

20TH European Congress of Internal Medicine

9-11 June, 2022 | Malaga, Spain



Dear Exhibitor,

We are pleased to share with you this Exhibition Technical Online Manual.

The Exhibition will be held as part of the 20th European Congress of Internal Medicine, which will take place on **June 9-11** in **Malaga, Spain**.

Please read this manual **thoroughly** as it provides **important** information and is designed to assist you in preparing for the ECIM 2022 Exhibition.

Please share this manual with your stand builder, agency and/or anyone who is working with you on this project.

Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Exhibitors and Supporters to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Submit booth drawing (for “Space Only” booths)/Facia sign lettering (for “Shell Scheme” booths)
- Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company logo and profile.
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

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Exhibition Time Table at a Glance (subject to changes)

Exhibition Hours		
Exhibition Set-up	Wednesday, June 8	10:00 – 20:00 For space only stands
		13:00 – 20:00 All stands including <u>Shell Schemes</u>
	Thursday, June 9	09:00 – 13:00 All stands including <u>Shell Schemes</u>
		13:00-16:00 <u>Decoration Only</u>
Exhibition Opening Hours	Thursday, June 9	16:00 - end of Welcome Reception (20:30)
	Friday, June 10	10:00 – 17:00
Dismantling / Breakdown	Friday, June 10	17:30 - 23:00

Important notes:

- Timetable is subject to change.
- Empty crates and packaging materials must be removed after set-up and no later than **Thursday, June 9 at 11:00.**
All aisles must be clear of exhibits and packaging materials to enable cleaning.
All exhibitors should be at their booths 30 minutes before the official opening hour.
- Dismantling of the booths before the official hour is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind after **Friday, June 10 at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Please note that delegates will be in the Exhibition area to reach the Posters area which may be active before and after the Exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before\after Exhibition operating hours if needed.

Welcome Reception

You are cordially invited to the Welcome Reception held in the Exhibition Area on **Thursday, June 9, from 19:30.** Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Area.

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Exhibition – Deadlines and Key Dates

Action Item	Deadline	Contact Person
Hotel Reservation for Staff	As soon as possible	Irina Sapir isapir@kenes.com
Company logo and profile	As soon as possible	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Booth design for approval (For 'Space Only' booths)	Monday, 2 May	
Text for Fascia (Shell Scheme booths only)	Monday, 2 May	
Lead Retrieval Barcode Readers Order	Monday, 2 May	
Extra Exhibitor badges	Monday, 2 May	
Furniture Rental/ Electricity order/ Extras	Monday, 9 May	FORMAS Igor Coll Email: igor@formas.com / proyectos@formas.com Product Catalog: here Order forms: here
Graphics/Signage	Monday, 9 May	Trade Fairs & Congress Center of Malaga Tel: +34 952 045 500 Email: erequena.ext@fycma.com Venues Rules & Regulations here Venue services rates here
Daily Booth Cleaning	Monday, 9 May	
Catering	Monday, 9 May	
Security	Monday, 9 May	
Hostesses & Temporary Staff Hire	Monday, 9 May	Enrique Suárez enrique@bestwayevents.com Mobile: +34 629603735
Dedicated Wi-Fi / Internet	Monday, 2 May	Project Manager E-mail: ailieff@kenes.com
Delivery Information		
Door to Door Shipments	Please contact MERKUR	Merkur Expo Logistics Contact person: Ms. Irit Sofer Mobile: +972-52-8890129 E-mail: irit.sofer@merkur-expo.com Shipping Instructions
Airfreight Shipments		
Shipment via Warehouse	Please contact Merkur	
Exhibition goods – Direct Deliveries to Congress Venue	Subject to time slot- June 1	

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“K-Lead” Application – Barcode Scanner Application

Lead Retrieval systems are a helpful tool for receiving participants’ contact information when they visit your booth. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge.

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor’s comments for each lead.
- Application is available for download from Apple store or Google play: “K-Lead App”.
- Cost per unit – EUR **400** (excluding 4% credit card charges fees, excluding VAT if applicable)
- Cost per app+ device EUR **600**

The Application should be installed on your company/personal device (tablet/smart phone). Operational information will be sent in due course.

To order “K-Lead” Application, please access the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

Deadline: 9 May.

Please note:

- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#). Kenes will not share delegate’s personal data with third parties without their consent. Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate’s badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.
- Mini Scanners devices are available for Symposia **only**.

