57th ERA-EDTA Congress
Milan, Italy
June 6-9, 2020
1. Contact details

**Exhibition, congress and industry relations:**  
Mr. Paolo Zavalloni  
Congress & Industry Relations Manager  
ERA-EDTA Industry Relations

ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
40138 Bologna, Italy  
Tel: +39 345 4592758  
E-mail: paolo.zavalloni@era-edta.org  

**All enquiries and correspondence in relation to the Congress:**  
ERA-EDTA Industry Relations

ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
40138 Bologna, Italy  
Tel: +39 051 4595093  
E-mail: industry@era-edta.org  

**Congress Membership Fees:**  
Ms. Elisa Ripà  
ERA-EDTA Congress Registration Project Leader

ERA-EDTA Group  
Euromeetings Srl  
Via E. Mattei, 9 - int. 5  
40138 Bologna, Italy  
Tel: +39 345 0211784  
E-mail: registrations@era-edta.org  

**Congress Venue – MiCo Milano**  
**Congress Venue – MiCo Milano**  
Viale Eginardo GATE 2  
20149 Milano  
Italy  
E-mail: info@fieramilanocongressi.it  
Web site: [https://www.micomilano.it/it/](https://www.micomilano.it/it/)
Exhibition Service Management Company:
Gielissen Exhibition & Event Services
Schipholweg 321, 1171 PL Badhoevedorp
The Netherlands
Tel: +31 20 5811411
Fax: +31 20 5811414
E-mail: era-edta@gielissen.nl
Web site: www.gielissen.nl

Congress appointed housing agent:
AIM Group International – AIM Italy, Milan Office
Via G. Ripamonti, 129
20141 Milan
Italy
Tel.: +39 02 566011
Fax: +39 02 56609043
E-mail: eraedta2020.hotel@aimgroup.eu
Web site: www.aimgroupinternational.com/

Freight forwarding, on-site handling, temporary storage:
Schenker Deutschland AG
Fairs & Exhibition Dept.
Servicegebäude Süd - Jafféstrasse 2
14055 Berlin, Germany
Tel: +49 30 3012995.450
Fax: +49 30 3012995.459
E-mail: benjamin.biernarth@dbschenker.com – sandra.wickel@dbschenker.com
Web site: www.dbschenker.de

Lead retrieval, badge scanners & digital services:
J Marquardt Technologies
Felix-Wankel-Str. 1
(2152 Krailling, Germany
Tel: +49 89 219099631
E-mail: leads@jmarquardt.com
Visa
Visa must be requested at least 3 months in advance to visa@era-edta.org.

AIFA - Italian Ministry of Health
Online pre-request will be initiated by the ERA-EDTA Team; Italian companies are invited to contact industry@era-edta.org by latest March 9, 2020; the online pre-request will be made no later than March 30, 2020 with no further notice to the companies who have not requested to be included.

General information:

Technical Regulations Congress Centre Mico:

Technical_Regulations_MiCo.pdf
2. Exhibition guidelines

2.1-Exhibition deadlines

| Company Profile & logo                           | April 30, 2020 |
| Submission of the booth project *                | March 30, 2020 |
| Exhibitors’ badges (extra orders)                | May 13, 2020 / early rate |

* not requested for shell scheme booths ordered through the exhibition service management company

2.2-Exhibition timetable

<table>
<thead>
<tr>
<th>Build-up</th>
<th>Exhibition Hall</th>
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<tr>
<td>Wednesday, June 3, 2020</td>
<td>08.00 - 20.00 hrs</td>
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<tr>
<td>Thursday, June 4, 2020</td>
<td>08.00 - 20.00 hrs</td>
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<tr>
<td>Friday, June 5, 2020</td>
<td>08.00 - 20.00 hrs*</td>
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<table>
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<tr>
<th>Stand decoration</th>
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<tr>
<td>Saturday, June 6 2020</td>
<td>08.00 - 14.00hrs**</td>
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<table>
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<tr>
<th>Exhibition</th>
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<tbody>
<tr>
<td>Saturday, June 6, 2020</td>
<td>16.00 - 20.00 hrs</td>
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<tr>
<td>Sunday, June 7, 2020</td>
<td>09.30 - 17.30 hrs</td>
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<td>Monday, June 8, 2020</td>
<td>09.30 - 17.30 hrs</td>
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<table>
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<th>Dismantling</th>
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<tr>
<td>Monday, June 8, 2020</td>
<td>18.30 - 24.00 hrs***</td>
</tr>
<tr>
<td>Tuesday, June 9, 2020</td>
<td>08.00 - 20.00 hrs</td>
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* all booth construction should be completed by 20.00 hrs Wednesday, June 5, 2020 - empties and tool boxes must be removed from aisles as cleaning and carpeting will proceed overnight
** only booth decoration and cleaning are permitted during this time, booths should be operational
*** no prior dismantling is allowed
2.3-How to get there
Mico Milano – South Wing
Viale Eginardo – GATE 2
20149 Milano Italy

Entrance: Gates no. 2

Please enter into our website: https://www.micomilano.it/en

HOW TO REACH THE CONGRESS VENUE
BY AIR

Linate
Take bus no. 73 in the "National Arrivals Exit" area all the way to the terminal in Via Gonzaga / Piazza Diaz. Go down into the Metro station "Duomo".
Here take the Red Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m.

