Dear Exhibitor/Sponsor,

The Industry Technical Manual contains important information designed to assist you in preparing for the ERS London 2018 Exhibition. Please read the information in this manual. It will take you very little time now and could save you a great deal of time later!

PLEASE FORWARD THIS MANUAL TO EVERYONE WHO IS WORKING ON ERS LONDON 2018 INCLUDING YOUR STAND BUILDER.

The Exhibition will be held in conjunction with the 27TH CONGRESS OF THE EUROPEAN RHINOLOGIC SOCIETY In conjunction with 37TH CONGRESSS OF THE INTERNATIONAL SOCIETY OF INFLAMMATION and ALLERGY OF THE NOSE (ISIAN) & 19TH CONGRESS OF THE INTERNATIONAL RHINOLOGIC SOCIETY (IRS)

Queen Elizabeth II Conference Centre,
Westminster,
London, SW1P 3EE
www.qeiicentre.london

The Exhibition floor plan (Page 11) has been designed to maximise the Exhibitor’s exposure to the delegates.

Please visit the event website for details of all the available accommodation near to the venue.

Please do not hesitate to contact the ERS London 2018 Secretariat for further information or assistance.

We look forward in welcoming you to London and wish you a very successful Exhibition.

With kind regards,

ERS London 2018 Secretariat
T: +44 (0) 8434 798888
E: industry@erslondon2018.com
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ERS LONDON 2018 ORGANISERS

Industry Liaison:
Victoria Giordano - victoria.giordano@zibrant.com

Industry Technical Manager:
Dion Bassett – dionbassett@yahoo.co.uk

Congress Project Manager:
Kirsty Elderfield – kirsty.elderfield@zibrant.com

Exhibition Assistant:
Mable Lew – mable.lew@zibrant.com

Registration Manager:
Leanne Pavitt – leanne.pavitt@zibrant.com

Accommodations Manager:
Leanne Pavitt – leanne.pavitt@zibrant.com

ERS LONDON 2018 SCIENTIFIC PROGRAMME COMMITTEE

Manuel Bernal-Sprekelsen, Spain
Simon Carney, Australia
Sean Carrie, UK
Wytske Fokkens, The Netherlands
Peter Hellings, Belgium
Claire Hopkins, UK
Valerie Lund, UK
Metin Onerci, Turkey
Pietro Palma, Italy
Anshul Sama, UK
Hesham Saleh, UK
Pär Stjärne, Sweden
Pavol Surda, UK
Andrew Swift, UK

CONTRACTOR CONTACTS

SHELL SCHEME, FURNITURE HIRE, ELECTRICITY & SIGNAGE

Full Circle Events & Exhibitions Ltd
Bedlam House
43, Duncan Street
Salford, Manchester, M5 3SQ
E: exhibit@fullcircleevents ltd.co.uk
(for Shell Scheme, Electricity & Signage);
sales@fullcircleevents ltd.co.uk
(for Furniture, AV & Stand Enhancements)
T: +44 (0) 1613 933949

FREIGHT HANDLING & ONSITE LOGISTICS

Meritex International Freight Services Ltd
The Coach House
20 Northernhay Street
Exeter, Devon, EX4 3ER
Contact: Jana Savcenko
E: jana@meritex.co.uk
T: +44 (0) 1392 454999

EXHIBITOR CATERING

QEII Taste
Broad Sanctuary
Westminster, London SW1P 3EE
Contact: Sara French
E: sara.french@qeiicentre.london
T: +44 (0) 2077 984700

STAND CLEANING

BCD Meetings & Events
Contact: Mable Lew
E: industry@erslondon2018.com
T: +44 (0) 8434 798888

AV/EHIBITION ENHANCEMENTS

Should you wish to add a plasma screen, laptop or other audio visual equipment, please email sales@fullcircleevents ltd.co.uk
SECTION 2: TIMETABLES

EXHIBITION TIMETABLE
(SUBJECT TO CHANGE)

IMPORTANT INFORMATION
The London Marathon will take place on Sunday, 22 April 2018. There will be no vehicle access to the QEII Conference Centre on Sunday due to road closures and public crowd control. Therefore, all stand materials and equipment must be delivered to the special freight forwarder, Meritex International where they will ensure that all materials will be at the venue before Space Only stands build commences.

