

Exhibition Technical Manual

Dear Exhibitor,

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

The Exhibition will be held as part of the AD/PD™ 2024 International Conference on Alzheimer's and Parkinson's Diseases and related neurological disorders which will take place on **March 5-9, 2024** in **Lisbon, Portugal**.

Venue:

Lisbon Congress Centre (CCL – Centro de Congressos de Lisboa)

Praça das Indústrias 1, 1300-307 Lisbon, Portugal.

<https://lisbonvenues.pt/en/>

Please read this manual thoroughly as it provides important information and is designed to assist you in preparing for the AD/PD™ 2024 Exhibition.

Please forward this manual to all project stakeholders, including your agency and stand builder.

Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Submit a list of individual names for badges and order extra exhibitor badges
- Submit booth drawing (applicable for “Space Only” booths)
- Submit lettering for Fascia sign (applicable for “Shell Scheme” booths)
- Submit other deliverables as per sponsorship agreement

Login details to access the Portal have been sent to the company representative who signed the contract.

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

Notes:

- **One user per company – login credentials to the Portal have been**

sent to the primary contact listed on the contractual agreement.

This person is responsible for passing on the login details to any third party if necessary.

- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.
- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

EXHIBITION TIMETABLE

Set-up	Sunday, March 3 "Space only" booths	10:00 - 19:00 Safety shoes are required
	Monday March 4 All booth types	08:00-19:00 Safety shoes are required
	Tuesday, March 5 All booth types	08:00 - 12:00⇒ Continue set-up 12:00 - 19:00 ⇒ Decoration only By 12:00 all empty boxes, empty crates and packaging material should be removed, and all aisles should be cleared by 12:00 to allow cleaning and setting- up the Welcome Reception. From 12:00 - decoration only and fine tuning within the booth parameters.

Exhibition Opening Hours	Tuesday, March 5	19:00 - End of Welcome Reception
	Wednesday, March 6	10:00 - 17:30
	Thursday, March 7	10:00 - 17:00
	Friday, March 8	10:00 - 17:00
	Saturday, March 9	10:00 - 17:30
Dismantling / Breakdown	Saturday, March 9	17:30 - 23:00 Safety shoes are required *Shell Scheme booths must be empty by 19:00

Important notes for exhibitors:

- Timetable is subject to change.
- **Safety shoes are strictly mandatory during exhibition setup and dismantling.** This requirement applies to all stand builders and exhibitors, including those utilizing Shell Scheme stands. Failure to comply with this safety regulation may result in restricted access to the exhibition hall. Safety shoes are always compulsory whenever stand builders are actively working on the exhibition space, when construction materials are present on the aisles, while machinery, such as forklifts or cherry pickers, is operating within the exhibition space. Safety shoes are not required when aisles are clear of any construction materials, when the main setup doors are closed, indicating the completion of machinery operations and permitting only pallet jacks within the space. During this designated period, stand builders may proceed with interior booth decoration.
- Empty crates and packaging material must be removed after set-up and no later than **Tuesday, March 5 at 12:00.**
All aisles must be clear of exhibits and packaging materials **by 12:00** to enable cleaning and setting up the welcome reception.
From 12:00 – decoration only and fine tuning within the booth parameters will be allowed.
- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- **Please note that poster presenters and delegates will be in the**

exhibition area to reach the Posters area which will 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.
- Dismantling of the booth before the official hour is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.

Shell Scheme booths -> any equipment, display aid or other material left behind after **Saturday, March 9** at **19:00** will be considered discarded and abandoned.

'Space Only' booths -> any equipment, display aid or other material left behind after **Saturday, March 9** at **23:00** will be considered discarded and abandoned.

Any charges incurred for waste removal will be sent to the exhibitor.

- **Extended dismantling hours are** available upon request only at a discounted rate. Please confirm your need for extended dismantling by **Friday, February 23rd**. **Important:** unfortunately, if you haven't secured additional dismantling hours, you will be required to vacate the hall by 11:00 PM. We encourage you to plan your dismantling process accordingly to avoid any inconvenience.

