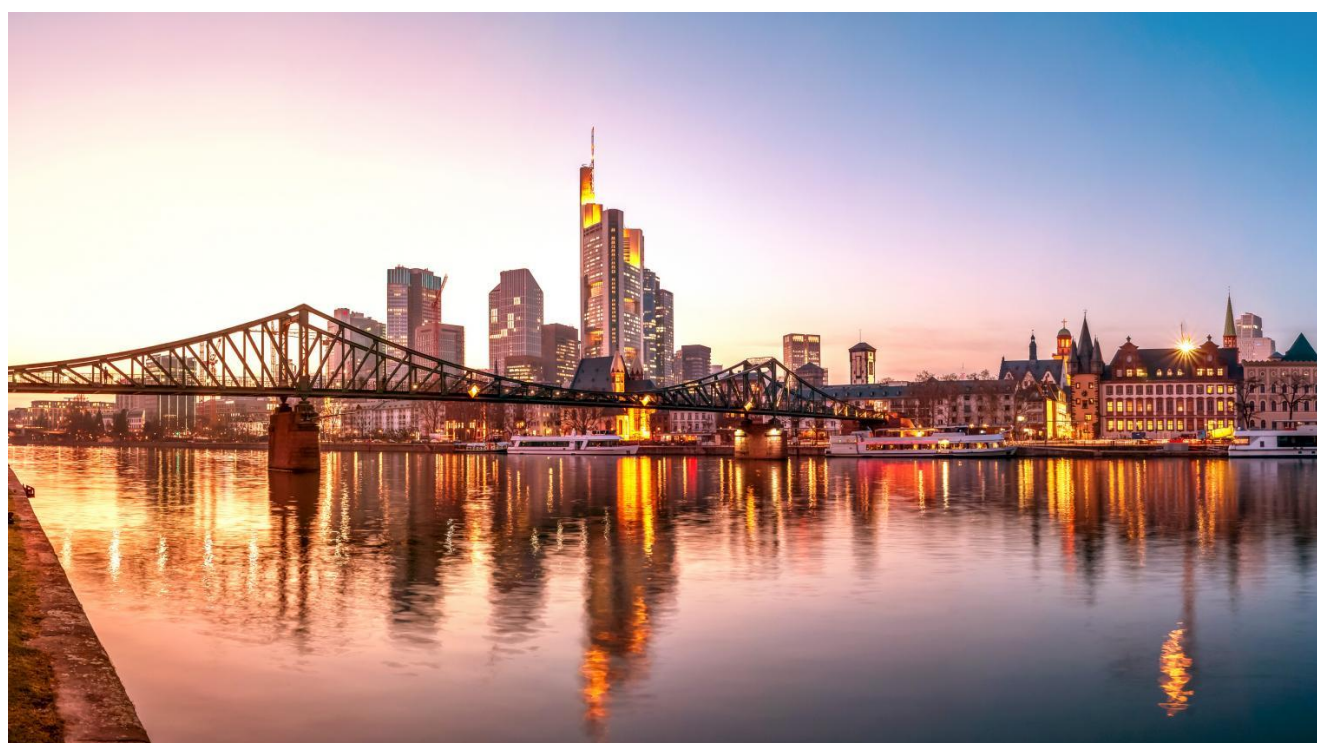




45<sup>th</sup> Annual Meeting  
of the European Society for  
Blood and Marrow Transplantation

24<sup>th</sup>–27<sup>th</sup> March 2019 • Frankfurt, Germany



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# EBMT 2019, FRANKFURT EXHIBITOR TECHNICAL MANUAL

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Sunday March 24 - Wednesday March 27, 2019

Frankfurt, Germany



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## INTRODUCTION

### DATES OF ANNUAL MEETING

The 45<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation will take place from Sunday **March 24<sup>th</sup>** - Wednesday **March 27<sup>th</sup>, 2019**.

### DATES OF EXHIBITION

The exhibition will be held from Sunday **March 24<sup>th</sup>** until Tuesday, **March 26<sup>th</sup>, 2019**.

### DEFINITIONS

In this manual, the following terms are defined as:

**‘Exhibition’**: The exhibition is being held in conjunction with the EBMT 2019 Annual Meeting.

**‘Exhibitor’**: Includes any person, firm, company or corporation and its employees to whom space has been allocated for exhibiting at the commercial exhibition.

**‘Premises’**: Messe Frankfurt Venue GmbH

### EXHIBITION VENUE

Messe Frankfurt Venue GmbH  
Congress Center  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main, Germany  
Tel.: +49 (0) 69 7575 0

The Exhibition will be held in **Hall 5.1** located next to the Congress Center.

### EBMT ANNUAL MEETING ORGANISERS

CME Congresses Ltd.  
[www.CME-Congresses.com](http://www.CME-Congresses.com)

### EXHIBITION MANAGER

Hanna Safier will be responsible for the management of the trade exhibition being held in conjunction with the EBMT 2019 Annual Meeting.

For all inquiries relating to the exhibition, please contact:

Ms. Hanna Safier  
CME Congresses  
Mobile: +972 54 6787820  
Email: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

### REGISTRATION & ACCOMMODATION DEPARTMENT

CME Congresses  
M: +44-20-32899552  
Email: [registration@ebmt.org](mailto:registration@ebmt.org)  
Email Accommodations: [accommodation@ebmt.org](mailto:accommodation@ebmt.org)

### WEBSITE

For further information and continuous updates regarding the EBMT Annual Meeting please visit the website:  
<https://www.ebmt.org/annual-meeting>



## **CONTRACTORS CONTACTS**

**ELECTRICS, INTERNET, FLORAL, STAND CLEANING, TEMPORARY STAFF HIRE, FIRE EXTINGUISHER**

**VIA Online Shop**

**Messe Frankfurt Venue GmbH**

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main

Email : [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)

**STAND CONSTRUCTION & FITTINGS, FURNITURE HIRE, CARPET, GRAPHIC, CUSTOM-BUILT EXHIBITION STANDS**

**Messe Frankfurt Medien und Service GmbH**

**Fairconstruction**

Ludwig-Erhard-Anlage 160327 Frankfurt am Main

Tel : +49 69 75 75-66 66

Shop Hotline : +49 69 75 75-29 99

Email : [fairconstruction@messefrankfurt.com](mailto:fairconstruction@messefrankfurt.com)

**STAND CATERING**

**Accente Gastronomie und Service GmbH**

Tel : +49 69 75 602-22 41

Email : [delivery@accente.com](mailto:delivery@accente.com)

Web : [www.accente.com](http://www.accente.com)

**HOSTESSES**

**Accente Gastronomie Service GmbH**

Eventence

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main

Tel. +49 69 7 56 02-22 93

Email : [eventence@accente.com](mailto:eventence@accente.com)

**SCANNER HIRE**

**CME Congresses**

**Ms. Hanna Safier**

Mobile : +972 54 6787820

Email: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

**AUDIO VISUAL SERVICES**

**MesS.O.S Management GmbH**

**Jana Marie / Ivor Dekker**

Tel : + 49 30 36443608

Email : [info@messos.com](mailto:info@messos.com)

Catalog & Order Form: [EMBT 2019\\_AV Equipment catalog + order form](#)

**CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES**

**Merkur Expo Logistics GmbH**

**Ms. Zehavit Akerman**

Tel : + 49 6173 9669528

Mobile : +972 52 5114982

Email : [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

## IMPORTANT DEADLINES

Please find below a timetable of important deadlines for the Annual Meeting. Further information on each item can be found on the listed page within this manual.

