

# Exhibition Manual

Dear Exhibitor,

We are pleased to share with you this Exhibition Technical Manual, that contains important information designed to assist you in preparing for the **FRPT 2025** Exhibition.

The Exhibition will be held as part of the **5th FLASH Radiotherapy and Particle Therapy Conference** in the enchanting city of Prague, Czech Republic, from **10-12 December 2025**.

Please read this manual **thoroughly** as it provides **important** information and is designed to assist you in preparing for FRPT 2025 Exhibition.

**Please forward this manual to everyone working on this project, including your stand builder.**

Wishing you a successful event,

**Ivette Sabau**

Exhibition & Industry Manager

E: [isabau@kenes.com](mailto:isabau@kenes.com)

The Exhibitors' Portal enables Exhibitors and Supporters to:

- Submit company logo and profile
- Order lead retrieval Application (Badge scanners App)
- Order exhibitor badges
- Submit booth drawing (for "Space Only" booths)
- Submit other deliverables as per contract

**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** – the login details have been sent to the contact person who signed the contract. This person is responsible for passing on the login details to any third party if needed.
- 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.

ACTIVITY	DATES	HOURS
		9:00- 20:00 (Space Only)
Set up	Tuesday 9 December	<b>14:00 - 20:00</b> (All booth types) All empty boxes, crates, and packaging materials must be removed by 19:30.
	Wednesday 10 December	<b>10:30- 20:00</b> (End of welcome reception) <ul style="list-style-type: none"><li>• Coffe breaks 11:00- 11:30 and 16:50-17:10</li><li>• Lunch 12:30 - 13:30</li></ul>
Exhibition Openig Hours	Thrusday 11 December	<b>9:30 - 16:30</b> <ul style="list-style-type: none"><li>• Coffe breaks 10:10- 10:30 and 15:15 - 16:00</li><li>• Lunch 12:40 - 13:40</li></ul>
	Friday 12 December	<b>10:00 - 17:00</b> <ul style="list-style-type: none"><li>• Coffe breaks 10:40- 11:00 and 16:15 - 16:40</li><li>• Lunch 12:40 - 13:40</li></ul>
Dismantling	Friday 12 December	<b>17:30 - 18:30 Quiet Dismantling*</b> <b>18:30 - 22:00</b>

\*The timetable is subject to possible changes in accordance with the [scientific program](#). Updates will follow in due time.

#### IMPORTANT NOTES:

- **Empty crates and packaging materials** must be removed after set-up and no later than **Tuesday 9 December at 19:30**.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- All exhibitors should be at their booth 30 minutes before the official opening hour.

- **Dismantling of the booths before the official hour is not permitted.**
- 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.
- For security reasons, on **12 December from 17:30 to 18:30** there will be a **quiet dismantling period**. As sessions will still be running during that time, **only small items may be collected. No noise, no large equipment, no structural dismantling** will be allowed during this slot.\*

