

# EXHIBITOR SERVICE KIT

## SLAS Europe 2024

27-29 May

Barcelona, Spain

Centre Convencions Internacional Barcelona (CCIB)

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## Important Deadlines

Date	Action/Task	Partner/Link
ASAP	<b>Update Company Profile</b> <b>Company Logo, Company Information, Select Product Categories</b> For login details, refer to your Exhibition confirmation email or select "Lost your Access Key" upon login.	<a href="#">SLAS Europe 2024 Exhibitor/Sponsor Portal</a>
ASAP	<b>Upgrade With Sponsorship</b> Explore options & customize your package.	<a href="mailto:SLASEurope@discoversb.com">SLASEurope@discoversb.com</a>
18 December 2023	<b>Final Booth Payment Deadline</b> Deposit is due at the time of booking, after Dec 18, full payment is due. Invoices are sent out within a week of booking.	<b>Andrea Kielkiewicz</b> <a href="mailto:akielkiewicz@slas.org">akielkiewicz@slas.org</a>
1 December 2023	<b>Registration Opens: Register Your Staff</b> Please register your staff as soon as possible. Registration deadline is 20 May 2024.	<a href="mailto:SLASEuropeReg@discoversb.com">SLASEuropeReg@discoversb.com</a>
2 April 2024	<b>Certificate of Insurance/Public Liability Insurance and Exhibitor Appointed Contractor/Supplier Insurance Due</b>	<a href="#">Upload to SLAS Europe 2024 Exhibitor/Sponsor Portal</a>
28 April 2024	<b>Early Bird Lead Retrieval Rate Deadline</b>	<a href="mailto:SLASEuropeLeads@discoversb.com">SLASEuropeLeads@discoversb.com</a>
6 May 2024	<b>Stand Technical Services Due</b> <ul style="list-style-type: none"> <li>• Rigging (Raw stands ONLY)</li> <li>• Water source, Compressed air</li> <li>• Signage (for Raw or Shell)</li> </ul>	<a href="#">SLAS Exhibition Online Webshop</a>
9 May 2024 <i>(Varies for Raw vs. Shell Stands)</i>	<b>Stand Services Orders Due via Webshop Link</b> <ul style="list-style-type: none"> <li>• Furniture*, Cleaning*, Carpet*, Floral Decor</li> <li>• Electricity*, Internet</li> <li>• Catering/ F&amp;B</li> </ul> *Some items included with Shell Schemes	<a href="#">SLAS Exhibition Online Webshop</a> <i>Services ordered after this date are subject to availability and price increases.</i>
9 May 2023 (Raw Space Only Exhibitors)	<b>Final Stand Rendering to SLAS. Render approval required Stand maximum height 4.5m. No raised flooring allowed.</b> <i>Stands above 4m high must also provide construction/build documentation for approval.</i>	<a href="#">Upload to SLAS Europe 2024 Exhibitor/Sponsor Portal</a>
9 May 2024	<b>Exhibitor Appointed Contractor/Supplier Passport Info Due</b>	<a href="#">EAC Passport Form LINK</a>
17 May 2024	<b>Unload and Load Time Reservation Slots for Courier Deliveries/Collections Due</b> <i>Time slots must be pre-booked with Interflow. Cannot be guaranteed after this date.</i>	<b>Anderson Marisa</b> <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> and <b>Niall Thompson</b> <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>
17 May 2024	<b>Forklift Services for Unloading and Reloading Due</b> <i>Orders must be pre-booked with Interflow.</i>	<b>Anderson Marisa</b> <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> and <b>Niall Thompson</b> <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>
17–24 May 2023	<b>Freight Forwarding/Shipments Via Interflow</b> 17 May – Order deadline for forklift and unload slots 20 May – Airfreight deliveries in Barcelona 24 May – Truck arrival deliveries to advance warehouse <b>Shipping documents</b> – Direct to Interflow 3 days before arrival of cargo	<b>Anderson Marisa</b> <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> and <b>Niall Thompson</b> <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>
20 May 2024	<b>Exhibitor Registration Deadline</b>	<a href="mailto:SLASEuropeReg@discoversb.com">SLASEuropeReg@discoversb.com</a>
21 May 2024	<b>All Webshop Orders Due:</b> The Webshop will not be available online after this date. <i>Surcharged pricing will apply if ordered onsite.</i>	<a href="#">SLAS Exhibition Online Webshop</a> Booth services must be ordered and paid in advance.
22 May 2024	<b>Advance Lead Retrieval Rate</b>	<a href="mailto:SLASEuropeLeads@discoversb.com">SLASEuropeLeads@discoversb.com</a>

## Official Vendors

Please use this quick reference guide to identify proper contacts to answer all of your questions regarding your participation at SLAS Europe 2024.

