadden@ges.com For orders, please click here! If you need any GES labor , please place your order by August 2, 2023 |
| Booth Extras | | |
| Graphics/Signage | | |
| Electricity special orders | | |
| Daily Booth Cleaning | | |
| Security | | |
| Plants & Floral Arrangements | | David Epstein davide@hmrdesigns.com |
| Internet / Wi-Fi Telecommunications and AV Equip. (Screens, Laptop, Desktop) | Friday, August 4, 2023 | Please click here for orders: Encore EventNow Product Catalog (encoreglobal.com) |
| Hostesses & Temporary Staff Hire | Please directly contact the company | TBC |
| In-booth Catering (Sheraton exclusive service) | Please directly contact the company | Oana Giurgiu ogiurgiu@kenes.com |
| Delivery | | |
| Door to Door Shipments | Please contact GES | GES (official builder) For orders, please click here! |
| Airfreight Shipments | | |
| Shipment via Advance Warehouse | Shipments should arrive on or between business days: July 20 – August 18, 2023 | |

| | | |
|---|---|--|
| Shipping via FedEx (small packages) | Shipments should arrive on or between business days: August 19 – 22, 2023 | Please click here for FedEx shipping instructions! Please click here to download the Label! |
|---|---|--|

[/accordion_son][accordion_son title="Exhibition Timetable" clr="#ed521a"]

| Exhibition Hours | | |
|---|----------------------|--|
| Exhibition Set-up and Decoration | Wednesday, August 23 | 12:00 PM – 8:30 PM – for booths # 1 to 29 5:30 PM – 8:30 PM – for booths # 31 to 38 |
| Exhibition Opening Hours | Thursday, August 24 | 6:45 AM- 5:15 PM |
| | Friday, August 25 | 7:15 AM– 5:00 PM |
| | Saturday, August 26 | 7:15 AM – 5:15 PM |
| Dismantling / Breakdown | Saturday, August 26 | 5:15 PM – 8:00 PM |

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

Please note that the set-up labor schedule (to assist with exhibitor booths) is from 5:30 – 8 PM; unless the exhibitor orders labor prior to the show.

Empties must be ready for move-out on **Wednesday, August 23, no later than 8:00 PM.**

Dismantling of the booths before the official hour is not permitted. All Exhibitors should be in their booth 30 minutes before the official opening hour.

[/accordion_son][accordion_son title="Exhibition Important Information" clr="#ed521a"]

- **Our priority is the health and safety** of our visitors, exhibitors and all attendees. Safety measures applied by the local authorities and any extra steps needed will be strictly implemented and communicated in order to keep everyone safe at our event, but also during the set-up and dismantling of the Exhibition Area.
- **Empty crates and packaging material** must be removed after set-up and no later than **Wednesday, August 23, no later than 8:00 PM.**
- If you will book the *empty crates storage service* with GES, please note **you can't access the crate after being stored.** In the exceptional case you need to access the crate, please be informed that you will be charged.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Dismantling of the booth before the official hour 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, August 26 at 8 PM,** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before/after exhibition operating hours if needed.

[/accordion_section][accordion_section title="Exhibition Floorplan & List of Exhibitors" clr="#ed521a"]The floor plan has been designed to maximize the Exhibitors' exposure to the delegates.

For most updated floor plan and list of Exhibitors, please [click here.](#)

Please see all Exhibitors and Supporters [listed here.](#)

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.
- **The exhibitor badges allow access to the Exhibition Area.**
- Exhibitor badges will be personalized with the badge holder name and company.
- Exhibitor badges can be collected at the registration desk onsite during registration opening hours (**they will not be mailed in advance**).

Additional exhibitors badges can be ordered via the Exhibitor Portal*: <https://exhibitorportal.kenes.com> (at a rate of 250 \$ / badge)

Deadline: Friday, August 4, 2023

** Please make sure that your company profile has been submitted via the Exhibitor's Portal before placing an order*

All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration Specialist, Nerea Esteban at: neesteban@kenes.com Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.

Access to the venue will be granted based on **name list**; for

this reason, stand builders/contractors/exhibitors **must register in advance all of the personnel that are required to be on-site** during set-up and dismantling periods.

