

EUROPEAN ASSOCIATION OF NEURO-ONCOLOGY

# EANO 2024 GLASGOW

SEC • Glasgow, United Kingdom

*See you there!*



[www.eano.eu](http://www.eano.eu)

**OCTOBER 17 - 20, 2024**  
**19<sup>TH</sup> MEETING & EDUCATIONAL DAY**



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## IMPORTANT DEADLINES:

- August 21, 2024:** Deadline to submit construction plan.
- September 18, 2024:** Early Bird Deadline for ordering electrics, lead retrieval
- October 9, 2024:** Deadline exhibitor registration.  
Deadline for ordering stand catering, cleaning, IT services
- October 13, 2024:** Final Deadline for GES orders (shell scheme, electrics, floor covering, furniture).





## TIME SCHEDULE

### SET UP

Wednesday, October 16, 2024: 09:00 – 19:00 hrs

Please contact us to organise a smooth set up, unloading and delivery of goods within the congress centre.

### EXHIBITION OPENING HOURS

Thursday, October 17, 2024: 09:30 – 17:30 hrs

Friday, October 18, 2024: 09:00 – 19:30 hrs

Saturday, October 19, 2024: 09:00 – 18:45 hrs

### REGISTRATION OPENING HOURS

Wednesday, October 16, 2024: 16:00 – 19:00 hrs

Thursday, October 17, 2024: 07:30 – 18:30 hrs

Friday, October 18, 2024: 07:30 – 19:00 hrs

Saturday, October 19, 2024: 07:30 – 18:00 hrs

### DISMANTLING

Saturday, October 19, 2024: 19:00 – 23:00 hrs

## IMPORTANT CONTACTS

### CONFERENCE VENUE

Scottish Event Campus (SEC)

Address: Glasgow G3 8YW

United Kingdom

[Website](#)

### EXHIBITION MANAGEMENT & CONFERENCE SECRETARIAT, STAFF, LEAD RETRIEVAL

Wiener Medizinische Akademie GmbH (WMA GmbH)

Alser Strasse 4, 1090 Vienna, Austria

Julian Piskula & Lydia Schnedl

T: +43-1-405 13 83-36 or -14 | E: [eano-meetings@eano.eu](mailto:eano-meetings@eano.eu) |

I: <https://www.eano.eu/eano2024>

### CATERING

SEC Food at Scottish Event Campus

[secfood.stand.catering@levy.co.uk](mailto:secfood.stand.catering@levy.co.uk)

### SERVICES, IT/AV, CLEANING, WASTE MANAGEMENT

SEC Ltd.

E: [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk) | T: +44 141 275 6218

### FREIGHT FORWARDER, LOGISTICS & STORAGE

Cameron Event Logistics

T: +44 (0) 1355 238559 | E: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) or [international@cameronlogistics.co.uk](mailto:international@cameronlogistics.co.uk)







## BOOTH CONSTRUCTION, ELECTRICS, FLOOR COVERING AND FURNITURE RENTAL

Global Experience Specialists (GES) Ltd

E: [eano@ges.com](mailto:eano@ges.com)

## ACCOMMODATION

You may book a room through the online booking portal of the Glasgow Convention Bureau, the official accommodation provider (housing agency) for EANO 2024. They have negotiated discounted rates especially for EANO participants at hotels close to the venue and in the city centre.

### ACCOMMODATION BOOKING LINK

Accommodation will be sold on a first come, first served basis and the published rates will be available until **September 4, 2024**.

For **group bookings of 10 rooms or more** or other accommodation enquiries please email [accommodation@glasgowconventionbureau.com](mailto:accommodation@glasgowconventionbureau.com) or call +44 141 566 0821 / 0820.

**\*\*No telephone bookings\*\***

## EXHIBITOR REGISTRATION

**Exhibitor Badges** (ONLY for booth staff members - no access to scientific sessions) are **provided free of charge according to floor space booked:**

- 6 – 10 sqm: 2 exhibitor registrations
- 11 – 20 sqm: 3 exhibitor registrations
- ≥ 21 sqm: 4 exhibitor registrations

Additional exhibitor registrations can be purchased at EUR 90 (incl. VAT) per person.

Our registration team will contact you to register your booth staff members free of charge or to purchase further exhibitor badges.

All badges will show the official company name and the individuals' first and last names and will be distributed on-site at the Registration.