Official Vendors can be identified with this logo:



SERVICE	PROVIDER	CONTACT INFORMATION	UTC Time in March-May
<b>Stand Builder &amp; Services</b> A/V Carpet Furniture/Graphics Internet Electrical Rigging Cleaning Catering/F&B	CCIB – Centre de Convencions Internacional de Barcelona	<b>Flora Sánchez Soler</b> <a href="mailto:stands@ccib.es">stands@ccib.es</a> T: +34 93 230 10 00 M: +34 932301048	UTC+2h
<b>Freight Forwarding/ Shipping</b>	Interflow Logistics Ltd.	<b>Anderson Marisa</b> <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> and <b>Niall Thompson</b> <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>	UTC+1h
<b>Forklift Ordering</b>	Interflow Logistics Ltd.	<b>Anderson Marisa</b> <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> and <b>Niall Thompson</b> <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>	UTC+1h
<b>Accommodations</b>	SLAS Official Housing Page	To receive the SLAS Europe 2024 discounted rate, please book using the links on the <a href="#">Official Housing Page</a> .	UTC-5h
<b>Lead Retrieval</b>	SB Expos & Events	<a href="mailto:SLASEuropeLeads@Discoversb.com">SLASEuropeLeads@Discoversb.com</a>	UTC-4h
<b>Registration</b>	SB Expos & Events	<a href="mailto:SLASEuropeReg@discoversb.com">SLASEuropeReg@discoversb.com</a>	UTC-4h
<b>SLAS Europe Exhibits Department</b>	SB Expos & Events	<a href="mailto:SLASEuropeOps@discoversb.com">SLASEuropeOps@discoversb.com</a>	UTC-4h
<b>SLAS Europe Sponsorship Department</b>	SLAS	<b>Sales:</b> Andrea Schermerhorn <a href="mailto:SLASEurope@discoversb.com">SLASEurope@discoversb.com</a> <b>Deliverables:</b> Andrea Kielkiewicz <a href="mailto:akielkiewicz@slas.org">akielkiewicz@slas.org</a>	UTC-4h
<b>Exhibitor Liability Insurance Program</b> (Option to purchase)	Rainprotection Insurance *Please note, not all exhibitors qualify for this coverage and must be provided another way.	<a href="#">Exhibitors outside of the U.S. Insurance Form</a>  <a href="#">U.S. Exhibitor Application</a> Send to <a href="mailto:Sales@rainprotection.net">Sales@rainprotection.net</a>	UTC-4h

## Exhibitor Registration and Lead Retrieval

Exhibitor registration will open 1 December 2023 in the [Exhibitor/Sponsor Portal](#).

Sponsors and exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All sponsors and exhibitors must register online in advance using the SLAS Europe 2024 exhibitor registration system. If you have any questions, you can contact [SLASEuropeReg@discoversb.com](mailto:SLASEuropeReg@discoversb.com).

Booth Allotments	9 sqm	18 sqm	36 sqm
Complimentary Booth Personnel Badge	5	10	20
Complimentary Exhibitor Full Conference Badge*	1	2	4
Complimentary Exhibition Only Customer Badges	3	6	12

\*Full conference exhibitor delegates are entitled to (1) complimentary ticket to the Sunset Soiree, but the ticket must be reserved. If you wish to attend the event with your complimentary ticket, YOU MUST RSVP.

### Exhibitor Booth Personnel Badge

Exhibitor booth personnel badges grant access to the exhibition hall only. These badges require advance registration and badge pick up will be onsite at the conference venue.

Exhibitor booth personnel badges grant access for the duration of the event, including access 1 hour before and after public opening hours for set-up and dismantling. For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

### Registration Desk Hours of Operation

**Badges will not be mailed in advance of the event.** All participants must be pre-registered for SLAS Europe 2024. **Registration Deadline is 20 May 2024.**

Please bring a copy of your photo ID to the SLAS Europe 2024 registration desk when you arrive at the Centre Convencions Internacional Barcelona. You should plan to pick up your credentials and badge holder prior to entering the conference and/or exhibition in Lobby Foyer B of the Centre Convencions Internacional Barcelona.

Registration hours are as follows:

**Monday 27 May** 7:30 – 18:00  
**Tuesday 28 May** 8:30 – 18:30  
**Wednesday 29 May** 8:30 – 18:30

**BADGE SHARING:** Sharing of registration badges is not permitted at any time before or during the event. Badges are issued to, can be picked up and used only by the Attendee named in the registration record confirmed by SLAS. Sharing of badges against this policy will result in removal from the event, loss of current and future registration and exhibitor privileges.

### Lead Retrieval

#### Enhance Engagement with SLAS Lead Retrieval

We're delighted to offer Lead Retrieval as a feature within the SLAS Conference App. This service, provided in partnership with SB Expos and Events, empowers exhibitors to boost attendee engagement effectively.

#### Key Benefits:

- **Seamless Interaction:** Utilize your iOS or Android smartphone or cellular-enabled tablet for effortless badge QR scanning, allowing seamless interaction with attendees.
- **Effortless Organization:** Instantly collect and organize contact information, ensuring you never miss a valuable lead during the event.
- **Immediate Follow-Up:** Strengthen your connections by following up instantly, maximizing the potential of your new contacts.

**How to Access:** Details regarding purchasing Lead Retrieval licenses, including pricing information, will be available in the [SLAS Europe 2024 Exhibitor/Sponsor Portal](#).