Please submit the following information in the Exhibitor Portal: <https://exhibitorportal.kenes.com>

[/\accordion_son][accordion_son title="Badge Scanner App / Lead Retrieval System" clr="#ed521a"]**WHAT IS K-LEAD APP?**

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead
- Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function.
- Application is available for download from Apple store or Google play: "K-Lead App".

COST

Cost per license – **\$ 650** (4% credit card charges fees, excluding VAT if applicable) **device is not included – Order**

deadline is Friday, August 4, 2023

Please note that the on-site price will be \$ 750.

HOW TO PLACE AN ORDER?

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW

In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Oana Giurgiu at ogiurgiu@kenes.com

To order K-Lead please refer to the online **Exhibitor's Portal**: <https://exhibitorportal.kenes.com>

Deadline: Friday, August 11, 2023. [accordion_son][accordion_son title="Hall Specifications and Important Technical Information" clr="#ed521a"]The exhibition will be held at level 4, in the **Promenade** and **Chicago 6 & 10 halls**.



Please click here for a virtual tour: [Sheraton Grand Chicago \(thevtx.com\)](https://thevtx.com)

Floor

Floor type: **carpeted**

Visquen is required for load in/out on all main aisle ways of the exhibit booths.

Floor load: 150lbs per square foot

EXHIBIT HALL GUIDELINES

The following are the guidelines to be used by any company constructing exhibits in any meeting space of the hotel, to include but not limited to Riverwalk AB (Exhibit Hall), Sheraton Chicago Ballroom, etc:

- Smoking is not permitted.
- Protective plastic, tarpaulin, plywood or comparable material must be used during load-in and load-out to protect carpet.
- Bus and RV Parking is available in surface Lot B, which is an outdoor parking lot located at 31st Street near Lake Shore Drive South and Moe Drive. The overnight parking rate is a flat fee of \$38 per day with in-and-

out privileges. Bus and RV overnight parking is permitted but subject to availability and restrictions. For reservations go to <https://www.mccormick.parkingguide.com/rv-parking/>

The Hotel cannot guarantee pricing.

- If exhibitors ship their items directly to the hotel, they will incur a shipping/handling fee. It is the drayage company's responsibility to arrange with FedEx directly on payment terms.

Raised Floor / Platform – it is not allowed to have a raised floor

Ceiling Rigging / Suspensions – Ceiling rigging is NOT permitted. [accordion_title="Booth Pack – Technical information & Regulations" clr="#ed521a"]**The Booths that have been pre-booked via Kenes include the following:**

- 1 table
- 2 chairs
- basic power

Please note that if you need any other service as: graphics, other furniture items, booth cleaning, shipping etc., you will need to order directly via GES, the Official Booth Contractor:

For orders, please [click here!](#)

- In compliance with the **City of Chicago Fire Code**, the ballroom doors do not lock. The Hotel is not responsible for anything that is left in the ballroom.

Important Guidelines:

- All the booth packages will be delivered by GES, the official stand contractor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, floor or ceiling.

- **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed; no usage of nails or screws.
- 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 official stand contractors – as per published deadlines (see section *“Deadlines & Key dates”*).
- **Wall Protection:** To protect the carpet, walls and column décor of the exhibit hall, please adhere to the following: When using freight movement equipment, a protective sheet of plastic, tarpaulin, plywood or comparable material must be used to prevent damage from tires, leaks and oil. The customer assumes all responsibility for any floor covering damage. No pins tacks or adhesives are permitted on wall, door or column.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

- Due to the fire regulation code, it is forbidden for the booths in the Balroom Promenade (table tops # 1 to 6) to have any: TV's, screens, computers, demos or similar electronic devices.

[/accordion_son][accordion_son title="Build-up height & Guidelines" clr="#ed521a"]**Build-Up Height (for pop-ups/roll-ups/self-standing graphics)**

Please note that:

- For **booths** (tables) **#1, #2, #3 and #3A**, the maximum height is **12 feet**.
- For **booths** (tables) **#4, #5, #6 and #6A** the maximum height is **9 feet**.
- For **booths #7 to #38**, the maximum building height is **12 feet**.

Important information: Due to the fire regulation code, it is forbidden for the booths in the Balroom Promenade (table tops # 1-6, including #3A and #6A) to have any: TV's, screens, computers, demos or similar electronic devices.

