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EWMA Secretariat

Contact information
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Website: www.ewma.org

Exhibition Sales Team
Bent von Eitzen: bve@ewma.org
Sandy Ma: sm@ewma.org
Michael Olsen: mo@ewma.org
Charlotte Vedsted: cv@ewma.org

Registration Team
Mille Skovbjerg: ms@ewma.org

EWMA 2020 conference

Event details

Build up
Date: May 11
Exhibitors access hrs.: 08:00-24:00

Monday*

Tuesday
Date: May 12
Exhibitors access hrs.: 08:00-23:00

*Exhibitors with +25 sqm. Please ensure you contact the official logistics partner DSV for allocation of time slot for your unloading.
Unloading is not possible after 11pm.

Exhibition
Date: May 13
Exhibitors access hrs.: 07:30-17:30
Exhibition opening hrs.: 10:30-17:00

Wednesday
Date: May 14
Exhibitors access hrs.: 08:00-18:00
Exhibition opening hrs.: 09:00-17:30

Thursday
Date: May 15
Exhibitors access hrs.: 08:30-23:00
Exhibition opening hrs.: 09:15-14:00

Friday

Dismantling
Date: May 15
Exhibitors access hrs.: 14:00-23:00

Please note:
To ensure a good participant experience and access to/from session rooms through the exhibition area, dismantling of stand before the official dismantling hours is not permitted.

Dismantling must be finished within official dismantling hours. By 23:00 all stand elements must be removed from the exhibition area. The lorry-way behind the halls must be clear ahead of this time therefore the exhibition area must be empty by 23.00 hrs. to ensure all vehicles are off site in due time.
Exhibitor directory

As previous years we need your company information for the exhibitor directory (website, App and final programme).

Provide following information to cv@ewama.org:

- Company name
- Company e-mail
- Company description (max. 250 characters without spaces)
- Company phone no. (incl. country code)
- Company website
- Company logo (jpeg/eps/png)

The deadline is February 28.
Conference venue

ExCeL London
One Western Gateway
Royal Victoria Dock
London E16 1XL
UK

Web sites
General information about the venue:  https://www.excel.london/

Web shop

On  https://www.excel.london/webshop  you can find prices and place an order for following services for your stand:

- Internet & Telecoms
- Banner rigging
- Piped services
- Cleaning
- Catering
- Parking booking

Please enter your stand number to gain access to web shop.

Internet connection

Free Wi-Fi for browsing will be provided free of charge.

If you need a private connection, please order via ExCeL’s web shop or order forms  here.
Parking

For a map showing ExCeL’s car parks and parking information please visit: https://www.excel.london/visitor/getting-here/driving-and-parking


The orange car park is for visitors and exhibitors. Please note there is a height restriction of 1.9m, any vehicles larger then this would need to go park in the north lorry park.

Contact
ExCeL Core Services
Sales: +44 (0)20 7069 4499
Onsite: +44 (0)20 7069 4500
E-mail: traffic@excel.london.co.uk

Please note: ExCeL London reserves the right to amend terms and conditions incl. prices at any time.
Exhibitor stand personnel registration

Exhibitor badges

The exhibitor badges are only for the personnel taking care of the exhibition stand.

Included in the exhibition space is 1 free exhibitor badge for every 4.5 sqm, i.e.:

<table>
<thead>
<tr>
<th>Space area sq.m</th>
<th>Total badges no</th>
<th>Space area sq.m</th>
<th>Total badges no</th>
<th>Space area sq.m</th>
<th>Total badges no</th>
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<tbody>
<tr>
<td>1 - 9</td>
<td>2</td>
<td>52 - 56</td>
<td>12</td>
<td>70 - 74</td>
<td>16</td>
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<td>10 - 15</td>
<td>3</td>
<td>57 - 60</td>
<td>13</td>
<td>75 - 78</td>
<td>17</td>
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<td>16 - 20</td>
<td>4</td>
<td>39 - 42</td>
<td>9</td>
<td>79 - 83</td>
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<td>48 - 51</td>
<td>11</td>
<td>88 - 92</td>
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<td>61 - 65</td>
<td>14</td>
<td>93 - 96</td>
<td>21</td>
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<td>34 - 38</td>
<td>8</td>
<td>66 - 69</td>
<td>15</td>
<td>97 - 101</td>
<td>22</td>
</tr>
</tbody>
</table>

Registration terms and regulations

These terms and regulations are for you, as an exhibiting company, to ensure all registration formalities are met prior to the conference.

