

EXHIBITION MANUAL



38th ESVS Annual Meeting 2024

24th – 27th September 2024 | ICE Krakow
Krakow, Poland

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CONTACT INFORMATION

The 38th ESVS Annual Meeting 2024 (ESVS 2024) will be held at ICE Kraków, in Kraków, Poland, from 24th – 27th September 2024.

This manual is intended to make your participation at the meeting as smooth and productive as possible. If you have any questions or require further assistance, please do not hesitate to contact us.

Congress by design has been appointed as the conference secretariat in charge of local organization and management of the meeting on behalf:

Conference Secretariat ESVS Annual Meeting 2024

Congress by design

Contact person: Paul Gruijthuisen, Sponsor Manager

P: +31 (0)88 089 8101

E: sponsorsesvs@congressbydesign.com

W: <https://esvs.org/events/annual-meeting/annual-meeting-2024/>

Contact person: Jort Leget, Sponsor Coordinator

P: +31 (0)88 089 8101

E: sponsorsesvs@congressbydesign.com

W: <https://esvs.org/events/annual-meeting/annual-meeting-2024/>

Transportation, shipments and storage

Today's Value Added Logistics B.V.

Contact person: Udo Smit, Event logistics managers

P: +31 (0)348 478 016

E: events@todayslogistics.nl

W: www.todayslogistics.nl/esvs-2024

THE ACADEMY COMMITTEE PATHWAY LEADS

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GENERAL INFORMATION

Host City

Kraków, is one of the oldest and most picturesque cities in Poland, is known for its rich history, stunning architecture, and vibrant cultural scene. As the former royal capital of Poland, Kraków boasts a well preserved medieval core and a wealth of historical landmarks. It is also a city of young people, festivals and modern technologies.

It is one of the most popular tourist spots in Europe. Here, creativity enters into dialogue with tradition – showing that innovation and avantgarde can happily coexist in a city usually associated with history, making use of yet another invaluable resource – its people – creative, hard-working and full of energy.

About ESVS

The European Society for Vascular Surgery was founded and inaugurated on May 6, 1987 in London. This inaugural meeting was attended by presidents or representatives of almost all the National Vascular Societies in Europe, who supported the formation and aims of the ESVS.

The officers and members of the Council were proposed and elected, ensuring a satisfactory representation from various European countries. It was further agreed that the Society would generally meet in September each year. The Society has grown enormously since and has now over 3000 members, mostly European, but many for other parts of the world.

Our mission is to improve vascular health for the public benefit. We are proud to have over 3.000 members from all over the world. Members are medical specialists involved in the care and treatment of patients suffering from vascular diseases.

EXHIBITION DATES AND HOURS

Set-up times:

Monday, September 23	08.00 - 18.00 hrs.	Exhibition construction build up
Monday, September 23	18.00 - 20.00 hrs.	Cleaning Exhibition Area
Tuesday, September 24	09.00 – 12.00 hrs.	Setup exhibition for exhibitors

Construction Build up:

We will provide a schedule for construction build up and unloading/loading. As there is limited unloading/loading and entrance access to the venue, we kindly ask you to adhere to the allocated time and do not block the entrance at any time. Your allocated time will be communicated closer to event date. The construction will be scheduled between 08:00 – 18.00 on Monday 23 September.

Before starting the installation of your booth, you should report to the Registration Desk to receive move-in instructions. Exhibition Management unfortunately cannot provide move-in assistance.

Exhibition hours*:

Tuesday, September 24	12.00 – 18.00 hrs.
Wednesday, September 25	08.00 – 18.00 hrs.
Thursday, September 26	08.00 – 18.00 hrs.
Friday, September 27	08.00 – 12.00 hrs.

*30 minutes before the start of the programme until 30 minutes after the final session. Please check at the Registration Desk for the final programme.