EXHIBITOR GUIDELINES

Exhibitors may perform the following functions on the exhibit floor as long as they are a full-time employee of the exhibiting company:


- Hand-carry small items and pop-up displays. No hand trucks or carts are permitted. Neither the Shipping/Receiving (Package Room) nor Bell Services/Door staff is allowed on the Exhibition Hall floor for deliveries and/or pick-up services.
- Install and dismantle pop-up 10' x 10' displays if one (1) person can accomplish the task in thirty (30)

minutes or less without the use of tools.

- Install graphics and small signs, logos and graphics that are attached with Velcro strips.
- Make technical and/or electrical connections and inter-wire equipment for computers provided that the cables do not exceed 10 feet in length.
- Perform simple electrical requirements, such as installing light bulbs.

[/accordion_son][accordion_son title="Exhibition area – branding opportunities" clr="#ed521a"]Please be informed that you can have the opportunity to brand the following areas in the exhibition hall: columns, pillars, escalator, window clings. This will be offered in a 'first come, first served' basis.

Kindly contact: lsant@kenes.com regarding costs and specs.

 [/accordion_son][accordion_son title="Electricity and Electrical Installations" clr="#ed521a"]The venue's exclusive electrical services provider is GES (Global Experience Specialists).

Your booth package includes basic electricity.

As you finalize the details of your event and identify specific electrical needs, GES, along with your Event Manager, will work with you to generate a separate and comprehensive cost estimate.

Please note, Electrical labor is also required per the Hotel's Union Guidelines; and the costs will include apart all associated tax.

GES Electrical retains the exclusive rights to all in-house electrical services within the hotel, whether the exhibitor contracts with Encore (the exclusive AV provider for In-house

audio System, Production Booth, etc) or an outside AV provider.

All electrical services will be arranged through GES Electrical. [Please click here for orders.](#)

Electrical staff is required for the assembly, installation and dismantling of anything which uses electricity as a source of power. This includes electrical wiring, power distro tie-ins and interconnections.

Electrical staff is required for the programming/pre-setting/modifying the Hotel's function room lighting systems and the installation of remote house lighting dimmers.

UNION GUIDELINES

International Brotherhood of Electrical Workers Local 134 Electricians (minimum call times: 4-hour min.)

Important:

In order to provide suitable protection, all electrical appliances which generate or radiate heat (spotlights, radiant heaters, transformers etc.) must be mounted on **non-flammable, heat-resistant bases** not containing asbestos. These require approval which must be applied for from the venue at least until six weeks before the start of the event.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor. No installations may be made to or in an energized facility.

If an exhibitor requires electricity at other times, the

exhibitor should contact the organizer in advance.

Exhibitors are required to switch off their lighting at the end of the day.

If a 24h supply needed, please contact GES.

In the event of damage or faults to an electrical connection or installation, the exhibitor shall immediately contact the organiser and/or venue representatives.

Booth Cleaning:

The organizers will arrange for general cleaning of the Exhibition Area prior to the opening and daily prior to opening thereafter (**excluding exhibit booths and displays**).

For ordering daily stand cleaning, please contact GES at:

<https://ordering.ges.com/071601998/cleaning>

Deadline: **Wednesday, August 2, 2023** (orders placed after the deadlines are subjected to surcharges).

Internet & Wi-Fi:

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 booth (for example: product demonstrations, etc), we strongly recommend **ordering a dedicated internet connection** for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

[Wired internet and Wi-Fi connection may be ordered here: Exhibitor Internet Options \(encoreglobal.com\)](#)

Important:

- **Please be advised private Wi-Fi networks installations in the booth are not allowed.**
- **The venue and the organizer reserve the rights to discontinue any activity which interfere with the hall**

Wi-Fi coverage.

- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.

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 venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser 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 booth and equipment.

The Hotel can assist with arranging for private security for exhibits. Please contact the Exhibition Manager, Ms. Oana Giurgiu at: ogiurgiu@kenes.com

In booth Catering:

The catering is **exclusive** to **Sheraton Grand Chicago Riverwalk**. For orders, please contact the Exhibition Manager at: ogiurgiu@kenes.com | Tel: +34 659 064 921

Absolutely no food or beverage from outside the venue is allowed into the premises without prior written approval from the venue.