Stand personnel

- All stand personnel must always be registered and wear official badges.
- Due to security reasons all stand personnel must be registered prior to the conference.
- All badges are personal and cannot be shared.
- All exhibitors have minimum 2 free badges for stand personnel included in their exhibition space rental.
- The maximum number of additional exhibitor badges is equal to the number of free exhibitors included in the booked exhibition space. Excess personnel must be registered as participant.
- For access to the exhibition area outside opening hours, you need a yellow sticker on your badge. This can be added to your badge at the exhibitor service desk.
- The exhibiting company has to provide a name list prior to the conference with names of those that require access. No sticker will be given to participants not included in the list.
**FREE EXHIBITOR BADGE**

Please see technical guideline for exact number included in your stand.

Registration for further stand personal after deadline, will be charged at the additional cost.

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**ADDITIONAL EXHIBITOR BADGE**

**Price:**
- Before May 6, 2020: £139.39 (EUR 155)
- On or after May 6, 2020: £269.79 (EUR 300)

*Important: All registration fees will be charged in local currency (£) incl. VAT. It is required by local authorities that we charge local VAT and invoices cannot be issued without VAT, reverse charge mechanism does not apply.*

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**SUPPLIER BADGE**

Companies requiring badges for suppliers during the conference, i.e.:
- Mascot
- Barista
- Model
- Hostess
- Technician (light/sound etc.)

The supplier badge is *not* personal and can be shared by different suppliers during the conference.

Please note: max. 2 badges per stand.

**Price:** £89.93 incl. VAT.
(The 2 supplier badges are incl. for free in A and B sponsorships).

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**Deadlines**

- **FREE EXHIBITOR BADGE:** April 27, 2020
- **ADDITIONAL EXHIBITOR BADGE:** May 11, 2020
- **SUPPLIER BADGE:** April 27, 2020

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**Exhibitor access:**

An exhibitor badge gives access to the exhibition area during:
- build up
- exhibition hours and half an hour prior to/after the exhibition hour
- dismantling
- an exhibitor badge does not give access to the scientific sessions.

**Participant access:**

A participant badge gives access to all scientific sessions and the exhibition area during opening hours.

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This guide is for registration of all staff on your stand only.

Staff wishing to attend the scientific sessions must register as participants.

To start the registration process, you need to create an account. The system will automatically recognize your email address if an account already exists in the system. You can request a password reset if you have forgotten your password. Please do not create a new account using a different email address.

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**Do not use fake email accounts** as important information, QR code vouchers for name badges etc. will automatically be sent to the email address of each participant.

**Do not create accounts** for other persons using your email address. You can log in with your account and then register up to 10 participants within 1 order for the conference, using their own email address and details.
Registrations must be made through the online system. Link to the system is HERE. We recommend using Firefox or Google Chrome as the registration system works better in these browsers.

**Exhibitor staff registration: a 7-step process**

Make sure to follow through to the end (green buttons will bring you through the steps).

Once you have logged in to the registration system click the module Individual Registration

1. Registrations can be made either for yourself or for someone else, please choose the relevant button.
2. From the dropdown menu choose the participant type “Exhibitor stand staff (code required)” and enter the code **EXH292NB**
3. Add relevant ticket(s) and proceed to finalize your registration
4. Next step is for statistical purposes only – please enter the relevant information
5. You will now be able to register further participants if needed, or proceed to finalize your registration
6. After you have completed the payment step you will see a summary of your registration. To finish the process and confirm the registration click the green Finish registration button.
7. Completion of the registration process will create an automated email confirmation. Please check your SPAM filter if you do not receive it in your regular inbox.

