



TECHNICAL MANUAL

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the ESOT2023 Exhibition.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Athens and wish you a successful Conference and Exhibition!

Best Regards,



TABLE OF CONTENTS

Click on any of the below hyperlinks to go straight to the section of your interest.

EXHIBITION AND ACCOMMODATION MANAGEMENT	P. 4
CONGRESS VENUE	P. 5
BUILDING OVERVIEW	P. 6
BUILD-UP AND DISMANTLING OPERATIONS	P. 7
EXHIBITOR BADGE	P. 11
EXHIBIT SPACE SET-UP	P. 11
CLEANING SERVICE AND CARPETING	P. 14
POWER SUPPLY	P. 14
GRAPHIC DESIGN AND PRINTING	P. 14
INTERNET & WI-FI	P. 15
HOSTESS & STEWARD SERVICE	P. 15
FOOD & BEVERAGE CATERING	P. 15
ALL-RISKS INSURANCE	P. 16
SHIPPING STORING AND PICK-UP REGULATIONS	P. 16
FLOORPLAN	P. 23
KEYDATES	P. 25
UNEXPECTED CANCELLATION POLICY	P. 26

EXHIBITION MANAGEMENT



AIM ITALY

Via G. Ripamonti 129 - 20141 Milan, Italy

Project Leader Giuliana Verganti

Office +39 02 56601.300 - Mobile +39 342 012 4279

E-mail: esot2023.expo@aimgroup.eu

Congress Website <https://www.esotcongress.org/>

Exhibition Management will assist you with pre-show, on-site and post-show planning. Should there be any information not mentioned in this document or on the [Exhibitor Service Website](#), please feel free to contact us.

ACCOMODATION MANAGEMENT

For any information and/or reservation please contact the Official Housing Bureau and Travel Agency of the congress:



AIM ITALY

Phone: +39 02 566011

E-mail: esot2023.hotel@aimgroup.eu

A large number of rooms at preferential rates in different price categories have been reserved in Athens for the period of the Congress.

Please ensure your hotel reservation is made **by 31st August 2023**. After this date, room availability cannot be guaranteed.

CONGRESS VENUE



Megaron Athens International Conference Centre MAICC

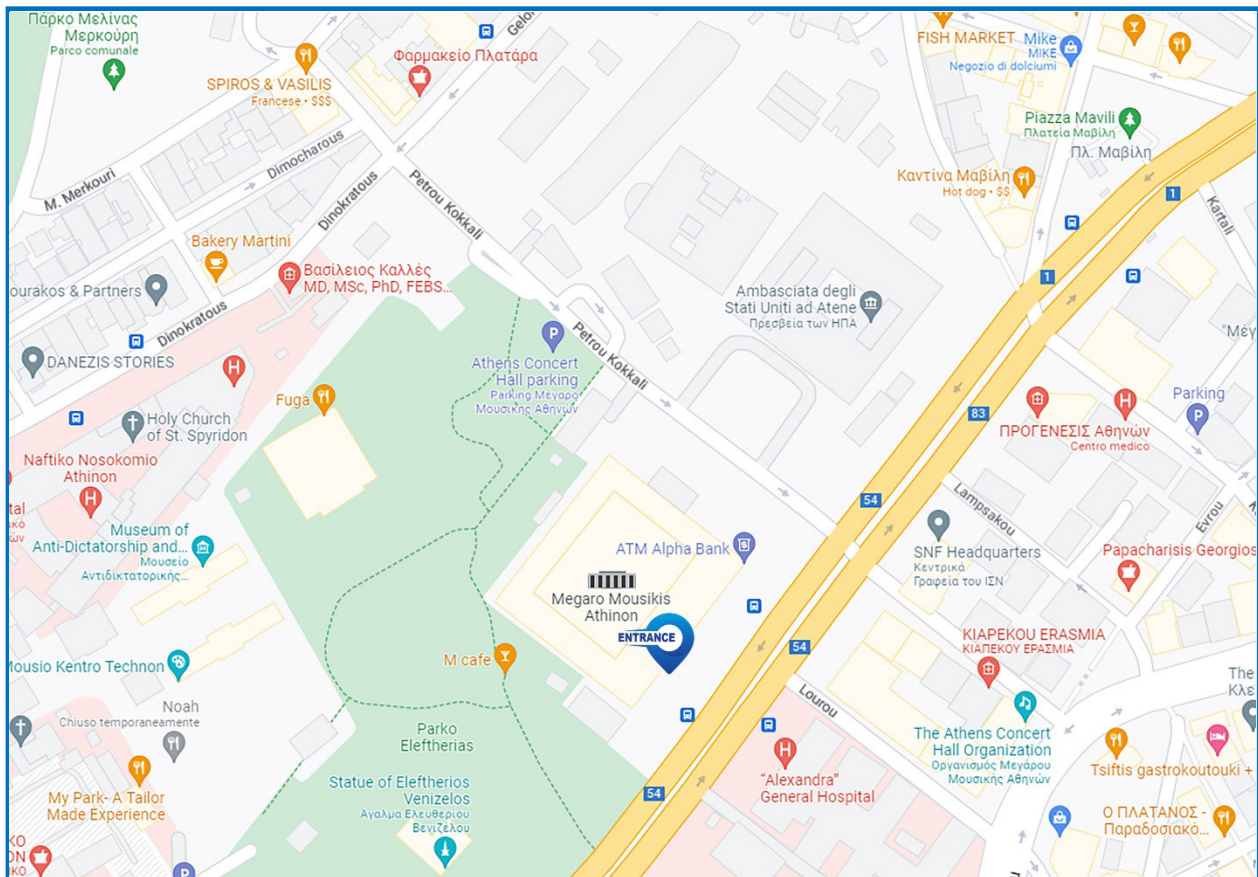
Vas. Sofias Ave. & Kokkali St. 1
115 21 Athens