Dismantling:

Friday, September 27	12.00 – 20.00 hrs.
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For safety reasons, breakdown can't commence before the official end of the exhibition (Friday, September 27, 2024 at 12.00 hrs, after the final session) and until all visitors have left the exhibition floor spaces.

Removal of all goods and stand build materials and collection of material from stands by your appointed company cannot commence before that time.

Exhibitors must ensure that any return shipments are clearly labelled (including contact details & shipment destination) and ready for collection from their stands by their appointed company. Any items left uncollected after 20.00 hrs on Friday, September 27 will be removed and discarded.

EXHIBITION REGISTRATION & ACCOMMODATION

The complimentary registration(s) included in the packages are full conference registration(s). You will have access to the scientific programme as well as the conference areas, lunches, coffee breaks and Welcome Reception, and any relevant workshops you are involved in.

Complimentary registrations included in the package

- (18sqm) – 3 free registration
- (12sqm) – 2 free registration
- (9sqm) – 1 free registration
- (6sqm) – 1 free registration
- (Floor space only) – 1 free registration

The fee for additional exhibitor badges is €385.00. Please note that the exhibitor badges provide access to all conference areas, lunches, coffee breaks, and only the workshops you are sponsoring (all representatives in workshop rooms must be agreed upon in advance with the relevant Pathway Lead). Attendance to plenaries and parallel sessions of the meeting is not included in the exhibitor badge.

The fees for additional full conference passes including access to the main scientific programme of the meeting are listed below:

The extra full conference pass is € 885,00 (early bird deadline 9th of July)

The extra full conference pass is € 1080,00 (standard/regular fee deadline 23th of September)

The extra full conference pass is € 1175,00 (onsite fee)

One day full conference pass is € 625,00

Name badges and registrations are personalised. Please be informed that making transfers of registrations to another person can result in an additional fee of € 40 per badge.

Exhibition Registration

To assign the complimentary registration(s) included in the package or to order additional exhibitor badges please go to the sponsor website. The person who has received this exhibitor manual has been appointed as the main contact person and has received the discount code(s) in the accompanying email. Please follow the below instruction in order to register for the 38th ESVS Annual Meeting in Kraków.

Visit the ESVS sponsor website

- Go to 'My Account' and log in with credentials that you have received with exhibition manual.
- Click on 'Registration tickets' under 'Products' and add the registrations to your 'shopping cart'.
- Click on your 'shopping cart' to view your order. Ensure all registrations are listed.
- Please enter the discount code that has been shared with the main contact person via email under 'Have a Promotional Code?' and click on 'Apply coupon'.
- Proceed then to checkout.
- Fill in the billing details that should be on your invoice.
- Click on 'Place order'.
- After you have placed the order, you will receive an email with the registration form. Please register each participant individually via the form.
- For workshop representatives, please select this option, where relevant – representatives who weren't previously agreed with the Pathway Lead, will be not be permitted to enter workshop rooms.

Hotel Reservations

Kraków offers an excellent choice of accommodation in a range of hotels. ESVS has secured a number of hotels with preferential rates conveniently located in the vicinity of the congress centre. To make an reservation click [on this link](#). For group reservations (10 rooms or more) please contact Preferred Hotel Reservations by email at congress@preferred.nl.

EXHIBITION FACILITIES

The exhibition will largely run concurrently with the ESVS Annual Meeting 2024 conference programme including breaks. The exhibition area is located on level 0 and level 1. Catering stations are available throughout the exhibition area, guaranteeing maximum exposure for exhibitors.

