

Exhibition Manual

Dear Exhibitor,

We are pleased to share with you this Exhibition Technical Manual.

The Exhibition will be held as part of the **64th Annual Conference of the Particle Therapy Cooperative Group (PTCOG 64)**, taking place from **8-13 June 2026 in Deauville, Normandy, France**.

Venue:

C.I.D | Deauville Convention Center

1 Rue Lucien Barrière, 14800 Deauville, France

<https://www.congres-deauville.com/>

Please read this manual thoroughly as it provides important information and is designed to assist you in preparing for PTCOG 64 Exhibition.

Please forward this manual to all project stakeholders, including your agency and stand builder.

For any questions, please contact the Exhibition Manager. E-mail: sgamliel@kenes.com

Exhibitors and Supporters Portal

Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for "Space Only" booths)
- Submit lettering for **Fascia sign** (applicable for "Shell Scheme" booths)
- Submit **other deliverables** as per sponsorship contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Login details to access the Portal have been sent to the company representative who signed the contract.

kindly keep the Exhibitor's Portal link together with your login information on hand for future reference.

Notes:

- Each company received a **single user account and a password**. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.
- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your

company **logo** and **profile**.

- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.

Exhibition – Key Dates & Deadlines

Action Item	Deadline	Contact Person
Company Logo and Profile	As soon as possible and no later than Wednesday, 15 April	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com/ Login details have been sent to company rep who signed the sponsorship agreement. For inquiries, please contact the Exhibition Manger E-mail: sgamliel@kenes.com
Text for Fascia (Applicable for Shell Scheme booths only)	Thursday, 23 April	
Booth Design for Approval (Applicable for 'Space Only' booths)	Thursday, 23 April	
Lead Retrieval Barcode Readers Order*	Tuesday, 19 May On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	Tuesday, 19 May	
F&B (Catering) for Booths*	Friday, 15 May	Click HERE to download F&B order form For inquiries, please contact Julie Drouen, CID Catering Manager Tel: +44 (0)2 31 14 14 35 jdrouen@congres-deauville.com C.I.D Webshop: PTCOG64-DEAUVILLE – Exhibition stand service For inquiries, please contact Sophie Breard, Cheffe de Projet Tel: +44 (0)2 31 14 14 19 sbreard@congres-deauville.com
• Power for All Booths* • In-booth Cleaning • Security Guard* • Hostesses • Plants	Friday, 15 May	
• Furniture rental • Printing graphics & Signage – submission of final artwork • Stand Fitting (for example: shelves) • Carpet • AV Equipment for booth only (Screens, Laptop, iPads)	• Until 28 April: Early Bird Pricing • From 29 April: 20% Price Increase Applies • 15 May: Final Deadline for All Orders Stock upon availability!	D&P – the Official Stand Builder Click Here for D&P Order Forms exhibitors@dparchi.com
*Dedicated Wi-Fi / Internet	Friday, 15 May	Exhibition Manger E-mail: sgamliel@kenes.com

Delivery Information

Door to Door Shipments	Please contact MERKUR	
Airfreight Shipments	Please contact MERKUR	
Shipment via GERMANY warehouse	No later than Monday, 01 June Kindly submit the pre-alert form of your shipment by Fri, 29 May	Merkur Expo Logistics GmbH Gernot Iven Tel: + 49 (0) 6173 966 95 10 Cell: +49 (0) 175 5880290 E-Mail: gernot.iven@merkur-expo.com
Exhibition goods – Direct Deliveries to Meeting Venue only full load trucks	Subject to time slot	

***An exclusive service**

Exhibition Timetable

Activity	Day	Hours & details
Set up	Monday, 08 June	07:30-21:00 – set up hours for “Space Only” booths 16:00-21:00 – set up hours for “Shell Scheme” booths <i>By 20:00 all empty boxes, empty crates and packaging material should be removed, and all aisles should be cleared to allow cleaning and setting-up the hall for the following day.</i>
Quiet Set up	Tuesday, 09 June	07:30-17:00 <i>Quiet set-up all day: heavy machinery or construction noise are NOT permitted, No Forklift as sessions are taking place in the adjacent hall. All decorations must be confined within the designated booth boundaries. All aisles must be clear to prepare the hall for the Scientific Meeting Welcome Reception & Exhibition Opening</i>
Exhibition Opening Hours	Tuesday, 09 June	17:00-19:30 (End of Welcome Reception)
Exhibition Opening Hours	Wednesday, 10 June	10:00-16:30
Exhibition Opening Hours	Thursday, 11 June	10:00-17:00
Exhibition Opening Hours	Friday, 12 June	10:00-16:30
Dismantling / Breakdown	Friday, 12 June	16:45-22:00 All shell scheme booths must be cleared by 18:00.

- The timetable is subject to possible changes in accordance with the scientific program. Updates will be provided as necessary.
- Empty boxes, empty crates and packaging material must be removed no later than **Monday, 08 June at 20:00**.
All aisles must be clear of exhibits and packaging materials **by 20:00** to enable cleaning and setting up the Hall for the following day.
- Tuesday, 09 June is a quiet set-up ! It means that **heavy machinery** or **construction noise** are **NOT permitted**, Also **forklift services will NOT be available**. Please keep **noise levels to a minimum** as sessions are taking place in the adjacent hall. All decorations

must be confined within the designated booth boundaries. All aisles must be clear to prepare the hall for the ***Scientific Meeting Welcome Reception & Exhibition Opening***

- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- Please note that delegates will be passing through the exhibition to reach the Session Halls and E-Posters area which will be active before and after the exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. **Please consider hiring extra security for your booth before and after exhibition operating hours, if needed.**

DISMANTLING:

- Dismantling of exhibition booths **is strictly prohibited** prior to the official closing time.
- All shell scheme booths must be **fully cleared** by 18:00.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
Shell Scheme booths -> any equipment, display aid or other material left behind after **Friday, 12 June at 18:00** will be considered discarded and abandoned.
'Space Only' booths -> any equipment, display aid or other material left behind after **Friday, 12 June at 22:00** will be considered discarded and abandoned.
Any charges incurred for waste removal will be sent to the exhibitor.
- Exhibition dismantling begins Friday, 12 June at 16:45 , following the final coffee break.; however conference continue in other halls until the Closing Session ends. Click [here](#) for most update timetable.

Scientific Meeting Welcome Reception & Exhibition Opening

You are cordially invited to the ***Scientific Meeting Welcome Reception & Exhibition Opening*** which will be held in the exhibition area on Tuesday, 09 June. Check the timetable for specific times by clicking [here](#). Exhibitors are asked to please man their booth during the ***Scientific Meeting Welcome Reception & Exhibition Opening*** in the exhibition area.

Exhibitor Representative Badge

Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- **The exhibitor badges allow access to the exhibition Hall and to the *Scientific Meeting Welcome Reception & Exhibition Opening*.**
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than Tuesday, 19 May.**
- Exhibitor badge holders are **not** eligible for CME/CPD credits and will *not* be listed in the list of participants (if applicable).
- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours.** Please note that badges will not be mailed in advance.
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 200** per badge.
Companies may purchase a maximum number of exhibitor badges as follows:
Booths of up to 60sqm - 15 exhibitor badges
Booths larger than 60sqm - 25 exhibitor badges

Notes:

- Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **Tuesday, 19 May.**

Link to access the Portal <https://exhibitorportal.kenes.com>

- Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.

- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration team by e-mail at: reg_ptcog64@kenes.com

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Management Desk on-site.

'K-Lead' Application - Barcode scanner App

"K-Lead" Application - Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your session or visit your booth.

We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "**KLead Pro**" App.

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!

Deadline: Tuesday, 19 May

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP
Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add EUR 350 and upgrade your K-Lead App.

- **Automated Follow-up Emails:** Immediately after scanning, send personalized e-mails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject line, e-mail content, and signature. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it

by sending tailored e-mails right after each scan, keeping your brand top of mind.

- **Trackable Insights:** Monitor how your e-mails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain basic information.*
- *Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*
- *Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.*
- *GDPR Compliance: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).*

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- **Instant API Access** - Scan delegate badges using your own app/system and retrieve full attendee details.
- **Real-Time Sync** - Automatically update your CRM.
- **CRM Compatibility** - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- **Data Accuracy** - Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- **Custom Mapping** - Adapt data fields to fit your CRM's structure.
- **Secure & Compliant** - Advanced encryption ensures data protection.
- **Analytics & Reporting** - Gain insights on leads and engagement.

Cost:

License per event: €1800 invoiced before the event.

API calls: invoiced after the event, based on the number of calls (scans) made:

- Up to 200 calls - calculated by €4 per call
- Up to 500 calls - calculated by €3 per call
- From 500 calls and up - calculated €2 per call

Deadline to place your order for API integration: Thursday, 7 May

How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

For inquiries, please contact the Exhibition Manager E-mail: sgamliel@kenes.com

Exhibition Floor Plan & List of Exhibitors

Exhibition Floor Plan

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates. To access the exhibition floor plan and see the location of each booth, please [click here](#).

For full list of exhibitors and supporters - [click here](#)

Hall Specifications and Important Technical Information

Exhibition Hall

The exhibition will be held in Hall Tennis 1 + 2 located on Level (-2).

For virtual tour - click [HERE](#)

Click [HERE](#) for CID Access information

Floor

Floor finish: Carpet

Please take necessary precautions to protect the carpeting (See below).