**Corporate sponsor delegate registration: a 7-step process**

Make sure to follow through to the end (green buttons will bring you through the steps).

Once you have logged in to the registration system click the module Individual Registration

1. Registrations can be made either for yourself or for someone else, please choose the relevant button.
2. From the dropdown menu choose the participant type “Corporate sponsor: free delegate (code required)” and enter the code **CSP282NB** followed by sponsor company name.
3. Add relevant ticket(s) and proceed to finalize your registration
4. Next step is for statistical purposes only – please enter the relevant information
5. You will now be able to register further participants if needed, or proceed to finalize your registration
6. After you have completed the payment step you will see a summary of your registration. To finish the process and confirm the registration click the green Finish registration button.
7. Completion of the registration process will create an automated email confirmation. Please check your SPAM filter if you do not receive it in your regular inbox.
Onsite registration of stand personnel
Stand personnel not registered prior to the conference (11 May 2020) will only be able to register onsite at the exhibition access only fee (£ 344.43 incl. VAT) and payment is due on site. Please note: No invoicing is possible, payment only possible by cash or credit card.

Frequently Asked Questions
- How can I register someone else?
- Can I register a group?
- Can I send you a list of participants to register?

and many more - find out everything you need to know about registration online.
If the answer you’re looking for isn’t here, please contact us at registration@ewma.org.

Currency
EWMA 2020 is registered for VAT in UK. Registration fees will be charged in local currency GBP (£) and include 20% VAT. Please make sure you enter a correct VAT number if your registration fee is to be covered by your institute or a company. If your invoice is to be paid by yourself as a private person you can enter N/A in the VAT field.

All invoices related to exhibitor registrations must be settled by 10 May 2020.

No badges can be printed onsite if payment is missing. In such cases they must be settled by credit card (Visa or Mastercard) or cash onsite.

Name changes are ONLY possible when made no later than 10 May 2020. A handling fee of £ 25 will be charged for all name changes. No name changes are possible on site.

Due to security, all badges are personal and must be worn and visible at all time. The EWMA secretariat will confiscate any badges that are misused, and the personnel will have to purchase and pay for a new badge on site.

Exhibitor badge pick up
Exhibitor badges can be printed at the self-print stations in the registration area from Tuesday May 12 between 14:00-18:00.

Contact information
For any registration information or assistance, please contact: Mille Skovbjerg at ms@ewma.org.
Contractors

Stand builders are required to show ID (i.e. drivers license) and know the actual stand number of the company they work for to gain access to build up and dismantling.

The stand constructor must ensure to remove all cardboard waste, packaging etc. after build up and dismantling.

Smoking during build up, the conference and dismantling is not allowed.

For exhibitors who order shell scheme package: No drilling or damage to shell scheme walls and constructions allowed

Waste

Any waste left behind will be identified and waste removal charges will be passed to the exhibiting company by the organiser.

Access

All personnel working on your stand during build-up / breakdown must wear a wristband which will be distributed upon arrival via Security.
Shell scheme package

Content:

- White shell scheme walls, 250 cm high, towards neighbouring stands
- 1 fascia board 30 cm high, white infill panel and your company name and stand number in black (up to 20 letters)
- Spotlight track (number of spotlights depends on sqm.)
- 1 x twin 2 kwh socket, daytime power consumption
- Carpet (see next page for selection)
  - Before April 1 you can choose any color from following overview
  - After April 2 standard carpet (202 Iron) will be applied

Please note
Further supplies must be ordered directly from the venue web shop, i.e.:
- Furniture (table, chair, counter, showcase etc.)
- Extra power
- Full color logo on the fascia board
- Full color graphics on the shell scheme wall

Orders made after the deadline will be with an extra charge of EUR 30.

