

Exhibition Guidelines

2019



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1. Introduction

Dear Exhibitor,

We are very happy to welcome you to EPF Congress 2019, the first European congress on patient involvement!

We would like to thank you once again for your participation and support.

Below you will find the official European Patients' Forum Exhibitor Guidelines in which we detail all information related to the exhibition. We kindly ask you to read the manual carefully and follow the steps. This will help avoid any potential problems and additional costs.

We hope that the exhibition will contribute positively towards the esprit and the impact of the congress. The content of the exhibition stands should therefore contribute directly or indirectly to the central theme of the congress: enhancing meaningful patient involvement in the transformation of health systems, by way of good practice, case studies, innovative practices, and partnerships. Promotional activities linked to medicinal products or medical technologies are strictly forbidden.

For questions or comments please contact us at congress@eu-patient.eu or + 32 (0) 2 280 23 34.

We are looking forward to seeing you in Brussels and sharing this experience with you!

The EPF Team

2. General rules

Participation of all exhibitors depends on compliance with all rules, regulations and conditions stated herein. The European Patients' Forum is the official organiser of the 2019 EPF Congress (hereinafter: "The Organiser"). The Organiser has the final say on all content of the table tops. Exhibitors are not to share any space allocated to them with others without prior written consent by the Organiser.

3. Assignment of exhibit space

A defined number of table tops is assigned to Premium Sponsors. The remaining spaces are available to any interested party upon request. Click [here](#) to apply.

3.1 GENERAL INFORMATION

The EPF Congress will take place in Crowne Plaza Le Palace Hotel, Rue Gineste 3, 1210 Brussels.

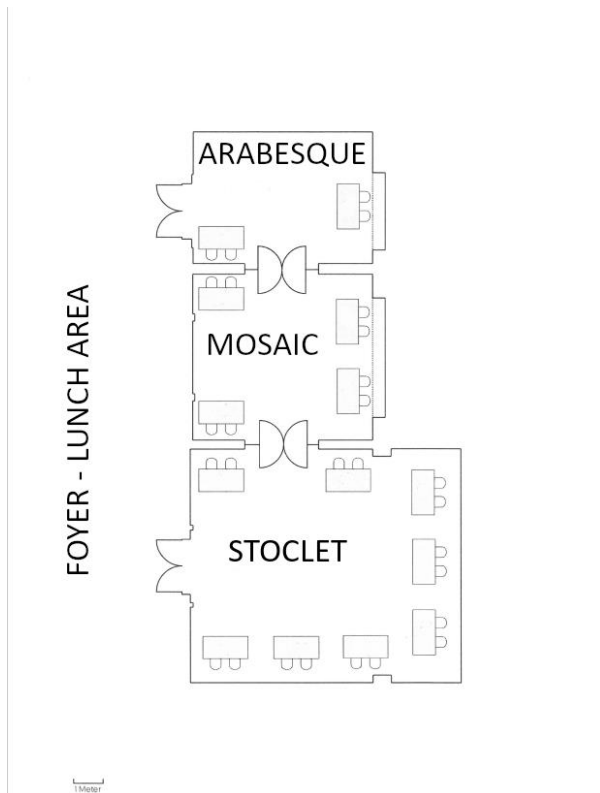
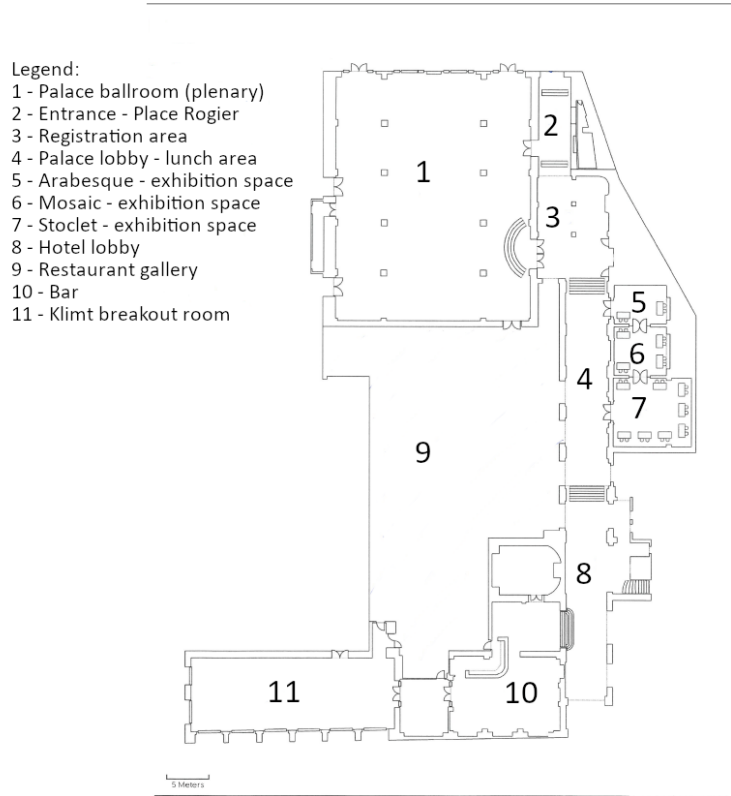
Table tops will be located on the ground floor of the hotel in 3 break out rooms: Arabesque, Mosaic and Stoclet.