Phone: +30 210 7282000

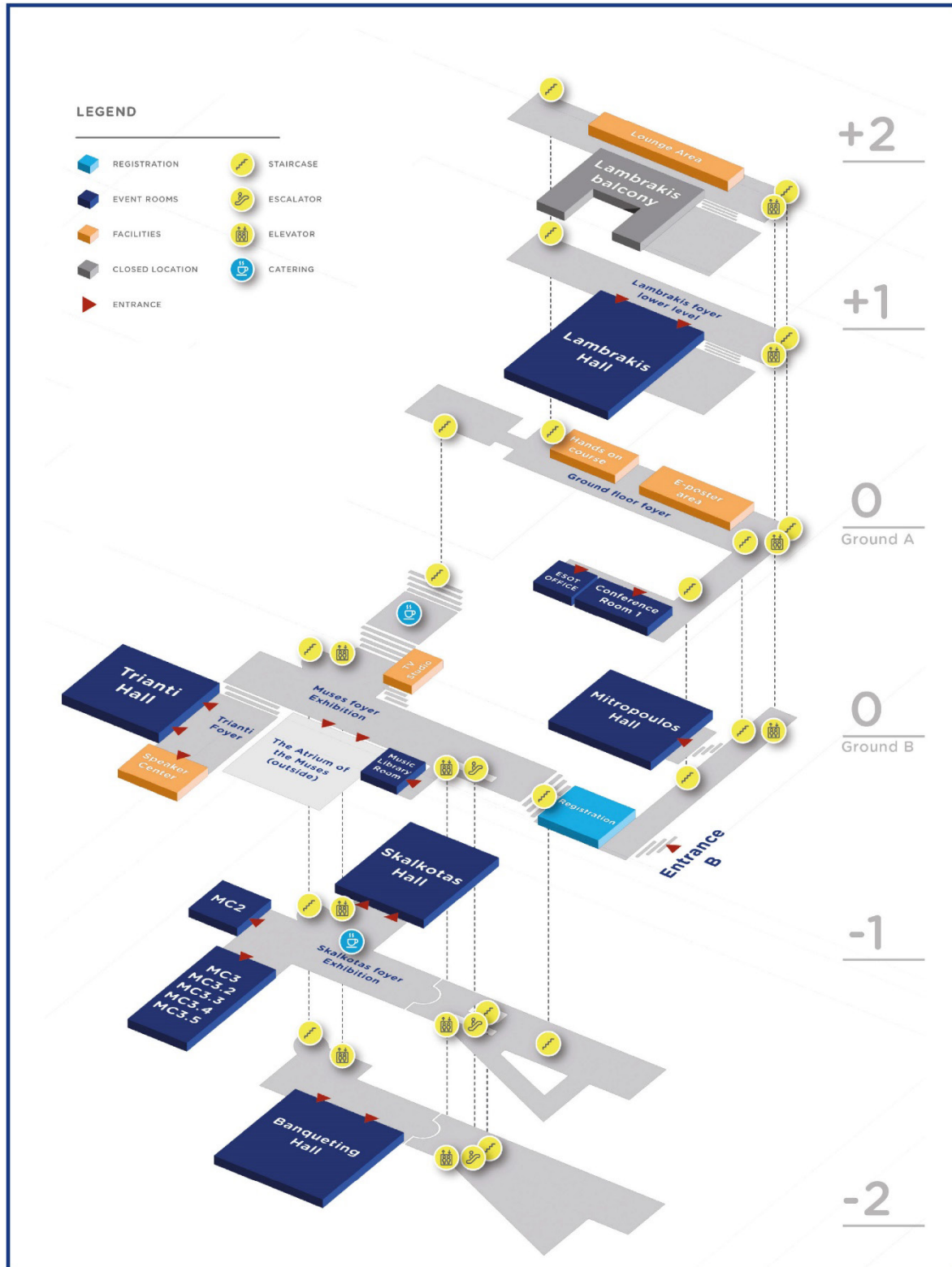
<https://www.megaron.gr/en/international-conference-centre/>

How to get there

PLEASE NOTE: access to the venue for stand builders is only allowed from **KOKKALI STREET**, via the ramp to the Car Park during set up and dismantling days.