## Welcome Reception

You are cordially invited to the Welcome Reception which will be held in the exhibition area in Congress Foyer & Zenit (Congress Floor) on Wednesday **10 December from 18:50 to 20:00**. 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 <b>no later than Monday 10 November</b>	
Booth design for approval (Space Only booths)	<b>Monday 10 November</b>	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Lead Retrieval Barcode Readers Order	<b>Monday 24 November</b> <i>Onsite rate will be applied for order received after this deadline</i>	<b>Ivette Sabau</b> <a href="mailto:isabau@kenes.com">isabau@kenes.com</a>
Extra Exhibitor Badges	<b>Monday 24 November</b>	
Hostesses & Temporary Staff Hire	<b>Monday 27 October</b>	<b>Petr Bača</b> Email: <a href="mailto:baca@contech.cz">baca@contech.cz</a>
Electricity Order (Table Tops already includes 3,5kw) • Electricity 3,5 kw (No cabling Include) <b>Booths not located near existing outlets:</b> The hotel will provide the necessary cables at <b>no additional cost</b> . <b>Booths located near existing outlets:</b> Exhibitors must <b>bring their own cabling</b> , as the hotel <b>does not sell or rent cables</b> .	<b>Wednesday 26 November</b>	Kindly complete the <b>Electricity requirements</b> Excel file and return it to Exhibition Manager <b>Ivette Sabau</b> <a href="mailto:isabau@kenes.com">isabau@kenes.com</a>
Furniture Rental	<b>Monday 3 November</b>	Expo Sale <b>Ms. Linda Škarková</b> Email: <a href="mailto:expo@exposale.cz">expo@exposale.cz</a> / <a href="mailto:Linda.Skarkova@exposale.cz">Linda.Skarkova@exposale.cz</a> Please register and make your order <a href="#">here</a>
Graphics / Signage	<b>Monday 3 November</b>	Expo Sale <b>Ms. Linda Škarková</b> Email: <a href="mailto:expo@exposale.cz">expo@exposale.cz</a> / <a href="mailto:Linda.Skarkova@exposale.cz">Linda.Skarkova@exposale.cz</a> Please register and make your order <a href="#">here</a>
Daily Booth Cleaning	<b>Wednesday 26 November</b>	Exhibition Manager <b>Ivette Sabau</b> <a href="mailto:isabau@kenes.com">isabau@kenes.com</a>
In-booth Catering	<b>Monday 10 November</b>	Anna Jilkova Email: <a href="mailto:a.jilkova@clarion-hotels.cz">a.jilkova@clarion-hotels.cz</a> Catering service is exclusive to the venue

Plants & Floral Decorations	<b>Monday 10 November</b>	Exhibition Manager <b>Ivette Sabau</b> <a href="mailto:isabau@kenes.com">isabau@kenes.com</a>
Telecommunications & AV Equipment (Screens, Laptop, Desktop)	<b>Monday 10 November</b>	<b>Petr Bača</b> Email: <a href="mailto:baca@contech.cz">baca@contech.cz</a>
Dedicated Wi-Fi / Internet*	<b>Monday 10 November</b>	Exhibition Manager <b>Ivette Sabau</b> <a href="mailto:isabau@kenes.com">isabau@kenes.com</a>
<b>SHIPPING &amp; DELIVERY</b>		
Door to Door Shipments/Airfreight Shipments	Please contact MERKUR	Merkur Expo Logistics GmbH <b>Patricia Zintel</b>
Shipment via Germany Warehouse	<b>Friday 28 November</b>	M.: +49 (0) 170 2229525
Shipment via Warehouse	<b>Friday 28 November</b>	E.: <a href="mailto:patricia.zintel@merkur-expo.com">patricia.zintel@merkur-expo.com</a>

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](#) All exhibitors are required to be registered and will receive a badge displaying the name and the exhibiting company. Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **185 Eur**. Exhibitors' badges will display the **personal names**, and will allow access to the exhibition area, welcome reception and refreshments served during coffee and lunch breaks as indicated in the programme timetable.

Exhibitor badges **do not** grant access to the **Scientific Sessions**. **To order an exhibitor badge please use the following link <https://exhibitorportal.kenes.com>**

(Please make sure that your Company Profile has been submitted before placing an order for exhibitor badge).

For any assistance, please contact the Registration at: [reg\\_frpt25@kenes.com](mailto:reg_frpt25@kenes.com)

### **Deadline: Monday 24 November**

All personnel are required to wear badges to access the exhibition and the session halls. Exhibitor badges are for the use of company personnel for booth manning purposes and **should not be used by companies to bring visitors to the Exhibition and/or to the Congress**.

Exhibitor badges will not be mailed in advance and may be **collected onsite from the registration desk**. There is no need to register or have any construction badges for stand contractors and staff, during set up and dismantling period.