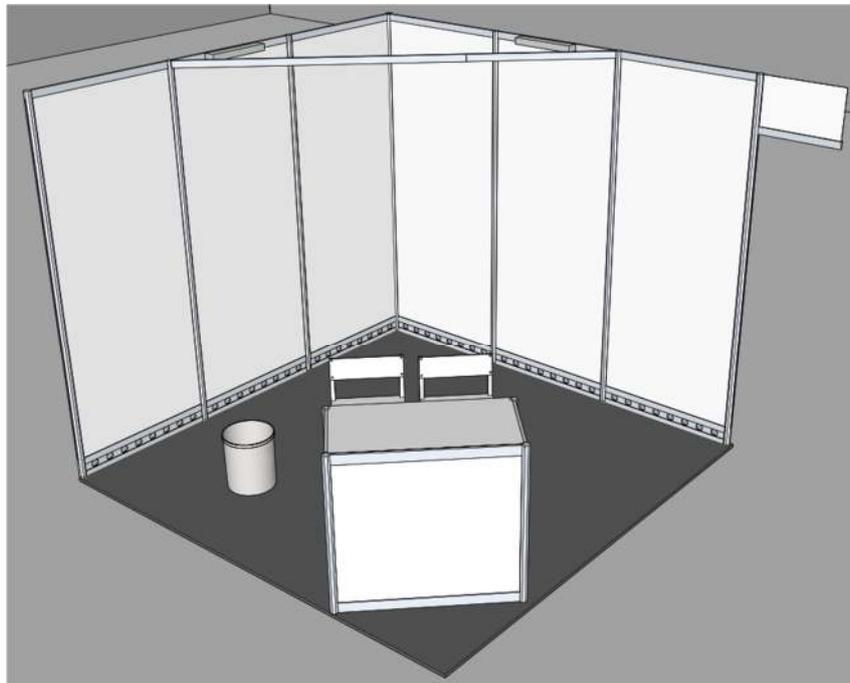
## Exhibitor Booth Types (Shell or Raw)

Please reference your [SLAS Europe exhibitor/sponsor portal](#) to determine what booth type you have.

### Shell Scheme/Equipped Stand Package Includes:

(9 sqm booth)

- One-time Access to email SLAS Europe 2024 attendee list, both pre and post conference (\$345 USD fulfillment fee applies; HTML and text provided by the exhibitor and the email is deployed by SLAS)
- One (1) full-conference exhibitor registration badge (includes ticket to the Sunset Soiree; RSVP required)
- Five (5) exhibitor booth personnel registration badges (Sunset Soiree available for an additional fee)
- Three(3) complimentary exhibition-only badges to distribute to customers (Sunset Soiree available for an additional fee)
- Company listing and description on the SLAS Europe 2024 online floor plan and in the SLAS Europe 2024 conference app
- 2.50m high lacquered aluminum structure
- White-colored melamine panel
- LED strips light (1 unit every 4,5 sqm)
- Electrical power supply 50w/sqm
- Electrical connection switchboard (220V), including 1 socket (Power supply included)
- Gray carpet
- Pre-opening booth cleaning
- Double sided booth number flag (30x40cm)
- Modular panel
- White counter with lockable doors measuring 100x40x105 cm
- White stool (2)
- Office waste bin



\* Sample corner shell scheme stand depicted in above rendering. Booth Design and furniture subject to change.

## Raw Space

(9 sqm booth)

- One-time Access to email the SLAS Europe 2024 attendee list, both pre and post conference (\$345 USD fulfillment fee applies; HTML and text provided by the exhibitor and the email is deployed by SLAS)
- One (1) full-conference exhibitor registration badge (includes ticket to the Sunset Soiree; RSVP required)
- Five (5) exhibitor booth personnel registration badges (Sunset Soiree available for an additional fee)
- Three (3) complimentary exhibition-only badges to distribute to customers (Sunset Soiree available for an additional fee)
- Company listing and description on the SLAS Europe 2024 online floor plan and in the SLAS Europe 2024 conference app
- All ancillary services are at an additional charge

## Stand Render Approval

### Raw Space Stand Rendering - Deadline 8 May 2024

Exhibitors who have purchased a raw space stand, must submit detailed stand layout drawings for approval in the [SLAS Europe Exhibitor/Sponsor Portal](#) no later than **8 May 2024**.

All stand constructions and designs are subject to regular approval by the Exhibition team.

**NOTE: Stand builder is fully responsible for proper execution of stand construction.**

#### Required information for submission:

- Booth number, size, and dimensions listed on rendering must be in accordance with the stand space purchased and allocated on the floor plan
- Booth height (single level only – height max. 4.5 meters)
- Views from the front and back of the booth (Free standing structure. No raised flooring allowed.)
- Rigged elements – approval required below before including in render
  - Exhibitors who would like to have a rigged element to their stand are subject to the location of their stand and must work with the CCIB. Rigging can be ordered in Webshop.

Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should, therefore, be submitted as soon as they are available.

**Please Note:** Stands above 4m high must provide construction/build documentation for approval.

## Raw Space Stand Construction Guidelines and Regulations

- Emergency exits and signs should always be kept clear. Also, access to fire extinguishers should not be blocked.
- Flooring cannot be raised and must be flush for safety and accessibility.
- Stand builders must respect the exhibition area decoration: no affixing to drapes, walls and windows.
- No fixings or painting are allowed on walls, doors, floors, gates, outer walls and parking.
- Exhibitor may not obstruct or allow his goods, decorative materials, furniture, etc., to obstruct or fill open passages and open spaces.
- The exhibition building, its doors, walls, furniture & the equipment therein must not be damaged.
- If you booked a raw space stand and are building a stand including walls, out of respect for the booths behind you, exterior of back walls must be clean and neutral.
- Double-decker stands are prohibited at SLAS Europe 2024. All stands must be single-level.
- All structures must be erected and installed to guarantee requisite structural stability operational safety, and must comply with all the latest applicable technical stand regulations.
- Technical/stand building companies must have all the necessary documentation on site and must be prepared to show them to the civil engineer if requested.
- The exhibitor is liable for all damage caused to a third party, either by themselves, their personnel or by persons authorized to act on their behalf.
- All structures, materials, special designs, unusual constructions, and all signs shall conform to Spain safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials violating this clause must be modified to meet requirements.