Malpensa
The “MALPENSA EXPRESS” train service will take you directly from the airport to the centre of Milan in 40 minutes, arriving at the Ferrovie Nord “Cadorna” station.
Here take the Red Metro Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m.

Orio al Serio
The “AUTOSTRADALE” or “AIR PULLMAN” bus service will take you directly from the airport to Milan Central Station in 60 minutes; then take the Metro Green Line 2 (Abbiategrasso direction) and get off at “Cadorna”.
Here take the Red Line 1 (Rho Fiera Milano direction).
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m.

BY TRAIN

Central Station - Garibaldi Station
Take the Metro Green Line 2 (Abbiategrasso direction) and get off at “Cadorna”. Here take the Metro Red Line 1 (Rho Fiera Milano direction). For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m.

Cadorna Station
Here take the Metro Red Line 1 (Rho Fiera Milano direction). For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m.

Domodossola Trenord Station
Here take Metro Lilac Line 5 (heading for San Siro) and get off at "Portello" stop. Exit the subway just a few feet walk from the "Viale Eginardo / Viale Scarampo" entrance.
BY CAR
From any of the ring roads circling Milan follows the signs to Fieramilanocity, or to any of the large Park & Ride car parks located close to these Metro stops:
Cascina Gobba (1800 cars). >> GREEN LINE
San Donato (1800 cars). >> YELLOW LINE
Famagosta (3000 cars). >> GREEN LINE
Bisceglie (1900 cars). >> RED LINE
Lampugnano (2000 cars). >> RED LINE

BY PUBLIC TRANSPORT

Metro
>> LILAC LINE 5:
For the "Viale Eginardo / Viale Scarampo" entrance: get off at the "Portello" stop – 80 m from the Congress Venue. For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the "Portello" stop, walk along via Colleoni and, on the right, Via Gattamelata for approx. 450 m, otherwise get off at the "Domodossola FNM" stop, and walk about 600 m towards the Congress Venue.

>> RED LINE 1:
For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m. For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Venue.

>> GREEN LINE 2: get off at "Cadorna". For "Viale Eginardo / Viale Scarampo" entrance: take Red Line 1 (going to RHO Fiera Milano) and get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m. For "Piazzale Carlo Magno / Via Gattamelata" entrance: exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Venue.

>> YELLOW LINE 3: get off at "Duomo", switch to the Red Line 1 (RHO Fiera Milano direction). For "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the Congress Venue, or at “Lotto” approx. 800 m. For "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train departing and get off at the “Domodossola” stop – just 600 m from the Congress Venue.
2.4-Parking

Overnight parking on-site
It is not allowed any parking inside the venue. If any truck needs to stay/overnight parking, see
the overnight parking possibilities below.

Parking 24h: MAFFI 18
Parking 24h: ONT Magazzini Generali srl

3-Exhibitors’ Services

3.1 Gielissen Exhibition and Event Services
Gielissen is the general contractor for the ERA-EDTA for many years. The following services can be
ordered via the Gielissen web shop:
✓ Shell scheme stands (see further explanation below)
✓ Shell scheme additions
✓ Electricity (see further explanation below)
✓ Rigging (order form, see further explanation below)
✓ Internet (see further explanation below)
✓ Water and waste (see further explanation below)
✓ Audio-visual equipment
✓ Lighting and wall sockets
✓ Stand security
✓ Raised floors
✓ Flowers and plants
✓ Carpet and flooring
✓ Stand cleaning
✓ Graphics and printings
✓ Furniture
✓ Hostesses
✓ Stand security
✓ Manpower

To request your pass word and for any other questions please contact era-edta@gielissen.nl
The deadline to order the above services is the 1 of May 2020. After this date a surcharge is
applicable.
3.2-Shell scheme stands
Not only is Gielissen responsible for coordinating all exhibitor services as above, Gielissen is also providing the shell scheme stands at the ERA-EDTA.

The entire shell scheme stand package and all shell scheme additions can be ordered via Gielissen. You have received a custom pass word to enter the web shop at; http://gees.gielissen.com/en/login or please contact era-edta@gielissen.nl for any further information.

3.3-Individual Stand Design & Build
As general contractor and preferred supplier of the ERA-EDTA, Gielissen is your one stop shop for all your exhibition needs. When you need a complete proposal which includes design, build and breakdown of your booth Gielissen will be happy to assist you.

Gielissen can offer you turnkey solutions for your booth at the exhibition regardless of the size of the booth or the budget you have available. The Gielissen team will be onsite throughout the duration of the show and not just during build-up they can take the stress out of exhibiting and take care of all your needs. Please feel free to get in touch with Gielissen for any questions you might have or when you want to request a proposal.

