Dear Exhibitor,

The EADV is pleased that you have planned to participate in the 2017 EADV Congress in Geneva. Your participation and support is appreciated.

This Exhibitor Technical Manual has been compiled as a comprehensive guide to assist you in preparation of your participation to the exhibition held as a part of the 26th EADV Congress, which takes place at the Palexpo Congress Centre, Switzerland, from 13 to 17 September 2017. The Technical Manual contains important information and therefore it is very important that you share it with all persons involved in your stand planning and construction.

Looking forward to working with you in Geneva!

The EADV Exhibition and Sponsoring team

Kimberley Zimmermann
Manager

Emanuele Graziano
Senior Project Coordinator

Gabriele Pizzino
Project Coordinator

Silvia Sorrentini
Assistant

INTRODUCTION
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1. GENERAL INFORMATION

1.1. IMPORTANT CONTACTS

OFFICIAL CONGRESS WEBSITE
http://www.eadvgeneva2017.org

CONGRESS VENUE
PALEXPO
Route François-Peyrot 30
Case Postale 112
CH-1218 Le Grand-Saconnex
Geneva, Switzerland
Tel: +41 22 761 11 11
Fax: +41 22 798 01 00
www.palexpo.ch

EADV EUROPEAN ACADEMY OF DERMATOLOGY AND VENEREOLOGY (HEADQUARTERS)
Via S. Balestra 22 B
CH-6900 Lugano, Switzerland
Tel: +41 91 973 45 20
Fax: +41 91 973 45 30
www.eadv.org

APPOINTED LOCAL CONGRESS ORGANIZER & HOUSING AGENCY EADV 2017 C/O MCI SUISSE S.A.
9, Rue du Pré-Bouvier
1242 Satigny
Geneva, Switzerland
Tel: +41 22 339 96 97
Fax: +41 22 339 96 31
E-mail: EADV2017.hotels@mci-group.com

EXHIBITOR SERVICES
PALEXPO
Route François-Peyrot 30
Case Postale 112
CH-1218 Le Grand-Saconnex
Geneva, Switzerland
Tel: +41 22 761 11 11
Fax: +41 22 798 01 00
E-mail: exhibitorscontact@palexpo.ch
http://www.palexpo.ch/en/exhibitor-area

BOOTH CONSTRUCTION
Mathys SA
11, Chemin Delay
CP 681 – 1214 Vernier
Geneva, Switzerland
Tel: +41 22 306 40 00
Fax: +41 22 306 40 10
E-mail: commercial@mathys.pro
www.mathys-expo.ch

AV EQUIPMENT
Dorier Group
Palexpo Office
Tel. +41 22 761 16 50
E-mail: christophe.noel@dorier-group.com

CATERING SERVICES
Palexpo Restaurants SA
P.O. Box 112
CH-1218 Le Grand-Saconnex
Geneva, Switzerland
Tel: +41 22 761 15 00
Fax: +41 22 761 15 50
E-mail: angela.gautschi@palexpo.ch
http://www.palexpo.ch/en/exhibitor-area

OFFICIAL FREIGHT FORWARDER
Mr. Horst Froehling
DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21 2nd Exhibition Avenue
Birmingham B40 1PJ
United Kingdom
Fax: +44 121 782 46 80
Tel: +44 121 782 46 26
E-mail: horst@dhl-exh.com

HOSTESSES/HOSTS
HOTELIS « Event Hospitality »
Rue François Peyrot 30
1218 Grand-Saconnex
Tel +41 (0) 22 761 19 00
E-mail: infoevent@hotelis.ch
www.eventhospitality.ch

EADV EUROPEAN ACADEMY OF DERMATOLOGY AND VENEREOLOGY TEAM
Exhibition and Sponsorship
exhibition@eadvcongress.org

General Information
info@eadvcongress.org

Registration
registration@eadvcongress.org

Group registration
group@eadvcongress.org

Scientific Programme
scientific@eadvcongress.org

Abstracts
abstracts@eadvcongress.org
### 1.2 DEADLINES

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<td>31 July 2017</td>
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<td>Exhibition build-up</td>
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<td>28 February 2017</td>
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<td>Application deadline</td>
<td>28 April 2017</td>
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<td>Industry session programme submission</td>
<td>01 June 2017</td>
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<td>05 June 2017</td>
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<tr>
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<td>31 July 2017</td>
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<tr>
<td>Application deadline</td>
<td>30 June 2017</td>
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<td>Deadline for submission of bag insert artwork</td>
<td>31 July 2017</td>
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<tr>
<td>Submission of artwork of Congress venue branding</td>
<td>31 July 2017</td>
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<tr>
<td>Deadline for receipt of final balance of payment</td>
<td>31 July 2017</td>
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<td><strong>Delivery and Shipping - DHL</strong></td>
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<td>Deadline for onsite delivery of Bag Inserts</td>
<td>05 September 2017</td>
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Registration

On-line registration opens
Early registration deadline
Late registration deadline
Online registration closure
Deadline for application of additional exhibitor badges
Onsite registration opens

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<tr>
<td>On-line registration opens</td>
<td>March 2017</td>
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<td>Early registration deadline</td>
<td>26 April 2017</td>
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<td>Late registration deadline</td>
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<td>05 September 2017</td>
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<td>05 September 2017</td>
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<tr>
<td>Onsite registration opens</td>
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Congress Scientific Session Abstracts

Deadline for abstract submissions
Deadline for abstract evaluations
Online e-poster submission opens
Online e-poster submission deadline
Late Breaking abstracts opens
Late Breaking abstracts closes

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<td>Deadline for abstract evaluations</td>
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1.3 EXHIBITION SCHEDULE

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<td>Monday 11 September</td>
<td>07.00 - 24.00</td>
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<tr>
<td>Tuesday 12 September</td>
<td>07.00 - 24.00</td>
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<tr>
<td>Wednesday 13 September</td>
<td>07.00 - 18.00</td>
<td>18.00 - 21.00**</td>
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<tr>
<td>Thursday 14 September</td>
<td>09.30* - 17.30*</td>
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<td>Friday 15 September</td>
<td>09.30* - 17.30*</td>
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After the indicated period no further unloading or set-up is permitted
* Exhibitors can enter the exhibition hall at 08.30 and have to leave it latest 18.30
** Not mandatory
2. TECHNICAL MANUAL

2.1 BOOTH
The General Regulations for the users of the Palexpo site is available online and should be consulted at this link:
http://www.palexpo.ch/sites/default/files/reglementation_generale_utilisateurs_site_palexpo_anglais_0.pdf

2.1.1 EXHIBITION SPACE
Included:
- Use of the space during the exhibition and assembly and dismantling periods.
- The insertion of the full company contact details and profile on the Congress Interactive Exhibition floorplan available for viewing on the Congress website and Congress App.
- Two exhibitor badges for the first 6 sqm booked and one extra badge for each additional 3sqm (up to a maximum of 10 badges). Extra exhibitor badges can be purchased at EUR 120 each (plus VAT if applicable).
- One complete Congress pack (Congress Bag, Final Program, Abstract USB flash drive).