One table top includes: 1 table (150cmx75cm), 2 chairs, access to electricity, free Wi-Fi,

Please find below the rooms dedicated to the exhibitors:

3.2 FLOOR PLANS

Exhibitors will have rooms 5 (Arabesque), 6 (Mosaic) and 7 (Stoclet) at their disposal and indicated in the plan below. These rooms are located on the ground floor and are fully accessible to all.





3.3 PRICING INFORMATION AND APPLICATION PROCESS

The Congress Pricing Policy quoted at 1,000 EUR (+ VAT) includes:

- 1 table 150cmx75cm
- 2 chairs
- Access to electricity
- Wi-fi

To apply for the table top exhibition please fill in the form available [here](#). The deadline to apply is 13 September 2019.

3.4 CANCELLATION POLICY

Exhibit space may be cancelled via written notice to EPF at congress@eu-patient.eu. Please see refund details below:

- Until 31 September 2019 – 25% of the fee will be deducted.
- From 1 October until 15 October 2019 – 50% of the fee will be deducted.
- From 16 October 2019 – refund will not be provided.

4. Exhibition related information

4.1 SCHEDULE

Exhibition will be open to all participants during the breaks.

4.1.1 SET UP

Exhibitors will be able to prepare the setup of their assigned place as of Tuesday 12 November 2019 between 8:00 am and 11:00 am CET.

4.1.2 SHOW HOURS

Further information will be added when the agenda breakout sessions are clarified.

4.1.3 DISMANTLING

Exhibitors must make sure to leave their assigned exhibition space by 14 November 2019 at 4:00 pm CET.

4.2 EXHIBITION LAYOUT

The Organiser reserves the full right to amend the general layout, limit the space of the exhibition floor plan, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Exhibitors will be informed about the changes. Neither the Organiser nor the Crowne Plaza will be held liable for expenses incurred other than the cost of exhibit space rental fees and any detriment this may cause to the exhibitor.

4.3 STAFF

All exhibition staff must be officially registered for the Congress. Exhibition staff must wear their badges the whole time.

5. Promotional activities

5.1 PROMOTIONAL ACTIVITIES

Promotional activities are only allowed within the exhibition surface, and only as long as they do not interfere with the running of the congress or disturb fellow exhibitors. Anything else going beyond table top promotion throughout the exhibition area and congress venue is strictly forbidden.

The promotion of medicinal products or technologies is **strictly forbidden** in accordance with Belgian law.

5.2 PRINTED MATTER

Distribution of printed matter is only permitted within the assigned table top area. Displays of printed matter outside this area on the premises of the Congress are not allowed. No flyers, posters, handouts, etc. can be left on tables in the conference hotel. Any items found outside of exhibit space or table tops will be discarded, and future table top assignments will be affected.

5.3 NATIONAL AND INTERNATIONAL RULES

In addition, sponsors/exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. The Organiser bears no responsibility for non-compliance by the sponsor/exhibitor.

5.4 EPF & EPF CONGRESS LOGOS

No company may use the registered EPF logo or likeness, on any promotional materials (i.e. signage, direct mail piece, etc), without the express written consent of EPF.

6. Exhibition spaces' restrictions and rules compliance

6.1 HOUSE RULES

The rules of the congress venue, Crowne Plaza Le Palace Hotel, apply and are binding to all exhibitors. If the exhibitor does not follow the regulations, (s)he will be excluded from the exhibition after a first warning.

6.2 ACCESSIBILITY

All exhibits should be accessible to people with disabilities and therefore displayed so as to avoid blocking aisles, or damaging the premises and/or the equipment. Exhibitors are kindly requested to allow enough see-through areas, which ensure clear views of surrounding exhibits.

6.3 SAFETY

Material safety and fire certificates of all stand materials must be available for controls during build-up. Representatives of the Belgian authorities as well as the congress venue technical staff must be allowed access to your stands at all times. Smoking is prohibited in the whole building. Flammable materials are not to be used or displayed. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

6.4 DISPOSAL AND WASTE MANAGEMENT

It is the responsibility of the exhibitor to ensure that all waste material from stand construction (including boxes for packaging) is completely removed from the exhibition area prior to the opening of the exhibition. At the end of the Congress, Exhibitors are asked to fold all the cardboard and collect other rubbish in one place, so hotel staff can easily dispose of them. The Organiser will provide daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

6.5 SOUND RESTRICTIONS

Sound, electrical and other mechanical appliances must be muted so that no noise disturbance is caused to other exhibitors. The exhibition Organiser reserves the right to determine at what point activities have to be reduced, and whether sound constitutes interference with others, and if so whether it must be discontinued.