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Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract and determined by your booth size.
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- Exhibitor badge allows access to exhibition area only and includes lunch, refreshments and welcome reception, excluding sessions which require separate registration/payment (if applicable). E
- Exhibitors with an Exhibitor Badge are not eligible to receive CME/CPD credits and will not appear in the World Map feature (List of participants).
- Exhibitor badges will be personalized i.e., they will include the name of the badge holder as well as the country and company name. You will be contacted in due course to submit the list of individual names.
- Exhibitor badges can be collected at the registration desk onsite during registration opening hours (they will not be mailed in advance).
- **Additional exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 175** per badge.
Notes:
 - Deadline for ordering additional exhibitor badges via the exhibitor portal: **9 May** – Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.
 - All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.\

Access During Set-Up & Dismantling

Booth contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

Exhibition Floor Plan & List of Exhibitors

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

For most updated floor plan and exhibitor's list please click [here](#)

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Venue

Trade Fairs & Congress Center of Malaga

Tel: +34 952 045 500

Email: erequena.ext@fycma.com

Venues Rules & Regulations [here](#)

Venue services rates [here](#)

Exhibition Hall

The exhibition will be held in **the Multipurpose Room**, which is located on the ground floor, Level P0.

[Click](#) for hall visuals.

Floor

Floor type: Marble

Maximum floor load: 300kg/m²

Build-Up Height

The **maximum** building height for the top of all elements is **3.2 meters**

Shell scheme booths build up height is **3.11 meters**

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

Any part facing neighboring booths that is above 2.5m in height needs to be designed with neutral surfaces (white).

Ceiling Hangings / Rigging

Ceiling Rigging is not permitted.

Raised Floor / Platform

Please note that if your Booth has a platform kindly consider the following:

Due to accessibility regulations (IFYMA) every stand with a platform at a different ground level (height does not matter), is required to provide a 12cm wide ramp and an incline equal to or less than 7%. If the platform is only 2cm, it is allowed to lower it by means of a wedge, always not exceeding the square meters assigned to the stand.

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to setup their stands.

Any part facing neighboring stands with mutual walls that is above 3.11 meters in height needs to be designed with neutral Surfaces (white).

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Shell Scheme Booths

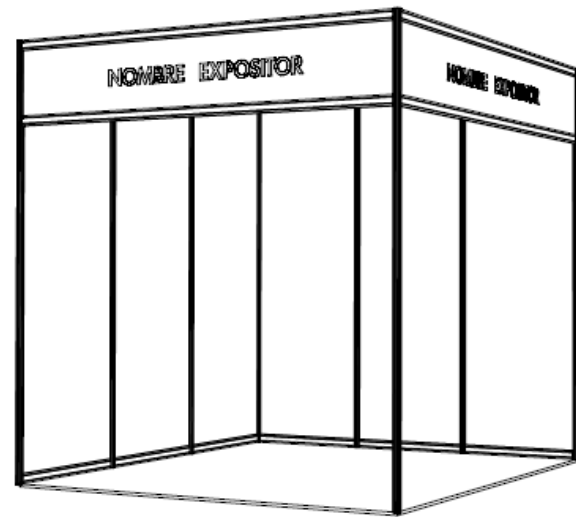
To ensure the smooth and efficient installation and dismantling of your booth, the Formas has been appointed as the official stand contractor.

Shell Schemes which have been pre-booked via Kenes include:

- 3.11m-high lacquered aluminum structure (white-colored melamine panels)
- Company name on Fascia board printed in standard lettering
- Spotlights (basic power supply is included)
- Blue carpet (Dark Blue)

Shell Scheme booths do NOT include:

- Furniture (should be ordered separately)
- Stand cleaning



Supporting services can be ordered via the relevant supplier

Stand Construction \ Additional Stand Fittings \ Furniture Rental \ Graphics & Signage \

FORMAS

Igor Coll

Email: igor@formas.com / proyectos@formas.com

Product Catalog: [here](#)

Order forms: [here](#)

Electricity \ Daily Booth Cleaning \ Waste Removal \ Hostesses \ Security \ Plants & Flower Arrangements \ In-Booth