Exhibition build will therefore commence for SPACE ONLY stands from 02:00hrs on Sunday, 22 April 2018. For Shell Scheme stands & Table top displays build up will be from 08:00hrs until 16:00hrs. All stands must be ready NO LATER than 17:30hrs on Sunday, 22 April 2018 in time for the Welcome Reception.

Meritex International is appointed as the official freight forwarding and site handling agent for ERS London 2018 exhibition in London.

Meritex International is offering a dedicated door to door service directly from your location to your stand at Queen Elizabeth II Conference Centre, London and return after the Congress. Meritex International will coordinate the safe transport, customs clearance if applicable and handling on site of ALL exhibition materials.

DUE TO THE LONDON MARATHON TRAFFIC RESTRICTIONS AND LIMITED ACCESS TO THE VENUE, IT IS VITAL THAT YOU DELIVER PART LOAD SHIPMENTS, STANDS MATERIALS AND BAG INSERTS TO THE MERITEX ADVANCED RECEIVING WAREHOUSE.

Meritex International’s services include the following:
• Assistance with air freight from your country of origin and return
• Preparing and issuing of shipping invoices and other customs documentation
• Collections, deliveries and export packing services
• Freight tracking throughout
• Customs clearance and oversight of customs inspections
• Supply of forklifts, cranes and freight workers on site as permitted by the venue
• Timed delivery to your stand
• Secure storage / empty case storage
• Return freight services from London to country of origin or designated UK destination

CONTACT DETAILS
If you require a quotation or have any queries relating to shipping, customs clearance and on site handling, please contact Meritex International directly:

Meritex International Freight Services LTD,
The Coach House, 20 Northernhay St,
Exeter, Devon, EX4 3ER
United Kingdom
Contact: Jana Savcenko
E: jana@meritex.co.uk
T: +44 (0) 1392 454999

TRANSPORTATION
Meritex International can either collect your goods from your preferred location, or alternatively you can arrange your own delivery to their UK warehouse, address below, by the deadline dates shown.

Delivery Deadline: Wednesday, 4 April 2018
MERITEX INTERNATIONAL c/o
DJG WAREHOUSING LIMITED
UNIT 34, GRACE BUSINESS CENTRE
23 WILLOW LANE, WILLOW LANE INDUSTRIAL ESTATE
MITCHAM, SURREY, CR4 4TQ
UNITED KINGDOM

If you are planning to send shipments from overseas, please contact Meritex International for specific shipping instructions in order to avoid any delays or problems with customs. Please allow plenty of time before the deadline to ensure that your goods are cleared and arrived safely.

LABELLING
Each case/piece should be labelled. Please contact Meritex International for the shipment labels, or if you prefer to use your own, please include the following information:

Case Number (1 of 3, 2 of 3 etc)
ERS London 2018
Stand Number / Company Name / Brief Description of Items
Delegate bag inserts must be marked.

EMPTY CASE STORAGE
Meritex International can arrange to handle your empty cases during the exhibition. Each case/crate must be labelled with the appropriate empty case labels supplied by Meritex. They will then be stored securely until the breakdown and returned to your stand for packing.

INSURANCE
Meritex International is able to offer all risk insurance cover. They recommend that exhibitors insure their goods from door to stand and return. Please contact them if you require a quotation.
### EXHIBITION TIMETABLE

<table>
<thead>
<tr>
<th>Set Up</th>
<th>From 02:00hrs (Space Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, 22 April 2018</td>
<td>08:00hrs – 16:00hrs (Shell Stands, Benjamin Briten Lounge &amp; Fleming, 3rd Floor &amp; Table top displays in Pickwick Suite, 1st floor)</td>
</tr>
</tbody>
</table>

**Exhibition Opening Hours (provisional)**

| Sunday, 22 April 2018 – Welcome Reception | 18:00hrs – 20:30hrs |
| Monday, 23 April 2018 | 09:45hrs – 17:00hrs |
| Tuesday, 24 April 2018 | 09:45hrs – 17:00hrs |
| Wednesday, 25 April 2018 | 09:45hrs – 17:00hrs |
| Thursday, 26 April 2018 | 09:45hrs – 11:00hrs |

| Breakdown | 11:00hrs – 18:00hrs |
| Booth dismantling before this hour is not permitted |

Exhibition hours are subject to change.

Please note that all exhibitors should be at their booth 30 minutes before the official opening hour.