Ordering
To order your stand package please contact the EWMA Secretariat, att. Charlotte Vedsted
cv@ewma.org.

The price is EUR 70.- per sqm. excl. VAT.
Deadline for ordering is April 1 2020.
Building height
The ceiling height is 10 meters.
The maximum building height is 6 meters.
All visible back walls above 2.5 meters must be either branded or painted white.

Rigging is permitted to have banners between 5m and 6m. See Rigging under the Space Only Regulations section.

Any stand design height over 4 meters high requires an additional stand design approval by an appointed structural engineer and the exhibitor requires to provide structural calculations. The following appointed Health & Safety Partner, Abraxys, will handle the general stand approval process and the additional approval process, an additional fee will occur regarding this process.

Appointed Health & Safety Partner
Abraxys Ltd
All Space Only stands will have their proposed plans and documentation checked by the independent health and safety adviser:

Abraxys have been appointed as the official Health & Safety Partner and will review your proposed exhibition stand plans and documentation to ensure they comply with EWMAs and ExCeLs stand build regulations.

Contact information:
Contact person: Terri Simpson
Phone: +44 208 747 2045
E-mail: terri@abraxys.com
Website: www.abraxys.online

Approval of stand design – Mandatory to all exhibiting companies
To gain build up access to the exhibition hall your stand design has to be approved prior to the conference. It is mandatory for all space only exhibiting companies to submit their stand design by April 1 2020 to ewma@abraxysglobal.com.
Stand build regulations

Shell scheme package design
Exhibitors with shell scheme option do no need to have their stand design approved, unless:
- Floor is raised above 400mm
- Items on stand is higher than 2.5 meters

If in about, please contact: ewma@abraxysglobal.com.

Space Only Stands
Exhibitors who take a Space Only site are responsible for a number of areas.

Please ensure all the compulsory forms for Space Only sites along with your proposed stand plan designs/visuals are submitted by April 1 2020 to ewma@abraxysglobal.com.

All personnel working on your stand during build-up / breakdown must wear a wristband which will be distributed upon arrival via Security.

Space only exhibitors are responsible for their own stand design and construction including flooring. It is not acceptable to leave the bare venue floor visible within your stand space.
Prior to build-up, it is recommended that your contractor examines the site allotted to you.

Space only sites between shell schemes must deduct 55mm from the overall measurements to fit within the allotted space. For example a 3m x 2m space only site would have a floor space of 2.945m x 1.945m. Failure to note this will mean your stand will not fit into the allotted space.

It is the responsibility of space only exhibitors to supply, erect and decorate free standing single clad partitioning to all dividing walls when positioned next to an adjacent stand. This includes the erection of a back wall when next to a shell scheme stand. The minimum height of the partitioning must be 2.4 metres. Areas above 2.4 metres must be of double-sided cladding and decorated in plain colours only on the reverse. Maximum build height is 6m which must include the height of any raised platform floor. Platform floors over 40mm require integrated ramp access to meet the venue’s health and safety regulations. All Exhibition stands must be accessible to all – please ensure you comply with the Disability Discrimination Act:
The Disability Discrimination Act 1995 (DDA), dictates that all platforms must allow full access and exit to disabled visitors. It is strongly recommended all stand floors and platforms, regardless of height, include suitable ramping to allow access for disabled visitors.
A ramp must be fitted for any platform over 40mm. The minimum width for the access ramp is 1200mm and the gradient should be no greater than 1:12. Open corners of stand floors and platforms which are exposed should be splayed, rounded and angled to avoid sharp corners and tripping hazards.

Long runs of walling must be avoided, particularly along open perimeters of stands and are restricted to a maximum of 50% of the overall side dimension. Walls along open perimeters must be relieved with display items and not left in plain colours.
Exhibits must be displayed in such a way as not to obstruct the view of the exhibition area of adjacent stands and all product and displays must be kept within the boundary of your stand.