Please contact Owen Barendregt at owen.barendregt@gielissen.nl or please call +31 6 51 56 51 36
3.4-Electricity

The network of power for the supply of exhibition spaces is constituted, depending on the area or the level used by the energy distribution boxes equipped with valved switches installed on pillars/walls or CEE Sockets (IEC EN 60309-1-2, IEC 60309-1-2) at: - 32 A - 400 V 3P+N+PE R. T. MiCo Rev. 1 - 2019 16 - 63 A - 400 V 3P+N+PE - 63 A - 400 V 3P+N+PE + pilot contact (only for well sockets)

The type and amount of the energy retrieval points available for the exhibition space, can be deduced by planimetric extracts sent to the Organiser / Exhibitor by MiCo/Fiera Milano Congressi. Each outlet for power supply of the exhibition space can deliver up to a maximum of 18 Kw at 400 V three-phase.

For great amounts of power, consistent with the type and quantity of the outlet points available to users in the area of interest and upon technical verification performed by MiCo/Fiera Milano Congressi, the following solutions may also be proposed: - Distribution of the total power required on more than one energy outlet. - Execution of additional autonomous lines, following a request to be carried out at least 10 days before the start of the set-up.

The installation will be performed by MiCo/Fiera Milano Congressi after the acceptance of the estimate by the applicant through the Exhibitor Services Website. For machines with motors having power greater than 15 Kw, ignition is mandatory by means of a device that limits the intensity of the current at the start.

The connection of the installations of the stands to the network of supply of electricity, to be carried out in the presence of the Exhibitor by MiCo/Fiera Milano Congressi, is carried out only at the conclusion of the set-up operation of the installations and following the presentation of the technical documentation of the installations provided for by the norms in force, and specifically: "Declaration of conformity of the installation to best practices", referred to in Ministerial Decree n. 37 of 22/1/2008 signed original by the technician enabled the executor Firm; copy of registration to the Italian Chamber of Commerce or the Provincial Registry of Italian Artisan Enterprises attesting to the enabling of the Executor Company to the installation of electrical installations.

NOTE: The "DECLARATION OF CONFORMITY OF THE INSTALLATION TO BEST PRACTICES" can be issued only by installing Firms enabled in Italy with the installation of electrical installations in accordance with Ministerial Decree n. 37 of 22/1/2008 Art. 3.

The foreign Organisers / Exhibitors will need to necessarily use enabled companies for the creation of electrical installations, equipped with the requirements of the above-mentioned law. In the event of non-delivery of the above-mentioned declaration, together with the respective annexes, the electrical connection will not be carried out.

In the case of equipment requiring uninterrupted supply during 24 hours, the Organiser / Exhibitor must make specific request.

The power can be ordered via the category "electricity" on the web shop.
3.5-Rigging
The top of the rigging structure (e.g. truss system) may not be higher than 5 meters. Outside the balcony the height is 5 meters + hanging points. Under the balcony on the contrary is 4 meters, rigging points included.

To request rigging please fill out the Rigging Request form which can be found at the Gielissen web shop under the category 'Rigging'. Please send this form together with a technical drawing of the rigging project to era-edta@gielissen.nl and you will receive a custom quotation within a reasonable timeframe.

3.6-Internet
The internet can be ordered via the Gielissen web shop under the category 'Internet'.

1) Each Exhibitor must declare to which electromagnetic legislation he or she responds to (ETSI EN xxxx) the equipment that will be turned on and used in his or her booth, in order not to generate destructive interferences for the Wi-Fi signal and internal radio communications.

2) The Wi-Fi system of MiCo/Fiera Milano Congressi responds to DFS standard (normative references ETSI EN 301 893 V 1.3.1 (2005-08) Broadband Radio Access Networks (BRAN); 5 GHz high performance RLAN; Harmonised EN covering essential requirements of article 3.2 of the R&TTE Directive) in terms of response to any radar signals, therefore the exhibitors must pay attention to radiation in the 5 Ghz band generated by equipment in their possession.

3) Exhibitors are not allowed to use personal Hot-Spot Wi-Fi (Access Points, ad hoc networks, Tablet or Smartphone used as 3G/4G hot-spots) if not after having obtained specific authorisation. The massive use of these wireless hot-spots affects the use of the channels in the 2.4 Ghz and 5 Ghz radio bands, to the detriment of all congress users.

4) MiCo/Fiera Milano Congressi is authorised to use the IDS/IPS (Intrusion Detection/Intrusion Protection System) function on its own Wi-Fi system in order to limit and isolate "rogue" or unauthorised Access Points, in order to ensure the safety of the Wi-Fi network and connections of congress users.

