SOE 2019 Congress Exhibition Technical Manual

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EXHIBITOR LIST AND FLOORPLAN

The Exhibitor Listing and latest Exhibition Floor plan can be viewed and downloaded on the SOE 2019 Congress official website, at the following link: http://soe2019.soevision.org/exhibition-sponsorship/floor-plan-list-of-exhibitors/

INTRODUCTION

Dates
The Congress of the European Society of Ophthalmology 2019 (SOE 2019) will take place at the Nice Acropolis Convention Centre from 13 – 16 June 2019. Exhibition build up will take place on Tuesday, 11 and Wednesday, 12 June 2019 (unloading large stands will take place on the morning of Tuesday, 11 June 2019), in preparation for the Exhibition open days, Thursday, 13 June to Saturday, 15 June 2019. **Please note the exhibition will be CLOSED on Sunday, 16 June 2019.**

Definitions
In this manual the following terms are defined as:

Congress Secretariat: Simply Events (UK) Limited

SOE 2019 is the Congress of the European Society of Ophthalmology (SOE)

Exhibition: The Trade Exhibition being held in conjunction with the SOE 2019 Congress

Exhibitor: Includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Trade Exhibition

Exhibition Organisers: SOE 2019

Premises: Those portions of the Nice Acropolis Convention Centre, Nice, France licensed to the Congress Organisers

Sponsor: Includes any person, firm, company or corporation and its employees and agents, who have contracted to sponsor the SOE 2019 Congress.

The Nice Acropolis: Nice Acropolis Convention Centre, Nice, France

Exhibition Organisers

SOE 2019 Congress
Tel: +44 (0) 7830221032
Email: soe2019.industry@soevision.org
Contact: Josephine Gordon

Exhibition Venue
The exhibition will be held Rhodes Area of the Nice Acropolis Convention Centre, Nice, France.
View the venue web site here (http://www.sean-acropolis.com/en/)

Provisional Exhibition Dates and Opening Times

Tuesday, 11 June	08:00 – 20.00 - Build-Up (FREE BUILD ONLY)
Wednesday, 12 June	08:00 – 18.00 - Build-Up (ALL EXHIBITORS including SHELL SCHEME)
Thursday, 13 June	09.15 – 17.45 - Open
Friday, 14 June	09.15 – 17.45 - Open
Saturday, 15 June	09.15 – 17.45 - Open
Saturday, 15 June	18.00 – midnight Breakdown
Sunday 16 June	**EXHIBITION CLOSED**

In the unlikely event that these times must be changed, exhibitors will be notified accordingly.

Exhibition Contractor
The Acropolis Convention Centre is contracted as the official contractor for the provision of shell scheme and shell scheme accessories and exhibition services. See the Acropolis Exhibitors Guide.

All orders for exhibition services can be made through the venue via the Venue Exhibitors Guide on the SOE 2019 Website.

Rules and Regulations
We remind all exhibitors to pay attention to the Rules and Regulations as set out by the organisers at the end of this document and the Acropolis Safety Regulations as set out in the Venue Exhibitors Guide on the SOE 2019 Website.

Guidelines on Events and Hospitality
Companies are advised to adhere to the guidelines for hospitality and events as per the rules and codes in France and their own pharmaceutical and device manufacturer's codes. It is not the responsibility of the Congress Organiser to monitor these codes for exhibitors and sponsors but is up to each company participating to adhere to all necessary codes and guidelines.

Registration Opening Times (Provisional)
On-site registration will begin on Wednesday, 12 June 2019. Registration desks will be located inside the Entrance Hall of the Acropolis Convention Centre. The registration desks will be open during the following hours:

Wednesday, 12 June	15:00 – 20:00
Thursday, 13 June	07.00 – 18:15
Friday, 14 June	07:00 – 18:15
Saturday, 15 June	07:00 – 18:15
Sunday, 16 June	07:00 – 13:00

(Please note these times are provisional and are subject to change).

Scientific Programme
All session halls are located within the Acropolis Convention Centre. Details of plenary and parallel sessions will be contained within the Pocket Programme and the Congress App. For more information on the Scientific Programme please visit the SOE 2019 website (http://soe2019.soevision.org/scientific-programme/) where you will find the latest information on the Programme including the Programme at a Glance.

