

EAU 24 | PARIS, FRANCE 5-8 April 2024

Cutting-edge Science at Europe's largest Urology Congress



EXHIBITOR MANUAL

www.eau24.org

eau European
Association
of Urology



EAU24 | PARIS, FRANCE 5-8 April 2024

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Dear Exhibitor,

On behalf of the European Association of Urology, I am very pleased to present you with the Exhibitor Manual for the upcoming 39th Annual EAU Congress in Paris.

Comprehensive additional information on key dates, contacts, EAU exhibition rules and regulations and EAU services is also provided.

For technical orders and various additional facilities and services you may need to set up your exhibit, please refer to the VIPARIS Store.

I urge you to take particular note of all applicable deadlines and due dates; meeting these dates will avoid unnecessary expenses.

Please share this information with any staff in your company and/or third parties involved in the EAU24 exhibition.

We kindly request you to observe the rules and regulations of the EAU and of the VIPARIS/Paris Expo Porte de Versailles and look forward to a successful EAU congress and exhibition!

We have made every effort to ensure that the Exhibitor Manual is comprehensive and easy to use but if you have any further questions, please do not hesitate to contact me.

With kindest regards,

Henriët Wieringa
Exhibition Manager

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1. KEY DATES AND DEADLINES

1 February, 2024	Deadline for submission stand design plans. A detailed booth floor plan must be sent by email for approval to: h.wieringa@congressconsultants.com	
15 February, 2024	Deadline for submitting a Company Profile that will be published free-of-charge in the Exhibition Guide, available on the Congress Website and Congress App	
20 February, 2024	Deadline for ordering Rigging via the VIPARIS Store	
1 March, 2024	Deadline for ordering Insert in Congress bags	
15 March, 2024	Deadline for ordering Shell-schemes Packages against the normal rate. Orders received later: +50% surcharge.	
18 March, 2024	Deadline for ordering Lead retrieval App	
18 March, 2024	Deadline for ordering Worker wristbands	
25 March, 2024	Deadline Timeslot Request Form Fairexx	
25 March, 2024	Deadline for ordering Exhibitor badges	
28 March, 2024	Deadline for ordering furniture, carpet, electricity, etc. with the VIPARIS Store against the normal rate. Orders received later: +20% surcharge.	
2-5 April 2024	CONSTRUCTION OF STANDS/DECORATION:	
Tuesday 2 April	08:30 - 21:30	
Wednesday 3 April	08:30 - 21:30	
Thursday 4 April	08:30 - 21:30	
Friday 5 April	09:00 - 12:00 Decoration only (no heavy transport and no noise allowed!)	
5-8 April 2024	EXHIBITION OPENING HOURS	
	Delegates	Exhibitors
Friday 5 April	12:00 - 18:00	09:00 - 18:30
Saturday 6 April	10:00 - 17:30	09:00 - 18:00
Sunday 7 April	10:00 - 17:30	09:00 - 18:00
Monday 8 April	10:00 - 14:30*	09:00 - 22:00**
8-9 April 2024	PACKING/DISMANTLING OF STANDS/ACCESS LOADING BAY	
Monday 8 April	14:30 - 16:15	Packing (no noise allowed!)
Monday 8 April	16:15 - 22:00**	Dismantling
Monday 8 April	19:00 - 22:00**	Access vehicles Loading Bay
Tuesday 9 April	08:30 - 21:30	Dismantling

* The exhibition will close Monday 8 April at 14:30 hrs.

** Due to driving restrictions, the gate of the Loading bay will close at exactly 22:00 hrs.

No exceptions will be made!



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2. CONTACT PERSONS EAU AND PROVIDERS

CONGRESS ORGANISER

EAU24 – CONGRESS CONSULTANTS B.V.

Tel. : +31 26 389 1751
E-mail : info@eaucongress.org
Website : www.eau24.org

CONTACT PERSONS

EXHIBITION

Ms. Henriët Wieringa
Tel. : +31 26 389 1751
E-mail : h.wieringa@congressconsultants.com

EXHIBITOR REGISTRATION

Tel. : +31 26 389 1751
E-mail : exhibitorregistrations@congressconsultants.com

SPONSORING (ADVERTISEMENTS, BAG INSERTS, ETC.)

EAU Marketing & Sales Department
Tel. : +31 26 389 1751
E-mail : sales@uroweb.org

BUSINESS LOUNGE

EAU Marketing & Sales Department
Tel. : +31 26 389 1751
E-mail : sales@uroweb.org

MEETING ROOM

Ms. Emily Spieker
Tel. : +31 26 389 1751
E-mail : EAUmeetingrooms@congressconsultants.com

INDUSTRY SESSION

Ms. Leike van den Broek-Henssen
Tel. : +31 26 389 1751
E-mail : l.henssen@congressconsultants.com

LEAD RETRIEVAL APP - SUMMIT

E-mail : lead@summit.nl

HOUSING – K.I.T. GROUP GMBH

Ms. Beatrix Schnabel
Tel. : +49 30 24 60 34 00
E-mail : eau2024hotels@kit-group.org

LOGISTICS - FAIREXX LOGISTICS FOR EXHIBITIONS BV

Mr. Paul Van Zijl
Tel. : +31 251 25 00 60
E-mail : eau@fairexx.nl

SHELL-SCHEME PACKAGES – HESTEX BV

Mr. Anne Alkema
Tel. : +31 55 542 4477
E-mail : mailto:anne@hestexsystems.com

**EXHIBITORS SERVICES
VIPARIS**

*FURNITURE / CARPET / ELECTRICITY /
HOST(ESS) / SECURITY / FLOWERS, ETC.*

Tel. : + 33 1 40 68 16 16, Monday to Friday: 9:00 to 18:00 hrs.

E-Mail : contact@e-viparisstore.com

VIPARIS Store :

<https://www.viparisstore.com/en/eau-2024/pavilion-7-2/presentation>

SITE INSPECTION

VIPARIS

Tel. : + 33 1 40 68 16 16

E-mail : contact@e-viparisstore.com

VENUE EAU24

PARIS EXPO PORTE DE VERSAILLES – PAVILION 7

1 Pl. de la Porte de Versailles

75015 Paris

France

Website : [Paris Expo Porte de Versailles | Viparis](#)



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3. GENERAL INFORMATION EAU CONGRESS/ EXHIBITION

3.1 Exhibition location

The exhibition accompanying the 39th Annual EAU Congress will be held at the Blue Area, Level 7.2 of the Paris Expo Porte de Versailles.

