Exhibitor Manual

European Congress of Clinical Microbiology and Infectious Diseases

Paris, France

18–21 April 2020

30th ECCMID
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Important addresses

Congress website
W www.eccmid.org

Exhibition coordinator
A-booth Exhibitions BV
Jaap-kees Snoeij
Skoon 37
NL1511 HV Oostzaan
The Netherlands
E jaap-kees@a-booth.nl

Registration
Congrex Switzerland Ltd.
Peter Merian-Strasse 80
4002 Basel / Switzerland
T +41 61 686 77 77
E eccmidregistration@escmid.org
W https://www.eccmid.org/registration_hotel_bookings/

Hotel and travel
Kenes Group
Kenes International – Hotel Sales Department
E eccmidhotels@escmid.org
W https://www.eccmid.org/registration_hotel_bookings/book_your_hotel/

Official logistics and freight partner/ bag inserts
Merkur Expo Logistics GmbH
Mrs Astrid Weitmann
Rheinstrasse 2
65760 Eschborn / Germany
F +49 (0) 6173 966 95 29
M +49 (0) 151 1408 4524
E astrid.weitmann@merkur-expo.com

Shell scheme & Space only booths
A-booth Exhibitions BV
Jaap-kees Snoeij
Skoon 37
NL1511 HV Oostzaan
The Netherlands
T +31 (0) 75 62255 81
E eccmid2020@a-booth.nl
Lead Retrieval
Ms. Madina Dzhappueva
T +49 175 507 2894
E eccmidleads@escmid.org

Technic coordination for symposia halls
Ms. Tamara Busche
T +49 15 118002630
E eccmidindustry@escmid.org

Congress venue
Paris Convention Centre Hall 7
Place de la Porte de Versailles
75015 Paris
France
### Important dates and deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
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<tbody>
<tr>
<td>24 January 2020</td>
<td>Deadline for early bird registration fees</td>
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<tr>
<td>25 February 2020</td>
<td>Deadline for wall print discount</td>
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<tr>
<td>17 February 2020</td>
<td>Deadline for late fee lead retrieval</td>
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<td>6 March 2020</td>
<td>Deadline for regular registration fees</td>
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<tr>
<td>7 March 2020</td>
<td>Day tickets and exhibition visitor tickets are available</td>
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<tr>
<td>15 March 2020</td>
<td>Deadline early birds in Exhibitor webshop;</td>
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<td></td>
<td>- Deadline for electricity discount</td>
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<td>- Deadline for rigging discount</td>
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<td>- Deadline for stand personnel discount</td>
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<td>- Deadline for stand security discount</td>
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<td>- Deadline for submitting stand plans showing the location of technical supplies</td>
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<tr>
<td>25 March 2020</td>
<td>Deadline for pre-ordering badges</td>
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<td>26 March 2020</td>
<td>Deadline for booth catering orders</td>
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<td>29 March 2020</td>
<td>Deadline in Exhibitor webshop;</td>
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<td>- Stand personnel</td>
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<td>- Stand security</td>
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<td>- Rigging</td>
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<td>- Submitting stand plans showing the location of technical supplies</td>
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<tr>
<td>1 April 2020</td>
<td>Deadline for submitting the freight, clearing and loading form and the bag insert service from to <a href="mailto:astrid.weitmann@merkur-expo.com">astrid.weitmann@merkur-expo.com</a></td>
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<tr>
<td>1 April 2020</td>
<td>Deadline for onsite late fee exhibitor orders</td>
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Key information

<table>
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<tr>
<th>Delivery / Build-up booths / Decoration</th>
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<tr>
<td>Wednesday 15 April 2020</td>
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<td>Thursday 16 April 2020</td>
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<td>Friday 17 April 2020</td>
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<table>
<thead>
<tr>
<th>Exhibition dates and hours</th>
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<tr>
<td>Saturday 18 April 2020</td>
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<td>Sunday 19 April 2020</td>
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<tr>
<td>Monday 20 April 2020</td>
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<td>Tuesday 21 April 2020</td>
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All exhibitors can enter the exhibition an hour earlier with their exhibitor registration pass.

<table>
<thead>
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<th>Dismantling of booths</th>
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<tr>
<td>Tuesday 21 April 2020</td>
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<tr>
<td>Wednesday 22 April 2020</td>
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The extension of build-up / dismantling times is subject to an extra charge and cannot be guaranteed. No extension for the dismantling of Hall 7.1 is available. For further information please contact A-booth Exhibition Services. Eccmid2020@a-booth.nl
1. Exhibitor registration

1.1 Badges
During build-up and dismantling, no working passes will be needed for standbuilders and other contractors working for exhibitors.

**More information**
For questions about build-up and breakdown registration, contact Eccmid2020@a-booth.nl

1.2 Exhibitor badges (booth staff)
As an entrance control will be implemented for the exhibition area, special name badges must be ordered for booth staff and other persons involved. Exhibition staff requiring access to the exhibition outside the official exhibition opening hours, e.g. in the mornings to prepare the exhibit, must be in possession of an exhibitor badge. However, they do not need to register as regular congress participants.

Each exhibitor is entitled to two free badges for the first 9m² of exhibit space, and one additional free badge for each 9m² thereafter. Additional badges will be charged EUR 55 per badge for pre-advance orders before 16 April 2020. Badges ordered after 16 April 2020 and onsite will be charged EUR 75.