Maximum floor load:

The exhibition hall is located underground on a reinforced concrete with no specific maximum weight limit. The floor is capable of supporting heavy machinery. However, for exceptionally heavy items or high point loads, please provide the technical specifications to the C.I.D. for prior approval.



Exhibitors and stand builders are responsible for returning the exhibition floor to its original condition. Any damage or soiling requiring more than routine cleaning will be charged to the exhibitor or stand builder.

To protect the venue's permanent carpet, any temporary carpet or floor covering must use a **"layering"** method:

Initial Layer (Masking Tape): masking tape must be applied directly to the existing hall carpet first.

Secondary Layer (Double-Sided Tape): The exhibitor's double-sided carpet tape must then be applied **only** on top of the masking tape.

Under no circumstances should double-sided tape or high-tack adhesives come into direct contact with the permanent hall carpeting.

Power supplies are typically distributed to booths **via the ceiling**. However, it is crucial to verify this with us in advance, as these may vary depending on the specific booth location and your unique requirements. For further information regarding **electricity**, please **refer** to the electricity section in this manual.

Raised Floor / Platform

Please note that if your booth has a platform/raised floor **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility.

The raised floor sides must be closed and finished neatly. The edges must be safe, secured and easily visible to avoid trip hazard.

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

Raised floor or platform installation must only commence **after** all cabling work is completed. Access points must remain unobstructed and accessible throughout the setup and beyond.

Build-Up Height

- The **maximum** building height for the **top** of all elements is **4 meters**.
- Shell scheme booths build up height is **2.4 meters**

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):

Any part facing the adjacent booth(s) that is above 2.4m in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth – over 2.4m in height – must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

For full “Space Only” booth design guidelines, please see the “Space Only Booth” section of this technical manual.

Ceiling Hangings/Rigging

Ceiling hanging is NOT permitted for this event.

Parking

Please note that there are no parking facilities available at the venue. there are 2 main pay car parks for light vehicles surround the C.I.D:

- The C.I.D car park : 69 spaces including 3 PRM spaces
- Lais de Mer car park on Boulevard de la Mer : 1 000 spaces / 5 minutes' walk from the C.I.D

Direct Deliveries to the C.I.D

Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).

Please be advised that neither the Organizers nor the **C.I.D** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 08 June**. Any deliveries prior to this date, or off the official working hours, will not be accepted.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

For security reasons, any parcel left on the stands that has not been marked will be destroyed.

Please refer to the Shipping Instructions for full guidelines.

Loading Bay Access

Access to the set-up / dismantling area located on level -2 of the C.I.D) is only authorised via the C.I.D delivery bay via the access ramp located on Boulevard Cornuché (downhill access located between the Deauville tennis courts and the C.I.D car park).

You must coordinate your arrival (unloading and loading) with the official logistic agent - **MERKUR Expo Logistics GmbH**. In order to maintain the smooth and efficient flow of traffic, exhibitors will be assigned designated unloading time slots.

Delivery vehicles must be equipped with tailgates and pallet trucks and under no circumstances will they be allowed to park permanently in the delivery bay. Vehicles must be unloaded and taken out immediately.

The venue does not have parking spaces reserved for lorries; therefore, it is required to arrange with the municipality a designated staging and stopping area for each vehicle arriving.

Stopping and parking for unloading are time-limited and subject to charges.

All vehicles arriving on site for unloading must book a time slot in advance. Please send a booking request including the preferred date and time, as well as vehicle details (type and license plate number).

Small vehicles will be required to pay the applicable fee prior to arrival at the venue.

Maximum usable height of the delivery bay: 4.20m

Delivery personnel, whether French or foreign, must carry a contact name and mobile phone number for the final client.

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the C.I.D. Any truck not registered through Merkur won't be included in the truck schedule for this event and will not be granted access to the facilities.

Contact person:

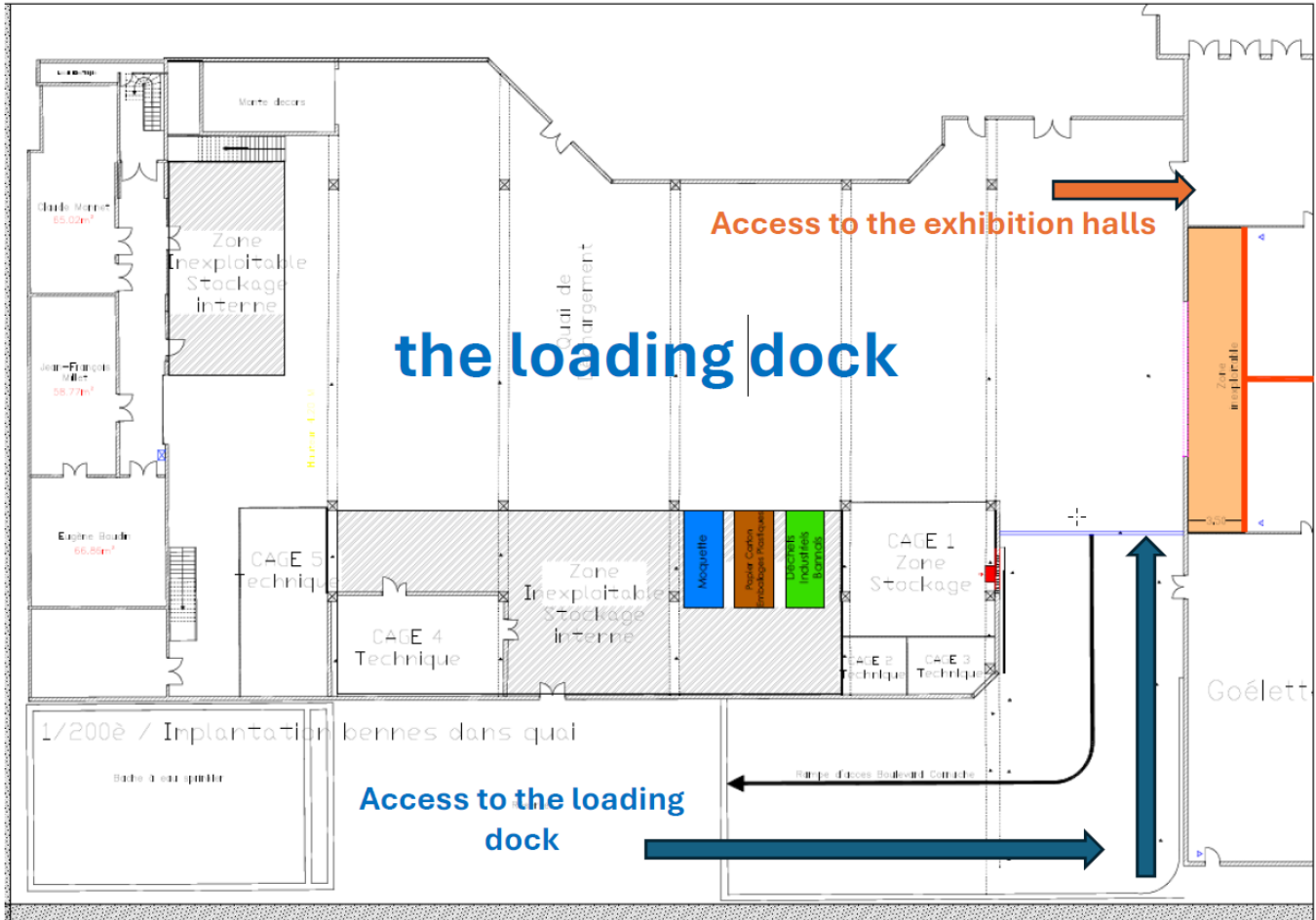
Gernot Iven

Tel: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

We kindly ask that you adhere strictly to the provided time slots.

For safety- and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.



Shell Scheme Booths - Technical Information and Regulations

Shell Scheme Booths

To ensure a smooth and efficient installation and dismantling process of your shell scheme booth, the **D&P** has been appointed as the **official stand contractor** for PTCOG 64.

Pre-booked shell scheme booths through Kenes include the following:

- **Walling** - standard shell scheme panels, 2.4m-high
- Company name on **Fascia board** printed in standard lettering (black on white background).
- One **spotlight** per 3 sqm (electricity should be ordered separately)



Image shown are for illustration purposes only

- Actual panel size (**including** the metal frame): 1000mm W x 2400mm H
- Visible panel size (**excluding** the metal frame): 954 mm W x 2288 mm H

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia boards with company name.

Shell Scheme booths do NOT include:

- Electricity
- Furniture
- In-booth cleaning

Electricity for your shell scheme booth should be ordered via **C.I.D** webshop - [CLICK HERE](#).

Deadline: Friday, 15 May:

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Furniture for your shell scheme booth as well as wall graphics printing, screens and other optional products and services for your booth, can be ordered directly through **D&P**, the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

[Click Here](#) for D&P Order Forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

In-booth cleaning (before the opening + daily cleaning) can be order via **C.I.D** webshop - [CLICK HERE](#)

Deadline: Friday, 15 May

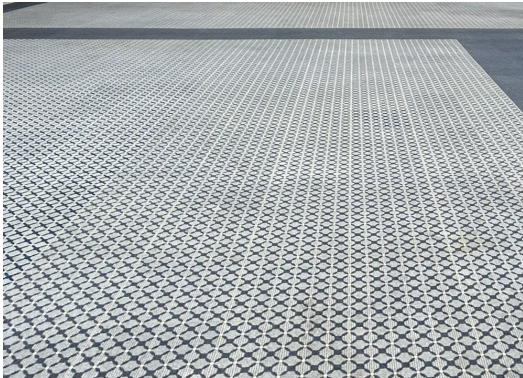
For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Flooring/Carpet

Please be advised that the exhibition hall is fully carpeted. See photo below.



