



49th Annual Meeting

23-26 April 2023 | Paris Hybrid

EXHIBITOR MANUAL

EBMT 2023

www.ebmt.org #EBMT23

PARIS, FRANCE

TABLE OF CONTENTS

INTRODUCTION	1
CONTRACTORS CONTACTS	2
IMPORTANT DEADLINES	3
EXHIBITION TIMETABLE	4
EXHIBITION HALL	5
BUILD REGULATIONS	6
ELECTRICITY	7
CARPETS, FLOOR COVERINGS	9
FIRE REGULATIONS	10
VIPARIS STORE- an ONLINE ORDERING SYSTEM	11
INTERENT ACCESS	11
STAND CATERING & CLEANING	11
HOSTESSES	11
SUBMISSION OF BOOTH PLANS	11
WASTE REMOVAL	11
SHELL SCHEME BOOTH	12
EXHIBITOR LIST	13
EXHIBITION FLOOR PLAN	13
EXHIBITOR PARTICIPATION	14
• Exhibitor Badges	
• Lunch and Coffee Breaks	
• Registration to Annual Meeting	
HOTEL ACCOMODATION	15
E-POSTERS	15
SOCIAL EVENTS	15
BADGE READER	16
SHIPPING AND FREIGHT INFORMATION	17
GENERAL & ADDITIONAL SERVICES	18

INTRODUCTION

DATES OF ANNUAL MEETING

The 49th Annual Meeting of the EBMT will take place from Sunday, April 23- Wednesday April 26, 2023, in Paris, France.

Please note that the Meeting will be held Onsite and online.

DATES OF EXHIBITION

The exhibition will be held from **Sunday April 23** until **Wednesday, April 26, 2023**.

EXHIBITION VENUE

Palais des Congrès de Paris

2, place de la Porte Maillot
75583 Paris Cedex 17, France
Tel: +33 (0)1 40 68 22 22

[Web Site](#)

[Virtual tour of the Venue](#)

[How to Get There](#)

EXHIBITION COORDINATOR

Hanna Safier will be responsible for the management of the trade exhibition being held in conjunction with the EBMT 2023 Annual Meeting.

For all inquiries relating to the exhibition, please contact:

Ms. Hanna Safier

M: +972 54 6787820

Email: exhibition@ebmt.org

OPERATIONS COORDINATOR

For information regarding Operations of Sponsored Symposia and Meeting Rooms:

Mari Fortuno

Tel: +34 934 538 570

Email: mari.fortuno@ebmt.org

REGISTRATION & ACCOMMODATION DEPARTMENT

CME Congresses

Tel: +44-20-32899552

Email: registration@ebmt.org

Email Accommodation: accommodation@ebmt.org

WEBSITE

For further information and continuous updates regarding the EBMT Annual Meeting please visit the [WEBSITE](#)

CONTRACTORS CONTACTS

STAND CONSTRUCTION & FITTINGS, FURNITURE HIRE, CARPET, GRAPHIC, ELECTRICS, AUDIO VISUAL, INTERNET, STAND CLEANING, FLORAL

VIPARIS STORE

Service Exposants / Exhibitors Department

Tel : +33 (0)1 40 68 16 16

Email : contact@e-viparisstore.com

Online Ordering System: [Event \(viparisstore.com\)](http://Event(viparisstore.com))

Deadline for submitting your order: Tuesday, April 18th

STAND CATERING

Hyatt Regency Paris Etoile

Amandine FREYCENET

Tel : + 33 1 40 68 55 78

Email : amandine.freycenet@hyatt.com

SCANNER (badge reader) HIRE

fielddrive

Davy Desmedt

Tel : +32 483 48 15 04

Email : support@boabee.com

HOSTESSES & TEMPORARY STAFF HIRE

City One Events

Email : tmaudez@cityone.fr

STAND SECURITY

Profox Securite

Email: contact@profox-securite.com

MEETING ROOMS EXTRA ORDERS (FURNITURE, CATERING ETC)

