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EWMA Secretariat

Contact information
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DK-2000 Frederiksberg
Tel.: +45 70 20 03 05
E-mail: ewma@ewma.org
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: November 16
Exhibitors access hrs.: 08:00-24:00

Monday*
Date: November 17
Exhibitors access hrs.: 08:00-23:00

Tuesday

*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 11 pm.

Exhibition
Date: November 18
Exhibitors access hrs.: 07:30-17:30
Exhibition opening hrs.: 10:30-17:00

Wednesday
Date: November 19
Exhibitors access hrs.: 08:00-18:00
Exhibition opening hrs.: 09:00-17:30

Thursday
Date: November 20
Exhibitors access hrs.: 08:30-23:00
Exhibition opening hrs.: 09:15-14:00

Friday

Dismantling
Date: November 20
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 the 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 the 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 – size 400x400px)

**The deadline is September 1, 2020.**
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/

Webshop
On https://www.excel.london/webshop you can find prices and place orders 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 the webshop.

Deadlines:
20% surcharge when ordering after November 2, 2020
Webshop closes Sunday, November 15, 2020

Catering
Any food or drink consumed on the stand must be purchased through the venue’s appointed catering company, ExCeL London Hospitality who hold the sole right to supply all food and beverages consumed on-site. Please note that if any external catering is used without consent from ELH, all stand back charges will be levied to the exhibitor.

Exhibitor stand catering includes:
- Full flexibility on ordering the exact items required
- Drop and go delivery of items to your stand at the time required (within a 30 minute window)
- All food and drink items will be on disposable trays
- Available on exhibitor stands – not available in meeting rooms
- Please note that staffing is not include or available for the stand catering service

Find the menu offer here

Bookable via the link: https://excellondonhospitality.exhibitorcatering.co.uk/
or please contact the stand catering sales team on sales@excelhospitality.london

Internet connection
Free Wi-Fi for browsing will be provided free of charge.
If you need a private connection, please order via ExCeL’s webshop 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>
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<td>9</td>
<td>70 - 74</td>
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<td>21</td>
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<tr>
<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 a minimum of 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 a 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 must provide a name list prior to the conference with the 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.

**ADDITIONAL EXHIBITOR BADGE**

**Price:**
Before November 11, 2020: £139.39 (EUR 155)
On or after November 11, 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.

**Deadline for registration:**
November 3, 2020

**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).

**Deadline for registration:**
October 30, 2020

<table>
<thead>
<tr>
<th>Exhibitor access:</th>
<th>Participant access:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>A participant badge gives access to all scientific sessions and the exhibition area during opening hours.</td>
</tr>
</tbody>
</table>
ONSITE REGISTRATION OF STAND PERSONNEL

Stand personnel not registered prior to the conference (November 14, 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.

EWMA 2020 – Exhibitor Stand Personnel (no scientific session access)
step-by-step registration process

Registrations must be made through the online system. The link to the system is HERE. We recommend using Firefox or Google Chrome as the registration system works better in these browsers.

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.

Registration is 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 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.

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.
EWMA 2020 – Corporate sponsor free delegate
step-by-step registration process

Registrations must be made through the online system. The link to the system is HERE. We recommend using Firefox or Google Chrome as the registration system works better in these browsers.

This guide is for registration of the free delegates with full access to scientific sessions included in a sponsor package.

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.

Registration is 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 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.

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.
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 is not listed, please contact us at registration@ewma.org.

EWMA 2020 is registered for VAT in the 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.

Please contact Mille Skovbjerg ms@ewma.org if you have any questions.

All invoices related to exhibitor registrations must be settled by November 18 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 November 10 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.

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 the build-up, the conference and dismantling are not allowed.

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

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 neighboring 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 October 9 you can choose any color from the following overview.
  - After October 10 standard carpet (202 Iron) will be applied.