Not included:
- Exhibitors are kindly requested to note that the costs stated do not include any furniture and/or equipment such as: shell scheme booths, partition walls, carpets, electricity, etc.

2.1.2 USE OF SPACE
The space may be used solely for exhibition purposes. Each exhibitor is responsible for any damages to the rented area and must comply with the regulations provided in the Technical Manual. All activities are confined to the rented space and should not disrupt the activities of the neighbouring exhibitors.

2.1.3 SHELL SCHEME BOOTHS
The shell scheme booths can be ordered by the exhibitors through the exhibition’s official constructor Mathys SA.

2.1.4 DESIGN APPROVAL
It is the exhibitor’s responsibility to send the detailed stand designs of the proposed for approval no later than 30 June 2017. This regulation applies only to self-constructed booths, not to shell schemes. Approval is also requested for all booth assemblies that include rigging.

2.1.5 GENERAL GUIDELINES
- All entrances, exits, emergency exits, escape routes, passageways and staircases must be kept completely free and unobstructed at all times. Fire safety equipment such as portable fire extinguishers, fire alarms and hydrants must be visible and accessible at all times.
- It is not permitted to drill, insert screws or hammer nails into the building’s walls, ceilings, floors or pillars. No adhesives can be used on walls, pillars, windows or doors.
- The exhibitor is free to choose his own stand constructor. In case the exhibitor wants to erect his own stand or does not require a standard modular stand construction that may be provided by the exhibition agent, the exhibitor has to arrange for detailed stand design plans to be sent to the EADV for approval.
- The drawing shall clearly indicate the planned layout, dimensions, equipment and furnishing of the stand, including the inscriptions. The location of power outlets, electricity cables as well as telephone/internet installations must be indicated. Only with the written approval of the organizer shall the booth design be considered released for construction. Realization of the booth design must not differ in any way from the originally submitted and accepted plans and layouts. Booth construction must always be self-standing and may not be attached to walls or floors.
- Stands must conform to basic safety standards and must not present a danger to occupants or visitors, or to the immediate environment. Users are responsible for the construction and decoration of their stands. They should refer first to the rules of the exhibition, which prevail.
2.1.6 TYPE OF STAND
2.1.6.1 ROW STAND
A row stand is any space offering only one open side. These stands shall have separation walls finished on the inside and outside. The outside shall be plain white. Exceptions must be requested and will be granted only upon approval from the EADV Exhibition Management.

2.1.6.2 CORNER STAND
A corner stand is any space offering only two open sides. These stands shall have separation walls finished on the inside and outside. The outside shall be plain white. Exceptions must be requested and will be granted only upon approval from the EADV Exhibition Management. The open sides shall remain fully accessible and any solid walls are only allowed with special permission, but shall not be longer than 35% total length of the open side and shall not affect neighbouring booths.

2.1.6.3 PENINSULA STAND
A peninsula stand is any space offering only three open sides. These stands shall have separation walls finished on the inside and outside. The outside of the walls shall be plain white. Exceptions must be requested and will be granted only upon approval from the EADV Exhibition Management. The open sides shall remain fully accessible and any solid walls are only allowed with special permission, but shall not be longer than 35% total length of the open side and shall not affect neighbouring booths.

2.1.6.4 ISLAND STAND
An island stand is any space offering 4 open sides. The open sides shall remain fully accessible and any solid walls are only allowed with special permission, but shall not be longer than 35% total length of the open side and shall not affect neighbouring booths.

2.1.6.5 EXCEPTIONS:
Any exceptions to the above criteria must be requested to EADV. Each request will be evaluated individually. Special permissions shall not affect neighbouring booths or compromise safety.

2.1.7 GOODS NOT ALLOWED ON BOOTH
All goods causing nuisance by their smell, appliances emitting objectionable noises or radiating disturbing light, any hazardous objects or otherwise are not allowed.

Wireless communication devise (walkie-talkies, handheld microphones, etc.) may be used as long as they do not interfere with the congress center's technical services or appliances. Exhibitors wishing to use these devices must include the brand name and frequencies to be used when submitting their stand design for approval.

2.1.8 SUSPENSION POINTS/RIGGING
The exhibition hall is equipped with a ceiling grid and rigging services can be ordered through the Palexpo online shop. Items may be suspended from the metal framework of the exhibition Hall, on the condition that they are put there by Palexpo SA’s Operations Department and a plan has been submitted to EADV that gives the following details for each suspension point:

- The distance from the edge of the stand
- The height from the floor of the hall
- The weight.

In borderline cases, approval shall only be given if notice is received from the relevant civil engineering firm.

Loads suspended from the metal framework must not exceed the total average value of 30 kg/m². The load for each suspension point must not exceed 6 kN per point.

Further details and regulations on safety and security fire prevention can be found on article 2.4 page 27 of the General Regulations for the users of the Palexpo site.
2.1.9 BOOTH DESIGN
The maximum height construction of the exhibition booths is 5 meters including rigging, if any.

2.1.10 CLEANING AND WASTE DISPOSAL
Exhibitors must order cleaning services for their booths separately in the Palexpo online shop. Detailed information about the booth cleaning can be found in the following link:
http://www.palexpo.ch/externe/PdfsShop/2014/EN/AMA_Stand-cleaning.pdf
Users are responsible for disposing of waste from their booths during assembly, exhibition and dismantling. Official Palexpo waste bags and containers for waste disposal can be ordered from the Exhibitor Relations Office (see the Waste provision in the section Palexpo SA’s Services). The price of the waste bags includes collection and disposal of waste by Palexpo SA. Detailed information and fees for waste removal can be found in the following link:

2.1.11 BOOTH DECORATION
Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated to him. The organizer does not permit the total enclosure of the booth. The exhibitor or his contractor may not interfere with the exhibition building in any way whatsoever. Any damage cause by their acts of negligence will be the responsibility of the exhibitor, who will be required to indemnify the organizer and its contractors against any claim arising from such damage. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the congress centre.