Mari Fortuno

Tel: +34 934 538 570

Email: mari.fortuno@ebmt.org

CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES

Merkur Expo Logistics GmbH

Ms. Irit Sofer

Tel : + 49 6173 9669528

Mobile : +972 52 8890 129

Email : irit.sofer@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, Annual Meeting Registration	Friday, March 17th	Registration Dep.	registration@ebmt.org
Company name for fascia board	Friday, March 17th	Hanna Safier	exhibition@ebmt.org
Hotel Accommodation	ASAP	Einat Gutman	accommodation@ebmt.org
Stand Construction & Fittings, Furniture Hire, Carpet, Electrics, Audio Visual, Internet, Stand Cleaning, Floral, Security, Orders Via VIPARIS Online Ordering System HERE	Monday, April 10^h A 20% surcharge will be applied for orders placed after April 18.	Exhibitors Department	contact@e-viparisstore.com
Graphic for branding booth panels and any printing for the booth	Friday, March 31st	Victor Massarelli	victor.massarelli@viparis.com
Stand Catering Order Form: HERE	Friday, April 14th	Amandine FREYCENET	amandine.freyenet@hyatt.com
Stand plan- "Space only" booths	Friday, March 10th	Hanna Safier	exhibition@ebmt.org
Hostesses & Temporary Staff Hire – Via order form HERE	Check with supplier	City One Events	tmaudez@cityone.fr
Stand Security – Via order form HERE	Check with supplier	Profox Securite	contact@profox-securite.com
Badge Reader Hire via link: https://boabee.com/ebmt-lead-retrieval/	Early bird rates valid until March 23rd, 2023	Support Dep.	support@boabee.com
CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES			
Door to door shipments	Deadline upon request	Ms. Irit Sofer	Irit.sofer@merkur-expo.com
Airfreight shipments - Arrival to Prague Airport	Please contact Merkur Expo		
Shipment via German Warehouse	<u>No later than Sunday, April 14th</u>		
Exhibition goods - Direct deliveries to venue	<u>Starting Friday, April 21st, at 09:00</u>		

EXHIBITION TIMETABLE:

ACTIVITY	DATES	HOURS
SET-UP	Friday, April 21 – raw stands only	10:00-22:00
	Saturday, April 22 – all stands	08:00-20:00
EXHIBIT HOURS	Sunday, April 23	08:30-18:00
	Monday, April 24	09:00-18:00
	Tuesday, April 25	09:00-18:00
	Wednesday, April 26	08:30-13:30
DISMANTLING	Wednesday, April 26- Quiet Breakdown	13:30-14:30
	Wednesday, April 26	14:30-24:00

Please note:

- **Empty crates and packaging material** must be removed/stored no later than **Saturday, April 22 at 20:00**. Please contact the Official Freight agent for available storage.
- The **exhibition** will be **closed** after the last break on **April 26 at 13:30**. However, since the **Closing Ceremony** will be held until around **14:30**, only quiet breakdown of the stand will be allowed, to avoid disturbances of the session. After the sessions ends, we will allow bringing back the empties and starting the heavy dismantling of the stand.
- Exhibits must not be disturbed, dismantled, or removed prior to the official dismantling time of **13:30 on Wednesday, April 26**.
- Any equipment, display aid or other material left behind on Wednesday, **April 26 after 24:00** will be considered discarded and abandoned.

EXHIBITION HALL

The exhibition will be held in Hall Maillot located on level 2.

Hall Maillot- Virtual Tour: <https://visitme360.com/visites/ViParis/PCP/#32820445p&226.58h&45.69t>

The exhibition booths are located near some of the session halls. Participants will begin sessions early in the morning and will need to walk via the exhibition area before and after the Exhibition Opening Hours. Therefore, please do not leave any visible valuable articles at your stand.