## LANYARDS

The congress/delegate lanyards are sponsored and show the sponsor's logo, but all exhibitors are allowed to use their own company lanyards for their staff members.

## MISUSE OF BADGES

Any misuse of exhibitor badges or complimentary congress registrations will cause a surcharge of € 500.- per badge. Forwarding an exhibitor badge or a complimentary congress registration on to a client/doctor is considered as misuse! Misused badges collected by security will not be returned or refunded.





## OFFICIAL EVENTS

### WELCOME RECEPTION – CIVIC RECEPTION

Thursday, October 17, 2024:

18:30-21:00 hrs

Location: Glasgow Science Centre

50 Pacific Quay, Glasgow G51 1EA

4 minutes walking distance from SEC

Individual arrival.

Spend a nice networking evening with your colleagues in a relaxed atmosphere while enjoying finger food and drinks. The Civic Reception courtesy of The Rt Hon The Lord Provost of Glasgow and Glasgow City Council is free of charge, however admission is only possible for pre-registered participants.

Dresscode: casual

**Regular ticket: included in the registration fee** (advance registration is mandatory)

**Extra ticket: EUR 52,- (incl. VAT)**

*The European Association of Neuro-Oncology acknowledges and is grateful for the support of the Lord Provost and the City Council of Glasgow.*



### MEET THE INDUSTRY

Friday, October 18, 2024

Location: Conference venue (SEC)

We cordially invite up to 2 representatives per company to join EANO Board Members and the organising team for drinks and snacks on Friday evening at the conference venue. Please confirm the name(s) and number of your representatives by email to [eano-meetings@eano.eu](mailto:eano-meetings@eano.eu)

### EANO EVENING

Saturday, October 19, 2024

19:30-23:30 hrs

Location: Kelvingrove Art Gallery and Museum

Argyle St, Glasgow G3 8AG

Public transport: The bus stops at the front of Kelvingrove, on Argyle Street, have regular services from both directions. Services include: First Bus- services 2, 3 & 77; McGill's - service 17

The closest Subway station is Kelvinhall

Individual arrival.

Dresscode: casual

Regular participants / extra ticket: EUR 95,- (incl. VAT) per person

No sponsoring is used to fund any part of the evening.



## ACCESS TO THE VENUE

### GENERAL ACCESS/ VISITOR PARKING

The SEC has its own dedicated railway station – Exhibition Centre – allowing easy access from the city centre and suburbs. There are six trains an hour (around every 10 minutes) from Glasgow Central station, departing from Platform 17 (low level).

From 1st June 2023 the Glasgow City Centre Low Emission Zone (LEZ) will come into force. If you're driving to the SEC via the City Centre you may be subject to a charge, so please check your route and vehicle compliance before travelling. For more information see [www.glasgow.gov.uk/LEZ](http://www.glasgow.gov.uk/LEZ)

The SEC (Scottish Event Campus) is conveniently situated for motorists, just off the M8 motorway and with plenty of parking. Leave the M8 at junction 19 and join the westbound Clydeside Expressway (A814). Westbound on the Expressway (A814) take the cut off for the campus. Turn left at traffic lights and take the right lane to access multi-storey parking. View a [map and directions](#).