2.1.12 CONNECTION OF UTILITIES
2.1.12.1 TECHNICAL DATA
Connection points are located in connection boxes at floor level.

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<th>Symbols</th>
<th>Description</th>
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</thead>
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<tr>
<td>=</td>
<td>Electricity + Telecommunication + Radio + Television</td>
</tr>
<tr>
<td>E</td>
<td>Water and drainage</td>
</tr>
<tr>
<td>A</td>
<td>Compressed air</td>
</tr>
<tr>
<td>E</td>
<td>Water</td>
</tr>
</tbody>
</table>

2.1.12.2 GENERAL RULES ON TECHNICAL CONNECTIONS AT PALEXPO
- Exhibitors are strictly forbidden to make their own connections to the floor boxes.
- Floor boxes that are in use must be accessible at all times. It is forbidden to touch the electrical equipment at the goods entrances.
- Electrical equipment on the booths must comply with the Swiss law on electrical equipment (LIE), the ordinance on low-voltage equipment (OIBT) and Section 7, Chapter 11 of the Swiss standard on low-voltage equipment (NIBT), as well as with all laws and regulations in force in Switzerland.
- Electrical equipment on booths shall be monitored by an official inspector with the legal authority to require alterations to be made to the equipment if these are necessary for compliance with the laws, standards and regulations listed above. Based on the inspector’s recommendations, Palexpo SA reserves the right to cut the power supply to any booth in the event of refusal to adapt the electrical equipment to ensure compliance. Users shall bear the cost of adapting equipment that does not comply with the regulations. Users shall be liable for any technical faults or damage that may result from non-compliance with the provisions laid down by Palexpo SA.
- Users may not object to cables and pipes being laid over their booth site to supply neighbouring booths, if necessary.
- Modular raised flooring consisting of standard wood frames may be rented from Palexpo to facilitate the passage of cables (see relevant order form).
In areas open to the public, a raised floor is essential for covering high voltage electricity cables and water supply and discharge pipes. Users must specify that their booth contractor use NON-SLIP materials to ensure that floors, floorings and other surfaces, including aisles and stairs, have non-slip surfaces.

Further details about electricity supply can be found on page 26 of the *General Regulations for the users of the Palexpo site*

### 2.1.13 HAZARDOUS PRODUCTS

The use of hazardous products is regulated by the federal law of 5 June 2015 on protection against hazardous substances and preparations (law on chemical products, Lchim - RS 813.11), which came into effect on 1 August 2015, and its implementing ordinances. The purpose of Lchim is to protect health, the environment and workers. Further details and regulations on the Hazardous products can be found on article 1.7 and 1.8, pages 18-19 of the *General Regulations for the users of the Palexpo site*

### 2.2 TIMETABLE

The exhibitor is responsible for assembly, furnishing and dismantling of the booth as well as all required technical equipment. The construction and furnishing is at the exhibitor's discretion, subject to the regulations and safety with regard to safety, permitted furnishing and general appearance. The proposed location, construction and design of structures must be approved by the EADV and the Palexpo (deadline for submission 30 June 2017).

<table>
<thead>
<tr>
<th>Move-in and set-up</th>
<th>Exhibitor internal stand briefing</th>
<th>Cleaning of the Exhibition Area</th>
<th>Exhibition Hours</th>
<th>Exhibition dismantling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 10 September</td>
<td>07.00 - 18.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 11 September</td>
<td>07.00 - 24.00</td>
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<tr>
<td>Tuesday 12 September</td>
<td>07.00 - 24.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday 13 September</td>
<td>07.00 - 18.00</td>
<td>18.00 - 21.00**</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Thursday 14 September</td>
<td></td>
<td></td>
<td>09.30* - 17.30*</td>
<td></td>
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<tr>
<td>Friday 15 September</td>
<td></td>
<td></td>
<td>09.30* - 17.30*</td>
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<tr>
<td>Saturday 16 September</td>
<td></td>
<td></td>
<td>09.30* - 16.00*</td>
<td>17.00 - 24.00</td>
</tr>
<tr>
<td>Sunday 17 September</td>
<td></td>
<td></td>
<td></td>
<td>08.00 – 24.00</td>
</tr>
</tbody>
</table>

### 2.2.1 DISMANTLING AND REMOVAL

- Removal of exhibits and breakdown of booths before the end of the event is prohibited.
- After removing exhibits and dismantling the booth, the exhibitor must leave the hired space in the same condition it was in when it was first placed at the exhibitor’s disposal.
- Any damages or failure to leave the premises in a clean state will be rectified by Palexpo SA, and the related costs will be charged to the exhibitor.
- In the event that the booth is not vacated on time, the Palexpo SA and EADV shall be entitled at the exhibitor's expense to have everything left removed from site and stored and to return the area to the original condition.
- The exhibitor bears the risk for any materials, goods and packaging stored on the exhibitor’s behalf. In case of non-collection of stored materials within three months of the end of the exhibition the stored materials will become the property of EADV unless the exhibitor has reached an agreement with EADV for future safe keeping and storage. In the described case, the exhibitor is not entitled to any claims.
2.3 SAFETY AND SECURITY
It is the responsibility of each exhibitor to ensure that his employees and constructors are duly insured and that they comply with the latest legislation regarding health and safety at work. The organizers bear no responsibility for non-compliance and related consequences. At the Palexpo Safety Service Centre, a computer continuously monitors information on the operation of the technical systems. Emergency calls should be made to the emergency number +41 (0)22 761 13 18 (ext. 1318). All details and regulations on safety and security fire prevention are available on pages 17 and 23 of the General Regulations for the users of the Palexpo site.

2.3.1 PREVENTION OF ACCIDENTS AT WORK
During set-up and dismantling hard hats and safety shoes must be worn at all times. Depending on the activities, other security rules may apply. Please refer to page 17 of the General Regulations for the users of the Palexpo site.

2.3.2 WELDING
A fire permit, approved by Palexpo, is requested for all hot work (welding, grinding and metal-cutting). More detailed information as well as the fire permit form can be found on pages 18-24 of the General Regulations for the users of the Palexpo site.

2.3.3 FIRE PREVENTION
2.3.3.1 FIRE EXTINGUISHERS
Stands on which materials or objects constitute a high fire risk may be requested to fit fire extinguishers. This will be decided by the Palexpo safety and security team, which will also define the type, number and location of the fire extinguishers.

2.3.4 CONSTRUCTION AND DECORATION MATERIALS
The exhibitor shall be able to produce flammability classification certificates upon request. For more information on material classification, please refer to page 19 on the General Regulations for the users of the Palexpo site.