Empty crates, containers and packaging material MUST be removed after setting up NO LATER than **16:00hrs on Sunday, 22 April 2018**. All aisles must be clear of exhibits and packaging materials to enable cleaning. Exhibitors are responsible to organise their unwanted rubbish during set up and dismantling into the designated areas for disposal. Any equipment, display material, etc left after **18:00hrs on Thursday, 26 April 2018** will be removed by the Organisers. Please contact Meritex International should you require storage.

### INSURANCE AND LIABILITY

You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect against abandonment and cancellation or curtailment of the event due to reasons beyond the Organisers’ control.

In participating in this Congress, companies agree to be responsible for all damages to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part, or if the Organisers find it necessary to change the dates of the exhibition, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition. The Organisers shall further not be liable for any loss, which the exhibition or exhibition contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the premises or any part thereof in any matter whatsoever. While the Organisers take every precaution to protect the exhibitors’ property during the exhibition, they are not responsible for any loss or damage. Please forward proof of public liability insurance for no less than £2,000,000 to industry@erslondon2018.com.

### WELCOME RECEPTION

You are cordially invited to the ERS 2018 Welcome Reception which will be held in the Exhibition Area (3rd Floor) following the Opening Ceremony on **Sunday, 22 April from 18:00hrs until 20:30hrs**. Exhibitors are asked to please man their stands during the Welcome Reception. This is an ideal networking opportunity to catch up with old friends and meet new acquaintances. From the 3rd floor of the QEII Centre, we welcome you to a pleasant evening with cheese and wine admiring the stunning views of Westminster Abbey, the London Eye and Big Ben.

### ORDER FORMS DEADLINE TIMETABLE

<table>
<thead>
<tr>
<th>ORDER FORMS</th>
<th>DEADLINE DATE</th>
<th>RETURN TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td>Monday, 12 February 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Exhibition Brochure Editorial &amp; Logo</td>
<td>Monday, 12 February 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Stand Drawing Submission (Space Only stands)</td>
<td>Monday, 12 February 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Adverts - Advanced Delegates List - Advertising - Delegate Bag Inserts</td>
<td>Monday, 12 March 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Risk Assessment – Space only</td>
<td>Monday, 12 March 2018</td>
<td>BCD</td>
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<tr>
<td>Risk Assessment – Shell Scheme</td>
<td>Monday, 12 March 2018</td>
<td>BCD</td>
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<tr>
<td>Name Panel – Fascia Board (Shell Scheme Stands only) Form</td>
<td>Monday, 26 March 2018</td>
<td>Full Circle</td>
</tr>
<tr>
<td>Graphics &amp; Accessories Form</td>
<td>Monday, 26 March 2018</td>
<td>Full Circle</td>
</tr>
<tr>
<td>Electrical Equipment Form</td>
<td>Monday, 26 March 2018</td>
<td>Full Circle</td>
</tr>
<tr>
<td>Floor Covering &amp; Carpet Hire Form</td>
<td>Monday, 26 March 2018</td>
<td>Full Circle</td>
</tr>
<tr>
<td>Audio Visual Form</td>
<td>Monday, 26 March 2018</td>
<td>Full Circle</td>
</tr>
<tr>
<td>Shipping &amp; Material Handling Service</td>
<td>Wednesday, 4 April 2018</td>
<td>Meritex International</td>
</tr>
<tr>
<td>Exhibitor Stand Catering</td>
<td>Friday, 6 April 2018</td>
<td>QEII Taste</td>
</tr>
<tr>
<td>Exhibitor Badge Order Form</td>
<td>Monday, 9 April 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Exhibitor Badge Registration Form</td>
<td>Monday, 9 April 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Stand Cleaning</td>
<td>Monday, 9 April 2018</td>
<td>BCD</td>
</tr>
<tr>
<td>Internet &amp; Telecoms</td>
<td>Monday, 9 April 2018</td>
<td>QEII</td>
</tr>
</tbody>
</table>
SECTION 3: GENERAL INFORMATION

VENUE
Queen Elizabeth II Conference Centre,
Westminster,
London, SW1P 3EE

ERS London 2018 Exhibition will take place in the Pickwick Lounge (1st Floor) and Benjamin Britten Lounge & Fleming (3rd Floor)

ACCOMMODATION
Please visit www.erslondon2018.com for full details of all available accommodation.

CAR PARKING
There is NO car parking at the venue.