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Stand Dressing - Artificial flowers are highly flammable and give off toxic fumes. These must not be used for stand dressing.

All doors on stands must have a vision panel and must open in the direction of exit from the relevant store room/meeting room/kitchen area on your stand. The only exception to this rule is when a door is positioned directly on the gangway, then the door must open inwards.

Once your stand plans and supporting health and safety documents have been reviewed and payment has been received you will receive an email confirming that you have permission to build. You will not be able to commence build until this process is complete. We recommend that stand designers submit their preliminary stand designs for review before final sign off with the client for a compliance check.

Charge
The stand plan inspection fee associated with the stand design approval process is £185 + vat where vat is applicable. The fee is payable via the Abraxys secure retail site: https://www.abraxys.online/online-store/EWMA-2020-Stand-Plan-Inspection-Fee-p164502634
The link is for space only exhibitors to make online payment via Abraxys retail site for the Stand Plan Inspection fee.

If an exhibiting company is only able to proceed with a payment by bank transfer, please contact Abraxys to specifically request an invoice. Request must include Invoice address and VAT number and exhibition space number.

Templates
Risk assessment template and Risk Assessment explanation
Method statement
Construction phase plan

Exhibiting companies or stand builders can e-mail Abraxys with their own versions of above templates as long as the information is relevant and describes the stand construction for this event.

Risk Assessment explanation:
- Essentially to complete the Risk Assessment you are required to:
- First list the task
- Then what the perceived risk is
- Then who will be at risk
- Then how high is the risk level (low, medium, high)
- Then what control measure that you will put in place to reduce the risk level.
- Finally what is the improved risk level
Note: If something really is of low risk, then it may not need to be covered in the assessment. The aim is to identify medium and high-risk activities and reduce these to lower risk levels.

Consider the exhibition hall to be a construction site whilst it is in build-up and breakdown.
As a minimum you should be considering and describing the following:

**Working at height** (ladder work for example). If working at height is necessary, staff will use a stable platform or step ladder used to manufacturers guidelines.

**Manual handling** (lifting and moving heavy items). All staff trained in correct manual lifting techniques.

**Slips, trips and falls** (all staff to keep space clear of trip hazards). Rubbish/empty boxes to be removed regularly.

**Electrical** (all electrical equipment must be PAT tested to ensure it is safe to use, no unqualified staff permitted to work on any live electrical items, liaise with electrical contractor for the event).

**Fire** (all staff to observe the no smoking rule, power sockets never overloaded).

**Tools** (only used by experienced staff in the correct manner).

**PPE (Personal Protective Equipment)** All staff to wear Hi-vis jackets, suitable work boots, hard hats if required. PPE is your first line of defence.

**Live demonstrations / working machinery on Stands**, must be supervised at all times with a named individual with responsibility included on the Risk Assessment with contact details. Please describe barriers / surrounds in place.

**Display Vehicles on Stands**, should include the following information on a Risk Assessment:

The date and time to bring the vehicle in must be agreed with the Venue and communicated to the Floor Manager and Hall Security. We recommend vehicles come in at the very earliest opportunity before too much construction in the hall, so this would normally come in on the first day you have access to the hall and normally this would be placed directly in the correct position on the stand.

We would require a Risk Assessment specifically relating to the vehicle being brought into the hall, and the following areas must be covered:
- Vehicle details, date and time confirmed for install and de-rig
- Name and mobile number of driver responsible for installation of vehicle and collection.
- Confirmation that the driver will only bring the vehicle into the hall when accompanied by an Abraxys Floor Manager who will walk ahead of the vehicle to ensure the vehicle takes the safest and most direct route possible. Same for removal of vehicle post show.
- All persons involved in moving a vehicle in the hall must wear Hi-Vis.
- Keys to the vehicle during the show open hours must be held by the organiser on site.
- Vehicle to arrive with minimal fuel in the tank.
- Once installed on site, battery to be disconnected and drip tray may be required under the vehicle.
Space Only Rigging Regulations & Banner Approval:
The rigging of banners is permitted and must be included in your proposed stand designs submitted for review.