3.2 Emergency telephone number

In case of an emergency contact the nearest security guard or call +33 1 72 72 10 36, so that all necessary measures can be taken immediately.

3.3 Scientific programme

The 39th Annual EAU Congress will contain an innovative and exciting scientific programme encompassing all aspects of urology. Leading opinion leaders from all over the world will be invited to participate in the extensive programme which will include:

- Plenary Sessions
- Game Changing Sessions
- Thematic Sessions
- EAU Section Meetings
- Oral abstract and video sessions and Expert guided poster tours
- Special Sessions
- Urology beyond Europe Sessions
- YUORDay
- EAU Patient Day
- EAU24 Research Forum
- Industry Sessions
- Industry Seminars
- ESU Courses
- ESU Hands-on Training Courses
- 24th International EAUN Meeting

3.4 Disclaimer

During the 39th Annual EAU Congress (EAU24), the “Exhibition booths relating to prescription-only medicines” are only accessible to certified healthcare professionals, qualified to prescribe medicines, and pharmacists. Based on information provided by the registering party, a “P” will be printed on the congress badges when the bearer has accreditation to access the “Exhibition Booths related to prescription-only medicines.” It is the responsibility of the registering party to provide correct information and the EAU holds no responsibility with regards to the information provided. This measure is in accordance with the national and international pharmaceutical guidelines.

3.5 Exhibitors entitlements, including publication in the Exhibition Guide

- Exhibitors are entitled to:
- Attend the technical exhibition
 - Attend the Industry Sessions and Seminars
 - Distribute press material at their own press conferences, at the Press Centre and at the booth
 - Company name and profile description in the Exhibition Guide*

*Each exhibiting company can submit a Product Description and/or Company Outline that will be published free-of-charge in the Exhibition Guide in which all exhibitors will be listed together.

The Exhibition Guide will be available at the Congress website and in the Congress app.

Each exhibitor will receive an email early January with their sign-in details and instructions on where and how to enter the profile.

The deadline for submitting the profile is 15 February 2024.

Warning: A company called International Fairs Directory sends out bills for advertisements in their International Fairs directory. This company gives the impression that they are related to the EAU or to Congress Consultants B.V. Please note that International Fairs Directory has nothing to do with the EAU! Inclusion in the EAU Exhibition Guide is free-of-charge!

3.6 EAU Opening Ceremony

Participants and exhibitors attending the congress are invited to the official Opening Ceremony.

Day : *Friday, 5 April 2024*

Opening Ceremony : *18:00 – 19:30 hrs., Green Area, eURO Auditorium 1*



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4. EUA RULES AND REGULATIONS / SERVICES

4.1 Regulation compliance

- The exhibitors agree to observe all regulations and requirements stipulated in this document and shall not construe them as merely administrative.
- The exhibitors agree to observe all regulations and requirements stipulated by VIPARIS/ Paris Expo Porte de Versailles.
- The EUA trusts that all companies, next to the EUA regulations and EUA Code of Ethics (<http://uroweb.org/about-eau/how-we-work/eau-code-of-ethics/>), commit to the regulations of the EFPIA, the Medtech Europe Code of Ethical Business Practice, AIFA and all other applicable regulations.
This is of importance to the EUA in order not to harm the EUA event and activities.
- The information in this manual can be subject to change.
- The exhibition manager and the authorities of the conference centre shall exercise full power in the duties vested to their rank to find the means necessary in order to enforce the present regulations to their full extent.
- The exhibitors accept to comply with all regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time, and adopted as being in the best interest of the event pursuant to which the organisers reserve the right to convey new information even verbally.
- Any infraction of customary and statutory regulations, instructions or government decrees and/or amendments enacted or referred to, may result in the immediate eviction of the offending exhibiting person or company by decision of the organisers, without prior notice and without prejudice to any compensation that could be claimed as a result against the offender in repair for damage and signed payment default or injury from which the event could suffer.
- The aforementioned shall apply in particular in the event of insurance default, non-conformity to the general instructions, failure to comply with safety regulations, non-occupancy of the booth, absence of the reservation form duly completed and signed, payment default.
- Disputes arising in connection with the present clauses shall be settled in any court having jurisdiction over the organisers' head office. The text in the Dutch language shall be deemed authentic and shall sole be taken into consideration.

4.2 Publicity rules

- Only the congress organisation has the right to distribute promotional and/or press material at the congress centre and exhibition area.
- The exhibitor is only entitled to distribute promotional material at its own booth.
- The exhibitor is only entitled to distribute press material at its own press conferences, at the Press Centre and at the booth, which may not contain ideological or political subject matters.
- It is not allowed to violate official instructions and directions, particularly those of the fire department.
- Interviewing is prohibited in the exhibition area without written permission of the EUA.
- Acoustic presentations are allowed only if they are arranged in such a way that other exhibitors are not disturbed by them and visitors in the hall aisles are not hindered in any way.
- No live scientific presentations are allowed on the booth without written permission of the EUA.
- For optical and acoustic demonstrations, only approved safety materials may be used.
- The use of monitors or monitor walls at the booth is permitted as long as the distance to the aisles is at least one meter.
- It is not permitted to show logos, trademarks or projections outside of the scope of the exhibition stand, whether it be by using projectors, lasers or light beams.
- In case a video is shown at the booth, the content should be known to the congress organisation.
- In case musical presentations or other sound or visual playback equipment are used, the exhibitor is responsible for acquiring the performing rights (copyright) and has to apply for the corresponding

permit in due time before the congress starts. Failing to do this, the exhibitor must anticipate claims. In no case, claims can be enforced against the congress organisation.

- Those interfering with the flow of visitors, especially those which cause congestion at the hall aisles, are detrimental to the running of the event.
- Exhibitors are not allowed to give cash to respondents that take part in a study at their booth.
- Filming, photographing or recording interviews in the Exhibition Hall is allowed only at your exhibition booth. Keeping in mind the privacy of other delegates/passers-by.
- Filming an interview is also allowed in specially designated filming areas in the venue. Please contact the EAU Press Office for more details and to reserve a spot.