GENERAL INFORMATION

Badges

- **Contractor badges**

Contractor badges will be issued to all exhibiting personnel and their contractors for both build-up and break down periods. Access to the exhibition area during build-up will not be permitted without a build-up contractor badge.
Free build stand personnel arriving on site on 11 June can get the contractor badge from the Congress Secretariat located within the registration area when arriving onsite.

- **Stand Personnel**

Access to the Exhibition during opening hours will be granted only to people registered for the Congress and wearing their badges. Access to the Exhibition 30 minutes prior to opening, and 30 minutes after closing, during official Congress open days, will be granted only to exhibitors wearing their Exhibitor badges. Misuse of Exhibitor Badges or any other method used to assist unauthorised personnel to gain admittance to the Exhibition area will be cause of expulsion of the Exhibitor and representatives from the Exhibition area.

- **Name Badge Allocation**

SOE 2019 will contact all exhibitors to register stand personnel and active participants in April 2019. The number of complimentary Exhibitor badges depends on the size of your stand. For all queries regarding registration please contact SOE 2019 Registration Department on soe2019.registration@soevision.org

Additional Exhibitor Badges will be charged at EUR 150 including VAT per badge.

Bar Code Readers (Lead Retrieval) and Participant Badges
Participant badges will be bar coded.
Companies wishing to hire a bar code reader should contact the SOE Exhibition Team on soe2019.industry@soevision.org The cost for one bar code reader for 2019 is 400 euros + VAT.

Carpet
The floor in the exhibition area is plain light grey and not carpeted. For those companies that have ordered shell stands they will be carpeted with navy blue carpet.

Catering
Catering services in the exhibition will be provided exclusively by the Nice Acropolis Caterers. You can order F & B requirements for the exhibition via the Nice Acropolis.
Please see the F & B order form on the SOE 2019 website or email the official caterers on **F-B.EXPO@nice-acropolis.com** stating it is for SOE 2019.

Editorial Entry
Each exhibitor will be listed on the SOE 2019 website and may have a maximum of 50 words (excluding name and address), free editorial copy (Company Profile only). Please note the content can only be Company Profile and not advertising a satellite symposium etc. The editorial should contain company name, company address, telephone, email and contact name and a company profile of 50 words or less. The editorial entry should be returned to the 2019 Congress secretariat via email to soe2019.industry@soevision.org **no later than Monday, 4 March 2019** to ensure that the details on the website are correct. **In case of no reply by the deadline, we will consider that you agree to have only the company name, address and booth number of your company as given on the exhibitor application form for space.**
Please note the Editorial Entry will not be printed in the Pocket Programme, only on the SOE 2019 website.

Cleaning (General and Stand Cleaning)
The Organisers are responsible for the cleaning of the aisles and public areas within the Exhibition daily. Cleaning of the exhibition stands is not included in the cost of the stand.
Stand cleaning can be ordered from the official stand contractor, Acropolis Convention Centre, via the Acropolis Exhibitor Guide.

Conduct and Noise Levels
Exhibitors may not use audible equipment which may be heard outside the exhibitors' assigned space. Microphones and other voice enhancing devices are not accepted.
Although the Exhibition Organisers do not wish to interfere with the presentation of exhibitors' products and services, they would remind exhibitors that no visual or audible nuisance may be caused to any exhibitor OR by any exhibitor's stand activities. Projected images, however generated, may not be displayed onto aisles, venue walls, or ceiling, or onto other stands**. If a theatre style area will be included as part of the stand these should be agreed by the Congress Committee and headphones must be used by those attending. All requests must be received by 6 May 2019.**

Contractors
Free build exhibitors are free to appoint stand designers and construction contractors of their choice. It is, however, each company's responsibility to ensure that all such contractors are familiar with the SOE 2019 Exhibition and Nice Acropolis Convention Centre regulations and they comply with these and health and safety requirements.

Custom Clearance and Freight Forwarding and Deliveries
The Exhibition Organisers have appointed Meritex International Freight Services Limited as the official freight forwarding and onsite handling agent for SOE2019. Meritex will also be pleased to offer customs clearance services for importation of goods for the exhibition. Please contact them directly for a quotation or further information:
Meritex International Freight Services Ltd
T: +44 1392 454999
F: +44 1392 454998
E: jana@meritex.co.uk
Contact: Ms Jana Savcenko

Please see forms and information on the SOE 2019 website at http://soe2019.soevision.org/exhibition-sponsorship/exhibition-technical-manual.

