

Exhibitor Technical Manual

Dear Exhibitor,

This Exhibitor Services Manual contains valuable information and is designed to assist you in preparing for the WSC 2025 Exhibition.

The Exhibition will be held as part of the 17th World Stroke Congress, taking place in Barcelona, Spain, 22-24 October 2025.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with coffee breaks taking place in the exhibition area.

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 link to everyone who is working on this project, including your stand builder, as it contains useful information about the Meeting.

Do not hesitate to contact us for further information or assistance.

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

For further support please contact the Exhibition Manager Hanna Safier at: hsafier@kenes.com
Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges

- Submit booth drawing (for “Space Only” booths)
- Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Please Note:

- The login details has been 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.

Action Item	Deadline	Contact Person
Hotel reservation	as soon as possible Book Your Hotel	Ms. Milena Nedyalkova mnedyalkova@kenes.com
Company logo and profile	Wednesday, October 1	Hanna Safier hsafier@kenes.com
Designed Booth Approval, Risk Form	Monday, September 22	
Text for Fascia (Shell Scheme stands only)	Monday, September 22	Via Kenes Exhibitor’s Portal https://exhibitorportal.kenes.com
K-Lead retrieval app	Wednesday, October 1	
Badge Order	Wednesday, October 1 Monday, September 22	Ms. Melissa Gynesh mgynesh@kenes.com
Graphic/Hanging Points	No new orders will be accepted after this date. Monday, September 22	stands@ccib.es
Stand Catering	Late and onsite orders are subject to availability and incur a 20% surcharge.	CCIB Online Order
Stand Construction & Fittings, Furniture/Electricity/AV Equipment /Carpet/ Cleaning /Plants & Floral Arrangements/ Hostesses & Temporary Staff Hire	Tuesday, Sept 30 Late and onsite orders are subject to availability and incur a 20% surcharge.	CCIB Online Order

PLEASE NOTE:

- Late orders, after September 30, from the CCIB will be accepted subject to availability and will incur a **20% late order surcharge**.
- **Hanging points and graphics** must be submitted by **September 22nd**.
No new orders will be accepted after this date.
- The **CCIB webshop will close** for orders as of Monday, **October 13** and will no longer be available after that date.

ACTIVITY	DATES	HOURS
SET-UP personal protective equipment (PPE) is mandatory	Monday, October 20	09:00-20:00 (Space Only Stands) *Safety Shoes are mandatory
	Tuesday, October 21	08:00-15:00 *Safety Shoes are mandatory 15:00-20:00 (Decoration Only) *Safety Shoes are NOT mandatory
	Wednesday, October 22	09:00-until the end of the Welcome Reception
EXHIBIT HOURS	Thursday, October 23	09:00-17:15
	Friday, October 24	09:00-15:00
	Friday, October 24	15:00-16:30 Quiet Dismantling 16:30-20:00 Full Dismantling - *Safety Shoes are mandatory
DISMANTLING personal protective equipment (PPE) is mandatory		

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

Please Note:

- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Exhibitors should be in their booth 30 minutes before the official opening hour.
- Safety Shoes are mandatory during setup days: 20 and 21 October (this applies also to Shell Scheme exhibitors), as well as during dismantling on 24 October. Access to the Exhibition Hall will not be permitted without safety shoes.

Welcome Reception at The Exhibition Area

On **Wednesday, 22 October** you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** from **19:00**. Exhibitors are asked to please man their booths during the Welcome Reception.

Coffee Breaks

Coffee/Tea will be served in the Exhibition Hall for all congress participants, including registered exhibitors, during the official meeting breaks as listed in the online Scientific Program [HERE](#).

Please note that lunch will NOT be provided.

Exhibition Floor Plan & List of Exhibitors

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.
For most updated floor plan, please [click here](#).

List of Exhibitors you may find [here](#).

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the personal full

name and the exhibiting company name.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **€215**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ✓ Stands of up to 60sqm – 15 exhibitor registrations
- ✓ Stands larger than 60sqm – 25 exhibitor registrations

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, 1 October, 2025

Access to the Exhibition Hall during Set-up and Dismantling

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.

For this reason, stand builders/contractors must register in advance all of the personnel that are 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, 10 September** to hsafier@kenes.com

- Full name
- Name of the contractor/stand builder
- Name of the exhibiting company
- 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.

Technical Information and Regulations for Shell Scheme Booths

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

- 2,50m high lacquered aluminium structure.
- White melamine panels.
- Company name on Fascia board printed in standard lettering.
- 10cm high black lettering (20 letters included).
- LED strip lights (1 Led for every 4-5 sqm booth).
- 3,3kW electrical switchboard (1 socket available*).
- Blue carpet.
- Pre-inauguration cleaning.