If you wish to customize your shell scheme booth with a different carpet color or flooring type, this may be arranged through the Official Stand Contractor (D&P). Please note that any such changes to the existing carpeting will be at the exhibitor's own expense.

[Click Here](#) for D&P Order Forms

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Fascia Sign

Maximum of **20 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#) by Thursday, 23 April.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.

The standard fascia includes black lettering on a white background.

Company logo or custom graphics can be printed on the fascia board at additional cost.

Please submit your request for custom fascia directly with the D&P (the official stand contractor).

[Click Here](#) for D&P Order Forms

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Wall Graphics

To enhance your booth's visual impact, consider adding custom graphics to your walls.

[Click Here](#) for D&P Order Form and costs.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

After this deadline, this service will not be available.

Artwork must be shared before Wednesday, 20 May.

For inquiries, please contact the D&P. E-mail: exhibitors@dparchi.com

Note: The printed material for stand decoration is not reusable.

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the D&P – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Thu, 23 April**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.4m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- The D&P reserves the right to charge the exhibitor for any damage to equipment once it is detected at the start of dismantling. This includes the cost of removing any stickers, vinyl, Velcro, posters, etc. placed by the exhibitor on D&P equipment.
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Thu, 23 April** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Excess stock, literature or packing cases may **not** be stored on, around or behind booths, unless contained within a lockable storeroom.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the D&P webshop or contact the D&P – as per published deadlines (See sections “Deadlines & Key dates” and “Booth Services” for more information). All materials offered are rentals and must be returned in the same condition as they were found.

D&P will bill the exhibitor's items that are not in the stand at the end of the dismantling the time of their collection.

Space Only Booths – Technical Information and Regulations

Space Only Booths

'Space Only' bookings include raw exhibition space only. The exhibitors are responsible for the full design and construction of their booth, including all walls and support elements. Please be advised that the organizer does not provide dividing walls; therefore, exhibitors may not rely on or utilize neighboring walls. All necessary items and services, such as lighting, electricity, and furniture, must be provided by the exhibitor.

You are required to submit the following for approval **until Thursday, 23 April the latest.**

- A 2D and/or 3D plan, including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water, drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- The name and contact details of the construction company.
- Floor type and height
- **Fire safety inspection report/Reaction to Fire Classification Report /fire resistance certificates** (example will be shared upon request)
- A fire prevention plan to be filled out by the booth builder ([click here](#))

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>.

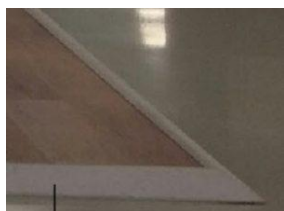
If you require assistance retrieving these credentials, please contact the Exhibition Manager.

Following initial approval by the organizer, designs will be submitted by Kenes to the C.I.D. Safety Officer for final approval.

Design Guidelines:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.**
- **Island booths** (four open sides) should be partly accessible on all sides. We try to keep the exhibition as open and inviting as possible. Wall construction along aisles is permitted, but the wall should **not** exceed 1/3 (one-third) of the total side length.
Special considerations for partial exemption may be granted upon written request to the Exhibition Manager, subject to review of the proposed booth design and its impact on the surrounding area.
- **Construction finish must be perfect** in all the booth's visible areas, including **booth ceiling** and rear sides.
- **Raised floor/platform:** Please note that if your booth has a raised floor or platform **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility.
The platform/ raised floor sides must be closed off and neatly finished. The platform edges must be safe, secured and easily visible to avoid trip hazard.
Sharp edges and corners should be avoided, potentially through the use of beveled edges.

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

To protect the venue's permanent carpet, any temporary carpet or floor covering must use a **"layering"** method:

Initial Layer (Masking Tape): masking tape must be applied directly to the existing hall carpet first.

Secondary Layer (Double-Sided Tape): The exhibitor's double-sided carpet tape must then be applied **only** on top of the masking tape.

Under no circumstances should double-sided tape or high-tack adhesives come into direct contact with the permanent hall carpeting.

- All structural **back walls** of **adjacent booths** must be properly decorated. For back walls (reverse side) exceeding **2.4 meters** in height, a neutral white or gray finish is required – no wiring, graphics, or logos. This mainly applies to booths with a shared border (back-to-back or side-by-side).
- Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- The maximum height for **walls within the booth** is up to **4 meters**.
- **Ceiling hanging** is NOT permitted for this event.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-Pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The stand construction and the materials displayed must be sufficiently stable to ensure safety. They must not pose a threat to public safety, order, or endanger life and health.
- Exhibitors and stand builders are responsible for ensuring the load-bearing capacity and stability of the structure and may be required to provide supporting documentation as proof.
- Holing, screwing, nailing, or the use of paint, glue or anything that can damage the building (floor, carpet, walls, ceiling ...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the stand builder/exhibitor.

Kindly note:

- The organiser will not approve booths that do not comply with the accepted standards until the

necessary changes have been made.

- **Work cannot commence until the booth drawings are approved by the organiser and the C.I.D.**
- **The used space must be returned to the venue completely clear of all items and restored to their original state.**
- We recommend exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager to coordinate a visit. E-mail: sgamliel@kenes.com
- “Space Only” exhibitors seeking custom stand design and construction services are welcome to contact the following **recommended supplier**:

D&P Event

Contact person: Mégane Béconne

E-mail: event@dparchi.com

Website: <https://dp-event.fr/en/index.html>

Phone: +33 (0)1 34 84 84 84

Construction requirements and safety standards are outlined in the **Rules and Regulations** sections. Please review these guidelines thoroughly before finalizing your plans.

Electricity and Electrical Installations for all booths

To ensure maximum safety, all electrical connections to power supply can only be carried by the venue **C.I.D.**

Only **C.I.D** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the venue and to pay for the electrical consumption according to his power needs. The exhibitors must name the person responsible for the stand's electric installation project.

It is essential that exhibitor order the power needed in the stand. **The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors/stand builders.**

To ensure your booth has electricity, please make sure to place your order via C.I.D Webshop - [CLICK HERE](#)

Deadline: **Friday, 15 May**

For inquiries, please contact Sophie Breard,

Cheffe de Projet

Tel: +44 (0)2 31 14 14 19

sbreard@congres-deauville.com

Power supply to the exhibits will be switched off after the exhibition closes every evening.

Exhibitors who require 24 hours electricity supply for their stand should contact C.I.D to confirm availability and costs.

In the event of damage or faults to an electrical connection or installation, the exhibitor must immediately contact the organiser and/or venue representatives.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

Installation

The electrical installation of each stand must be protected at its origin against overcurrents and earth faults. 30MA differential. All electrical grounds must be interconnected and connected to the

earth connection of the stand's electrical connection box. Electrical connections must be made inside junction boxes. Electrical disconnection points must be permanently accessible to stand personnel.

All connections must comply with current French and European standards.

Electrical equipment

All electrical equipment must comply with current French or European standards.

Electrical cables

Only Titanex type cables are authorized (Example : 3 x 2,5mm² for light sockets)

Conductors

The use of conductors with a cross-section of less than 1.5mm² is prohibited.

Multiple sockets

Only adapters or multiple boxes from a fixed base (moulded multi-socket block) are authorised.

High voltage illuminated signs

High voltage illuminated signs are prohibited.

FORBIDDEN :



Booth Services

Electricity

Please place your order for electricity via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Note: The C.I.D is the only company allowed to connect any kind of device directly to the main power sources. Only the C.I.D is authorized to provide the electrical switchboards from the service chests. Thus, every exhibitor must order an electrical switchboard through the C.I.D and to pay for the electrical consumption according to his power needs. Please refer to Electricity section in this manual for further guidelines.

Furniture

Furniture can be ordered directly via **D&P** - the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

[Click Here](#) for furniture catalog and order forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Custom Wall Graphics

Booth wall graphics can be ordered directly through **D&P**, the official stand contractor.

Deadlines:**Until Tuesday, 28 April: Early Bird Pricing****From Wednesday, 29 April: 20% Price Increase Applies****Friday, 15 May: Final Deadline for All Orders**

Artwork must be shared before Wednesday, 20 May.

[Click Here](#) for D&P Order Forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Note: The printed material for stand decoration is not reusable.

Screens, Laptops, Tablets and Audio Visual Equipment

Screens, laptops, tablets and Audio Visual equipment can be ordered directly with D&P – the official stand contractor.

Deadlines:**Until Tuesday, 28 April: Early Bird Pricing****From Wednesday, 29 April: 20% Price Increase Applies****Friday, 15 May: Final Deadline for All Orders***Stock upon availability.*[Click Here](#) for order forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.comNote: AV for Industry Symposia and meeting rooms should be placed via the AV Coordinator, Mike Perchig. E-mail: nest@nest-av.com**In-booth Catering**

- **Food & Beverages (F&B) is an exclusive service of the C.I.D. It is not allowed to enter any kind of Food & Beverages including all types of catering equipment such as coffee machines, juicers, popcorn machines from outside the venue.**
- Exceptions may be considered by the C.I.D **in special circumstances only**, with prior written approval. The C.I.D reserves the right to charge a cost for the entry of any F&B products not supplied by the venue (corkage fee) subject to authorization in writing is necessary from the venue.
- Exhibitors are responsible for ensuring their booth has sufficient space to store and display all requested F&B deliveries
- In case to have any other doubt about F&B please contact the C.I.D to avoid misunderstandings once the event starts.