To register your personnel, we will send you a link by January 2020 with further information on how to enter all the required details of your personnel.

Exhibitor badges allow access to the exhibition as well as to the exhibitor’s own symposia and meeting room(s). They do not grant access to sessions. Please note that no public transportation is included in the exhibitor badges.

For any requests concerning pre-ordered badges, please contact the congress secretariat under eccmidregistration@escmid.org.

Please note that you may purchase up to 50 additional exhibitor badges, beyond the complimentary badges.

**We kindly ask you to register your booth staff by 25 March 2020.**

**Additional full congress registrations**
Full congress registrations can be made at regular rates by registering online at www.eccmid.org.

These badges will have to be printed with a personal barcode at the participant check-in desks in the registration area.

**Staffing of the booth**
As a courtesy to those attending ECCMID 2020 and to your fellow exhibitors, exhibitors must open their exhibit on time and staff it with at least one person throughout each day until the scheduled closing of the exhibition on Tuesday.
1.3 Scientific registration
Each exhibitor is entitled to one complimentary full scientific registration, which allows access to the scientific sessions.

In order to register your staff, please follow the steps below:

1. Create an account: https://www.eccmid.org/sponsorship_and_exhibition/industry_registrations/
   Your login details will be sent to your e-mail address.

2. Choose Registration & Hotel Bookings:
   https://www.eccmid.org/registration_hotel_bookings/registration/

3. Choose Individual Congress registration or Group Congress registration.

4. Choose “Online registration”.

5. Log in with your login details.

6. Click on “order tickets” and add the requested registration tickets as highlighted above according to your booth size.

7. Choose your payment method (if needed). The confirmation and invoice will be sent by email.

8. Click on “Add participants” and enter e-mail addresses, names, and address data of your staff. 
   Note: All badges must be named, there are no no-name badges.

9. Click on “distribution” and allocate the registration tickets to your participants. Your registration is now complete.

For any questions please contact eccmidregistration@escmid.org.
2. Material handling

2.1 Access / delivery
In order to perform a smooth delivery, it is compulsory for all contractors delivering and collecting booth material (full load, parcels, empties) to use the unloading/loading services of Merkur Expo Logistics. A detailed and strict unloading and loading schedule will be established. Exhibitors are advised to contact Merkur Expo Logistics in time.

Due to limited space and in order to give way to other exhibitors, all vehicles must be moved after unloading.

The instructions of the local material coordinators of Merkur Expo Logistics and the security staff are binding.

2.2 Professional material handling
Please do not send any booth material and/or literature to the congress venue directly ahead of time, as the congress venue will refuse to accept the cargo.

For all deliveries arriving in Paris, for courier deliveries arriving during build-up, as well as for all information regarding professional handling of booth material, empties, secured storage (before / during / after the congress), general transport, freight shipment and customs clearance, forklift service etc., please contact Merkur Expo Logistics GmbH, Mrs Astrid Weitmann, Tel.: +49 (0) 151 1408 4524, email: astrid.weitmann@merkur-expo.com.

In case of late arrival / no notice Merkur Expo Logistics cannot guarantee any deliveries in time.

If you need forklift services at the congress center, Merkur Expo Logistics must be notified in advance in order to guarantee a professional service. Please contact them directly for an offer.

We would like to point out that all shipments entering France from a non-EU country are subject to customs clearance procedures. Neither the exhibition coordinator, nor the Paris Convention Centre, will accept any customs charges or customs expenditures (duties & taxes). It is therefore vital that your goods are being transported / delivered on a customs cleared / duties paid basis by a professional transport company.

Please carefully read the Shipping Instructions and the Freight, Clearing and Loading Form for all direct deliveries. You can find both documents at the end of this manual.

2.3 Access to the exhibition hall
The booth material will be delivered through the assigned route upon arrival. Please follow the directions of the traffic marshals onsite.

2.4 Storage of empties and crates
There is no storage room for empties available on the exhibition level. However, for professional handling of your empties, please use the services of Merkur Expo Logistics (details see 6.3).

2.5 Parking
Parking at the Viparis (Porte des Versailles) is easy and affordable. The car park is easily accessible thanks to its location next to the highway. There will be a link in the webshop to pre-order tickets.

Car Park 1: 2 rue d’Oradour-sur-Glane, 75 015 Paris
Car Park 6: access Place des Insurgés de Varsovie, 75 015 Paris / VIP access Avenue de la Porte de la Plaine, 75 015 Paris
Car Park 7: Rue Marcel Yol, 92 170 Vanves
Comment y accéder ?
How to get there?

Depuis l’aéroport Paris - Charles de Gaulle
From Paris - Charles de Gaulle Airport

Retourbus jusqu’à Paris - Opéra/Philharmonie Paris - Opéra
→ métro ligne B direction Balard jusqu’à Ménilmontant
→ métro ligne 12 direction Maire d’Ivry jusqu’à Porte de Versailles - Parc des Expositions

RER direction Saint-Rémy-lès-Chevreuse jusqu’à Clére Universitaires
RER direction Saint-Rémy-lès-Chevreuse jusqu’à Clére Universitaires

Car Air France / Air France coaches

Navettes aéroports

Voyages en train / railtravelling
www.operaparis.com / www.operafrance.com
3. Exhibits
3.1 Booth planning
The booth construction is the exhibitor's responsibility.