BUILDING OVERVIEW

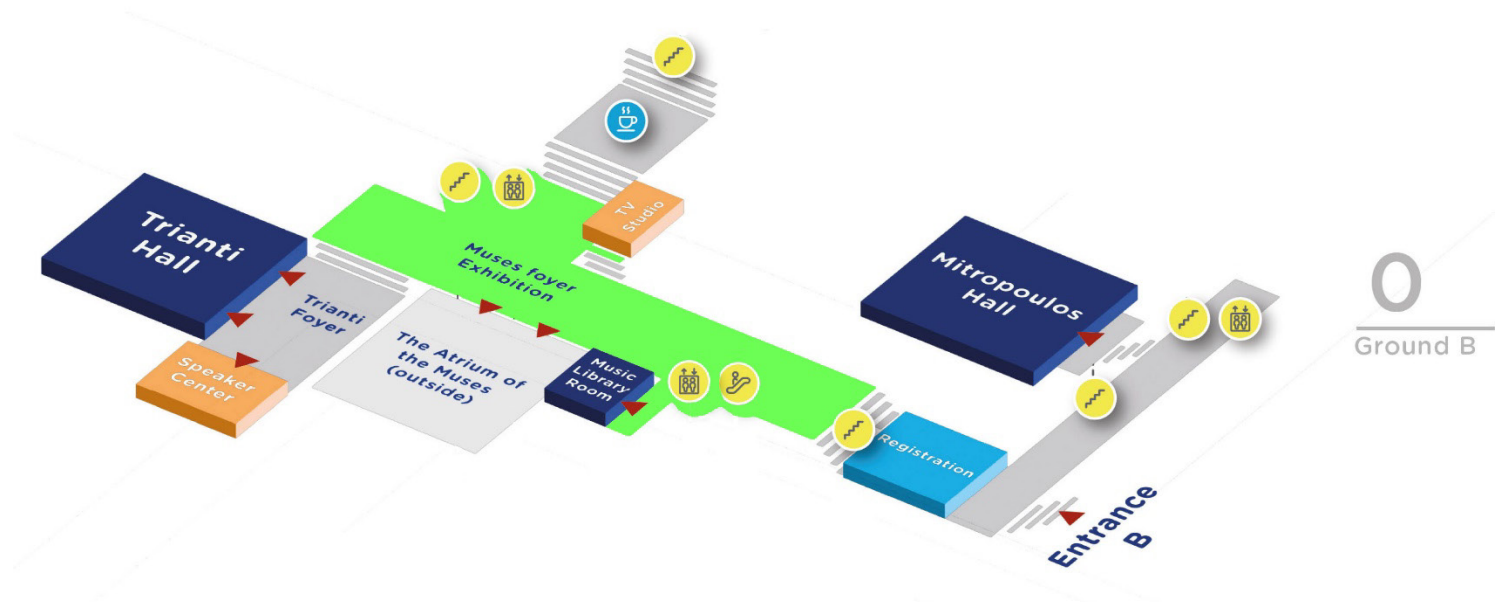


BUILD-UP AND DISMANTLING OPERATIONS

TIMETABLE

MUSES FOYER (ENTRANCE B)

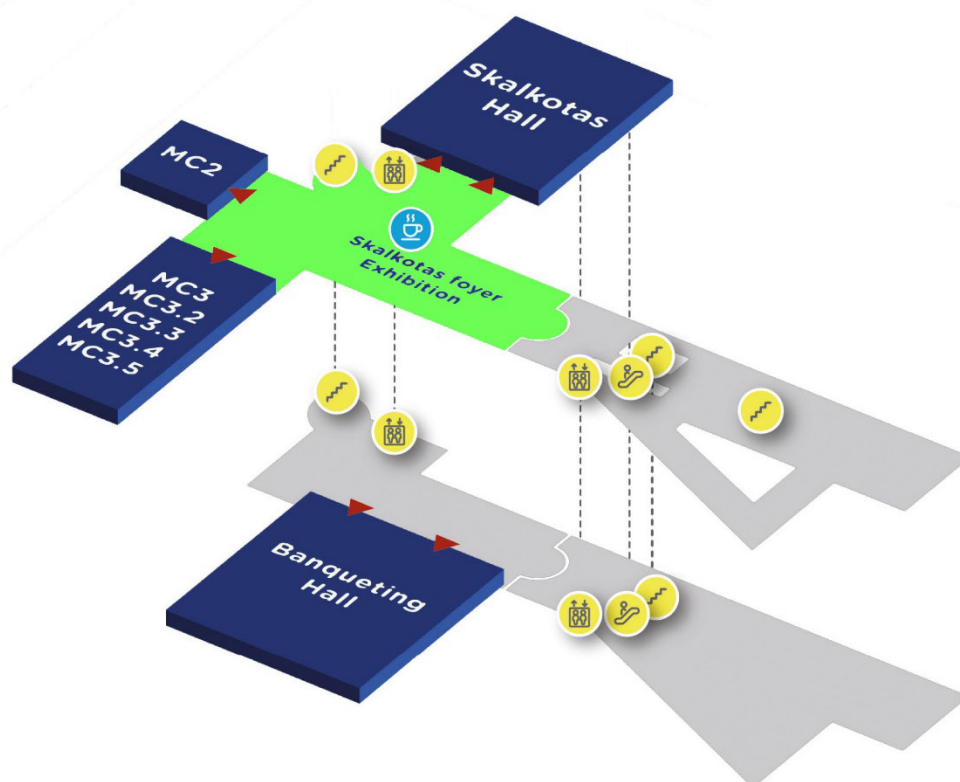
Friday	September 15th	08:00 - 20:00	Build-up operations
Saturday	September 16th	08:00 - 20:00	Build-up operations
Sunday	September 17th	08:00 - 10:30	Furnishing ONLY
Wednesday	September 20th	08:00 - 11:30 14:00 - 20:00	Exhibition Dismantling



TIMETABLE

SKALKOTAS HALL FOYER (-1 ENTRANCE B)

Friday	September 15th	08:00 - 20:00	Build-up operations
Saturday	September 16th	08:00 - 20:00	Furnishing ONLY
Sunday	September 17th	08:00 - 10:30	Furnishing ONLY



-1

-2

Build-up and dismantling operations must be carried out during the time frame as indicated in this document.