4.3 Demonstration/presentation on the booth

The rules for Demonstration/presentation on the booth are:

- No healthcare professionals as presenter, only company representatives
- Max 20 delegates
- Max 20 minutes presentations + 15 minutes plenary Q&A
- Open access, not exclusively for invitees only

4.4 No invitations to the booth outside the official exhibition opening hours

Outside of the official opening hours of the exhibition, only the exhibitor badge allows access as per the special timetable. So do not invite delegates before or after official opening hours, as they will not be allowed entry!

4.5 Enforcement of rules and regulations

Should, through a legal decision by a Dutch court (judgement, etc.) an exhibitor have been prohibited from offering services or from making advertising presentations of the same and should the exhibitor refuse to comply with the legal decision and to cease offering the products and services or making an advertising presentation on its exhibition booth, the congress organisation can exclude the exhibitor from the current event, as long as the legal decision has not been set aside in a subsequent decision by a court of appeal. In this case the booth rent will not be refunded, either fully or partially. The congress organisation is not obliged to check the correctness of the legal decision.

If the legal decision is set aside, later, by a court of appeal, the exhibitor has no right to claim damages when he is excluded on the basis of the earlier legal decision.

The same applies if the exhibitor continuously breaches the regulations of the congress exhibition show or if there are reasons that justify the termination of the booth rental contract without notice.

4.6 EAU rules with respect to non-official meetings on 3 - 9 April 2024

During the period 3–9 April 2024 inclusive, it is strictly forbidden to hold any other (scientific) meetings, Industry Sessions, workshops or hands-on training courses involving more than 5 congress delegates, either within the congress venue or at other location(s) in the city of Paris or surrounding areas (500 km). It is also forbidden to organise repeat meetings involving less than 5 congress delegates. The EAU Congress Office should be informed of any meeting(s) involving more than 5 congress delegates during the days mentioned above. Any formal presentations occurring at hospitality events will be regarded as scientific meetings. Hospitality events may only be organised outside the official congress hours and not during the official social events. Violation of the above mentioned rules will have consequences for participation in the official exhibition or Industry Session/Seminar programme. The EAU trusts that all companies, next to the EAU regulations, commit to the existing European and national regulations of the healthcare authorities. The information contained in this manual can be subject to change.

Exceptions to the above rules are at the discretion of the EAU, please contact the EAU Marketing & Sales Department at sales@uroweb.org if you require further information.

4.7 Schedule for organising social events by companies

Companies should follow the schedule below when organising social events:

Friday 5 April : After the Opening Ceremony & Networking Reception, ending at 20:30 hrs.

Saturday 6 April : After the EAU Scientific Programme, ending at 18:45 hrs.

Sunday 7 April : After the EAU Scientific Programme, ending at 19:00 hrs.

Monday, 8 April : After the EAU Scientific Programme, ending at 16:15 hrs.

It is not allowed to organise social events during the scientific session hours

4.8 Advertising

The inside area of the booth may be used by the exhibitor for advertising purposes, although only in respect of the exhibits displayed by him.

The congress organisation may issue regulations relating to the design of the outer booth areas taking into account of the overall effect to be given by the exhibition.

Publicity measures may neither be implemented outside of the boundary of the booth nor on or in front of the fair ground; subject to this condition is also the use of persons for publicity purposes, as well as the distribution of any kind of advertising material, for example leaflets, posters, stickers etc. in the gangways of the exhibition hall, on the exhibition ground or in the direct vicinity of the exhibition ground.

It is equally prohibited to carry out surveys, tests, competitions, raffles or contests outside of the booth.

4.9 Exhibits

During the event, booths must be furnished with the exhibits which have been registered and accepted for display. Within this period of time, exhibits may not be removed or exchanged for other types of exhibits. During the hours of opening, articles may not be concealed.

4.10 Visitors

Only registered visitors will be allowed to the exhibition area. The congress organisation is entitled to carry out appropriate checks at the entrance and to refuse entry to visitors without the appropriate badge.

In compliance with the Pharma Codes, EAU is not allowed to register guests (including children) and they can therefore not attend the congress. The EAU office cannot offer any children's daycare facilities either. If parents decide to leave their children in a part of the venue that is accessible without a badge, the EAU will bear no responsibility in case of incidents.

4.11 Security

Please note that the congress organisers provide hall security, no stand security!

Exhibitors are advised to observe the following recommendations:

- Do not leave the booth unattended during exhibition hours.
- Protect all exhibits if they cannot be securely locked away at the end of each day.
- Valuables should be secured away in a safe area.

The organiser nor the congress centre can be held liable for any thefts, loss or damages incurred on articles left on site during day or night.

You can hire stand security via the VIPARIS Store. Deadline for ordering against the normal rate is 28 March 2024. Orders received later: +20% surcharge.

4.12 Host(ess) Service

You can hire a host(ess) via the VIPARIS Store. Deadline for ordering against the normal rate is 28 March 2024. Orders received later: +20% surcharge.

Please note your host(ess) must wear an exhibitor badge. No personal name is requested for a host(ess), just the name of your company is sufficient.

4.13 Meeting room rental

We will rent out meeting rooms to exhibitors.

Contact person : Ms. Emily Spieker

Tel. : +31 26 389 0680

E-mail : EAUmeetingrooms@congressconsultants.com

4.14 Business Lounge

We will rent out Business Lounges. Please contact the EAU Marketing & Sales Department to discuss this option:

Tel. : +31 26 389 1751

E-mail : sales@uroweb.org

4.15 Housing

The EAU has appointed as official housing bureau K.I.T. GmbH.

During the congress, K.I.T. staff is going to be available at the Hotel Desk in the registration area.

Contact person : Beatrix Schnabel

Tel : +49 30 24 60 34 00

E-mail : eau2024hotels@kit-group.org

Click [here](#) to access the on-line booking system.

Warning: Please be wary of third parties selling hotel rooms and registrations for EAU24. These companies give the impression that they are the official congress office and/or accommodation provider, and deceive congress participants by using a range of tactics often including unauthorised usage of the EAU logo. In frequent cases, congress participants have been led to believe that they had made a hotel reservation, to find out on-site that no reservations were made whereas their credit cards were charged.

K.I.T. is the only official housing provider appointed by the EAU to handle the hotels for EAU24.

The EAU does not recommend using any other supplier and warns exhibitors/delegates to be cautious when disclosing personal information to third parties.

4.16 Catering on the stand

Exhibitors are allowed to bring food and drinks.

Please note it is **NOT** allowed to serve alcohol on the stand!