ITEM	DEADLINES	CONTACT PERSON	EMAIL
Exhibitor badges, networking event	Tuesday, February 20	Mrs. Einat Gassner Gutman	<a href="mailto:einat@cme-congresses.com">einat@cme-congresses.com</a> <a href="mailto:registration@ebmt.org">registration@ebmt.org</a>
Annual Meeting Registration	Friday, February 8	Mrs. Einat Gassner Gutman	<a href="mailto:einat@cme-congresses.com">einat@cme-congresses.com</a> <a href="mailto:registration@ebmt.org">registration@ebmt.org</a>
Stand Construction & Fittings, Furniture Hire, Carpet, Electrics, Internet, Graphic, Custom-Built Exhibition Stands, Floral, Stand Cleaning, Hostesses & Temporary Staff Hire, Fire Extinguisher- Via Online Shop: <a href="http://serviceshop.messefrankfurt.com">serviceshop.messefrankfurt.com</a>	The deadline is different. Please check the date online. Messe can't guarantee the execution of orders received after Friday March 15. There will be a surcharge for late and onsite orders.	Hotline	<a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
Stand catering - Via Online Shop: <a href="http://serviceshop.messefrankfurt.com">serviceshop.messefrankfurt.com</a>	Wednesday, February 28 Orders placed after the deadline and onsite might be subject to a surcharge	Accente Gastronomie Service GmbH	<a href="mailto:delivery@accente.com">delivery@accente.com</a>
Audio Visual Services <a href="#">EMBT 2019 AV Equipment catalog + order form</a>	Friday March 1 Late orders will be subject to a 20% surcharge	Jana Marie / Ivor Dekker	<a href="mailto:info@messos.com">info@messos.com</a>
Stand plan- booths higher than 4m.	Friday, February 8	Ms. Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
Stand plan- booths lower than 4m.	Friday, March 8	Ms. Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
Hostesses & Temporary Staff Hire Via Online Shop: <a href="http://serviceshop.messefrankfurt.com">serviceshop.messefrankfurt.com</a>	Sunday, March 17	Eventence	<a href="mailto:eventence@accente.com">eventence@accente.com</a>
Scanner hire	No deadline. LeadKey (mini scanners) based on availability	Ms. Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES			
Door to door shipments	Deadline upon request	Merkur Expo Logistics GmbH Ms. Zehavit Akerman	<a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a>
Airfreight shipments - Arrival to Frankfurt Airport	Wednesday, March 13		
Shipment via German Warehouse	No later than Monday, March 18		
Exhibition goods - Direct deliveries to venue	NOT before Thursday, March 21 at 10:00		



## EXHIBITION TIME TABLE

ACTIVITY	DATES	HOURS
<b>SET-UP</b>	Thursday, March 21 <b>For “Space Only” Stands - 25 sqm and above</b>	11:00-24:00
	Friday, March 22 - all stands	08:00-24:00
	Saturday, March 23 - all stands	08:00-22:00
<b>EXHIBIT HOURS</b> <i>Subject to change</i>	Sunday, March 24	09:30-18:30
	Monday, March 25	09:30-17:30
	Tuesday, March 26	09:30-17:30
<b>DISMANTLING</b>	Tuesday, March 26	17:30-24:00

### Please note:

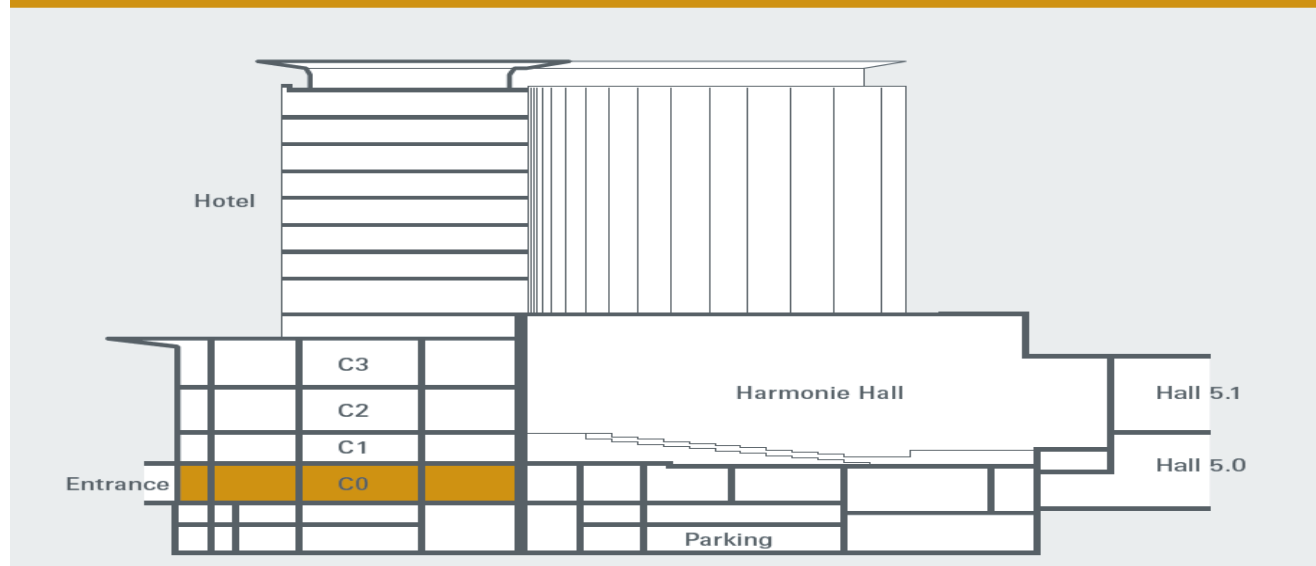
- **Empty crates and packaging material** must be removed/stored no later than **Saturday, March 23 at 20:00**. Please contact the Official Freight agent for available storage.
- Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time of **17:30** on **Tuesday, March 26**.
- Any equipment, display aid or other material left behind on Tuesday, **March 26 after 24:00** will be considered discarded and abandoned.

## EXHIBITION HALL

The exhibition will be held in **Hall 5.1**.

Hall 5.1 has a direct access to the Congress Center's "Harmonie" hall.

## Querschnitt/Section



## FLOORING/FLOOR LOADING

The exhibition floor is made of Mastic asphalt. We recommend installation of carpet or floor covering in booth.

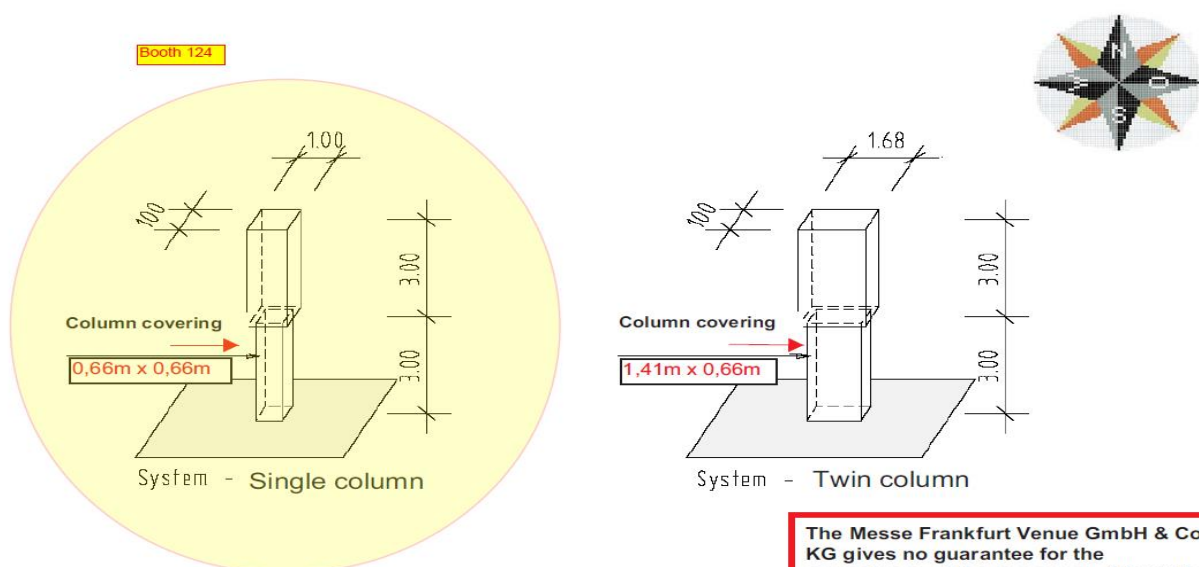
Load Capacity: 15 KN/m<sup>2</sup>

**Power supplies and other utilities** are supplied into the stand via the ceiling.

## COLUMN DIMENSIONS

- 66 x 66 LxW (cm)
- 141 x 66

### Hall column 5.1



## FREIGHT LIFTS

We will use the following lifts: A506, A507 and A508.

