

EXHIBITION INFORMATION & GUIDELINES

GENERAL INFORMATION

Venue

The Exhibition associated with the 27th Winter Meeting of the European Society of Cataract and Refractive Surgeons (ESCRS) will take place from Friday 10 to Sunday 12 March 2023 at the Centro de Congressos do Algarve.

Address: Centro de Congressos do Algarve, Marina de Vilamoura, 8125-901 Quarteira, Portugal

Website: www.centrocongressosalgarve.com

Congress Dates & Exhibition Schedule

27th Winter Meeting of the ESCRS: 10 - 12 March 2023

ESCRS Exhibition: 10 - 12 March 2023

The Exhibition schedule is listed below. Changes to the schedule will be notified via the ESCRS website. The exhibition will take place on Level 1 in the Fénix IV-VII rooms.

Build-up must be completed by 22h00 on Thursday 9 March 2023.

Please note that the use of hard hats and safety shoes are strongly recommended during build-up and breakdown.

	Dates	Times
Build-Up	Wednesday 8 March	08:00 – 22:00
	Thursday 9 March	08:00 – 22:00
Opening hours visitors	Friday 10 March	09:00 – 18:00
	Saturday 11 March	09:00 – 18:00
	Sunday 12 March	09:00 – 12:00
Opening hours exhibitors	Friday 10 March	08:00 – 19:00
	Saturday 11 March	08:00 – 19:00
	Sunday 12 March	08:00 – 22:00
Break Down	Sunday 12 March	12:30 – 22:00



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Contact Details

Exhibition & Sponsorship

escrs.sponex@mci-group.com

General Enquiries

escrs.conf@mci-group.com

Registration

escrs.sponex@mci-group.com

Logistics/Shipments/Unloading

GBH Exhibition Forwarding

escrs@gbhforwarding.com

Stand design/shell scheme/electrical supply orders

RISE Produção Criativa

+351 915 202 420

beatriz@rise.pt

Freight Forwarder Information

GBH Exhibition Forwarding Limited is the recommended freight forwarder and on-site handling agent of the congress. They offer the following services: transport to and from Vilamoura, movement of goods with the venue, freight forwarding, customs clearance and insurance. Exhibitors are strongly advised to finalise shipping arrangements at least one month prior to the Exhibition to avoid delays in customs clearance and processing.

A full set of shipping instructions is available to download on the Meeting website.

Please address all shipping and customs queries to the GBH Sheffield Office: escrs@gbhforwarding.com (Tel. +44 114 269 0641)

Drayage Services & Storage of empties

Please contact GBH Exhibition Forwarding for further information.

Direct Delivery Instructions

Shipments arriving by road for direct unloading to stand will need to report to GBH on arrival. Vehicles will be allocated an unloading slot and given access when space is available at the venue. Vehicles are allowed a maximum of 1 hour for unloading so please ensure cargo is loaded in such a way as to allow prompt unloading. A booking in system will be in place and further details will be issued in January.

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Catering

Exhibitors are not permitted to use external catering suppliers. All booth catering must be ordered from the the congress centre catering services. For further information and to place your orders, please contact Joana Maia, Groups & Events Manager, j.maia@tivoli-hotels.com (+351) 289 303 549

Booth cleaning and Waste Removal

Booth cleaning must be ordered through the Congress Centre Please contact j.maia@tivoli-hotels.com. Exhibitors are not permitted to hire external contractors to provide booth cleaning services.

The Centro de Congressos do Algarve will provide a general cleaning of aisles and common areas prior to the Exhibition Opening.

Please note that specific cleaning of unusual exhibits and removal of unreasonable quantities of waste will incur extra charges.

Deliveries on site

Please note that the Congress venue is not authorized to take delivery of your packages. A company representative must be on-site to sign for and receive deliveries. Each package must be clearly labelled with the event name, exhibitor name and booth number.

Security

The security at the Centro de Congressos do Algarve has been implemented to prevent unauthorized access to the exhibition. Each exhibitor is responsible for their own property and necessary precautions should be taken to ensure its safety.

Individual stand security can be ordered via the Congress Centre. Please contact j.maia@tivoli-hotels.com

On-Site Orders

All on-site orders will incur an additional surcharge. It is important to note that only a limited range of optional extras will be available for on-site orders.



27th ESCRS WINTER MEETING
Internal use

PORTUGAL 2023

10-12
MARCH
2023

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Booth Construction, shell scheme and electrical supply orders

Exhibitors that do not have a mandated stand building company can contact RISE Produção Criativa for Booth Construction and Design.

+351 915 202 420 or by e-mail beatriz@rise.pt

Electrical supply orders

For free design stands, please contact RISE to order your electrical supply.

