

NEW HIMSS EUROPE EVENT!



EXHIBITOR
MANUAL

World of Health IT

21–22 November 2016
Barcelona, Spain

 @himsseurope #WoHIT
www.worldofhealthit.org

EXHIBITORS

This service manual is for companies who will be exhibiting at WoHIT 2016 only. By reading through this manual, you will find all the information you need about your exhibiting space. Please read through this information carefully to ensure all the deadlines are met. Should you have any further questions, please contact:

Creative Lead

Michaela Andersen

mandersen@himss.org

REGISTRATION

Online badge registration will open in August. It will then remain open throughout the duration of the conference. Exhibitors will be able to make changes, additions, edits to exhibitor badges via online registration. Pre-registered badges can be picked up onsite on Sunday, 19th November 9:00 – 17:00.

Please note: Badges will not be emailed in advance.

If you are a **Sponsor** or an **Exhibitor** and have not yet received your registration code, then please contact Michaela Andersen to request this at mandersen@himss.org. Remember, registration links are only sent when your sponsorship has been paid.

IMPORTANT POLICY NOTICE:

Under no circumstances are badges to be given to third party vendors.

They are intended for qualified delegates, providers working in hospitals, or those working within government only.

HIMSS Europe kindly asks that you adhere to this policy.

ONSITE EXHIBITOR BADGE REGISTRATION HOURS

Sunday, 20th November 09.00 – 17.00

Monday 21th November 08.30 – 18.00

Tuesday, 22nd November 08.30 – 14.00

TYPES OF BADGES

- Sponsor/Exhibitor Badges; complimentary as part of your package
- Additional Sponsor/Exhibitor Badges; for purchase

- Additional Client Badges; for purchase
- Networking Reception and Optional Event tickets, for purchase

EXHIBITOR AND SPONSOR BADGES

- Allow access into Exhibit Halls during move-in/move-out
- Allow access into Exhibit Halls one hour prior to show opening and one hour after show closes
- Allow access into all Plenaries and Education Sessions
- One tote bag per company
- Exhibitor badges are issued to company booth personnel and are designated for those individuals that are representing your company on the exhibit floor
- Complimentary exhibitor badges are allotted as per your contract
- Badges will be printed with the company name designated on their registration unless indicated differently on “Display Company”
- Badges will be printed with the country designated on their registration unless indicated differently on “Display Country”
- Each company may purchase additional exhibitor badges for €295 + VAT

CLIENT BADGES

- Allow access into all Plenaries, Education Sessions and Exhibition Halls during opening hours
- One tote bag per person (while supplies last)
- Each company may purchase additional client badges for €295 + VAT

LOST BADGES

- Lost badges may be duplicated for €50 + VAT per replacement badge.
- Only one duplicate badge will be made per registrant.

For questions regarding Exhibitor and Client Badge Registration, please contact Michaela Andersen; mandersen@himss.org

EXHIBITORS SCHEDULE

SET UP

Saturday, 19 th November 2016	08.00 – 20.00 (Raw Space only)
Sunday, 20 th November 2016	08.00 – 20.00 (All Exhibitors)

OPENING HOURS EXHIBITION

Monday, 21 th November	09.00 – 17.30
Tuesday, 22 nd November	09.30 – 14.45

BREAKDOWN

Tuesday, 22nd November 14.45 – 00.00
(Exhibitors MUST NOT begin breakdown prior to 14.45)

Download Exhibitor Schedule

SHIPPING

RESA EXPO LOGISTIC have been appointed as the sole official exhibition freight forwarder and onsite handling agent for WoHIT 2016.

Before shipping any items to your stand please make sure you get in touch with the official handling company, RESA EXPO LOGISTIC.

They will be happy to solve your doubts and offer their services for reception and delivery or unloading to stand of your materials.

Please note that the CCIB does not accept incoming shipments. If you intend to ship goods directly to your stand, you need to be there in order to sign off the delivery note of your transport company.

Please see contact details below.

RESA EXPO LOGISTIC Operations@resaexpo.com Marta Pastor, Tel.: 0034 / 932334110

[Download Shipping Order Form](#)

TECHNICAL SERVICE PROVIDERS

Please find the order form for purchasing additional furniture and services for your stand. Note the deadline for orders is **29th October 2016**. On orders received after this date a 20% surcharge will be applicable. Orders can be placed until the 9th November 2016.