To order food and beverages for your stand including waiter services, please Click [HERE](#) to download F&B order form.

For inquiries, please contact:

Julie Drouen

CID Catering Manager

Tel: +44 (0)2 31 14 14 35

jdrouen@congres-deauville.com**Deadline: Friday, 15 May**

Orders placed after the deadline subject to stock availability and cannot be guaranteed.

Dedicated Internet Connection & Wi-Fi

Complimentary Wi-Fi will be provided by the conference during official conference days at most

areas. This public Wi-Fi connection is limited for basic web browsing or checking emails. Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection can be ordered through Kenes until **Friday, 15 May**

Please contact the Exhibition Manager at: sgamliel@kenes.com

Important:

- **Creating your own private Wi-Fi network is not permitted.**
- **The C.I.D and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Internet cables are coming from the ceiling.
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Raised floor or platform installation must only commence **after** all cabling work is completed. Access points must remain unobstructed and accessible throughout the setup and beyond.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.
- Exhibitors planning to install a raised floor or platform must notify the organizer and C.I.D. Since internet cables are laid via floor, floor installation must be scheduled **after** all cabling work is complete. Service points must remain accessible at all times, as we cannot accommodate requests requiring access beneath the floor once it is installed.

Daily Cleaning (In-Booth)

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter **excluding** exhibit booths and displays.

In-booth cleaning (before the opening and/or daily cleaning) can be ordered through the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Important:

- The pre-opening cleaning inside the booths is not included in the rental space.
- Special cleaning requirements are quoted upon request, including dumpsters in the loading bay area required for the dismantling.
- This service does not include the removal of materials used to build booths. Stand builders must take their rubbish away with them.

Waste Removal

The C.I.D. has designated dumpsters outside the hall, in the loading dock area. Please ensure waste is sorted into the correct bins:

- **Cardboard and plastic**
- **General waste**
- **Carpet**

Note: If you require a private general waste container or waste container for wood for your exclusive use, please contact the C.I.D. office to request a quote.

This service is relevant for "Space Only" exhibitors with larger volume of waste.

Deadline: Friday, 15 May

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Note: It is the exhibitor's responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

Security

Only the C.I.D can provide Security service within the venue facilities.

If you wish to hire security for your booth, this can be done via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Important:

Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.

Storage

It is the exhibitor's responsibility to ensure that all booth materials fit within the rented space and height limits.

The C.I.D has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, pallets etc.) should be coordinated with the official logistic agent - *Merkur* (subject to a fee).

Under no circumstances may packing materials of any kind be left in the aisles, booths, around or behind the booths.

Please contact *Merkur* with information on sizes and number of parcels, size and storage period.

Contact person:

Gernot Iven

Tel: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

Please be advised that items delivered to the venue before the designated setup period will NOT be accepted by venue staff. Please coordinate with *Merkur* to ensure deliveries arrive within the designated set-up period.

Once the event & dismantling are over, the venue shall bear no responsibility for safeguarding or storing any items left behind on the premises. If the C.I.D takes care of the removal of these items, it will be charged to the exhibitor.

Hostesses & Temporary Staff Hire

If you wish to hire hostess and temporary staff for your stand, this can be done via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Place your orders before the deadlines to avoid extra fees and ensure on-time delivery for the event !

1:1 Meeting Scheduler- KENES CONNECT

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at PTCOG 64 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

❏Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler for a special launch rate of €750 this year only.

Take advantage of this exclusive opportunity to connect, engage, and grow your impact.

Please order via the Exhibitor Portal.

Photography Packages

We're excited to offer exclusive photography packages to help you capture and showcase your participation at PTCOG 64.



Booth Photography Package



Showcase your booth in the best light with a dedicated photoshoot.



Ideal for branding, PR, and post-event marketing.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

Cost: 600 EUR (excluding VAT if applicable)



Session Photography Package



Capture the impact of your sponsored session with dynamic, high-quality images of key moments.



A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

Cost: 600 EUR (excluding VAT if applicable)



Combined Booth & Session Package (Best Value!)



Get the full coverage experience with a special discounted package combining booth and session photography.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



A minimum of 15 high-resolution images of your session featuring speakers, stage, and engaged audience

Cost: 1000 EUR (excluding VAT if applicable)



Subject to Photographer availability.

Book your photography package **in advance** via Exhibitor's Portal to ensure your brand is captured at its best.

Please contact the Exhibition Manager directly at: sgamliel@kenes.com

Shipping Instructions

Shipping Instructions

Merkur Expo Logistics GmbH has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for PTCOG 64.

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

Merkur offers the following services:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Contact information:

Merkur Expo Logistics GmbH

Gernot Iven

Tel.: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

For shipping instructions, please click [HERE](#)

OFFICIAL HANDLING TARIFF -> click [HERE](#)

ORDER FORM/ PRE-ALERT for DIRECT DELIVERIES -> click [HERE](#)

ORDER FORM/PRE-ALERT for WAREHOUSE SHIPMENTS -> click [HERE](#)

LABEL for shipment via Germany warehouse -> click [HERE](#)

LABEL for BAG INSERTS shipment via Germany warehouse -> click [HERE](#)

The venue does not accept shipments that are sent directly. Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the C.I.D. Any truck not registered through Merkur won't be included in the truck schedule for this show and will not be granted access to the facilities.

The venue does not have parking spaces reserved for lorries; therefore, it is required to arrange with the municipality a designated staging and stopping area for each vehicle arriving.

Stopping and parking for unloading are time-limited and subject to charges.

All vehicles arriving on site for unloading must book a time slot in advance. Please send a booking request including the preferred date and time, as well as vehicle details (type and license plate number).

Small vehicles will be required to pay the applicable fee prior to arrival at the venue.

Deliveries

- The delivery and removal of materials and goods for the exhibition booths is allowed only by Merkur - the official logistic agent.
- Please be advised that **neither** the organiser nor the C.I.D can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed - case by case - by Merkur (for custom-cleared courier shipments only).
- Deliveries may not be made prior to Monday, 08 June. Any deliveries prior to this date, or off the official working hours, **will not be accepted**.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

Rules and Regulations - C.I.D

C.I.D Rules and Regulations -Binding for all exhibitors and their subcontractors

[CLICK HERE](#) for C.I.D Safety Compliance & Technical Guidelines for Stand Assembly

[CLICK HERE](#) for C.I.D Regulations

[CLICK HERE](#) for C.I.D Site Regulations and Exhibitor Rules of Operation

Rules and Regulations - Organzier

Rules and Regulations -Binding for all exhibitors and their subcontractors

Meetings and Side Events Policy

To protect the integrity of the event program, companies may not organise meetings or activities that compete with official sessions.

- No scientific symposia, lectures, educational events, or "meet-the-expert" style sessions may take place outside the event venue during the event dates.
- All industry sessions must take place within the event venue and must be formally booked through the Sales Team.
- Closed meetings and social events (invitation-only) are permitted only during outside the official blackout hours and must not clash with the event program or Opening Ceremony.
- Internal staff meetings are permitted; however, if attended by event participants, they are also subject to the blackout policy and may not take place during program hours.

PTCOG Society expects all partners to respect these guidelines so delegates can fully engage with the official event content.

Animals

It is not permitted to bring animals into the venue.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

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.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or

pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- For any presentations or organized talks held within your booth, you should provide individual headset/receiver systems for your audience. Sound must be contained to prevent noise

disturbance outside your booth limits.

- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- **Filming:**
 - Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
 - Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.
- **Photography:**
 - Photography within booths is not permitted during exhibition setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.
 - During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

Special Effects

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.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

Contact information - General

Kenes Group Contacts:

Conference Secretariat

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

[Contact us](#)

Exhibition Manager & Industry Symposia Coordinator

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Liaison & Sales

Nikol Karabelova

Tel: +41 22 908 0488 Ext. 293 | E-mail: nkarabelova@kenes.com

Registration Specialist

Sandra Silva

Tel: +41 22 908 0488 | E-mail: reg_ptcog64@kenes.com

Hotel Accommodation

Milena Nedyalkova

Tel: +41 22 908 0488 Ext. 344 | Email: mnedyalkova@kenes.com

<https://ptcog64.org/why-book-through-us/>

Contact Information - Official Contractors

Official Contractors:

In-booth cleaning | In-booth Catering* | Hostesses | Security Guard Services* | Plants | Electricity* | Water Connection* | Waste Removal

C.I.D

[CLICK HERE](#) for the **C.I.D Webshop**

For inquiries, please contact the C.I.D

Contact person: Sophie Breard

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

*Exclusive to the C.I.D

Furniture Rental | Printing graphics & Signage | Additional Stand Fittings | Screens, Tablets & AV Equipment (for booths only) | Flowers & Plants

D&P

[CLICK HERE](#) for the **D&P Order Forms**

For inquiries, please contact the D&P team

E-mail: exhibitors@dparchi.com

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics GmbH

Gernot Iven

Tel.: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

Merkur is the exclusive handler inside the venue.

“Space Only” exhibitors seeking custom stand design and construction services are welcome to contact the following **recommended supplier**:

D&P Event

Contact person: Mégane Béconne

E-mail: event@dparchi.com

Website: <https://dp-event.fr/en/index.html>

Phone: +33 (0)1 34 84 84 84

Sustainability- Tips & Tricks for Exhibitors

We are deeply committed to sustainability and strongly encourage all our exhibitors to join us in this effort!