CLOAKROOM
The cloakroom is located on the Ground Floor of the QEII. Opening hours are from 13:00hrs to 21:00hrs on Sunday, 22 April and 08:00hrs to 18:00hrs Monday, 23 April to Thursday, 26 April.

CLOSING MEETING WITH ERS LONDON 2018 ORGANISERS
All exhibitors are welcome to attend our Exhibitors’ Closing Meeting on Thursday, 26 April 2018. An invitation with time and room details will be emailed to you at end of March 2018. This is your chance to provide feedback to the Organisers for future Congresses and we hope you will be able to attend this meeting.

DISABILITY ACCESS / FACILITIES
All areas of the venue are accessible for all delegates with disabilities. Entrances, elevators, and services have all been designed to accommodate the needs of guests with disabilities.

DISCLAIMER
All best endeavours will be made to present the programme as printed. However, the Organisers and its agents reserve the right to alter or cancel without prior notice, any of the arrangements, timetables, plans or other items relating directly or indirectly to the Congress for any reason beyond its reasonable control. The Organiser and its agents are not liable for any loss or inconvenience caused as a result of such alteration.

DISPOSAL OF MATERIAL
It is obligatory for all materials to be collected and disposed of during the breakdown or dismantling of the exhibition. When the dismantling period is over, the exhibitor/contractor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue and/or Organisers in removing this property will be charged to the individual exhibitor.

DUPLICATIONS / RECORDINGS
Photography, audio taping, video recording, digital taping or any other form of duplication is not permitted in the session halls or poster areas.

EXHIBITOR BADGES
Exhibitors are entitled to two exhibitor badges for each booth up to 9sqm and four exhibitor badges per 18sqm booth. For booths larger than 18sqm, two exhibitor badges per 9sqm will apply.

Additional badges may be purchased at a cost of £150 + VAT. Please complete and return the order form at the back of this manual.

Exhibitor badges will be personalised and will also show name of the exhibiting company. Loss of badges will result in an administration fee for replacement (please note that standard exhibitor badges do not allow access to scientific sessions).

Company badges will not be sent out in advance of the Congress; they will be available for onsite collection from the registration area. There will be no access to the Congress or exhibition area without a badge. Please note that exhibitors are responsible for distributing their own company badges and should note that exhibit personnel are not permitted on site without badges. Should you choose to collect the badges as a group, you will need to make arrangements to distribute the badges before entry to the exhibition.

Contractor wristbands will be issued by the QEII Conference Centre to allow access during the build and set up times.

FIRE INSURANCE (COMPULSORY)
Exhibitors must be insured against fire. Stand materials and fittings must be non-inflammable materials or impregnated with fire retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester and non-fire proof straw and reeds are prohibited.
FLOORING
The exhibition area is carpeted in grey. If you require alternative floor covering for your stand, please complete the order form provided by: -

Full Circle Events & Expositions Ltd
Bedlam House
43, Duncan Street
Salford, Manchester, M5 3SQ
E: exhibit@fullcircleeventsltd.co.uk
T: +44 (0) 1613 933949

HEALTH AND SAFETY
All exhibitors are responsible for the health and safety of their staff on their stand and within the Venue. Please consider the following points:

Safety Checklist
- Appoint a competent person to handle health and safety measures for your participation.
- Review the accident statistics of your participation at previous events in which you have been involved.
- Read the exhibitor technical manual and heed all stipulated and stated regulations and safety requirements.
- Undertake a risk assessment for the event and ask any of your contractors for a risk assessment for the event. Please see the form attached which will assist you.
- Notify all parties of any undue hazard resulting from the risk assessment.

Build & Breakdown
- Follow all displayed warning signs and posters.
- Take heed of all smoking regulations, this is a non-smoking venue.
- Wear appropriate hearing, eye, head and foot protection.
- When dealing with electricity always use a certified electrician. Be careful when walking in the aisles during set-up and avoid walking in front of fork lifts and between crates.
- Keep all aisles and work areas clean and free of hazards. Discard all rubbish and waste in the proper containers.
- When lifting, keep your back straight. Use your legs to lift the object, not your back.
- Use a step stool or step ladder, not a table or chair and have a well-stocked first aid kit with you.
- When dismounting from equipment or fixed objects always dismount facing the machine or object. Never jump down.
- No children are permitted in the exhibition area.