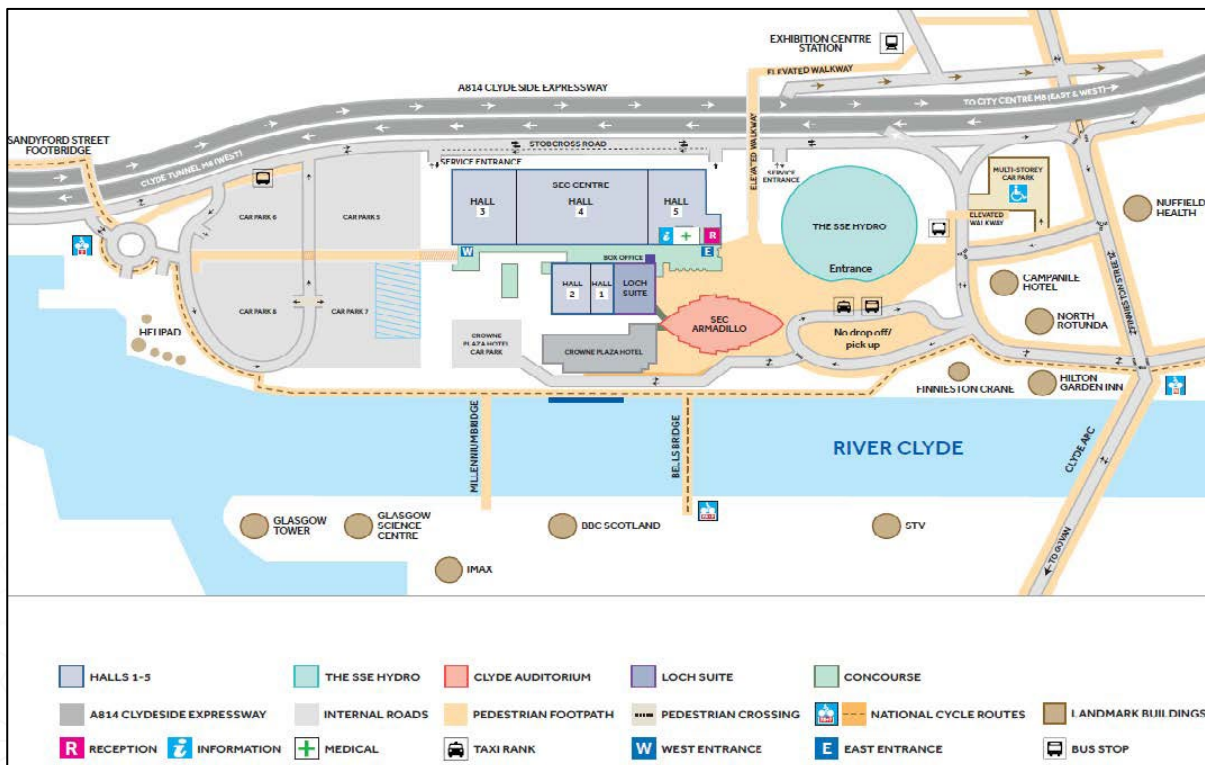
### Parking:

The multi-storey is operated by Glasgow City Council.

Further information is available from [the operator's website](#).

The multi-storey has a height restriction of 2m. Drivers with vehicles over 2m should [contact the SEC](#) for advice on alternative parking facilities.

### VEHICLE ACCESS TO THE CAMPUS





Before you arrive at our venue, the SEC need the following information for them to manage traffic operations safely on their roads.

- Your name / Company
- Vehicle registration
- Name of SEC Contact
- The purpose of your visit
- Duration of your visit

These details will be passed to the Security Control team before granting access. If you are unable to provide the details requested this may result in access being denied, so help us minimise disruption by being prepared. SEC Security & Traffic team are responsible for managing vehicle movements on the external roads of the Campus. We will require a comprehensive vehicle schedule detailing the following:

Exhibitor Name	Stand Number	Hall	Vehicle type (small car/van/long-wheel based vehicle/trailers/7.5 ton or larger)

#### Driving on Campus:

The speed limit is 10 MPH, although certain circumstances may mean this is reduced. Those noted speeding will be excluded from the Campus.

- Please watch your speed
- Be vigilant of other vehicles and pedestrians moving about our Campus
- Use hazard warning lights/ flashing beacon (if fitted) when maneuvering
- Wear your seat belt
- Mobile phones must not be used
- Use dipped headlights (external areas), and side lights (internal areas)
- Parking in front of fire exits or on yellow hatched areas is prohibited
- Switch off engine, remove keys and secure your vehicle when unattended
- Always give priority to pedestrians
- Park only in designated spaces.

#### Driving in the Venues:

When operating vehicles, plant and mobile equipment in our venue's spaces, you need to reduce the speed to 5 MPH. Those identified as speeding or operating unsafely will be excluded from the Venue.





## Vehicle access - Halls 3, 4, and 5

Enter via the Service Entrance and follow instructions from our Gatehouse Security team.

Vehicles that are authorised to remain on site are to be parked in CP 5 after offloading.

**No vehicle** having an **axle load in excess of 20 tons** shall be brought into the Halls.

Exit is via the barrier opposite Hall 5 which will lift automatically when your vehicle approaches.