Perimeter walling of any booth design is only allowed to enclose a maximum of 1/3 of the booth sides along corridors with elements of more than 1.50m height. Booth walls of more than 1/3 length and 1.50m height should have a minimum distance of 1.50m from the booth border unless the congress organizer has given explicit permission. It is mandatory for each exhibitor to build walls.

ECCMID recommends keeping the open sides of the stands as accessible to exhibition traffic as possible.

Please ensure your back walls are covered on the rear side (especially raw wooden constructions) even if yours is back-to-back to another booth. The standard building height is 2.50m. The separation wall is considered as part of the stand design and should be indicated on the stand drawings. Back walls adjacent to other exhibitors have to be kept free of any graphics and logos.

The rear side of each stand can be designed and decorated by the relevant exhibitor, provided that the interests of the neighbours are not affected. Walls constructed on an open side should be visually appealing to adjacent exhibits (e.g. include screens with moving displays, scientific posters and colourful design and lighting).
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 and 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 or any booth material unless ordered through the Webshop.

The ceiling, floor and installations (sockets, rented furniture, shell schemes etc.) of the building must be left in the same state in which they were found. Any damages are repaired at the exhibitor’s expense.

3.2 Booths construction
A. Space only booth
A-booth can also provide you with a stand design and take care of all your preparations for you. These designs can be completely tailor-made and adapted to your company’s style. Our experience with the venue gives our builder the advantage and know how to build stunning constructions. Ensure exposure with screens, an eye catcher and/or canvas printings.

If you are interested in having your own stand design, please let us know and we will contact you as soon as possible to answer all your questions and discuss the options.

A-booth Exhibition Services, E: Eccmid2020@a-booth.nl

All requests must be confirmed by 15 March 2020

B. Shell scheme booths
Shell scheme stands will be built using a system consisting of white panel walls with vertical aluminum columns. These allow a maximum display of 250cm height x 100cm width. The maximum height to build inside the shell scheme is 250cm.

Corner stands will be open on two sides with two fascia boards carrying the company name. You have the option to print your logo on the board, instead of the name or in addition to the name. This can be ordered at additional cost through A-booth Exhibition Services, E: Eccmid2020@a-booth.nl
Shell scheme booth includes the following:

- Wall element white 250 cm high x 100 cm wide (gross size)*
- White fascia element with blue of 30 cm high **
- 1 spotlight LED 12 watt per 3m²
- Mainconnection 1kW incl. power consumption
- Carpet tiles in anthracite (different colour can be chosen via eccmid2020@a-booth.nl)
- 1 exhibitor name for each open side - lettering, letters in black
- 1 black round table 80cm
- 2 chairs (black)
- 1 small waste bin (black)
- Initial and daily stand cleaning

Furniture package including in shell scheme package;

*the usable panel area for graphic on each wall is 230 cm x 97cm
**the maximum recommended number of characters that can be printed on the fascia board is 20. You may exceed this limit, but please note that the longer the company name, the smaller the font size.

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. The exhibitor will be invoiced for any dilapidation costs incurred. Velcro or sticky pads are the best options for fixing materials to the panels.

For all shell scheme upgrades including wall artwork of any kind, you can contact A-booth Exhibition Services, E: Eccmid2020@a-booth.nl

All upgrades must be confirmed 23 March 2020

3.3 Disabled access

Stands that are built on top of wooden flooring, with a height of more than 0.019m, must have at least one disabled access ramp that is at least 1.00m wide.

3.4 Doors

All exits must be kept unlocked during the opening hours of the exhibition. Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be kept unobstructed at all time.
3.5 Submission of plans
Every exhibitor must submit an exact statement of the dimensions of its stand as well as plans and descriptions of this stand. 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.

Please supply:
• a scaled top view drawing
• a scaled side view drawing
• a three-dimensional drawing (or photograph)
• a description of the design with the materials used
• fire reaction certificates of these material

Indicating the various heights and the open/transparent spaces is sufficient. If a special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

Technical Plans
Booth plans with the detailed location of technical supplies (electricity / internet etc.) have to be sent to A-booth.

Deadline for submission of booth and technical plans to the exhibition coordinator in min. scale 1:200 / 1:100 15 March 2020.

The technical drawing can be submitted either in the webshop during ordering or via email in pdf format to Eccmid2020@a-booth.nl.

3.6 Floor load and material
The floor load of the exhibition area 1 is 3000kg per m². Exhibition 2 floor load 600kg per m². The covers of the utility ducts or channels cannot be used to support heavy loads.

3.7 Maximum building height
The maximum allowed building height is 5m. Any part facing neighbouring stands above 2.5m needs to be designed with a neutral surface (white). Two-floor structures are not permitted.

3.8 Ceiling hangings/Rigging
A-booth is the experienced rigging partner. To ensure your and our safety, thirdparty rigging is strictly prohibited. The hire, assembly and disassembly of truss systems and electronic and manual hoists can be easily arranged through A-booth.

The maximum rigging height allowed is 5m, measuring from the floor to the top of the suspended banner/element. The due date for receiving projects 15 March 2020.