Seamless stands

For all sponsors with exhibition space and purchased a Seamless stand, we will provide the following (unless agreed otherwise) :

- Seamless stand – same size as exhibition space booked
- Standard setting and furniture seamless Booth for 6m2:
 - o Seamless branded wall
 - o One Table with two chairs
 - o Waste basket
 - o Standard electricity (3 KW) with one plug
 - o Carpet included in the booth
 - o One lighting spot for each 3m²
 - o Basic cleaning
 - o Participant scanner
 - o 1 full conference badge
- For the 9m2 scheme booth you get also the following additional furniture:
 - o 1 cabinet
- For the 12m2 scheme booth you get also the following additional furniture:
 - o 1 high table and 2 high chairs
 - o 1 cabinet
 - o 1 additional full conference badge
- For the 18m2 scheme booth you get also the following additional furniture:
 - o 1 high table and 2 high chairs
 - o 2 cabinet
 - o 2 additional full conference badge



Floor space only

If you have ordered a floor space only stand all the information as mentioned above is not included. We will outline your stand on the exhibition floor. If you need additional items for your stand, please have a look at the sponsor website. Your sponsor website account login has been sent to the main contact. Please login before placing any orders.

Furniture, Stand Electricity & Audio Visual

The person that has received the exhibition manual is appointed as main contact. If you are interested in adding any furniture, stand electricity or audio visuals to your exhibition space please go to sponsor website. Please note that the person who has received the exhibition manual will be the main contact person and has received the sponsor website account login.

All items in your store are available to hire (subject to availability) and can be purchased at the checkout with a card payment. If you require additional assistance while ordering these items please contact sponsorsesvs@congressbydesign.com.

Graphics & Branding

When you have booked the seamless stand, the seamless branded wall is included in your package. If you are interested in including graphics or branding items to your exhibition space please contact sponsorsesvs@congressbydesign.com

Graphics

Seamless graphics are fitted to your stand to offer a continuous seamless appearance. They stand just off the shell wall. Upon the supply of your artwork, we print and install the panels to your stand before your arrival at the exhibition. Please have a look at the basic technical specifications and dimensions below and how

This to consider when designing your artwork:

- Please send your projects in PDF or TIFF Formats.
- Please set the DPI (Dots Per Inch) value according to the table (below). When in doubt, please contact sponsorsesvs@congressbydesign.com.
- !! When preparing a design at a scale of, say, 1:10, The DPI value should be multiplied by the scale value !!
- Design over 1m x 1m should be prepared at a scale of 1:10. For unusual projects, please ask for a scale of 1:20, 1:50.
- Provide projects in the subtractive colour space. i.e. CMYK profile Coated Fogra 39 (iso 12647-2:2004). If the project contains spot colours (additional: Pantone, RAL, NCS) or in RGB Space, The they will be decolorized to CMYK space by default. Please do not select the overprint option for objects (except for white colour printing). For deep black components: C60 M50 Y40 K100.
- Do not add any black registration marks, cut marks, densitometric scales, etc in the files. The dimension of the graphics is the final dimension. The only exception includes files for cutting and milling.
- Please include your company name or abbreviation in the file. The last part is the exact final size. Use an underscore instead of space. Example Company name 600x300cm.pdf.
- PLEASE NOTE: It is not possible to receive printer proofs. Your artwork will be flagged if any problems are apparent.
- The DEADLINE for delivering the artwork is Friday 12 July.

size	< 1 m	2 m	3 m	4 m	5 m	6 m	7 m	8 m	9 m	10 m	> 10 m	
< 1 m	300 - 150	150 - 96	96	96 - 72	72	72	60	50	40	40	40 - 30	
2 m	150 - 96	96	96	72	72	60	60	50	40	40	40 - 30	
3 m	96	96	72	60	60	60	50	50	40	40	40 - 30	
4 m	96 - 72	72	60	60	60	50	50	50	40	40	40 - 30	
5 m	72	72	60	60	50	50	50	40	40	40	40 - 30	
6 m	72	60	60	50	50	50	50	40	40	40	30	
7 m	60	60	50	50	50	50	40	40	40	40	30	
8 m	50	50	50	50	40	40	40	40	30	30	30	
9 m	40	40	40	40	40	40	40	40	30	30	30	30 - 25
10 m	40	40	40	40	40	40	40	40	30	30	30 - 25	30 - 25
> 10 m	40 - 30	40 - 30	40 - 30	40 - 30	40 - 30	30	30	30	30 - 25	30 - 25	30 - 25	30 - 25