In the online VIPARIS Store you can find a List of Caterers you are allowed to work with.

It is allowed to bring your own coffee machine or your own barista.

4.17 Wi-Fi

-The EAU offers free Wi-Fi during congress days in the Paris Expo Porte de Versailles, except for the Exhibition area! In the Exhibition area is just free Wi-Fi at the Charge & Connect Areas (stands L24 & M64)

-The Venue offers free Wi-Fi in all Halls, however this may be very unstable. If you require stable Wi-Fi / Internet, you can order it via the VIPARIS Store. Deadline for ordering against the normal rate is 28 March 2024. Orders received later: +20% surcharge.

4.18 Smoking policy

Smoking is prohibited inside the entire Congress Centre.



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5. REGISTRATION / BADGES

5.1 Exhibitor badges

Each exhibitor is entitled to a number of free exhibitor badges which are allocated according to the booth size. These badges can only be used by the employees of the exhibitor, and for persons acting on behalf of the exhibitor. These badges are to be carried by their users at all times in the congress venue.

SQM BOOTH	Number of free exhibitor badges
< 30 sqm	2
30 – 74 sqm	4
75 – 100 sqm	6
> 100 sqm	8

The exhibitor badge gives entrance to the exhibition grounds as well as to all Industry Sessions. All additional exhibitor badges will be charged.

- Insofar as additional exhibitor badges are required these may be ordered at Congress Consultants B.V., against payment. They are only to be used by the staff of the exhibitor. The badges are not transferable.
- € 125,00 (incl. 20% VAT) will be charged for each additional exhibitor badge.
- All badges over the complimentary allotment must be paid for in advance. Additional badges will not be generated without advance payment.
- If misused, the badges will be confiscated with no right to take legal proceedings.
- The exhibitor badges have to be ordered on-line. Each exhibitor will receive an email by the beginning of January with a username and password in order to be able to enter the exhibitor registration section of the EAU website.
- The deadline for ordering exhibitor badges is 25 March, 2024.

5.2 Exhibitor registration rules

- No distributors, suppliers or models will be allowed admission to the exhibition hall unless an active exhibitor agrees to register them. In this case, badges will note only the name of that exhibiting company, not of the distributor/supplier. Placing business cards in or over the official badge will result in expulsion from the exhibition hall.
- The EAU would like to emphasize that all congress participants should wear valid badges that correspond with the name on their passport. In case of abuse, this will result in expulsion from the congress. Any distributor or supplier without proof of company affiliation will be directed to attendee registration and required to pay the non-member on-site registration fee.
- Physicians who wish to register as exhibitors must be full-time employees of the exhibiting company and have a company ID or a business card.
- Everyone needs a badge to enter the exhibition grounds.
- No one under the age of 16 years will be allowed at the exhibition grounds.

5.3 Congress registration

Exhibitors who want to take part in the scientific congress programme should be registered as congress delegates.

Please note that the normal congress badges do not entitle to enter the Exhibition before the official

opening hours, not even if the congress badge-holder is an employee of an exhibiting company!!!
Please instruct your personnel that will pick up a normal congress badge and who needs to enter the Exhibition before/after the official opening hours, to mention this at the Exhibitor Desk or Registration Support Desk. In that case the congress badge can be validated as an exhibitor badge as well!

Congress registrations can be made on-line through the [EAU Website](#). There you can also find the different fees. The online registration system will close on 3 April 2024. After this date registrations can be made on-site at the congress venue from 4-8 April 2024.

5.4 Invitation letters and visa requirements

We can assist with sending invitation letters.

Please send all necessary information below to exhibitorregistrations@congressconsultants.com:

- *Company Name*
- *Position*
- *Company Address*
- *Title (Mr/Mrs/Dr/Prof)*
- *First name*
- *Last name*
- *Date of birth*
- *Passport number*

For more information on visa requirements, please visit the website of [Ministry of Foreign Affairs of France](#). Please keep in mind that a visa application may take some time to be processed. Apply for the visa early on to ensure its approval before the congress begins. Check with your local embassy what sort of documents are necessary in your specific case, as this may differ between delegates from a same country.



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6. BOOTH CONSTRUCTION RULES AND REGULATIONS

A detailed booth floor plan must be sent by email for approval to Congress Consultants B.V. no later than 1 February 2024, see § 6.3.

The Congress Organising Committee of the EAU will review the lay-out and in case it is approved, will forward it to the Safety Department in Paris for a technical and safety reviewal.

6.1 Booth construction and dismantling times

- On Thursday 4 April at 18:00 hrs, all aisles must be cleared in order to lay the carpet. The construction and fitting out of the booth must have been completed and the exhibition hall cleared of persons and goods not exhibited at the booth, at the latest by 12:00 hours on Friday 5 April, 2024.
Please note: on Friday 5 April from 09:00 - 12:00 no heavy transport nor noise is allowed, only decoration!
- Packing of the booth may not start before 14:30 hours at Monday 8 April. From 14:30 - 16:15 just packing is allowed (no noise). Dismantling can start as of 16:15 and must have been completed and the exhibition hall cleared at the latest by 21:30 hours on Tuesday 9 April, 2024. The booth area must be cleared and handed over to the responsible hall inspector. In case of disobedience, the additional cost will be charged to the exhibitor for removal.

The times for exhibition, move in and move out are as follows:

2-5 April 2024	CONSTRUCTION OF STANDS/DECORATION:
Tuesday 2 April	08:30 - 21:30
Wednesday 3 April	08:30 - 21:30
Thursday 4 April	08:30 - 21:30
Friday 5 April	09:00 - 12:00 Decoration only (no heavy transport and no noise allowed!)

5-8 April 2024	EXHIBITION OPENING HOURS	
	Delegates	Exhibitors
Friday 5 April	12:00 - 18:00	09:00 - 18:30
Saturday 6 April	10:00 - 17:30	09:00 - 18:00
Sunday 7 April	10:00 - 17:30	09:00 - 18:00
Monday 8 April	10:00 - 14:30*	09:00 - 22:00**

8-9 April 2024	PACKING/DISMANTLING OF STANDS/ACCESS LOADING BAY	
Monday 8 April	14:30 - 16:15	Packing (no noise allowed!)
Monday 8 April	16:15 - 22:00**	Dismantling
Monday 8 April	19:00 - 22:00**	Access vehicles Loading Bay
Tuesday 9 April	08:30 - 21:30	Dismantling

* **The exhibition will close Monday 8 April at 14:30 hrs.**

** **Due to driving restrictions, the gate of the Loading bay will close at exactly 22:00 hrs.**

No exceptions will be made!