2.3.5 LASER PRODUCTS - LIVE DEMONSTRATIONS
Any exhibitor demonstrating or using laser products must submit full details of equipment that will be used. These details must be submitted to the EADV for final approval no later than 4 weeks prior to the commencement of the exhibition. Failure to submit adequate details may result in the display being prohibited.

2.3.5.1 LASER EQUIPMENT, CLASSES 1M, 2M, 3R, 3B AND 4
The use of laser beam equipment of classes 1M, 2M, 3R, 3B and 4 on the Palexpo site is subject to the following requirements:

- It must be authorised under the specific regulations of the event in question;
- It must be declared in advance to the police department of the Canton of Geneva, Transport and Environment Group;

2.3.6 HAZARDS DUE TO IONISING RADIATION
Any equipment with ionising radiation must comply with the provisions of the law on radiation protection (LRaP) and the ordinance on radiation protection (ORaP). In particular, any use of equipment with ionising radiation must be reported to the Federal Office for Public Health (OFSP).

OFSP
Division Radioprotection
CH-3003 Berne
Phone: +41 (0)58 462 96 14
Fax: +41 (0)58 462 83 83

2.3.7 OBSTRUCTION OF GANGWAYS AND OPEN SPACES
Exhibitors will not be allowed to display in such a manner that obstructs the light or impede or project over gangways or affect the displays of neighbouring exhibitors. 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 and must not be restricted or rendered unrecognizable. Public gangways shall remain the means of escape even during build-up and dismantling periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have its booth closed by the exhibition organizer at the exhibitor’s expense and risk.
2.4 BOOTH STAFF
2.4.1 STAFFING AND BOOTH DISPLAYS
The exhibitor must ensure that his booth is ready at least 30 minutes before the official opening of the exhibition on each day of the meeting. Articles to be exhibited must be kept within the booth perimeter. Booths must be staffed during the opening hours of the exhibition. Exhibits are not to be removed until the exhibition has closed. From Thursday, 14 September 2017 at 09h30 until Saturday, 16 September 2017 16h00 all booths have to remain in entity and no dismantling during this period is permitted.

2.4.2 BOOTH CONSTRUCTION STAFF
Booth construction staff is subject to special regulations and may require a working permit. These instructions do not cover the general conditions of residence or longer-term secondments (more than 90 days), which are subject to other regulations. They constitute a non-exhaustive summary of instructions for the situations most frequently encountered by Users.

The terms of access to the Swiss employment market vary depending upon whether the worker concerned is a national:

- of a member state of the European Union before its enlargement (EU-25): Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- of a state within the European Free Trade Association (EFTA): Iceland, Liechtenstein, and Norway;
- For the moment, the admission conditions of non-EU/non-EFTA countries apply to Croatian citizens.

Of another country.
Two different procedures must be observed respectively:
1. Registration, for which the OCIRT is the authority responsible (online registration); or
2. Application for short-term residence and work permits, for which the Canton Immigration Authority (OCPM) is the authority responsible

Application form on pages 11 and 12 of the General Regulations for the users of the Palexpo site. We strongly recommend to read carefully the articles 16 and 17 of the General Regulations for the users of the Palexpo site (pages 5-6) containing all the regulations and procedure about the Secondment of staff and independent service providers to Palexpo:

![Table summarizing the procedures required according to country of residence](image)

**Short-term secondment (less than 90 days)**

<table>
<thead>
<tr>
<th>EU – 27 / EFTA</th>
<th>Other country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom</td>
<td>All other countries of the international community including Croatia, including Croatia.</td>
</tr>
</tbody>
</table>

**1 to 9 days of activity (within one calendar year)**

<table>
<thead>
<tr>
<th>Normal Procedure</th>
<th>Special cases: Construction, cleaning, security, covering</th>
<th>Normal Procedure</th>
<th>Special cases: Construction, cleaning, security, covering</th>
<th>Normal Procedure</th>
<th>Special cases: Construction, cleaning, security, covering</th>
</tr>
</thead>
<tbody>
<tr>
<td>No requirements</td>
<td>Registration with OCIRT from the 1st day - Online registration</td>
<td>No requirements</td>
<td>Permits from OCPM from the 1st day - OCIRM form - Registration with OCIRT from the 1st day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Except for Special cases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**9 to 90 days of activity (within one calendar year)**

<table>
<thead>
<tr>
<th>Normal Procedure</th>
<th>Normal Procedure</th>
<th>Special cases: Construction, cleaning, security, covering</th>
<th>Normal Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration with OCIRT - Online registration</td>
<td>Registration with OCIRT - Online registration</td>
<td>Permissions from OCPM OCIM form</td>
<td>Permissions from OCPM OCIM permit</td>
</tr>
</tbody>
</table>
2.5 CATERING
Exhibition and meeting catering services will be provided exclusively by Palexpo Restaurants SA. The list of food and beverage items available can be found in the online shop.

For more information please contact:
Angela Gautschi:
Sales Manager
angela.gautschi@palexpo.ch

2.6 DAMAGE AND INSURANCE
2.6.1 CIVIL LIABILITY INSURANCE
2.6.1.1 DAMAGE TO THIRD PARTIES AND TO PREMISES, INSTALLATIONS AND EQUIPMENT ON THE PALEXPO SITE
All damage caused to third parties and to the premises, installations and equipment belonging to Palexpo SA shall be at the expense of Users and their subcontractors. In order to ensure coverage against claims for damages resulting from the risks mentioned above, Users or their subcontractors must take out civil liability insurance. Upon request from Palexpo SA, Users must provide a copy of their insurance certificates. The minimum sum guaranteed per claim must be sufficient to cover the risk inherent in the exhibition. In the absence of adequate insurance cover, Palexpo SA reserves the right to refuse to make the premises available. In the event that the responsibility for the damages incurred lies with a Third party (exhibitor, exhibitor’s or organiser’s subcontractors, visitors to the event) and there is found to be no or inadequate insurance cover, it becomes the organiser’s responsibility to bear the cost of claims for damages resulting from the risks mentioned above.

2.6.1.2 FIRE, EXHIBITION AND TRANSIT INSURANCE
Users and their subcontractors must insure all installations and equipment belonging to them or which they have rented against the risk of fire during the event. Fully comprehensive insurance cover for the period of the exhibition and fully comprehensive insurance for transit are optional. The EADV and Palexpo SA shall not be held liable in the event of loss or damage to goods belonging to Users or third parties which are placed on the premises of Palexpo, whether locked or not. Users and third parties leave goods on the premises at their own risk. Users may take out private insurance policies through the insurance policies concluded between Palexpo SA and Swiss insurers.