Deadline for placing your orders: **Friday 10 February 2023**

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EXHIBITION RULES & REGULATIONS

! All exhibition spaces are provided on a space only basis, so it is the responsibility of each Exhibitor to provide dividing/boundary walls of minimum 2.5 metres in height for their space. This can be done by building a booth, bringing a pop-up booth or by ordering a shell scheme.

Maximum Constructible height

Maximum Permitted Booth Build Height: 4 metres

Rigging and suspended elements not permitted.

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 limitations as communicated here above must be respected both for physical and visual devices (i.e., lasers, gobos, etc.)

General Booth Design Regulations

Non-island spaces must provide walling for the full length of their shared side / back walls down to at least a height of 2.5 metres.

Shared walling must be clad and finished in a neutral colour down to a height of 2.5 metres

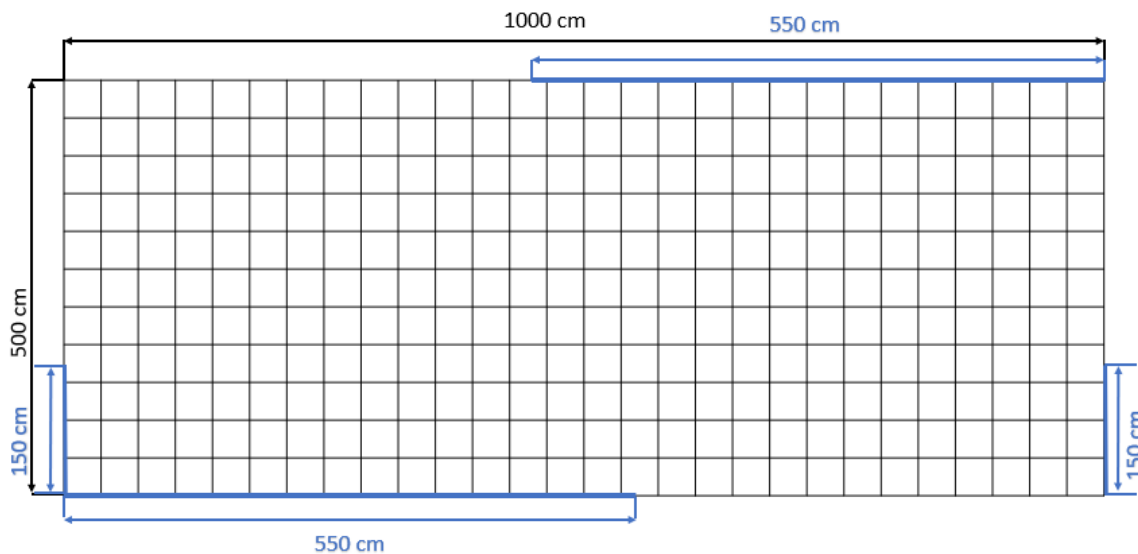
Ceilings must be fixed onto an EU approved structural frame.

When placing elements which require water, drainage, compressed air or power outlets, it is important to take into account the service ducts in the floor which must remain accessible at all times.

Stand Layout

To comply with the security regulations of the congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls erected on the open sides of a stand cannot exceed **55% of the total length of the stand**

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Stand Transparency

For Island and Peninsular stand types, the line of sight through the stand must be possible from aisle to aisle for **at least 30% of the stand width** when viewed from each open side.

Rigging & Suspended Elements

No rigging or suspended elements permitted.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

Product Display

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All products displayed during the Exhibition should be approved under the European Medical Device Directives and should display the Certificate of Compliance CE (CE Certificate of Conformity) mark. Products which have not been assessed under these Directives, or are currently undergoing assessment, must be clearly identified as not being approved to display the CE mark. Further information is available on the European Commission website (https://ec.europa.eu/info/business-economy-euro/product-safety-and-requirements/eu-product-requirements_en). Failure to comply with this regulation will result in refusal of permission to exhibit.

Insurance Requirements

The Exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by the Organiser or Centro de Congressos do Algarve for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the Exhibitor's responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All Exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her agents or by his or her equipment and activities. All risks cover against damage and theft to the Exhibitor's own property, and to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to Exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place.

Neither the Organiser nor Centro de Congressos do Algarve can be held liable for Exhibitor's property (personal and/or company property) even in the case of theft.

The Organiser and Centro de Congressos do Algarve disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for fault or neglect on the part of the Organiser's permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the event.

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Fire & Safety Regulations

- Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition Hall doors and other pieces of safety equipment, their signs, or markings, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and always remain fully functional.
- Escape routes shall always be kept clear.
- Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognizable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated booth area. Items must not be placed in aisles.

Submission of Exhibition Layout for approval

Exhibitors are requested to submit a scale plan including all views of their exhibit **by FRIDAY 10 FEBRUARY**

at the very latest. Please send your detailed stand plans with all measurements to escrs.sponex@mci-group.com