6.2 Bare floor space

The booth will be hired out as **'SPACE ONLY'**, which means that the booth site will be rented out without any prefabricated walls, installations, furniture, electricity, carpet and furnishings, or any other technical supplies and facilities. The exhibitor shall personally take care of the set-up and installation of the booth (which means floor covering (obligatory), walls, furniture, electricity, etc.).

Especially for the EAU Exhibition, a Shell-scheme Package will be offered for just € 85 per sqm for the first 9 sqm (minimum 9 sqm). The price above 9 sqm is €50 per sqm (excl. VAT).

Please see § 7.1 for all information.

All equipment and services like furniture, carpet, electricity, AV, on-stand staffing, plants & floral, rigging, etc. can be ordered via the VIPARIS Store. Deadline for ordering against the normal rate is 28 March 2024. Orders received later: +20% surcharge.

Please see § 7.2 for all information.

The exhibitor or its booth constructor must inform themselves on site, prior to the start of planning work as to the technical factors on hand and must take precise measurements. No responsibility can be accepted for the correctness of such data.

6.3 Booth floor plan for approval by Congress Consultants and the Paris Security Department

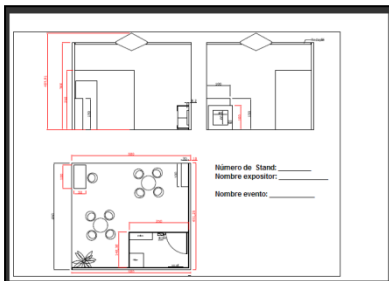
Every exhibitor* must submit the booth design before 1 February 2024 for approval to:

h.wieringa@congressconsultants.com.

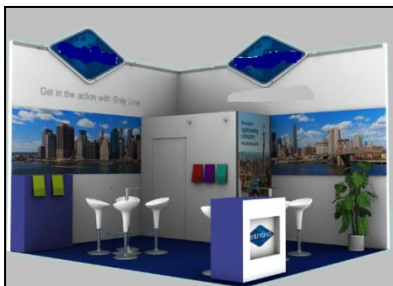
** Exception: in case you have ordered a Shell-scheme Package via Hestex BV, you just have to send an email to confirm you rented a Shell-scheme, you do not have to submit the design and Fire certificates.*

You have to submit (together with a plan showing the orientation of the design within the exhibition):

1. A 2D Ground plan including all measurements and elevation details of the booth:



2. A 3D render of the general lay-out including furniture:



The drawings should clearly indicate the planned layout, equipment and furnishing of the stand, as well as the "transparency" concept. Also indicated must be the location of power outlets, electricity cables, water and compressed air connections, as well as ventilation installations.

A three-dimensional drawing or photograph of the model, a top and a side view drawing indicating the various heights and the open/transparent parts (including the percentages) must be submitted. If special constructions are planned (information towers, moving parts, etc.), additional information will have to be submitted.

3. Fire certificate for each material used in the booth construction.

Regarding Material Fire Certificates - they would need to be certified either by:

- One of the 8 French labs certified by the Interior Ministry (French certification)
- A lab from a European origin country – certified by origin country Authorities and to be established with the **Euroclass** Standard (UK certificates at Euroclass Standard are still valid)
- **SGS Laboratory** is not certified in France: All materials certified by SGS Laboratory are not allowed for the construction in the Halls.

All designs will be judged on transparency, size, location, volume and technical aspects by the Congress Organising Committee of the EAU. In case this Committee has approved the design, the submitted documents will be forwarded to the Safety Department in Paris for a technical and safety reviewal. No approval from Congress Consultants and the Security Department in Paris means NO permission to construct the stand!

Please note that if you construct a booth deviating from the approved design, you will have to tear it down and rebuild as approved. If time is too short to do so, a penalty will be stipulated, depending on the extend of the deviation.

6.4 Separation wall

All peninsula, corner and in-line stands must be separated from the neighbouring stand(s) by means of a separation wall that has to be provided by the exhibitors themselves. This separation wall must be 2.5 metres high and finished on all sides (white on the back). Neighbours can agree upon a higher separation wall with a maximum of 3 m. Please note that a Shell-scheme wall (2,5 m. high) counts as a separation wall.

The separation wall is considered as part of the stand design and should be indicated on the stand drawings.

6.5 Sides 70% open and transparency 50%

Stands should be fully accessible on all “open” sides. This also applies to the open sides of peninsula, corner and in-line booths.

At least 70% of the sides facing the isles must be open. In addition, island and peninsula booths should have “**transparency**” and the **openness of sight lines around and through the design**, so that the surrounding area can be viewed through the booth and that neighbouring booths are not inappropriately obstructed. From all sides, the view through the booth must be at least 50%. Please note that not just walls have to be calculated, but also all other items in the booth that obstruct the view through the booth, like graphic panels, etc.

Walls of more than 4 m. high will always also be reviewed with respect to hindrance for neighbouring stands.

6.6 Maximum building height / Rigging / Double-storey stands

- The maximum building height is 5 m.*

**This height is not valid for separation walls. Please see § 6.4*

- Rigging is allowed. You can arrange rigging via the VIPARIS Store. Deadline for orders, including a technical plan: 20-02 2024. VIPARIS will have to check the technical feasibility of the submitted plan. Besides:

- Please note that if you have a banner or a truss light above your stand, the maximum height for the sling points may be at max. 5 m. !
- For a non-transparent banner above/near all boundaries of your stand, the max. allowed height of the banner is: max. 1 m. for stands < 50 sqm, max. 1,5 m. for stands ≥ 50 sqm.
- Banners must be at least 1 m. away from a separation wall towards a neighbour.
- Besides, suspended items are seen as part of the design and thus have to be approved as well by Congress Consultants B.V.

- Double-storey stands will not be allowed.

6.7 Meeting room on the stand (max. 1)

A completely walled Meeting Room on the stand will not be allowed. A Meeting Room on the stand (max. 1) can, if desired, be surrounded by a wall of max. 1.20 m. high. Above 1.20 m. height just transparent constructions will be allowed.