The early bird discount for rigging applies 15th of March. Any applications received thereafter will be charged with the normal rate. All signs must have at least two rigging points. Banners must be delivered completely and the maximum weight is 23kg.

Please find the Paris Convention Centre regulations for Hanging Structures in Halls / Rigging in the Exhibitor Services Webshop.

Rigging authorization applications must be sent to eccmid2020@a-booth.nl.

Deadline for submission of rigging is 16 March 2020
3.9 Extra information
Loading doors 3.6m wide (2 doors x 1.8m) and 4m high.

First Aid will be located between Gate A and Pavillon 4 (“Poste general de sécurité, infirmerie”) during build-up, and at the entrance of Pavillon 7 during the congress.

No darkening of the windows or doors surrounding the Exhibition Halls.

4. Safety regulations of the Paris Convention Centre
4.1 Safety
Together we work for a safe and hospitable Congress.

The use of flammable materials is not permitted. Such materials may be used only if they fulfill the requirements set out in the Rules & Regulations.

- All materials used in the construction of stands should comply with the requirements set out in the building decree.
- Textiles used to carpet or otherwise decorate exhibition stands or halls should be impregnated beforehand with fire retardants insofar as the material does not have fire retardant properties. Written proof of the fire retardant character of textiles must be presented upon request.
- The use of the following substances/equipment is permitted only with the prior written permission of the Paris Convention Centre Safety & Security department:
  - electrical and/or Calor gas equipment for demonstrating cooking, frying and deep-frying;
  - compressed or liquid gases;
  - fire accelerant liquids;
  - non-ionising radiation equipment.
- The use of flammable or explosive substances, gases and hazardous goods, including ionising radiation, is not permitted unless specific licenses have been granted; for instance for theatre fireworks and special effects.

Complex structures
A complex structure is any form of construction of any height, which may require input from a structural engineer.

If a stand is not constructed from “shell scheme”, it is the responsibility of the stand designer to determine whether the construction is complex or not.

4.2 Electrical installations and appliances safety
In accordance with regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor. The minimum electrical consumption provided for each stand is 1kW. One main electrical connection ending in a Marechal plug or power lock, depending on the wattage, is provided. Within our assortment we have electrical outlets for EU, US and UK plugs.

Above and beyond the minimum, exhibitors can order as much additional electricity as they require. Please place your order in the Webshop. Electricity will be switched on one hour before exhibition times and switched off one hour after. If an exhibitor needs power outside this time frame, please make sure to order build up and breakdown power via the Exhibitor Services Webshop. For assistance, please contact the team via eccmid2020@a-booth.nl.
4.3 Security
ECCMID undertakes the general surveillance service of the venues, both day and night; however, ECCMID reminds exhibitors of their responsibility for their stand surveillance. The exhibitor shall be responsible for the surveillance of their stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away overnight. The organization accepts no responsibility for goods stolen from exhibits any time.

Due diligence
All entities involved in ECCMID 2020 must have adequate insurance to cover claims arriving from industrial accidents and public safety, whatever the cause. Exhibitors and their contractors must abide by current legislation in the host country with regards to the prevention of occupational hazards which apply to the work being carried out. Particular care should be taken during construction and dismantling periods; un-safe working practices will be stopped by the organiser in the interests of public safety. Exhibitors using materials not conforming to any safety component of these Guidelines will replace them with safe alternatives at their own cost.

The consumption of drugs and alcohol will not be tolerated and the person will be removed from the premises.

Safety requirements
All stands, materials, installations, advertising supports, etc., must conform to public safety requirements in the host country and the E.U. Where these differ, the most stringent standard must be met.

5. Technical installations/Exhibition services
5.1 Webshop
Your orders for technical supplies and most of the exhibition services have to be ordered via the Webshop, which will be available as of mid of November.

You will be emailed your credentials to access the Webshop

The following services can be ordered:

- Furniture
- Graphics/wall artwork
- Plants and decoration
- Hostess services **
- Audiovisual equipment
- IT equipment
- Security **
- Carpet
- Water & compressed air connection
- Wired & fixed internet
- Electricity
- Water connection
- Cleaning
- Catering **
- Parking **
- Rigging

** These products and services can only be ordered through a link to the webshop.
In order to avoid misunderstandings and delays, please ensure that the orders are completed within the given time frame. Observation of the various deadlines listed in section ‘Important Dates and Deadlines’ guarantees the best possible service by all contractors involved and avoids possible surcharges.

Please follow the important deadlines in this manual to benefit from the early bird discounts on products.

**Deadline Webshop products and services:** For all orders ordered before 15 March 2020, the early bird prices will be valid. After this date the regular prices will be charged.

### 5.2 Waste disposal

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 are no containers to dispose of waste onsite. Additional costs resulting from improper waste disposal will be charged to the exhibitor.**

Aisles must be kept clear at all times, including during assembly and dismantling. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely clear. Paris Convention Centre cleaning services will remove any object deposited in these areas, with the Exhibitor having no right to claim for damages.

During the exhibition, no samples, packaging or any other items can be placed in the aisles or other communal areas. There is a service available to have merchandise and packaging collected, stored and delivered.

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, walls, carpeting) etc. If you do not leave you space empty, the cleaning costs will be charged to the exhibitor.

### 5.3 General/booth cleaning

At the end of each day common areas such as aisles and the entrance lobbies to the hall will be cleaned.