## Exhibitor Services/Webshop

**Official exhibition services for SLAS Europe 2024 can be ordered through the CCIB on the [SLAS Exhibition Online Webshop](#) platform.**

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organizers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the organizers do not accept any liability or responsibility for any act performed or committed by such suppliers.

### Carpet

**Shell Schemes:** Carpet is included with your space and the carpet will be gray. There will be no option to change the color.

**Raw Stands:** Do not include carpet. Raw space exhibitors must purchase or bring carpet/flooring.

Please reference your [SLAS Europe exhibitor/sponsor portal](#) to determine what booth type you have.

### Stand Cleaning

The exhibition halls and walkways will be cleaned after the set up. General cleaning service for Exhibition main areas will only be allowed when the exhibition is closed to visitors.

**Shell Schemes:** Include Pre-inauguration cleaning.

**Raw stands:** Do not include cleaning.

Please reference your [SLAS Europe exhibitor/sponsor portal](#) to determine what booth type you have.

### Electricity

**Shell Schemes:** Basic electrical switchboard (3,3kW) with one socket is already included.

**Raw stands:** Do not include Electrical.

Please reference your [SLAS Europe exhibitor/sponsor portal](#) to determine what booth type you have.

### Furniture

**Shell Schemes:** Come with a lockable white counter measuring 100 x 40 x 105 cm (1 per 9 sqm), White stool (2 per 9 sqm), and an Office waste bin.

**Raw stands:** Do not include any furniture.

Please reference your [SLAS Europe exhibitor/sponsor portal](#) to determine what booth type you have. If you want to order additional/different furniture or graphics (at your own charge) this must be done via Webshop.

### Catering

**Shell Schemes** and **Raw stands** may order catering via the online Webshop link. Alcohol is allowed at stands only during reception times. No outside food or beverages are allowed, including mints and candies. Orders are placed through Webshop.

### Rigging

The rigging service can be ordered for **Raw stand** companies exhibiting in the Exhibition Area (P0 Floor), with prior authorization of the event organizer. Does not apply to **Shell Scheme stands**.

### Waste Removal & Cleaning

The used spaces must be returned to the CCIB completely clear of all items and the Exhibition areas restored to their original state. Therefore, external companies will not be allowed to leave any material in the venue. Waste should be removed at every interval possible, and after each day at the latest. Failure to clear your space at the close of the event may result in additional fees charged to the exhibitor for the venue to clear the space.

## Insurance

### Suppliers Appointed by Exhibitors

Complete the Exhibitor appointed contractor form, submit their insurance and add each staff/builder's passport info with the two links below. Form and Insurance by **2 April 2024**. Passport Info by **9 May 2024**.

[EAC Form LINK](#) and [EAC Passport Form LINK](#)

Please note that the exhibitor remains responsible for the activities organized by the appointed supplier/contractor. It is the exhibitor's responsibility to ensure that all guidelines, rules and regulations, as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/contractors.

### Public Liability Insurance Certificates

#### Public Liability Insurance Certificates - deadline 2 April 2024

All exhibitors and stand build contractors are required by law to have adequate Public Liability Insurance. Insurance must be submitted for your company and any appointed contractors if you are using them. Please upload your company's insurance documents to the [SLAS Europe 2024 Exhibitor/Sponsor Portal](#)

Insurance may be purchased through Rainprotection Insurance via the [SLAS Europe 2024 Exhibitor/Sponsor Portal](#). Note, not all exhibitors will qualify for the offered insurance program. Please submit your request early to ensure you have enough time to obtain coverage if it cannot be purchased through Rainprotection.

## Build Up & Dismantle

### Exhibition Hours\*

#### Installation

<b>Sunday 26 May 2024</b>	7:30 - 20:00	(Raw Stand ONLY) - *By Appointment Only – See below
<i>No shell scheme access for exhibitors on Sunday</i>		
<b>Monday 27 May 2024</b>	7:30 - 20:00	(Raw Stand ONLY) - *By Appointment Only – See below
<b>Monday 27 May 2024</b>	12:00 - 20:00	All Exhibitors (Raw and Shell Stands)

\*You MUST book unloading and reloading slots for any vehicles arriving at the venue with Interflow Logistics prior to the event (See next page). A strict loading schedule is in place to ensure that all goods are delivered to or from the stand within a set time frame. Time slots are allocated on a first-come, first-served basis, stand size and location, and method of unloading. Instructions on booking your loading time are on the next page.

\*\*No new entry after 18:00—those in the hall can stay until 20:00.

#### Exhibition Open Hours

<b>Tuesday 28 May 2024</b>	10:00 - 18:30	Access from 9:00 for exhibitors
<b>Wednesday 29 May 2024</b>	10:00 - 18:30	Access from 9:00 for exhibitors

*Exhibitors are **required** to keep stands open and suitably staffed during the official open hours of the exhibition.*

#### Dismantle

<b>Wednesday 29 May 2024</b>	18:30 - 20:00	
<b>Wednesday 29 May 2024</b>	18:45	Delivery of empties begins (not before).

*All attendees must be out of the exhibition hall before larger dismantle and freight delivery can begin.*

<b>Thursday 30 May 2024</b>	8:00 - 17:00	
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*\* This schedule is tentative and subject to change. If the official exhibition schedule changes, all exhibitors will be notified in writing.*

The full SLAS Europe 2024 Event Scheduler will be available in early April. View the [Schedule at a Glance](#) on the SLAS Europe event website.