The exhibitor must consider the space available on the booth, to store and display the requested deliveries.

This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.

Waste Removal:

- Exhibitors are responsible for the removal of all refuse/waste from the Exhibition Area. The used space must be returned completely clear of all items and restored to its original state.
- In case that Exhibitors wish to leave any kind of waste material during set-up/dismantling, they should request this service from the venue.
- Any discarded waste, including promotional material, left behind will be removed by the Venue and/or the organizers at the expense of the Exhibitors concerned.

For ordering waste removal please contact the Exhibition Manager at: ogiurgiu@kenes.com / Tel: +34 659 064 921

Storage:

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

It is absolutely impossible to store any kind of exhibits or empties before, during or after the exhibition at the venue.

The storage of empties can be dealt with GES. Please contact GES with information on sizes and number of parcels, size and storage period. E-mail: TMadden@ges.com.

Please note:

- If you will book the *empty crates storage service* with GES, please note **you can't access the crate after being stored**. In the exceptional case you need to access the crate, please be informed that you will be charged.

Deadline: August 1, 2023.

If exhibitors ship their items directly to the hotel, they will incur a shipping/handling fee.

Please order your Shipping service here:

<https://ordering.ges.com/071601998/shippinghandling>

Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any

items left in the building. If Sheraton takes care of the removal of these items, **it will be charged to the exhibitor.**

Deliveries:

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder: **GES**

Please be advised that neither the Organizers nor the venue 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.

Please refer to the Shipping Instructions for the deliveries: <https://ordering.ges.com/071601998/shippinghandling>

FedEx deliveries should arrive **on** or **between** business days: **August 19 – 22, 2023**. Any deliveries out of this dates, or off the official working hours, **will not be accepted**. Please refer to the Shipping Instructions for the deliveries address.

Sheraton and the conference organizer do not assume any responsibility for deliveries: all deliveries are left to the owner's risk.

Exposition Area goods lift:



Parking:

Bus and RV Parking is available in surface Lot B, which is an outdoor parking lot located at 31st Street near Lake Shore Drive South and Moe Drive. The overnight parking rate is a flat fee with in-and-out privileges. Bus and RV overnight parking is permitted but subject to availability and restrictions. For reservations please visit: <https://www.mccormick.parkingguide.com/rv-parking/>
Hotel cannot guarantee pricing.

Accomodation:

Kenes International is offering exhibitors special rates for various hotels around the Conference venue. Information,

pictures, location and rates are available on the hotel accommodation page: [Book Your Hotel](#) or email us to: anikolova@kenes.com

For group booking, please contact Ms. Antonia Nikolova at the email above. Different payment and cancellation conditions might apply. [accordion_title="Rules and Regulations" clr="#ed521a"]

Please read here the [SHOW SITE WORK RULES](#) and [FIRE REGULATIONS](#).

CITY OF CHICAGO BUREAU OF FIRE PREVENTION GUIDELINES (EXHIBITS):

General fire & safety policies/procedures have been established to ensure the Sheraton Grand Chicago, its personnel, guests, clients, and related service industries are working in a safe environment and working in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by the Hotel Management and Chicago Fire Department

- No bone yard/empty case storage is allowed on the floor/back out house. Exhibition Company is responsible for removing all storage items from the show floor.
- No storage of any kind is allowed behind the back drapes, display wall, or inside the display area. The maximum quantity of operation and advertising material that may be stored inside the exhibit is a one-day supply.
- All material, including scenery, drapes, signs used in the construction of an exhibit booth must be flame-retardant. Polyurethane foam must pass the (Chicago Fire Department's) "standard flame test." Only fire-retardant corrugated cardboard and paper may be used. Certificates of flame-proofing are to be affixed to the booth.
- No hazardous demonstrations, such as welding, cooking

with either natural gas or electricity, heater demonstration, will be permitted without the written approval of the Chicago Fire Department.