Download the Catalogue

Download the Order Form

RULES & REGULATIONS

It is important to comply with the rules and regulations as an exhibitor at WoHIT 2016. Please be sure to read through all of the documentation below carefully and pass them onto your contractors/colleagues as necessary.

- Booth Rules and Regulations
- General Rules and Regulations
- Safety Information
- Venue – Exhibitor Regulations for Events
- [CCIB - General regulations of exhibition in the CCIB 2016](#)
- [Example of Kiosks \(for CIO summit and Genomics summit\)](#)
- [Examples of shell schemes](#)

In addition to this, please ensure that you provide the following information for your space in the exhibition hall:

- Full and dimensional drawings of your stand
- All Space Only and shell scheme stands with a substantial internal build must submit drawings to Michaela Andersen for approval by HIMSS Europe. *Note: Please do not commence the pre site building work of your stand until you have received approval on your design.*
- Method Statement
- Risk Assessment
- Detailed specifications of the materials being used to build your stand

BOOTH RULES AND REGULATIONS

1. SUPPORTING SPONSOR

The exhibition space is 6 sq. m (2 x 3 m) with grey carpet, shell scheme and 1 el plug

2. ELITE SPONSOR

The exhibition space is 9 sq. m (3 x 3 m) with grey carpet, shell scheme and 1 el plug

3. PREMIUM SPONSOR

The exhibition space is 18 sq. m (3 x 6 m) with grey carpet, shell scheme and 1 el plug

4. PLATINUM SPONSOR

27 sq.m (3 x 9 m) vacant space.

Height allowed, 10 m

Depth: According to international custom, PLATINUM booths must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the booth.

All PLATINUM booth plans must be approved by HIMSS Europe and CCIB by 1 October 2016.

5. PREMIER DIAMOND SPONSOR

36 sq.m (6 x 6 m) vacant space.

Height allowed, 10 m

Depth: According to international custom, PREMIUM booths must be built as openly as possible on three sides. Except for the back wall, no other solid walls are allowed at the external boundaries of the booth.

All PREMIUM booth plans must be approved by HIMSS Europe and CCIB by 1 October 2016.

6. HANGING SIGNS The maximum height that you may hang any sign is 10 m. You must submit all hanging signs with measurements to Michaela Andersen for approval from HIMSS Europe and CCIB. HIMSS will submit your floorplan to the venue for approval.

7. SUBMISSION PROCEDURES Permission to build any complex structure or to hang any elements will not be given until the HIMSS Europe has received two copies of the following:

- a. Detailed, scaled drawings showing:
 - i. Elevation drawings
 - ii. Width position of gangways within the booth

- iii. Floor and/or floor loadings
 - iv. Specifications of materials used
- b. Structural calculations
 - c. Risk Assessment (to include fire hazards) and method statement
8. WIFI It is in circumstance allowed to use the wifi provided for the conference for presentation purposes during the exhibition. All companies who need internet are obligated to order own internet connection via the order form provided. It is not allowed to bring own internet lines/wifi. HIMSS Europe and CCIB reserves the right to take down the internet connection if this is not provided by CCIB.

Complex Structures

A construction certificate will need to be completed and submitted by the independent structural engineer the Architects Associations once the structure has been built.

If any complex structure is modified after submission of the above information, plans must be re-submitted to the venue with details of all modifications, so this can be approved by the independent structural engineer and submitted to the Architects Associations. Final submissions must be received by 10 October 2016.

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. Please contact the CCIB Technical Team, stands@ccib.es for more information.

Examples of Complex Structures:

- Any booth over 4m in height (this limit includes the overall height of the booth fitting, any branding and all raised platforms as measured from the hall floor)
- Any structure regardless of its height which requires structural calculations
- Any part of a booth or exhibit which exceeds 4m
- Platforms and stages over 500 mm high and all platforms and stages which are accessed by the public for viewing purposes (not including booth floor flats and platforms) will need to be signed off by an independent structural engineer, unless you are using the Venue in-house staging
- Temporary raised or tiered seating
- A booth requiring foundations
- Sound/lighting towers

Also see CCIBs general rules paragraph no 1.11

ONSITE MANAGEMENT

All construction must be monitored during build up by the organisers appointed Health and Safety Representative. Structures which appear to be complex, which have not been submitted for approval, will be challenged and construction will be stopped until satisfactory information and certification has been received. HIMSS Europe and CCIB reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

GENERAL RULES AND REGULATIONS

HIMSS Europe is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during WoHIT 2016. Therefore, all exhibitors are expected to adhere to all rules

and regulations stated in this service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by HIMSS Europe management and may be ceased or changed at any time during the course of the exhibition.