Exhibitors must order cleaning services for their stands in the Webshop. The basic stand cleaning services consist of an initial cleaning and one daily maintenance of floors and emptying of rubbish bins.

### 5.4 Booth catering

Basic catering orders can be placed through the Webshop available mid November 2019, as well as during the event. From the start of the buildup period, all extra orders can also be placed at the Exhibitor Service desk.

Exclusive catering concepts can be ordered via the Exhibition team.

### 5.5 Industry Symposia

Symposia catering can be ordered via the Exhibition team.

You will be contacted personally with the Industry Symposia order form.

AV equipment can be ordered via M Events, eccmidindustry@escmid.org
5.6 Hospitality suites
To book a hospitality suite, please contact the ECCMID organization, eccmidexpo@escmid.org

Hospitality suite includes the following:

- Wall elements white 2.5 m high x 1 m wide
- White fascia element with company name 30 cm high
- 1 lockable single door with window panel
- 6 spotlights LED 12 watt
- Carpet tiles in anthracite
- Roof of inflammable flannel
- Visual in slim frame 1 x 2.5 meter
- Main electric connection 2kW incl. power consumption
- Initial and daily stand cleaning

Hospitality suite catering and room facilities can be ordered via the Exhibition team.
You will be contacted personally with the Hospitality order form.

5.7 Meeting rooms
Meeting rooms can be inquired and booked through Maya, eccmidexpo@escmid.org.
Meeting room catering and room facilities can be ordered via the Exhibition team.
You will be contacted personally with the Meeting room order form.

Deadline for exclusive catering and meeting room orders is 26 March 2020
The intuitive and reliable lead retrieval app Lion Leads offers flexibility in taking notes and assigning qualifiers. It will accelerate the evaluation process at the same time. A QR code will be printed on the badges of all delegates. This barcode is related to the participant’s record in the registration database. Exhibitors need to scan the QR code with the internal camera of their devices, and the participant’s details instantly show up in the app, e.g. name, country, email. No internet connection is required for the scanning process. Exhibitors can edit and complete the details or add notes and predefined qualifiers straightaway (i.e. product interest, follow up actions, status etc.). Furthermore, fully customizable surveys can be performed via the App. Qualifiers and Surveys can be ordered for each account in advance and can be modified within the app at any time.

All collected information is securely stored on the device and on our cloud server. At the end of the congress, the exhibitors may order the collected data via the app (temporary internet connection required). Within 48h exhibitors will receive a download link to the participants’ details, notes and assigned qualifiers.

Next day data exports during the congress are available for an additional fee. This service has to be booked in advance and the export has to be requested via the app before 18:00 for a delivery by 12:00 the next day.

The Lion Leads App contains a convenient “endless scanning” mode for symposia. By choosing the endless mode, exhibitors or hosts quickly scan the visitors of their symposia (staff not included in the price). Qualifiers can be assigned to this scanning mode and will be attached to all scanned visitors automatically. In case you want to use the Lion Leads App at your booth and for symposia, please order an additional export for your symposium and you will receive the data within 12 hours after your symposium.

**Costs:**

1. **Complete package:** Regular fee:
   - EUR 450.00
   - Late fee (for orders after 17.2.2020): EUR 675.00
   - incl. one license for the exhibition area and symposia
   - incl. one iPod touch rental device (app installed and set up)
   - incl. one data export after the congress

2. **License only:**
   - Regular fee: EUR 350.00
   - Late fee (for orders after 17.2.2020): EUR 525.00
   - incl. one license for the exhibition area and symposia for the use on own iOS devices*
   - incl. one data export after the congress
3. Additional Services:
   • Next day data export during the congress (price per license and device):
     Regular fee: EUR 100.00
     Late fee (for orders after 17.2.2020): EUR 150.00
   • Customized qualifier or survey setup:
     Regular fee: EUR 100.00
     Late fee (for orders after 17.2.2020): EUR 150.00

Prices excluding 21% VAT.
All services include dedicated on-site support at the exhibitor desk. If you order complete packages
you can pick up the setup devices at the exhibitor booth. If you order licenses only, you will receive all
necessary information including your company login at least one week before the congress.

* iOS 10.0 or higher required. We recommend iPod touch 6, iPhone 6 or newer, iPad Air or newer.
Please ensure that your internet connection is not restricted by any company software or VPN
applications. At least 1GB of storage should be available on the devices.

Lions Leads contact: Madina Dzhappueva eccmideads@escmid.org

Deadline for Lions lead retrieval orders is 6 April 2020.
A surcharge of 100% on the regular price is due for on-site orders.

5.9 Wired and Wi-Fi Internet access
During ECCMID 2020 carefully configured Wi-Fi network is active. In order to avoid interferences
between (Wi-Fi) devices, transmitting on 2.4 GHz and 5 GHz, the installation of non-Paris Convention
Centre Wi-Fi is only allowed within specific rules. Exhibitors and suppliers planning to install their own
Wi-Fi, must comply to the Paris Convention Centre Wi-Fi Terms and Conditions. You can read these
Wi-Fi Terms and Conditions in the webshop.

The ECCMID2020 Wi-Fi will be available for delegates and exhibitors. We strongly recommend
ordering a wired internet connection for any important application or performance. Wi-Fi provides
wireless internet access.
6. Shipping instructions

6.1 Introduction

Merkur Expo Logistics has been appointed as the official forwarder, customs clearance agent and handling agent for ECCMID. For safety and time reasons, no other contractor will be permitted to organize shipments to the venue.