Booth Package does not include:

- Furniture
- Stand cleaning

* If you need more than one socket, you can order a Multi Socket Power Strip through the online CCIB webshop under the ELECTRICITY section> Electrical Complements>Extension cable single-phase socket (5 base).

Furniture, cleaning and other products and supporting services can be ordered via the **CCIB Exhibitor webshop** [HERE](#)



***Image shown 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 20 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 **Monday, September 22.**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

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 September 22.

- 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 September 22- 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 “Deadlines & Key dates”).

Build Regulations for Space Only Stands:

- Maximum height for walls: 4m
- Rigging height: 5m
- Shell scheme booth maximum build up height is **2.5 meters**.
- **Island Stands** – Openness Requirement:

At least 50% of each open side of an island booth must remain unobstructed.

The goal is to promote optimal use of island stands (those with four open sides), ensuring clear visibility throughout the exhibition area. Stands should not block or overshadow neighboring booths and must remain easily accessible to visitor traffic from all sides. This rule does not apply to lower elements such as reception counters, screens, posters, or similar items. It specifically refers to solid walls or high structures that obstruct visibility and limit delegate access through the booth.

Ceiling Hanging Guidelines:

- Rigging from the ceiling is permitted up to 5-meter measuring from the floor to the top of the suspended banner/element.
- All rigging projects must be approved by **CCIB**, who will also provide the quote and the

hanging points.

- Subject to compliance with the conditions of use of the steel structure.
- All hanging points must be provided by CCIB.
- To receive a rigging quote from the CCIB, please send the required technical details as outlined in the [Rigging Budget Request](#)
- Please send your rigging plan **no later than Monday, September 22** to: stands@ccib.es and CC: hsafier@kenes.com

For more information about the rigging services, please use this [LINK](#)

Design Guidelines:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premisses.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved**
- **Island booths** should be partly accessible on all “open” sides. Requests to be partially exempt from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the booth’s visible areas, including rear sides and ceiling (There are couple of points from which people might be able to view the exhibition from above as as they come up/down through the escalators)
- **Raised Floor/Platform** - please refer to section “*Hall Specifications and Important Technical Information*”
- Advertising on the boundary with other booths is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted
- The **maximum building height** for the top of all elements in the booths is **5m**.
- **Any part facing neighboring booths that is above 2.5m in height needs to be designed with neutral surfaces (white or grey).**
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.

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.
- 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.

- Minors under the age of 18 are not allowed in the venue during set-up and dismantling periods.
- PPE is a “MUST” during set-up dates: October 20-21 (also for Shell Scheme exhibitors!) and during dismantling on October 24. Access to the exhibition hall will NOT be allowed without PPE.

Raised Floor/Platform:

Platform Installation Guidelines:

- If your booth includes a platform, you must inform both the organizers and CCIB when submitting your stand drawings, along with your scheduled set-up day and time.
- Without this information, the CCIB cannot guarantee service delivery, and any prepayment will not be refunded.
- Before placing the platform, the exhibitor or stand builder must confirm that all services (electricity, water, internet, cables, etc.) provided by the CCIB are correctly positioned.
- If a platform is used, access to service points (water traps, electricity traps, etc.) must be maintained and kept accessible.
- Once the platform is installed, no additional under-platform services will be accepted.

Platform Requirements:

- Sides must be closed and neatly finished.
- Edges must be safe, secured, and clearly visible.
- If the platform height exceeds 4.5 cm, a ramp must be provided to ensure accessibility for persons with disabilities.

Booth Plans

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 and PDF file.
2. Utility connections: electrical, water and drainage – a list of all appliances.
3. The name and contact details of their construction company.
4. All booth designs must be approved by a certified engineer. The relevant documentation should be submitted directly to Riocentro. Exhibitors are advised to check the associated costs directly with their stand builder.

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, September 22.

Electricity and Electrical Installations for "Space Only" booths

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the CCIB.

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 Webshop** [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

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.

Venue

Barcelona International Conventions Centre (CCIB)

Plaça de Willy Brandt, 11-14, 08019 Barcelona, Spain

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](#)

[Virtual Tour](#) - An easy, fun and interactive way of getting into the CCIB.

Through the 360° photographs, you will be able to see all the spaces and explore the building floor by floor to discover all the nooks and crannies up close.

Exhibition Area

The exhibition will take place in Area 1 of the Multipurpose Room, located on the ground floor (Level P0).

You can find the floor plan and hall specifications [HERE](#)

How to Get to the CCIB?

The CCIB (Centre de Convencions Internacional de Barcelona) has four access doors: A, B, C, and D. Access to the WSC Congress will be through Door C.

For information on transportation options to the CCIB, please click [HERE](#)

Floor Finish

Floor type: grey concrete

It is recommended to place a carpet or other floor covering.