Welcome Reception

You are cordially invited to the Welcome Reception which will be held in the exhibition area on **Tuesday, March 5** right after the plenary lecture and Fireside Chat end. Exhibitors are asked to please man their booth during the Welcome Reception in the exhibition area.

Action Item	Deadline	Contact Person
-------------	----------	----------------

Company logo and profile	As soon as possible and no later than Monday, January 8	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com For enquiries, please contact Sharon GamlielE-mail: sgamliel@kenes.com
Booth design for approval (Applicable for 'Space Only' booths)	Monday, January 22	
Text for Fascia (Applicable for Shell Scheme booths only)	Monday, January 22	
Lead Retrieval Barcode Readers Order	Tuesday, February 20 Onsite rate will be applied for order received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	Tuesday, February 20	
Hostesses & Temporary Staff Hire	Friday, February 16	Springevents. Contact person: Margarida Fonseca. E-mail: margarida.fonseca@springevents.pt Hostesses & Temporary Staff Hire Request Form: click here to download

Rigging* (‘space only’ booths)	Friday, February 9 <i>After this deadline additional late fee of 50% will be applied. Stock upon availability.</i>	LISBOA-FCE Please visit “Booth Services” section for order forms and catalogs. For inquiries, please contact LISBOA-FCE team by e-mail: lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt
Electricity order*		
Furniture Rental		
Shell Scheme Extras		
Graphics/Signage		
Daily Booth Cleaning*		
Waste removal services*		
Plants & Floral decorations		
Security*		
Telecommunications and AV Equip. (Screens, Laptop, Desktop)		
Flower Arrangements / Plants		
In-booth Catering*	Friday, February 9	OLIVA Inês E-mail: ioliva@sccatering.pt
Dedicated Wi-Fi / Internet*	Friday, February 9	Exhibition Manager E-mail: sgamliel@kenes.com
Delivery Information		
Door to Door Shipments	Please contact MERKUR	Merkur Expo Logistics Contact person: Irit Sofer E-mail: irit.sofer@merkur-expo.com Mobile: +972-52-8890129
Airfreight Shipments		
Shipment via Germany Warehouse	No later than Tuesday, February 20	
Exhibition goods - Direct Deliveries to Conference Venue	Subject to time slot <i>Please note there should be a person from your side onsite to receive your deliveries.</i>	

**An exclusive service*

“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 600** (excluding 4% credit card charges fees, excluding VAT if applicable)

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: Tuesday, February 20

Onsite rate of EUR 750 will be applied for order received after above deadline.

Please note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- 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 Organising Committee is responsible for the content of the information.

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.

- The exhibitor badges allow access to the exhibition area and Welcome Reception.
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than Tuesday, February 20.**
- Exhibitor Badge Holders are not eligible for CME/CPD credits or inclusion in the World Map feature (List of participants).
- **Exhibitor badges will be available for collection at the on-site registration desk during registration hours. Please note that badges will not be mailed in advance.**
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 300** per badge.

Companies may purchase a maximum number of exhibitor badges as follows:

Booths of up to 60sqm – 15 exhibitor badges

Booths larger than 60sqm – 25 exhibitor badges

Notes:

- Deadline for ordering additional exhibitor badges via the exhibitor portal: **Tuesday, February 20.**

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

- 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.

For any enquiries related to registration, please contact the Registration Manager, Ms. Anna Litewka by e-mail at: reg_adpd24@kenes.com

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders 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 exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

To access the exhibition floor plan and see the location of each booth, please [click here](#)

For full list of exhibitors and supporters - [click here](#)

Exhibition Hall

The exhibition will be held in **Rio Pavilion (Pavilion 2)** which is located on the ground level.

Kindly note that the hall name as will be displayed in all publications as well as onsite signage will be **"Exhibition Hall"**.

For **virtual tour** - click [HERE](#)

For **technical specifications** of Pavilion 2 click [HERE](#).