### **Parking**

Had special parking fees been arranged with the hotel beforehand, the congress participants shall park only on the P2 floor, to which special privilege parking fees apply. The driveway is marked by light panels. If a guest happens to park on the P1 floor, he / she agrees with the parking fees

applied to this floor, which are published in the visitor's code of the Shopping Mall Fenix and are different from the P2 floor (the parking on P1 floor is not under the contract of the hotel, therefore payment of the parking fee is possible only in the parking machines).

Parking on the Entrance floor (on the right-hand side, right before the driveway to the underground parking) is directed by the employee on duty (employee of the company M2C). If a guest does not respect the directions of the M2C employee, the vehicle will be towed away at the expense of the owner.

**Requests for parking of trucks have to be sent to the event coordinator at least 7 days before their arrival at the Clarion Congress Hotel Prague.**

**Use of the freight elevator**

**Dimensions of the freight elevator: width 2,6 m; height 2,24 m; length 5,35 m; door width 2,5 m; door height 2,1 m.d**

The elevator must not be used without a trained attendant..

The yellow lines in the freight elevator define the space for a safe placement of the load. Any placement of the load beyond these borders might incur a serious damage to the elevator.



Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium or visit your booth. We are pleased to offer you the K-Lead Application. Supporters 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' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

**Seamless Integration:** Download directly to your device; no extra hardware needed!

**Effortless Scanning:** Quickly scan attendee badges to capture leads.

**Customizable Notes:** Add personal comments to each lead for better follow-up.

**“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.

**Instant Access:** Get real-time lead information for immediate engagement.

**Universal Compatibility:** Download from the **Apple Store** or **Google Play** using “Kenes K-Lead App.”

**Cost per unit: EUR 700** (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

**Deadline: 2 weeks prior to the meeting**

**Onsite rate of EUR 850** will be applied for order received after above deadline.

**Unlock the Power of K-Lead Plus:**

**Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!

**Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.

**Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.

**Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you’re always improving.

**Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: EUR 750**

**Key Notes for K-Lead and K-Lead Plus:**

**Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).

**Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.

**Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.

**Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor’s Portal <https://exhibitorportal.kenes.com>.

**GDPR Compliance:** We’ve updated our [privacy policy](#) in compliance with GDPR. Your personal data won’t be shared without consent. Presenting your badge for scanning implies consent to

*share your details.*

By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

## Clarion Congress Hotel Prague

Freyova 33

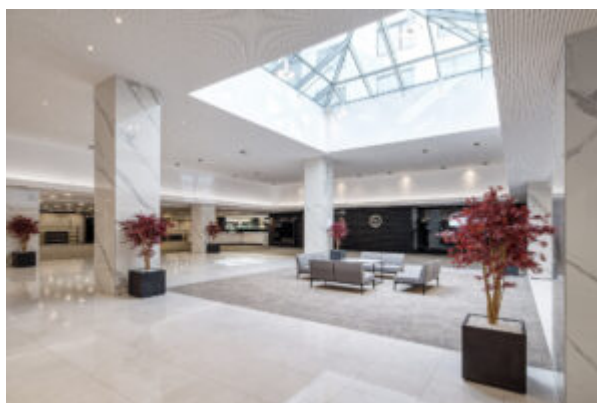
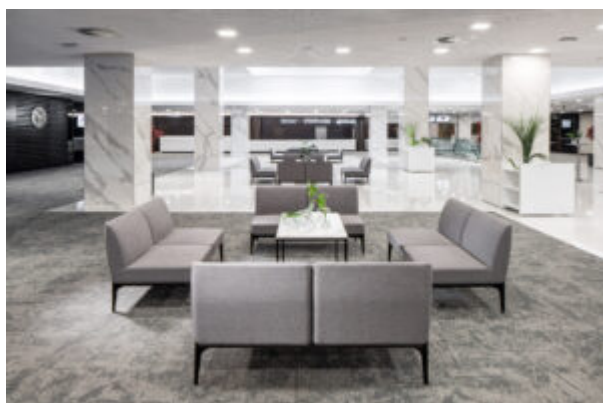
Praha 9 - Vysočany

190 00 Česká republika

### Exhibition Area

The exhibition will be held in Congress Foyer & Zenit located in the **Congress Floor**. In the elevator the name is mentioned as .... Congress floor „C“.