FLOORING/FLOOR LOADING

Floor finish: marble tiles. Carpet is only provided for Shell Scheme booths.

Maximum Floor Load: 500 kg/m²

GETTING THERE

Palais des Congrès de Paris is a bustling, easily accessible venue in the heart of Paris. Visitors to the Palais have a wide range of public transport options – in fact, 90% of them use public transport to come to the venue. How to get there? Please click [HERE](#)

VEHICLE PASSES AND UNLOADING

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload. It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete. The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

EXPRESS DROP-OFF OF YOUR EQUIPMENT/GOODS AT THE PALAIS DES CONGRÈS

Express drop-off of small amounts of supplies by LCV is tolerated and do not require more than 30 minutes at the loading dock. The delivery person must submit a request for a “minute drop-off” on LOGIPASS online system: <http://logipass.viparis.com>, and will be allocated a 30-minute slot at the dedicated section of the loading dock.

Please note: there are only 4 spaces for “minute drop-off”. If you exceed the time-limit, you will be invoiced after 15 minutes.

Delivery dock address: 56 boulevard Gouvion St Cyr 75017 Paris; Gps: 48.880399, 2.285029

Maximum height for access to delivery dock: 4.2 metres

The loading dock is for loading and unloading only; vehicle parking is strictly forbidden at all times of the day and night.

Parking is not permitted at the loading dock. You may park your vehicle at the Indigo car park once your delivery is completed.

For all other requests regarding transport, logistics, handling, storage of empty packaging and on-site unloading/reloading or courier services, please contact Merkur. They can provide the right service for you at the right price. Requests for services will be examined based on your detailed requirements.

DELIVERY AND PICKUP BY YOURSELF OF YOUR EQUIPMENT/GOODS

You have the option of delivering your equipment/goods by yourself using the nearby Indigo public car park (under 1.9 meters high). DB Schenker will also quote on request to collect your equipment/goods at your place and deliver them directly to your booth.

YOUR EQUIPMENT/GOODS DELIVERY AND COLLECTION FROM THE DB SCHENKER REMOTE LOGISTICS PLATFORM IN GENNEVILLIERS

Regardless of the volume, you may also deliver your equipment to the Gennevilliers facility. DB Schenker will make grouped shipments using HGVs in order to deliver your equipment/goods to and from your booth.

GOOD LIFTS

We will use 4 good lifts to deliver exhibitors goods to the booth. **Please make sure to pack your pallets accordingly.**

Good Lifts Technical Specifications:

	MC6	MC7	MC8 & MC9
Load T	4	4	11
Height	2.10m	2.08m	2.20m
Depth	2.80m	2.69m	6.80m
Width	2.20m	2.10m	2.60m

Please note that only DB Schenker staff are allowed to unloaded/reload the trucks and use the lifts to deliver exhibitors goods to the booths.

Access for Deliveries

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

Deliveries may not be made prior to **Friday, April 21**. Any deliveries prior to this date will not be accepted. As a courtesy to the delegates and your fellow exhibitors, deliveries, or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition open hours.

PARKING

Exhibitors and visitors can leave their vehicles in the INDIGO car park, which can be accessed via place de la Porte Maillot. Tel.: +33 (0)1 40 68 00 11. The ceiling height is 1.9 m

BUILD REGULATIONS

Build Up Height

- Maximum **height** for raw stands: **3m**
- **Shell scheme** stands build up is **2.4m**
- **Double-Decker** stands are not permitted.
- **Suspension** from the ceiling is **not** possible.

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands. Any part facing neighbouring stands that is above 2.50m in height needs to be designed with neutral Surfaces (white or beige).

Openings onto Aisles

Stand sides opening onto an aisle must have a minimal opening of 50%. 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 problems for neighbouring stands as well as allowing a maximum amount of the visibility of the show through the stands.