For any proven need for time extension during build-up and dismantling operations, please e-mail esot2023.expo@aimgroup.eu no later than **Friday, 1st September 2023**.

PASS FOR ACCESS AND MOVEMENT ON BUILD-UP AND DISMANTLING DAYS

VEHICLES/TRUCKS

All the Exhibitors' vehicles/trucks must be registered to access and circulate within the **MAICC** area. To register the vehicle and obtain the access pass, the exhibitor must enter the required data by filling in the form provided online via the [Exhibitor Service Website](#).

Such a pass must always be displayed on the vehicle, and it gives the right to access, movement and temporary parking for the loading and unloading operations.

REQUIRED DATA:

- Truck/vehicle size
- Name of the Driver

Please visit "Documents" section on the [Exhibitor Service Website](#) and read carefully **MAICC** Technical Regulations "**General Access Guidelines**".

PEDESTRIANS

To access and move within the **MAICC** area, the Exhibitor and / or the personnel of the companies operating on their behalf must be in possession of an authorized access badge / pass. Such a badge/pass can be ordered online by filling in the form provided via the [Exhibitor Service Website](#).



WARNING

Please note that large trucks will need to enter Kokkali Street from Vass Sofias Avenue only. Parking is not permitted under any circumstances.

WASTE/PACKAGING DISPOSAL

The exhibitor and his appointees are jointly responsible for the correct disposal of waste products within the assigned exhibition area, ensuring that all provisions and directives relating to the environmental protection, production and waste disposal are also respected by companies operating on their behalf.

Empty crates and packaging material must be removed after set-up and all aisles must be clear of exhibits and packaging materials to enable cleaning.

Please contact the Official Forwarder Agent, for handling and storing your empty crates and other packing material during set-up.

The Megaron Athens International Conference Centre will not accept delivery of any goods on behalf of exhibitors.

IMPORTANT:

- **High visibility vests or high visibility clothing must be worn all time on the loading bay ramp during build-up and dismantling days.**
- Smoking is permitted only outside the MAIACC building.
- Any person under 16 is prohibited from accessing exhibition areas or the loading bay ramp during designated move-in & move-out periods for safety reasons.
- The consumption of alcohol is strictly forbidden during designated move-in & move-out periods, both on the loading ramp and in designated exhibition areas.

EXHIBITOR BADGE

Badge-wearing is mandatory. Exhibitor badges are only valid for access to the exhibition hall and the meeting rooms areas during the Congress days.

(See p.8 “Please note that there is a different pass to order for build-up and dismantling operations”).

Exhibitor badges do not permit access to scientific sessions except for symposium and/or workshop organised by your own company.

Exhibitor badges not included in your sponsorship package can be ordered online. Please Visit www.esotcongress.org/registration

For more information please email esot2023.reg@aimgroup.eu

EXHIBITION SPACE SET-UP

SPACE ONLY STANDS

Exhibitors using independent contractors are required to submit the following documentation for the Exhibition management approval:

- A scaled drawing (1:100 .dwg or .pdf format), including elevation views of the proposed Booth to be built.
- List and positioning of the equipment, machinery and/or installations in exhibition.
- Declaration and description of the materials to be used for set-up of the exhibition space.
- Plants diagram (electrics, water, etc.)
- Special machinery and/or equipment specifications (furnaces, boilers, etc.);

Please e-mail the aforementioned files and any additional request to esot2023.expo@aimgroup.eu.

Height requirements may vary depending on the location in the exhibit hall; please check with the Exhibition Management for specific regulations. (See floorplan pages 23 and 24)

Please read carefully **MAICC** Technical Regulations (Stand Construction Regulations) on the [Exhibitor Service Website](#).



SHELL SCHEME STAND

To ensure a smooth and efficient installation and dismantling of your stand, an official Stand Contractor has been appointed. In addition to the raw space, standard pre-built booths are available as per packages below.

Please access the exhibitor Service Website and place your order for a shell scheme booth.

Furniture rental and floral decorations are also available via the [Exhibitor Service Website](#).

INCLUDES

SHELL SCHEME - BASIC BOOTH PACKAGE

- Separation walls (2.5m high) aluminium frames, color silver, melamine stand wall partitions
- 3 closed sides
- Customised fascia panel dim. 1,00m width x 0,25m height B/W colour
- 1 table 80x80 cm, 2 chairs
- 1 spotlight per 4 sqm
- 1 triple socket outlet (electric main connection up to 1,0 kW and power consumption)

NOT INCLUDED

- Booth cleaning
- Carpeting

INCLUDES

COMPLETE BASIC BOOTH PACKAGE

- Separation walls (2.5m high) aluminium frames, color silver, melamine stand wall partitions
- 3 closed sides
- Customised fascia panel dim. 1,00m width x 0,25m height B/W colour
- 1 Banquet table
- 2 chairs
- 1 cabinet
- Carpet (grey, red or blue)
- 1 spotlight per 4 sqm
- 1 triple socket outlet (electric main connection up to 1,0 kW and power consumption)