The table shows the DPI values for each size of graphic projects (raster objects) at a scale of 1:1

Food & Beverage (F&B)

ESVS Annual Meeting 2024 participants are being offered a wide selection of F&B items during the Welcome Reception, AM and PM coffee breaks and lunches. The buffet stations are spread out through the exhibition area (level 0 and first floor). There will be a sponsor lounge on Level 0 where coffee and tea will be served all day. Lunch and snack breaks will be served as well.

If you are interested in including food and beverage items to your exhibition space please click [sponsor website](#). Your sponsor website account login has been sent to the main contact. Please login before placing any orders. Payments are to be made in advance and by card only. If you require additional assistance while ordering these items, please contact sponsorsesvs@congressbydesign.com.

Please note: It is allowed to bring a small coffee machine (such as Nespresso) to your stand. Please note that you need to purchase an extra electricity point for your stand.

Other

If you would like to order additional items for your exhibition space that are not mentioned above please contact the conference secretariat at sponsorsesvs@congressbydesign.com.

Booking deadline for additional items and catering: **22 August 2024**. Ordering is still possible after the deadline, but there will be a surcharge of **20%** after 22 August. Close of ordering is **29 August 2024**.

Transportation & customs

Today's Logistics has been appointed as the official carrier and customs clearance service provider for ESVS Annual Meeting 2024. For more information, please visit: www.todayslogistics.nl/esvs-2024

The organizers of ESVS Annual Meeting 2024 do not provide reimbursement or payment of import duties to couriers or suppliers upon delivery. The organizers are not liable for missing deliveries from users or deliveries that users have delivered by a third party. Unloading and loading is possible near the main entrance only during the set up (23 September 2024) and dismantling (27 September 2024). Vehicles can only park in the parking space in front of entrance no 1 (marked in the plan). There are only passenger lifts in the Foyer that can be used for goods transportation. For set up and dismantling, the ICE Kraków staff will install a 'lift protection' to avoid any damages during the transportation however, please note that lifts are made of lacobel glass and are susceptible to damage.

Dimensions of the lifts are:

Lift door's width: 128 cm

Lift door's height: 210 cm

Depth: 147 cm

The maximum load is 900 kg.

For more information, please visit: www.todayslogistics.nl/esvs-2024

For all shipments, please mark the boxes with stand number and company name according to instructions by Today's Logistics.

If you require additional assistance while arranging your transportation contact Udo Smit at events@todayslogistics.nl.

Labelling

Please include the following:

“FAO: ESVS”

Insert COMPANY NAME

Insert STAND NUMBER

For workshop equipment deliveries and collection, please see below.

Post-event logistics

Companies must ensure that any return shipments are clearly labelled (including contact details & shipment destination) and ready for collection from their stands by Today's if they ordered them.

It is the company's responsibility to ensure materials are packed adequately for return shipping, where needed. It is the company's responsibility to ensure a courier has been arranged to collect any materials after the event, including for workshops, where needed.

Location of Today's VAL & TFS

Today's c/o Netlog

Ul. Zakładowa 1

25-672 Kielce

Att.: Today's/ESVS/Organisers

Please allow adequate time to reach the venue.

WORKSHOPS

All information regarding the workshops can be found below. If you have any questions regarding the workshops please contact Ciara McFerran at ciara@esvs.org.

Labelling Shipments

Deliveries must be very clearly labelled with ESVS and your company name as there is a high number of other exhibitors packages delivered to the venue by couriers. This will also ensure that materials can be easily located by others who need to access them, in short time frames. Please check which floor the workshop takes place on (two or three) to ensure it will be accessible on the day.