Gangways / Aisles

- All gangways must always remain unobstructed and accessible
- Under no circumstances will any part of your stand, furniture, exhibits, or displays be allowed to project beyond the boundary of your stand
- No doors or windows shall open outwards onto a gangway
- Building across gangways is not permitted

Stand Appearance

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event 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 50% 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.

To ensure a fair and balanced experience for all participants, each exhibitor is asked to consider the impact of their stand construction on neighbouring exhibits to ensure transparency. If there is a risk of unfairly blocking another stand from view, even when all the guidelines are respected, the organizer will retain all rights of approval of the final stand design.

The congress organizer will not supply any floor covering (except for shell scheme booths) or any booth material unless ordered through the official contractor.

Disabled Accessibility to Stands

Stands that are built on top of wooden flooring, with a height of more than 19mm, must have at least one disabled access ramp that is at least 1.20m wide

Electricity

Power is supplied by Viparis as a 50 hertz 3-phase current with an average voltage of 400 volts phase-to-phase or 230 volts phase-to-neutral. Current is distributed by a power cable ending in a sealed terminal box fitted with a circuit breaker and 30 mA differential switch (for safety), which Viparis representatives must be able to always access. The power supply can be either intermittent (during opening hours) or permanent (ideal for equipment that needs to operate around the clock).

Electricity comes from the ceiling.

Electrical Installations

Regulatory provisions and compliance

Please note that the following regulations are particularly applicable:

- Order no. 88-1056 of 14 November 1988 relative to the protection of workers against electrical currents
- The safety regulations of public access buildings, as stated in the Order of 25 June 1980, as amended
- Standard NF C 15-100 relative to low-voltage electrical installations
- Standard NF C 15-150 relative to the installation of high-intensity discharge lamps

The electrical equipment must comply:

- Either with French standards
- Or with harmonised standards
- Or with the equivalent foreign standards if this equivalence has been recognised by France's Journal Official.

General conditions

Article T 35 § 3: «At each stand, semi-permanent installations must lead to a switchboard or power box whose equipment must be capable of the following:

- Complete control of all active conductors
- Overcurrent protection
- Protection against indirect contacts

Electricity is supplied to stands via the site's fixed and semi-permanent installations, which are set up and maintained by VIPARIS Le Palais des Congrès de Paris.

For each stand, each semi-permanent installation includes a power cable and power box adapted to the power level requested by the Exhibitor and/or Organiser.

Each electrical connection may only supply a single stand. Electrical power is supplied to each exhibitor's stand via a power cable ending in a power box. Any specific electrical installations beyond the power box are the sole responsibility of the Exhibitor and shall be performed by a contractor chosen by him or her.

Each power box consists of:

- An emergency shutoff device.
- An overcurrent protection device.
- Protection against indirect contacts (30 mA)

The power box, closed and locked by the service provider selected by Viparis Le Palais des Congrès de Paris, is equipped with a power surge protection device, and provides protection against indirect contacts using a residual current device. Overcurrent protection devices must be sealed, and the terminals for the various devices, excluding downstream terminals, must remain inaccessible. The power box has a grounding terminal and connecting terminals or clamps available to Exhibitors for the various electrical installations at their stands.

Electrical switchboards with a capacity greater than 100 kVA must have been installed by Viparis Le Palais des Congrès de Paris and must consist of materials (circuit breakers, disconnectors, etc.) bearing a CE marking. These switchboards must be checked on an annual basis by an accredited body. If equipment specific to certain stands is installed by the Organiser, it must be placed in rooms with a 1-hour fire resistance rating, whose doors have a 1/2-hour fire resistance rating. This room must be ventilated by baffle grills. The equipment must not be installed beneath stands with upper levels.

Viparis Le Palais des Congrès de Paris must be allowed to always check the power boxes and switch boxes. They must be inaccessible to the public but accessible to Viparis staff.

The boundary between the semi-permanent power distribution system and a stand's own electrical installation is located at the terminals or connection points of the power box. This box is the Exhibitor's responsibility, and he or she must periodically verify that it is functioning properly. Any problems should be reported to the Site electricians.

