

Exhibitor's Manual

ICRS 2023, Sitges/Barcelona – Spain, Sept 09 – 12, 2023

ICRS welcomes all companies participating in the technical industry exhibition at the ICRS 2023

Congress Chair: Ramon Cugat, Barcelona, Spain

Acknowledgement

ICRS would like to thank in advance all its industry partners for their continued support and participation in this unique event.

1. Organizing Office

General Exhibiting Condition

The exhibitor understands and agrees that the **ICRS 2023 Exhibitor's Manual** is an integral and binding part of the exhibit space rental contract. The conditions may be changed or revised with previous notice at any time by the ICRS.

If you have any questions regarding organizational matters, we will be pleased to assist you. Please contact:

Cartilage Executive Office GmbH

Spitalstrasse 190A
CH-8623 Wetzikon
Phone: +41 44 503 73 70
Website: www.cartilage.org
Email: sseiler@cartilage.org

Congress Coordinator:

Mr Stephan Seiler: sseiler@cartilage.org

2. Venue / Convention Center

The 17th ICRS World Congress 2023 will be held at the:

Hotel Meliá Sitges

Joan Salvat Papasseit, 38
08870 Sitges, Barcelona
Phone: +34 93 8110811
Groups: +34 93 811 67 10
<https://www.melia.com/en/hotels/spain/sitges/melia-sitges>

Events Supervisor - Meliá Sitges

Mrs Ester Sales
banquetes.melia.sitges@melia.com

3. Travel & Transportation

By Plane:

Barcelona Airport BCN, commonly known as "El Prat Airport", is the second largest airport in Spain and just a 25-minute drive away from Sitges.

Taxi/Bus: The most convenient and quite affordable way to reach your hotel in Sitges from the airport is by Taxi. The cost is approx. 70 Euros and the trip takes 20 minutes. **Tip:** Try to share a taxi between 2 or 3 parties to reduce transportation costs. A meeting point for the taxi- and/or private bus transfers will be organised at the ICRS welcome desk at arrival hall of Terminal 1.

Car: The C-32 expressway gets you from Sitges to Barcelona and vice versa in 30 minutes. In Vilafranca, you can take the AP-7 expressway northbound to La Jonquera and link up with the European expressway network or southbound for the rest of Spain. For private VIP transfers, please kindly contact Viajes Munditravel for special arrangements and reservations.

Rail: Sitges has excellent suburban train connections with Barcelona City and Tarragona. There is a train nearly every 20 minutes from and to Barcelona. From the Airport to Sitges, you can take the Barcelona Airport Train – the C2 to Estacio Sants. Here you need to change the train. From Estacio Sants, there are numerous trains to Sitges.

4. Meeting Schedule

Thursday, Sept 07

18.00 – 20.00 Floor Marking

Friday, Sept 08

07.30 – 20.00 Exhibit Build-up

Saturday, Sept 09

07.30 - 10.00 Cleaning & Finishing

09.00 - 18.00 Registration

10.00 - 16.00 Scientific Sessions

16.00 - 18.00 Ceremony, Awards
& Honorary Lectures

18.00 - 19.30 Welcome Reception

19.30 - open Industry Events

Sunday, Sept 10

07.30 - 08.15 Technical Sessions

08.30 - 17.00 Scientific Sessions

09.30 - 10.45 Poster Session

19.30 - 23.00 President's Dinner

Monday, Sept 11

07.30 - 08.15 Technical Sessions

08.30 - 17.15 Scientific Sessions

17.30 - 18.30 General Assembly

19.30 - 23.30 Farewell Party

Tuesday, Sept 12

08.00 – 13.00 Scientific Sessions

Noon Adjourn

11.00 – 17.00 Dismantling

5. Technical Information

Electrical Power

Electricity: 230 Volts 50 HZ - ICRS provides one electrical connection at your booth on a complimentary basis. Normal consumption until 1KW is included in the booth rental fee. Supply boxes for **higher energy consumption must be ordered directly and in advance through the hotel.** The exhibitor is responsible for electrical equipment downstream of the supply box provided on the stand, including any converters or transformers needed to power equipment. **Should you require additional power or specific electrical installations, contact:**

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Maximum Booth Height & Floor Load

Maximum booth height: 3.00 m

Maximum floor load capacity: 300 kg/m²

Design of the load-bearing system of joists as well as walls and roofs, must be in accordance with the rules and the special fire and evacuation regulations made up by the

authorities. The organizers reserve the right to request further details of the design, materials to be used, etc.