HEIGHT LIMITS
Due to limited build and set up time, Space Only stands have a height limit of 3 metres. No construction will be allowed if it overshadows a neighbouring stand. Please ensure that you complete and submit stand drawings for approval before confirming the build with your stand contractor.

LOADING & UNLOADING
The London Marathon will take place on Sunday, 22 April 2018. There will be no vehicle access to the QEII Conference Centre on Sunday due to road closures and public crowd control. Therefore, all stand materials and equipment must be delivered to the Official Freight Forwarder, Meritex International and they will ensure that all materials will be at the venue before Space Only stands build commences.

Exhibitors should forward all display material in advance to the Official Freight Forwarder, Meritex International for forwarding and unloading of items.

Please note that Meritex International will coordinate all deliveries for the exhibition area to provide safe access to the venue, as such, Meritex International must be informed of your delivery plans.

LOST PROPERTY
Please hand in any lost property to the staff at the registration desks where it will be made available for collection. At the end of the Congress, any unclaimed items will be disposed of by the Organisers.

NOISE LEVELS
No microphones or PA systems are allowed within the exhibition area.

OCCUPATION OF STAND SPACE
Unless otherwise agreed in writing by the Organisers, exhibitors are not authorised to sublet, share or transfer their stand space. In the event of an exhibitor failing to take possession of their stand the Organisers have the right to re-allocate the stand and all monies paid shall be forfeited.

PAYMENT
All exhibitors/sponsors are expected to have paid in full for their stands/rooms/services and any additional activities in advance of the Congress. If any sums remain outstanding at the time of registration, exhibitors/sponsors are required to settle the outstanding amounts in full by credit card before they may enter the venue. Build-up will not be allowed if there is any outstanding amount.

POSTER HANGING, BANNERS, ETC
Hanging of posters, banners, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue is not allowed without prior written authorisation from the Organiser. Please contact industry@erslondon2018.com if you require this.
PROMOTIONAL ACTIVITIES
All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stand. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring stands. The Organisers reserve the right to ask the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

You are required to comply with all statutory, local authority and standard institution regulations, standards, provisions, requirements, codes of practice, recommendations and laws for the time being in force that are applicable to your use of the Venue premises and facilities for the duration of the Congress. It is your responsibility and not the Organiser's or Venue's to ensure that you and any third parties are aware and adhere to all the above matters. Please contact the Venue as follows with any queries:

Queen Elizabeth II Conference Centre
Broad Sanctuary
Westminster, London SW1P 3EE
Contact: Stuart Drummond
E: stuart.drummond@qeiicentre.london
T: +44 (0) 2077 984016

SECURITY
It is recommended that items are not left unattended and laptops and valuables are removed from stands when not manned. The Organisers or the Venue cannot be held responsible for items left unattended. The most vulnerable times are build up and breakdown.

SMOKING
ERS London 2018 is a non-smoking event. No smoking is permitted within the venue.

SPECIAL EFFECTS
Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the Exhibition Area.

STAND CLEANING
Daily cleaning of the aisles and common areas will be carried out in the exhibition area as part of the exhibition package. Should you require your stand to be specifically cleaned during the event please order this by completing and returning the Stand Cleaning Form.

STORAGE
There are no storage facilities at the venue. Please note empty cartons cannot be stored at your stand. Please contact the Official Freight Forwarding agency, Meritex International by emailing Jana Savcenko, jana@meritex.co.uk for storage of empties.

Our furniture provider, Full Circle can provide lockable storage cabinets for your exhibition stand.

Full Circle Events & Exhibitions Ltd
Bedlam House
43, Duncan Street
Salford, Manchester, M5 3SQ
Contact:
E: exhibit@fullcircleeventslltd.co.uk
T: +44 (0) 1613 933949

SOCIAL EVENTS & NETWORKING OPPORTUNITIES
Welcome Reception
Sunday, 22 April (18:00hrs – 20:30hrs)
Exhibition Area, QEII Centre
You are cordially invited to the ERS London 2018 welcome Reception which will be held in the Exhibition Area (3rd Floor) following the Opening Ceremony on Sunday, 22 April from 18:00hrs until 20:30hrs. Exhibitors are asked to please man their stands during the Welcome Reception. This is an ideal networking opportunity to catch up with old friends and meet new acquaintances.

From the 3rd floor of the QEII Centre, we welcome you to a pleasant evening with cheese and wine admiring the stunning views of Westminster Abbey, the London Eye and Big Ben. Only available to registered exhibitor stand personnel.