NOT INCLUDED

- Booth cleaning





TECHNICAL INFORMATION AND REGULATIONS FOR SHELL SCHEME STANDS

- All basic shell scheme Booths will be designed and built by the Official Stand Contractor.
- All booths are on rental basis.
- 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 (e.g., spotlights) within the Booth should indicate clearly on the location plan and forward it together with clear instructions to the Exhibition Management.
- No additional booth-fitting or display may be attached to the standard booth structure.
- No free-standing booth-fitting or display(s) may exceed a height of 2.5 meters or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No tape, nail or fixture of any kind allowed to be affixed to the partitions, floor, ceiling, or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the Congress.
- If you wish to put posters or anything on the Shell Scheme Stands, the builder will be able to provide you with small mounting hooks or tesa strips. Kindly note that these are the only available options to avoid any damage.
- All electricity power points installed are for machine use only, not for lighting. If the exhibitors or non-official contractors bring their own lighting devices for booth, they must submit all lighting distribution details and pay the light connection charges to the Exhibition Management.



CLEANING SERVICE & CARPETING

Stand Cleaning and carpeting are mandatory. The Organisers will arrange general cleaning of the exhibit hall and each exhibitor is obliged to keep the booth/ exhibition space and surrounding areas perfectly clean.

You can place your order online for daily cleaning and carpeting of your booth/exhibit space via the [Exhibitor Service Website](#).



POWER SUPPLY

Please note that electricity is not included and must be purchased via the [Exhibitor Service Website](#).

For power supply up to 4 KW no electrical switch board or supply cable is necessary.

Power supply cables for over 4KW are mandatory and are only provided by the appointed Contractor.

Exhibitors may bring their own electrical switch boards for power supply over 4KW, or place an order online via the [Exhibitor Service Website](#).

ELECTRICAL INSPECTION IS MANDATORY FOR EXTERNAL CONTRACTORS/STAND BUILDER



GRAPHIC DESIGN AND PRINTING

Please visit the [Exhibitor Service Website](#) for ordering booth printings and graphic design.

Image file specifications:

- Open editable files, with text converted to outlines, CMYK color mode
- Preferred vectors (outlines or converted to curves)
- Accepted formats: pdf, ai, psd cs4 version, eps
- Any photos included must be real size minimum 100dpi.
- All graphics vector or raster must be saved in real size dimensions (Size 1:1 min).



INTERNET & WI-FI

A free WiFi access will be provided to all visitors, suitable for basic web browsing. However, this is a public connection. Should you require an internet connection for any product demonstrations at your booth, we recommend ordering a wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

If you wish to order internet connection to your booth please visit the [Exhibitor Service Website](#).



HOSTESS & STEWARD

The Exhibition Management is the officially appointed contractor and the only admitted supplier. Hostess & Steward service can be ordered via the [Exhibitor Services Website](#).

Please note: Hostess & Steward speak multiple languages, but they are not professional interpreters. If you require a professional interpreter, please email esot2023.expo@aimgroup.eu



FOOD & BEVERAGE CATERING

Catering and the sale of all food and beverage on-site are reserved exclusively from the venue. If you wish to order Catering services for your booth, please go to [Exhibitor Services Website](#)

Orders will only be confirmed upon full payment. **All requests for catered service must be submitted no later than Friday August 1st, 2023.**

No type of permanent catering service is provided during the build-up and dismantling operations. It is prohibited to consume alcoholic beverages within MAICC area.



IMPORTANT!

A SURCHARGE OF 50% WILL BE IMPOSED ON ALL ORDERS SENT AFTER THE ABOVE-MENTIONED DEADLINES.

UPON AVAILABILITY, A SURCHARGE OF 100% WILL BE IMPOSED ON THE ON-SITE ORDERS.

ALL-RISKS INSURANCE

An all-risk insurance is mandatory. Exhibitor must take care of their own insurance certificate to guarantee an all-risk protection of all their belongings and staff members.

It is also compulsory to keep a copy of the insurance certificate IN ENGLISH at your booth during the opening days of ESOT2023 Congress.

We highly recommend sending a copy to the Exhibition Management in advance at the following email address esot2023.expo@aimgroup.eu.

IMPORTANT!

We remind you that MAICC has appointed official suppliers for services such as: FOOD & BEVERAGE, HOSTESS&STEWARD ASSISTANCE, ELECTRICITY, CLEANING, AND SECURITY.

External suppliers are not allowed to provide any of these services.

SHIPPING STORING AND PICK UP REGULATIONS

Mel Expo has been appointed as the sole official forwarding, customs clearance and drayage contractor for ESOT2023 Congress.

For security, insurance, and efficiency reasons, there is a sole official agent to handle cargo and to operate the lifting inside the venue. Exhibitors and stand builders are prohibited from using trolleys during set-up and dismantling periods. Only forklift will be allowed.

Range of services:

- Transport, national or international;
- Temporary or permanent customs clearances;
- Coordination of deliveries, delivery time slot management;
- Unloading, delivery to exhibition-stands, forklifting;
- Storage of empty boxes and crate during the event;
- Accessible storage for brochures and give-away items during the event;
- On-site assistance and super-vision

General Information:

- The handling of your shipment will be charged **as per official handling rate**;
- The handling procedure is also applicable for shipments of printed matters;
- All shipments must be pre-advised by using the attached **order form sheet**;
- Please use only attached **labels**.