3.7-Water and waste
The pavilions (except for a few limited areas) are provided with a centralised network of water distribution of supply and discharge. The water connection can be ordered via the Gielissen web shop under the category 'Water and waste'. For waste management please refers to point 5.12
3.8-Catering for exhibitors

For catering services the accredited supplier is Compass group. Please contact Matteo Baronchelli Matteo.Baronchelli@compass-group.it

Exhibitors who wish to organize catering service in their booth with others suppliers, in which there is the service of administration of food or drink, including possibly its production, must submit the Certified Indication of Start of Activity (CCIA ex DIAP) for the purposes of Regional Laws 1/2007 and 33/2009, of the DGR 4502/2007, 6919/2008 and 8547/2008 and the Legislative Decree 78/2010. If the Exhibitor entrusts the service to a catering company, he or she is considered as directly responsible regarding authorisations/certifications that the catering company is required to have pursuant to law for the execution of the service.

4. Work Safety Regulations

Please each single person working inside the booth and any or other areas inside Mico, MUST wear "Personel Protection Dispositives" (such as: helmets, safety shoes, etc...)

Listed below are the rules and prohibitions to observe and to make others under its charge observe:

a) it is mandatory for every Exhibitor to install in the area of their own competence (exhibition space), in a clearly visible and accessible position and adequately indicating the position of fire extinguishers distributed according to regulations, i.e., about one for every 50 square meters of surface area or fraction thereof. Remember that the exposition activity is considered at high risk of fire pursuant to Ministerial Decree 10 March 1998. In the event of a default, Fiera Milano Congressi automatically provides to the exhibition space the necessary fire extinguishers, charging the relative amount in the final bill. Whenever the above provision is included in the contract, MiCo/Fiera Milano Congressi will directly fulfil the provision at no additional cost. It should be noted that MiCo/Fiera Milano Congressi has only powder extinguishers;

b) the side where control of the exhibited machinery (operator side) is located, if positioned along the aisle, is required to be placed at a distance of at least 0.70 m from the aisle itself. Otherwise, the machinery, if properly protected or free from dangerous parts for the public, can be exhibited along the aisle. Within the pavilions the operation of machines and/or power-driven equipment with internal combustion engines is strictly prohibited. All the exhibited machinery must be in line with the existing Italian and Community safety and accident prevention norms. In particular, pursuant to Legislative Decree n. 17 of 27 January 2010 "Implementation of the directive 2006/42/EC", relating to machinery, paragraph 7, Art. 3 will be strictly observed.

c) Inks, solvents, and other flammable liquids must be placed in the special external deposits available each time at MiCo/Fiera Milano Congressi. For their transport to the stand, appropriate containers must be used. In the exhibition space, the amount necessary for daily requirements is allowed to be deposited.
d) It is prohibited to introduce within MiCo/Fiera Milano Congressi, and to keep in the exhibition spaces, flammable substances, compressed or liquefied gas, caustic, corrosive or toxic substances, poisonous or irritant substances; Within the conference areas any type of work with heating and the presence of flames is prohibited. Exceptions are exhibited machines and plants for which there must be taken specific safety provisions in accordance with the applicable rules and with the specific offices of MiCo/Fiera Milano Congressi. In special cases, where it is essential to use inert gases for practical demonstrations, at the request of the Exhibitor, MiCo/Fiera Milano Congressi will examine the possibility of granting the use of said gas. The containers of these substances if products in exposition, may be exhibited empty;

e) It is forbidden to introduce within MiCo/Fiera Milano Congressi and/or use in the exhibition areas, ionising radiation generating apparatuses (generators) or radioactive material, even if contained in equipment or devices in general. Exception is made for that equipment for which there is negligible activity, the concentration of radionuclides or the emission of radiation. The Exhibitor, and however the holder of such substances, must comply with the Legislative Decree 230/95, Legislative Decree 241/2000 and Legislative Decree 257/2001 in the times and in the manner set out. In this case, notification must be submitted to the competent authorities (Health Authorities, fire Brigade, the Labor Inspectorate, - ARPA Regional Environmental Protection Agency) at least 30 days prior to the introduction of the material in MiCo. Copy of the notification and of any other documentation must be promptly transmitted to MiCo/Fiera Milano Congressi;

f) it is prohibited to retain, within the exhibition spaces, empty packaging, printed and promotional material to an extent exceeding the normal daily needs;

g) it is prohibited to use within the exhibition spaces ovens, electrical heaters or other similar electrical appliances;

h) in the periods of set-up and breakdown, it is obligatory to carry out the immediate removal of packaging from the stands and the aisles, which can be used only temporarily for the loading/unloading of the material in the staging or for the products on display. Such temporary occupation should always be carried out in an orderly manner, so as not to make the aisles completely unusable. MiCo/Fiera Milano Congressi reserves the right to intervene in the event of non-compliance with costs to be borne by the Exhibitor;

i) it is forbidden to use the gaps between inner and outer walls of the stand and the areas below the raised platforms as a deposit of any type of material;R. T. MiCo Rev. 1 - 2019 15