2.7 OTHER APPLICABLE RULES
2.7.1 EXCHANGE, SUBLETTING
The rights and responsibilities extended to a company by virtue of the confirmation and invoice documentation are absolutely non-transferable and do not permit, even in part, any kind of subletting, exchange and sharing of space or locations to third parties.

2.7.2 CHANGES IN DIMENSION OR LOCATION
The EADV reserves the explicit right to change locations or dimensions of the exhibition space on short notice, even after initial confirmation, if necessary. Neither restitution nor claims of any kind are applicable.

2.7.3 EXHIBITION CANCELLATION POLICY
All cancellations must be sent in writing by e-mail (exhibition@eadvcongress.org). A cancellation fee will be charged according to the below penalty policy:

- 10% of the total amount agreed for cancellations received by EADV the latest 3 January 2017 (180 working days before the first day of the event);
- 25% of the total amount agreed for cancellations received by EADV the latest 14 February 2017 (150 working days before the first day of the event);
- 50% of the total amount agreed for cancellations received by EADV the latest 28 March 2017 (120 working days before the first day of the event);
- 100% of the total amount agreed for cancellations received by EADV after 28 March 2017 (120 working days before the first day of the event).

These cancellation fees will apply and are payable to the EADV without delay, to cover any damages arising from the cancellation.
2.7.4 LEAFLET DISTRIBUTION
Leaflet or other promotional material may not be distributed from anywhere other than the exhibition booths. Leaflets displayed or distributed at any other point throughout the venue will be removed by the organizer.

2.7.5 PHOTOGRAPHS AND FILMS
Photographing, sketching or otherwise reproducing articles, without the authorization of the exhibitor, is restricted. The organizers cannot accept any liability in this matter. It is up to individual exhibitors to enforce the ban on their own booths. Nevertheless, exhibitors cannot object to general views of the exhibition being taken with the permission of the organizer, nor the sale or publication of such views. The EADV meetings are usually documented in their entirety or in part by an EADV appointed official photographer(s) so that photos and/or videos where the exhibitors and their booth appear may be published (also for promoting the EADV and any of its activities) in traditional and/or digital media. Should exhibitors wish professional pictures of their booths, the EADV will be pleased to share the contact of the official photographer.

2.7.6 EXHIBITION LAYOUT
The exhibition organizers reserve the right to change the exhibition floorplan if necessary. The exhibition organizers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the booth; the exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the exhibition organizers. The updated version of the Exhibition floorplan can be found:

2.7.7 CHILDREN AND ANIMALS
Persons under the age of 18 years are not allowed into the exhibition area during the build-up or break-down periods. This also applies to exhibitors’ children. Animals, with the exception of registered guide dogs, may not be brought into the exhibition area at any time.

2.7.8 CONDUCT OF EXHIBITORS AND REPRESENTATIVES
- The exhibition organizers 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 exhibitor’s own booth and, under no circumstances, may it be carried out to a gangway or elsewhere within the exhibition area.
- Exhibition booths should create the opportunity for the company to show and display information relevant to both the company and their products, and other scientific information that they may choose. Activities not related to the practice of the exhibition theme are deemed inappropriate and may be removed by the organizer.
- Partially or wholly subleasing or otherwise relinquishing a booth to a third party as well as private arrangements for exchange of booths or floor space between exhibitors without the permission and acceptance of the EADV is prohibited. Advertising material or signs of persons or companies other than those actually renting the space are prohibited.
- Advertisement material and giveaways shall be displayed and/or given away only from the exhibitor’s own booth. Leaflets displayed at any other point throughout the premises will be removed and destroyed by the exhibition organizer.
- Political propaganda may not occur at the booth or in any other place within the exhibition area.
- Projected images, however generated, may not play on to aisles or on to other booths.
- Exhibitors may not, except by express written permission of the EADV, display directly or indirectly, advertise or give credits to any products other than his own or his named principal’s.

2.7.9 SMOKING
Smoking is prohibited in all public indoor areas.

2.8 BADGES: EXHIBITOR AND CONSTRUCTOR
All exhibitors are required to be registered and will receive a confirmation letter with a QR code in order to be able to print their badges on-site. Each exhibiting company will receive 2 badges/6 sqm of booked exhibition space and 1 extra badge for each additional 3 sqm of space booked, up to a maximum of 10 badges. Additional badges can be purchased at a fee of EUR 120 +VAT 8% per badge.
The exhibitor badge authorises access to the exhibition hall, the Networking Symposium and the Industry Sessions, but does not authorize entrance to the EADV scientific activities and functions of the Congress. For industry representatives wishing to participate in the full congress programme we recommend registration in the Industry Participant category.

2.8.1 EXHIBITOR BADGES
To access the exhibition hall exhibitors’ specific or industry participant badges are required. Exhibitors are therefore requested to pre-register their staff. Exhibitors are requested to wear their badge during the whole duration of the Congress. Each exhibiting company will receive the following quantity of exhibitor badges, included in their space rental.

The EADV registration department will send via email a registration form to the contact person each Company has indicated during the booth application process. The form must be fully filled, signed and sent back to the email address indicated on the document. After having registered your staff, you will be sent a confirmation letter for each participant. To print your badge on-site, you will have to scan the barcode on the confirmation letter in the self-printing machines situated in the registration area. The exhibitor badges will display the exhibiting company and the name of the representative.

<table>
<thead>
<tr>
<th>Square meter</th>
<th>Number of free badges</th>
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<tbody>
<tr>
<td>= 6</td>
<td>2</td>
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<tr>
<td>≤ 9</td>
<td>3</td>
</tr>
<tr>
<td>≤ 12</td>
<td>4</td>
</tr>
<tr>
<td>≤ 15</td>
<td>5</td>
</tr>
<tr>
<td>≤ 18</td>
<td>6</td>
</tr>
<tr>
<td>≤ 21</td>
<td>7</td>
</tr>
<tr>
<td>≤ 24</td>
<td>8</td>
</tr>
<tr>
<td>≤ 27</td>
<td>9</td>
</tr>
<tr>
<td>≥ 30</td>
<td>10</td>
</tr>
</tbody>
</table>

The exhibitor badges do not allow entrance to the session halls. An “Industry participant” badge, which allows industry members to full congress participation can be bought by registering through the congress registration site, which can be found on the congress website [http://eadvgeneva2017.org/registration/registration-fees-deadlines/](http://eadvgeneva2017.org/registration/registration-fees-deadlines/) together with all registration fees. Note that the online registration closes on 5 September 2017 after which only onsite registrations will be possible. All prices are plus VAT if applicable.