SHIPPING INSTRUCTIONS - INBOUND OF THE GOODS

VIA ADVANCE WAREHOUSE (RECOMMENDED OPTION) no later than 1st September 2023

Goods will be collected at Mel Srl warehouse, and directly shipped to the Congress venue on a later date.

Shipping address to advance warehouse:

MEL SRL
c/o FERT SPEDIZIONI
Corso Europa, 1
20045 Lainate (MI)

Opening hours: Monday-Friday 8:00-12:00 / 13:30-18:00
Ph.: +39 351 0182386

ESOT 2023 Congress ATHENS

SHIPPING INSTRUCTIONS - OUTBOUND OF THE GOODS

Stands must be emptied at the end of the Congress on September 20th, 2023

IT IS NOT ALLOWED to collect goods after this date.

The goods left at the stands after the official time of dismantling will be picked-up and shipped to MEL warehouse at exhibitor's expenses.

MEL remain at your disposal to arrange the collection of your goods which will be sent to their warehouse.

Unloading services / Stand fitting material

- Reservation of the time slot for unloading/reloading is required, by sending the attached form within August 25th, 2023;
Trucks have must to leave the unloading area immediately after unloading is done. All vehicles must arrive at a pre-appointed time for unloading. Trucks arriving after the loading time must face waiting time until the next free timeslot is available. Waiting time may occur for which MEL cannot be held responsible for.

Storage of empty packaging

- On request, empty boxes and packing material can be collected and safely stored during the event. All boxes should be resistant enough to be unpacked and re-used after closing time.
- Packing material must be empty, no other materials are allowed to be left inside them.
- All the exhibitors who bring the empty packaging outside the venue have to ask a timeslot for unloading and delivery of the empty packaging inside the venue.
- MEL will not take any responsibility for damages caused by insufficient packaging.

Basic Conditions of the Contract

- All services will be billed according to the official rate.
- **Our invoices will be due immediately after issuance through bank transfer or credit card.**
- All work undertaken is subject to the Italian Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition, D.L. (Decreto Legge 285/ 286/05) and the Mel Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Mel Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material, until it has been collected from the stand by Mel Expo.

Insurance

- We inform that MEL do not insure the goods; any damage caused while providing our services is covered only with RC insurance
- It is the exhibitors' responsibility to ensure that adequate security measures are taken for the security of the items while they are left at the stand.
- Mel Expo cannot be held responsible for any losses, theft, or pilferage.

SHIPPING INSTRUCTIONS – ORDER FORMS AND RATES

Order form sheet for STANDBUILDERS
(deadline for the submission = August 25th, 2023)

To be filled and return to

cleris.benato@mel-expo.com - markus.meyer@mel-expo.com - Phone: 0039 351 0182386

- ☐ Unloading with forklift on the .2023 at _____
- ☐ Unloading with forklift on the .2023 at _____
- ☐ Loading of empty packaging with forklift on the .2023 at _____
- ☐ Loading with forklift on the .2023 at _____
- ☐ Loading of the empty packaging with forklift on the .2023 at _____

Type of VEHICLE	
Quantity of materials	
Contact on-site and phone nr	
Name of Exhibitor	
Hall / Stand nr.	

Invoice Details	
Payment agreements	IMMEDIATE
Company name (headquarters)	
ZIP code	
Street and number	
Contact person	
SDI code	
Email address	
Intl.Fiscal code/VAT number	

Order form sheet for EXHIBITORS
(deadline for the submission = August 25th, 2023)

To be filled and return to

cleris.benato@mel-expo.com - markus.meyer@mel-expo.com - Phone: 0039 351 0182386

- ☐ delivery to our warehouse Mel Expo (within September 1st, 2023)
☐ collection a tour warehouse Mel Expo

Number of parcels	
TOTAL WEIGHT	
DIMENSIONS	
TYPE OF GOODS	
CONTACT ON-SITE + MOBILE NUMBER	
EXHIBITOR'S NAME	
HALL/STAND	

Invoice Details	
Payment agreements	IMMEDIATE
Company name (headquarters)	
ZIP code	
Street and number	
Contact person	
SDI code	
Email address	
Intl.Fiscal code/VAT number	

RATES Congress ESOT 2023 ATHENS

❖ Shipments via advanced warehouse Mel Expo

From free arrival warehouse up to free delivered booth: Exhibition Goods (Minimum per shipment 2 cbm)	90,00 €/m ³
+Forwarding Commission * applicable for every shipment	65,00 €
Printed Matters/ Small Shipments up to 25 kgs - No Minimum	90,00 €
Printed Matters/ Small Shipments up to 50 kgs - No Minimum	120,00 €
+Forwarding Commission * applicable for every shipment	65,00 €

Recommended option: the receipt of the goods at our warehouse ensures an accurate control of the coils (especially regarding small shipments) allowing to remedy promptly in case of shipment's errors; as well as avoid mistakes/inconveniences or long waiting times at congress site.