# Exhibitor Deliveries/Collections, Forklift, Accessibility, and Shipping

## Deliveries & Collections

**Must Be Pre-Booked – Deadline 17 May 2024**

You **MUST** book unloading and loading slots for any vehicles arriving at the venue. This is mandatory for all exhibitors. Time slots will be allocated on a first-come first-served basis, stand size, location and method of unloading.

A time slot request can be placed via the following link <https://logistics.interflow.ie/SLASEurope2024> . (this will be live 1 April 2024) Alternatively, you can email: **Anderson Marisa** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) and **Niall Thompson** [niall@interflow.ie](mailto:niall@interflow.ie)

There will be a strict loading schedule in place to ensure that all goods will be delivered to or from the stand within a set time frame. Failure to request a time slot will result in delays in your vehicle being unloaded and reloaded. To avoid delays accessing the venue please arrive at your allocated time.

All late comers who have missed their unloading time slot **MUST** wait until all the other exhibitors have unloaded.

For strip out a removal schedule will be communicated in advance to Exhibitors if ordered.

## Forklifting Service

**Must Be Pre-Booked – Deadline 17 May 2024**

To speed up the unloading and reloading process, all vehicles over 3.5 ton, such as 7.5 ton, 18 ton and 13.6m vehicles or any shipping containers, will have to be handled by **Interflow Logistics**, and the official SLAS2024 tariff charges will apply.

The CCIB does not provide trolleys, pump trucks or forklifts nor allow external motorized trolleys, pump trucks or forklifts. To pre-book forklift assistance, please contact:

**Anderson Marisa** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) and **Niall Thompson** [niall@interflow.ie](mailto:niall@interflow.ie)

If you require a forklift, **Interflow Logistics** offers the possibility of renting one.

EXHIBITORS CHOOSING OUR DOOR TO DOOR, VIA WAREHOUSE OR AIR/SEA SERVICES DO NOT NEED TO REQUEST A TIME SLOT.

# Shipping and Forwarding

## Important deadlines:

17 May 2024	Order deadline via Interflow ( <i>late booking fees may apply after this date</i> )
20 May 2024	Airfreight arrival deliveries in Barcelona
24 May 2024	Truck arrival deliveries to advanced warehouse
Shipping documents	Direct to Interflow 3 days <u>before</u> arrival of cargo

**Before shipping any items to your stand please review the linked [SLAS Europe 2024 Shipping Guidelines](#) from our official freight forwarder vendor, Interflow Logistics Ltd.**

In order to avoid waiting time and problems accessing the site, Interflow will be operating an advanced warehouse facility. As the official agent, Interflow will have priority access during the build-up and break down periods to the halls. This will ensure timely delivery to your stand.

**We strongly recommend that you make use of the advanced warehouse facility.**

- **Please note that the venue does NOT receive, custom clear, or store incoming shipments. Advanced shipping to the CCIB prior to the exhibition is not permitted.**
- All shipments arriving at the advanced warehouse must be sent with a pre-advice to **Anderson Marisa** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) and **Niall Thompson** [niall@interflow.ie](mailto:niall@interflow.ie)
- Advance warehouse delivery address:

### **SHIPMENTS VIA ADVANCED WAREHOUSE**

RESA EXPO

For: SLAS Europe 2024 / Exhibitor name \_\_\_\_\_

C/Botánica, 62 - Fira Gran Via, Acceso 4

08908 Hospitalet (Barcelona)

GPS (RESA): 41.353153, 2.133665

### **AIRFREIGHT (BCN AIRPORT)**

RESA EXPO

For: SLAS Europe 2024 / Exhibitor name \_\_\_\_\_

C/Botánica, 62 - Fira Gran Via, Acceso 4

08908 Hospitalet (Barcelona)

GPS (RESA): 41.353153, 2.133665

# Storage

Storage is not available at the venue. The storage of empties (including packaging or packing materials) behind stands or in the exhibition hall is prohibited.

## **Empty Case Storage**

For public safety and security of exhibits priority for the dismantle period on **Wednesday, 29 May 2024, beginning at 18:45 will be dedicated to the return of the priority empty crates and tools by Interflow Logistics. During this period no other service provider, cargo, crates or equipment will be allowed inside the hall.**

If you need empty case storage, please contact **Anderson Marisa** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) and **Niall Thompson** [niall@interflow.ie](mailto:niall@interflow.ie) at **Interflow**. An economy and priority empty case storage service is available. Economy empties are returned after the priority empty cases.

## Accessibility Route/Gate

Centre de Convencions Internacional de Barcelona (CCIB) GPS Coordinates 41°24'32.3"N 2°13'08.7"E or Plus Code C669+GVC Barcelona, Spain.

A member of your team must be on site to receive direct deliveries. See the [SLAS Europe 2024 Shipping Guidelines](#) for more details.



## Access and Transport to the CCIB

Please view public transport options available via [https://ccib.es/en/barcelona/#ccib\\_arribar](https://ccib.es/en/barcelona/#ccib_arribar)

There are no truck parking spots available on the premises of the CCIB. By Car, Access is recommended via Taulat Street or the Diagonal Avenue, where you should look for parking in the area.

## Accommodations

### Hotel Reservations

SLAS has partnered with Barcelona hotels in close proximity to the CCIB to offer discount rates to SLAS Europe 2024 attendees and exhibitors. Reservations are based on availability and rates are offered at the hotel's discretion.