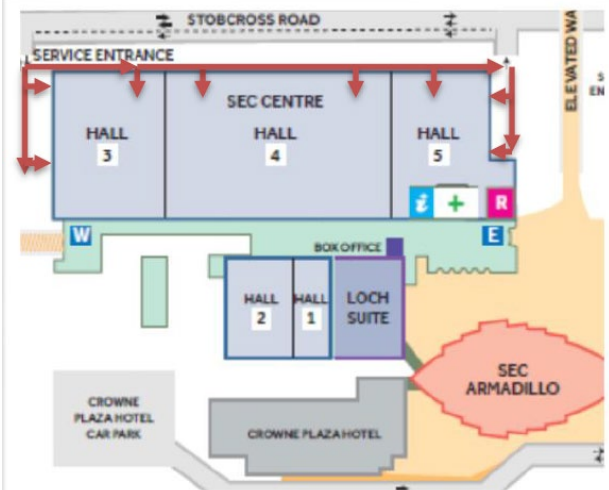
Engines **MUST** be switched off when your vehicle is not in use

**Note:** There is a one-way system operating along this route.

## Parking on Campus

All vehicles authorised to remain on Campus must be parked up in **Car Park 5** after build-up. The Security & Traffic Team will point you in the right direction. **Any unauthorised vehicles may be charged or removed from site.**

There is strictly no parking on any of the hatched yellow boxes around the venues and within the service yards.



## SHIPMENTS – FREIGHT FORWARDING - STORAGE

We recommend that you use the official Freight and Logistics Company for the exhibition – **Cameron Event Logistics** who will manage all on site logistical services, deliveries and collections.

For all stand material deliveries and collections, **there is no pre or post show storage at the venue.** Shipments can be sent to Cameron Event Logistics warehouse, up to 5 working days prior to EANO 2024, where they will be safely stored.

At the appointed date Cameron Event Logistics will arrange delivery to the venue and placed directly onto your stand. Stand clearance, empty case storage and courier receiving services are also available upon request.

Please click the **Enquiry Form Link below** to send your requirements to Cameron Event Logistics.

[Cameron Event Logistics \(cameronlogistics.co.uk\)](https://cameronlogistics.co.uk)

## International exhibitors:

Cameron Event Logistics has a network of partners that specialise in movement of materials to / from exhibitions and are experienced in ensure delivery deadlines are met. Should you wish to arrange your own freight movements from overseas to the UK, Cameron Event Logistics can arrange import customs clearance utilising their EORI number and make temporary importation for goods that are returning to origin after the event.

If you are arranging to send materials via courier (DHL, FedEx, UPS, etc...), please do not send direct to the





venue as the shipment will be held by GB customs authorities as there is a requirement for a GB EORI number for the import customs entry. Please note that Cameron Event Logistics cannot arrange temporary import for shipments send via courier. Please contact Cameron Event Logistics (email: [international@cameronlogistics.co.uk](mailto:international@cameronlogistics.co.uk)) for instructions.

Alternatively, you are able to apply for your own GB EORI number via [www.gov.uk/eori](http://www.gov.uk/eori)

### Shipment Labelling Information:

Cameron Event Logistics

Exhibition: EANO 2024

Exhibitor name:

Stand number:

Advance warehouse address details are available via upon order being confirmed.

If you have any questions, please contact us on the following details:

Tel: +44 (0)1355 238559

Email: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) or [international@cameronlogistics.co.uk](mailto:international@cameronlogistics.co.uk)

### DELIVERIES TO THE SEC

Deliveries to the SEC are **only accepted from October 16<sup>th</sup> onwards**.

Please use the following address for all deliveries to the SEC:

[EVENT NAME]  
[HALL/VENUE]  
Scottish Event Campus  
Glasgow  
Scotland  
G3 8YW

Please include a **contact name and telephone number on all deliveries** to the SEC.

There are **no permanent storage** facilities on site at the SEC so please ensure that **all deliveries and collections are made within the event dates (October 16-20, 2024)**.

### ELECTRICS, SHELL SCHEME, FURNITURE & FLOOR COVERING ORDERS

We have appointed **Global Experience Specialists (GES) Ltd** as exclusive supplier for electrics, shell scheme, furniture and floor covering orders.