Additional exhibitor badges are subject to a fee of EUR 120 + VAT 8% each. These extra badges can be requested and paid online in advance by using the provided company’s username and password no later than 5 September 2017. After this date the additional badges will have to be bought on site.

2.8.2 CONSTRUCTOR BADGES
No constructor badges are required.

2.9 EXHIBITOR DESKS
There will be three assigned desks to assist exhibitors in the following issues:
1. EADV Exhibitor registration desk located in the registration area
2. EADV Exhibition office located in the exhibition hall
3. Exhibitor Technical Service desk

2.9.1 EXHIBITOR REGISTRATION DESK
The Staff will assist exhibitors in their registration, badges, payments and other related issues. The desk will be located in the registration area and opening hours will be announced on the congress website during the course of spring 2017.
2.9.2 EADV EXHIBITION OFFICE
The EADV Exhibition office will be located in the Exhibition hall. The EADV Exhibition team will assist exhibitors in every request related to the exhibition, supervise the smooth running of the exhibition and give additional information about the EADV future events.

<table>
<thead>
<tr>
<th>Opening hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 13 September           08h00 - 18h00</td>
</tr>
<tr>
<td>Thursday 14 September            08h00 - 18h00</td>
</tr>
<tr>
<td>Friday 15 September              08h00 - 18h00</td>
</tr>
<tr>
<td>Saturday 16 September            08h00 - 17h00</td>
</tr>
</tbody>
</table>

2.9.3 EXHIBITOR TECHNICAL SERVICE DESK
This service desk will be located in the Exhibition Hall.

2.10 INDUSTRY LOUNGES
All the industry lounges are located on the top left side of the Exhibition Hall, Hall 2 of the congress centre. The temporary rooms are built with soundproof walls and vary in size. Companies having booked an industry lounge during the Congress can access the rooms on Wednesday, 13 September 08h00-18h00 for set-up purposes. On the actual congress days 14 September – 16 September 2017 the lounges are accessible from 08h00 – 18h00. The rooms will be furnished with a basic set of 1 table and 4 chairs if desired. For further furnishing and decoration orders, kindly contact Mathys SA at commercial@mathys.pro

2.11 INDUSTRY MEETING ROOMS
The industry meeting rooms are located on the top left side of the Exhibition Hall, Hall 2 of the congress centre. The rooms are temporary and are of 35 sqm or 60 sqm size.
The rooms are built with soundproof walls and will have the following set up/equipment:
- Boardroom set up
- Carpeting
- Electrical and lighting system
- Basic AV equipment (projector, screen)

Additional technical and audio-visual equipment will be charged separately.
3. SWISS ETHICAL RULES FOR PROMOTION OF MEDICINAL PRODUCTS

According to the Swiss Federal Act on Medicinal Products and Medical Devices (Therapeutic Products Act, TPA) of 15 December 2000 (Status as of 1 January 2014) based on Article 95 paragraph 1 and Article 118 paragraph 2 of the Federal Constitution, and having considered the Federal Council Dispatch dated 1 March 1999, the advertising of all types of medicinal products should be directed exclusively at persons who are able prescribe or dispense them.

As the event will take place in Geneva, Switzerland and a multidisciplinary audience will be attending the 26th EADV Congress, the EADV will assign different badges to Healthcare Professionals (HCP) and NON-Healthcare Professionals (NON-HCP) to ensure compliance with the above regulations.

The Code of Conduct of the Pharmaceutical Industry in Switzerland of December 4, 2003, revised on September 6, 2013 (As per: 1 November, 2014) defines Healthcare Professionals as:

“Physicians, dentists and pharmacists who are working in particular in a practice or hospital, together with pharmacists active in retail businesses, and persons who are authorised by Swiss law on therapeutic products, to prescribe, deliver or use prescription-only medicinal products for humans.”

Access to the industry Exhibition area will be restricted to Healthcare Professionals (HCP) as described above. In addition, Satellite Symposia and Meet-the-Expert sessions presenting data or research of prescription medicines will be limited exclusively to Healthcare Professionals (HCP) only.

Students, Press and Patient Organisation Representatives will not be permitted entry to the exhibition area, satellite symposia and meet-the-expert sessions, and will automatically be classified as NON-Healthcare Professionals.
4. PALEXPO GENEVA FLOORPLANS

4.1 CONGRESS CENTER
4.1.1 LOWER LEVEL
4.1.2 SESSION ROOMS A&B&C
4.1.3 MEZZANINE
4.2 HALL 1
4.2.2 HALL 3
4.3 PALEXPO ACCESS

The Palexpo site is located at a railway and road traffic hub, just a 10-minute walk from Geneva Airport and its railway station and a 20-minute bus ride from the city centre. Trains operating at regular intervals take only 10 minutes to run between the airport and the centre.

**BY PLANE**

Geneva Palexpo Exhibition and Conference Centre is located 500 meters from the Geneva International Airport. For those who wish to walk it is approximately a 10 minute walk from the airport to Palexpo, following the signs. You can also take N° 5 bus from the airport "Aéroport" to Palexpo (2 stops). Travel time by taxi from the Airport to the Palexpo is approx. 5 minutes. Find a flight to Geneva at: [www.gva.ch](http://www.gva.ch)

**BY CAR**

To reach the Palexpo, take the motorway and follow the signs to the airport (Aéroport) or Palexpo. Take highway exit No 7 (Highway exit No 6 is closed, [click here](http://click here) for more information). Parking possibilities are available directly at the Palexpo. Information about price and fee available at: [www.palexpo.ch](http://www.palexpo.ch). Exhibitors parking cards are on sale at the Exhibitors Contact on site or via the Palexpo online shop ([www.palexpo.ch/en/exhibitor-area](http://www.palexpo.ch/en/exhibitor-area)).

**BY BUS**

Efficient ground transfers are available from Geneva Palexpo to the city centre and the main train stations. N° 5 bus (Hôpital – Palexpo – Aéroport) links Geneva Palexpo with the City Centre in 20 minutes and runs frequently from early morning to late in the evening. Visit [www.tpg.ch](http://www.tpg.ch) for details. **Free Public Transport for the organizers, delegates & exhibitors staying in a hotel in Geneva Canton.** 80 minutes public transport free of charge from the airport to anywhere in town “Geneva Transport Card” free to all visitors for the entire duration of their stay.