Trade Fairs & Congress Center of Malaga

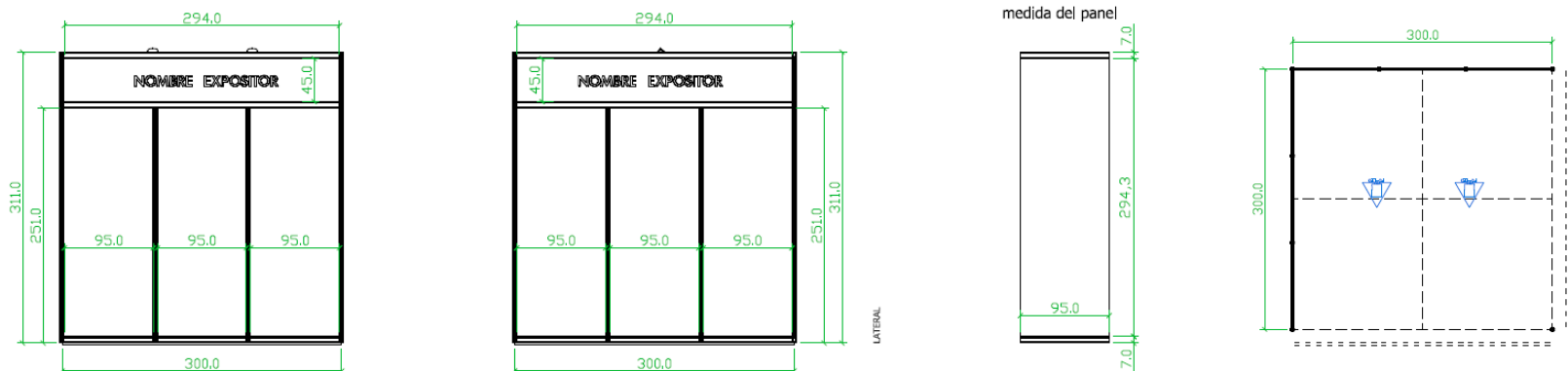
Tel: +34 952 045 500

Email: requena.ext@fycma.com

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***Please note:** Corner stands are provided with two open sides and fascia panel on each open side.



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*Image shown is for illustration purpose only

Fascia Sign

Please submit the company name for your fascia panel of the stand via **Kenes Exhibitors Portal** no later than

Monday, May 9: <https://exhibitorportal.kenes.com>

***Note:** 15 characters, including spaces, may be written on your fascia for every one meter of fascia length. Except spelling, pay attention to the use of capital and under cast characters.

If your fascia text is not received by this date, we will provide you with a fascia title as per your company name submitted with your profile.

If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booth will be designed and built by Formas – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **9 May**.
- No free-standing stand-fitting or display(s) may exceed a height of **3.11 m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Formas** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact Formas – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the Formas – the official stand contractor – as per published deadlines (see section “*Deadlines & Key dates*”).

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Guidelines for Space Only Booths

Exhibitors using independent contractors are required to submit the following for approval by **9 May**.

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water and drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

Design Guidelines:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideway walls will not be approved**
- **Island booths** should be partly accessible on all "open" sides. Requests to be partially exempt from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the booth's visible areas, including rear sides and ceiling (There are couple of points from which people might be able to view the exhibition from above as they come up/down through the escalators)
- **Raised Floor/Platform** – please refer to section "*Hall Specifications and Important Technical Information*"
- Advertising on the boundary with other booths is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar construction connecting two or more booths are not permitted
- The **maximum building height** for the top of all elements in the booths is **3m**.
- **Any part facing neighboring booths that is above 3.11m in height needs to be designed with neutral surfaces (white or grey).**
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **Ceiling Rigging** is not permitted.
- Kindly note:
- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- **The used spaces must be returned to the FCYMA completely clear of all items and the Exhibition areas restored to their original state.**
- We recommend Exhibitors using independent booth contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the venue at: requena.ext@fycma.com to coordinate a visit.

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Electricity and Electrical Installations for 'Space Only' booths

All electric power supply to the stands will be provided by the official supplier- **IFYMA**, at a supply rate of 400 V between phases and 230V between phase and neutral.

FYCMA is not responsible for any supplies that may be required in continuous current or in any other condition of stability and continuity different from that of the general supply. These are the responsibility of the installer or user of the stand and will require prior authorization from management.

FYCMA may, at its discretion, limit the supply power when it has the potential to have a negative impact on other users or for reasons of overload and security of its own lines and facilities.

The users of the stands and facilities are required to maintain a power factor between 0.95 and 1. The electricity supply in the Trade Fairs and Congress Centre of Malaga depends on the electric company. FYCMA cannot be held responsible for any external fault or anomaly in this respect.

As a preventive measure, in case of supply failure, the exhibitor is obliged to ensure that their own facilities, products and machines are fitted with the appropriate security systems.

In the pavilions all electrical connections will be invoiced. Electricity consumption will be billed according to the amount of power contracted and according to the current general rate.

Electrical connections must be carried out by the installer of the stand, under the supervision of management. It will be done from the distribution point that FYCMA establishes for the best use of the network.

Rules for use of the installation

The exhibitor is not permitted to make any modifications to the electrical installation of the stand and is limited to connecting their plugs to the sockets or connection points designated for this purpose by the installer. Adapters with multiple outputs, connected to a socket outlet, are not permitted.