For more information and the booking of furniture, booth construction, as well as other services, please use their [dedicated EANO link](#). You are also able to order individually (links are below):

- Electrics order - [Expresso by GES](#)
- Floor covering - [Expresso by GES](#)
- Furniture - [Expresso by GES](#)
- Graphics - [Expresso by GES](#)





Individual order forms (PDF) are available upon request.

In case of queries, contact them at: [eano@ges.com](mailto:eano@ges.com)

**Early Bird Deadline for BEST PRICING: September 18, 2024**

**Deadline for orders: October 13, 2024**

## CATERING

During the official breaks of the meeting coffee, tea and snacks will be served in Exhibition area free of charge for participants and exhibitors.

The venue can provide all food and drink and any hospitality the exhibitors may require.

Please order through the **Stand Catering website**, where there is a specific page for EANO exhibition orders:

**[SEC Food at Scottish Event Campus \(standcatering.co.uk\)](http://standcatering.co.uk)**

**Deadline for orders: October 9, 2024**

Any alternative arrangements must be discussed with the venue at the earliest opportunity and approved by the venue in writing. Where the provision of food and drink by other (external) caterers has been approved, full details of proposed preparation, cooking and dispensing arrangements must be submitted to the venue **no later than 28 days prior** to tenancy.

Guidance on food safety and hygiene legislation can be found here: [www.food.gov.uk/business-industry/caterers/food-hygiene](http://www.food.gov.uk/business-industry/caterers/food-hygiene) and [www.foodstandards.gov.scot](http://www.foodstandards.gov.scot)

Where alcohol is sold or supplied by anyone other than the venue's caterer, this must be carried out under the supervision of a Personal Licence Holder and a copy of the licence must be provided to the venue. The licence must be valid in the applicable jurisdiction, i.e. Scotland

## CLEANING

The Congress organises cleaning in the aisles and other general areas of the exhibition area after the set-up. If you wish to order additional cleaning of your booth area, please complete and return the questionnaire and order form linked below to [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk) **at the latest by October 9, 2024:**

**[DOWNLOAD LINK Cleaning questionnaire](#)**

**[DOWNLOAD LINK Cleaning order form](#)**

Please note that storage of empties behind the booth is not allowed. Please arrange the storage for your materials with our Freight Forwarding Company Valverde (see above).

**The exhibitor must remove all construction waste (e.g. Wooden panels, floor elements, carpet rolls etc.) of the booth after dismantling! Otherwise removal and cleaning costs will be charged automatically to the exhibitor after dismantling**





## IT - INTERNET CONNECTION, EQUIPMENT HIRE

The Congress is providing free WIFI in the exhibition area for all exhibitors and participants. For increased traffic and complex presentations on the booth we recommend the booking of a dedicated LAN-connection. Please complete and return the order form linked below to [itevents@sec.co.uk](mailto:itevents@sec.co.uk) at the latest by **October 9, 2024**:

[DOWNLOAD LINK IT order form](#)

Exhibitors are not permitted to set up and run their own wireless networks. Non-compliance with this regulation may as applicable result in claims for damages by the event organiser or the neighbouring exhibitors affected.

## LEAD RETRIEVAL MOBILE APP

The EANO 2024 Lead Retrieval App is a fast and easy way to record visitors' contact information. The app works on mobile devices (mobile phones, tablets) and is available for iOS (Apple) and Android systems. It uses the device camera to scan. By simply scanning a visitor's name badge, that contact is entered into your own visitor database, including all relevant comments which have been added to these visitors' profiles beforehand.

[DOWNLOAD LINK Lead retrieval order form](#)

Please return the signed form to [eano-meetings@eano.eu](mailto:eano-meetings@eano.eu)

Deadline for orders: September 18, 2024

## BUILD-UP and BREAKDOWN

Children under 16 are not allowed in the halls during build-up and breakdown.

All contractors and exhibitors are required to wear Hi-vis jackets/vests when off-loading and loading vehicles within the halls and in areas immediately outside the halls.

Gangways must be kept clear from materials, displays and exhibits as much as possible to aid the build-up and breakdown process.

All construction work must be completed by the close of pre-open day.

Breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorised by the venue.

## SAFETY RULES DURING BUILD-UP AND BREAK-DOWN

### Be Seen

- Wear a hi-visibility vest when working near moving vehicles / plant, during build-up / load-in & breakdown / load-out.
- Hi-vis clothing should be branded with your Company name.