It is the Exhibitor's responsibility to ensure that the box's residual current device is adequate with regard to regulations applicable to its installation. Any anomalies should be reported to the Site electricians.

Specific conditions

- All electrical equipment and connecting components must be adapted to relevant conditions as regards external influences. Electrical power cables must be used in accordance with installation regulations (Standard NF C 15-100), notably with respect to the routing of power cables in aisles and under flooring and ground coverings.
- Electrical connections must be placed inside junction boxes.
- Stand lighting equipment that contains halogen bulbs must be placed out of the public's reach, either by installing such equipment at a height of at least 2.25 meters, or by placing a barrier between it and the public. This equipment must be kept away from flammable materials and solidly anchored in place.
- Electrodes and conductors for high-voltage neon signs must be electrically insulated. Signage must be mechanically protected using a high-quality screen with a reaction- to-fire rating of at least M3. Power supply circuits must be identified, and high- and low-voltage wiring must be kept separate.
- Ducts providing power to safety devices must be kept separate from other electrical ductwork. Special installations at stands must be carried out by individuals who are aware of the event's specific risks and who have the ability to plan and carry out the work in accordance with the fire safety regulations in ERPs. Electrical sheathing may be attached to temporary stand installations. Flexible cables must have a rated voltage of at least 500 volts. The installations must not, under any circumstances, impede the public's circulation.

Socket outlets must be connected to circuits protected by overcurrent protection devices equal to 16 A at most. Any device that requires a higher rated capacity must be powered by a specially-adapted circuit. The use of a single adapter or multiple boxes supplied by a fixed socket is allowed.

All wiring must include a protective conductor that is individually connected to the main protective conductor for the stand's power box or distribution box. Class 0 electrical devices are not permitted except in the case of lamps displayed to the public as part of the exhibition and powered by circuits that include high-sensitivity ground fault circuit breakers. The use of individual ground beds is prohibited. High-voltage discharge lamps must be installed in accordance with Standard NFC 15-150, specifically with regard to insulation of electrical conductors. If they are wrapped in insulating sheaths, the sheaths must be made of Category M3 materials.

Devices that provide lighting at stands may be portable. Their power supply must comply with the above requirements.

For specific needs, and for certain machines, the trip sensitivity of the differential switches may be raised to 300 mA, provided that:

- The only terminal boxes used are those that have been installed by Viparis and have been checked by a qualified technician.
- The installation is only to be used for a specific piece of equipment (such as a machine). It is forbidden to use this installation for other equipment at the stand. Over 300 mA, a technical check must be carried out by an accredited body. It is strictly prohibited for an Exhibitor to power another stand from the switch box placed at his or her own stand.

Electrical installations must be carried out in compliance with standard NFC 15100 and the provisions of Article T36 (stand installations) of the Order of 18 November 1987.

The use of battery-type energy storage units (lead-acid, lithium-ion, NCM, redox flow, sodium-sulphur, ZEBRA, etc.) is prohibited.

Electricians

In accordance with Article T33, when the stands' power supplies are being connected, Viparis Le Palais des Congrès de Paris shall make a staff of electricians available to the Organiser and exhibitors.

Only these electricians are authorised to work on the event's permanent and semi-permanent installations. When the event is open to the public, at least one electrician will be on duty for this purpose.

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.

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.

Installations

In accordance with Article L75, paragraph 3 of the Order of 5 February 2007, decorative elements may be made of category M2 / C-s2, d0 materials, and wooden elements may be made of category M3 / D-s3, d0 materials providing the following conditions are met (a minimum one-third increase in the number of exit accesses at least 3 exit units wide – for the Palais des Congrès de Paris: 14 exit accesses totalling 54 exit units for evacuating 3,723 persons). If fireworks, open flames, or candles are used, these materials must be category M1. The décor must be made of category M1 or B-s1, d0 materials.