It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad into France. The Exhibition Organisers will NOT be held responsible for any difficulties that may arise in connection with such formalities.
Exhibitors are not recommended to send shipments by courier service as it may cause problems with customs clearance.

Deliveries
Please contact Meritex International Ltd for instructions and to book your offloading slot. Please ensure that arrangements have been made if lifting equipment is required to move materials from delivery vehicles. To arrange freight forwarding and unloading assistance, please contact the official Freight Forwarder.

Please be advised that neither the Exhibition Organisers nor the Nice Acropolis Convention Centre 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. As a courtesy to the participants and your fellow exhibitors, deliveries or the removal of any equipment to and from stands must be made within 30 minutes before or after exhibition open hours.

Damage to the Premises
No nails, screws or other fixtures may be driven into any part of the Premises including floors and shell walls. Nor may any part of the premises be damaged or disfigured in any way. Should any damage occur to the venue and/or the shell scheme stand, the Exhibitor responsible will be invoiced for any reparation charges incurred.

Participant Bag Inserts
Exhibitors wishing to insert a leaflet in the participant bag are welcome to do so at a cost of €3500 + VAT. Leaflets should be no larger than A4 page, single fold or similar, maximum weight of 20g. The leaflet may be advertising, an invitation or a company message, and will be inserted into the Congress bag on your behalf by

the Exhibition Organisers. Exhibitors wishing to have inserts included in delegate bags please contact the Exhibition Organisers on soe2019.industry@soevision.org. A sample of the leaflet must be emailed to the Congress organisers for approval before **Monday, 6 May 2019**. Upon confirmation of your insert, you will be sent details of delivery, number of copies needed, address and timing. Please email to soe2019.industry@soevision.org

Electrical Services
Please note that it is compulsory to order the main electrical switchboard from the Acropolis Convention Centre. It is not allowed to connect directly any items to the Nice Acropolis Convention Centre facilities. Please order via Nice Acropolis Convention Centre Exhibition Guide.

Floor covering
The aisles of the exhibition hall will be plain grey flooring without carpet.

Floor Loading
Espace Rhodes: 350 kg per m²

Floral and Plants
Please order via Nice Acropolis Convention Centre via the Acropolis Exhibitor Guide.

Furniture
Please order via Nice Acropolis Convention Centre via the Acropolis Exhibitor Guide**.**

Gangways
Gangways must always be kept clear and free for passage. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have their stand closed by the Exhibition Organisers at the exhibitor's expense and risk. Exhibitors will not be allowed to display exhibits in such a manner as to obstruct light or impede or project over gangways or affect the display of neighbouring exhibitors.

Health and Safety
Exhibitors are advised that Health and Safety Guidelines are followed that require any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator or visitor.

Hotel Accommodation
Exhibitors are advised to make their own reservations via the official Congress Agency. Please visit the SOE 2019 website to make your reservation online and for more information at http://soe2019.soevision.org/hotel-accommodation/

Insurance including Fire Insurance
Exhibitors are required to take out appropriate insurance, especially third part liability. ***It remains the Exhibitors' full responsibility to insure themselves appropriately.***

Particular attention is drawn to the need for the following (this is not an exhaustive list):

Abandonment Insurance: Please see the various Cancellation clauses detailed in the Rules and Regulations included in this Exhibition Technical Manual and insure against cancellation accordingly.

Stand, Fixtures and Similar Insurance: All risks of the loss or damage to the Exhibitors' property, fixtures, fittings and all other property of a similar nature, such as the personal effects of the directors, principals and employees, whilst at the Venue and in transit from the Exhibitors' premises to the Exhibition and return should be covered by the Exhibitor.

Leaflet Distribution
Leaflets may not be distributed from anywhere other than the Exhibition stands. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Exhibition Organisers.

Loading Bay
All deliveries must be co-ordinated with Meritex International Ltd who will send information concerning the build-up and breakdown access.

Occupation of Stand Space
Unless otherwise agreed in writing by the Exhibition Organisers, exhibitors are not authorised to sublet, share or reallocate the stand and all monies paid shall be forfeited.

Parking:
See the information in the Acropolis Exhibitor Guide to see the location of parking for cars and lorries.