### Be Sensible

- When operating plant or mobile equipment (e.g., FLT's), always use the flashing beacon and wear your seatbelt.





- The same goes for driving a vehicle; use your hazard lights and always wear your seat belt
- Beep your horn on entry / exit at all vehicle entry doors.

### **Be Respectful**

- Only smoke / vape in designated smoking shelters
- Anyone under the age of 16 must not enter your work area when construction is taking place
- Remove your waste from the Campus in an environmentally way; it is your responsibility to do this
- Residual materials (e.g., paint, thinners or other chemicals) should never be disposed of down toilets, sinks and drains

### **Best Safety**

Our goal is to achieve BEST Safety in our industry and invite you to adopt our safe working practices. By doing so you will keep yourself safe and within the law. Our Site Rules at the Scottish Event Campus are:

- Embrace the Scottish Event Campus' Culture and Values: Teamwork, Respect, Positive, Friendly & Fun
- Wear your safety gear
- Follow your risk assessment and / or method statement when working
- Keep entry, exit, and fire exit routes clear
- Keep all work areas clean, tidy and hazard free
- It is forbidden to consume alcohol and non-prescription drugs whilst at work
- Make sure firefighting equipment is always within reach
- Make sure that portable electrical equipment has been tested
- Obtain Permits to Work for high-risk activities from the SEC Technical Manager/ SEC Sponsor Manager, e.g., where hot work or working at height may be required.
- Report all accidents and near misses so that we can learn from them and stop them from happening again

### **Smoke Free Venue**

In Scotland there is a law which prevents smoking in enclosed spaces. The SEC policy has been developed to protect all employees, service users, customers, and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

Smoking is prohibited throughout the entire Campus with no exceptions. This includes company vehicles. This applies to all employees, consultants, contractors, customers, or visitors.

Those who demonstrate noncompliance will be with the smoking law and Campus rules will be charged a penalty fine.

### **First Aid**

If you need first aid assistance, contact a Steward or SEC Staff member and they'll get someone to come to you.

We also have defibrillators on site, contact a Steward or SEC Staff member if you need to find your closest one.

### **What should I do if someone has an accident?**

Notify a Steward or SEC Staff member immediately who will kick-off the correct response and direct the emergency services to the location of the accident. If you are unable to reach our Security team, contact 999 immediately and notify your SEC contact.

### **Hazard, Near Miss and Accident Reporting**

Everyone working at the SEC has a responsibility for their own health and safety and the safety of others.

Everyone must report hazards, near misses, and accidents - no matter how trivial they may seem. If they are not reported, then actions cannot be taken to eliminate any future risk of injury and or damage.







If it is not serious or urgent, our Safety Hazard, Near Miss card can be completed and posted in the boxes provided, or hand it to a SEC team member.

We also want to know about the good stuff too, so we have designed the card, so you can tell us about positive behaviors or suggestions.

## Fire

If you discover a fire:

- Break the glass on the nearest manual call point, normally located by exit doors
- Advise others in the vicinity to leave the area

Please be aware that when a fire system detection device is activated, the Security team will respond IMMEDIATELY even if you do not hear an audible alarm.

Should it be necessary to evacuate, the following message will be broadcast across the campus.

“May I have your attention please  
May I have your attention please  
A fire has been reported in the building  
Please leave the building immediately by the nearest exit  
Do not use the lifts but leave the area by the nearest stairway”

As soon as the instruction to evacuate the venue is heard, you must leave the premises by the nearest available exit. Follow the directions from G4S or SEC team members to your designated assembly point.

## VENUE SPECIFICATIONS, STAND CONSTRUCTION

### VENUE SPECIFICATIONS

Floor: **smooth concrete**, painted black

**No load in excess of 5 tons per square metre** shall be placed on the floor of the Halls.

### STAND BUILDING HEIGHTS AND RULES

**Standard stand building height is 2,50 m.**

Side- and back-walls towards neighbours must be 2,50 m high: any height extension from 2,50 m is subject to authorisation by EANO (max. possible height upon approval: 4,00 m)

### APPROVAL OF DRAWINGS AND CONSTRUCTIONS

Please note that your booking is for floor space only. No separation panels, carpet, etc. are included.