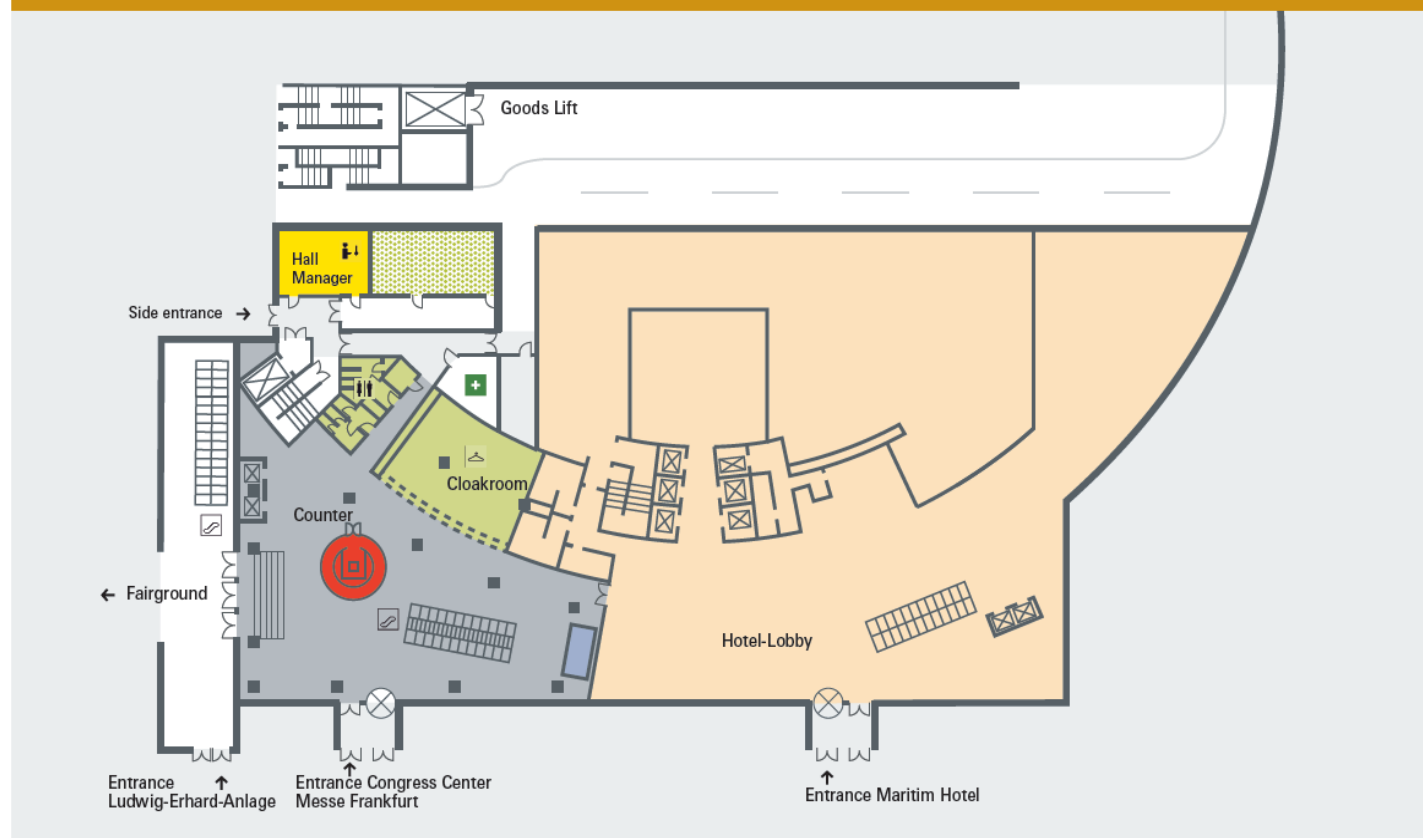
Lift No.	Load-bearing capacity Kn	Cabin dimension b x t / w x l (m)	Door dimension b x h / w x h (m)
A506	110,00	3,80 x 8,40	3,80 x 3,15
A507	100,00	2,90 x 4,80	2,90 x 3,40
A508	100,00	2,90 x 4,80	2,90 x 3,40

## GETTING THERE

Messe Frankfurt's congress and event locations are situated in the heart of the city with excellent transport connections. In the below link, you will find a detailed description of how to get there.

<https://congressfrankfurt.messefrankfurt.com/frankfurt/en/arrival.html>

## Grundriss Ebene C0/Floor plan level C0



## LOADING & PARKING

Parking is available only at the fairground and not in the public garage underneath the Congress Center. Messe Frankfurt offers parking tickets for the event days for 18 € per day. Exhibitors can park next to hall 5 and will be charged directly onsite.

Parking is also available (subject to a fee) in several public multi-storey car parks a short walk away from our locations. Please find information in the below links:

<a href="#">Hotel Maritim/ Congress Center (CMF)</a>	<a href="#">Hotel Mövenpick</a>	<a href="#">Messturm</a>
<a href="#">Hotel Marriott / Westend Gate</a>	<a href="#">Skyline Plaza</a>	





### **Driving onto The Exhibition Grounds and Parking During the Meeting**

The parking permit authorises the holder to park on the exhibition grounds on every day of the event, and is only valid for a car with a **gross vehicle weight rating of up to 2.5 t.**

### **Driving onto The Exhibition Grounds & Parking During Set-Up and Dismantling**

The entrance will be via the Gate North or all other Gates which are open. Gate North will be the main Gate which is open 24/7. Trucks do not have to register in advance.

### **Special Dismantling Vehicle Passes**

A dismantling pass will be provided at the gate north when you enter for the dismantling.

### **Car Trailer Parking Permit**

Messe Frankfurt offers Trailer parking space behind Hall 5. The cost for each trailer is 540 € for 4 days.

### **WASTE REMOVAL**

Exhibitors and stand builders are responsible for removal of their waste, during move-in and move-out, into the containers, which will be located in the exhibition hall.



## BUILD REGULATIONS

### Build Up Height

- Maximum height from the ground: **5 m**
- Booths **B41 – B45**, and booth **C41** -height is limited to 4 meters.
- Suspension from the ceiling is not possible
- Double-Decker stands are not permitted.

### Permits Are Required for The Following:

Exhibition stands larger than 100 m<sup>2</sup> in area, temporary structures, mobile stands, special structures and special constructions require approval and are subject to additional cost.

Special constructions include:

- Stand structures and exhibits that are more than 4 metres in height
- Closed ceilings
- Platforms and stages higher than 0.20 m
- Glass constructions
- Moving components
- Floor/ceiling connections

### Inspection and Approval of Structures Requiring A Permit

The following documents shall be submitted for the approval of special constructions (NB: this includes walls above 4.0 metres).