j) the machines (circular saws, planers, drills, sanders, etc.) that are able to produce during the operation powders, chips, hazardous or annoying emissions of any nature must be equipped with a vacuum system and filters to prevent dispersion in the environment; the non-compliant machines must be kept off until their adaptation to the legal norms.
k) at the end of each day of each of the phases of set-up - Event - breakdown, and in any case before leaving the exhibition space, the Exhibitor must always:
- switch off the circuit breakers that are part of his or her own electrical installation;
- make sure that materials in ignition do not remain in the stand;
- leave accessible all the premises, including those used for offices and meeting rooms, storage deposits or closets, for inspection of the staff of the Security Service; alternatively a key to said premises must be given to MiCo/Fiera Milano Congressi, to allow possible intervention in case of need;

l) operations may not be carried out outside one's own exhibition space, also in order to avoid interference with the activities of other exhibition spaces, and undue occupations of the aisle is prohibited as well as the abandonment in MiCo/Fiera Milano Congressi of any waste material and or material from the set-up works is prohibited;

m) smoking and electronic cigarettes are prohibited within the exhibition halls and connected service areas (restaurants, bars, offices, conference rooms, etc.). In the external areas, no smoking is allowed in the vicinity of combustible materials and in places where the ban is indicated with specific signs;

n) in the common areas inside the pavilions, during the hours of exposure, it is forbidden to circulate with any mechanical vehicles, even electric with or without motor (bicycles, quadricycles, Segway, etc.). In the external common areas, during the hours of the Event, the circulation of motorised mechanical vehicles of any kind, must always be authorised by MiCo/Fiera Milano Congressi;

o) it is possible to introduce in MiCo/Fiera Milano Congressi vehicles (cars/motorcycles) for exhibition purposes exclusively if the battery is detached and the fuel tank is empty;

p) hydrants must be constantly visible and able to be used immediately. It should be noted that rendering unusable instruments for the extinction of a fire is a criminal offence pursuant to Art. 451 of the Italian Criminal Code. Any irregularities will be indicated to the competent authorities (Fire Brigade);

q) the utilities boxes and installation derivations of any kind, present within the exhibition space, must be constantly accessible;

r) the openable windows must remain manoeuvrable and the functionality of ventilation grilles and ventilation systems must be maintained;

s) it is prohibited to have running radios during set-up and breakdown operations, in order to enable the listening of the service and safety announcements, by implantation of sound diffusion present in MiCo/Fiera Milano Congressi;

t) it is forbidden to introduce dogs or other animals except cases in which these must participate in Events which concern them or carry out tasks that are socially useful;
u) it is prohibited to use the private Wireless access points of individuals within the district;
v) discharge in sewerage lines of waters derived from processing machinery and waste substances
is prohibited. In the event of failure to comply with the above, MiCo/Fiera Milano Congressi shall
proceed as indicated in Art. 10.

5.-Exhibition
Make sure that your stand build-up and exhibition materials remain within the stand area during
the exhibition for the sake of cleaning, escape routes etc.

Avoid lights, sounds, smells etc. which can irritate your neighbors. This also applies to the
distribution of products/food which require extra cleaning of the aisles.

If you have to play music/show films, then remember to inform your neighbors about which sound
demos you will be carrying out as well as when and for how long.

Dogs, cats and other pets are not permitted on MiCo’s premises unless otherwise agreed.

5.1-Height
The maximum buildable height is 5 meters.
Under the balcony the buildable height is 4 meter.

No part of the stand can be higher than the height stated above including the rigging structure.
It is the responsibility of the exhibiting companies to notify their contractors and agents of the
maximum buildable height restrictions and also for hanging signs.

The standard height refers to all the location of the booths as per above indications.

Back walls when bordering other booths must be finished as front walls, unless agreed
differently with the neighbouring stands (i.e. having the same/identical height in all
the perimeter).

5.2-General instructions and rules
The rental rate for exhibition space covers floor space only; all extras (modular stand, electricity,
furniture etc...) need to be ordered through the appointed exhibition service management
company Gielissen Exhibition and Event Services

The floor is a standard exhibition one; up to the exhibitor whether to carpet or not. The floor is
very fragile, therefore exhibitor will be held responsible for damages to the floor. We warmly
advise to use recyclable carpets and or carpet tiles.

Please note that only DB SCHENKER vehicles (including forklift trucks) are admitted within the
exhibition areas.

Stands should be fully accessible on all “open” sides. Requests to be partially exempted from this
rule should be submitted in writing together with the project.

Walls/panels along the perimeter can be built as long as every max 4 meters an access/gap of 2,5
meter is provided.
We recommend to use an environment friendly approach to the use of power either for the supply (use less energy) or to the lighting (use low energy consumption spotlights). Whenever the booth is not operational, please switch off the power outlets. Please read carefully chapter 3.4 electricity.

5.2-General instructions and rules

A ramp must be provided for access for the disabled guests for floors of 5 cm or more in height. It is strictly forbidden to store anything behind the stand. Platform angles should be rounded, whenever possible.