You MUST book through the official SLAS Europe 2024 housing link on the [SLAS Europe 2024 Housing Page](#). You cannot secure the discounted rate if you do not book through this link. Rates are based on availability. Please book soon, as rooms will sell out!

## Security and Emergency Procedures

### Safety & Access Control

All aisles should be maintained and there should be a clear route provided to all Fire Exits.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are unobstructed evacuation routes at least 2.5m wide to the exits.
- Glass panels must be protected against breakage.
- Exhibitors should plan for adequate viewing of all demonstrations from within their exhibit area. All equipment and the "hazard zone" must be encompassed within the booth and a reasonable and safe distance from any traffic aisle. Keep in mind that aisles are to be used as passageways, not areas for people to congregate while watching demonstrations.

### Emergency Procedures

In an emergency, please follow the directions given by Centre Convencions Internacional Barcelona (CCIB).

### Security

SLAS and facility organizers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags/wallets, mobile phones, laptops, clothing, valuables etc. in unlocked drawers, cupboards or on exhibition stands unattended.
- Check all lockable desks and cupboards are locked before leaving your stand.

Please note that build up and breakdown days are high risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

### Fire Protection

**No flammable decorations or exposed flames may be used at any time.**

- All carpet and decoration materials of paper and flammable fabric must be made fireproof and will be asked on site.
- Storage of paint, liquids, gas or other flammable substances in the booth space is forbidden.
- Any heavy amount of paper, or any other flammable products, should be disposed of regularly.
- The display or use of burning, red hot, combustible, explosive, or flammable materials is prohibited.

# Terms and Conditions

Each exhibitor is responsible for agreeing to the terms and conditions for this event at the time of booking. All onsite staff must adhere to these terms and conditions.

I, the undersigned, desire to participate in the Society for Laboratory Automation and Screening's ("SLAS") SLAS Europe 2024 Conference and Exhibition ("Event") In exchange for being permitted to participate in and enjoy the benefits of the Event, I acknowledge and agree to the following:

## 1. PAYMENT OF SPACE

Applications received must be accompanied by a nonrefundable deposit in the amount of 30% of the total space rental charges (not including VAT). Deposits are due 14 July 2023. Applications received without such payment will not be processed, nor will space assignment be made. The balance of the space rental charge will become due and payable on 18 December 2023.

Applications submitted after 18 December 2023 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will not be processed, nor will space assignment be made.

## Spanish VAT

Note that mentioned prices are VAT excluded. The Spanish VAT rate is 21% and it will be charged on all registration items regardless of whether the individual is in or outside of Ireland, and regardless of whether a VAT registration number is provided. Within 30days of each payment/purchase an invoice for your participation shall be issued by:

V.M.C1 Rond-point de l'Europe  
92250 La Garennes-Colombes / France  
French VAT Number: FR75523098614  
Spanish NIF: N0016953B

## 2. CANCELLATION AND REFUNDS

All cancellations of space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If SLAS receives a written request for cancellation of space prior to 18 December 2023 the exhibitor will be liable for 30% of the total space rental charges. No refunds will be made after 18 December 2023. Exhibitors who cancel and have a remaining balance must pay the amount due based on their date of cancellation. Exhibitors failing to pay their cancellation fee will forfeit the ability to participate in future SLAS events until their outstanding balance is paid in full.

No-shows will be treated as cancellations and the exhibiting company will lose all accumulated points toward the following year's space assignments.

It is expressly agreed by the exhibitor that in the event they fail to pay the space rental at the times specified or fail to comply with any other provisions contained in these rules and regulations concerning their use of exhibition space, SLAS shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and there upon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the pro rata amount already paid for space for this specific event.

Sponsorships: Full payment is due at time of reservation.

## 3. SPACE RENTAL

Whenever possible, space assignments will be made by SLAS in keeping with the preferences as to location requested by the exhibitor. Priority Points will be utilized to determine space selection.

SLAS, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN

## THE BEST INTERESTS OF THE EXHIBITION.

### 4. USE OF SPACE, SUBLETTING OF SPACE

No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing by SLAS. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

### 5. SAFE MEETING GUIDELINES

SLAS will adhere to and publish safe meeting guidelines developed in conjunction with the event facility and applicable governing bodies if and as deemed necessary. By registering for this event, participants agree to abide by the guidelines in place at the time of the live event. Safety guidelines will be communicated to registrants via email and the event website. SLAS reserves the right to remove non-compliant participants from the event without refund. SLAS reserves the right to amend these guidelines at any time for any reason.

### 6. EXHIBITORS AUTHORIZED REPRESENTATIVE

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, persons under the age of eighteen (18) may not staff the booth or assist in the move-in and/or move-out of any exhibit.

### 7. INSTALLATION AND REMOVAL

SLAS reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by two (2) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits/stands must be fully completed by the opening time of the exposition.

Exhibits/stands must be staffed during all Show hours and may not, to any extent, be dismantled before the official Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

### 8. ARRANGEMENT OF EXHIBITS/STANDS

Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by SLAS for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of SLAS, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits/stands not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of SLAS.

Island booths maximum height restriction is 4.5 meters. SLAS does not allow end cap booths (booths comprised of or encompassing a 3x6 meter space exposed to aisle on three sides). Sufficient area must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities.