- For immediate ways you can make your booth more sustainable, please [CLICK HERE](#) for practical tips and tricks.
- As part of our commitment to reducing the event’s environmental impact and carbon footprint, we need your input. Please take a few minutes to complete our short **sustainability questionnaire**: [CLICK HERE](#)
Your input will help us measure the event’s environmental impact and carbon footprint and identify opportunities to reduce it in future editions. Please provide accurate details where possible — even small steps make a big difference!

Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for “Space Only” booths)
- Submit lettering for **Fascia sign** (applicable for “Shell Scheme” booths)
- Submit **other deliverables** as per sponsorship contract

Link to access the Portal <https://exhibitorportal.kenes.com>

Login details to access the Portal have been sent to the company representative who signed the contract.

kindly keep the Exhibitor’s Portal link together with your login information on hand for future reference.

Notes:

- Each company received a **single user account and a password**. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.

- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.

Action Item	Deadline	Contact Person
Company Logo and Profile	As soon as possible and no later than Wednesday, 15 April	
Text for Fascia (Applicable for Shell Scheme booths only)	Thursday, 23 April	
Booth Design for Approval (Applicable for 'Space Only' booths)	Thursday, 23 April	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com/ Login details have been sent to company rep who signed the sponsorship agreement. For inquiries, please contact the Exhibition Manger E-mail: sgamliel@kenes.com
Lead Retrieval Barcode Readers Order*	Tuesday, 19 May On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	Tuesday, 19 May	
F&B (Catering) for Booths*	Friday, 15 May	Click HERE to download F&B order form For inquiries, please contact Julie Drouen, CID Catering Manager Tel: +44 (0)2 31 14 14 35 jdrouen@congres-deauville.com C.I.D Webshop: PTCOG64-DEAUVILLE - Exhibition stand service For inquiries, please contact Sophie Breard, Cheffe de Projet Tel: +44 (0)2 31 14 14 19 sbreard@congres-deauville.com
• Power for All Booths* • In-booth Cleaning • Security Guard* • Hostesses • Plants	Friday, 15 May	
• Furniture rental • Printing graphics & Signage - submission of final artwork • Stand Fitting (for example: shelves) • Carpet • AV Equipment for booth only (Screens, Laptop, iPads)	• Until 28 April: Early Bird Pricing • From 29 April: 20% Price Increase Applies • 15 May: Final Deadline for All Orders Stock upon availability!	D&P - the Official Stand Builder Click Here for D&P Order Forms exhibitors@dparchi.com
*Dedicated Wi-Fi / Internet	Friday, 15 May	Exhibition Manger E-mail: sgamliel@kenes.com

Delivery Information

Door to Door Shipments	Please contact MERKUR	
Airfreight Shipments	Please contact MERKUR	
Shipment via GERMANY warehouse	No later than Monday, 01 June Kindly submit the pre-alert form of your shipment by Fri, 29 May	Merkur Expo Logistics GmbH Gernot Iven Tel: + 49 (0) 6173 966 95 10 Cell: +49 (0) 175 5880290 E-Mail: gernot.iven@merkur-expo.com
Exhibition goods – Direct Deliveries to Meeting Venue only full load trucks	Subject to time slot	

***An exclusive service**

Activity	Day	Hours & details
Set up	Monday, 08 June	07:30-21:00 – set up hours for “Space Only” booths 16:00-21:00 – set up hours for “Shell Scheme” booths <i>By 20:00 all empty boxes, empty crates and packaging material should be removed, and <u>all aisles should be cleared</u> to allow cleaning and setting-up the hall for the following day.</i>
Quiet Set up	Tuesday, 09 June	07:30-17:00 <i>Quiet set-up all day: heavy machinery or construction noise are NOT permitted, No Forklift as sessions are taking place in the adjacent hall. All decorations must be confined within the designated booth boundaries. All aisles must be clear to prepare the hall for the Scientific Meeting Welcome Reception & Exhibition Opening</i>
Exhibition Opening Hours	Tuesday, 09 June	17:00-19:30 (End of Welcome Reception)
Exhibition Opening Hours	Wednesday, 10 June	10:00-16:30
Exhibition Opening Hours	Thursday, 11 June	10:00-17:00
Exhibition Opening Hours	Friday, 12 June	10:00-16:30
Dismantling / Breakdown	Friday, 12 June	16:45-22:00 <i>All shell scheme booths must be cleared by 18:00.</i>

- The timetable is subject to possible changes in accordance with the scientific program. Updates will be provided as necessary.
- Empty boxes, empty crates and packaging material must be removed no later than **Monday, 08 June at 20:00**.
All aisles must be clear of exhibits and packaging materials **by 20:00** to enable cleaning and setting up the Hall for the following day.
- Tuesday, 09 June is a quiet set-up ! It means that **heavy machinery** or **construction noise** are **NOT permitted**, Also **forklift services will NOT be available**. Please keep **noise levels to a minimum** as sessions are taking place in the adjacent hall. All decorations must be confined within the designated booth boundaries. All aisles must be clear to prepare the hall for the **Scientific Meeting Welcome Reception & Exhibition Opening**

- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- Please note that delegates will be passing through the exhibition to reach the Session Halls and E-Posters area which will be active before and after the exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. **Please consider hiring extra security for your booth before and after exhibition operating hours, if needed.**

DISMANTLING:

- Dismantling of exhibition booths **is strictly prohibited** prior to the official closing time.
- All shell scheme booths must be **fully cleared** by 18:00.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
Shell Scheme booths -> any equipment, display aid or other material left behind after **Friday, 12 June at 18:00** will be considered discarded and abandoned.
'Space Only' booths -> any equipment, display aid or other material left behind after **Friday, 12 June at 22:00** will be considered discarded and abandoned.
Any charges incurred for waste removal will be sent to the exhibitor.
- Exhibition dismantling begins Friday, 12 June at 16:45 , following the final coffee break.; however conference continue in other halls until the Closing Session ends. Click [here](#) for most update timetable.

Scientific Meeting Welcome Reception & Exhibition Opening

You are cordially invited to the **Scientific Meeting Welcome Reception & Exhibition Opening** which will be held in the exhibition area on Tuesday, 09 June. Check the timetable for specific times by clicking [here](#). Exhibitors are asked to please man their booth during the **Scientific Meeting Welcome Reception & Exhibition Opening** in the exhibition area.

Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- **The exhibitor badges allow access to the exhibition Hall and to the Scientific Meeting Welcome Reception & Exhibition Opening.**
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than Tuesday, 19 May.**
- Exhibitor badge holders are **not** eligible for CME/CPD credits and will *not* be listed in the list of participants (if applicable).
- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours.** Please note that badges will not be mailed in advance.
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 200** per badge.
Companies may purchase a maximum number of exhibitor badges as follows:
Booths of up to 60sqm – 15 exhibitor badges
Booths larger than 60sqm – 25 exhibitor badges

Notes:

- Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **Tuesday, 19 May.**

Link to access the Portal <https://exhibitorportal.kenes.com>

- Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.

- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration team by e-mail at: reg_ptcog64@kenes.com

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Management Desk on-site.

"K-Lead" Application - Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your session or visit your booth.

We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "**KLead Pro**" App.

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Tuesday, 19 May

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add EUR 350 and upgrade your K-Lead App.

- **Automated Follow-up Emails:** Immediately after scanning, send personalized e-mails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject line, e-mail content, and signature. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored e-mails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your e-mails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data:* Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain basic information.
- *Content Responsibility:* Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- *Easy Reservation:* Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- *GDPR Compliance:* We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- **Instant API Access** – Scan delegate badges using your own app/system and retrieve full attendee details.
- **Real-Time Sync** – Automatically update your CRM.
- **CRM Compatibility** – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- **Data Accuracy** – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- **Custom Mapping** – Adapt data fields to fit your CRM's structure.
- **Secure & Compliant** – Advanced encryption ensures data protection.
- **Analytics & Reporting** – Gain insights on leads and engagement.

Cost:

License per event: €1800 invoiced before the event.

API calls: invoiced after the event, based on the number of calls (scans) made:

- Up to 200 calls – calculated by €4 per call
- Up to 500 calls – calculated by €3 per call
- From 500 calls and up – calculated €2 per call

Deadline to place your order for API integration: Thursday, 7 May

How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

For inquiries, please contact the Exhibition Manager E-mail: sgamliel@kenes.com

Exhibition Floor Plan

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

To access the exhibition floor plan and see the location of each booth, please [click here](#).
For full list of exhibitors and supporters - [click here](#)

Exhibition Hall

The exhibition will be held in Hall Tennis 1 + 2 located on Level (-2).

For virtual tour - click [HERE](#)

Click [HERE](#) for CID Access information

Floor

Floor finish: Carpet

Please take necessary precautions to protect the carpeting (See below).

Maximum floor load:

The exhibition hall is located underground on a reinforced concrete with no specific maximum weight limit. The floor is capable of supporting heavy machinery. However, for exceptionally heavy items or high point loads, please provide the technical specifications to the C.I.D. for prior approval.



Exhibitors and stand builders are responsible for returning the exhibition floor to its original condition. Any damage or soiling requiring more than routine cleaning will be charged to the exhibitor or stand builder.