Please include the following:

FAO: ESVS
WORKSHOP MATERIALS
INSERT COMPANY NAME
INSERT WORKSHOP NAME
LEVEL 2/3 (Please choose)
WORKSHOP STORAGE ROOM LEVEL 3

The organizers of ESVS Annual Meeting 2024 do not provide reimbursement or payment of import duties to couriers or suppliers upon delivery. The organizers are not liable for missing deliveries from users or deliveries that users have delivered by a third party.

It is the sponsor's responsibility to ensure that their goods are covered by a comprehensive insurance policy, which covers the goods at all times i.e. from premises to workshop room, duration of workshop and return to premises.

Workshop Storage

Pre-Annual Meeting - Goods for workshops can be stored with Today's Logistics. Please contact Today's Logistics before the 4th of September. Collection should take place as soon as possible post event. All materials will be stored onsite at the venue.

During the Annual Meeting – Workshop storage rooms level 2 and 3

Onsite workshop logistics dates and hours

Set up time – one hour prior to workshops for workshops starting first thing in the morning, or during coffee / lunch breaks for afternoon workshops. Please come to the workshop registration desk for more information.

Post-event logistics

It is the company's responsibility to ensure a courier has been arranged to collect any materials after the event, where needed.

Companies must ensure that any return shipments are clearly labelled (including contact details & shipment destination) and ready for collection by their appointed company.

It is the company's responsibility to ensure materials are packed adequately for return shipping, where needed.

Room set-up

The workshop rooms will be located on levels 2 and 3 of the venue. Please note that a fixed set-up in the workshop room will be provided including:

- 1 screen
- 1 projector
- 1 laptop
- 8 power outlets
- up to 24 tables
- up to 30 chairs

Please mention any additional items you may need and we will let you know if this can be provided.

Due to restricted time in term of set-up and dismantling, we do advise not to change anything into the provided set-up of the room. Should a partner imperatively need to change the set-up, it will be his responsibility to place the furniture and equipment back to its original set up as soon as the workshop is finished, in order to offer the following company the initial and planned set-up.

Workshop registration desk

A workshop registration desk will be located on the third floor from Tuesday to Thursday to allow people to register for a workshop last minute and to find out more about the workshops in general. Opening hours will be communicated in the printed programme.

Technical Assistants

ESVS is recruiting 10 Technical Assistants who will support the workshops and the faculty teams. They will be in close contact with the Lead Convenor in advance of the meeting and will assist with equipment and room set up and take down on site. They will also be managing the door in terms of participants registered for the workshops.

Whilst they can assist our partners, it is the sponsor's responsibility to double check and make sure that all equipment ordered is available.

Convenors & Co-Convenors

Lead Convenors will be responsible for leading the workshop, the educational and scientific content and assigning tasks to the co-convenors. They manage the timing of the session and ensure sufficient hands-on experience for the attendees.

Convenors and industry representatives are invited to be at the workshop room at least 30 minutes prior to the start of their workshop to verify the set-up, test the equipment and audio video if necessary as well as to answer the potential questions and align with the entire team.

ICE KRAKÓW

ESVS Annual Meeting 2024 will be held at the ICE Kraków, a city-centre, state-of-the-art venue for conferences. It is just a short walk from great hotels. The latter can be reached by taxi from John Paul II International Airport Kraków-Balice.

Venue location

Ice Kraków Congress Centre
Marii Konopnickiej 17
30-302 Kraków, Poland
W: <https://icekrakow.pl/en>

Accessibility

Due to the limited (un) loading areas at the ICE Kraków and to ensure all work is performed according standard safety & environmental rules and regulations, the use of our shipping and storage partner Today's Logistics is recommended.

Floor

The floor in the ICE Kraków foyer is made of a decorative white terrazzo – special care must be taken not to leave any tape marks. ICE Kraków recommends using removable TESA tape.