- Approved structural calculations and, where appropriate, type certification or test record
- Structural specifications
- Stand plans drawn to a suitable scale (e.g. 1:100) complete with floor plans and perspective views

The structural engineer shall contact the stand construction manager at a specified time or after consultation to inspect the structural characteristics and approve the stand construction.

The costs of the approval process (370,00 € per approval) will be charged to the exhibitor / stand constructor. Please send the stand plan (for booths higher than 4m) by: **Friday, February 8<sup>th</sup>**

### Permits Are Not Required for The Following:

For single-storey stands:

- that are not considered to be special constructions
- whose stand area is less than 100 m<sup>2</sup>
- whose height does not exceed 4.00 m

You are requested to submit a stand plan to [exhibition@ebmt.org](mailto:exhibition@ebmt.org) by **Friday, March 8<sup>th</sup>**.

### Partitions

Partitions overlooking neighbouring stands must be smooth, plain, painted white or covered in white or grey wall fabric, without signs of any kind.

The clear height of inside areas must be at least 2.30 m. The rear sides of stands adjacent to neighbouring stands must be kept smooth and be white in colour from a height of 2.50 m.

### Openings onto Aisles

Stand sides opening onto an aisle must have a minimal opening of 70%. Each open stand side must comply with this requirement. Decoration and installations must be designed to allow a full access to aisles and to avoid visibility troubles for neighbouring stands as well as allowing a maximum amount of the visibility of the show through the stands.



### **Stand Boundaries**

No items of decoration, furniture, signage, floor covering, or light fittings may project beyond the boundaries of the stand.

### **Stand Bounding Walls**

Messe Frankfurt shall erect, in general, standard partition walls having a height of 2.50 m and supporting feet up to 0.12 m in length. Stands open on one side shall be provided with one rear wall and two side walls. Stands open on two sides shall be provided with either one rear wall and one right or left side wall, or two side walls only. Stands open on three sides shall be provided with one rear wall only.

Stands open on all four sides shall not be provided with any partition walls. The areas of such stands shall be delimited by markings on exhibition hall floors.

In the case of stands open on one side or two sides, 5 cm shall be deducted from the confirmed stand widths to obtain the clearances between the inner surfaces of their partition walls.

Under no circumstances shall partition walls be damaged. Messe Frankfurt reserves the right to invoice exhibitors for any repairs that may be required. If exhibitors or their stand builders shall notice any damage to these plastic-coated walls at the commencement of stand construction, the service office responsible for the hall shall be informed immediately.

Light objects may be attached to stand walls using decoration hooks, which are available from hall service offices. These hooks are to be hung on the top edges of stand wall systems and are capable of supporting loads of 4 kg or less. No more than two such hooks shall be hung on any wall element. The stand wall system employed has plastic-coated surfaces, into which no nails or screws shall be driven, which shall not be painted, and onto which nothing shall be glued. In exceptional cases, Messe Frankfurt Medien und Service GmbH (MFS) shall allow walls to be wallpapered using suitable materials, provided that it shall be reimbursed for the costs of restoring them to their original conditions by exhibitors prior to the commencement of the wallpapering work involved. Affixing lacquered wallpaper, washable wallpaper or any other wallpaper having a barrier coating of any kind to stand wall systems is prohibited. Affixing any self-adhesive tapes, foils, or similar to stand wall systems is also prohibited.

Additional partitioning walls for conference cabins on stands or for other subdivisions of stands shall be set up at exhibitors' expense upon request. MFS shall have the work required performed by a specialist company.

### **Stand Appearance**

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event in question shall apply. Stand construction shall be such that their edges bordering on aisles shall be as transparent as practicable. The target should be a frontage that is 70% open. Lengthy, enclosed stand structures bordering on aisles are not permitted and must be interrupted by display cases, niches, displays or similar. The rear sides of stands adjacent to neighbouring stands must be kept smooth and be white in colour from a height of 2.50 m or must be positioned at least 1.00 m from the border of the neighbouring stand, so as not to impair the design of the neighbouring stand. Insofar as trade fair visitors can look down onto stand roofing, same shall be incorporated into stand designs (Forum 0, Hall 3.0, Galleria 0, Hall 5.0 West and East, Hall 6.0 East)

### **Exhibition Hall Floors**

Carpets and other floor coverings shall be laid such that accidents will be prevented and shall not extend beyond stand boundaries. Only PE/PP double-sided tape that may be removed without leaving any residues shall be employed for holding carpets and floor coverings in place. All materials employed shall be completely removed by exhibitors without leaving any residues. Any substances such as oil, grease, paint, and similar must be removed from the floor immediately.



Exhibition hall floors shall not be painted or have anything glued onto them. Stand utilities, lines laid out on stands, servicing access hatches etc., shall not be obstructed. Driving or setting anchorings or other mounting hardware into the floors is prohibited. Carpets and other floor coverings used on exhibition areas shall be at least flame-retardant according to DIN 4102 - B1 and/or EN 13501-1 class C. Test certificates stating the classifications of the building materials employed shall be kept available on stands at all times.

### **Carpets, floor coverings**

Any carpets or other floor coverings must pose no risk of persons slipping, stumbling or falling. Carpets and other floor coverings must be installed such that accidents are prevented. Only tape that can be re-moved without leaving any residue shall be employed for holding carpets and floor coverings in place. Self-adhesive carpet tiles are not allowed. All materials employed shall be completely removed without leaving any residue. This also applies for substances such as oil, grease, paint and similar. Hall floors may not be painted.

### **Balloons Filled with Gas**

The use of balloons filled with a combustible gas in the exhibition halls or outdoor areas is prohibited. It is possible to apply to Messe Frankfurt Venue GmbH's Technical Event Management Department for the approval of balloons filled with safety gas that are firmly anchored to a stationary structure, are located within the stand and do not exceed the maximum height. The distribution of gas-filled balloons is prohibited.

### **Flying Objects**

The use of flying objects in the exhibition halls or outdoor areas is prohibited. Exceptions to this rule require the prior written consent of Messe Frankfurt Venue GmbH.

### **Laser systems / LED**

Laser systems must comply with the requirements of the German occupational health and safety regulations on artificial optical radiation (OStrV), 2006/25/EC, DIN EN 60825-1 and DIN EN 12254, and show lasers must also meet the requirements of DIN 56912. Any Class 3R, 3B or 4 devices/systems must be inspected by a publicly appointed and certified expert and declared safe before being placed in operation. The inspection certificate is to be submitted to Messe Frankfurt Venue before the event. This submission must include the designation in writing of an official laser officer present on site. A tour approval does not compensate for the on-site inspection.

Messe Frankfurt's Technical Event Management Department must be notified if LED systems or spot-lights of Risk Class 2 or 3 that are very powerful or very bright are to be used. Suitable extinguishing units/agents are to be kept in the direct vicinity of all LED systems and must be ready to use at all times.

### **Electrical Outlets**

Every stand that is supplied with electric power is provided with one or more electrical outlets. This is done exclusively by contract partners of Messe Frankfurt and is subject to a fee. The electrical supply shall be shut off one hour after events close on their final day for safety reasons.

For safety and fire protection reasons it is necessary that all devices that consume electricity be turned off at the end of every event day when leaving the stand. Exception: Emergency lighting, all systems pertaining to safety and security, refrigerators, computers and servers that are required for stand facilities and which would require a great deal of time/effort were they to be restarted.

### **Electrical Installations on Stands**

Electrical installations on stands may be installed by Messe Frankfurt. Exhibitors shall enter their orders for same directly with Messe Frankfurt. Installation shall be performed by an electrical contractor authorised by Messe Frankfurt.



### **Fire Procedures**

All exhibitors are reminded to comply with any reasonable instructions to avoid the risk of fire.

All materials shall comply at least with building materials class B1 of DIN 4102, i.e. shall be flame-resistant, and comply at least with class C, d0, s1 of EN 13501-1. A test certificate indicating the building material class and the required characteristics of the material can be requested.