**BY TRAIN**

From the main station in the city (Gare Cornavin) you can take either bus no° 5 to the Palexpo which takes approx. 20 minutes or another option is to take a train to the airport train station (Gare Aéroport) from where it is a 10 minutes walk to the Palexpo. See the train timetables at: [www.sbb.ch](http://www.sbb.ch)
5. DELIVERY AND SHIPPING – REGULATIONS AND INSTRUCTIONS

DHL Trade Fairs & Events UK Limited has been appointed as sole official logistics supplier and as such is the only company providing handling, storage and customs clearance for the 26th EADV Congress 2017 to be held at Palexpo Geneva/CH. Below you will find information on the services we offer and guidance as how to dispatch shipments to the event. There will be a strict lifting schedule in place to ensure that all goods will be lifted to stand within a set time frame and same again for break down.

Access to the offloading area will only be granted with agreed times. Should you choose to use another company to provide transport services to the event, please make sure that they are given our shipping guidelines. All customs clearance formalities should be done via our company at Geneva Palexpo customs office.

We can arrange temporary import against Carnet ATA or shipping invoice. All printed matter for permanent import into CH are VAT and Duty Free. VAT & Duty will be payable for all product samples. For EU shipments above 6000 Euros A EUR1 Certificate is required to avoid payment of Duty. Please use our shipping invoice format for your shipment. Please make sure that you send us details prior to dispatch so that we can check the invoice and make sure that it is completed correctly.

5.1 SHIPPING MANUAL
5.1.1 ESSENTIAL DATES

| BUILD-UP | 10 – 13 September 2017 |
| OPENING HOURS | 14 – 16 September 2017 |
| DISMANTLING | 16 – 17 September 2017 |

5.1.2 PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM 04 August 2017

All PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:
DHL Trade Fairs & Events (UK) Limited
ATTN: Mr. Horst Froehling
E-Mail: horst@dhl-exh.com

5.1.3 TRANSPORT INSTRUCTIONS
5.1.3.1 AIRFREIGHT
CONSIGNEE AIRWAYBILL (AWB)
DHL Logistics( Switzerland ) Ltd
DHL TFE Geneva Palexpo ( 0041448643322)
Route Francois Peyrot 30
CH-1218 Grand Saconnex

Notify on AWB:
EADV 2017 Geneva

Exhibitor name: & Stand Number :
AIRPORT OF DESTINATION GVA Geneva
DEADLINE 01 September 2017

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

5.1.3.2 ROAD FREIGHT
Please contact us to receive a booking confirmation of your preferred time & date for offloading/reloading your vehicle and inclusion in our lifting schedule.

Road freight via onsite warehouse
You can dispatch your shipment to our local warehouse for us to receive cargo and transfer to stand at day and time of your requirement. Please view the official tariff for charges for this service.

**The delivery address is:**
DHL Trade Fairs & Events Palexpo  
Route Francois Peyrot 30  
CH-1218 Grand Saconnex

EADV 2017 Geneva Exhibitor’s Name and booth number.  
It is important that you make out the customs transit documents to final customs destination: Geneva Airport CH006521

**5.1.3.3 EXPRESS / COURIER SHIPMENTS**
If your company consigns shipments by express/courier services, please note that courier companies will not deliver to stands during busy build up and dismantling period and the venue and organiser will not accept deliveries on your behalf. In order that these shipments still reach you on the stand we recommend that all shipments to be dispatched to our local warehouse (see 5.1.3.2 for address) where we can accept your shipment and then deliver to your stand upon your arrival. Please view the official tariff for this service.

**5.1.4 ON SITE HANDLING TARIFF**
Please refer to logistics tariff
Unless freight is routed via one of our appointed agents we will require payment off all charges, as advised by us, prior to the start of the exhibition. Settlement can be made by either bank-transfer or MasterCard/VISA.

**5.1.5 INSURANCE & LIABILITY**
We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading. These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor’s stand even if the exhibitor or his representative is not present.

**YOUR LOGISTICS PARTNER FOR EADV 2017**
DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 21 2nd Exhibition Avenue  
NEC Birmingham B40 1 PJ  
United Kingdom  
Phone: 0044 121 782 4626  
E-Mail: horst@dhl-exh.com  
Contact: Horst Froehling
### 5.2 OFFICIAL FORWARDING - HANDLING – STORAGE TARIFF

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Customs Clearance Formalities</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carnet ATA Clearance</td>
<td>195.00</td>
</tr>
<tr>
<td>2</td>
<td>Temporary / Permanent</td>
<td>265.00</td>
</tr>
<tr>
<td>3</td>
<td>Customs Bond Fee 3% of cif value</td>
<td>Minimum 125.00</td>
</tr>
<tr>
<td>4</td>
<td>Customs administration Fee per shipment</td>
<td>95.00</td>
</tr>
<tr>
<td>5</td>
<td>Transit document between airport and Palexpo</td>
<td>125.00</td>
</tr>
<tr>
<td>6</td>
<td>VAT and Duties will be charged as per outlay to Swiss Customs</td>
<td>As per outlay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Lifting – Direct Handling at venue ex truck on to Stand or ex Stand onto truck</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Lifting for Unloading or Reloading per 100 kgs</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>Basis 1 cbm = 333 kilos Minimum</td>
<td>245.00</td>
</tr>
<tr>
<td></td>
<td>Full trailer rate for stand building equipment</td>
<td>785.00</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Pos.</th>
<th>Storage</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Collection/storage/and re-delivery of empty cases Per cbm</td>
<td>105.00</td>
</tr>
<tr>
<td>9</td>
<td>Full goods storage with access and supply to stand to show Minimum 2 cbm will apply Per cbm</td>
<td>150.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Labour (English speaking)</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Labour Minimum 3 hours per man/per hour</td>
<td>55.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Handling via warehouse or airport to or from venue inclusive lifting to stand</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Handling via local warehouse to stand Minimum</td>
<td>275.00</td>
</tr>
<tr>
<td></td>
<td>Per 100 kgs (1 cbm = 333 kgs)</td>
<td>55.00</td>
</tr>
<tr>
<td>12</td>
<td>Handling from collected airport to stand (excl. airline handling, AWB fee &amp; airport tax) Min 250 kgs</td>
<td>1.85</td>
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<tr>
<td></td>
<td>Per kg (1 cbm = 333 kgs)</td>
<td></td>
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<tr>
<td></td>
<td>Same costs are applicable again ex stand back to warehouse or airport</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Courier - Via warehouse Receiving, storage and stand delivery all inclusive Charges apply for shipments up to 20 kgs - Above 20 kgs standard tariff will apply</td>
<td>125.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Other Costs</th>
<th>€ EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Order Processing Service Charge</td>
<td>65.00</td>
</tr>
<tr>
<td>15</td>
<td>Timed Deliveries within venue for symposiums ex storage area</td>
<td>195.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pos.</th>
<th>Surcharges - Add to Items:</th>
<th>7</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>After 18:00 hours or Saturdays up to 12:00</td>
<td>50%</td>
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<td>Saturdays after 12:00 and Sundays</td>
<td>100%</td>
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**Important Notes**