Elevators

There are multiple elevators in the venue. These all have different measurements. Please use service elevator to the first floor. The measures of this elevator are 2.10 m (h) x 1.28 m (w) x 1.47 m (d). The maximum loading weight is 900 kilos.

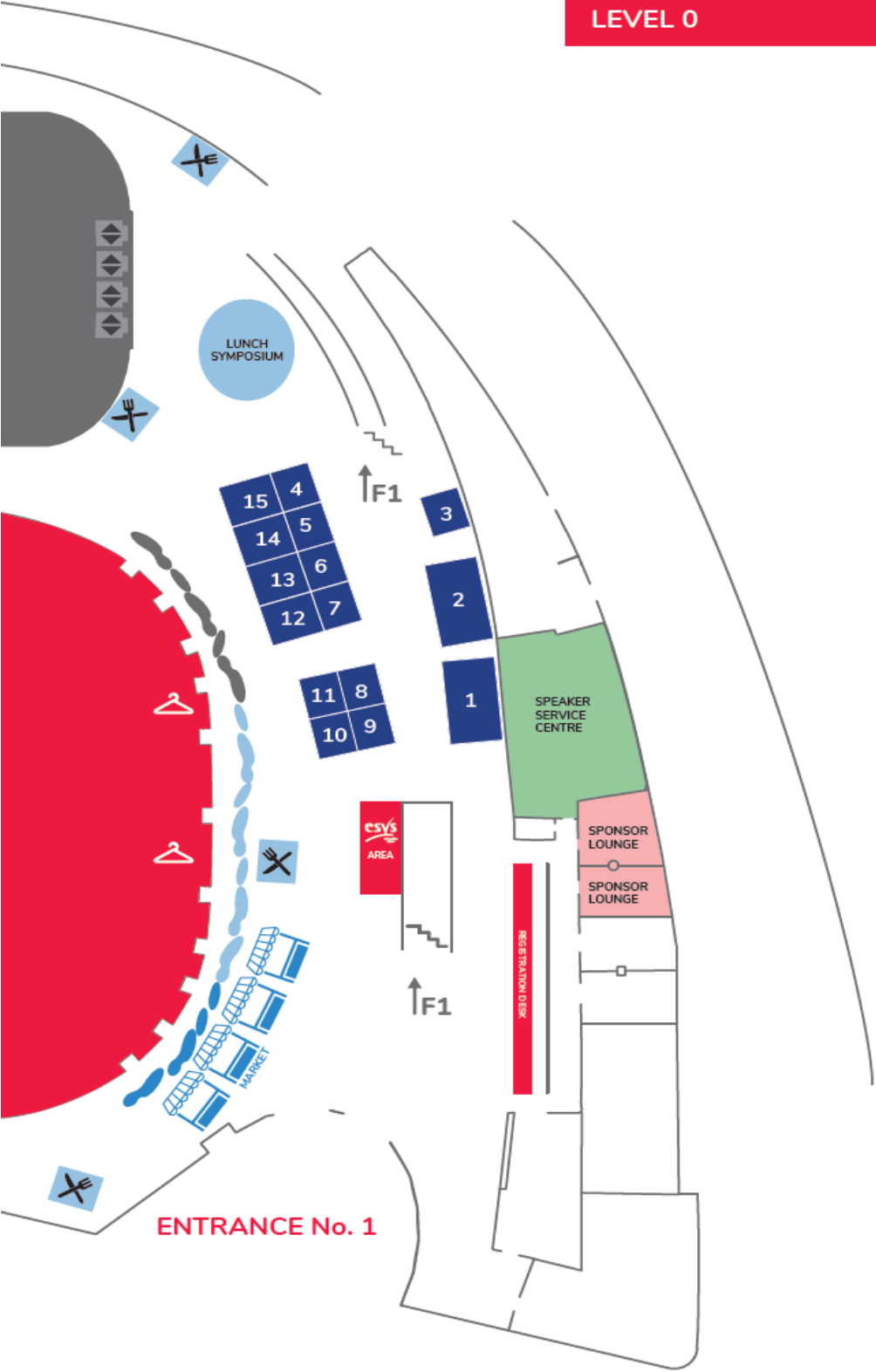