Please [click here](#) to the Clarion Hotel Virtual Tour.



*Images for reference only. Sofas will be removed.*

### Floor

Maximum floor load: 200 kg per sqm.

Floor finish: Carpeted

### Maximum build up height allowed

- **Maximum height allowed for booths number n.4 n. 8, n.9 should be 2,8m.**
- **Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.**
- Any part facing neighboring stands that is above 2.5m in height needs to be **designed with neutral Surfaces** (white).
- **The back walls (reverse side) of any booth adjacent to another booth, exceeding 2.5m in height, must be neatly finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.**

- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

## Ceiling Rigging

Ceiling Rigging is not possible.

## Electricity and Internet

All connections (electricity and internet) come from **walls and pillars**.

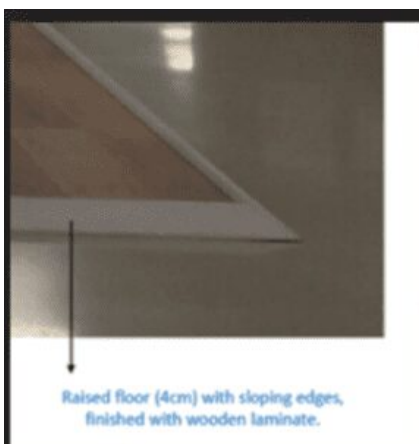
## Raised Floor / Platform

**Please note that if your booth has a platform/raised floor, you are required to provide a ramp** or sloped edging around the entire booth 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 to avoid trip hazard.

- Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water trap/electricity trap are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**



## 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 organizers at the expense of the exhibitor concerned.



We recommend Exhibitors using independent booth contractors to include a **SITE VISIT** in the planning process to assure a smooth and well planned set up.

Please contact Clarion Hotel Center at: [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz) to coordinate a visit. To ensure a smooth and efficient installation and dismantling process of your booth, **Expo Sales** has been appointed as the **official stand contractor** for the FRPT 2025 congress.

**Pre-booked Table Tops through Kenes include the following:**

- 1x Branded Backwall ( 2000 mm x 2500 mm h.) + 10 mm bleeds
- 1x Branded Counter ( 950 mm x 960 mm h.) + 10 mm bleeds
- 1x Table (low) round table 80/70cm
- 2x Chairs (low) chrome padded
- 1x Garbage bin
- Electricity 3,5 kw (No cabling Include)

**Cabling arrangements:**

- **Booths not located near existing outlets:** The hotel will provide the necessary cables **at no additional cost**.
- **Booths located near existing outlets:** Exhibitors must **bring their own cabling**, as the hotel **does not sell or rent cables**.



*Image shown is for illustration purposes only*

**Branding materials should be submitted to Expo Sales team by e-mail:**

**[linda.skarkova@exposale.cz](mailto:linda.skarkova@exposale.cz)** , with Ivette Sabau at **[isabau@kenes.com](mailto:isabau@kenes.com)** copied in cc.

Branding Print Specifications please check here- [print-files-preparation](#)

**Table tops do NOT include:**

- Carpet
- Additional power beyond 3,5 KW (already included in the table top package)

For inquiries, please contact **Expo Sales team** by e-mail: [linda.skarkova@exposale.cz](mailto:linda.skarkova@exposale.cz) and please register and make your order if needed [here](#)

### **Important Guidelines for Table Tops**

- All table tops will be designed and built by Expo Sales – the official stand contractor.
- 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. **The structure 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.