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied inside the duct/housing at the closest point possible to that requested by the Exhibitor. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand that conceals access to the service ducts/housing, a point of registration must be set up in the exact location of the supplies, so that they can be accessed should there be an issue with the connections.

The exhibition hall has pillars – for exact positions and measurements please see the official floor plans. Please contact era-edta@gielissen.nl to request the floor plans showing the service ducts and pillars.

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it.

5.3-Prohibitions

Exhibitors are not permitted to:
1. Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.
2. Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the halls due to decoration or the objects on display.
3. Hang advertising from the ceilings of the halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the venue within or outside the stand space assigned. Dig trenches, anchorages or to make other structural alterations inside the venue, unless explicit authorisation has been obtained from the venue technical department.
4. Paint or glue, or any decoration in any way or part of the exhibition area.
5. Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which, in a fire, emit toxic gases or large quantities of smoke.

5.4-Construction and project advices/recommendations

1. A platform floor is advised if heavy equipment is stored on the stand (500kgs/m2 or more) Authorization must be requested together with the booth project. A descriptive report and to-scale plans should be presented. Angles should be rounded in order to avoid accidents and injuries.
2. All stands with a floor over 50 cm above ground level must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the EC.
3. The stand area may be covered only by the installation of an elevated platform or by use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.
4. The use of wooden platforms is recommended for stands with a lot of electrical wiring that must be totally kept below the floor, any stand construction company will be able to advice on this matter. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 10 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible) and
rounded on angles/corners. Platforms should be placed within the stand perimeter and must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter. **Recommendation: stand angles/ corners should be rounded** in order to avoid possible accidents and injuries.

5. The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of the exhibition shall be left in the same state as they were found in. Any damage shall be repaired by the Exhibitor at his expenses.

5.5-Approval of the stand
Exhibitors must submit an exact statement of the dimensions of their stand, as well as plans and descriptions, within **March 30, 2020**. All plans should be of reasonable scale, but not less than 1:100 and should show the name of the company, stand number and stands measurements. **If the stand is 4mts and over this may require structural calculations and or additional information and will also be required to be signed off by a structural engineer whom is approved by the venue.** Without an approved stand drawing the stand cannot be constructed.

**Please note that the stand approval procedure has changed:**
2. Go the button File System and upload the stand project (drawings/visuals with measurements), risk assessment and method statement under the correct folder.
3. You will receive your official stand approval by email.

**For any questions regarding the above procedure please contact era-edta@gielissen.nl**

| Erection of solid stand walls facing aisles and neighbouring stands requires a specific approval. Such approval can be granted if the said constructions are not found to be obstructive or are permitted by the neighbours concerned. |

5.6-Exhibit Stand Inspection
The Organizer and the venue refuse to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country.
5.7-Eco-Friendly & Sustainable Booth Construction

Based on a careful stand inspection, during set-up, event and dismantling all the exhibition booths will be scored for their eco-friendly construction (i.e. recyclable walls, carpet, furnishings, electricity/lighting, building procedures, waste management......)

Please find below the scoring/evaluations:

- 0: poorly complaint
- 1: modestly complaint
- 3: fairly complaint
- 5: complaint
- 7: eco-friendly innovative

These scores, if any, will be added to the 2021 Ranking List as extra points.

5.8-Terms of insurance

a) As per MiCo/Fiera Milano Congressi Technical Regulations Book, it is COMPULSORY that before entering the Fiera Milano / Fiera Milano Congressi Gates, ALL Exhibitors have to be insured, by means of a Property All Risks coverage, for all losses or damage that the assets in their availability during the Event could suffer, according to the rules listed below.

All Exhibitors must complete the compulsory INS Form, as a declaration of value of all the assets brought / used into the fair-ground, and return it to the Fiera Milano Insurance Broker MARSH (fax. 02.4540.2035 – tel. 02.4540.2033 – mail fiera.milano@marsh.com).

Fiera Milano Congressi requires that all goods, machinery, fixtures, fittings and equipment brought to and/or used at the Exhibition Centre by Exhibitors are covered by a property "All Risks" insurance, including a clause waiving the insurer’s right of recourse against Third Parties, including Fiera Milano Congressi S.p.A., Fondazione Fiera Milano, Fiera Milano S.p.A., their subsidiaries and/or affiliates, the Organization and all Third Parties in any way involved in the organization of the Exhibition.

This insurance is made available through MiCo/Fiera Milano Congressi for a capital of Euro 25,000.00 at a cost of Euro 100.00 (of which € 50,00 for insurance brokerage) and can be booked through the "Exhibitor Services" web site.

Exhibitors may increase the automatic coverage, by filling in, signing and returning the INS Form. Coverage includes the stipulation of 10% insurance exclusion for each claim in the event of theft, with a minimum of Euro 250.00 and doubling this amounts for the reports submitted after the closing of the exhibition.