For specific guidelines at the CCIB, please review their current event guidelines. Per SLAS design guidelines, every RAW (space only) booth MUST submit their booth rendering before the show. For (RAW) space only booths, you must purchase or bring carpet/flooring.

Exhibitor Plan Review. Booth construction plans and layout arrangements for island booth spaces, or involving

other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

#### 9. EXHIBITIONS AND PUBLIC POLICY

Each exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses and/or costs resulting from failure to observe this notice shall be payable by the exhibitor.

The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted.

SLAS and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, SLAS will endeavor to answer them.

Exhibitors must comply with all local fire regulations and guidelines. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform with National Electrical Code Safety Rules. Use of butane or bottled gas is not permitted. Use of propane and hazardous materials is prohibited. Use of balloons is prohibited.

Independent contractors must conform to regulatory guidelines and must be signatory to a current local collective bargaining agreement.

#### 10. STORAGE OF PACKING CRATES AND BOXES

Unattended freight in any display space as of one hour prior to Show opening will be removed and stored at the exhibitor's sole risk and expense.

Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. SLAS assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." The removal and return of large crates that cannot be handled by hand trucks will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. Neither SLAS, the service contractor nor the exhibit facility shall assume any liability whatsoever for loss or damage.

All material must be packed and ready for shipment according to the dismantle timings in the Exhibitor Service Kit. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

#### 11. SOCIAL ACTIVITIES

Any social function or special event planned by an exhibiting company to take place during the Event must be pre-approved by SLAS. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars, and any other related activities scheduled by SLAS. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, SLAS meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space.

#### 12. OPERATION OF EXHIBITION

SLAS reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by SLAS to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or

"pitchmen" is strictly prohibited.

All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Alcoholic Beverages. Exhibitors may not serve alcoholic beverages in the exhibition unless approved by SLAS.

Direct Sales. No sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

Contests, Drawings and Lotteries: All unusual promotional activities must be approved in writing by SLAS no later than 60 days prior to the opening of the exposition.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless SLAS and facility against cost, expense or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

Sound. Exhibits/stands which include the operation of musical instruments, radios, sound projection equipment or any noise making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits/stands must secure approval of operating methods before the exhibit opens. SLAS shall be the sole judge of what constitutes appropriate sound levels.

Live Animals. Live animals are prohibited.

Balloons. At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.

Candles. Candles are permitted for dining setting for the ballroom and exhibition so long as the flame from the candle does not exceed the height of the required fire safe enclosure. All candles and required encasements to be used must be approved by SLAS.

Weapon Policy. Weapons of any type, functional or non-functional, such as firearms, swords, knives, throwing knives, crossbows, stars, bows, boomerangs, darts, tazers, etc. are strictly prohibited within facilities, and they may not be used or displayed at scheduled events. The facility strictly prohibits all persons from carrying a handgun, firearm, or prohibited weapon of any kind while on property or within the facility, regardless of whether the person is licensed to carry a handgun. This policy applies to all employees, contractors, temporary employees, clients, visitors and guests. Only on-duty law enforcement agents, who have been given prior authorization by the facility and SLAS to carry a weapon on the property, will be permitted to carry firearms. Replica weapons are allowed but require express written authorization for the use and/or possession by the facility. Replica weapons must only be used as props or display and will be allowed if the replica weapon is inspected, approved and peace bonded by the Chief of Public Safety prior to entry into the facility. The facility reserves the right in its sole discretion to revoke the use of replica weapons within.

Booth Representatives. Booth representatives, including models or demonstrators, must be properly registered

and wear badges. Spouses are invited to visit the exhibition only with appropriate credentials. Booth representatives are prohibited from entry into another exhibitor's booth without permission of that exhibitor and from photographing or examining another exhibitor's booth without permission from that exhibitor.

**Badge Sharing:** Sharing of registration badges is not permitted at any time before or during the event. Badges are issued to, can be picked up by and used only by the Attendee named in the registration record confirmed by SLAS. Sharing of badges against this policy will result in removal from the event, loss of current and future registration and exhibitor privileges.

**Irregular Activities.** All giveaway items must be submitted for approval to Show Management three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

**Robot Demonstrations.** Exhibitors must adhere to rules and regulations set forth by SLAS. [View Robot Safety Policy.](#)

**Bell Persons/Couriers.** Neither bell persons from surrounding hotels nor couriers are allowed in the building or on the show floor. Deliveries must arrive at the loading dock area, to be moved by contract laborers or received by contract laborers at the doors.

**Distribution of Flyers.** The distribution of flyers is prohibited in all CCIB public areas. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the CCIB for the removal of these items will be charged to the Licensee.

**Hand-Carry Policy.** The CCIB reserves the right to restrict all freight and package deliveries to the loading dock. CCIB Safety personnel will be on site to direct and assist exhibitors during move-in and move-out. For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand-carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.) The General Service Contractor must provide the approved Hand-Carry Policy signs and post them at all entrances to the exhibition during the exhibitor move-in, and no less than two (2) hours before the exhibition closes on the last exhibition date until move-out ends.

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel. This policy is strictly enforced at all facility access points.

**Material Handling.** Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met: Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company. The Licensee may choose to off-load from a company-owned box-truck or rental vehicle, or from a car, van or truck by personnel of the company, provided the vehicle is 24 feet or less in length. Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well. At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Logistics Service Provider (ELSP) – Interflow Logistics Ltd must be hired by the Licensee to unload/re-load and push in all vendors.