Combustible packaging materials must be promptly removed from the premises.

No packaging materials, trash or residual waste may be stored under or on stages, grandstands or platforms.

### ***Fire extinguishers***

After submitting your booth plan (for raw stands only) the Messe will inform you if your stand must be equipped with fire extinguisher. You can order the fire extinguisher via the online shop.

### ***Stand Ceilings***

To ensure that sprinkler protection is not impaired, stands in halls with sprinklers must always be open at the top. Ceilings are to be considered open when no more than 50% per each m<sup>2</sup> of the roofed area is covered. Sprinkler-compatible ceilings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permissible (no smoke out). Tarpaulins are to be hung horizontally and only in one layer. Tarpaulins should not be allowed to sag. Up to 30 m<sup>2</sup> of contiguous ceiling space may be covered for one stand without any additional measures being necessary, as long as this does not exceed 50% of the stand area.

### ***Containers for Trash, Recyclable Materials and Residual Waste***

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on stands shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash bags may be deposited in aisles daily for pick-up following the close of the event.

### ***Empty Packaging / Storage of Materials***

The storage of empty packaging/ flammable materials of any type (e.g. packaging and packaging materials) either inside or outside the stand in the exhibition hall is prohibited. All empty packaging is to be removed without delay. It can be placed into storage by the official logistic agent.

In the event that the exhibitor does not comply with a request to remove items that are improperly stored, or with a request to immediately remove any empty packaging, Messe Frankfurt shall be authorized to have the items removed at the expense and risk of the exhibitor.

### **Disabled Ramp**

If you have floor platform at your booth higher than 4.5 cm, you are required to provide a ramp for handicapped access.

### **General Regulations**

Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with occupational health and safety and industrial regulations.

### **Insurance**

Neither the Organisers, nor the Messe Frankfurt, 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.





### **Public Liability Insurance**

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance covering all injuries to persons and damages that might cover in connection with the exhibition.

**It is a requirement of Messe Frankfurt that you have proof of your public liability insurance with you onsite at the event. Failure to produce the certificate on request may result in your company being unable to exhibit.**

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.

## “SHELL SCHEME” BOOTH

Shell scheme stands will be built using an Octanorm system consisting of 250 cm high white laminated panel walls with vertical aluminum columns.

The maximum height to build inside the shell scheme is 2.5 meter.

Stands open on one side shall be provided with one rear wall and two side walls. Stands open on two sides shall be provided with either one rear wall and one right or left side wall.

Shell scheme stands include the following:

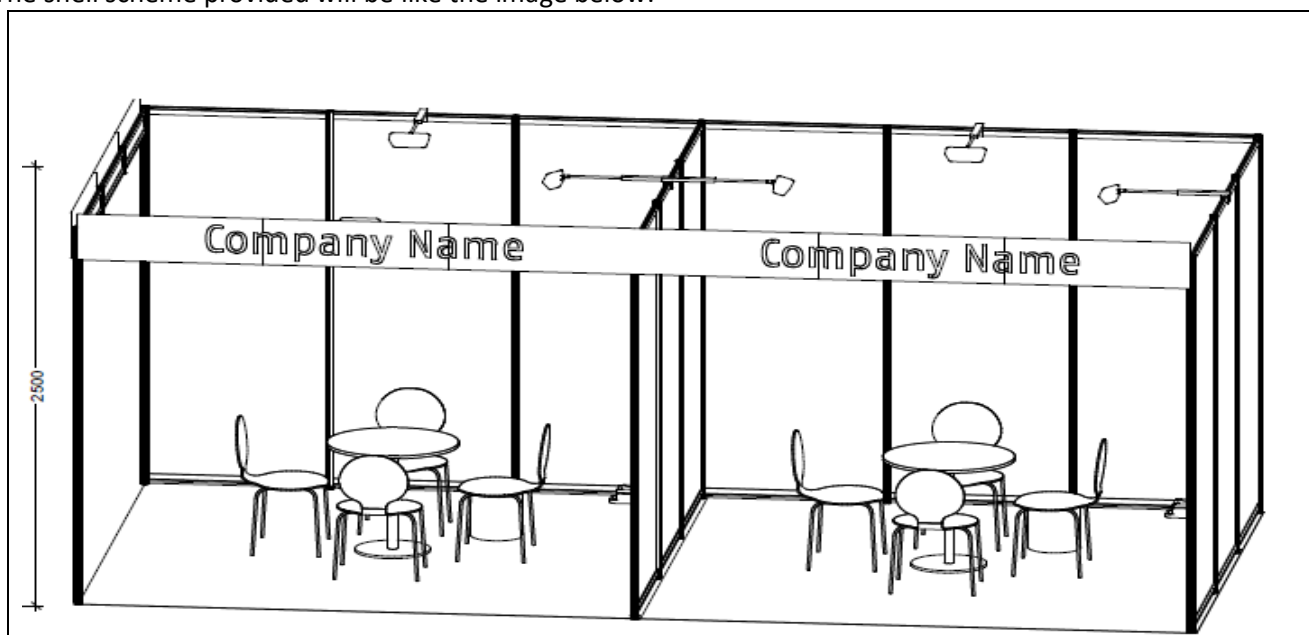
- Wall element, Octanorm, white- 250 high X 100 cm wide (gross size) \*
- Fascia board, octanorm LxH 99x30 white – one on each open side
- Lettering on fascia acc. to layout, foil type lettering, Fago Pro Regular, height of fascia 300mm dark grey \*\*
- Extending spotlight Sol AL 20 LED, neutral white, 20 W, 1650 lm (2 spotlights per each 9 sqm of built stand. 6sqm stands will be provided with 2 spotlights)
- Main electrical connection includes electrical sockets 1-3 kW
- Carpet, rep quality - Grey
- Chair - 265 Markus plastic white (6sqm booth - 2 chairs; 9sqm - 3 chairs. Booths above 9 sqm will be provided with 4 chairs)
- Table Riga DiaxH 70x72 white – 1 table
- Waste paper basket 18l, plastic black

**\*visible** area 2380 x 950mm; **print** dimensions: 2394 high X 964mm wide

**\*\***Please submit the lettering on the fascia board via the online shop. It is found under to the menu options: **stand equipment > wall systems > graphics**. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the online shop.

No items may be screwed, nailed or glued to the panel walls nor may any part of the shell scheme be damaged or disfigured in anyway. Should damages occur, the exhibitor concerned will be invoiced for any dilapidation costs incurred. Velcro or sticky pads are the best options for fixing materials to the panels. Please note that blue-tack does not hold properly.