To protect the venue's permanent carpet, any temporary carpet or floor covering must use a **"layering"** method:

Initial Layer (Masking Tape): masking tape must be applied directly to the existing hall carpet first.

Secondary Layer (Double-Sided Tape): The exhibitor's double-sided carpet tape must then be applied **only** on top of the masking tape.

Under no circumstances should double-sided tape or high-tack adhesives come into direct contact with the permanent hall carpeting.

Power supplies are typically distributed to booths **via the ceiling**. However, it is crucial to verify this with us in advance, as these may vary depending on the specific booth location and your unique requirements. For further information regarding **electricity**, please **refer** to the electricity section in this manual.

Raised Floor / Platform

Please note that if your booth has a platform/raised floor **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility.

The raised floor sides must be closed and finished neatly. The edges must be safe, secured and easily visible to avoid trip hazard.

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

Raised floor or platform installation must only commence **after** all cabling work is completed. Access points must remain unobstructed and accessible throughout the setup and beyond.

Build-Up Height

- The **maximum** building height for the **top** of all elements is **4 meters**.
- Shell scheme booths build up height is **2.4 meters**

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):

Any part facing the adjacent booth(s) that is above 2.4m in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth – over 2.4m in height – must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

For full “Space Only” booth design guidelines, please see the “Space Only Booth” section of this technical manual.

Ceiling Hangings/Rigging

Ceiling hanging is NOT permitted for this event.

Parking

Please note that there are no parking facilities available at the venue. there are 2 main pay car parks for light vehicles surround the C.I.D:

- The C.I.D car park : 69 spaces including 3 PRM spaces
- Lais de Mer car park on Boulevard de la Mer : 1 000 spaces / 5 minutes' walk from the C.I.D

Direct Deliveries to the C.I.D

Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).

Please be advised that neither the Organizers nor the **C.I.D** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 08 June**. Any deliveries prior to this date, or off the official working hours, will not be accepted.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

For security reasons, any parcel left on the stands that has not been marked will be destroyed.

Please refer to the Shipping Instructions for full guidelines.

Loading Bay Access

Access to the set-up / dismantling area located on level -2 of the C.I.D) is only authorised via the C.I.D delivery bay via the access ramp located on Boulevard Cornuché (downhill access located between the Deauville tennis courts and the C.I.D car park).

You must coordinate your arrival (unloading and loading) with the official logistic agent – **MERKUR Expo Logistics GmbH**. In order to maintain the smooth and efficient flow of traffic, exhibitors will be assigned designated unloading time slots.

Delivery vehicles must be equipped with tailgates and pallet trucks and under no circumstances will they be allowed to park permanently in the delivery bay. Vehicles must be unloaded and taken out immediately.

The venue does not have parking spaces reserved for lorries; therefore, it is required to arrange with the municipality a designated staging and stopping area for each vehicle arriving.

Stopping and parking for unloading are time-limited and subject to charges.

All vehicles arriving on site for unloading must book a time slot in advance. Please send a booking request including the preferred date and time, as well as vehicle details (type and license plate number).

Small vehicles will be required to pay the applicable fee prior to arrival at the venue.

Maximum usable height of the delivery bay: 4.20m

Delivery personnel, whether French or foreign, must carry a contact name and mobile phone number for the final client.

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the C.I.D. Any truck not registered through Merkur won't be included in the truck schedule for this event and will not be granted access to the facilities.

Contact person:

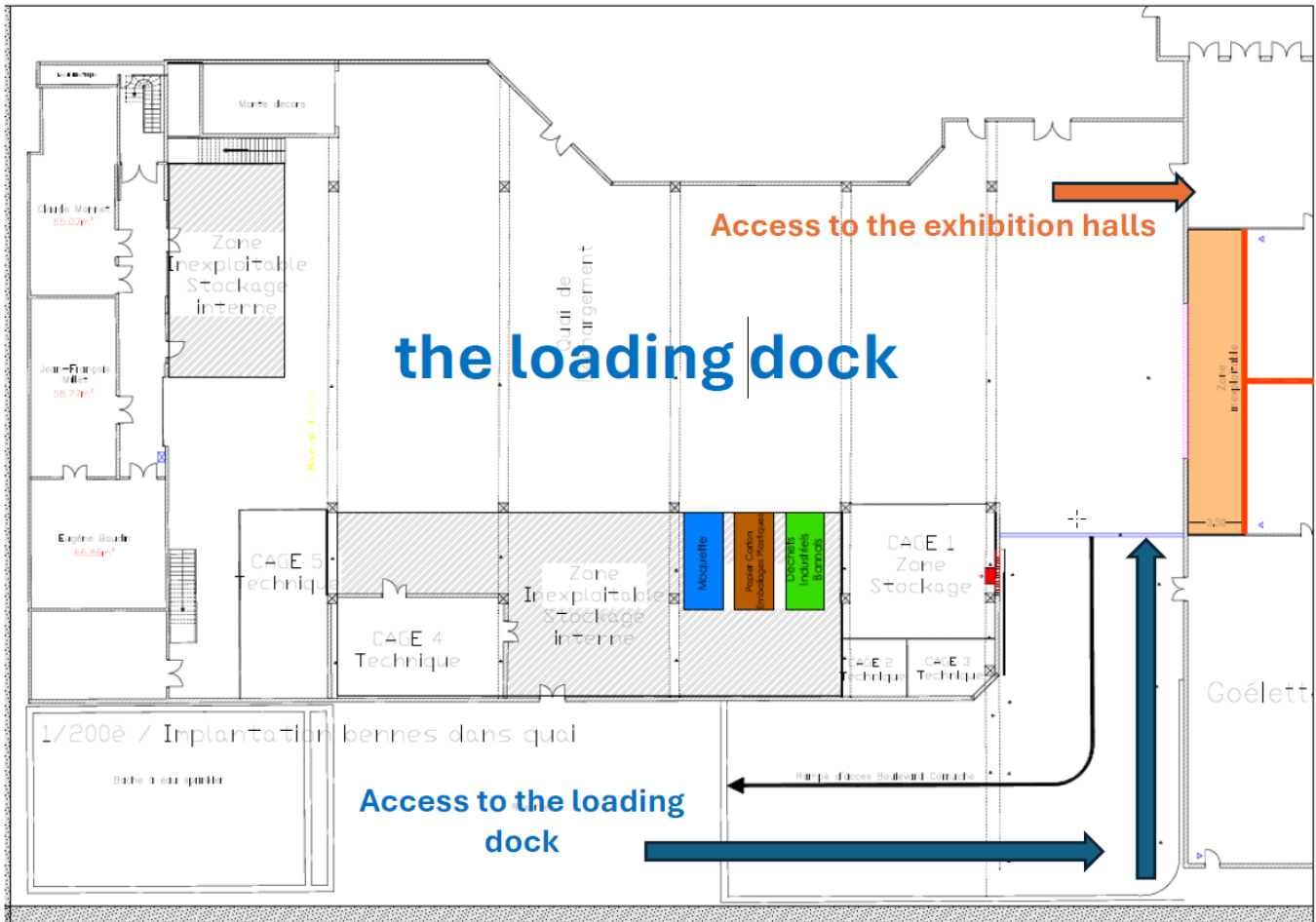
Gernot Iven

Tel: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

We kindly ask that you adhere strictly to the provided time slots.

For safety- and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.



Shell Scheme Booths

To ensure a smooth and efficient installation and dismantling process of your shell scheme booth, the **D&P** has been appointed as the **official stand contractor** for PTCOG 64.

Pre-booked shell scheme booths through Kenes include the following:

- **Walling** – standard shell scheme panels, 2.4m-high
- Company name on **Fascia board** printed in standard lettering (black on white background).
- One **spotlight** per 3 sqm (electricity should be ordered separately)



Image shown are for illustration purposes only

- Actual panel size (**including** the metal frame): 1000mm W x 2400mm H
- Visible panel size (**excluding** the metal frame): 954 mm W x 2288 mm H

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia boards with company name.

Shell Scheme booths do NOT include:

- Electricity
- Furniture
- In-booth cleaning

Electricity for your shell scheme booth should be ordered via **C.I.D** webshop - [CLICK HERE](#).

Deadline: Friday, 15 May:

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Furniture for your shell scheme booth as well as wall graphics printing, screens and other optional products and services for your booth, can be ordered directly through **D&P**, the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

[Click Here](#) for D&P Order Forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

In-booth cleaning (before the opening + daily cleaning) can be order via **C.I.D** webshop - [CLICK HERE](#)

Deadline: Friday, 15 May

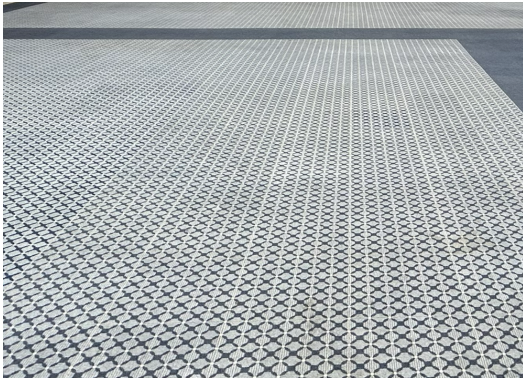
For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Flooring/Carpet

Please be advised that the exhibition hall is fully carpeted. See photo below.



If you wish to customize your shell scheme booth with a different carpet color or flooring type, this may be arranged through the Official Stand Contractor (D&P). Please note that any such changes to the existing carpeting will be at the exhibitor's own expense.