**Glitter, Confetti, Popcorn & other Materials.** The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is not permitted. Popcorn is not permitted without prior written approval from the CCIB. Additional cleaning charges may apply.

**Hazer/Fogger Equipment.** The CCIB must approve the use of a hazer/fogger or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibition(s) utilized for general sessions and special events. The use of hazer/fogger equipment by an individual within the exhibition display area or

meeting rooms is prohibited.

The use of hazer/fogger equipment requires a permit from the local fire department. A fire fighter detail is required for rehearsal time as well as the event wherever the hazer/ fogger equipment is utilized. The number of fire fighters on detail is determined by the CCIB in conjunction with the local fire department. It is the responsibility of the Licensee to obtain the necessary permits through the fire marshal's office at the local fire department.

Approved use of hazer/fogger equipment will incur a charge from the CCIB to turn on/off fire detection systems.

### 13. TRADEMARKS

SLAS will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the venue logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by the venue marketing department. No exhibitor may use SLAS's name or logo(s) without the written consent of SLAS.

### 14. PHOTOGRAPHING & FILMING OF EXHIBITION

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videographer, news media, and show management, is expressly prohibited during setup, dismantling, and non-exhibit hours. The exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or the official photographer/videographer to photograph or film the exhibit from outside the perimeter of the booth.

### 15. LIST PUBLICATION

The list of SLAS Europe exhibitors, in whole or in part, shall not be published other than in SLAS official publications.

### 16. SPONSORED CONTENT

The purpose of a Sponsored Educational Event is to further the knowledge of meeting attendees through product and service displays, education, and demonstrations. The speaker agreement is solely between the sponsoring company and the speaker. SLAS will take no responsibility for the content, instead relying on you, the sponsoring company, to oversee the appropriate material. You warrant that the content and all supporting material will not contain anything illegal, defamatory, or indecent or infringes on any third parties' statutory or common law right, including any intellectual property rights. Products or services exhibited must be pertinent to the attendees' professional interest. Show management reserves the right to request the immediate withdrawal of any presentation that SLAS believes to be injurious to the purpose of SLAS Europe.

### 17. LIABILITY AND INSURANCE

All property of the exhibitor remains under his custody and control in transit to and from the exhibition and while it is in the confines of the exhibition. Neither SLAS, its service contractors, the management of the exhibition nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

It is required that Exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury and include SLAS as an additional insured party. Proof of insurance must be submitted to SLAS, and is requested to SLAS prior to setup of booth space at SLAS 2024 Europe.

Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the local laws. (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before May 25-29, 2024, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's

exhibit during the term of SLAS Europe 2024. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection.

#### 18. CONTRACTOR SERVICES

An official contractor will provide all services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Services Kit to be forwarded electronically. Under no circumstances will SLAS or the venue assume responsibility for loss or damage to goods consigned to the official contractor or exhibitor-appointed contractor. Advance shipments of exhibit material must be made to the official contractor as specified in the Exhibitor Services Kit. Should any shipments not be made as specified in the manual, it will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition, and all costs involved will be charged to exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Services Kit.

#### 19. LABOR

Rules and regulations for union labor are made by the local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor. Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Services Kit.

#### 20. INDEMNIFICATION

Exhibitor agrees that it will defend, indemnify and hold and save the Society for Laboratory Automation and Screening (SLAS), and their respective directors, officers, members, employees, agents, volunteers and other representatives, (collectively "Indemnified Parties") whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against the Indemnified Parties on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder.

Such indemnification of the Indemnified Parties by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence, or willful misconduct of Show Management. Exhibitor covenants and agrees that in case any of the Indemnified Parties shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorneys' fees and court costs, incurred by or imposed upon the Indemnified Parties by virtue of any such litigation.

Property Damage. Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

Security.

SLAS will provide 24-hour guard service in and around the Exhibition from installation through dismantling and

will exercise reasonable care for the protection of Exhibitors' materials and displays. The furnishing of such service is in no case to be understood or interpreted by Exhibitors as a guarantee to them against loss, theft, and/or damage of any kind. SLAS or any officer, its agents, staff members, the venue, or the official general service contractor, will not be liable for the safety of the Exhibitors' property, agents, or employees from theft and/or damage by fire, accident, or any other causes. Exhibitors wishing to insure their exhibit materials, goods, and/or wares of exhibition against theft, damage by fire, accident, or loss of any kind must do so at their own expense.

Use of Certain Property. Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes, or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend, and hold harmless SLAS, Show Management, the City and their officers, directors, members, agents, and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

#### 21. WAIVER

Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

#### 22. ATTORNEYS' FEES

Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

#### 23. STATEMENT OF CONDUCT

SLAS has adopted the following Statement of Conduct. By agreeing to the terms and conditions within Event registration, you are agreeing to abide by this Statement of Conduct. SLAS reserves the right to remove a non-compliant participant from the Event without refund.

#### 24. EVENT CANCELLATION

SLAS reserves the right to cancel this Event due to circumstances beyond the control of the organization. In the Event of cancellation, SLAS will do its best to make attendees aware of the cancellation in a timely fashion. Refunds of exhibition fees are not guaranteed in these circumstances, but SLAS will make every effort to refund fees less expense incurred by SLAS at the time of cancellation.

#### 25. PRIVACY POLICY

[United States](#)

[EU/UK](#)

#### 26. OTHER REGULATIONS

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management.

THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.

Please review the [CCIB General Regulations](#)

#### 27. SEVERABILITY

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements or covenants were not contained herein.