Networking Dinner
Wednesday, 25 April (19:30hrs - till late!)
Fifth Floor, QEII Centre
Our popular evening event for ERS 2018 participants will take place on the 5th floor at the QEII Centre. It is a great opportunity to enjoy excellent food and drinks and dancing to our very own ENT band.

Dinner Ticket Price: £72 incl. VAT @ 20%
Dress Code: Smart Casual/Cocktail dresses
### SECTION 4: EXHIBITION

#### ALPHABETICAL LIST OF EXHIBITORS (SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Stand No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axis Medical Ltd</td>
<td>19</td>
</tr>
<tr>
<td>Bien-Air Surgery SA</td>
<td>23</td>
</tr>
<tr>
<td>Bionorica SE</td>
<td>30</td>
</tr>
<tr>
<td>Brainlab Sales GmbH</td>
<td>2 / 3</td>
</tr>
<tr>
<td>Chordate Medical</td>
<td>24</td>
</tr>
<tr>
<td>ClaroNav Kolahi Inc.</td>
<td>6</td>
</tr>
<tr>
<td>Cook Medical Europe Ltd</td>
<td>25</td>
</tr>
<tr>
<td>DP Medical Systems Ltd</td>
<td>10</td>
</tr>
<tr>
<td>Dr-Kim Co.</td>
<td>18</td>
</tr>
<tr>
<td>Entellus Medical</td>
<td>31</td>
</tr>
<tr>
<td>ENT &amp; Audiology News</td>
<td>Bookseller</td>
</tr>
<tr>
<td>Fiagon GmbH</td>
<td>12</td>
</tr>
<tr>
<td>FLO Nasal Solutions</td>
<td>11</td>
</tr>
<tr>
<td>GM Instruments</td>
<td>5</td>
</tr>
<tr>
<td>Hartington Business</td>
<td>22</td>
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<tr>
<td>INNOFORCE</td>
<td>13</td>
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<tr>
<td>Intersect ENT</td>
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<tr>
<td>KARL STORZ</td>
<td>32</td>
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<tr>
<td>Medtronic Ltd</td>
<td>33</td>
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<tr>
<td>Minim Healthcare Ltd</td>
<td>17</td>
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<tr>
<td>Olympus Europa SE &amp; Co KG</td>
<td>1</td>
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<tr>
<td>PARI GmbH</td>
<td>26</td>
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<tr>
<td>Single Use Surgical</td>
<td>9</td>
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<tr>
<td>Smith &amp; Nephew</td>
<td>8</td>
</tr>
<tr>
<td>Sutter Medizintechnik GmbH</td>
<td>20 / 21</td>
</tr>
<tr>
<td>Wisepress</td>
<td>Bookseller</td>
</tr>
<tr>
<td>Yartech Medical Catheters Ltd</td>
<td>28</td>
</tr>
</tbody>
</table>
We will do our utmost to retain exhibition stand numbers as they are announced however, should it be necessary, we reserve the right to change stand numbers and we will keep you informed.
SPACE ONLY STANDS

TECHNICAL INFORMATION AND REGULATIONS

Please note that Space Only booths DO NOT INCLUDE any services i.e. frame or structure, furniture, electrics, electrical usage, lighting, carpet (other than the in situ venue carpeting) or stand cleaning.

- No free stand booth, fitting or display may exceed a height of 3 metres or extend beyond the boundaries of the site allocated
- 2 x Exhibitor Badges for each booth up to 9sqm. 4 x Exhibitor Badges per 18sqm booth. For booths larger than 18sqm, 2 x Exhibitor Badges per 9sqm will apply.
- Exhibitors are required to submit the following for approval no later than Monday, 12 February 2018
  1. A scaled drawing (including elevation views and dimensions) of the proposed booth.
  2. Proof of public liability insurance for no less than £2,000,000.
- Island sites should allow access from all sides.
- Any part facing neighbouring stands that is above 2.5 metres high needs be cleanly decorated with neutral surface (white).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
- We recommend Exhibitors using Independent Booth Contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please email Stuart Drummond (stuart.drummond@qeiicentre.london) at The Queen Elizabeth II Conference Centre to arrange a site visit
- Exhibitors are kindly asked to submit the name and contact details of their respective stand contractors to industry@erslondon2018.com and copy dionbassett@yahoo.co.uk.