Please note

Further supplies must be ordered directly from the venue webshop, 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.
The deadline for ordering is October 9, 2020.
PRODUCT SWATCHES
CORD

PRODUCT SWATCHES
CORD

PRODUCT SWATCHES
CORD
Details of all the sizes of the system:

**Shell Dimensions**

- Maximum Unsupported Span: 4000mm
- 2430mm to Underside of ceiling beam
- 3000mm
- 2500mm
- 990mm

**Panel Dimensions**

- Panel Size: 2544mm x 970mm
- 990mm to centres of poles
- Span Size: 2540mm x 950
- 2430mm Normal
- 2480mm
- 2340mm
- 2500mm
- Adjustable

**Post Sections**

- 40mm Diam. Post
- 70mm Beam
- 4.5mm
- 39.7mm

**Posters & Panels**

- For your pictures under 950mm wide
- For your pictures over 950mm wide
- Using panel brackets fix your display panels across your upright
- A post is added for stability on stands over 4m in length
- 234mm High wall panel sections
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 *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 self-build 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 September 18, 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:

- The floor is raised above 400mm
- Items on the stand are higher than 2.5 meters

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

Space Only Stands
Exhibitors who take a Space Only exhibition booth 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 September 18, 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 stand design and construction including flooring. It is not acceptable to leave the bare venue floor visible within your stand space. Before 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 meters. Areas above 2.4 meters must be of double-sided cladding and decorated in plain colors only on the reverse. The 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 colors.
Exhibits must be displayed in such a way as not to obstruct the view of the exhibition area of adjacent stands and all products 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 the 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 the online payment via Abraxys retail site for the Stand Plan Inspection fee.

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

Templates

The risk assessment template and Risk Assessment explanation

Method statement

Construction phase plan

Exhibiting companies or stand builders can e-mail Abraxys with their versions of the 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 controls measure that you will put in place to reduce the risk level.
- Finally what is the improved risk level
Note: If something 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 an 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 defense.

**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 the driver responsible for the 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 organizer on site.
Vehicle to arrive with minimal fuel in the tank.
Once installed on-site, the battery to be disconnected and the 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 organizers appointed structural engineer. Payment must be made before 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 through 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. The deadline for ordering is October 23. Please note: A 20% surcharge will be applied to all orders placed after the deadline.

**Space Only Floor Coverings:**
Please ensure all carpet tape used is exhibition approved. The flooring may be ordered via GES through the webshop.

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 finalized, then we are very happy to do that. A reminder that the submission deadline is September 18, 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 Abraxys prior to the conference ExCeL London may not allow you access for build-up.

The deadline is September 18, 2020.

Complex stand structure

**Stand Platforms** Stages of 600mm and over in height and all stages for public use is deemed to be complex.

**Complex Structures Definition:**
All stands over 4m in height are deemed complex. Exhibiting companies with a complex stand require 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-stories stands
• Any part of a stand or exhibit which exceeds four meters 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 catalog 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 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 neighboring 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 purposes. Unauthorized display of company material outside the 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 a lockable door.

For booking, please contact EWMA Secretariat directly.

Waste
Any waste left behind will be identified and waste removal charges will be passed to the exhibiting company by the organizer.
External suppliers

GES - webshop

The official supplier of AV, furniture, flooring, electricity, etc. is GES.

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

Contact: +44 (0)2476 380 190

On the webpage, it is possible to live chat with GES.

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

Deadline: The web shop will close on October 23, 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 order through the web shop before the deadline to ensure GES can meet your requirements.
Official hotel accommodation agent
Codan Consulting

Codan Consulting is appointed the 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 is event florists based onsite at ExCeL London and is the only approved and official floral supplier at the venue.

Oldacre prides themselves on producing bespoken floral and plant display, tailored to your specific needs. They 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 November 2, 2020, a surcharge of 15% will be added to your order.

Ordering after November 2, 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

The following information and deadlines are 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 programs covering corporate identity programs, 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 the corporate communications with Huntleigh Technology plc. managing their global marketing and advertising program 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: September 18, 2020

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

Contact information:
E-mail: info@moledigital.co.uk
Telephone: +44 167 224 0010
Website: www.moledigital.co.uk

Please visit the EWMA 2020 web page [here](#) for ordering:

- **Symposium filming**
  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 2020 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:**
Filming (symposium filming) November 6, 2020
Filming (conference highlights) November 13, 2020
Overview of deadlines:

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