6.6 INSURANCE

Exhibitors are entirely liable for damages they may cause to the building in general, to third parties' table tops, properties, and health (be injury or death). Exhibitors' liabilities are extended to their personnel and/or other people working under their control. Since neither the Organiser, EPF staff nor the congress venue are liable for any damages and/or loss suffered by the exhibitors during the exhibition, including installation and dismantling, exhibitors must adequately make sure their materials, goods, wares, and exhibits are insured against theft, damage, loss or injury of any kind and must do so at their own expense. Exhibitors are solely responsible for their own actions during the conference.

6.7 FOOD AND BEVERAGES

Exhibitors can provide food and beverages only free of charge. However, all food and beverages have to be reported to the Organiser at least one month before the event.

6.8 SECURITY

Security of the display area and any materials or products that are left unattended are the sole responsibility of the exhibitor. Exhibitors assume all responsibility for their exhibit personnel and for the general care of the display area. The Organiser does not provide security services.

6.9 OTHERS

Exhibitors will not discriminate against any person on account of race, creed, colour, sex, sexual orientation, age or national origin.

7. Additional information

7.1 FIRST AID

There is a First Aid kit available at the reception of the hotel. Several staff members of the Crowne Plaza are also first aid trained.

7.2 SAFETY MEASURES

Information on fire safety measures including emergency evacuation arrangements will be provided to the audience before the very first session.

7.3 CAR PARKING

The Crowne Plaza has a commercial agreement with the Rogier Parking. Please find it below.

7.4 SHIPMENTS

All materials should be shipped directly to Crowne Plaza Rue Gineste 3, 1210 Brussels to the attention of Alexis Duchatelet. The deliveries can be sent as from one week before the event. Please mark your package as "EPF Congress 2019 material" and indicate your assigned exhibit space.

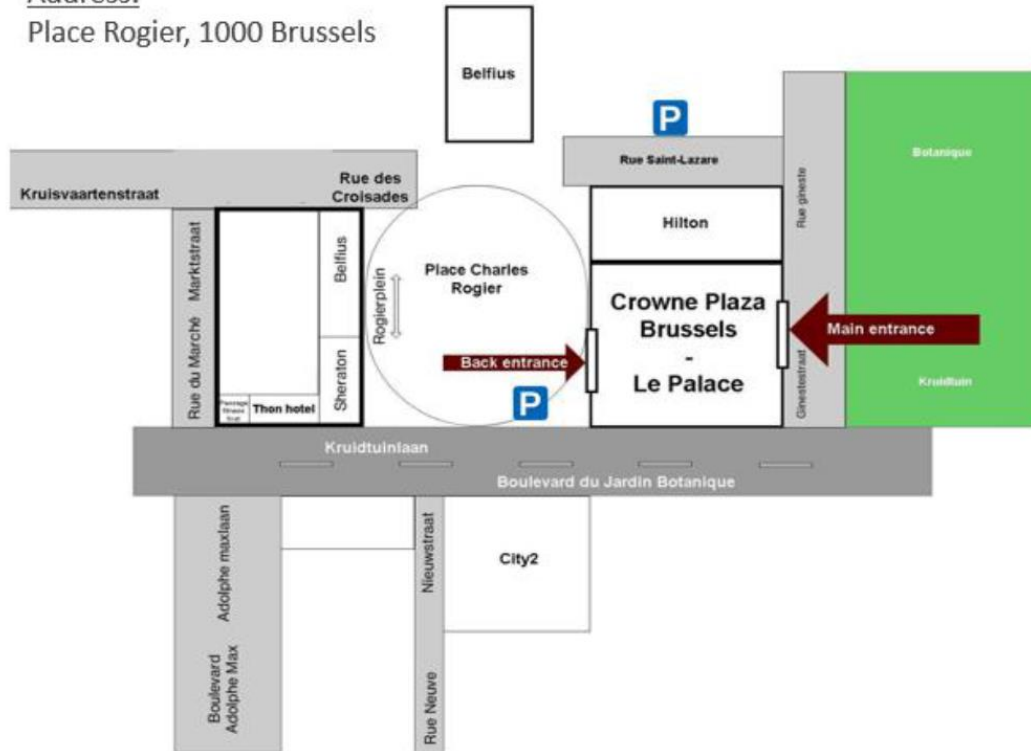
8. Attachments

8.1 PARKING AGREEMENT

Useful information on the use of the InterParking Rogier

Address:

Place Rogier, 1000 Brussels



Hotel Charges

One day ticket: 13,00€

24h ticket: 16,00€

InterParking Rogier Charges

15min: 0,70€

1h: 2,80€

24h: 18,00€

Evening rate (as from 7PM until 5AM)

15min: 0,70€

1h: 2,80€

Between 2h & 10h: 5,00€

How does it work?

1. When you access to the InterParking Rogier you get your parking ticket when entering, as is customary.
2. Before leaving from the hotel, please pass by the reception to receive a new validated ticket in exchange for your original parking ticket.
3. The hotel front desk staff will charge you for the parking period. Only after confirmation of the Event Manager, the parking charges can also be added to the master account of your Event.
4. With the validated ticket - registered as prepaid - guests can leave the InterParking Rogier.

NB: Kindly note that each ticket can only be used once.