**Exhibitors using independent contractors are required to submit the following information, for the organizer approval:**

- **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth**
- **Utility connections: electrical – a list of all appliances (no water connections)**

**Deadline: Monday 27 October.**

For furniture, please contact Expo Sales team by e-mail: [linda.skarkova@exposale.cz](mailto:linda.skarkova@exposale.cz) and please register and make your order if needed [here](#)

Kindly complete the **Electricity requirements** Excel file and return it to the Exhibition Manager Ivette Sabau at [isabau@kenes.com](mailto:isabau@kenes.com)

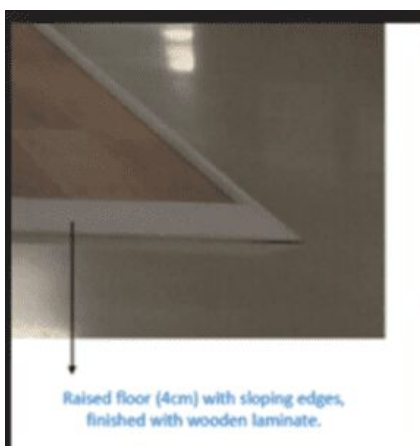
### **Cabling arrangements:**

- **Booths not located near existing outlets:** The hotel will provide the necessary cables **at no additional cost**.
- **Booths located near existing outlets:** Exhibitors must **bring their own cabling**, as the hotel **does not sell or rent cables**.

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

- **Maximum height allowed for booths number n.4 n. 8, n.9 should be 2,8m**
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- 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. Stand sides opening onto an aisle must have a minimal opening of 30%. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the stand’s visible areas, including rear sides.
- **Raised Floor/Platform**
  - **Please note that if your booth has a platform/raised floor, you are required to provide a ramp** or sloped edging around the entire booth 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 to avoid trip hazard.
    - Before placing the platform, the exhibitor/stand builder must confirm that service(s) provide by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured** and **easily visible**



- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do

not pose a threat to public safety and order and that they do not endanger life and health.

- Exhibitors / customers 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.

#### **Kindly note:**

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the **booth drawings are approved by the organizers.**
- The used spaces must be left completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact Clarion Hotel Center at: [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz) to coordinate a visit.

**All orders and services must be submitted no later than Monday 10, November 2025.**

#### **Graphic & Signage /Additional Stand Fittings**

Please note that **Expo Sale** is the official Booth Contractor. You can also contact **Expo Sale** to upgrade\modify your shell scheme booth which was pre-booked from Kenes.

**Expo Sale** can provide exhibitors with designs and custom build booth.

For orders, please register and make your order [here](#). For more information, you can contact: [Linda.Skarkova@exposale.cz](mailto:Linda.Skarkova@exposale.cz)

Space only who wants to order furniture, please contact Expo Sales team by e-mail: [linda.skarkova@exposale.cz](mailto:linda.skarkova@exposale.cz) and please register and make your order if needed [here](#)  
Electricity and Electrical Installations

Kindly complete the attached Excel file and return it to the Exhibition Manager, Ivette, at [isabau@kenes.com](mailto:isabau@kenes.com) and Anna Jilkova at [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz)

#### **Electricity requirements**

##### **Booth Cleaning**

- General cleaning of the exhibition hall will be provided by the organiser prior to the opening and daily before opening hours.
- To arrange daily booth cleaning, please contact Ivette Sabau at [isabau@kenes.com](mailto:isabau@kenes.com) and Anna Jilkova at [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz)

##### **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.

Please contact the Exhibition Manager at: [isabau@kenes.com](mailto:isabau@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 hotel 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.

### **Booth Catering**

Catering services are exclusively provided by *Clarion Hotel*.

- To place an order, please send an email to Anna Jilkova at [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz)

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 *Clarion Hotel*.

### **Waste Removal**

For ordering waste removal please contact the Exhibitor Manager at: [isabau@kenes.com](mailto:isabau@kenes.com)

### **Access to the exhibition area**

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder: **Merkur**.

**Important note:** companies which are bringing their own goods should contact Merkur to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

- **☐ Booth Photography Package - €600**

Showcase your booth in the best light with a dedicated photoshoot. Ideal for branding, PR, and post-event marketing.

✓ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

- **☐ Session Photography Package - €600**

Capture the impact of your sponsored session with dynamic, high-quality images of key moments.