Passport, Visa and Letter of Invitation
Participants are advised to make their own arrangements with respect to entering France. Individuals requiring an official letter of invitation in order to obtain a visa and authorisation to attend the Congress are kindly asked to visit the Congress website where more information is available:
http://soe2019.soevision.org/registration-accommodation/letter-of-invitation/ :please apply for the visa within a reasonable time (minimum 3 months) before the planned travel.

Payment
The Exhibition Organisers and contractors will accept payment in euros € only.

Any exhibitors that have NOT paid in full for their Exhibition space prior to the build dates will not be permitted access to their stand.

Rigging
Please note there is **no possibility of rigging** in the exhibition area to the restrictions within the area (Rhodes area).

Risk Assessment/Safety Form
All exhibitors (free build and shell scheme) are requested to complete the Safety form in the Acropolis Exhibitor Guide and return to the venue as appropriate.

Security
Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Exhibition Organisers immediately. The security provided by the Exhibition Organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each Exhibitor is responsible for their property and necessary precautions should be taken, including necessary insurance.

Smoking Policy
Smoking is prohibited in the entire venue. SOE is a non-smoking Congress.

Stand Design – Submission of Plans
All stands that wish to build above the height limit of 2.5 metres, must submit to scale plans with supporting pictures to the Exhibition Organiser.
Please email plans to soe2019.industry@soevision.org by 8 April 2019.

Stand Height
No stands or wall on a stand should exceed 3m in height except booths 39-40-41-43-44 which should not exceed 2.50 m due to the venue height restrictions within the Rhodes area.

Stand Personnel
Personnel such as mechanics and related staff must be registered as stand personnel and will be counted as part of your personnel allocation for the stand. Companies interested in hiring hostesses for stand hospitality and symposia services should book via the Acropolis Exhibitor Guide.

Storage space on-site
Meritex International Ltd have been appointed as the official transport, lifting, shipping and storage contractors for this event. Please refer to the freight forwarding information on the SOE 2019 website.

Trolleys
Please be advised that exhibitors, non-official contractors and other freight forwarders are not allowed to operate pallet truck and forklifts inside the halls. Please contact the official freight forwarder, Meritex International Ltd, if you want to order trolleys or fork lifts.

Water
Water is possible in various areas of the exhibition hall and the stand contactor should contact the Nice Acropolis Convention Centre for specific requests.

BUILD UP AND BREAK DOWN

Contractor Badgers
Contractor badges will be issued to all exhibiting personnel and their contractors for both build-up and break down periods. Access to the exhibition area during build-up will not be permitted without a build-up contractor badge.
Free build stand personnel arriving on site on 11 June must have ID with them to show to security in order to access the building and obtain a build-up badge. All stand contractors and personnel arriving on 12 June will be able to get their badges from the SOE Exhibitor Desk after 15.00hrs that day.
Access to the exhibition area will not be permitted without a valid contractor badge.

Build Up Times (Provisional) - Build Up Schedule
Exhibitors with free-build stands will have access to the Exhibition Area from 08.00 on Tuesday, 11 June. All other exhibitors from 08.00 Wednesday, 12 June.

Please contact Meritex to arrange deliveries and unloading of your stand.

Basic shell scheme will be in place from 08.00hrs on Wednesday, 12 June onwards.
All stands should be completed to the satisfaction of the Organisers by 18.00hrs on, Wednesday, 12 June 2019

Tuesday, 11 June	08:00 – 20.00 - Build-Up (FREE BUILD ONLY)
Wednesday, 12 June	08:00 – 18.00 - Build-Up (FREE BUILD AND SHELL SCHEME)
Thursday, 13 June	09.15 – 17.45 - Open
Friday, 14 June	09.15 – 17.45 - Open
Saturday, 15 June	09.15 – 17.45 - Open
Saturday, 15 June	18.00 – midnight BREAKDOWN

Break Down Times
The Exhibition will close officially at 17.45hrs on Saturday, 15 June. Break down of stands **may not** commence before 18.00hrs on that day to allow participants to leave the exhibition area. The exhibition area must be cleared of all exhibits/stands/materials by 24.00hrs on Saturday, 15 June. Exhibitors will be responsible for any charges incurred if the Nice Acropolis Convention Centre is not clear by this time.