6.8 Rules for pillars in stands

It is not allowed to clad the pillars or to construct walls around them.

6.9 Ramp obliged for a raised floor > 2 cm

Any booth with a floor from a height greater than 2 cm should be provided with an accessibility ramp included in the area of the booth. The slope is:

- 5% on 10 m.
- 8% on 2,5 m.
- 10% on 0,5 m.
- 33% for 4 cm high (12 cm for a 4 cm high floor)

6.10 Maximum floor load

The maximum floor load in Hall 7.2 is 600 kg per sqm.

6.11 Use of laser machines

The use of a laser machine on the stand must be approved by the Safety Department in Paris. You have to send the technical data sheet of the laser machine by email to: h.wieringa@congressconsultants.com

6.12 Safety shoes + protective helmet (also for exhibitors on specific days!)

From Tuesday 2 - Thursday 4 April and on Monday 8 April as of 16:15 hrs and Tuesday 9 April, standbuilders **and exhibitors** are obliged to wear safety shoes. Safety shoes which you can put over your normal shoes are allowed. Helmets are compulsory as soon as you are **working from an elevated platform**. Helmets must also be worn when working on a task presenting a risk; risk of fall or risk of falling objects.

6.13 Fire Safety Guide Exhibitors VIPARIS / Approval required

All exhibitors/standbuilders have to observe the regulations and requirements as can be found in the Fire Safety Guide Exhibitors VIPARIS. This document will be sent by email, together with the Exhibitor Manual, to the contact person of the exhibiting company. It can also be requested [here](#).

The Safety Committee is very strict as far as the construction of booths is concerned (stability, construction and decoration materials, electrical installation, etc.). Decision taken by the Committee during its visit, which shall take place the day before or on the morning the event opens, shall be implemented immediately. When the Committee makes its inspection, the installation of the booths must be complete. The exhibitor (or his representative) must be present on the booth and must be able to provide fire resistance certificates for all the materials used. Non compliance with this rule may lead to the materials being removed or the booth being prohibited from being opened to the public. Any more proposals must be submitted for the approval of the Safety Manager of the exhibition. Drawings and technical information must be submitted for this purpose, please see § 6.3.

During the build-up period, the Safety Manager shall monitor the application of the safety measures set out in the Fire Safety Guide Exhibitors VIPARIS.

6.14 Colour of carpet in the exhibition aisles

The colour of the carpet in the exhibition aisles is blue.

6.15 Non-occupation of aisles

Aisles, as escape routes, must remain, at all times, passable, including during build-up and dismantling periods. All material must be kept within the limits of the stand, leaving aisles and other common areas completely free. The cleaning services of VIPARIS/Paris Expo Porte de Versailles can remove any object deposited in these areas, with the exhibitor having no right to claim for damages.

6.16 NO possibilities for working late

It is NOT possible to work outside the official building-up hours, so please make sure to plan your stand construction carefully.

6.17 Reduced noise from 14:30 – 16:15 on Monday 8 April

Since there will be sessions running in the upper floor 7.3 on Monday 8 April, all exhibitors and stand builders are requested to avoid noise while packing from 14:30 until 16:15 hrs.

6.18 Exhibitors Services Desks VIPARIS / Fairexx / Hestex

- The desk of VIPARIS Exhibitors Services is located in the Registration Area, Blue Area, Level 7.2. The opening hours are:

Tuesday 2 April : 09:00 – 19:00

Wednesday 3 April : 08:30 – 19:00

Thursday 4 April : 08:30 – 20:00

Friday 5 April : 09:00 – 13:00

- The Service Desks of Fairexx and Hestex are located near the Cloakroom, Blue Area, Level 7.2 and will be signposted.

6.19 Worker wristbands

During building-up, decoration, packing and dismantling, standbuilders are obliged to wear a Worker wristband. Worker wristbands have to be requested via the special form in Chapter 9.1 before 18 March! On Friday Morning 5 April, Exhibitor badges as well as Worker wristbands allow access into the Exhibition hall. The Worker wristbands do not allow access from Friday 5 April 12.00 – Monday 8 April 14.30 hrs! The Worker wristbands can be picked up at the Exhibitor Desk in the Registration Area, Blue Area, level 7.2 on Tuesday 2 April until Thursday 4 April from 08:30-18:00 hrs. Warning: do not remove the wristband until the dismantling has been finished!

6.20 Registering for vehicle access to the delivery area and the exhibitors car parks

For safer and smoother logistical operations, all vehicles requesting access to the delivery areas and the exhibitors car parks (Paris le Bourget, Paris Nord Villepinte) have to be previously registered on Logipass both for building-up and breakdown periods via the following link: <https://logipass.viparis.com/en>

For any questions, please contact:

Tel. : +33 1 40 68 11 30

E-mail : infos-exposants@viparis.com

IMPORTANT: Be aware that the Fairexx timeslot (see § 8.4) is leading, regardless which time is given by VIPARIS!!!

6.21 Alcohol and drugs

Drinking of alcohol in the Exhibition area during build-up and breakdown phase is forbidden.

It is NOT allowed to serve alcohol on the stand.

The taking of drugs on site is strictly forbidden at all times.



EAU 24 | PARIS, FRANCE
5-8 April 2024

Cutting-edge Science at Europe's largest Urology Congress

7. ORDERING OF SHELL-SCHEME PACKAGES, BOOTH EQUIPMENT & SERVICES

7.1 Ordering of a Shell-scheme Package with Hestex BV

A Shell-scheme Package can be ordered via the company Hestex BV for just € 85 per sqm for the first 9 sqm (minimum 9 sqm). The price above 9 sqm is €50 per sqm (excl. VAT).

Included in the Shell-scheme Package are: walls, fascia, carpet, spots and electricity.

The online stand configurator for EAU24 will be available at: <http://eau.standsconfigurator.com/>

There is also a Shell-scheme Package Order Form available in pdf-format.

The deadline for ordering Shell-scheme Packages is 15 March 2024. After this date a 50% surcharge is applicable.

For any questions, please contact Mr. Anne Alkema:

Tel. : +31 55 542 4477

E-mail : anne@hestexsystems.com

Webshop : <http://eau.standsconfigurator.com/>

7.2 Ordering of furniture, carpet, electricity, security, etc. via the VIPARIS Store

Exhibitors can order furniture, carpet, electricity, a host(ess), security, flowers & plants, AV, internet, etc. online via the VIPARIS Store. Deadline for ordering against the normal rate is 28 March 2024.