Floor

Maximum floor load: 2,000kg/sqm

Floor finish: Granite



Power supplies and other utilities, such as internet cables, are typically distributed to booths via the floor. However, it is crucial to verify this with us in advance, as these may vary depending on the specific booth location and your unique requirements.

♦♦Important♦♦:

- Exhibitors are required to have floor cover or carpeted floor within their booth space (note that shell scheme booths already comes with carpet).
- All floor coverings must be secured and maintained so that they do not cause any hazard.
- Fixing the floor covering to the hall floor may only be possible if the exhibitor/builder's use approved tape.
- Exhibitors and stand builders are responsible for ensuring that the exhibition floor is left in the same condition it was found in. Any damage or soiling that cannot be removed during routine cleaning will be charged to the exhibitor or stand builder.

Raised Floor / Platform

- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people with disabilities.
- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**.
- Exhibitors must notify the organizer and the CCL if they intend to install a raised floor or platform within their booth space (when submitting booth drawings for approval). This notification is essential as services such as electricity, water, Internet, etc. are mostly provided through floor-based cabling. Raised floor or platform installation must be scheduled after the completion of relevant cabling work. Access to service points, water tramp, and electricity tramp is mandatory when a floor is installed; please

ensure these points remain accessible at all times. Once the floor is installed, we will NOT accept any additional service requests that require placement beneath the raised floor.

Build-Up Height

- The **maximum** building height for the **top** of all elements is **5 meters** (including hanging banners)
- **Important note:** the ceiling bellow the gallery has a maximum construction height of **2.5 meters** (Booths 15-30 and 44-60)
- Shell scheme booths build up height is **2.5 meters**

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

Any part facing adjacent booths that is above 2.5m in height (back-to-back wall) needs to be designed with neutral tones (preferably white). The backwalls (reverse side) of any booth that is adjacent to another booth - over 2.5m in height - must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

Ceiling Hangings / Rigging

Ceiling hanging is permitted.



- The **maximum** building height for the **top** of all elements, **including hanging banners**, is **5 meters**
- Lighting trusses maximum height: 7.5 m
- All rigging must be executed by AVK, the venue's designated rigging partner. AVK/CCL must approve any rigging request.
- Please send your rigging plan **no later than Friday, February 9.**
- Rigging order form can be found [HERE](#)

Loading Bay

Access to the Loading Bay is from Rua da Junqueira 61a, 1300-343 Lisboa.

Please coordinate your arrival (unloading and loading) with the official logistic agent - **MERKUR Expo Logistics GmbH**. In order to maintain the smooth and

efficient flow of traffic, exhibitors will be assigned designated unloading time slots.

Strict adherence to these time schedules and prompt removal of vehicles upon completion of unloading are essential to ensure seamless operations.

Parking in the loading bay is prohibited as the loading bay space is limited and designated exclusively for loading and unloading purposes.



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.

Loading Bay doors

The gate to the Pavilion 2 (exhibition hall) is 4.70m wide by 3,30m height.



Shell Scheme Booths

To ensure a smooth and efficient installation and dismantling process of your booth, **LISBOA-FCE** has been appointed as the **official stand contractor** for the AD/PD™ 2024 conference.

Pre-booked shell schemes through Kenes include the following:

- **Walling** – standard shell scheme system, 2.5m-high
- Company name on **Fascia board** printed in standard black & white lettering
- **Lighting** – 3x clip lights (4x clip lights for 12 sqm)
- Electric connection up to 10 KW , including 3 outlets.
- **Dark blue Carpet**



Image shown is for illustration purposes only

- Actual panel size: 100 cm W x 250 cm H

- Visible panel size: 98 cm W x 230 cm H

Click [HERE](#) for detailed booth dimension information (6sqm, 9sqm, and 12sqm)

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.

Shell scheme booth comes with a blue carpet as part of the shell scheme package. If an exhibitor (shell scheme booth only) prefers a different carpet color, an additional charge will apply for the rental and installation of the preferred color.

Click [HERE](#) to access the corresponding order form.

Shell Scheme booths do NOT include:

- Furniture
- Booth cleaning

Furniture, cleaning services, wall graphics printing, and other products and supporting services, can be ordered directly through **LISBOA-FCE**, the official stand contractor, until **Friday, February 9**.

