# INFORMATION FOR EXHIBITORS

## CONTACT PERSONS

<table>
<thead>
<tr>
<th>Congress organisation</th>
<th>Sponsoring &amp; Exhibition Sales</th>
<th>Exhibition organisation</th>
<th>Hotel rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERPLAN</strong> Congress, Meeting &amp; Event Management AG</td>
<td><strong>Ms. Laura Rogalski</strong></td>
<td><strong>Ms. Sina Ehresmann</strong></td>
<td><strong>Ms. Lisa Troll</strong></td>
</tr>
<tr>
<td><strong>Contact person:</strong></td>
<td><strong>Phone:</strong> +49 (0) 40 32 50 92 36</td>
<td><strong>E-mail:</strong> <a href="mailto:L.Rogalski@interplan.de">L.Rogalski@interplan.de</a></td>
<td><strong>Contact person:</strong></td>
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<td><strong>E-mail:</strong> <a href="mailto:L.Rogalski@interplan.de">L.Rogalski@interplan.de</a></td>
</tr>
<tr>
<td><strong>Ms. Sina Ehresmann</strong></td>
<td><strong>E-mail:</strong> <a href="mailto:S.Ehresmann@interplan.de">S.Ehresmann@interplan.de</a></td>
<td><strong>Ms. Lisa Troll</strong></td>
<td><strong>Contact person:</strong></td>
</tr>
</tbody>
</table>

## Venue

**Marseille Chanot, Palais des Congrès et des Expositions - SAFIM**  
Rond Point du Prado  
13008 Marseille  
FRANCE  

Website: https://www.marseille-chanot.com/en/

**PARC CHANOT – Palais des Congrès**  
ECTS Congress 2020 – 16.-19.05.2020 – Your Booth No.  
Your company name – Contact Person  
Porte C – Rue Raymond Teisseire  
13008 Marseille, FRANCE

## Catering

**Exclusive catering service: La Truffe Noire, MIN 720, 13014 Marseille**  
La Truffe Noire has the exclusive rights to provide foods and drinks. Exhibitors are therefore required to contact the official caterer for all food, drink, buffet etc. orders.

Please contact:

**La Truffe Noire:**  
Mr. Frédéric Antwi  
Phone: + 33 (0) 496 11 60 35  
E-mail: crocminute@latruffenoire.com

❖ **Catering Service Catalogue**

Catering services from outside may be allowed by the venue if it is offered only within the stand area in tasting quantity. This may not replace the general catering service of the conference. All planned outside catering services must to be reported to the venue well in advance and permission must be asked.

Any catering brought in has to be covered by official delivery note or receipt to prove the origin of the goods.
The venue cannot provide catering storing possibility, exhibitors have to create the right conditions for storage on the stand. Equipment and personnel for serving the brought in food or drinks are available only in limited quantity and against rental fee (please see order form).

### Logistics

**Contact Address:**

Schenker Deutschland AG - Official Handling Agent  
Paul – Henri – Spaak – Str. 8  
81829 Munich  
Germany

**Contact person:** Mr. Farshad Ahmadi  
Phone: +49 89 949 24 353  
Mobile: +49 1523 7588 696  
E-Mail: farshad.ahmadi@dbschenker.com

Please consign all docs and waybills for your exhibits to:

**Shipping Address:**

SUN EXPRESS  
c/o DB SCHENKER  
28 avenue de Bruxelles  
(F) 13127 Vitrolles

**Notify:**  
ECTS 2020  
"Exhibitor"  
"Garden Level – Booth"  
Delivery date to booth: "dd.mm.yyyy"

Please send a pre-alert to Schenker Munich Office latest 3 days prior arrival date. For further information, please see SCHENKER Shipping Instructions.

Please note that packages mailed using La Poste services are not delivered at Marseille Chanot. La Poste will leave a delivery notice and you will have to go to the nearest post office (St. Giniez or Bonneveine).