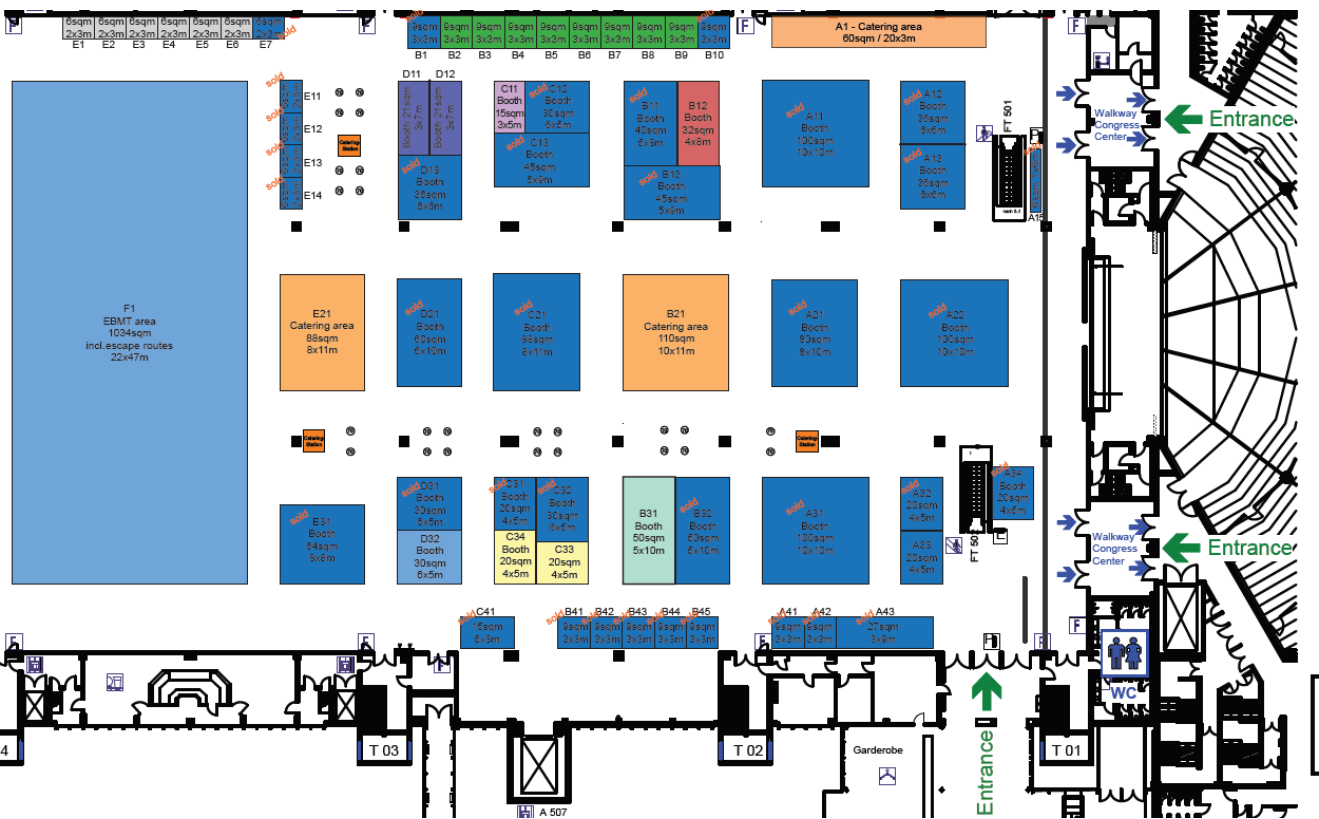
The shell scheme provided will be like the image below:



## EXHIBITOR LIST (as of November 26)

Exhibitor	Booth #	Size	Layout
Adienne Pharma	A33	20	space
airnspace	C31	20	shell scheme
Atara Biotherapeutics	B11	40	space
Biotest	A34	20	space
bluebirdbio	A13	36	space
Chimerix	D32	30	space
CONSARCTIC GmbH	B1	9	space
Eurocept B.V.	B44	9	shell scheme
Fresenius Kabi	C13	45	space
Gilead	C21	88	space
Hematology Specialist Association (HSA)	E11	6	shell scheme
Histogenetics	E14	6	shell scheme
Immy	C41	15	space
Incyte	A43	27	shell scheme
Jazz	A21	80	space
Kiadis Pharma	C12	30	space
Lophius	B41	9	shell scheme
Macopharma	A12	36	space
Mallinckrodt	D21	60	space
Medac	C32	30	space
Miltenyi Biotec GmbH	D31	30	space
MSD (Merck)	E31	64	space
Neovii	B13	45	space
Novartis Oncology (US)	A11	100	space
Omeros Corporation	A32	20	space
Ontime Onboard	B45	9	shell scheme
OriGen BioMedical	B42	9	shell scheme
Pfizer Pharma GmbH	A22	100	space
PIT Medical Systems GmbH	E13	6	shell scheme
Sandoz International GmbH	A41	9	space
Sanofi-Genzyme Europe (NL)	B32	50	space
Saudi Society of Blood & Marrow Transplantation (SS-BMT)	B43	9	shell scheme
SIAD Healthcare S.p.A.	E7	6	shell scheme
Takeda Pharmaceuticals International AG (CH)	A31	100	space
Terumo BCT Europe NV	D13	36	space
Time Matters	B10	9	shell scheme
Wisepress Ltd	A15	6	space
WMDA- World Marrow Donor Association	E12	6	shell scheme
ZKRD (German National Bone Marrow Registry)	A42	9	shell scheme

EXHIBITION FLOOR PLAN (as of November 26)





## EXHIBITOR PARTICIPATION

### EXHIBITOR BADGES

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition and catering areas.

Two complementary exhibitor badges will be given for the first 9 sqm space, and one additional for each 9 sqm thereafter. Additional stand personnel will be charged a registration fee of **€160.00**.

Badges ordered **onsite** will be charged **€200.00**.

Please note that only your company name will be printed on your exhibitor badges. Please submit your company name to be displayed on the badges via email to: [exhibition@ebmt.org](mailto:exhibition@ebmt.org) by **Tuesday, February 20th**.

If you wish to purchase additional badges, please complete the online registration form. Please click [here](#) to access the online form. Deadline: **Tuesday, February 20th**.

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition or to attend scientific sessions.

Exhibitor badges may be collected from the Exhibition Manager Desk during set-up and official exhibition opening hours.

### LUNCH AND COFFEE BREAKS

Lunch and coffee will be served at the Exhibition Hall for all Meeting participants, including registered exhibitors, according to the official Meeting breaks as listed in the [timetable](#).

### REGISTRATION FOR ANNUAL MEETING

Sponsors who are entitled to complimentary scientific registrations, please fill in the **Group Registration Form**. If you do not have the registration form, please contact [registration@ebmt.org](mailto:registration@ebmt.org)

***Name changes will be permitted free of charge until Friday, February 8<sup>th</sup>. After this date, any name change will be subject to EUR 50 charge per name.***

For any inquiry, regarding registration and/or hotels, please contact CME Congresses:

Mrs. Einat Gassner Gutman

M: +972-508804665; P: +44-20-32899552; Email: [einat@cme-congresses.com](mailto:einat@cme-congresses.com); [registration@ebmt.org](mailto:registration@ebmt.org)

Exhibitors wishing to attend the Scientific Sessions at EBMT should register to the Meeting as Physician Non-member. Please check the website for registration fees, and click [here](#) to register on-line.





## BADGE READER – LEADKEY & LEADPOD PRO LICENSE ONLY

The **LeadKey** is a hand-held device used to scan badge bar codes and collect leads. This small, lightweight device makes gathering leads at the event quick and efficient, allowing you to focus on your booth and getting more leads.

An added benefit the LeadKey offers is access to your leads via a password protected internet portal. You don't have to wait for your leads to be sent to you, simply view your online leads portal by logging in with the credentials found in your order confirmation. Sales leads are uploaded from the LeadKey after the show closes.

Still not sure if the LeadKey is right for you? Check out more features of the LeadKey below:

### FEATURES:

- Audible & LED confirmation of scan
- Leads are date and time stamped
- Battery-powered - No electricity or charging required
- Action codes/notes can be applied
- Real-time registration data
- Quick upload from our service desk to view your leads
- Device Dimensions: 2.5" x 1.5" x 0.5"

**Cost: €350**

**Order Deadline:** No deadline. However, to guarantee availability, we recommend ordering it in advance.

### **LeadPod Pro Lead Retrieval App** (License only)

The **LeadPod Pro** app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. Simply scan an attendee's badge with the device's camera to capture their contact information on the spot, take notes, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.

The LeadPod Pro App is available to download in the App Store/Google Play Store.