Please refer to “[Booth Services and Order Forms](#)” section.

*After this deadline additional **late fee of 50% will be applied**. Stock upon availability.*

For inquiries, please contact **LISBOA-FCE team** by e-mail: lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Fascia Sign

Maximum of **21 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#) by **Monday, January 22**.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.

The standard fascia lettering is black and white. If you would like to print your company logo on the fascia board, in place of or in addition to your company name, or have custom graphics printed on the fascia board, this can be ordered at an additional cost through LISBOA-FCE, the official stand contractor, until Friday, February 9. Click [HERE](#) to access the corresponding order form.

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by LISBOA-FCE – 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 shell scheme 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 **Monday, January 22**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** 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.**
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- 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 **Monday, January 22** - it will be assumed that the exhibitor will have opening on the additional side(s). Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with dark blue carpet. If the exhibitor wishes to have a carpet in a different color, an additional fee will be required. Please contact the official stand contractor for more information.

- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the order form and catalogs or contact the official stand contractor – as per published deadlines (see the “*Deadlines & Key dates*” and “Booth Services” sections for more information).

Space Only Booths

Exhibitors using independent contractors are required to submit the following for approval by **Monday, January 22:**

- 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 (stand builder).

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 premises.
 Exhibition material that is placed outside the booth will be removed at the exhibitor’s expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved**
- **Island booths** should be partly accessible on all “open” sides. You are only allowed to build walls that cover up to 50% of each side. We try to

keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, max 50% of side to side may be covered.

- Construction finish must be perfect in all the booth's visible areas, including rear sides and booth ceiling. **Please be aware that your booth will be visible from the gallery level, where posters will be displayed. Therefore, we kindly request that you pay close attention to the construction of the top of your booth.**
- **Raised floor/platform:** please note that if your booth has a raised floor/platform, you are required to provide a **RAMP** or **sloped/ramped edging** for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.

As per venue regulations, kindly note the following requirements for RAMPS:

- Minimum width: 0.90 meters
- Maximum incline: 8 degrees

Note: if your booth has a sloped edging around its entire perimeter, a separate ramp is not required.

Prior to booth floor installation, exhibitors or stand builders must verify that the utilities provided by the Official Contractor (electricity, water, cables, Internet, etc.) are located in the appropriate positions. Access to service points, water tramp, and electricity tramp is mandatory when a floor is installed; please ensure these points remain accessible. Once the floor is installed, we will NOT accept any additional service requests that require placement beneath the raised floor.

Please notify the organizers and the CCL, along with submitting the drawings for approval, if your booth requires a platform. Additionally, inform us of the scheduled platform setup (date and time). Without this crucial information, Official Contractor will be unable to provide the requested services, and the prepayment will not be refunded.

- **Any part facing adjacent booths that is above 2.5m in height (back-to-back wall) needs to be designed with neutral tones (preferably**

white).The backwalls (reverse side) of any booth that is adjacent to another booth - over 2.5m in height - must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

- 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.
- For the safety of all attendees and exhibitors, all temporary structures, exhibition stands, installations, special exhibits, and advertising displays must be designed and constructed to ensure their stability and prevent any risk to public safety or harm to life or health.
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **The maximum building height for the top of all elements in the booths is 5 meters (including hanging banners)**
- **Ceiling Rigging** is permitted and must be authorized in advance by the CCL. Lighting trusses maximum height: 7.5 m. For further information regarding rigging, please refer to the previous section.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth)
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organiser 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 organiser.**
- **The used space must be returned to the venue completely clear of all items and restored to their original state.**
- We recommend exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact Lisbon Congress Center at: raquel.tomas@ccl.fil.pt to coordinate a visit.

Electricity and Electrical Installations for all booths

Available electrical power to be used is 230/400 Volts – 50cycles and is provided according to the conditions predicted by EDP (Electricity of Portugal). In case of fault or cut by EDP, electricity will only be provided for emergency exits (i.e. the electrical circuits that are used for exhibitions will be shut down to conserve power and prevent any potential hazards).