Maximum floor load: 2.500kg/m²

Parking

Please note that there are no parking facilities available at the venue.

However, several public parking lots are located nearby.

For more information on parking options, please click [HERE](#)

Direct Deliveries to the CCIB

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 **Monday Oct 20, 2025**. 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.

Unloading Zone Instructions

To unload your goods, please access the unloading area at ground level via Willy Brandt Square.

Trucks will unload outside the hall, and forklifts will transport the goods inside the venue. Please

note that safety shoes are mandatory while the unloading door is open.



Access to the Exhibition Hall during Set-up and Dismantling

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.

For this reason, stand builders/contractors must register in advance all of the personnel that are 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, 10 September** to hsafier@kenes.com

- Full name
- Name of the contractor/stand builder
- Name of the exhibiting company
- 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.

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According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the CCIB.

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 Webshop** [HERE](#).

Internet & Wi-Fi

Wired internet and Wi-Fi connection may be ordered through Kenes. Please contact the Exhibition Manager at hsafier@kenes.com

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: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

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 Webshop** [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 misunderstanding.

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 online webshop **CLEANING & RECYCLING** [HERE](#)

Waste Removal

- It is the exhibitor's responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Committed to the environment, the CCIB supply different types of containers to contribute to the correct waste segregation.

Waste bin should be ordered from the CCIB online shop under the section **CLEANING & RECYCLING** [HERE](#)

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

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.

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 Webshop** [HERE](#)

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the

Congress venue. Information, pictures, location and rates are available on the hotel accommodation page [HERE](#)

You may also book a room online through the above link.

For group booking (10 rooms and more) please contact Ms. Milena Nedyalkova

E-mail: mnedyalkova@kenes.com

Different payment and cancellation conditions apply. **K-Lead Application** (no device is included).

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto their own smart phone or tablet and transform their device into an instant; easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App."

Cost per unit: USD Euro (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!

Deadline: 2 weeks prior to the Congress.

UNLOCK THE POWER OF K-LEAD PLUS:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: Euro 750

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader by returning the completed credit card form.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

Safety Rules inside the CCIB Facilities (Compulsory)

Every employee, third party employee and autonomous staff must be aware and follow the 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 hsafier@kenes.com no later than **September 30**.

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

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 guns 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 2.500 kg/sqm inside the exhibition area (Areas 1 & 2), 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)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.
How the element is going to be unloaded and how is going to be brought inside the exhibition area.

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 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 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.

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 CCIB cannot accept liability for loss of or damage to private property or goods.
- Neither the CCIB nor the organizers can accept responsibility for the security of the booths 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 goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the CCIB service order form.

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 neighboring 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.

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 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.

The CCIB reserves the right to access inside the booth in order 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.

The shipping instructions include the following information:

- [Shipping Instructions](#)
- [Official Handling Tariff](#)
- [Order from direct deliveries](#)
- [Order from warehouse](#)
- [Bag Insert Label](#)
- [Exhibition Goods Label](#)

Delivery & Logistic Services

Merkur Expo Logistics 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 Expo is the sole official agent to handle cargo inside the venue.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Insurance of Goods

All cargo should be insured from point of origin.

Direct Deliveries to the CCIB

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 **Monday, October 20** . 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.

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, Hermes must receive the "Pre-advice" form found at the end of this section.

Please complete this form and return it to Patricia.Zintel@merkur-expo.com

You will then receive confirmation of your material arrival.

Merkur Expo Logistics

Mrs. Patricia Zintel

Mobile: + 49 (0) 170 2229525

Email: Patricia.Zintel@merkur-expo.com

You can check the [shipping instructions](#) and [tariff](#) here. **Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Exhibition Manager

Hanna Safier

Tel: +972 54 6787820 | E-mail: hsafier@kenes.com

Industry Liaison & Sales Associate

Reneta Gorinstein

Tel: +41 22 908 0488 | E-mail: rgorinstein@kenes.com

Registration Specialist

Melissa Gynesh

Tel: +359 89 576 0577 | E-mail: mgynesh@kenes.com

Hotel Sales Manager

Milena Nedyalkova

Tel: +41 22 908 0488 | E-mail: mnedyalkova@kenes.com

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Plants & Flower Arrangements \ In-Booth Catering**

Centre de Convencions Internacional de Barcelona (CCIB)

E-mail: stands@ccib.es

*Late and onsite orders are subject to availability and incur a 20% surcharge.

CCIB Webshop [HERE](#)

Material Handling, Onsite Logistic & Customs Clearance Agent

Merkur Expo Logistics GmbH

Mrs. Patricia Zintel

Mobile: + 49 (0) 170 2229525

Email: Patricia.Zintel@merkur-expo.com

You can check the [shipping instructions](#) and [tariff](#) here.