### Equipment & Furniture

- **Order Form Equipment** for rental of furniture, equipment and booth services

  **Deadline:** 04 May 2020 for normal prices (30% surcharge applies for orders from 05 - 11 May 2020 - No orders possible from 12 May 2020 onwards!)

**Contact person:** Ms. Lisa Troll  
Phone: +49 (0) 40 32 50 92 39  
E-Mail: L.Troll@interplan.de

### TIMINGS FOR STAND INSTALLATION, DISMANTLING AND THE EXHIBITION

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand construction</td>
<td>Friday, 15.05.2020</td>
<td>09:00 a.m. – 07:00 p.m.</td>
</tr>
<tr>
<td>Exhibition opening times</td>
<td>Saturday, 16.05.2020</td>
<td>08:30 a.m. – 06:00 p.m.</td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>Saturday, 16.05.2020</td>
<td>08:30 a.m. – 06:00 p.m.</td>
</tr>
<tr>
<td>Welcome Reception – You are very welcome to join us! Within the exhibition area 16.05.2020 from 07:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, 17.05.2020</td>
<td>09:00 a.m. – 06:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
### COMPANY PROFILE

**Deadline**

Please send us your company name and profile of 100 words to Ms. Laura Rogalski, L.Rogalski@interplan.de by **15th March 2020** the latest.

Your company name and profile will be published on the congress website, the ECTS 2020 App and in the on-site programme book.

### ARRIVAL

**By plane**

The airport “Marseille Provence International” is 30 minutes away from Marseille Chanot.

**By train & Metro**

Arriving at St. Charles station in the heart of the city centre you can use a direct metro line to Marseille Chanot (5 stops. Please use Metro line no. 2 and stop at: Rond point du Prado)

**By Car**

Marseille Chanot is directly accessible via the A55 Coastline and A50 East motorways using the Prado Carré tunnel and the Prado Sud tunnel.

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### Congress programme

**Event Venue**

- Exhibition Area: Garden Level
- Main Entrance: First Floor – Registration, Cloakroom
- Poster Lounge: Garden Level
- Catering: Within the exhibition area

[http://www.marseille-chanot.com](http://www.marseille-chanot.com)

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### Dismantling

**Monday, 19.05.2020**

**07:00 p.m. – 00:00 a.m.**

**Attention!** Keeping in mind the overall attractive and appealing impression of the exhibition, the stands may not be dismantled before the official dismantling.

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### Parking for passenger/goods vehicles

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 parking spaces at Marseille Chanot are available for a charge of 5€/day.</td>
<td></td>
</tr>
</tbody>
</table>

### LOGISTICS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service lift</td>
<td>There are no level differences to the entrance to the Garden Level. Therefore, there are only passenger elevators to other floors, which are not allowed to be used as freight elevators.</td>
</tr>
<tr>
<td>Incoming empties – Storage</td>
<td>There is no storage area available at the Congress Center and it is not allowed to store anything within the stand area. Deliveries are only accepted one day before the setup: <strong>Thursday, 14th May 2020.</strong></td>
</tr>
<tr>
<td>Fetching the material</td>
<td>You must gather your materials by <strong>Wednesday, 20th May 2020</strong> at the latest. Otherwise, any materials remaining shall be disposed of on a chargeable basis.</td>
</tr>
</tbody>
</table>

### SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Service Center (ISC)</td>
<td>All important information and services are available on our <strong>internet platform</strong>.</td>
</tr>
<tr>
<td>Stand equipment/Furniture &amp; Furnishings</td>
<td>The reservation of the stand space relates <strong>only to the rental of the stand area</strong>. Any furniture and furnishings for the stand have to be ordered separately. Please use the <strong>order form</strong> on the ISC for this purpose.</td>
</tr>
<tr>
<td></td>
<td><strong>Deadline: 04 May 2020 for normal prices</strong> (30% surcharge applies for orders from 05 - 11 May 2020 - No orders possible from 12 May 2020 onwards!)</td>
</tr>
<tr>
<td>Electricity</td>
<td>Please use the <strong>order form</strong> on the ISC. Please note that power shall be disconnected after the end of the exhibition each day.</td>
</tr>
<tr>
<td></td>
<td>Other requirements on request: <strong><a href="mailto:L.Troll@interplan.de">L.Troll@interplan.de</a></strong></td>
</tr>
<tr>
<td>Internet</td>
<td>Wireless LAN is available and is free of charge.</td>
</tr>
<tr>
<td>Stand cleaning/ Waste disposal</td>
<td>The passageways of the exhibition are cleaned in the evening after the stand construction/set-up and each day of the congress. Exhibitors are kindly asked to put their waste bins in front of the stand. We shall charge a flat rate to each exhibitor for this cleaning and the daily disposal of garbage in the passageways of EUR <strong>3,90 net/m²</strong>.</td>
</tr>
<tr>
<td></td>
<td>If you anticipate a large quantity of waste at your stand before, during or after the period of the exhibition, we request that you order appropriate stand cleaning and waste disposal services via the order form in the <strong>ISC</strong>.</td>
</tr>
<tr>
<td>Security surveillance</td>
<td>No security guards are provided within the exhibition. The entire premises will be locked in the evening. Please do not leave any valuable items in the stand. Neither the Congress Center nor Interplan will assume any liability for loss, damage and/or theft. You may order out security surveillance separately for your stand at an extra cost if required.</td>
</tr>
<tr>
<td>Entry to the Exhibition, Name badges</td>
<td>All exhibitors are assigned a quota of free exhibitor badges based on the size of their booth:</td>
</tr>
<tr>
<td></td>
<td>- per 6 sqm: 2 free exhibitor badges and 1 for each additional 9 sqm</td>
</tr>
<tr>
<td></td>
<td><strong>up to a maximum of 12 badges per stand</strong></td>
</tr>
<tr>
<td></td>
<td>The exhibitor badges only permit entry to the industrial exhibition. They do not allow entry to the scientific sessions. Each exhibitor receives, however, 1 delegate badge to access sessions (to be used by staff only).</td>
</tr>
<tr>
<td></td>
<td>Further badges to access sessions have to be purchased as regular delegate registrations. Please see the website for an overview of the registration fees: <strong><a href="https://www.ects2020.org/registration/">https://www.ects2020.org/registration/</a></strong></td>
</tr>
</tbody>
</table>
Additional exhibition staff can be registered at a cost of 120,00 EUR per person to include catering and welcome reception tickets.

In order to register your stand staff, complete the exhibitor registration form available for download on the Industry Service Center (ISC) and send it back to Ms. Alicia Franz: ects2020-reg@interplan.de.

Please note, no one gets access to the exhibition without a name badge. Contractor’s badges during the set-up/dismantling are not required.

| Welcome Reception / Professional networking | Welcome Reception | 16.05.2020 | 07:00 p.m. – 09:00 p.m. |
| Promotional Activities / Distribution of Flyers | Networking Dinner | 18.05.2020 | 08:00 p.m. (50,00 EUR) |

Further information will soon be available on the congress website.

The distribution of flyers, brochures and any advertising/promotional activities outside the stand area, e.g. by hostesses are not permitted.

Any exceptions to this regulation must receive prior approval from the exhibition management.

Quizzes, games or similar promotional activities at your stand should be planned in such a manner that the onlookers find space within the stand area to be able to participate and are not compelled to stand in the passageways.

The passageways should always be kept free for the continuous stream of guests and visitors.

Please also ensure that noise caused by loudspeakers does not affect the neighbouring stands and that the maximum value of 80 decibels is not exceeded.

**TECHNICAL DETAILS**

| Construction regulations | The following regulations are applicable for all stand elements including banners, walls, towers, stores etc. |
| Max. loading capacity | Max. construction height: **2,80 m (2,50 m for stands located around the Patio)** |

Banners that are placed near the stand boundary to the adjacent stand should not carry the brand name on the side facing the neighbours.