The range of services provided by Merkur Expo Logistics include:

- National or international transport
- Temporary or permanent customs clearance
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition stands, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- Onsite assistance and supervision

These shipping instructions will assist your preparation for the correct and timely dispatch of exhibits to Paris. Please follow the instructions closely.

6.2 Consigning of shipments and deadline dates

Road freight / full load trucks / part load trucks / scheduled unloading / re-loading

Due to the limited space at the venue and tight time schedule all unloading operations are operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished. All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the “Freight & Loading Form” to Merkur Expo by 07 April 2020. You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given by 09 April 2020. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Consigning address for CMR:

Parc des Expositions de Portes de Versailles

1 place des insurgés de Varsovie

75015 Paris

Access: GATE D

Exhibitor:

Hall/Stand Nr.

Trucks arriving after the loading time must wait for the next free time slot. Merkur cannot be held responsible for any waiting time.
Groupage / courier shipments
All exhibit material / shipments excluding full or part loads of stand material must make use of the advance-receiving warehouse.

International shipments will be accepted by the advance-receiving warehouse.
Deadline: 9 April 2020
Please consign your shipment to:

Merkur Expo Logistics GmbH
c/o Schmitt Peterslahr
Auf dem Höhchen 2
56587 Oberhonnefeld / Germany
c/o ECCMID 2020
Exhibitor:______ Stand No.:_______

Airfreight
Airfreight instructions depend on weight, volume, timing and value. Please inform us of the individual details of your shipment and we will provide detailed instructions.

6.3 Customs clearance (applicable for non-EU-countries only)
Temporary entries (goods returning to origin after the congress):
- ATA carnet for temporary importation
- Packing list

Please use the ATA carnet only. All exhibits / material entered under temporary importation are subject to control and examination by customs for inward and outward movements. Goods under temporary bond cannot be sold during the congress, any sale operation must be reported to the customs authorities; otherwise heavy penalties may incur. Please contact us if you intend to sell any temporary goods.

Permanent entries (goods to be distributed during the congress):
We can clear on a definitive basis promotional material such as brochures, giveaways and other promotional material.
- 3 originals of proforma invoice / packing list in English, showing: no. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code no. (Brussels Nomenclature)
- Please issue separate invoices and separate packing for temporary importation (exhibits) and permanent importation (consumables & advertising material).

Proforma invoices must be addressed to (No delivery address):
Merkur Expo Logistics GmbH
Rheinstrasse 2
65760 Eschborn / Germany

- Certificate of Origin (Form A / EUR.1) if applicable

Temporary and permanent material must be packaged separately (in separate boxes).

Restricted products:
The following products are restricted and need special requirements and health certificates:
- pharmaceutical products
Labeling (bag inserts / stand material)
All shipments to our advance-receiving warehouse must carry the appropriate label, which you can find attached to this manual. Please do not use any other label.

Shipping advice
All shipments to ECCMID need to be pre-advised. Please send us all relevant shipping details (carrier, AWB no) as soon as available.

Empties
Empty boxes and packaging material will be collected and safely stored by Merkur Expo during the event. All boxes should be strong enough for unpacking and to re-use after closure of the congress. The empties will be stored outside the congress center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or material lost inside the empties.

Accessible storage
If you require accessible storage of promotion materials, please let us know latest seven days prior to the opening of the congress.

Insurance
We strongly recommend that all exhibitors arrange insurance coverage for their exhibits to include transit to and from the exhibition, display and storage. Please note that Merkur Expo Logistics do not automatically insure the handling unless requested. Please note that it is the exhibitors’ responsibility to ensure adequate security for goods left on the stands. Merkur Expo is not liable for any damage or theft.

Basic conditions of contract
All services will be billed according to the official ECCMID forwarding & handling tariff. All work undertaken is subject to the German Freight Forwarders Terms and Conditions, CMR (latest edition), ADSp trading terms and conditions (latest edition) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor’s responsibility to ensure the security of material until collected from the stand by Merkur Expo.

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

#### 1. Air freight
From free arrival Frankfurt Airport up to free delivered booth (Minimum per shipment 333.00 kgs)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum per shipment</td>
<td>325.00 EUR</td>
</tr>
<tr>
<td>Up to 250 kgs, per kg</td>
<td>2.05 EUR</td>
</tr>
<tr>
<td>Up to 500 kgs, per kg</td>
<td>1.55 EUR</td>
</tr>
<tr>
<td>Up to 1000 kgs, per kg</td>
<td>1.40 EUR</td>
</tr>
<tr>
<td>Above 1000 kgs each additional kg</td>
<td>1.35 EUR</td>
</tr>
</tbody>
</table>

Airport taxes, storage, fees etc. will be calculated as per outlay Min. 125.00 EUR + 10% for prepayment

#### 2. Handling via advanced warehouse
From free arrival Oberhonnefeld – Germany up to free delivered booth including intermediate storage (customs cleared goods)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment up to 25 kgs</td>
<td>125.00 EUR</td>
</tr>
<tr>
<td>Shipment up to 50 kgs</td>
<td>175.00 EUR</td>
</tr>
<tr>
<td>Shipment over 50 kgs / per m³ / Minimum 3 m³</td>
<td>75.00 EUR</td>
</tr>
</tbody>
</table>