Insurance

Neither the Organisers, nor the Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

Constraints connected with fire detection

The use of open flames, fireworks, smoke or fog machines, candles or sparklers on cotton candy or birthday cakes, etc. is prohibited on all levels. Smoke or fog machines may not be used in amphitheatres without the prior agreement of the Safety Department, which may, where appropriate, request compensatory safety measures. During the setup and dismantling phases, carpentry tools (electric saws, sanders etc.) must be equipped with an attachment to collect any sawdust. In addition, any triggering of a fire alarm activates the site's safety facilities (general fire alarm, closing of fire doors and fire dampers, opening of smoke extraction vents) as well as the total shutdown of the air-conditioning system, thus disrupting all on-site activities.

Prohibited materials, products, and gases

In accordance with article T45 of the Order of 18 November 1987, the following are prohibited:

- Distributing samples or products that contain a flammable gas.
- Balloons inflated with a flammable or toxic gas.
- Items made of celluloid.
- The presence of fireworks or explosives.
- The presence of diethyl ether, carbon disulphide, ethyl ether or acetone. The use of acetylene, oxygen, or a gas presenting the same risks is prohibited, unless a specific exemption has been granted to the operator by the competent administrative authority.

Furthermore, in accordance with Order no. 97.11628 of the Paris Prefecture of Police, the use of any motorised or remote-controlled flying device is prohibited. Exhibitor shall be fully liable for the services and demonstrations provided at their stand. They shall take all necessary measures to ensure the safety of the public that visit them.

Lasers

The use of lasers must comply with the conditions set forth in Article T44 of the Order of 18 November 1987, as amended, as well as with the provisions stipulated in the technical guidelines concerning the use of specific technical installations. The use of Class 3 and 4 lasers is prohibited within the site. Their use must also be declared to the authorities.

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 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. We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please plan for insurance coverage through your company's insurer.

VIPARIS STORE- an ONLINE ORDERING SYSTEM

Streamlined presentation and ordering, and a simplified user experience – Exhibitor Services has updated its online ordering system. Create your new customer account in just minutes and discover what Viparis Store has to offer.

Use this link to create your account today: <https://www.viparisstore.com/fr/ebmt-49th-annual-meeting-2023/niveau-2-hall-maillot/presentation>

Tel: + 33 (0)1 40 68 16 16 - from *Monday to Friday, 9.00am to 6.00pm*

Email: contact@e-viparisstore.com Website: www.viparisstore.com

INTERNET ACCESS

The Meeting offers free WIFI access to all visitors, suitable for basic web browsing. Exhibitors can order a Wi-Fi and wired Internet connection access and other IT facilities for their stands via the **VIPARIS online store**. Internet cables come from the ceiling.

STAND CLEANING

At the end of each day common areas such as aisles and the entrance lobbies to the hall will be cleaned. Exhibitors can order cleaning services for their stands via **VIPARIS online store**. The stand cleaning services consist of a first cleaning and one daily maintenance (or three daily maintenances) of floors and emptying of rubbish bins.

STAND CATERING

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 also permitted. Additional catering services are **Exclusive** to the Hyatt Regency Paris Étoile, a Partner of the Palais des Congrès de Paris, provides a diverse range of catering services to meet your specific requirements. Order form found [HERE](#)
For any question, please contact: amandine.freyccenet@hyatt.com

HOSTESSES & TEMPORARY STAFF HIRE

For Hostesses and temporary staff hire, please find order form [HERE](#)

SUBMISSION OF BOOTH PLANS

Every exhibitor must submit an exact statement of the dimensions of its stand as well as plans and descriptions of the stand to be approved by EBMT organization and its appointed Security officer. The drawings must clearly indicate, in English, the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated.