Side walls at the open sides (also applicable to suspended objects or other constructions) should not be wider than 30% of the length of the side. **Constructions closing the open sides must basically be avoided.**

All special front stands and island stands must be constructed to be as transparent as possible so that they do not put the adjacent stands at a disadvantage and to present an overall attractive and appealing appearance.

Please consider that an appealing and attractive overall impression also has a positive and encouraging impact on the individual exhibitors.

**500 kg/sqm**

Emergency pathways, exits, staircases, fire section border doors, electricity cabinets within the exhibition area must not be blocked under any circumstances. Fire-extinguishers, hy-
drants, water taps, emergency exit sigs situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

The stands may only use, non-flammable carpets with class factory fire safety certificate. Flammable materials – including jute, crepe paper, paper board, mats, etc. - must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

It is forbidden to use or store highly flammable or explosive materials, gas and dangerous materials in the exhibition halls.

**Interpretation of the regulations:**
Repeatedly situations arise in which it is not possible to formulate a unique set of guidelines for stand construction. In such a case, Interplan reserves the right to implement the previous decision regarding the approval or rejection of the stand design regardless of the guidelines. This always takes place with the aim of ensuring a transparently designed exhibition as far as possible that is fair to the exhibitors and attractive and appealing to the visitors.

**Exceptions:**
The event host and manager reserves the right to grant exceptions to the regulations regarding the guidelines for stand construction, provided that a stand design represents added value for the exhibition and the visitors from the perspective of Interplan.

**Fire safety permission procedure**
The exhibits and material composition of the stands must be approved by our designated Fire Security Manager. After the examination of the documentation the drawing documentation shall be sent back to the petitioner of the permit with signature and stamped, with the possible requirements to the petitioner. This constitutes the final construction plan, and the construction shall be based on thereof.

Before giving out the permission for opening the exhibition all stands will be inspected by the Fire Safety Manager onsite as well to be sure that the given fire safety instructions have been observed and carried out.

**Suspensions**
There are no suspension points available for the exhibition space.

**Flooring**
Fitted carpet (grey) – If you wish to lay another carpet on the existing one, please consider using a removable adhesive double side tape without leaving any remains.

**Raised flooring/Ramps**
If you are planning to have a raised flooring, we recommend you include a ramp or a slant for a height of 10 cm or more. For this purpose, please also note the possibly more stringent regulations of the event venue.

**Stand design**
In order to ensure uniformity in the overall appearance of the exhibition, each exhibitor using a fixed system stand must arrange for a clean white rear wall running continuously from the floor to the upper edge.

In the process, we consider white system walls to be compliant with the regulations. This regulation is also applicable to those stands that have another stand adjacent to their rear wall as the rear walls can be erected independently in case of different construction heights as well as smaller clearances between the stands.

**Lighting conditions**
Daylight and artificial light within the exhibition area

**Technical connections from the hall floor**
Please note that at some event venues the access points for electricity and water is limited via floor ducts/hatches and every stand does not have direct access.

Depending on the position of the access points and placement of the stands, adjacent stands might need to be provided with a supply from a connection located on your stand area. In this
scenario, we recommend false flooring.

If the entry to the passageway is located in front of the stand area, it may be the case that a cable link is laid on the passageway of the VA location for the sake of safety.

This shall not result in any entitlement to a price reduction.

<table>
<thead>
<tr>
<th>Stand construction approval</th>
<th>Please send us your stand concepts <strong>four weeks prior to the commencement of the congress at the latest (17th April 2020)</strong> as a PDF, GIF or JPEG file.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For more complex/larger stand designs, apart from the dimensions and heights, even the appearance of the stand should be visualised in 3-D images and from different perspectives.</td>
</tr>
<tr>
<td></td>
<td>Roll-up, folding displays and simple standard system stands (e.g. Octanorm stands) must <strong>not</strong> be cleared.</td>
</tr>
<tr>
<td></td>
<td>Contact: <a href="mailto:L.Troll@interplan.de">L.Troll@interplan.de</a></td>
</tr>
<tr>
<td></td>
<td><strong>Please inform us if you are planning a special concept for your stand that could be important for the organisation as well as the layout planning. Otherwise, we cannot guarantee that the local conditions will permit this concept.</strong></td>
</tr>
</tbody>
</table>