Direct deliveries to the venue in Athens

Unloading full trucks - delivery to the stand included (reserved timeslot):	950,00 €
full load truck 13.6 mt	800,00 €
van/engine more than 3 mt	650,00 €
van up to 3 mt	65,00 €
+Forwarding Commission * applicable for every shipment	

Packing kit - ONLY UPON PREVIOUS REQUEST (5 mt pluriball+3 boxes+1 roll adh.tape+1 cutter)	55,00 €
Package labeling service	each coil 5,00 €
ADDITIONAL SERVICES: Storage of goods during the exposition (collection, storage and delivery): Empties- min. 2 cbm Tools/electric resources (electric pallet-jack, scissors lift)	95,00€/m ³ each 90,00€
Mon./Fri. over-time from 07.00p.m. to 12.00p.m.	+50%
Saturday/Sunday 07.00p.m. to 12.00p.m.	+50%
Bank holidays	+100%

Same rates are applied for outbound services

- ❖ The aforementioned costs may undergo variations following substantial increases in the costs of transport by land and/or by sea

Label for shipments via Mel warehouse

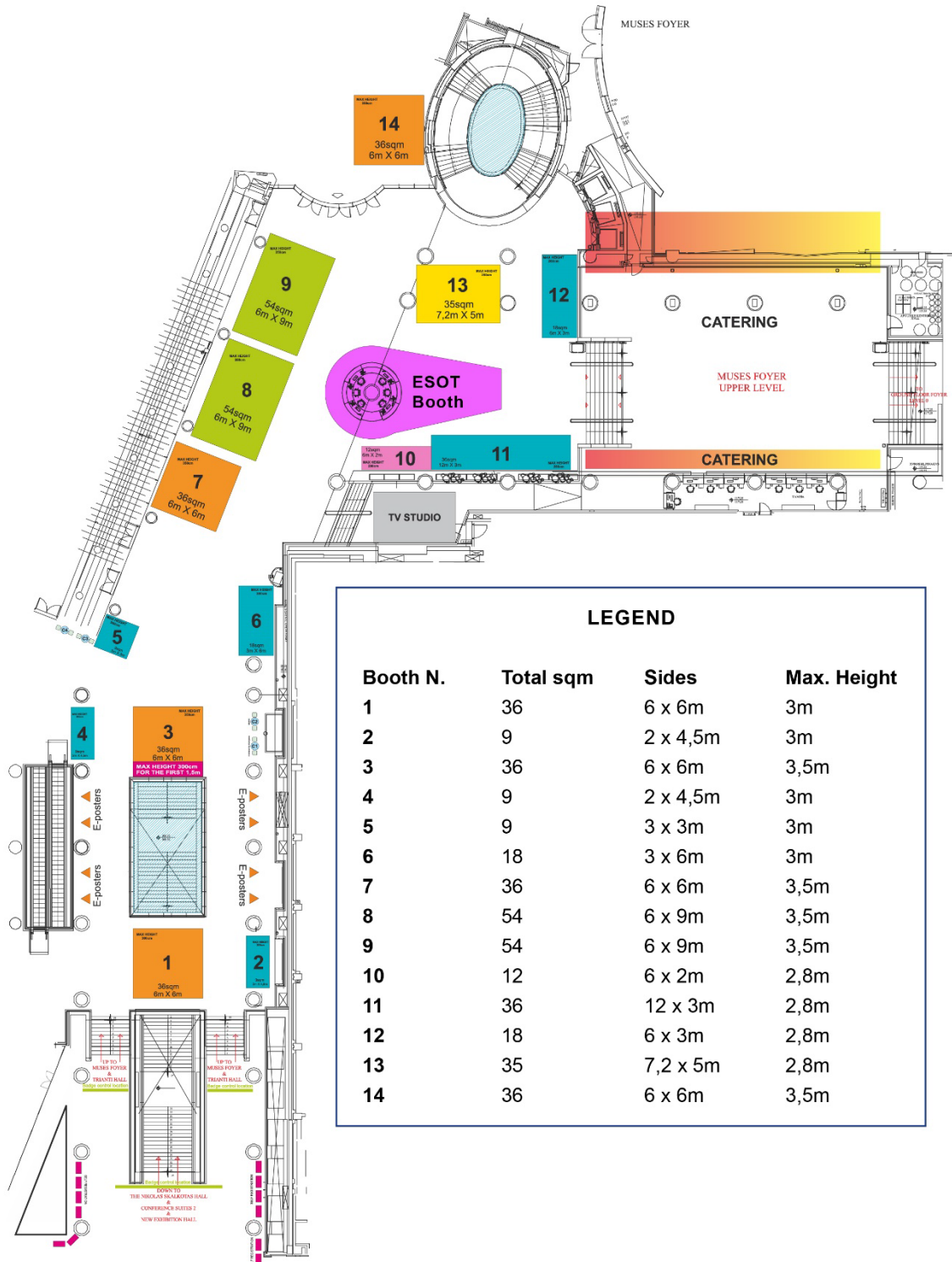
Sender's name:		
Exhibitor+stand		
Type of shipment:	Bag Inserts	Exhibition goods
Parcels nr:		
Total weight:		

Deliver to:
MEL SRL
c/o FERT SPEDIZIONI
Corso Europa, 1
20045 Lainate (MI)