To proceed with verification and validation, please provide the below info by **Friday, March 10th**:

- a scaled top view drawing
- a scaled side view drawing
- a three-dimensional drawing (or photograph)
- Indicating the various heights and the open/transparent Spaces is required.
- If a special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.
- a description of the design with the materials used and a fire reaction certificate of these material. The Fire certificate for all the materials used must come from approved body: Euroclass fire certificate from a European approved laboratory or French class fire certificate from an approved body (from interior ministry).

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste, during move-in and move-out. Waste must be removed from the venue. There will be containers to dispose of waste onsite. Additional costs resulting from improper waste disposal will be charged to the exhibitor.

Aisles must be always kept clear including during assembly and dismantling. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely clear.

During the exhibition, no samples, packaging, or any other items can be placed in the aisles or other communal areas. The exhibitor is responsible for the removal of decorative elements, stands or constructed areas as well as signage and publicity elements. Exhibitors are obliged to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc.

“SHELL SCHEME” BOOTH

“SHELL SCHEME” stands will be built using a system consisting of 2400mm high white laminated panel walls with vertical aluminum columns. These allow a maximum display width of 954mm each. The maximum height to build inside the shell scheme is 2.4 meter. Corner stands will be open on two sides with two fascia boards carrying the company name.

Shell scheme stands will include the following:

- White laminated panels - 2.4m high X 1m wide (gross size) *
- Printed fascia board, 30cms high on each open side**
- LED spotlights (1 spotlight per 3sqm of built stand)
- Triple socket outlet (main electrical connection up to **1.0 kW** power consumption) ***
- Grey needle-punch carpet (A-4876 gris chiné moyen)
- 2 Chairs (Transparent Plexiglass Chairs) + White Table (rectangle table 150 x 80 x 75cms high)
- One wastebasket

*The usable panel’s area is 2288mm high x 954mm

**There is no limit on number of characters that can be printed on the fascia board. However, please note that the longer the company name the smaller the font size.

*** To order a **24 hours' power supply**, please select the option on the [VIPARIS](#) 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 images below:



FASCIA NAME BOARD

All shell scheme stands have fascia name boards with their company name included free of charge. Please send your company name to Hanna Safier at: exhibition@ebmt.org

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 [VIPARIS](#) online store.

BRANDING THE BOOTH PANELS

Please contact Victor Massarelli from VIPARIS victor.massarelli@viparis.com to order graphic for the booth by **Friday, March 31st**.

EXHIBITOR LIST (as of February 16)- For most updated floor plan, please see the [online floorplan](#)

Exhibitor	Booth #	Booth Type	Size
Accord-Healthcare	17	space only	30
airinspace®	42	shell scheme	16
ASTCT	5	shell scheme	9
Biotest	13a	space only	20
BMS	39	space only	50
CareDx	38	shell scheme	9
Consarctic	8	shell scheme	12
Cryo Bio System	37	shell scheme	18
DKMS gGmbH	31	Shell-Scheme	9
EHA	47b	shell scheme	12
Eurasian Hematology Oncology Group (EHOG)	6	shell scheme	9
Eurocept BV	52	space only	12
Flash Therapeutics	38a	shell scheme	9
Fresenius Kabi	30a	shell scheme	9
Gilead/Kite	33	space only	121.5
GSK	15	space only	30
HARMONY Alliance	47a	shell scheme	9
Histogenetics	48a	shell scheme	6
Immy	36a	space only	9
Incyte	7	shell scheme	9
Janssen	13	space only	30
Jazz	29	space only	50
MaaT Pharma	48	shell scheme	6
Macopharma	53	shell scheme	12
MAK SYSTEM	32A	shell scheme	9
Mallinckrodt (Therakos)	18	space only	49
Medac	20	space only	49
Miltenyi Biotec	14	space only	50
Moderna	30	space only	9
MSD (Merck)	50	space only	36
Neovii	44	space only	49
Novartis	11	space only	66
Omeros Corporation	21	space only	12
Pelham Crescent Srl	4	shell scheme	12
Pfizer Pharma GmbH	34	space only	81
Pierre Fabre Laboratories	19	space only	42
PIT Medical Systems GmbH	32	shell scheme	9
Sanofi Genzyme Europe	35	space only	70
SSBMT	36	shell scheme	9
Takeda Pharmaceuticals International AG (CH)	2	space only	31.5
Terumo BCT Europe NV	41	space only	25
Time Matters	31a	shell scheme	9
Vertex Pharmaceuticals	9	space only	108

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 areas.

