



EXHIBITION - RULES AND REGULATIONS

Invoicing - Exhibition space invoices must be paid by the due dates indicated on the invoice. In the case of late payment, the organizers reserve the right to resell the space. Full payment of exhibition invoices is required prior build-up of the exhibition. Exhibitors with payments outstanding may not be allowed to build their stands.

Changes in size of reserved space – The organizers reserves the right to allocate an exhibitor to a new location within the exhibition area in the case of a change in size of the reserved exhibition space.

Changes in the exhibition layout – While every effort is made to preserve the published layout of the exhibition, the Organizers shall be entitled to vary the layout if this is in the general interest of the exhibition.

Sharing of stands – Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from MCI Suisse SA.

Sub-letting - Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of MCI Suisse SA.

Build up - No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling.

Stand Building

Maximum Stand Height – The maximum height for any part of any stand will be **3 meters** from the ground.

Use of Rented Space & Height Limitation - The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.). To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open. Island stands should be accessible from all 4 sides.

Space Only Stands – Exhibitors with space only reservations are kindly asked to submit detailed plans of their exhibitions stands to the congress Organizers (MCI) for approval at the latest by **31 July 2021**.

Suspensions

Hanging Devices – hanging devices, suspension points are not available.

Flow of delegates - Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Manning of Stands - Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Give-aways and Distribution of Printed Materials - Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall. No such material may be distributed in any hotel used by the meeting. Company identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the Organisers.

Social Events – Social events may not be arranged for delegates during the official congress programme (including the official social events), or during the opening ceremony. Transportation to social events may not depart during the official programme.

Disruption of other exhibits - The Organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates. No microphones or loud speakers are to be used on the exhibition floor.

Security and Insurance - The Organisers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this.

Health and Safety at Work Regulations - It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

Liability – MCI Suisse SA cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.