### FEATURES:

- Scan attendee badges using the camera on your mobile device
- Take notes on each lead record easily
- Ability to scan leads offline if internet connection is lost
- All leads are stored in your own password protected portal
- Create your own custom surveys
- Indicate whether a lead is cold or hot using the slider
- Follow up with each lead directly from the app by placing a call, sending a text message, or sending an email
- Save each lead as a contact on your phone with just the click of a button

**Cost - €375** for first license. Any additional license **€150**

**Order Deadline:** No deadline. Possible to order it onsite.



**Device Rental** – if you do not want to use your own device with the App, we offer rental of device at **€100** for all event days (in addition to the cost of the license to use the App).

Please note that for each device ordered you should order the **LeadPod Pro** app to be installed on the device.

**Cost: €100**

**Order Deadline:** No deadline. However, to guarantee availability, we recommend ordering it in advance.

**Qualifiers** - The **LeadPod Pro App** offers flexibility in taking notes and assigning qualifiers.

Qualifiers, i.e. product interest, follow up actions, status etc., should be ordered in advance.

There is no limit on how many qualifiers a company can set up, nor in the numbers of devices connected to the account, at the total cost of €90.

**Cost** of customized qualifiers setup: **€90**

Please send your list of qualifiers to Hanna Safier at: [exhibition@ebmt.org](mailto:exhibition@ebmt.org) by **Monday, March 11**.

**LeadKey, LeadPod Pro License, Device & Qualifiers Orders** should be submitted via the below link:

<https://eu.eventscloud.com/ereg/index.php?eventid=200184638&>



## HOTEL ACCOMMODATION

CME-Congresses is the official Professional Congress Organizer (PCO) for the EBMT 2019 and will offer specially reduced rates for meeting participants.

Please note that hotel options offered have been booked in advance to ensure that EBMT 2019 delegates have enough rooms available for the duration of the meeting.

We strongly advise all participants to reserve hotel accommodation as soon as possible in order to benefit from the special rates.

To view the full list of selected hotels in detail, please [click here](#)

## POSTERS

Posters will be displayed in **Hall Areal** at the **Forum** and will be available to view during all 3 days (as per registration desk opening hours).

Exhibitors are invited to view the posters during opening time, as well as during the Poster Networking Sessions which are held on Monday, March 25 and on Tuesday, March 26 between 17:30 - 19:00, as published in the Scientific Program.



## SOCIAL EVENTS

### Welcome Reception

All delegates, sponsors and exhibitors are invited to the Annual Meeting Opening Ceremony on **Sunday 24 March**, at **6:30 pm** in Harmonie Hall A+B+C. The Opening Ceremony will be followed by the Welcome Reception.

### EBMT Networking Event

Please come and join us for drinks, food and dancing at the final social event of the Annual Meeting.

**Venue:** Gesellschaftshaus Palmengarten

**Address:** Palmengartenstraße 11, 60325 Frankfurt am Main, Germany

**Date:** 26.03.2019

**Time:** 20:00

**Dress Code:** Business / Casual

**Ticket:** €45.00

Tickets can be purchased online via the same [link](#) provided for purchase of additional exhibitor badges:

<https://eu.eventscloud.com/ereg/index.php?eventid=200181268&categoryid=201487428&subcategoryid=201487468>

For any assistance needed, please contact:

**Mrs. Einat Gassner Gutman**

M: +972-508804665

P: +44-20-32899552

Email: [einat@cme-congresses.com](mailto:einat@cme-congresses.com); [registration@ebmt.org](mailto:registration@ebmt.org)

Kindly note, that exhibitor passes do not grant access to the Networking Dinner, unless specified as part of your sponsorship package.



## GENERAL & ADDITIONAL SERVICES

### INTERNET ACCESS

The Meeting offers free WIFI access to all visitors, suitable for basic web browsing. Exhibitors can order a wired Internet connection access and other IT facilities for their stands via the **Messe Frankfurt online shop**.

### STAND CATERING

Catering is exclusive to **Accente Gastronomie Service GmbH**.

Please note that you may bring your own food & beverage **samples** and branded bottles of water to serve at your stand. Bringing your own **Barista** is possible, but it is subject to a corkage fee. This should be coordinated with Accente.

Please contact Accente Gastronomie at: +49 69 756 02-21 58 or [delivery@accente.com](mailto:delivery@accente.com) for any questions you might have regarding catering services.

### STAND CLEANING

The Organisers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.

Each exhibitor is obliged to keep the stand and surrounding areas perfectly clean.

Stand cleaning can be ordered via the Messe Frankfurt Online Shop.

### STORAGE

As the Messe Frankfurt has no storage facilities, no deliveries will be accepted **PRIOR** to the Meeting.

Merkur offers advance shipment to their warehouses in Germany. Information can be found in the shipping instructions found at the end of this manual.

**Storage of empties** - Empties should generally be stored directly with Merkur.

### FIRST AID

In the event of an emergency or illness, please contact a member of the venue staff or the Registration Desk. In urgent cases please call directly the following number 112 and afterwards inform any security venue staff.

### LANGUAGE

The official language of the Annual Meeting is English.

### SECURITY

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk. It is the stand manager's duty to ensure that no person touches or approaches the article concerned until security personnel, the organisers or the police arrive.

### SMOKING

The EBMT Annual Meeting is a non-smoking event, and smoking is prohibited throughout the venue, including the exhibition hall.





## GUIDE TO THE MESSE FRANKFURT ONLINE SHOP

### Messe Frankfurt Medien und Service GmbH - Fairconstruction

Tel : +49 69 75 75-66 66

Shop Hotline : +49 69 75 75-29 99

Email : [fairconstruction@messefrankfurt.com](mailto:fairconstruction@messefrankfurt.com)

Online Shop: [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com)

Messe Frankfurt will send you the login details to the online shop.

### Instructions how to order:

[https://serviceshop.messefrankfurt.com/public/hilfe\\_video](https://serviceshop.messefrankfurt.com/public/hilfe_video)

**Forgot your password?** Click on the button on the registration page or call the Shop Hotline :

+49 69 75 75-29 99

**Frequently asked questions (FAQ) and answers:** <https://serviceshop.messefrankfurt.com/public/faq>

If you have any further questions regarding the Shop for Exhibitor Services, the shop hotline staff will be happy to assist you. You can reach Messe from Monday to Friday from 8:00 a.m. until 6:00 p.m. on +49 69 75 75-29 99 or by email at [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

Messe cannot guarantee the execution of orders received after 5 days before the event. If, however, they are able to provide the services, they will invoice you for any additional expenses incurred.

To ensure that you will not be charged any additional fees for subsequent modifications, please let Messe know the exact position at your stand where this product is to be installed.

To do so, you can take advantage of the opportunity to position products during the ordering process.

If there are any questions regarding services, please contact the following departments directly:

<b>Catering</b> Accente Gastronomie Service +49 69 756 02-21 58 <a href="mailto:delivery@accente.com">delivery@accente.com</a>	<b>Cleaning and Waste Disposal</b> Team Cleaning +49 69 75 75-69 11 <a href="mailto:reinigung@messefrankfurt.com">reinigung@messefrankfurt.com</a>	<b>Electricity</b> Team Electricity +49 69 75 75-66 70 <a href="mailto:electricity@messefrankfurt.com">electricity@messefrankfurt.com</a>
<b>Furniture, carpet, lighting, stand walls - Team Fairconstruction</b> +49 69 75 75-13 19 <a href="mailto:ausstattung@messefrankfurt.com">ausstattung@messefrankfurt.com</a>	<b>Hostesses</b> Eventence +49 69 756 02-24 34 <a href="mailto:eventence@accente.com">eventence@accente.com</a>	<b>Phone and Internet connection</b> Team Telecommunications +49 69 75 75-7 11 73 <a href="mailto:telekommunikation@messefrankfurt.com">telekommunikation@messefrankfurt.com</a>
<b>Plants</b> Team Plants +49 69 74 22 19 35 <a href="mailto:pflanzen@messefrankfurt.com">pflanzen@messefrankfurt.com</a>	<b>Parking</b> Fraport AG - Parkservice +49 69 69 07 44 54 <a href="mailto:parken.messe@fraport.de">parken.messe@fraport.de</a>	<b>Stand Guards</b> Team Guard Service +49 69 75 75-63 42 <a href="mailto:standbewachung@messefrankfurt.com">standbewachung@messefrankfurt.com</a>
<b>Water Connection</b> Team Water +49 69 75 75-66 78 <a href="mailto:water@messefrankfurt.com">water@messefrankfurt.com</a>		



## SHIPPING AND FREIGHT INFORMATION

Merkur has been appointed by the organisers to supply freight handling services at the EBMT Annual Meeting.