SHELL SCHEME BOOTHS

TECHNICAL INFORMATION AND REGULATIONS

ERS London 2018 Shell Scheme Package includes the following:
1. 1 x basic table and 2 x basic chairs
2. 1 x single power point 500 w
3. 2 x spotlights
4. Additional stand equipment (furniture, audio visual etc) and services are available for hire. Please contact the Official Stand Contractor, Full Circle via the order forms provided.
5. 1 x fascia nameboard including Stand No and Company Name to EACH open side of the standard booth.
6. 2 x Exhibitor Badges for each booth up to 9sqm. 4 x Exhibitor Badges per 18sqm booth. For booths larger than 18sqm, 2 x Exhibitor Badges per 9sqm will apply.
7. Corner booths are provided with 2 x open sides. Booths NOT adjoining another booth will be provided with 3 x open sides i.e. only one back wall for display materials
8. Complimentary tea/coffee and lunch during the official breaks for registered exhibitor personnel.
10. Attendance at Welcome Reception on Sunday, 22 April 2018 for registered exhibitor personnel.
11. Booth Packages DO NOT include stand cleaning.

Please note the following:-
- All shell scheme booths will be designed and built by the Official Stand Contractor, Full Circle.
- All booths are on a rental basis.
- Exhibitors are not allowed to make any alterations to the structure of the booth or remove any integral parts from the booth. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on the location plan and forward it together with clear instructions to the Official Stand Contractor, Full Circle no later than Monday, 26 March 2018.
- No additional booth fitting or display may be attached to the standard booth structure.
- No display within the booth may exceed a height of 2.4 metres or extend beyond the boundaries of the site allocated.
- Maximum display size for the panels is 950mm (w) x 2,340mm (h) (please refer to illustration above). No tape, nail or fixture of any kind can be affixed to the partitions, floor or nameboard. Exhibitors are liable for any damage caused to their booth fixtures or fittings. Damaged panels will be charged to the exhibitor causing such damage.
- Exhibitors requiring additional equipment should contact the Official Stand Contractor, Full Circle no later than Monday, 26 March 2018.

Please note that when the exhibition closes each day, we will ‘power down’ the exhibition floor. This means all power will be turned off until half an hour prior to exhibition opening the following day. If you are using refrigeration or technology that requires 24 hour power, please discuss with the Official Stand Contractor, Full Circle directly who can assist you.
Advanced Delegate List
Platinum, Gold and Silver sponsors are entitled to an e-blast to the advance delegate list. Please send your text to mable.lew@zibrant.com by **Monday, 12 March 2018**

Advertising
**General Note:** Any material advertising sponsored activities must be approved by the Organisers before circulation. The Organisers reserve the right to refuse any advertising material for circulation/signage that has NOT been approved in advance. Materials should be sent by email to the Organisers, email: mable.lew@zibrant.com by **Monday, 12 March 2018**

Delegate Bag Insert
All Sponsors are entitled to 1 x double-sided single bag insert NO LARGER than A4.

Please forward a copy of your proposed insert to the Organisers for approval by the stated deadline of **Monday, 12 March 2018** to mable.lew@zibrant.com

Delegate bag materials should be sent directly to the Official Freight Forwarders. Please ensure your inserts are clearly marked as ‘ERS London 2018 (Your Company Name) - Delegate Bag Inserts’ alongside the other delivery details provided below.

Please send 1,600 copies of the proposed delegate bag insert.
**ERS London 2018 Delegate Bag Inserts**

[YOUR COMPANY NAME]
MERITEX INTERNATIONAL c/o
DJG WAREHOUSING LIMITED
UNIT 34, GRACE BUSINESS CENTRE
23 WILLOW LANE, WILLOW LANE INDUSTRIAL ESTATE
MITCHAM, SURREY, CR4 4TQ
UNITED KINGDOM

Please ensure deliveries of delegate bag insert materials arrive at the warehouse NO LATER than Wednesday, 18 April 2018. Any late deliveries will not be included in the delegate bags.

It is your responsibility to ensure that the material is delivered in time for the Congress and all boxes are clearly labelled with your company name and the words ‘ERS 2018 delegate bag insert’. Please note that all companies must deliver their material in advance of the Congress.
SECTION 5: TECHNICAL INFORMATION

ELECTRICITY AND ELECTRICAL INSTALLATIONS
1 x socket with up to 500w of electricity will be provided to all shell scheme booths. For additional electricity options and orders for your booth, please contact FULL CIRCLE. Any additional costs will be charged directly to the individual exhibitor.