✓ A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

- **☐+☐ Combined Booth & Session Package - €1000 (Best Value!)**

Get the full coverage experience with a special discounted package combining booth and session photography.

✓ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

✓ A minimum of 15 high-resolution images from your sponsored session

- **☐ Limited availability - book your photography package in advance to ensure your brand is captured at its best!**

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

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

**For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent.**

**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

Patricia Zintel

M.:+ 49 (0) 170 2229525

E.: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

**For shipping instructions and tariff, please click here : [Shipping Instructions](#)**

**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 November 28, 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.**

### **Rules and Regulations –*Binding for all exhibitors and their subcontractors***

#### **Animals**

It is not permitted to bring animals into the venue.

#### **Blackout Policy**

FRPT kindly requests that all Congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the FRPT blackout policy and refrain from holding organized meetings or events during the annual meeting scientific programme.

#### **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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

#### **Health & Safety**

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, 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 booth and submitted to the organizers.

#### **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**

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

### **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 FRPT in removing this property will be charged to the exhibitor.

### **Fire Regulations**

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or the Clarion Congress Hotel Prague.
- All escape routes must be kept free at all times, not blocked by any objects which could hinder possible evacuation, and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm
- Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers)
- Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- All event organizers are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.



- Within all premises of the Clarion Congress Hotel Prague it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.
- Motor vehicles equipped with permanent or alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the Clarion Congress Hotel Prague.
- Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the Clarion Congress Hotel Prague fire technician, as a part of the event documentation.
- All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech Republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire- protection in the given area of the Clarion Congress Hotel Prague. This permit is issued, and particular conditions of fire-protection provision are stipulated by the Clarion Congress Hotel Prague fire technician or the commander of the Clarion Congress Hotel Prague fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.

### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

### **Smoke**

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

### **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 organizers nor the Clarion Congress Hotel Prague, 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 organizers 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 organizers 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 organizers 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.

## **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 organizers 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 organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Clarion Congress Hotel Prague or any part thereof in any manner whatsoever.

## **Sound equipment and Music**

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

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

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

Further guidelines:

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

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

## **Security**

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the FRPT cannot accept liability for loss of or damage to private property or goods.

- Neither the FRPT nor the organizers can accept responsibility for the security of the booths and their contents. The Clarion Congress Hotel Prague as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via Clarion Congress Hotel Prague service order form.

### **Personal Transportation Vehicles**

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

### **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 booths.
- Advertising activities must not cause obstructions or disturbances in the gangways 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.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Congress features, or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

### **Smoking Policy**

The Clarion Congress Hotel Prague 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 booths. 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. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling,

they should order a waste container in advance.

- Any discarded waste, including promotional material, left behind will be removed by the Clarion Congress Hotel Prague and/or the organizers at the **expense of the exhibitor concerned**.

The Clarion Congress Hotel Prague reserves the right to access inside the booth in order to check the compliance with the Clarion Congress Hotel Prague regulations.

**At all times you must consider the staff's logistics of Clarion Congress Hotel Prague indications.**

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

### **IMPORTANT:**

Exhibitors must comply with the technical guidelines including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

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.

**Congress Organizer:**

FRPT & Kenes Group

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### **Registration**

Ms. Nerea Esteban

Kenes Group

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### **Exhibition Manager**

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Kenes Group

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### **Sponsorship and Exhibition Sales**

Ms. Petya Yoncheva

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**Hotel Accommodation**

Ms. Milena Nedyalkova

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**Freight Handling & Onsite Logistic Agent**

Merkur Expo Logistics GmbH

Patricia Zintel

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

**Contractors:**

Furniture/ Booth graphics/ Booth fittings

**Expo Sale**

Ms. Linda Škarková

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**In-booth Catering**

Anna Jilkova

Email: [a.jilkova@clarion-hotels.cz](mailto:a.jilkova@clarion-hotels.cz)

Catering service is exclusive to the venue

**Hosstesses**

Petr Bača

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