Should Exhibitors have their own Property “All Risks” insurance for goods, machinery, fixtures, fittings and equipment brought to and/or used at the Fiera Milano Congressi ground, valid for fairs, exhibitions and congresses, with a clause waiving the insurer’s right of recourse against Fiera Milano Congressi S.p.A., Fondazione Fiera Milano, Fiera Milano S.p.A., their subsidiaries and/or affiliates, the Organization and all Third Parties in any way involved in the organization of the Exhibition, Exhibitors are anyway required to fill in and return the INS Form, enclosing declarations signed by their legal representative and the insurance company stating that the above property is covered by an "all risks"policy, as per Art. 6.c of the INS Form.
Third Party Liability Policy is NOT required because this coverage is automatically provided, free of charge, for all exhibitors by MiCo/Fiera Milano Congressi. This will become an extension of its general policy that has a limit of no less than Euro 100,000,000.00 (one hundred million).

b) For the provisions of the above article a), the Exhibitor accept to release MiCo/Fiera Milano Congressi from any and all responsibility, renouncing the compliant for all damage whether direct or indirect, consequential damage, damage to image, loss of earnings, etc.

5.9-Terms of payment
Invoices related to the space rented will be sent by ERA-EUROCONGRESS Ltd. The total amount due must be paid not later than 30 days from the invoice date according to the instructions given in the invoice and in any case before May 10, 2020. Companies with unpaid invoice will not be permitted to enter the exhibition. Invoices are subject to Vat whenever applicable.

5.10-Build-up/ Work passes
Appointed contractors, carriers and whoever who needs to access the building during set-up and dismantling will need to wear a bracelet/exhibitor badge which can be picked up at the Gielissen Service Desk.

5.11-Staffing and display
The exhibitor must ensure that his stand is ready at least one hour before the official opening of the exhibition on each day of the congress. Stands must be staffed during the opening hours of the exhibition. Exhibition booth must be manned until the exhibition has closed at 17.30 on Saturday, June 8, 2020. Early dismantling is prohibited. Exhibitors that leave before closing will be liable for an early closing fee of up to 25% of the total exhibition space cost and possible exclusion from future ERA-EDTA congresses.

5.12-Removal of waste and assembly and display materials
Exhibitors as well as the companies contracted and/or subcontracted to assemble or dismantle stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used, in the periods of time allocated to do so. Should installations not be dismantled within the set time limit, the cost of providing this work by the venue or other bodies will be invoiced directly to the exhibitor. After the established times set for removing goods and decorative materials and for dismantling the installations used in the stands, all the materials remaining in the spaces occupied by the exhibitors, if any, will be considered waste materials and will be removed by the venue. All costs relating to their removal will be invoiced directly to the exhibitor(s) not having complied with the rules.
All Exhibitors/stand builders are obligated to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc. All exhibitors/stand builders must remove all of their own waste. Exhibitors/stand builders cannot dump the waste in the containers located in the loading bay which are reserved for the venue’s own purposes. Waste should be removed by loading in the truck and should be taken from the premises.

Waste disposal – When assembling/dismantling the stand, the exhibitor/fitter is responsible for removing any waste from the Exhibition Centre and disposing of it in a regulatory manner. Failure to do so is subject to sanction.

5.13-Fire Prevention rules and conditions

FIREPREVENTION

Each exhibitor/standbuilder must full in the SCIU form. You can find this form on the web shop at; http://gees.gielissen.com/en/login

Whereas:
- in the moment in which the Exhibitor enters into a contract for the temporary acquisition of the congressional or exhibition space becomes, according to the forecast norms in force, the sole owner of the obligations of security for all activities that occur within these spaces, both vis-à-vis individuals who perform these activities, and vis-à-vis third parties that are under any title, inside the space to set-up itself;
- MiCo/Fiera Milano Congressi, in the aisles and places of common use by the exhibitors, visitors and third parties, who under any title are present, is the guarantor for the supervision and control in respect of the obligations of law;
- the failure to observe norms and/or prohibitions established by MiCo/Fiera Milano Congressi by the exhibitor and/or subjects that are located within MiCo, can endanger or prejudice the security and/or the health of people and/or the integrity of goods that are located in exhibition spaces under the authority of other fitters in aisles or places of common use within the pavilions; Having said all this, without in any way constituting interference of MiCo/Fiera Milano Congressi in the activity within the stands, nor can it expunge in any way or extent the safety requirements laid down by regulatory system in force on the part of those operating within the exhibition spaces, whenever the staff of the Surveillance Service may encounter violations to the aforementioned provisions that endanger or compromise the safety and/or the health of people and/or the integrity of goods that are located in exhibition spaces under the authority of other fitters in aisles or places of common use within the areas, may inhibit behaviour contrary to law or the provisions of MiCo/Fiera Milano Congressi by applying the provisions of Article 10 of this Technical Regulations.

The Exhibitor is responsible for compliance with the rules and regulations of everything built in his own stand concerning staging, structures, installations and products on display.