Orders received later: +20% surcharge.

If you have any questions, please contact VIPARIS Exhibitors Services via:

Tel. : + 33 1 40 68 16 16 (Monday to Friday from 9:00 to 18:00 hrs.)

E-Mail : contact@e-viparisstore.com

VIPARIS Store : <https://www.viparisstore.com/en/eau-2024/pavilion-7-2/presentation>

7.3 Exhibitors Services Desks VIPARIS / Fairexx / Hestex

- The desk of VIPARIS Exhibitors Services is located in the Registration Area, Blue Area, Level 7.2.

The opening hours are:

Tuesday 2 April : 09:00 – 19:00

Wednesday 3 April : 08:30 – 19:00

Thursday 4 April : 08:30 – 20:00

Friday 5 April : 09:00 – 13:00

- The Service Desks of Fairexx and Hestex are located near the Cloakroom, Blue Area, Level 7.2 and will be signposted.



EAU 24 | PARIS, FRANCE
5-8 April 2024

Cutting-edge Science at Europe's largest Urology Congress

8. TRANSPORTATION / FREIGHT

8.1 Official freight forwarder

The EAU appointed as official freight forwarder Fairexx Logistics for Exhibitions BV.

All freight forwarders are allowed to transport and unload the booth material by taillift and manual palletjack into the exhibition grounds of the Paris Expo Porte de Versailles, but we strongly recommend Fairexx, since they are very experienced with exhibition logistics. On-site we will exclusively allow Fairexx to do the on-site handling with mechanical equipment, storage, etc.

You can contact Fairexx Logistics for Exhibitions BV with respect to transportation, unloading, storage of emballage, customs, etc. and ask for an offer free of engagement:

Contact : Mr. Paul Van Zijl
Tel : +31 251 25 00 60
E-mail : EAU@fairexx.nl
Website : www.fairexx.nl

8.2 On-site Fairexx Service Desk

To order any services onsite, exhibitors will find the Fairexx Service Desk near the Cloakroom, Blue Area, Level 7.2.

8.3 Important timings for vehicle allowance during dismantling

On Monday 8 April as of 16:15 hours, Fairexx will start redelivering the empties to the booths. Due to security reasons, vehicles will just have access to the Loading Bay on Monday evening 8 April as of 19:00 until 22:00 hrs!

8.4 Unloading/reloading timeslot required

To avoid traffic congestion at the Loading Bay of the Paris Expo Porte de Versailles, an unloading/reloading timeslot will be required for deliveries direct to the venue on official build up/dismantling dates (not needed for shipments via warehouse).

Please fill in the TIMESLOT REQUEST FORM - appendix C - of the 'Fairexx – EAU24 Shipping guidelines' to request an unloading/reloading timeslot.

When a timeslot has been requested, the driver can collect his Worker wristband with Fairexx in the Loading Bay.

Please note the deadline for submission of the Timeslot Request Form is 24 March 2024!
Be aware that the Fairexx timeslot is leading, regardless which time is given by VIPARIS!!!

8.5 Registering for vehicle access to the delivery area and the exhibitors car parks

For safer and smoother logistical operations, all vehicles requesting access to the delivery areas and the exhibitors car parks (Paris le Bourget, Paris Nord Villepinte) have to be previously registered on Logipass both for building-up and breakdown periods via the following link: <https://logipass.viparis.com/en>

For any questions, please contact:

Tel. : +33 1 40 68 11 30
E-mail : infos-exposants@viparis.com

Be aware that the Fairexx timeslot (see § 8.4) is leading, regardless which time is given by VIPARIS!!!

8.6 Courier shipments

We strongly recommend exhibitors NOT to send their goods via courier companies, since courier companies are not allowed to enter the Exhibition Hall in order to deliver your shipment!!!

If you do send goods by a courier company, we suggest that you consign the courier airwaybill to the Fairexx warehouse in The Netherlands:

FAIREXX - LOGISTICS FOR EXHIBITIONS BV

De Trompet 2650

1967 DD Heemskerk

The Netherlands

Contact: Paul van Zijl – tel. +31 251 250060 – email: EAU@fairexx.nl

Notify: EAU24 / Fairexx logistics for Exhibitions / Exhibiting Company / Stand Nr.:

All packages must be labelled as described in the Fairexx shipping guidelines.

It is recommended to have the tracking number (assigned by the courier company) on hand at the exhibition; this will make it easier to locate your shipment.

Latest date of arrival: 29 March 2024!!!

Reception & storage of courier shipments up to 5 kg. sent to this address (only EU goods in free circulation – NO bonded goods) and which will be picked up at the on-site Fairexx Service Desk by the client, are free of charge.

For shipments not consigned as described above, no liability is accepted.

Please note that the VIPARIS/Paris Expo Porte de Versailles and the congress organiser will not accept any deliveries.

8.7 Lorry parking

Lorry parking and the Light Utility Vehicles ht > 1,90m; < 3,5t are going to be located at Parking Heliport.



9. EAU ORDER FORMS

9.1 ORDER FORM WORKER WRISTBANDS

Each staff member of a standbuilding company who will be present in the exhibition hall during building-up, decoration, packing and/or dismantling is required to wear a **WORKER WRISTBAND**.

The Worker wristbands have to be requested **in advance** by means of this Form.

Please indicate the **QUANTITY** of wristbands that you will need for your standbuilding team.

The wristbands can be picked up at the Exhibitor Desk in the Registration Area at the entrance of Blue Area, Level 7.2 by the Contact person as indicated below on Tuesday 2 April until Thursday 4 April from 08:30-18:00 hrs.

Worker wristbands are free of charge. Worker wristbands are not valid on exhibition days!

Exhibitor badges allow access during the building-up/dismantling days as well.

Warning: do not remove the wristband until the dismantling has been finished!

Contact details Standbuilder:

Company name : _____
Contact person : _____
Address : _____
City + code : _____
Country : _____
Tel. nr. : _____
E-mail-address : _____
Exhibiting company : _____
Booth nr. : _____

Number of required Worker wristbands:

Please return **before 18 March, 2024** to:

Congress Consultants B.V., Exhibitor Registrations Department
E-mail: exhibitorregistrations@congressconsultants.com

9.2 ORDER FORM INSERT IN CONGRESS BAGS

We hereby confirm that we would like to have our leaflet inserted in 10.000 congress bags for the price of € 10,000 (excl. VAT).