The height of all banners must be within 5 to 6 meters from the ground.

All stands that require rigging points, must be included on space only stand plans and approved in advance before Rigging services are confirmed with Excel rigging services. Rigging services must be ordered from the official riggers at ExCeL London.

Please note that rigging heavy items above your stand may mean that the stand becomes a Complex stand construction and therefore may require further reviews by the venue and an independent structural engineer. If this is the case then structural engineers fees of £300 + vat (where vat is applicable) will be charged. This charge will cover the cost of review of your structural calculations submitted and on-site inspection and sign off by the organisers appointed structural engineer.

Payment must be made prior to sign off. The stand plan inspection fee applies in addition to the complex fee for those stands deemed complex Lightweight vinyl banner graphics will normally not require this additional inspection, but please ensure all dimensions and weight of all rigged elements are included on your stand plan visual and method statement.

Space Only Electrical / Lighting Regulations:
The official electrical contractor for this event is GES, please see the official contractors list.

The Association of Event Venues (AEV) regulations for all stands’ Electrical Installations must be observed and complied with by all stand holders, exhibitors and their contractors. Your equipment must conform to these safety standards, or it will be disconnected.

If you are a space only stand and wish to erect the stand yourself you must order electrics though GES to be connected to the mains. Under no circumstances are you allowed to wire the stand yourself. You can bring pre-wired items but cannot wire this yourself at the show. You must order connections from GES and then they will do the testing for you which will be charged.

You find order forms here.

Deadline for ordering is April 17.

Please note: A 20% surcharge will be applied on all orders placed after deadline.

Space Only Floor Coverings:
Please ensure all carpet tape used is exhibition approved. Flooring may be ordered via GES through the web shop.

Approval process
The following information is required in order for your stand to be reviewed by Abraxys and EWMA. Once the review is complete, you will receive a Permission To Build Certificate.

Please ensure your plan submission is complete with all elements listed below and sent directly to Abraxys by email to ewma@abraxysglobal.com.
• Stand Design Drawings, which must include;
  o Elevation and plan views
  o All dimensions
  o Description of your flooring
  o Description of materials to be used within your build
• Relevant fire certificates for materials used
• Risk Assessment
• Method Statement
• Copy of your public liability and employer’s liability insurance certificate

All plans and Risk Assessment Method Statement must be specific to this event, it is not permissible to submit generic documents.

Please share this information with your stand contractor so they are informed of the Stand Build Regulations.

If any of the regulations are unclear, or if you would like to submit preliminary plans for feedback before your plans are finalised, then we are very happy to do that. A reminder that the submission deadline is April 1, 2020.

When submitting your Health & Safety space only documents as listed above, please remember to include your proposed date of arrival on site to commence your build up which must be stated on your written method statement.

Please note: In case your stand design has not been approved by EWMA prior to the conference ExCeL London may not allow you access for build up.

Deadline is April 1, 2020.

Complex stand structure

Stand Platforms

Stages of 600mm and over in height and all stages for public use are deemed to be complex.

Complex Structures Definition:

All stands over 4m in height are deemed complex. Exhibiting companies with a complex stand requires additional secondary sign off Abraxys and the exhibiting company needs to provide the stand design with structural calculations.

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk.

It is the responsibility of the stand designer to determine whether a structure is complex or not.

Examples of complex structures:

• Any structure, regardless of its height, which requires structural calculations
• Multi-storey stands
• Any part of a stand or exhibit which exceeds four metres in height
• Custom-built/bespoke suspended structures
• Sound/lighting towers
• Temporary tiered seating (refer to Temporary Demountable Structures section)
• Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)
• The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.
Branding possibilities

Please see our branding catalogue for possibilities [here](#).

For booking, please contact EWMA Secretariat directly.