[Click Here](#) for D&P Order Forms

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Fascia Sign

Maximum of **20 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#) by Thursday, 23 April.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.

The standard fascia includes black lettering on a white background.

Company logo or custom graphics can be printed on the fascia board at additional cost.

Please submit your request for custom fascia directly with the D&P (the official stand contractor).

[Click Here](#) for D&P Order Forms

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Wall Graphics

To enhance your booth's visual impact, consider adding custom graphics to your walls.

[Click Here](#) for D&P Order Form and costs.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

After this deadline, this service will not be available.

Artwork must be shared before Wednesday, 20 May.

For inquiries, please contact the D&P. E-mail: exhibitors@dparchi.com

Note: The printed material for stand decoration is not reusable.

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the D&P – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Thu, 23 April**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.4m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- The D&P reserves the right to charge the exhibitor for any damage to equipment once it is detected at the start of dismantling. This includes the cost of removing any stickers, vinyl, Velcro, posters, etc. placed by the exhibitor on D&P equipment.
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Thu, 23 April** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Excess stock, literature or packing cases may **not** be stored on, around or behind booths, unless contained within a lockable storeroom.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the D&P webshop or contact the D&P – as per published deadlines (See sections “Deadlines & Key dates” and “Booth Services” for more information). All materials offered are rentals and must be returned in the same condition as they were found.

D&P will bill the exhibitor's items that are not in the stand at the end of the dismantling the time of their collection.

Space Only Booths

'Space Only' bookings include raw exhibition space only. The exhibitors are responsible for the full design and construction of their booth, including all walls and support elements. Please be advised that the organizer does not provide dividing walls; therefore, exhibitors may not rely on or utilize neighboring walls. All necessary items and services, such as lighting, electricity, and furniture, must be provided by the exhibitor.

You are required to submit the following for approval **until Thursday, 23 April the latest.**

- A 2D and/or 3D plan, including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water, drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- The name and contact details of the construction company.
- Floor type and height
- **Fire safety inspection report/Reaction to Fire Classification Report /fire resistance certificates** (example will be shared upon request)
- A fire prevention plan to be filled out by the booth builder ([click here](#))

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>.

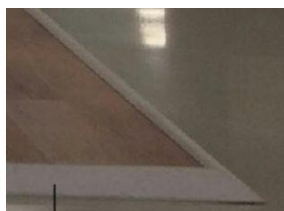
If you require assistance retrieving these credentials, please contact the Exhibition Manager.

Following initial approval by the organizer, designs will be submitted by Kenes to the C.I.D. Safety Officer for final approval.

Design Guidelines:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.**
- **Island booths** (four open sides) should be partly accessible on all sides. We try to keep the exhibition as open and inviting as possible. Wall construction along aisles is permitted, but the wall should **not** exceed 1/3 (one-third) of the total side length.
Special considerations for partial exemption may be granted upon written request to the Exhibition Manager, subject to review of the proposed booth design and its impact on the surrounding area.
- **Construction finish must be perfect** in all the booth's visible areas, including **booth ceiling** and rear sides.
- **Raised floor/platform:** Please note that if your booth has a raised floor or platform **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility.
The platform/ raised floor sides must be closed off and neatly finished. The platform edges must be safe, secured and easily visible to avoid trip hazard.
Sharp edges and corners should be avoided, potentially through the use of beveled edges.

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

To protect the venue's permanent carpet, any temporary carpet or floor covering must use a **"layering"** method:

Initial Layer (Masking Tape): masking tape must be applied directly to the existing hall carpet first.

Secondary Layer (Double-Sided Tape): The exhibitor's double-sided carpet tape must then be applied **only** on top of the masking tape.

Under no circumstances should double-sided tape or high-tack adhesives come into direct contact with the permanent hall carpeting.

- All structural **back walls** of **adjacent booths** must be properly decorated. For back walls (reverse side) exceeding **2.4 meters** in height, a neutral white or gray finish is required – no wiring, graphics, or logos. This mainly applies to booths with a shared border (back-to-back or side-by-side).
- Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- The maximum height for **walls within the booth** is up to **4 meters**.
- **Ceiling hanging** is NOT permitted for this event.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-Pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The stand construction and the materials displayed must be sufficiently stable to ensure safety. They must not pose a threat to public safety, order, or endanger life and health.
- Exhibitors and stand builders are responsible for ensuring the load-bearing capacity and stability of the structure and may be required to provide supporting documentation as proof.
- Holing, screwing, nailing, or the use of paint, glue or anything that can damage the building (floor, carpet, walls, ceiling ...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the stand builder/exhibitor.

Kindly note:

- The organiser will not approve booths that do not comply with the accepted standards until the

necessary changes have been made.

- **Work cannot commence until the booth drawings are approved by the organiser and the C.I.D.**
- **The used space must be returned to the venue completely clear of all items and restored to their original state.**
- We recommend exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager to coordinate a visit. E-mail: sgamliel@kenes.com
- “Space Only” exhibitors seeking custom stand design and construction services are welcome to contact the following **recommended supplier**:

D&P Event

Contact person: Mégane Béconne

E-mail: event@dparchi.com

Website: <https://dp-event.fr/en/index.html>

Phone: +33 (0)1 34 84 84 84

Construction requirements and safety standards are outlined in the **Rules and Regulations** sections. Please review these guidelines thoroughly before finalizing your plans.

To ensure maximum safety, all electrical connections to power supply can only be carried by the venue **C.I.D.**

Only **C.I.D** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the venue and to pay for the electrical consumption according to his power needs. The exhibitors must name the person responsible for the stand's electric installation project.

It is essential that exhibitor order the power needed in the stand. **The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors/stand builders.**

To ensure your booth has electricity, please make sure to place your order via C.I.D Webshop - [CLICK HERE](#)

Deadline: **Friday, 15 May**

For inquiries, please contact Sophie Breard,
Cheffe de Projet

Tel: +44 (0)2 31 14 14 19

sbreard@congres-deauville.com

Power supply to the exhibits will be switched off after the exhibition closes every evening.

Exhibitors who require 24 hours electricity supply for their stand should contact C.I.D to confirm availability and costs.

In the event of damage or faults to an electrical connection or installation, the exhibitor must immediately contact the organiser and/or venue representatives.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

Installation

The electrical installation of each stand must be protected at its origin against overcurrents and earth faults. 30MA differential. All electrical grounds must be interconnected and connected to the earth connection of the stand's electrical connection box. Electrical connections must be made inside junction boxes. Electrical disconnection points must be permanently accessible to stand

personnel.

All connections must comply with current French and European standards.

Electrical equipment

All electrical equipment must comply with current French or European standards.

Electrical cables

Only Titanex type cables are authorized (Example : 3 x 2,5mm² for light sockets)

Conductors

The use of conductors with a cross-section of less than 1.5mm² is prohibited.

Multiple sockets

Only adapters or multiple boxes from a fixed base (moulded multi-socket block) are authorised.

High voltage illuminated signs

High voltage illuminated signs are prohibited.

FORBIDDEN :



Electricity

Please place your order for electricity via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Note: The C.I.D is the only company allowed to connect any kind of device directly to the main power sources. Only the C.I.D is authorized to provide the electrical switchboards from the service chests. Thus, every exhibitor must order an electrical switchboard through the C.I.D and to pay for the electrical consumption according to his power needs. Please refer to Electricity section in this manual for further guidelines.

Furniture

Furniture can be ordered directly via **D&P** - the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

[Click Here](#) for furniture catalog and order forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Custom Wall Graphics

Booth wall graphics can be ordered directly through **D&P**, the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Artwork must be shared before Wednesday, 20 May.

[Click Here](#) for D&P Order Forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Note: The printed material for stand decoration is not reusable.

Screens, Laptops, Tablets and Audio Visual Equipment

Screens, laptops, tablets and Audio Visual equipment can be ordered directly with D&P - the official stand contractor.

Deadlines:

Until Tuesday, 28 April: Early Bird Pricing

From Wednesday, 29 April: 20% Price Increase Applies

Friday, 15 May: Final Deadline for All Orders

Stock upon availability.

[Click Here](#) for order forms

For inquiries, please contact D&P Exhibitor Service

E-mail: exhibitors@dparchi.com

Note: AV for Industry Symposia and meeting rooms should be placed via the AV Coordinator, Mike Perchig. E-mail: nest@nest-av.com

In-booth Catering

- **Food & Beverages (F&B) is an exclusive service of the C.I.D. It is not allowed to enter any kind of Food & Beverages including all types of catering equipment such as coffee machines, juicers, popcorn machines from outside the venue.**
- Exceptions may be considered by the C.I.D **in special circumstances only**, with prior written approval. The C.I.D reserves the right to charge a cost for the entry of any F&B products not supplied by the venue (corkage fee) subject to authorization in writing is necessary from the venue.
- Exhibitors are responsible for ensuring their booth has sufficient space to store and display all requested F&B deliveries
- In case to have any other doubt about F&B please contact the C.I.D to avoid misunderstandings once the event starts.

To order food and beverages for your stand including waiter services, please Click [HERE](#) to download F&B order form.

For inquiries, please contact:

Julie Drouen

CID Catering Manager

Tel: +44 (0)2 31 14 14 35

jdrouen@congres-deauville.com

Deadline: Friday, 15 May

Orders placed after the deadline subject to stock availability and cannot be guaranteed.