**Construction plans for approval** are needed as soon as possible, **at the latest by August 21, 2024.**

**Complete drawings of the booth concept with all stated measurements and height indications must be submitted to the Exhibition Management ([eano-meetings@eano.eu](mailto:eano-meetings@eano.eu)).**

The measurements of the booked area are outside measurements. Substantially completed stand constructions must not interfere with approved drawings. The Exhibition Management reserves the right to cancel stand operation and require changes in accordance with approved drawings and described stand concept.

Once approved by the Exhibition Management, the design of the booth cannot be changed anymore.

EANO reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.





## EXAMINATION OF THE RENTED SPACE

After the assignment of space, exhibitors must make themselves aware of any fixtures, in particular hall pillars, fire alarms, wall hydrants, ventilation systems, as well as uneven flooring. Neither the Exhibition Management nor SEC shall be responsible for the accuracy of dimensions on hall and stand plans.

## EMERGENCY EXITS AND ESCAPE ROUTES

All hall entrance and exit doors, emergency exits, corridors, stairwells and the like must be always kept completely free and unobstructed.

## STAND CONSTRUCTION, ATTACHMENT AND FINISHING

The exhibitors are not permitted to use floors, walls, roofs or other parts of the lounges or the building for stand construction and/or to damage them by using nails, glue, paint, adhesive tape or other means of attachment. Stands, stand panels and/or stand parts should also therefore be painted in advance.

## ARRANGEMENT AND REMOVAL OF EXHIBITION GOODS

The goods on display should be kept within the prescribed stand limits; mobile parts may not be moved beyond the stand limits even to demonstrate the operation of the exhibited goods.

Goods on exhibit should be displayed in such a way that the view through the exhibition areas and of the surrounding stands is not restricted or is restricted as little as possible.

Parts of the exhibition goods which constitute a danger (incl. sharp protrusions) should be screened off.

Unightly objects such as hat stands (whether something is unsightly is determined by the organisers) that are in a position visible to the public should be screened off.

Highly flammable substances, highly explosive substances, gases, and other articles designated as dangerous goods will not be admitted as exhibition articles.

## INSURANCE

Stands, stand construction material, exhibition goods and packaging material are brought into and kept in the buildings of SEC at the expense and risk of the exhibitors.

Exhibitors are themselves obliged to insure their stands, stand construction material, exhibition goods and packaging material directly both for third party liability and against damage, theft etc. for the duration of the exhibition and during the construction and dismantling periods. A rental agreement for a stand not entail any form of insurance whatsoever. The SEC cannot be held liable for the effect of events in the building or the adjacent areas upon the stands, stand construction material, exhibition goods or packaging material.

## FURNITURE AND CARPETING ETC.

Exhibitors may use their own furniture and decoration such as tables, chairs, counters, showcases, hat stands, meeting room furniture, floor covering materials, flower boxes and decorative material of a similar nature, if this meets the other conditions and complies with fire safety regulations.

## STORAGE

No material or packing cases may be stored on, around or behind structures or stages.

Storage underneath stages and structures is strictly forbidden.

For storage of empties please contact our freight forwarding agent.

## DISPOSAL & CONSTRUCTION WASTE

In general, reusable, and eco-friendly materials must be used for the installation and the operation of a stand.





It is not allowed to leave any materials at SEC. Any materials left are disposed of without checking the value at the exhibitor's cost and at a higher charge.

The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise removal and cleaning costs will be charged automatically to the exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

## COMPLIANCE – ADVERTISING OF MEDICINES – CODES OF PRACTICE

All companies and associations exhibiting at and/or sponsoring EANO 2024 are advised to consult the guidelines and codes of practice applicable in the United Kingdom.

ABPI – ASSOCIATION OF THE BRITISH PHARMACEUTICAL INDUSTRY

[www.abpi.org.uk/reputation/abpi-2021-code-of-practice/](http://www.abpi.org.uk/reputation/abpi-2021-code-of-practice/)

ABHI - ASSOCIATION OF BRITISH HEALTHTECH INDUSTRIES

<https://www.abhi.org.uk/media/0y3fmw2s/abhi-code-of-business-practice-july-2019-final.pdf>

EFPIA – EUROPEAN FEDERATION OF PHARMACEUTICAL INDUSTRIES AND ASSOCIATIONS

<https://www.efpia.eu/relationships-code/the-efpia-code/>

MEDTECH EUROPE

[www.medtecheurope.org](http://www.medtecheurope.org)

IFPMA – INTERNATIONAL FEDERATION OF PHARMACEUTICAL MANUFACTURERS AND ASSOCIATIONS

[www.ifpma.org/resource-centre/ifpma-code-of-practice/](http://www.ifpma.org/resource-centre/ifpma-code-of-practice/)

### Audience

While most attendees will be considered in the scope of “persons qualified to prescribe or supply” medicines, some participants (e.g. students, patient representatives, etc.) may not. Therefore, we are asking participants to self-identify as “Prescribers” or “Non-Prescribers” during the registration process. This information will be indicated on delegates’ badges as “P” or “NP”.