| Visibility of the stands | The stands are not visible from above. |

| Stand Location | Interplan puts in all efforts to investigate the construction conditions at the exhibition site accurately and on an on-going basis. However, notwithstanding this, if there are any deviations arising as a result of unforeseen circumstances, we reserve the right to adjust the location of the stand accordingly at a later date or to change it at the venue. Interplan shall not bear any additional costs incurred as a result of such developments. |

| Technical Instructions | We request you to not store any packaging or construction material in the hall. All decorative materials including painted films must be flame-retardant in accordance with DIN 4102, B1. (please keep the necessary certificates ready on hand in case of an inspection). |
|                        | If the stands are of the closed type, the ceilings must be designed to be suitable for the use of sprinklers. Two-storey stands are not permitted. |
|                        | It is deemed that the general terms and conditions of Interplan, the guidelines on technology and stand installation and the guidelines for fire safety at the venue of the event have been acknowledged and accepted with the binding order of the stand space. |
|                        | The instructions of the in-house staff, the technical service providers and the parking space supervisors must be strictly followed. |

| Pharmaceuticals Code of Conduct/Compliance | It is recommended that sponsors and exhibitors observe the code of conduct for pharmaceutical and medical equipment companies. Similarly, the national regulations on the advertisement of medical products must be followed. Examples of this are the guidelines of the FSA/EFPIA, BVmed/Eucomed, EACCME/CME, AKG, rules of professional conduct for the state chambers of physicians (national) and the nationally applicable laws, e.g. HWG (law on advertising in the healthcare system), and these are referred to as internationally applicable laws. |
|                                              | We shall disclose the conditions and the scope of support by the exhibitor/sponsor at the time of announcing and hosting the event in accordance with the stipulations of Article 20, paragraph (5) of the FSA Code of Conduct for Professional Groups on request. If you require these for your company, please mark this on the “Important Corporate Information” form against the relevant query. |
### Liability/Insurance

The person(s) causing any loss or damage to the building or other inventory, who are employees of the exhibitor or have been appointed by him/her or his/her agencies, shall be solely liable for the same. Any loss or damage shall then be charged to the person(s) responsible for causing the loss/damage.

We recommend every exhibitor to contract a transport- and liability insurance with your own insurance agent.

It is prohibited to drive nails or screws into the walls, flooring or ceilings. Similarly, fire brigade and escape routes and all other fire safety equipment, emergency exits, doors and gates must be kept free of hindrances at all times. Stand boundaries must necessarily be complied with.

Basically, you must use the delivery routes officially communicated to you and marked out at the venue.

Interplan does not guarantee that all construction-related limitations have been marked or indicated correctly with respect to their dimensions in the plans of the exhibition venue available. Interplan shall not be liable in any manner whatsoever for any discrepancies in the plans. All dimensions must be checked at the venue. Any costs incurred for this purpose shall be borne by the exhibitor. Pillars and other limitations to the stand space form an integral part of the stand space leased out and do not justify any claims for a discount.

### Note on Privacy Policy

Our company handles all personal data according to the laws of the EU-Data Protection Regulation (EU-GDPR) and the Federal Data Protection Act (BDSG New).

For your booking within the above mentioned congress the collecting, saving and processing of your personal data is imperative. This is done solely as a means of the organisation and completion of the event. Your data will only be passed onto a third party, who is directly involved with the running of the Congress and when the organisational procedure makes this necessary (organiser, congress center, supplier).

The registration to this congress is not possible if we do not get this. For a complete overview of the applicable privacy policy, see the following


Subject to change without notice.

The instructions listed here form an integral part of the contract agreement and are deemed to have been accepted at the time of signing the Stand Registration.