The recharging of batteries or accumulators that can release flammable or toxic gases inside the are not permitted on the premises. Their presence on a stand will require authorization from management which must be obtained in advance.

The exhibitor, their contractors and/or subcontractors will be held responsible for any damages arising from modifications to and improper use of the electrical installations.

Booth Services

Cleaning

- The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to FYCMA, Esther Requena erequena.ext@fycma.com

Internet & Wi-Fi

- Wired internet and Wi-Fi connection may be ordered through Kenes. **Please contact the Exhibition Manager** at alilieff@kenes.com

Important:

- **Please be advised the Private Wi-Fi networks installations in the stand is not allowed.**
- **The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**

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- **The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.**

Complimentary Wi-Fi will be provided by the congress during official congress days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.
- Neither FYCMA nor the organizers can accept responsibility for the security of the stands and their contents. FYCMA as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.
- If you wish to hire security for your stand, this can be done via FYCMA.
-

Catering

Food & Beverages service is an exclusivity of FYCMA.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with FYCMA.

Important:

- It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.
- This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.
- The exhibitor must consider the space available on the booth to store and display the requested deliveries.

In case to have any other doubt about F&B please contact the organizers or FYCMA directly at erequena.ext@fycma.com to avoid misunderstandings once the event started

Waste Removal

For ordering waste removal please contact the directly FYCMA at erequena.ext@fycma.com

Storage

The FYCMA has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with *Merkur* team (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the

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stands.

Please contact *Merkur* with information on sizes and number of parcels, size, and storage period.

E-mail: irit.sofer@merkur-expo.com

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, the FYCMA shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the FYCMA takes care of the removal of these items, it will be charged to the exhibitor

Shipping Instructions

Merkur Expo Logistics GmbH has been appointed the official forwarding agent this congress.

Merkur offers the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact information:

Merkur Expo Logistics

Contact person: Ms. Irit Sofer

Mobile: +972-52-8890129

E-mail:

irit.sofer@merkur-expo.com

For shipping instructions and tariff, please click [HERE](#).

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Rules and Regulations - *Binding for all exhibitors and their subcontractors*

Children/Animals

No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors' children and must be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the Booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the Booth holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and Booth builders. It is advisable that a Risk Assessment is completed for the Booth and submitted to the Organizer.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed.

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Liability

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents, or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

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If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the Booth so that it does not disturb neighboring exhibits.
- Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers cannot accept liability for loss of or damage to private property or goods.
- Neither the FYCMA or the organizers can accept responsibility for the security of the booths and their contents. FYCMA well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via FYCMA.

Personal Transportation Vehicles

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.

Special Effects

Special effects lighting, live music, smoke, and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Smoking Policy

The FYCMA operates a NO SMOKING policy in ALL halls.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

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IMPORTANT: Safety Rules inside FYCMA Facilities (Compulsory)

Safety Rules inside the venue Facilities (Compulsory) – [CLICK HERE](#)

Venues Rules & Regulations [here](#)

Venue services rates [here](#)

COVID-19

Please click [HERE](#) for information about traveling to Malaga and measures for COVID-19 in Barcelona.

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Official Contractors:

Stand Construction \ Additional Stand Fittings \ Furniture Rental \ Graphics & Signage\

FORMAS

Igor Coll

Email: igor@formas.com / proyectos@formas.com

Product Catalog: [here](#)

Order forms: [here](#)

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Catering

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Tel: +34 952 045 500

Email: erequena.ext@fycma.com

Hostess

Bestwayevents

Enrique Suárez

enrique@bestwayevents.com

Mobile: +34 629603735

Official Onsite Logistic Agent / Material Handling , Freight Handling, Customs Clearance & Transportation services

Merkur Expo Logistics

Ms. Irit Sofer | E-mail: irit.sofer@merkur-expo.com | Mobile: +972-52-8890129

Merkur is the **exclusive** handler inside the venue.

Kenes Group Contacts:

Congress Secretariat

Kenes Group

Rue François-Versonnex 7 1207 Geneva, Switzerland

Tel: +41 22 908 0488 | Fax: +41 22 906 9140

E-mail: ecim@kenes.com

Exhibition Manager

Ariel Ilieff

E-mail: ailieff@kenes.com

Industry Liaison & Sales

Nikol Karabelova

E-mail: nkarabelova@kenes.com

Registration Specialist

Nerea Esteban Perez

E-mail: nesteban@kenes.com

Hotel Accommodation

Irina Sapir

E-mail: isapir@kenes.com