Unloading Details
For unloading please contact Meritex International Ltd; exhibitors will be allocated a time and door at which to unload. It is imperative that these times and locations are adhered to and that exhibitors follow the instructions of the traffic marshals at all times. Each vehicle will have an unloading time of 60 minutes. Vehicles must be removed as soon as unloading is complete.
To facilitate this, you MUST contact the official freight forwarder, Meritex International and give them details of your preferred unloading time and the size and type of vehicle you intend to use for delivery of your goods and equipment. The Freight Forwarding agent will endeavour to allocate your preferred time slot; however, in the event of heavy demand at peak times, it may be necessary to allocate an alternative loading time close to your preferred choice(s).
Timings and installation instructions will be sent out in May 2019 by Meritex International Limited.

Vehicles and forklifts. Only forklift trucks operated by the official freight forwarder are permitted within exhibitor area and the loading bay.

Waste
Exhibitors should contact the Acropolis for removal of waste during build up and breakdown of the exhibition.
The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling. Otherwise removal and cleaning costs will be charged automatically to the exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!
In the case that external companies wish to leave any kind of waste material during the dismantling, they must contact the Nice Acropolis.

STAND CONSTRUCTION – SPACE ONLY

Space Only Stands
Free –build stands are allocated on a space only basis. This means that NO stand services are provided.
Building Heights
No stand should exceed 3m in height except booths 39-40-41-43-44 which should not exceed 2.50 m height including any banners above the stand. No solid walls must exceed 3m in height or 2.50 on booths 39-40-41-43-44.

Free-build exhibitors are reminded of the following points:

a) Stand drawings of all proposed space only stands must be submitted by email to the Organisers for approval, **no later than Friday 8 April 2019**. Please forward to soe2019.industry@soevision.org. Please also let us know whom you have appointed as your contractor to build the stand.

Please note that **one** copy of the working drawings should be submitted and must show the name of the company, stand number and stand measurements, including building heights. All working drawings should be to a reasonable scale, but not less than 1:100. Electronic copies must be submitted.

b) Any stand incorporating closed rooms/theatres with covered ceilings may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in a) above.

c) It is the responsibility of free build exhibitors to observe the Safety Rules and Regulations of the Nice Acropolis Convention Centre. These can be seen on the SOE 2019 website.

d) It is every free build exhibitor's responsibility (if sharing a space-only site) to provide partition walls between themselves and their neighbours. These walls must be a minimum of 2.5m high and no higher than the maximum stand build height within the area and must be cleanly decorated on both sides. Walls overlooking adjoining stands must be finished in a plain, neutral colour only. Advertising is not permitted on outward facing walls overlooking neighbouring booth spaces.

e) All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.

f) All structures, materials, special designs, unusual constructions and all signs shall conform to all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

g) No exhibitor will be permitted to span an aisle by ceiling or floor covering.

h) Seating areas, e.g. coffee areas etc. must not encroach into the dedicated gangways or exit routes.

i) It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue.

j) Stand designs which include walls exceeding 5 meters in length that face an aisle, must include either natural breaks or vision panels at regular intervals. Prior permission is required from the Congress Organiser to build solid walls exceeding 5 meters in length. Floor plan elevations must show the wall breaks clearly. Walls overlooking adjoining stands must be finished in a plain, neutral colour only. Advertising is not permitted on outward facing walls overlooking neighbouring booth spaces.
Please consider neighbouring exhibitors when designing the use of solid walls.

Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.

STAND CONSTRUCTION – SHELL SCHEME

Nice Acropolis Convention Centre has been contracted as the official contractor for the provision of shell scheme and shell scheme accessories. If requested, basic shell scheme will be provided within the cost of hiring exhibition space(including walls/blue carpet and name flag only). Please see the Acropolis Exhibitor Guide for information on the stand scheme.

Please note that standard booth rental and modular stand material will be ready on Wednesday, 12 June, from 08.00hrs. Any additional on-site orders are without guarantee and time limit for delivery.

Name Boards
Each shell scheme stand will be provided with a name flag (company name 20 letters maximum included)
Exhibitors ordering a shell scheme stand should email the wording they would like on the flag name board to soe2019.industry@soevision.org **no later than 8 April 2019.**

Note: *For safety reasons, exhibitors are not permitted to affix their own material to the flags.*

Shell Scheme Accessories
Additional shell scheme items are available from the official shell scheme stand contractor at extra cost. Please see the Acropolis Exhibitor Guide for ordering extras.
Extra orders to be received by May 10, 2019.

Shell Scheme Carpeting
Stand carpeting within the shell stands will be carpeted with navy blue carpet.