Charges are subject to local rate of VAT. Please supply your Vat Number on our order form.
Any other services not covered by this tariff will be charged according to our expenses or by agreement.
All services must be either prepaid or paid at venue. There are no credit facilities.
We accept VISA/MasterCard for orders received on site at venue.
All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain Circumstances.
A copy is available on request or can be downloaded via our web site.
5.3 CONGRESS BAG INSERTS LOGISTICS
The packing of the congress bags for EADV will be done by our official show logistics contractor DHL Trade Fairs & Events (UK) Ltd. They will contact you in due course to discuss the logistics of your bag inserts. If you choose to arrange transport yourselves then they will need to be delivered latest by 05th September 2017 to the following address:

**DHL Logistics (Switzerland) Ltd**
Trade Fair & Events
Geneva Palexpo
Route Francois Peyrot 30
CH-1218 Grand Saconnex

It is also very important that you clearly mark the shipment with your Company’s Name including “Bag Inserts EADV 2017” and send full pre-advice by email to: horst@dhl-exh.com

Your company is responsible for all transport charges up the bag packing location at venue in Geneva including customs clearance and Onsite handling/storage charges for receiving shipment at receiving warehouse as per official show tariff.
5.4 ORDER FORM

Please indicate the services below which you require from the official Freight and Lifting Contractor

1) Receive goods into warehouse before / after show  
2) Unloading from vehicle direct to stand  
3) Reloading to vehicle direct from stand  
4) Removal, storage and redelivery of empty cases  
5) Storage of full goods / products with supply and access during show  
6) Labour for help on stand (i.e help in unpacking / repacking) Unskilled  
7) Re-lifting on stand for erection / dismantling or positioning  
8) International and Domestic transportation from your location to venue and return via AIR Courier ROAD  
9) Customs Clearance formalities for Export & Import  
10) Symposium deliveries / storage / preparation / timed delivery within venue

Description of Exhibits / Cases - Please indicate the Length - Width - Height and Weight of each item:

Value of your consignment for our Insurance purposes: Would you like a separate quotation for Insurance?

☐ YES ☐ NO

THERE ARE NO CREDIT FACILITIES AVAILABLE

I hereby authorise you to debit my credit card for the full amount:

Mastercard / Visa

Expiration Date  Security number (last 3 digits only)

Card Holder’s Name  Card Holder’s Signature

Address

PLEASE COMPLETE YOUR DETAILS BELOW

Exhibitors Name

Hall  Stand No  Date Required on stand

Address

Postcode  Contact on stand

Email  Telephone

Fax: Mobile of person on stand

Please complete and return to: horst@dhl-exh.com

Telephone: + 44 (0) 121 782 4626

Fax: + 44 (0) 121 782 4680

Deadline for return of order form: 04 August 2017

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability
**5.5 COMMERCIAL INVOICE / PACKING LIST TEMPORARY GOODS**

**Consignee**: DHL Trade Fairs and Events  
Palexpo Office / EADV Geneva 2017  
Route François Peyrot 30  
CH-1218 Grand Saconnex  Switzerland

**Exhibition**: 26th EADV Congress  
13th-17th of September 2017  
Palexpo Geneva  
Switzerland

**Exhibitor**  
**Booth**  
**Hall**

<table>
<thead>
<tr>
<th>Colli no.</th>
<th>Dimensions L x W x H (cm)</th>
<th>cbm</th>
<th>Weight (kg)</th>
<th>Description of Goods (Model, Type + No.)</th>
<th>Origin * (ISO)</th>
<th>Customs tariff no.</th>
<th>Quantity</th>
<th>CIF-Value / CIF-Wert Unit Value</th>
<th>Total Value</th>
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**Total:**  
Value for Customs purpose only :  
Total: CHF

**TERMS OF DELIVERY:**  
**DDP EXHIBITION BOOTH**

Date  
Stamp and signature

The invoiced goods are of * origin and are intended for display only at the exhibition site.  
We certify that the information given above is true and correct.
### 5.6 COMMERCIAL INVOICE / PACKING LIST PERMANENT GOODS

<table>
<thead>
<tr>
<th>Colli no.</th>
<th>Dimensions L x W x H (cm)</th>
<th>cbm</th>
<th>Weight (kg) gross</th>
<th>Weight (kg) net</th>
<th>Description of Goods (Model, Type + No.)</th>
<th>Origin * (ISO)</th>
<th>Customs tariff no.</th>
<th>Quantity</th>
<th>CIF-Value / CIF-Wert Unit Value</th>
<th>Total Value</th>
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</tbody>
</table>

Total:     Value for Customs purpose only: Total: CHF

### TERMS OF DELIVERY:

**DDP EXHIBITION BOOTH**

Date

Stamp and signature

The invoiced goods are of * origin and are intended for display or for display or free hand out as samples only at the exhibition site. We certify that the information given above is true and correct. The exporter of the products covered by this document (customs or competent governmental authorization No. (1)) declares that, except where otherwise clearly indicated, these products are of... preferential origin (2).
<table>
<thead>
<tr>
<th></th>
<th>SHOW NAME: 26th EADV Congress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Name:</td>
<td>26th EADV Congress</td>
</tr>
<tr>
<td>Name of Exhibitor:</td>
<td></td>
</tr>
<tr>
<td>Hall Number:</td>
<td></td>
</tr>
<tr>
<td>Stand Number:</td>
<td></td>
</tr>
<tr>
<td>Case Number:</td>
<td></td>
</tr>
<tr>
<td>Dimensions:</td>
<td></td>
</tr>
<tr>
<td>Gross Weight:</td>
<td></td>
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</tbody>
</table>
EXHIBITOR TECHNICAL MANUAL

EDITORIAL/PUBLISHER
European Academy of Dermatology and Venereology (EADV)
www.eadv.org

LAYOUT & GRAPHICS
info@artexpress.ch

PUBLICATION DATE
March 2017
Subject to alterations

CONGRESS WEBSITE
www.eadvgeneva2017.org

News and updates can be found on the EADV social media channels:

Follow us and join the conversation about the EADV Geneva Congress using #EADVgen