BUILDING REGULATIONS

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

DEMONSTRATIONS & MARKETING ACTIVITIES

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

DIRECT SELLING

Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are not permitted.

SUBLETTING

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS Europe. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

SOUND/NOISE

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited, due to the nature of the event. The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand. Speakers must face into the exhibit booth itself and not into the aisles or into neighbouring exhibits. Live music is prohibited in the exhibit hall. HIMSS Europe reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

COMPRESSED GAS AND INFLATABLES

Use of compressed gas or any inflatables is not allowed by HIMSS Europe at eHealth Week 2016.

MOVE-OUT/DISMANTLING

No move-out or dismantling is permitted before 14.45 Tuesday, 21 November.

UNPAID BOOTH BALANCES

Final booth payment is due no later 30 days prior to the event. On 20 October 2016 unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS Europe until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, HIMSS Europe cannot be held responsible.

CHILDREN

No persons under the age of 18 are allowed on show floor at any time.

SMOKING

Smoking is not permitted by HIMSS Europe or the Venue in any area of CCIB during set-up, show days or tear down.

FOOD & BEVERAGE

CCIB is appointed as the sole catering provider at WoHIT 2016. Any unauthorized food and beverage are not allowed at the event unless prior approval is given by the Venue. To get approval, please contact Creative Lead Michaela Andersen, mandersen@himss.org.

PROPERTY

All persons, including the Delegates, Exhibitors, Sub-contractors and their personnel, who bring property, equipment and/or goods into or onto CCIB do so at their sole risk and expense. HIMSS Europe and the Venue do not accept them into its charge or responsibility. HIMSS Europe or CCIB are not responsible or liable for: a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into or onto the grounds of CCIB; and/or b. the safekeeping of any property in or onto the grounds.

SAFETY INFORMATION AND EVACUATION ROUTE HEALTH & SAFETY

When in CCIB, all exhibitors and their contractors must comply with CCIB Health & Safety Policies and Procedures.

It is the responsibility of CCIB to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

- The need to maintain emergency exits and keep gangways clear (through build, open and breakdown periods).
- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- Ladders, mobile scaffold towers and cherry pickers must be used in a safe manner, using suitable equipment in the approved way, e.g. safety harness to be worn when operating MEWP's.
- The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- Borrowing tools, ladders, forklifts or cherry pickers from The Venue is not permitted.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not cross gangways. Petrol and diesel powered equipment must not be used within the venue.
- Exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.

Please be aware that the wearing of hard hats will only be required in defined hard hat areas. This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced.

Fire Safety and Evacuation routes applicable to the venue will be made available within the exhibition halls during the build-up, open and breakdown periods.

VENUE EXHIBITION RULES

1. Exhibitors are fully responsible for the security of their exhibition stand and equipments. The materials are advised not to be left on the exhibition hall at the end of the day or after the conference program and exhibition finishes.
2. Although the Organiser provides general security of the venue and the exhibition area; neither the venue, nor HIMSS Europe will accept responsibility for the security of the stands and their contents of for damage to, or theft of any goods.
3. HIMSS Europe do not provide insurance for the exhibitors and their property. The exhibitor is responsible for their property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
4. All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand, so that it does not disturb neighboring exhibitors.
5. The construction of the stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited. Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars. Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of CCIB is not allowed without a prior written authorization. It is also prohibited to bore, use glue or any other adhesive that can be difficult to remove from the structure of the Expo Centre.
6. Any defects or damage to the stand space that may be noticed upon arrival on site must be reported to the Organizers. Any damage noticed after departure will be invoiced to the exhibitor.
7. The stand construction, technical equipments, catering and other services are exclusive of the conference venue. As such they must be ordered through CCIB and their in-house contractors
8. Stand built up and dismantling dates and hours are defined according to the conference and exhibition schedule and are needed to be strictly followed by the exhibitors. Please pay particular attention to the built up and dismantling hours mentioned since they have been fixed according to the conference program. HIMSS Europe or CCIB will not be responsible for any item or material that has not been removed once the event is finished.
9. The organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily opening thereafter. Each exhibitor is obliged to keep the stand areas perfectly clean.
10. Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, nonfireproof straw and reeds are prohibited. It is prohibited to cook in the stands.