Ceiling heights

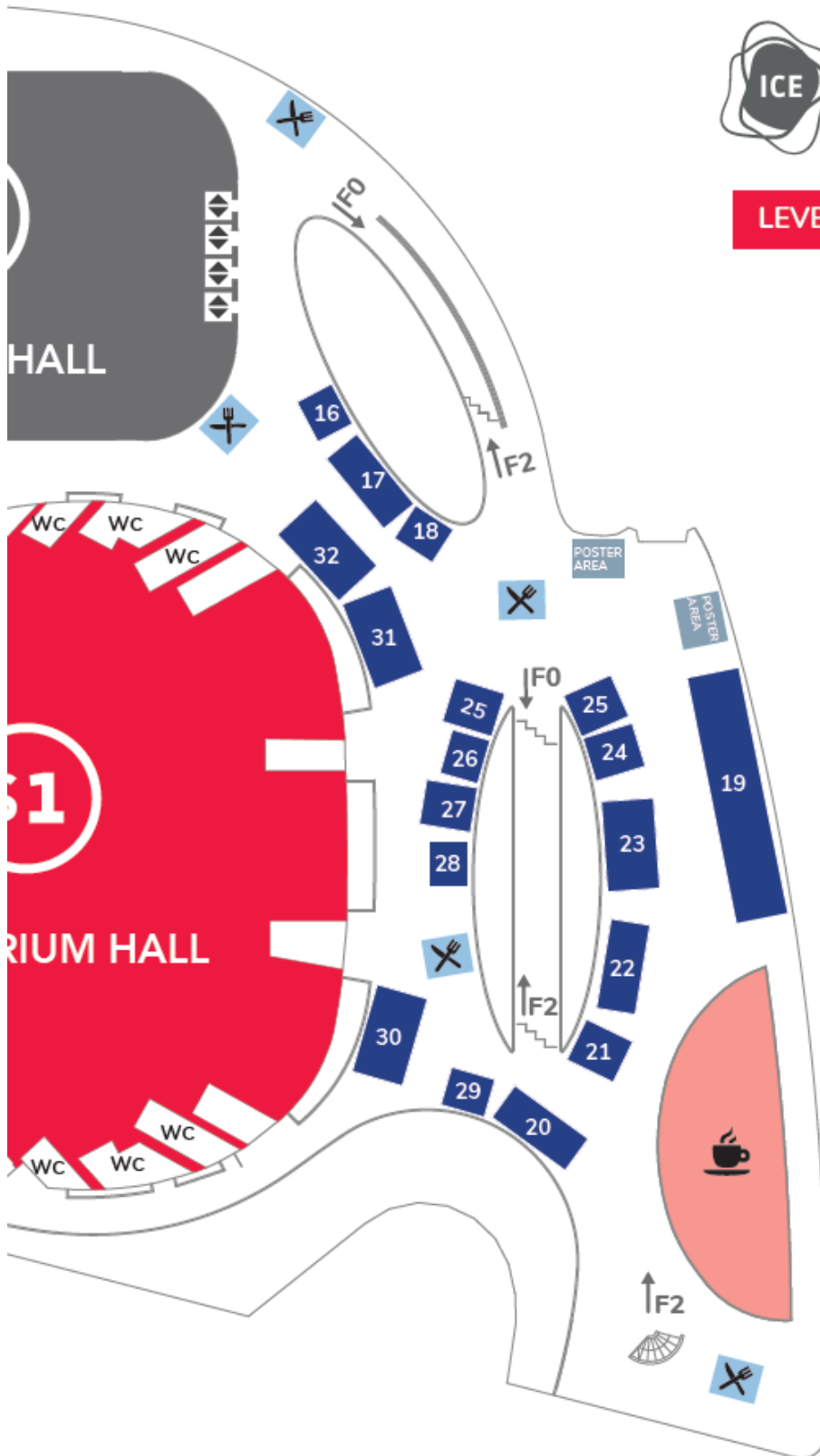
You can build up to a maximum height of 3.00 meters in ICE Kraków under the sprinklers. If you any doubts about the position of your booth, please contact the Conference Secretariat at sponsorsesvs@congressbydesign.com.