### Advertising outside the exhibition hall

Please note that some areas of the venue (e.g. main entrance, concourse, walkways) is also accessible to attendees of other events (i.e. members of the general public) taking place in the venue at the same time. Therefore, advertising of prescription only medicine is not permitted in those areas. Only corporate branding (e.g. company logo) and general messages (e.g. “Visit us at booth no. XX) is allowed

### Products or indications that are not licenced in the UK

Advertising material relating to products or indications that are not licenced in the UK may be displayed or made available on request at international symposia, conferences and other meetings of high scientific standing provided that a significant proportion of the attendees are from countries outside the UK where the product or indication is licensed (this should include at least one major developed country). The material should be relevant, proportional to the purpose of the meeting and should clearly and prominently indicate that the product is unlicensed in the UK.

For full details, please refer to [The Blue Guide - Advertising and Promotion of Medicines in the UK](#) issued by the Medicines and Healthcare products Regulatory Agency.





## EANO RULES AND REGULATIONS

### PURPOSE OF THE EXHIBITION

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations. EANO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders. Any promotional material may only be distributed within the booth area! No other activities (e.g. interviews) are allowed outside the booth area.

### BOOTH ACTIVITIES

The exhibitor is permitted to demonstrate the company's equipment and to make informational presentations regarding the product line or service in the booth. However, other attention getting devices in the form of entertainment or amusement must be approved by the Exhibition Management prior to the start of the congress. Only such activities which, in the discretion of EANO, are in keeping with the professional deportment of the technical exhibition programme will be permitted. Non-exhibitors are strictly forbidden to effect sales or any form of promotional activity in the exhibition which will be prejudicial to the interest of exhibitors or of the exhibition. Exhibitors are requested to report such activities to the Exhibition Management at once.

### FINAL STIPULATIONS

Any company which disobeys the directives of the Exhibition Management can be excluded immediately from the exhibition by the Exhibition Management. Such companies are liable for the whole rental sum and for all incidental expenses including the legal value added tax. The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value.

The organisers will not attempt to settle disputes between exhibitors over issues such as trademark violations, copyright violation claims or others.

All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

Ad hoc measures:

Should the contracting party or its authorised representative leave before or during the event or should both be out of reach, the Exhibition Management shall be authorised to take all measures it may deem expedient without having to give prior notice thereof to the contracting party and shall do so on the liability and at the risk and expense of the contracting party.

The exhibitor understands that the EANO Exhibitors' Rules and Regulations/ Terms and Conditions of Participation are an integral and binding part of the contract for exhibit space and agrees to comply with same. In all cases of litigation, it is agreed to by the exhibitor that the competence of the duly authorised court in Vienna, Austria is recognized. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be used.

### PRESENTATIONS, WORKSHOPS, DEMONSTRATIONS, SOCIAL FUNCTIONS

All promotional activities inside or outside the congress centre other than the normal stand activities performed at the exhibition booth are subject to approval by EANO.

The organisation and performance of any events, sessions, meetings, workshops, group demonstrations or social functions during the period of October 17 - 20, 2024 in Glasgow and surroundings require prior approval by EANO. Exhibitors shall avoid organising any events which may conflict with the official Congress Programme. Previous permission is mandatory.







## PHOTOGRAPHS, VIDEOS & RECORDINGS

Taking pictures or filming the exhibition is prohibited. If you wish to record a lecture, this must be approved by EANO.

**Please inform your stand builders / agencies / forwarding companies of all necessary details, especially the time schedule and deadlines. Otherwise, important information is lost, and smooth operation becomes difficult.**

For any further questions or details, do not hesitate to contact us at any time.

Julian Piskula  
Exhibition Management  
EANO Meetings