See Acropolis Exhibitor Guide for all extra orders.
For questions regarding shell scheme please contact: exposition@nice-acropolis.com

TERMS AND CONDITIONS OF EXHIBITING

1. Definitions
In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Congress. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means Simply Events UK Ltd on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

2. Application
The Exhibition Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

3. Exhibition Dates and Cancellation
The Organising Committee reserves the right to change the venue, time, and date of reservations up to six months before the start of the Congress.

The Exhibition Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Exhibition Organisers.

The Exhibition Organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Exhibition Organisers, which the Exhibition Organisers could not reasonably have foreseen when signing the Exhibition Contract and which the Exhibition Organisers could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.

4. Exhibition Layout
The Exhibition Organisers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand; the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organisers.

5. Contract Cancellation
Cancellations must be submitted by registered post. In the event of the stand being re-let and the exhibition is fully sold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation within 4 months prior to the exhibition opening.

6. Bankruptcy or Liquidation
In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

RULES AND REGULATIONS

1. Occupation and Payment of Stand Space
The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.
Unless otherwise agreed in writing by the Exhibition Organisers, Exhibitors are not authorised to sublet, share, or transfer their stand space.

2. Installation and Removal of Exhibits
Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them.

The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor.

The Exhibitor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

3. Stand Construction and Services
For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-coordinating all activities during installation and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

4. Application
The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

5. Cancellation
Cancellations must be submitted by registered post. In the event of the stand being re-let and the exhibition is fully sold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time.
100% of the contract price if the cancellation within 4 months prior to the exhibition opening.

In the event of the stand being re-let and the exhibition being fully sold, 90% of the contract price will be refunded.

6. Bankruptcy or Liquidation
In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

7. Height Restrictions
Please refer to Stand Construction – Space Only – for details.
No stands or wall on a stand should exceed 3m in height except booths 39-40-41-43-44 which should not exceed 2.50 m due to the venue height restrictions within the Rhodes area.

8. Roofing
One-storey stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.

9. Floor Loading Capacities
Espace Rhodes: 350 kg per m²

10. Banners and Posters
Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers.
Posters may not be displayed in the foyer, session hall foyers, corridors, or any other public areas within the Premises.
It is prohibited to display notices, including sponsors' logos, within the foyer.

11. Obstruction of Gangways and Open Spaces
Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitors expense and risk.

12. Moving Equipment
Exhibitors are required to provide information to the Exhibition Organisers of all displays involving moving equipment. Displays involving equipment must not be left unsupervised at any time.

13. Conduct of Exhibitors and Representatives
Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. If a theatre style area will be included as part of the stand these should be agreed by the Congress Committee and headphones must be used by those attending.
The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.
Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitors own stand. It is prohibited to hand out and/or display material from any other part of the Exhibition and/or venue unless otherwise agreed with the organisers.

14. Children, Accompanying Persons and Animals
Due to pharma code regulations, children and accompanying persons are not permitted in the exhibition area or the session rooms at any time. Due to these regulations, children and accompanying persons will not be permitted beyond the registration area.
Children up to the age of 1 year are allowed at the venue, considering that one parent watches the child and the child does not disturb the congress, delegates neither the exhibitor. We kindly ask you to respect this and thank you for understanding in this matter.
There is no social programme for accompanying persons.

15. Electrical Requirements
All electrical requirements should be directed to Acropolis Convention Centre and electrics should be ordered via the related Acropolis online order form. Space only MUST order main electrical box from the Acropolis.

16. Dangerous Materials and Exhibits
The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

17. Fire Precautions
In accordance with the requirements of the appropriate authority, all material used in Construction work, display materials etc. must be effectively fire proofed or made of non-inflammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

18. Gas Cylinders
LPG gas is not permitted.

19. Gas-Filled Balloons
Helium balloons are permitted.

20. Health and Safety
The exhibitor shall observe all safety regulations valid in France. Any violations thereof shall result in an immediate cut-off from supply systems, without the exhibitor being entitled to claim damages. Exhibitors are recommended that each stand should be equipped with a fire extinguisher and a first aid kit. The exhibition area guide to health and safety is available on request from the Exhibition Organisers.

21. Security Services
The Organisers will arrange a site general security service for the exhibition area during the period of the Exhibition but will accept no liability for loss or damage.