All electrical set up must be approved by CCL and the links to the general mains can only be made by same services. CCL will not be responsible for connecting to the mains apparatus that do not correspond to the information provided. The exhibitors must name the person responsible for the stand's electric installation project.

It is essential that exhibitor order the power needed in the stand. **The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.**

Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors/stand builders.

Please refer to the **order form** – [click here](#)

Power supply to the exhibits will be switched off after the exhibition closes every evening. Exhibitors who require 24 hours electricity supply should contact the CCL.

In the event of damage or faults to an electrical connection or installation, the exhibitor must immediately contact the organiser and/or venue representatives.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

Booth Essentials

Booth Furniture Rental: click [HERE](#) for furniture catalog and [HERE](#) to download the order form.

Screens and Audio Visual Equipment rental: click [HERE](#) to download the order form (Applicable solely to exhibition stands!)

Signage for Shell Scheme: click [HERE](#) to download the order form.

Flower Arrangements and Plants: click [HERE](#) to download the order form.

Booth Cleaning

The organiser 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).

Daily booth cleaning can be ordered directly with the venue. Click [HERE](#) to download the order form.

Deadline: Friday, February 9

For any further inquiries, please contact LISBOA-FCE directly:

LISBOA-FCE

Raquel Tomás

E-mail: - lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Tel: + 351 21 892 14 28 1

Mobile: + 351 96 978 53 79

Internet & Wi-Fi

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking e-mails.

Should you have any **internet-based features, devices, or activities at your booth** (for example: product demonstrations), we strongly recommend ordering a

dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection may be ordered through Kenes until **Friday, February 9**.

Please contact the Exhibition Manager at: sgamliel@kenes.com

Important:

- **Creating your own private Wi-Fi network is not permitted**
- **The venue and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- 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.
- Exhibitors must notify the CCL if they intend to install a raised floor or platform as internet access is mostly provided through floor-based cabling. Raised floor or platform installation must be scheduled after the completion of relevant cabling work. Access point(s) must remain unobstructed and accessible throughout the installation process and beyond. Once the raised floor or platform is in place, no new service installations underneath it will be permitted.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.

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 the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser 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 booth and equipment.
- If you wish to hire security for your booth, this can be done via the *CCL*.

Deadline: Friday, February 9

Contact person: Raquel Tomás

E-mail: - lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Tel: + 351 21 892 14 28 1

Mobile: + 351 96 978 53 79|

This service is exclusive to the CCL.

In-booth Catering

Catering services are exclusively provided by *Silva Carvalho Catering*.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly with *Silva Carvalho Catering* - [click here](#) to download the order form.

Deadline: Friday, February 9

For inquiries, please contact Inês OLIVA by e-mail: ioliva@sccatering.pt

Tel: +351 932 012 596

The exhibitor must consider the space available on the booth to store and display the requested deliveries.

Exhibitors may bring their own branded bottled water, pre-packaged chocolates, and provide barista services within their booths. However, no other catering companies are permitted to operate within the venue, as catering services are exclusively provided by *Silva Carvalho Catering*.

Waste Removal

On-site waste disposal services are available*. To place an order, please download [HERE](#) the order form.

Deadline: Friday, February 9

For any further inquiries, please contact LISBOA-FCE directly:

LISBOA-FCE

Raquel Tomás

E-mail: - lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Tel: + 351 21 892 14 28 1

Mobile: + 351 96 978 53 79

*This service Exclusive to the CCL

Storage

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 booths, around or behind the booths.

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

E-mail: Bernd.Blum@merkur-expo.com

Please be advised that shipments delivered to the venue before the designated setup period will not be accepted by venue staff. Please coordinate with *Merkur* to ensure deliveries arrive within the designated set-up period.

Once the event & dismantling are over, the venue shall bear no responsibility for safeguarding or storing any items left behind on the premises. Should the venue undertake the removal of such items, the associated costs will be borne by the exhibitor.