5.13-Music, Sound and Film

Sound transmissions and all kinds of audio calls, as well as the use of audio-visual, radio and/or television equipment, are permitted, provided that the volume of the devices is kept low (the maximum environmental value must not exceed 85 dB(A) as equivalent continuous sound level "Leq").

The Exhibitor is obliged to comply with any different indications, requirements or specific assessments carried out by MiCo/Fiera Milano Congressi. Projections of films or slides within the
local office and the meeting rooms is allowed, as long as the films are of a technical nature, do not disturb the neighboring Exhibitors or those in the vicinity, do not have musical backgrounds and are not in the repertoire protected by the S.I.A.E.

If the films are in the directory protected by S.I.A.E., the Exhibitor must make prior request for the "show permit" to S.I.A.E. and make advance payment of the fees due.

Sound transmissions and all kinds of audio calls, as well as the use of audio-visual, radio and/or television equipment, are permitted, provided that the volume of the devices is kept low (the maximum environmental value must not exceed 85 dB(A) as equivalent continuous sound level "Leq").

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If the films are in the directory protected by S.I.A.E., the Exhibitor must make prior request for the "show permit" to S.I.A.E. and make advance payment of the fees due.

The Organizer / Exhibitor is obliged to request, if this proves necessary, the "show permit" from the S.I.A.E. for any film or slides or sound transmissions or background music during the Event, as well as to make at his or her own expense and care the relative advance payment of the fees due.

If the Organizer / Exhibitor intends upon playing and disseminating musical recordings on any media (CD, DVD, audio and video cassettes, hard disk, servers, etc.) he or she will also be required to fulfil the rights of, pursuant to Art. 72 and 73 Law n. 633/1941, to the artists, performers and producers and to the phonographic rights holders on the recordings, directly to the phonographic producers or SCF - Società Consortile Fonografici S.p.A., via Leo XIII, 14, Milan.

In any case the Organizer / Exhibitor indemnifies and releases Fiera Milano Congressi, Fondazione Fiera Milano and Fiera Milano, from any payment request should the same come from S.I.A.E. or by SCF - Società Consortile Fonografici S.p.A.

For your convenience here are some excerpts of the SIAE contacts:
S.I.A.E. - Via Arco, n. 3 - 20100 Milan - Tel. +39 02 / 86.49.61 - mail: milano@siae.it
6.- Official freight forwarder

DB SCHENKER is the official Forwarding Agent for the ERA-EDTA congresses. The exhibition forwarding services in this company are handled by experienced professionals. They own many technical means as well as skilled workers. They can offer you and your clients exhibition forwarding services to any exhibitions and congresses that are taken place in the venue. Please refer to the Schenker Manual available online carefully or contact: axel.schiek@bschenker.com – sandra.wickel@dbschenker.com

The delivery and removal of materials and goods for the exhibition stands is allowed only by DB SCHENKER. Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrances and the fork-lifts.

Storage of empties:
No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind the booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the exhibitor itself. Please contact DB SCHENKER for handling and storage your empty crates and other packing material through the duration of the exhibition, unless you have booked a storage space with the Organiser (please contact paolo.zavalloni@era-edta.org).

7. - Promotional activities and material distribution policy

1) Distribution of samples, products and/or service literature, interviews and demonstrations must be made only within the booth space assigned to each Exhibitor.

2) All printed matter or advertisements of any kind, including information on display or intended for distribution in the exhibition is strictly limited to the Exhibitor’s stand hired by the Exhibitor. Failure to observe this procedure, in particular regarding distribution of promotional material or documents in the vicinity of entrances or exits, shall render the Exhibitor liable to the loss of 50 points in the ranking list.

3) Exhibitors are permitted to advertise specific products, but this does not mean acceptance or endorsement of the ERA-EDTA. It is under the responsibility of the company to comply with the European and National codes of conduct.

4) The use of the congress logo on distributed material is subject to written approval from the Association.

5) All promotional activities, give-aways and advertising should adhere to international, national and local laws and standards of conduct within the medical and pharmaceutical profession. ERA-EDTA as Organisers, reserves the right to deny at any time any displays, promotions, activities or services should these be in violation of the existing laws and standards of conduct.
6) Exhibitors may use sound equipment in their booths as long as the noise does not disrupt the activities of the neighbouring exhibitors, in any case within 50 db. Microphones used in presentations must have the volume set at a reasonable level. Electrical or other mechanical apparatus must be muffled so that the noise does not interfere with other exhibitors. Exhibitors violating noise regulations will be warned once. Priority points will be deducted if exhibitors ignore the warnings.

8.-Short company description
A short company profile is included in the Final Programme available on the website: www.era-edta.org/en/milan2020/
You have already received the credentials how to access the online platform where to upload the company description, the logo, the website and the address to create the QR code.

Please note:
**After April 30, 2020** no description will be included in the Final Program, but only on the website/congress app, if still possible.