IMPORTANT- All exhibitor electrical equipment must be tested and tagged for electrical safety compliance.

INTERNET & TELECOMS
ERS London 2018 will provide limited Wi-Fi coverage in the exhibition space for general delegates’ use. To ensure fast, high quality, hard wired internet for your exhibition stand, you can order internet services using the following link: - http://www.qeiicc.co.uk/services/information-technology/order-it

Hard Wired Internet Connections
Hard wired internet connections can be installed at £120 + VAT each per event inclusive of Internet usage.

Premium Wireless Internet Connections
Premium wireless internet connections can be provided at £70 + VAT each per event inclusive of Internet usage.

Should you require further clarifications, please contact: -

Queen Elizabeth II Conference Centre
Contact: Julia Snell
E: julia.snell@qeiicentre.london
T: +44 (0) 2077 984943

Catering over and above that provided by ERS London 2018 should be ordered through QEII Taste, the official venue supplier. Please contact them directly.

Please note that exhibitors are not allowed to bring their own food and drink onto the stand for consumption.

STAND CLEANING
The Organisers have arranged for general cleaning of the exhibition aisles. For stand cleaning options and orders please complete the order form enclosed with this manual.

FREIGHT DELIVERY, MATERIAL HANDLING AND LOGISTICS
Meritex International have been appointed as the Official Freight Forwarding and Custom Clearance agent for ERS London 2018.

They offer the following services: customs clearance, delivery to the stand, freight forwarding, manpower and trolleys for unloading/loading during build up and dismantling, storage of empty crates and transportation to and from the venue.

Due to the complexity of access times or build up because of the London Marathon and to ensure the smooth unloading and arrival of your material to the venue it is vital that you use the Official Freight Forwarding and Material Handling Agent, Meritex International.

Upon departure Thursday, 26 April 2018, please ensure that you package and label your goods clearly if your goods are being collected by an alternative courier/delivery company.

We do not have trolleys to loan exhibitors.

SECURITY
Neither the venue nor the Organisers can accept responsibility for the security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment. It is recommended that items are not left unattended and laptops and valuables are removed from stands when not manned. The most vulnerable times are build up and breakdown.

BOOTH CATERING (EXCLUSIVE SERVICE PROVIDER)
All catering will be provided by the official QEII caterers, QEII Taste. Please complete the order form and email your requirements to Sara French no later than Wednesday, 6 April 2018. All costs will be paid directly from the exhibitor to the catering company.

Contact: Sara French (sara.french@qeiiicentre.London)

Tea, coffee and light lunches will be served in the exhibition hall during the Congress during official break times excluding build and breakdown times. All breaks are included for all registered personnel.
SECTION 6: EXHIBITOR BADGES

• All Exhibitors are required to be registered and will receive a personalised badge and displaying the exhibiting Company’s Name.

• 2 x Exhibitor Badges for each booth up to 9sqm. 4 x Exhibitor Badges per 18sqm booth. For booths larger than 18sqm, 2 x Exhibitor Badges per 9sqm will apply.

• Additional exhibitor badges can be purchased for an additional cost of £150 + VAT per badge.

• Exhibitor badges give free access to the Exhibition Area, all official breaks and the Welcome Reception on Sunday, 22 April 2018 ONLY. To access the Congress Scientific Sessions, full registration is required and can be purchased online via the ERS 2018 website www.erslondon2018.com

• All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition area.

• Company name badges are for the use of Company Personnel for booth staff purposes only and should not be used by Companies to bring visitors into the Exhibition.

• Exhibitor’s badges will NOT be mailed in advance and may be collected at the Registration Desk on arrival.

• Please note that Exhibitors are responsible for distributing their own company badges and should note that exhibit personnel are not permitted on site without badges. Should you choose to collect the badges as a group you will need to make arrangements to distribute the badges before entry to the Exhibition.

Please complete your order for additional badges no later than Monday, 9 April 2018

SERVICE PASSES
Contractor wristbands will be issued by the QEII Conference Centre to allow access during the build and set up times.
SECTION 7: EXHIBITION ORDER FORMS CHECKLIST

Kindly refer to the Exhibition Order Form Checklist document and complete accordingly to your requirements. All the relevant forms are attached within the ZIP file.