Rules and Regulations - Advertising activities

Advertising activities may only be carried out, only on the exhibitor’s own stand. Adequate space must be available on the stand for the spectators. Audio, visual and other means of advertising must not cause obstructions or interference in the aisles or to neighbouring stands. The noise level caused by advertising and exhibits must not exceed 60dB (A) at the stand boundary. Gases and vapors may not be used. Flashing signs and illuminated message panels (newscasters) must be authorized, before being used. Balloons filled with non-flammable gas are permitted, as long as the approved building standards are being adhered to.

Rules and Regulations - Advertising in the exhibition area

Exhibitors can use the delimited stand wall space for advertising purpose. Unauthorized display of company material outside own stand is prohibited and will be charged. Advertisement and distribution of advertising material outside of the exhibition area or by symposia rooms of other companies is not permitted. Unauthorized advertising may be removed by the organizers. Exhibition management can demand that all presentations be stopped immediately in case of justified complaints. The management decides in cases of dispute as to whether or not certain advertising is permissible.
Floor plan
The floor plan shows registration, catering areas, flow to session rooms and entrance. The floor plan is available here.

Storage space
Storage spaces are available for purchase. The storages are located in connection to the exhibition area.

Prices
6 sqm   EUR 2,078
8 sqm   EUR 2,500
10 sqm  EUR 3,298

The storage has walls and lockable door.

For booking, please contact EWMA Secretariat directly.
External suppliers

Webshop for, furniture, catering, AV, services
The official supplier of catering, AV, furniture, flooring, electricity etc. is GES.

Orders must be placed through the web shop: 
https://ordering.ges.com/000027150/

Contact: +44 (0)2476 380 190

At the webpage it is possible to live chat with GES.

To create an account just click the Log In/Create Account button:

Deadline: The web shop will close May 1, 2020.

Ordering on-site
It is possible to order furniture (if available) on-site at the ExCeL London Exhibitor Service Desk, but we recommend you to order through the web shop prior to the deadline to ensure GES can meet your requirements.
Official hotel accommodation agent
Codan Consulting

Codan Consulting is appointed official hotel accommodation agent for EWMA 2020 in London, and will handle all related arrangements.

Hotel rooms of different categories at reduced rates are available for the participants of EWMA 2020, please find the selection of hotels here.

Room reservation:

- For a maximum of 5 hotel rooms use the online booking form available here
- For a reservation of more than 5 hotel rooms and group reservations, please contact the reservation department at ewma@codan-consulting.com

Contact information:
Codan Consulting
Provaznicka 11
110 00, Praha 1
Czech Republic
Telephone: +420 251 019 376
Fax: +420 251 019 361
E-mail: ewma@codan-consulting.com
Contact person: Veronika Hofmanova
Flowers

Oldacre event florist

Oldacre are event florists based onsite at ExCeL London and is the only approved and official floral supplier at the venue.

Oldacre pride themselves on producing bespoken floral and plant display, tailored to your specific needs. The make top quality displays to suit your budget, theme and taste.

Contact information:
Telephone: +44 (0) 207 069 4235
E-mail: info@oldacre.co.uk
Website: www.oldacre.co.uk

Please find:
- Brochure here
- Pricelist here
- Order forms here


By April 30, 2020 a surcharged of 15% will be added to you order.

Ordering after May 8, 2020 is possible, however please note items cannot be guaranteed.
Official logistics partner
DSV Solution A/S

As the appointed official logistics partner, DSV is offering:

- Unloading at the exhibition area with forklift or crane
- Collection and storage of empty packaging material
- Return transport of goods after the conference
- Custom clearance

Contact information:
Contact person: Henrik Glendorf
Center Boulevard 8
2300 Copenhagen S
Denmark
Telephone: + 45 43 20 38 53
E-mail: expo@dk.dsv.com

Following information will be available on the EWMA 2020 website here:

- Conditions
- Shipping instructions
- Shipping labels
External stand builder
The Big Picture

If you require an external stand builder, please contact:

Paul Thornton Allan
E-mail: paul@tbigp.com
Mobile: +44 7444 508 037
www.tbigp.com

The Big Picture has provided design services to the private and public sectors throughout the UK, Europe, North America, and the Middle East since 1985.