Floorplan Exhibition



LEVEL 0





1	--	17	Ziehm Imaging
2	Alfasigma S.p.A.	18	Artivion/Jotec GmbH
3	Dendrite	19	Gore
4	Shape Memory Medical	20	Shockwave Medical Inc.
5	Tisgenx, Inc.	21	Scanlan International
6	PolyNovo	22	Lombard Medical
7	Predisurge	23	Vascutek t/a Terumo Aortic
8	Biolitec Biomedical Tech. GmbH	24	LeMaitre
9	Endologix Int. Holdings BV	25	Medtronic
10	Bentley Global	26	Penumbra
11	Thompson Retractor	27	InspireMD
12	Wisepress	28	Perimed
13	--	29	LSO Medical
14	Getinge	30	BrosMedical
15	Servier	31	Philips
16	Siemens	32	Cook

Please note that the final floorplan may vary slightly as the stands may be shifted to make room for seating and facilitate catering; however the distribution will remain the same.

A – Z of INFORMATION

Accommodation

Kraków offers an excellent choice of accommodation in a range of hotels. Please find more information about the accommodation options on the [website](#).

Additional requirements

If you require any additional technical facilities for your stand (other than provided in the toolkit), please contact sponsorsesvs@congressbydesign.com

Car Parking

ICE Kraków has a parking lot intended for passenger cars of a maximum height of 2.1 meters. The underground parking lot at the Congress Centre is paid. The hourly parking fee payable per car is PLN 5 inclusive of VAT.

Deliveries/Collections

It is not permitted to deliver any goods directly to the ICE Kraków or at the attention of the ICE Kraków staff. The goods will not be accepted. The ICE Kraków cannot be held responsible for any loss of or damage to your goods. Any costs involved will be charged directly to the sender. Please send any goods to the freight forwarder (Todays Logistics). More information can be found on page 11 Transportation & Customs.

Disabled Visitors

All exhibition halls, meeting rooms and public areas are accessible by wheelchair.

All toilets have access for disabled visitors, all doorways and lifts accommodate standard wheelchairs and have low-level buttons. **Note for exhibitors:** all stands should be readily accessible to disabled visitors.

Distribution of Promotional Material

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc. in any part of the exhibition hall or at the entrance to the event, in the hallways or conference rooms.

Safety and Security Procedures

For the Venue's Safety & Security Procedures please refer to this [document](#) of the ICE Kraków. Please ensure that all stand staff are aware of the emergency procedures and are familiar with all fire exits.

First Aid

If you need assistance during your time at the ICE Kraków, please address your request to the Registration/Information Desk, operating at the venue.

Hallways

Hallways shall be kept unobstructed at all times and exhibits shall not project into hallways.

Insurance

Neither the Organisers nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. Exhibitors are reminded they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

Internet

The venue, ICE Kraków, offers Wi-Fi service on all congress days, however it is possible to order wired internet if you will be showing a presentation requiring a cable internet connection. You can order this via the [sponsor website](#). Your sponsor website account login has been sent to the main contact. Please login before placing any orders. If you have special requests, please contact sponsorsesvs@congressbyesign.com.

Lost and Found

Lost and found items can be recovered at the Registration Desk or at the Reception of the ICE Kraków.

Security

Whilst the Conference Organisers will make reasonable arrangements for security coverage, they and the venue are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stand.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are high risk.