- All fire hose cabinets, fire extinguishers, pull stations and emergency exits must be visible and accessible at all times. It is unlawful to lock or fasten any door or other means of exit.
- All main and cross aisles, corridors, stairways and other exit areas must maintain the required width (8 feet) during show hours. No protrusions into the aisles are permitted.
- Exhibits with enclosed ceilings are not permitted, nor are double-deck booths, helium balloons and/or signs capable of obstructing the sprinkler systems and/or the smoke detector systems.
- By City of Chicago Fire Code, Fire Guards are required for each side of the Exhibit Hall used, from the time exhibitors move in through and including the time the exhibitors' move-out is complete. A Fire Guard cannot double as a security guard, nor can a security guard double as a Fire Guard. Fire guard rule applies if the exhibit is on the ballroom level. One Fire Guard is required per 20,000 square feet of meeting space (i.e. if using the entire Riverwalk AB, two fire guards are required as it is 35,000 square feet).
- No exhibits are allowed in the public space or on the Ballroom Promenade per City of Chicago Fire Code.
- The Chicago Fire Marshal reserved the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.

Animals

It is not permitted to bring animals into the venue.

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, safety shoes and hand protection required by the specific work activity, inside the facilities.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the exhibition hall, 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

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

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 venue in removing this property will be

charged to the exhibitor.

Guidelines for safety

The exhibitor must take necessary measures to protect themselves and others from the risk of accidents and injury within it's respective booth space.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Fire protection – Booth Construction Materials and Décor

- Materials inside the booth (decorative walls/ceilings in textiles and other materials) shall be of type-approved and fireproof materials, i.e. not more flammable than wood.
- Textiles and similar materials for covering walls or other decorations shall be impregnated to the level of fireproof.

Smoke

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

Heavy Weight Element / Large Machinery

Elements that weight more that the maximum floor load will not be accepted inside the venue.

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 venue **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 venue, their representatives or agents will be held responsible for any loss or damage to partner's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for Exhibitors and their property. The partner 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 materials during transport and during the official opening 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, the organizers shall not be liable for

any expenditures, damages or loss incurred in connection with the Exhibition Area.

- 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 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 neighboring 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 (10 ft) 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 partner 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 partnering 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.

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. The organizers and the Venue cannot accept liability for loss of or damage to private property or goods.
- Neither the venue nor the organizers can accept responsibility for the security of the booths and their contents. The venue, as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods.
- Exhibitors are fully responsible for the security of their booths and equipment.
- Please consider hiring extra security for your booth if needed.

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 Area.
- Advertising material and signs may not be distributed or displayed outside the Exhibitors' booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the partner to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The venue operates a NO SMOKING policy anywhere inside the

building.

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.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the Exhibition Area. The used space must be returned completely clear of all items and restored to its original state.
 - No refuse is to be left in the walkways.
- In case that Exhibitors wish to leave any kind of waste material during set-up/dismantling, they should request a quote from the venue.
- Any discarded waste, including promotional material, left behind will be removed by the Venue and/or the organizers at the expense of the Exhibitors concerned.

EMERGENCY PROCEDURES

- During setup and removal of exhibits and when workers are in exhibition area while same are closed for the night, all doors that are required to be used as an exit from the exhibition areas and doors required for access to firefighting equipment on the premises shall be unlocked. Security personnel shall be at all doors while same are unlocked.
- Vehicles on display within an exhibit hall shall comply with the following: all fuel tanks shall be locked or sealed in an approved manner to prevent the escape of vapors; fuel tanks shall contain no more than 1/8th tank of fuel; at least 1 battery cable shall be removed from each set of batteries; vehicles shall not be moved during show hours.

- By City of Chicago Fire Code, Fire Guards are required for each side of the Exhibit Hall used, from the time exhibitors move in through and including the time the exhibitors' move-out is complete. A Fire Guard cannot double as a security guard, nor can a security guard double as a Fire Guard. This rule also applies if the exhibits are on the ballroom level.
- Helium balloons are not permitted without the presence of a Fire Guard.
- Exhibits on Promenade are not permitted per the Fire Marshall.

[/accordion_son][accordion_son title="Shipping Instructions" clr="#ed521a"]**GES:**

For big packages / pallets, please click here to manage your shipping: [Expresso by GES](#)

E-mail: TMadden@ges.com

All freight for exhibits should be shipped directly to GES warehouse

FedEx:

For small packages please contact **FedEx:** [Please click here for FedEx shipping instructions!](#)
[and here to download the Label!](#)

Insurance of Goods

All cargo should be insured from point of origin.[/accordion_son][[/accordion_father]