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 no later than **March 17th**.

Additional stand personnel will be charged a registration fee of **€225.00**.

Badges ordered **onsite** will be charged **€275.00**.

To purchase additional badges please click [HERE](#)

For any assistance, please contact: registration@ebmt.org

Deadline: **Friday, March 17th**.

Number of complimentary badges will be given to exhibitors according to the rented space/sponsorship level, as calculated on the below table:

Size of Booth/Sponsorship Level	No. of Exhibitor Badges
6sqm - 17sqm	2 passes
18sqm - 30sqm	3 passes
31sqm - 40sqm	4 passes
41sqm - 50sqm	5 passes
Presidential	8 passes
Platinum	6 passes
Gold	4 passes

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 Registration 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 [Scientific Program](#) online.

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

Name changes will be permitted free of charge until Friday, March 17th. After this date, any name change will be subject to **EUR 50** charge per name.

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. Click [HERE](#) to register on-line.

For any inquiry, regarding registration please contact: registration@ebmt.org

HOTEL ACCOMMODATION

CME-Congresses Company is the official Professional Congress Organizer (PCO) for the EBMT 2023 Hotel Accommodations.

Please note that hotel options offered have been booked in advance to ensure that EBMT 2023 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 the following link: <https://www.ebmt.org/annual-meeting/accommodation>

For any inquiry regarding accommodation, please contact accommodation@ebmt.org

E-POSTERS

E-Posters will be displayed in the Foyer Bleu (Blue lobby) on Level 2 and will be available to view during all Meeting days (as per registration desk opening hours).

SOCIAL EVENTS

Opening Ceremony & Welcome Reception

All delegates, sponsors and exhibitors are invited to the Annual Meeting Opening Ceremony on **Sunday April 23**, at **6:30** pm in the Plenary Hall followed by the Welcome Reception held in Foyer Bleu.

BADGE READER - Exhibitor Lead Retrieval

Maximise your investment at the EBMT 49th Annual Meeting by capturing useful data about your stand visitors with our lead retrieval services.

Please order [Here](#)

- Capture leads on the fly with the boabee app
- Qualify visitor leads with custom qualifiers
- Digital brochures sent from within the app
- Daily leads report in your inbox
- Onsite support
- Watch tutorial video: <https://boabee.com/ebmt-lead-retrieval/>
- Contact us: support@boabee.com

SHIPPING INSTRUCTIONS

Full Shipping Instructions including tariff, material handling form, slot request form and shipping labels can be found [HERE](#)

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2023 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out handling of empties for the Meeting.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

Merkur Expo Logistics

Contact: Mrs. Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com

Please note these important dates:

Build-up	April 21-22
Exhibition	April 23-26
Breakdown	April 26
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Advance warehouse	No later than April 14
Exhibition goods - Direct deliveries to Meeting venue	Subject to pre-registration no later than Friday, April 12 . Time slot confirmation will be sent by April 17.

GENERAL & ADDITIONAL SERVICES

STORAGE

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

Merkur offers advance shipment to their warehouses in Germany and in Paris.

Information can be found in the shipping instructions found at the end of this manual.

Storage of empties - Empties should 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.

LANGUAGE

The official language of the Annual Meeting is English.

SECURITY

Exhibitors are requested to always use common sense precautions 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.

To order security guards to your stand, please use this [ORDER FORM](#)

Security staff hire services are Exclusive to the EBMT's appointed local company.

SMOKING

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

EBMT 2023

www.ebmt.org #EBMT23

PARIS, FRANCE