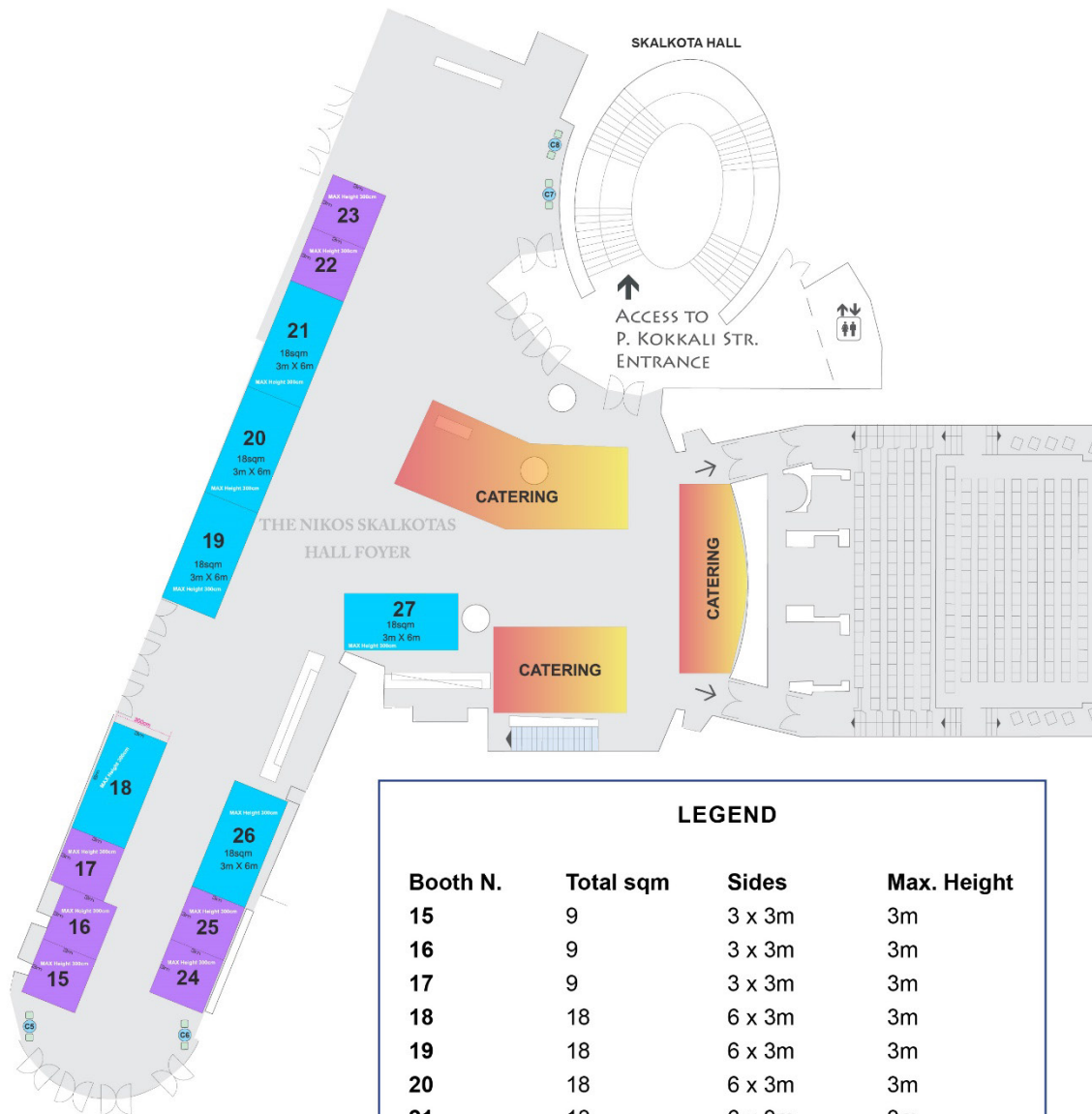
Ph.: +39 351 0182386
Opening hours: Monday-Friday 8:00-12:00 / 13:30-18:00

FLOORPLAN

Muses Foyer



Skalkotas Hall Foyer



LEGEND

Booth N.	Total sqm	Sides	Max. Height
15	9	3 x 3m	3m
16	9	3 x 3m	3m
17	9	3 x 3m	3m
18	18	6 x 3m	3m
19	18	6 x 3m	3m
20	18	6 x 3m	3m
21	18	6 x 3m	3m
22	9	3 x 3m	3m
23	9	3 x 3m	3m
24	9	3 x 3m	3m
25	9	3 x 3m	3m
26	18	6 x 3m	3m
27	18	6 x 3m	3m

KEYDATES RECAP



1st July

Designed stand for approval
Schell Scheme Booth
Furniture rental
Power supply
Stand cleaning and carpeting
Graphics and printings
Internet
Hostess/Steward



1st August

Food&Beverage catering service



25th August

MEL shipping order form (Stand builder/exhibitors)



1st September

Extra time request for build-up and dismantling
All-risk insurance
Shipping via MEL advance warehouse



15th September

Build-up



20th September

Dismantling

UNEXPECTED CANCELLATION OF THE EVENT OR IMPOSSIBILITY TO HOLD IT

In the unlikely case that the ESOT2023 Congress cannot be held in whole or in part due to any event beyond the Organizers' control or force majeure (such as riot, fire, explosion, accident, flood, earthquake, sabotage, strikes, acts of law or regulation by Italian or foreign Authorities, epidemic outbreak, sanitary emergency, etc.) the Congress Organizers cannot be held liable for any damage, cost, or loss incurred, such as registration fee, transportation and accommodation costs, or any other direct or indirect loss or consequential damage.

Should the meeting format change due to unexpected circumstances becoming totally virtual, adjustments will be made to the registration fees and the Organisers will take care of the refunds.

This notice states that you have read, understood and accepted the rules of the exhibition.

Date _____

Signature _____
(name and surname)