Dedicated Internet Connection & Wi-Fi

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails. Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired

connection) to guarantee a consistent internet connection inclusive of technical support. Wired internet and Wi-Fi connection can be ordered through Kenes until **Friday, 15 May**. Please contact the Exhibition Manager at: sgamliel@kenes.com

Important:

- **Creating your own private Wi-Fi network is not permitted.**
- **The C.I.D and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Internet cables are coming from the ceiling.
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Raised floor or platform installation must only commence **after** all cabling work is completed. Access points must remain unobstructed and accessible throughout the setup and beyond.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.
- Exhibitors planning to install a raised floor or platform must notify the organizer and C.I.D. Since internet cables are laid via floor, floor installation must be scheduled **after** all cabling work is complete. Service points must remain accessible at all times, as we cannot accommodate requests requiring access beneath the floor once it is installed.

Daily Cleaning (In-Booth)

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter **excluding** exhibit booths and displays.

In-booth cleaning (before the opening and/or daily cleaning) can be ordered through the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Important:

- The pre-opening cleaning inside the booths is not included in the rental space.
- Special cleaning requirements are quoted upon request, including dumpsters in the loading bay area required for the dismantling.
- This service does not include the removal of materials used to build booths. Stand builders must take their rubbish away with them.

Waste Removal

The C.I.D. has designated dumpsters outside the hall, in the loading dock area. Please ensure waste is sorted into the correct bins:

- **Cardboard and plastic**
- **General waste**
- **Carpet**

Note: If you require a private general waste container or waste container for wood for your exclusive use, please contact the C.I.D. office to request a quote.

This service is relevant for "Space Only" exhibitors with larger volume of waste.

Deadline: Friday, 15 May

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Note: It is the exhibitor's responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

Security

Only the C.I.D can provide Security service within the venue facilities.

If you wish to hire security for your booth, this can be done via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Important:

Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.

Storage

It is the exhibitor's responsibility to ensure that all booth materials fit within the rented space and height limits.

The C.I.D has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with the official logistic agent - *Merkur* (subject to a fee).

Under no circumstances may packing materials of any kind be left in the aisles, booths, around or behind the booths.

Please contact *Merkur* with information on sizes and number of parcels, size and storage period.

Contact person:

Gernot Iven

Tel: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

Please be advised that items delivered to the venue before the designated setup period will NOT be accepted by venue staff. Please coordinate with *Merkur* to ensure deliveries arrive within the designated set-up period.

Once the event & dismantling are over, the venue shall bear no responsibility for safeguarding or storing any items left behind on the premises. If the C.I.D takes care of the removal of these items, it will be charged to the exhibitor.

Hostesses & Temporary Staff Hire

If you wish to hire hostess and temporary staff for your stand, this can be done via the C.I.D Webshop - [CLICK HERE](#)

For inquiries, please contact Sophie Breard, Cheffe de Projet

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

Deadline: Friday, 15 May

Place your orders before the deadlines to avoid extra fees and ensure on-time delivery for the event !

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at PTCOG 64 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

☐Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler for a special launch rate of €750 this year only.

Take advantage of this exclusive opportunity to connect, engage, and grow your impact.

Please order via the Exhibitor Portal.

We're excited to offer exclusive photography packages to help you capture and showcase your participation at PTCOG 64.



Booth Photography Package



Showcase your booth in the best light with a dedicated photoshoot.



Ideal for branding, PR, and post-event marketing.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

Cost: 600 EUR (excluding VAT if applicable)



Session Photography Package



Capture the impact of your sponsored session with dynamic, high-quality images of key moments.



A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

Cost: 600 EUR (excluding VAT if applicable)



+

Combined Booth & Session Package (Best Value!)



Get the full coverage experience with a special discounted package combining booth and session photography.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



A minimum of 15 high-resolution images of your session featuring speakers, stage, and engaged audience

Cost: 1000 EUR (excluding VAT if applicable)



Subject to Photographer availability.

Book your photography package **in advance** via Exhibitor's Portal to ensure your brand is captured at its best.

Please contact the Exhibition Manager directly at: sgamliel@kenes.com

Shipping Instructions

Merkur Expo Logistics GmbH has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for PTCOG 64.

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

Merkur offers the following services:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Contact information:

Merkur Expo Logistics GmbH

Gernot Iven

Tel.: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

For shipping instructions, please click [HERE](#)

OFFICIAL HANDLING TARIFF -> click [HERE](#)

ORDER FORM/ PRE-ALERT for DIRECT DELIVERIES -> click [HERE](#)

ORDER FORM/PRE-ALERT for WAREHOUSE SHIPMENTS -> click [HERE](#)

LABEL for shipment via Germany warehouse -> click [HERE](#)

LABEL for BAG INSERTS shipment via Germany warehouse -> click [HERE](#)

The venue does not accept shipments that are sent directly. Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)

Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the C.I.D. Any truck not registered through Merkur won't be included in the truck schedule for this show and will not be granted access to the facilities.

The venue does not have parking spaces reserved for lorries; therefore, it is required to arrange with the municipality a designated staging and stopping area for each vehicle arriving.

Stopping and parking for unloading are time-limited and subject to charges.

All vehicles arriving on site for unloading must book a time slot in advance. Please send a booking

request including the preferred date and time, as well as vehicle details (type and license plate number).

Small vehicles will be required to pay the applicable fee prior to arrival at the venue.

Deliveries

- The delivery and removal of materials and goods for the exhibition booths is allowed only by Merkur – the official logistic agent.
- Please be advised that **neither** the organiser nor the C.I.D can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).
- Deliveries may not be made prior to Monday, 08 June. Any deliveries prior to this date, or off the official working hours, **will not be accepted**.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

C.I.D Rules and Regulations –*Binding for all exhibitors and their subcontractors*

[CLICK HERE](#) for C.I.D Safety Compliance & Technical Guidelines for Stand Assembly

[CLICK HERE](#) for C.I.D Regulations

[CLICK HERE](#) for C.I.D Site Regulations and Exhibitor Rules of Operation

Rules and Regulations –*Binding for all exhibitors and their subcontractors*

Meetings and Side Events Policy

To protect the integrity of the event program, companies may not organise meetings or activities that compete with official sessions.

- No scientific symposia, lectures, educational events, or “meet-the-expert” style sessions may take place outside the event venue during the event dates.
- All industry sessions must take place within the event venue and must be formally booked through the Sales Team.
- Closed meetings and social events (invitation-only) are permitted only during outside the official blackout hours and must not clash with the event program or Opening Ceremony.
- Internal staff meetings are permitted; however, if attended by event participants, they are also subject to the blackout policy and may not take place during program hours.

PTCOG Society expects all partners to respect these guidelines so delegates can fully engage with the official event content.

Animals

It is not permitted to bring animals into the venue.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection

required by the specific work activity.

- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

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.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- For any presentations or organized talks held within your booth, you should provide individual headset/receiver systems for your audience. Sound must be contained to prevent noise disturbance outside your booth limits.
- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers

have no copyright responsibility in respect of any exhibiting company.

- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- **Filming:**
 - Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
 - Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.
- **Photography:**
 - Photography within booths is not permitted during exhibition setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.
 - During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

Special Effects

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.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

Kenes Group Contacts:

Conference Secretariat

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

[Contact us](#)

Exhibition Manager & Industry Symposia Coordinator

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Liaison & Sales

Nikol Karabelova

Tel: +41 22 908 0488 Ext. 293 | E-mail: nkarabelova@kenes.com

Registration Specialist

Sandra Silva

Tel: +41 22 908 0488 | E-mail: reg_ptcog64@kenes.com

Hotel Accommodation

Milena Nedyalkova

Tel: +41 22 908 0488 Ext. 344 | Email: mnedyalkova@kenes.com

<https://ptcog64.org/why-book-through-us/>

Official Contractors:

In-booth cleaning | In-booth Catering* | Hostesses | Security Guard Services* | Plants | Electricity* | Water Connection* | Waste Removal

C.I.D

[CLICK HERE](#) for the **C.I.D Webshop**

For inquiries, please contact the C.I.D

Contact person: Sophie Breard

E-mail: sbreard@congres-deauville.com

Tel: +44 (0)2 31 14 14 19

*Exclusive to the C.I.D

Furniture Rental | Printing graphics & Signage | Additional Stand Fittings | Screens, Tablets & AV Equipment (for booths only) | Flowers & Plants

D&P

[CLICK HERE](#) for the **D&P Order Forms**

For inquiries, please contact the D&P team

E-mail: exhibitors@dparchi.com

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics GmbH

Gernot Iven

Tel.: + 49 (0) 6173 966 95 10 | Cell: +49 (0) 175 5880290

E-Mail: gernot.iven@merkur-expo.com

Merkur is the exclusive handler inside the venue.

“Space Only” exhibitors seeking custom stand design and construction services are welcome to contact the following **recommended supplier**:

D&P Event

Contact person: Mégane Béconne

E-mail: event@dparchi.com

Website: <https://dp-event.fr/en/index.html>

Phone: +33 (0)1 34 84 84 84

We are deeply committed to sustainability and strongly encourage all our exhibitors to join us in this

effort!

- For immediate ways you can make your booth more sustainable, please [CLICK HERE](#) for practical tips and tricks.
- As part of our commitment to reducing the event's environmental impact and carbon footprint, we need your input. Please take a few minutes to complete our short **sustainability questionnaire**: [CLICK HERE](#)

Your input will help us measure the event's environmental impact and carbon footprint and identify opportunities to reduce it in future editions. Please provide accurate details where possible — even small steps make a big difference!