#### 3. Direct delivery to venue
From free arrival venue up to free delivered booth, first time spotted

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment up to 25 kgs</td>
<td>125.00 EUR</td>
</tr>
<tr>
<td>Shipment up to 50 kgs</td>
<td>175.00 EUR</td>
</tr>
<tr>
<td>Shipment over 50 kgs / per m³ / Minimum 3 m³</td>
<td>75.00 EUR</td>
</tr>
<tr>
<td>13.6m full load truck</td>
<td>1350.00 EUR</td>
</tr>
<tr>
<td>7.5m to truck</td>
<td>750.00 EUR</td>
</tr>
</tbody>
</table>

#### 4. Other charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Inspection</td>
<td>175.00 EUR</td>
</tr>
<tr>
<td>Courier charges</td>
<td></td>
</tr>
<tr>
<td>For handover of import shipping documents / per documents</td>
<td>90.00 EUR</td>
</tr>
<tr>
<td>Use of agent import tax registration number / per entry</td>
<td>90.00 EUR</td>
</tr>
</tbody>
</table>

| Storage                            |       |
### Handling of empties including pick up, storage and return / per m³ / Minimum 2 m³
- 75.00 EUR

| Flat charge for hand pallet trucks – per item | 75.00 EUR |
| Flat charge for ladders – per item           | 150.00 EUR |
| Forwarding Commission * applicable for every shipment | 55.00 EUR |
| On-site representative for service / support | 75.00 EUR |

### Customs formalities

#### Temporary importation on Carnet ATA, per shipment / document
- 190.00 EUR

#### Temporary importation on Commercial Invoice, per shipment / document
- 190.00 EUR

| For each customs tariff code | 12.50 EUR |
| Customs Bond Fee 1.5 % CIF Value or Minimum | 150.00 EUR |
| Export document / t1 | 75.00 EUR |

### Permanent importation

| Per shipment / per document / per exhibitor | 190.00 EUR |
| For each customs tariff code | 12.50 EUR |
| Duties & Taxes as per outlay. Fees for advanced payment of duty & tax + 10 % for prepayment |

Special clearance (food, beverages, pharmaceuticals, restricted products etc.) on request

### Exclusives:
- Above rates do not include VAT and insurance premiums
- Overtime Surcharges (17:00 – 08:00) additional 50 %
- Saturday Surcharges additional 100 %
- Sunday Surcharges additional 100 %
- Holiday Surcharges additional 100 %
- 1 m³ equivalent to 333 kg
- Subject to ADSp Terms and Conditions, copy available on request

If you have any questions please don’t hesitate to contact us at any time.
6.5 Freight, Clearing & Loading
Orderforms will be available in webshop mid November.

6.6 Bag Insert shipments
**Shipping Instructions for Bag Insert shipments for ECCMID 2020 in Paris**

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and handling agent for ECCMID 2020. This shipping manual will assist your preparation for the correct and timely dispatch of to Paris. Please follow the instructions closely.

International shipments will be accepted by the advance receiving warehouse until 09 April 2020.

Please consign your shipment to:
Merkur Expo Logistics GmbH
c/o Schmitt Peterslahr
Auf den Höhchen 2
56587 Oberhonnefeld c/o ECCMID 2020
For: Bag Inserts

If you cannot meet the above deadline, please contact us for individual arrangements. Do not send your shipment to any other address without prior reconfirmation with us.

**Labeling:**

All shipments to our advance receiving warehouse must be labeled with an appropriate label (Bag Inserts Label), which you find attached to this manual. Please do not use any other labels than the attached.

Please also place a sample of your insert on the package itself.

**Preadvice:**

All shipments need to preadvice with tracking no., carrier and shipper. If you need any further information’s, please contact:

Merkur Expo Logistics GmbH
Mrs Astrid Weitmann
Mob: + 49 151 1408 4524
Email: astrid.weitmann@Merkur-expo.com

Deadline for receipt 1 April 2020

6.7 Bag Inserts shipment label
Orderforms will be available in webshop mid November.

6.8 International shipment label
Orderforms will be available in webshop mid November.
7. Exhibitor guidelines

7.1 Compliance
Participation by Exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein. Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

The Exhibition Manager, acting under direction of ESCMID, has the final decision as to the acceptability of displays. Exhibitors are not allowed to share with others any space allotted to them without prior written consent by ESCMID.

ESCMID reserves the right to alter the general layout or limit the space allotted to each exhibitor postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, ESCMID will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

7.2 Promotional activities and sound restrictions
The exhibition is an open area that is aimed to enable all exhibitors to promote their products. It is therefore crucial that all parties act in good faith throughout the area.