Hostesses & Temporary Staff Hire

For hostess and temporary staff hire, our preferred vendor is *Springevents*. To submit a request for hostess and temporary staff hire, please [click here to download](#) the relevant order form.

Deadline: Friday, February 16

For any further inquiries, please contact *Springevents* directly:

Springevents

Margarida Fonseca

E-mail: margarida.fonseca@springevents.pt

Technical Services

The following utilities are available for exhibitors:

- **Cold water and drain connection** (depends on booth location)
- **Compressed air connection and supply** (subject to approval)
- **Booth carpeting**

Please download the order form [HERE](#) to request these utilities.

Deadline: Friday, February 9.

For any further inquiries, please contact LISBOA-FCE directly:

LISBOA-FCE

Raquel Tomás

E-mail: – lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Tel: + 351 21 892 14 28 1

Mobile: + 351 96 978 53 79

Shipping Instructions

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

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.

Stand 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 stand 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 GmbH

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

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

Deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Please be advised that neither the organiser nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Sunday, March 3**. Any deliveries prior to this date, or off the official working hours, **will not be accepted**. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

IMPORTANT: Venue Rules & Regulations

Please read thoroughly the venue's rules and regulations - click [HERE](#)

Please note that these regulations are in addition to the exhibition Rules and Regulations listed below.

Exhibitors must comply with **CCL** rules and regulations including operation, fire safety, construction and other security regulations.

These rules and regulations are contractually binding and must be adhered to by all Organizers, exhibitors, and their contractors, including exhibition service providers and stand construction companies engaged to execute work on-site.

Animals

It is not permitted to bring animals into the 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.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

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

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the stand 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 stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

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 without a prior written authorisation.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.\
- **Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage**

caused in the premises or to a third party and possible damage due to stoppage of CCL's activities, in the amount of 1.000.000,00 EU

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- 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 organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers 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.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

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 neighbouring 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.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers 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 organisers 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 organisers 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 booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Filming

- Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
- Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.

Photography

- Photography within booths is not permitted during exhibition

setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.

- During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

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.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

We are committed to sustainability and we encourage all of our exhibitors to do the same. [CLICK HERE](#) for some practical tips and tricks that you can implement right away.

Official Contractors:

Furniture Rental / *Booth Cleaning/ Graphics & Signage/ *Electricity / Additional Booth Fittings / *Rigging / Plants & Flower Decorations / *Security/ *Waste Removal / *In-Booth Catering / Screens & AV Equipment

LISBOA-FCE

Raquel Tomás

E-mail: – lisboacc@ccl.fil.pt and raquel.tomas@ccl.fil.pt

Tel: + 351 21 892 14 28 1

Mobile: + 351 96 978 53 79

**Exclusive to the CCL*

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics GmbH

Mr. Bernd Blum | E-mail: Bernd.Blum@merkur-expo.com

Mobile: +49 175 588 0291

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

Hostesses & Temporary Staff Hire

Springevents

Margarida Fonseca

E-mail: margarida.fonseca@springevents.pt

Hostesses & Temporary Staff Hire Request Form: [click here to download](#)

Kenes Group Contacts:

Conference Secretariat

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

E-mail: adpd@kenes.com

Exhibition Manager

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Symposia Coordinator

Diyana Yosifova

Tel: +41 22 908 0488 Ext: 258 | E-mail: dyosifova@kenes.com

Industry Liaison & Sales

Victoria Eskenazi

Tel: +41 22 908 0488 Ext. 986 | E-mail: veskenazi@kenes.com

Registration Specialist

Anna Litewka

E-mail: reg_adpd24@kenes.com

Hotel Accommodation

Ralitza Angelova

E-mail: rangelova@kenes.com

<https://hotels.kenes.com/congress/ADPD24>

There is an increasing number of fraudulent websites that are attempting to impersonate AD/PD™. **All official communications about the AD/PD™ Conference are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent AD/PD™. For any questions about sponsorship please contact Victoria Eskenazi, Industry Liaison & Sales Associate, at veskenazi@kenes.com