Over the last 25 years Paul has worked extensively with companies within the medical devices industry both in the UK and internationally, developing marketing strategies and comprehensive implementation programmes covering corporate identity programmes, advertising, literature, exhibitions, conferences and social media. His experience has resulted in an in-depth knowledge of the products, protocol and people involved in the medical devices sector.

For 8 years Paul held the position as director of corporate communications with Huntleigh Technology plc. managing their global marketing and advertising programme after Huntleigh outsourced their marketing department to Paul and his team at The Big Picture.
Lead Retrieval
Lion Leads

Please visit the EWMA2020 web page here for details and ordering lead retrieval license and equipment for your stand and symposia.

Key features
- Optional premium iPod Touch rentals
- Offline scanning
- Quick scanning for symposia
- Create custom tags and qualifiers
- Graphical lead and qualifier statistics
- Exports including contact information
- Dedicated onsite support

Order deadlines:
Early Bird Order Deadline: March 13, 2020

Contact information:
Contact person: Mathias Balhorn
E-mail: leads@jmarquardt.com
Filming, video and social media
Mole Productions Ltd

Contact information:
E-mail: info@moleproductions.com
Telephone: +44 345 123 5725
Website: www.moledigital.co.uk

Please visit the EWMA 2020 web page here for ordering:

- **Symposium filming**
  HD video coverage of your symposium, presented in full with integrated slides for a complete educational package.

- **Exhibition highlights**
  Web- and social media-ready highlights video of your EWMA 2019 exhibition presence.

- **KOL interview**
  Expert Q&A - cover key topics, presentation highlights or create clinical briefings.

- **Digital marketing and social media**
  Pre-, during and post-event social media images, videos and posting; digital marketing campaign planning and delivery

- **Digital signage and presentations**
  Videos for presentation and your exhibition stand screens, including product demonstrations, medical animation and patient case studies

**Deadlines:**
Filing (symposium filming) May 4, 2020
Filing (conference highlights) May 11, 2020
# Overview of deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Supplier</th>
<th>Topic</th>
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<tr>
<td>February 28, 2020</td>
<td>Provide information</td>
<td>Provide to EWMA</td>
<td>Exhibitor directory</td>
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<tr>
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<td>EWMA</td>
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<tr>
<td>April 1, 2020</td>
<td>Stand approval</td>
<td>Abraxys Ltd</td>
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<td>April 17, 2020</td>
<td>AV/Tech. supplies</td>
<td>GES</td>
<td>Stand build regulations</td>
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<tr>
<td>April 17, 2020</td>
<td>Shell scheme extras</td>
<td>GES</td>
<td>Through webshop</td>
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<tr>
<td>April 17, 2020</td>
<td>Graphics</td>
<td>GES</td>
<td>Through webshop</td>
</tr>
<tr>
<td>April 17, 2020</td>
<td>Electrics</td>
<td>GES</td>
<td>Through webshop</td>
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<tr>
<td>April 17, 2020</td>
<td>IT solutions</td>
<td>ExCeL London</td>
<td>Early bird (20% surcharge after April 17)</td>
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<tr>
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<tr>
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<tr>
<td>April 27, 2020</td>
<td>Registration</td>
<td>EWMA</td>
<td>Free exhibitors</td>
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<tr>
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<tr>
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<tr>
<td>May 1, 2020</td>
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<td>May 4, 2020</td>
<td>Filming</td>
<td>Mole Production LTD</td>
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<td>May 6, 2020</td>
<td>Catering orders</td>
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<td>May 11, 2020</td>
<td>Filming</td>
<td>Mole Production LTD</td>
<td>Stand catering</td>
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<tr>
<td>May 11, 2020</td>
<td>Registration</td>
<td>EWMA</td>
<td>Conf. highlights</td>
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