We will deliver 10.000 inserts for the congress bags before **25 March 2024**.

Inserts must not exceed an A4 format (210 x 297 mm) and a max. weight of 50 grams.

Please note the following conditions and deadlines:

- Company will be responsible for the shipping costs of the bag inserts to The Netherlands;
- EAU will take care of shipping the bag inserts to the congress venue;
- In case the delivery deadline cannot be met, additional costs may be involved.

Company : _____
Contact person : _____
Address : _____
Country : _____
Tel : _____
E-mail : _____

Date: _____ Signature: _____

After receiving this reply form, we will send you a confirmation with further information regarding the bag inserts, the address where and when to send them, etc.

Please return **before 1 March 2024** to:

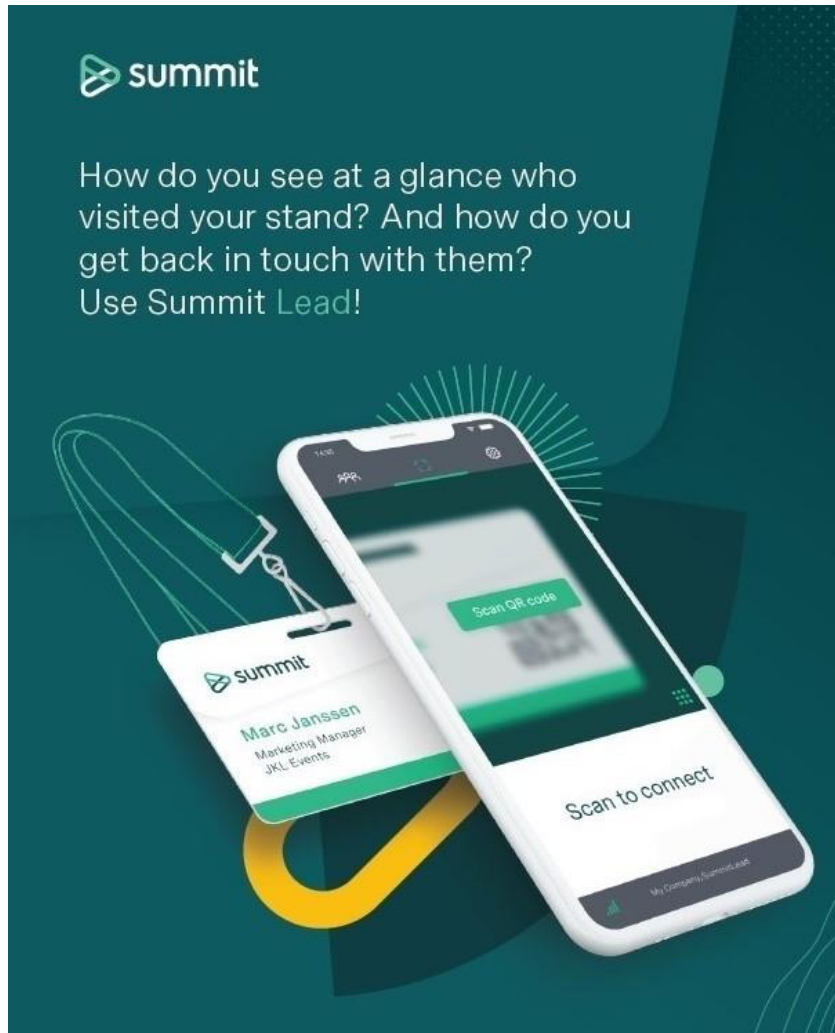
Congress Consultants B.V., EAU Marketing & Sales Department, EAU24
P.O. Box 30016, 6803 AA Arnhem, The Netherlands
E-mail: sales@uroweb.org



9.3 LEAD RETRIEVAL APP – SUMMIT LEAD

The intuitive lead retrieval App for your booth!

Scan the visitors' QR-Codes with your own Android or iOS devices or our premium rentals. Capture, comment and qualify your prospective clients in the app and download the information via the online dashboard in real-time.





HOW DOES IT WORK?



Quick scan

Scan the QR code on the badges of your stand visitors using your device.



Immediate follow-up

See the contact details of these leads directly in your Summit Lead overview.



Make notes

Add your own notes to the contact details for each lead.



Survey

Create multiple choice questions for stand visitors in Summit Lead. And save the answers for each lead.

YOUR BENEFITS

- ✓ Quick lead collection
- ✓ Clear lead overview
- ✓ Maintaining contact details
- ✓ Intuitive operation

WHO IS SUMMIT?

We are international specialists in the field of registration, badging and data intelligence. We supply our own accessible hardware and software for this purpose. Cost-effective. And with personal service.

SUMMIT LEAD WORKS

- ✓ With all Summit visitor badges
- ✓ On all common Android and Apple devices
- ✓ On your own device or on a ready-to-use rental device from Summit: the choice is yours!



Investment

Benefit from our flexible pricing according to your requirements:

License (1 st login)	€295.00**
License (for every following login)	€249.00**
High-end barcode scanner	€220.00*

** Prices are excluding 21% VAT*

***iOS 8.0 or higher required, Android 5.0 or higher required*

All services include dedicated on-site support at the Exhibitor Lead Retrieval desk in the Registration area.

License only

Choose license only to use the Summit Lead app on your own smartphone device.

Please ensure that your internet connection is not restricted by any company software or VPN applications. Nevertheless, the Summit Lead app enables you to continue with your lead retrieval even when the connection is lost. As soon as the app is connected with the internet again, all leads will automatically synchronize. At least 1GB of storage should be available on the devices.

Two weeks before the congress starts, you will receive login details to a dashboard where you can find the manual to install the app, add qualifiers and access your live scan data.

High-end barcode scanner

Choose a high-end barcode scanner for a premium experience. This high-end barcode scanner has proven to be the most reliable partner for lead retrieval. With its infra-red laser, your lead is just one scan away.

If you order one or more scanners you can collect them at the Exhibitor Lead Retrieval desk in the Registration area.

Two weeks before the congress starts, you will receive login details to a dashboard where you can add qualifiers and access your live scan data.

How to order

If you would like to rent the new Summit Lead app, please complete the [online order form](#).

For further questions regarding the lead app, please send an e-mail to: lead@summit.nl

Order deadline: 18 March 2024