22. Storage
There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on or behind the stands.

23. Freight and Transport
The Organisers will appoint official forwarding agents for temporary importation of goods for the Exhibition. Overseas exhibitors wishing to bring in goods or materials for temporary importation MUST contact Meritex International Ltd, the official freight forwarder.

24. Liability
Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organising Committee and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.
Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their

agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

25. Insurance
Exhibitors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. The Organisers can advise Exhibitors of suitable Insurance Brokers upon request.
Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitors will have seen from above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance.

26. Restricted Use
All obligations under the Terms and Conditions shall not be cancelled or affected by any reason relating to the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain, or the failure of any local authority or other body to grant, any necessary licence, permission, or approval.

27. Works
No exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising therefrom or in relation thereto, whether under or over or (in the case of emergency only) within the Premises or any other adjoining or neighbouring premises and whether by the Premises or any other owner or occupier.

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

28. Storage of Empties
Empties can be stored only against a charge – please contact the freight forwarding agent.

29. Items Left on Site
Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

30. Compliance with Rules and Regulations
If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

31. General Conditions
The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing rules and regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition. Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions.

It is not allowed to exhibit and/or sponsor at any other type of Ophthalmology meeting in Europe within a period covering 14 days before and 14 days after the dates of the SOE 2019 Congress. The organiser shall be entitled to terminate the contract forthwith and all payments made to the organiser shall be forfeited, without prejudice to the organiser's authority to claim damages in full from the exhibitor.

32. Symposia

All symposia must take place at the official Congress venue. Sponsors and exhibitors are prohibited from arranging symposia at sites other than the official Congress sites and outside the official Congress programme 5 days prior and after the official Congress dates.

Acropolis Safety Rules

Please see the Acropolis Safety Rules in the Acropolis Exhibitor Guide on the SOE 2019 webpage (http://soe2019.soevision.org/exhibition-sponsorship/exhibition-technical-manual/) Please read these regulations carefully.

Version: January 2019

DISCLAIMER

The information provided in this Technical Manual has been prepared by SOE 2019 Ltd to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, SOE 2019 Ltd shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

The SOE 2019 Congress and SOE 2019 Ltd cannot accept liability for injuries or losses of whatever nature incurred by participants nor for loss of or damage to their luggage and/or personal belongings. Please check the validity of your travel insurance. All reasonable endeavours will be made to hold the SOE 2019 Congress and to present its programme as scheduled under circumstances which assure the comfort and safety of all participants and accompanying persons. Participants and accompanying persons are advised to purchase their own insurance against any such occurrences.

Cancellation or Modification of the Congress due to Force Majeure
In case of force majeure, the SOE 2019 Congress has the right to alter or cancel the Congress without prior notice, however a notice of the occurrence shall be given by SOE 2019 Congress as soon as reasonably possible. Force majeure shall mean any circumstance beyond the reasonable control of the SOE 2019 Congress which prevents or impedes the holding of the Congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic such as SARS, bird flu, etc, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism. The SOE 2019 Congress shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Congress. Furthermore, registration fees will not be reimbursed by the SOE 2019 Congress.

SOE 2019 LTD – January 2019

SOE 2019 CONTACTS

Meritex International Ltd: Delivery and Customs Clearance	**Meritex International Freight Services Ltd** T: +44 1392 454999 F: +44 1392 454998 E: jana@meritex.co.uk Contact: Ms Jana Savcenko
Acropolis Convention Centre: Contact – Exhibition Furnishing and equipment, booths, power cabling (inside booth), carpeting, flowers Power connections, water supply, cleaning, waste disposal and security, graphics, wired internet etc	**Acropolis Convention Centre:** Tel: +33 (0) 4 93 92 83 50 Fax: +33 (0) 4 93 92 82 55 E-mail: exposition@nice-acropolis.com
Catering (Catering services also in the exhibition will be provided exclusively by the Acropolis Convention Centre)	**Acropolis Convention Centre:** Tel: +33(0) 4 93 92 83 12 / + 33(0) 4 93 92 81 63 Fax: E-mail: F-B.EXPO@nice-acropolis.com
SOE 2019 Exhibition/Congress organisation general/ Registration/Scientific Programme	Congress Organiser Exhibition Information: soe2019.industry@soevision.org General: soe2019@soevision.org Registration: soe2019.registration@soevision.org Scientific Information: soe2019.scientific@soevision.org