Exhibitors are permitted to demonstrate their company’s services, products and equipment and to make informational presentations regarding the product line or service within the stand area only and subject to the following:

- Companies are not permitted to organise meet-the-expert sessions at their stands or use the expression ‘meet-the-expert’ for any activities held in the exhibition stands
- A small desk is allowed for book signing, quiz or for an expert to have an open discussion with up to 30 congress participants at the same time
- The promotional activities shall not be regarded as scientific activities organised by ESCMID and should not be labelled as such under any circumstances. Terms such as “symposium”, “session”, “educational workshop”, “technical workshop”, “lectures” must be avoided. “Product demonstration” or terms with similar meaning can be used
- Time and date of any promotional activity that aims at gathering an audience of more than 10 people should be announced to the ECCMID secretariat
- Promotional material that will be prepared by the companies for the promotion of their activities is subject to the rules and regulations listed in the sponsorship and exhibition prospectus
- Demonstrations/presentations, which generate noise within the exhibition area, should be kept to a minimum. All loudspeakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand. Sound, electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors
- The maximum permitted volume on stands is 3db above background noise, measured from 3m distance to the stand
- Any kind of walking advertisements throughout the exhibition area and congress venue is strictly forbidden.

ESCMID is authorised to restrict any demonstrations/presentations which do not comply with the regulations. ESCMID is also authorised to determine at what point activities have to be reduced, or if the sound level constitutes interference with others and must be discontinued.
7.3 House rules
The rules of the congress venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request. Material safety and fire certificates of all stand materials must be available for controls during buildup.

Representatives of the French authorities as well as the congress venue technical staff must be allowed access to your stands at all times. Smoking is prohibited in the buildings.

7.4 Damages / safety / insurance
Exhibitors are entirely liable for damages to third parties’ stands, properties, health (be injury or death). To this extent ESCMID, its staff and providers as well as the congress venue are to be considered third parties. Exhibitors’ liabilities are extended to their personnel and / or other people working under their control. Since neither ESCMID, and its staff nor the congress venue are liable for any damages and/ or loss suffered by the exhibitors during the exhibition, including installation and dismantling – it is strongly recommended to arrange insurance accordingly.

7.5 Exhibition dos and don’ts
Do

• Collect and dispose of all material during the build-up or dismantling of the event.
• Make sure to be insured for fire incidents, injury or damage to property belonging to third parties.
• Make sure that all demonstrations or instructional activities are confined to the limits of the exhibition stand.
• Make sure to use advertising material and signs within your exhibit area only.
• Make sure to keep sound equipment in your exhibit stand to avoid disturbing neighboring exhibits.
• Make sure to keep promotional activities within the exhibition surface and only as long as they do not interfere with the running of the congress nor disturb the fellow exhibitors.
• Make sure that sound, electrical and other mechanical appliances are muffled so that no noise disturbance is caused to other exhibitors.
• Make sure the back wall of your booth is decently finished.
• Wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Don’t

• Consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.
• Use adhesive stickers and fixtures of any kind on floors, walls, and pillars.
• Use flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
• Hang posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue without a prior written authorization.
• Use walking advertisements throughout the exhibition area and congress venue.
7.6 Rules regarding meetings during ECCMID 2020
The following rules and regulations apply for any meeting being held during the ECCMID 2020:

Companies or other organizations wishing to hold a meeting either during or immediately prior/after the congress must inform eccmidexpo@escmid.org

- These rules apply to meetings held in the congress venue as well as any other venue within the host city.
- Only closed meetings (e.g. “company internal” or “on invitation only”) are allowed.
- Companies are not allowed to organize sessions for delegates in parallel with the ECCMID 2020 congress (including integrated symposia).
- No social events are allowed in parallel to the ECCMID scientific programme, poster sessions and the Welcome Ceremony / Welcome Reception. Companies are therefore requested to organize their events on different timeslots.
- Activities names are subject to approval by ESCMID and companies are requested to seek formal confirmations for their activities.
- Providing the meetings are being held as per the above, companies can order catering in any format they wish.

7.7 Social activities organized by ESCMID
18 April 2020 Saturday 19:00 – 19:30 / 22:00 Welcome Ceremony, Welcome Reception
19 April 2020 Sunday 18:30 /19:00 – 22:00 /22:30 Special event (VIP’s will be invited)
20 April 2020 Monday 18:30 – 20:00 Assembly of members and reception

7.8 Exhibitor profile and logo
Companies will be asked to upload a 100-word company profile to a provided link and to send their logo in high resolution. Companies will be given a deadline to provide their logo and profile.

The deadline is 2 December 2019.

7.9 Sponsors lounge
Exclusive area located in the exhibition hall with limited access (based on sponsors’ entitlements). Sponsors’ will be able to use their access cards to enter the lounge, relax, catch up on some work or simply enjoy a short coffee break. Daily access cards will be given to companies according to the number of cards each company is entitled to receive.
8. Other information:

8.1 How to reach the congress venue by Public Transport

**Tram:** Lines T2 and T3a, Porte de Versailles–Parc des Expositions stop

**Metro:** Line 12, Porte de Versailles station / Line 8, Balard station

**Bus:** Line 80, Porte de Versailles-Parc des Expositions stop / Line 39, Desnouettes stop

**Taxi:** For visitors who want to take a taxi to the venue it takes approximately 55 minutes from the airport, depending on the traffic.

**Car:** "Paris Convention Centre": Rue Marcel Yol, 92170 Vanves.
Parking: Car Park F: Rue Marcel Yol, 92170 Vanves

**Venue**

Paris Convention Centre Hall 7  
Place de la Porte de Versailles  
75015 Paris, France

8.2 Public transport ticket

All useful information can be found on [www.eccmid.org](http://www.eccmid.org).