For all enquiries, please contact Ms. Zehavit Akerman at: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

## CRANES, FORKLIFTS & EMPTY PACKINGS

For safety reasons, the operation of exhibitors' own lifting equipment on the exhibition grounds is prohibited. Only the equipment of Messe Frankfurt, booked by Merkur may be operated. The same shall apply for the storage of freight/ goods and empty packaging during the event.

No empty packaging or combustible materials of any kind are to be stored in halls, either inside or outside stands. Packaging must be removed as soon as it is empty.

## DIRECT DELIVERIES TO THE VENUE

Please be advised that neither the Organisers nor The **Messe** can accept deliveries on an exhibitor's behalf. Arrangements **MUST** be made for a stand/company representative to be available when deliveries are made. Deliveries **CANNOT** be made prior to 10:00 on **Thursday, March 21**, as the organisers do not have tenancy prior to this date. Any deliveries made outside of these times will be turned away.

All deliveries should be addressed as follows:

**EBMT 2019, March 24-27**

**Merkur**

**c/o Messe Frankfurt Venue GmbH**

**Hall 5.1**

**Ludwig-Erhard-Anlage 1**

**60327 Frankfurt am Main**

**Germany**

Please note that all packages should be clearly labelled with the **stand number** and **company name**.

## SHIPMENT VIA ADVANCE WAREHOUSE

Merkur offers the option to deliver your goods in advance to their warehouse in Germany.

They will deliver your goods to your booth on the first set-up day.

The advance warehouse service includes:

1. Delivery on your convenient time, and delivery up to your stand.
2. No over time or surcharge fee.
3. Includes free storage at the advance warehouse.

Warehouse Address:

**Merkur Expo Logistics GmbH**

**c/o Schmidt Peterslahr**

**Auf dem Hühchen 2**

**D-56587 Oberhonnefeld, Germany**

**c/o EBMT 2019**

**Exhibitor/Sponsor name**

**Stand Number/Session/Meeting Room**

## STOCK DELIVERIES

Exhibitors needing to re-stock their stands during the meeting should make arrangements with the organisers to do so prior to the official Exhibition Opening Times. NO deliveries will be permitted during the hours of opening.

## Logistics Services and Shipping Instructions

Kindly note that MERKUR Expo Logistics GMBH is the official logistics agent nominated by EBMT to handle all in/out shipments to EBMT congress 2019 in Frankfurt, Germany.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services.

### Range of Services

- Transport, national or international.
- Temporary or permanent customs clearances.
- Coordination of deliveries.
- Unloading, delivery to exhibition-stands.
- Storage of empty boxes and crates during the event.
- On-site assistance and supervision.

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to the congress. Please follow the instructions closely.

### General Information

#### Contact Details:

Merkur Expo Logistics GMBH  
Contact: Ms. Zehavit Akerman  
Mobile: +972 52 511 4982  
E-Mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

#### Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	For this service please contact MERKUR
Airfreight shipments to Frankfurt airport Please contact us for instructions	Wednesday, March 13, 2019.
Shipment via Germany warehouse	No later than Monday, March 18, 2019.
Exhibition Goods - Direct deliveries to Congress venue	Thursday, March 21, 10:00-24:00 – For <b>Space Only Stands - 25 sqm and above</b>
Dismantling / Breakdown	Tuesday March 26 - 17:30-24:00 After return of empties



## Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

### Categories:

- Insert-for participant bags
- Exhibition goods-for exhibition stand only

All shipments must be pre-advised by using the **Rate Request Form** (found in this file).

## Direct Delivery to The Congress Venue

## Domestic Shipments / Full Load Trucks

### Exhibition Hall

Frankfurt Messe **Hall 5.1**

- Trucks are requested to get pre- alert confirmation prior to arrival to the venue.
- Self-unloading/ loading vehicles will be held until the scheduled load-in/ load out ends, or until space is available on the loading docks.
- Return of empty cases will start on Tuesday March 26 at 17:30, only after the return of the empty cases by the official agent will be completed the doors will be open.
- For direct delivery to the venue, please contact Merkur by **March 14th, 2019** to coordinate the delivery.
- All deliveries should be addressed as follows:  
**EBMT 2019, March 24-27**  
**Merkur**  
**c/o Messe Frankfurt Venue GmbH**  
**Hall 5.1**  
**Ludwig-Erhard-Anlage 1**  
**60327 Frankfurt am Main**  
**Germany**

## Airfreight Shipments

IMPORTANT!!!

Please get in contact with us for shipments related to customs clearance. We will send you all necessary documentations (invoices, packing lists etc). Consignee and airport of arrival

Please do not send shipments without confirmation from our side.

Please do not send any restricted products, please get in contact with us to proof if any of your goods are subject to further documentation.



### Shipment Via Advance Warehouse

The advance warehouse service will include:

4. Delivery on your convenient time and delivery up to your stand.
5. No over time or surcharge fee.
6. Includes free storage at the advance warehouse

Warehouse address:

**Merkur Expo Logistics GmbH**

c/o Schmidt Peterslahr

Auf dem H hchen 2

D-56587 Oberhonnefeld, Germany

c/o Congress name

Exhibitors name

Stand Number

### Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. The venue will not accept any responsibility. We highly recommend using the Advance Warehouse.

In case of sending a courier shipment, please be sure to send us **a pre-advice** with the full details of the shipment: courier company, number of pieces and tracking number.

1. All courier shipment must be sent DDP terms. (Delivery duties paid).
2. Courier charges for handover of import shipping documents €85.00/ document.
3. Handling of courier shipment
4. Shipments that arrive without pre- alert and payment confirmation will not be accepted.

### Rate Offer

Please contact MERKUR for a rate offer, submit your rate request using the form below.

### Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, left or pilferage.

### Basic Conditions of Contract

All services will be billed according to a rate offer signed by the shipper Exhibitor

All work undertaken is subject to the local & German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Hermes Merkur with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

### Terms of Payment

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.



## Rate Request Form – EBMT 2019

Exhibitor name: \_\_\_\_\_ Shipper: \_\_\_\_\_

**Services requested** - please choose the requested service

- ☐ Door to Door
- ☐ Air freight / ocean freight
- ☐ Shipment via advance warehouse
- ☐ Unloading / reloading - goods arriving directly to venue
- ☐ Retune freight Air freight / ocean freight
- ☐ Customs clearance
- ☐ Courier shipment

### **Information requested**

For Door to Door services please supply the following info:

- ✓ Pick up address.
- ✓ Contact details and mobile number at the pickup point.
- ✓ Special needs (tail lift, packing).
- ✓ Return address.
- ✓ Number of pieces
- ✓ Dimension in CM (each box)
- ✓ Weight in KG (each box)

For shipment arriving by airfreight / non-European shipments Please supply the following info.

- ☐ Temporary
- ☐ final importation
- ☐ Value \_\_\_\_\_
- ☐ HS code \_\_\_\_\_