Empties & Storage:

Empty packaging and other inflammable materials may not be stored at or behind your booth or in the exhibition halls and corridors. **The Meliá Sitges does not possess premises for storing empty crates and packaging during the exhibition. Empty crates and packaging must be removed immediately as the installation progresses and, if necessary, brought back for dismantling. (See § 16)**

6. Breaks / Intermissions

During morning and afternoon breaks, coffee, tea, and refreshments will be served in the exhibition area as a courtesy of the ICRS.

7. Installation of Exhibits

Fri. Sept. 08 from 07.30 – 20.00 hrs.

Sat. Sept 09 from 07.30 – 10.00 hrs.

All exhibit construction must be completed by **Saturday at 10.00 hrs**, and all aisles must be cleared of exhibit material and empty boxes. All components yet to be installed must be within the exhibitor's space. After this hour, no installation work will be allowed. At the official opening on **Saturday at Noon**, all exhibits must be staffed and fully operational.

8. Exhibit Hours

The technical exhibits will be open to all participants and must be operational and staffed in accordance with the following schedule. Please note that the official opening of the exhibition is on Saturday at noon.

Saturday 12.00 - 18.00 hrs.

Sunday 09.00 - 17.00 hrs.

Monday 09.00 - 17.00 hrs.

Tuesday 09.00 - 11.00 hrs.

On Saturday evening, the official Welcome Reception will be held in the Hotel Gardens from 18:00 – 19:30. All participants, industry representatives and accompanying persons are invited to join the opening ceremony and the welcome reception. The reception is offered to you by the ICRS on a complimentary basis.

9. Dismantling of Exhibits

Tue, Sept 12 from 11.00 - 17.00 hrs.

Removal of waste packaging (boxes, parcels, etc.) and, in the case of floor space, of the totality of the booth, including the carpeting and its adhesive tapes, are the responsibility of the exhibitor, who can order different types of containers according to the volume.

10. Booth Construction & Furniture Rental

ICRS has appointed the Company **BCN** as its local partner for booth construction, exhibit services and furniture rental. They can provide a tailor-made or a norm-stand to suit all your requirements.



BCN Congresses & Events

C. Alacant 16, 08940 Cornellà del Llobregat
Barcelona, España

Contact: Cristina Ulíbarri, Project Manager
Phone: +34 93 480 15 06
E-Mail: bcncongress@bcncongress.com
Web: www.bcncongress.com

Please place your orders by the Discount Deadline of August 10, 2023. After that date and during building-up, rates will increase to on-site show pricing. The ICRS rental fee for the exhibit space includes the net booth surface without walls, furniture, and carpet.

As a courtesy from ICRS, an electrical power connection, including normal consumption of energy (max. 1KW) for the exhibition's duration and daily cleaning services (emptying the waste baskets and vacuum cleaning of aisles and booths) will be provided free of charge for all exhibiting companies.

11. IT & AV – Services

All requests for rental of IT & AV Equipment to your booth can be ordered from our official partner:

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Barcelona, España

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12. Internet / WLAN

As a courtesy, ICRS will provide complimentary basic WLAN internet access in the exhibition area to all exhibitors and participants.

13. Lead System/Badge Readers

The ICRS 2023 Lead System is a fast and easy way to record visitors' contact information. Please order the required number of scanners through the order form on the website.



CTI Meeting Technology

Nußdorfer Strasse 20/22
1090 Vienna, Austria
www.ctimeetingtech.com

Contact: Tamara Dworschak

Lead System
Mobile: +43 676 83 437 318
Email: t.dworschak@ctimeetingtech.com

14. Water Supply Compressed Air

Stands cannot be equipped with water supply, drainage systems or compressed air.

15. Florists

All requests to rent plants and floral arrangements for your booth can be ordered from BCN.

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16. Catering Service

Lunch is not included in the congress registration fee. Two restaurants in the hotel are at easy reach against payment of individual consumptions. Industry Satellite Symposium organizers might offer lunch boxes to attendees during those sessions.

The Catering Service of the Hotel **Melia Sitges/Barcelona** will provide the official congress catering. **Please order your catering service/lunch boxes until August 30, 2023, latest.** No catering services from outside companies are permitted in the Melia Sitges/Barcelona.

Events Supervisor - Meliá Sitges

Mrs Ester Sales
banquetes.melia.sitges@melia.com

17. Freight Forwarding, Custom Clearance & Onsite Handling



DHL Trade Fairs & Events UK Limited

Unit 17 & 9

2nd Exhibition Avenue

Birmingham

B40 1PJ,

United Kingdom

ATTN Mr Nigel Williams

PHONE +44 121 782 4626

Mobile +44 7967 632967

E-Mail nigel@dhl-exh.com

Web www.dhl-exh.com

There will be a strict lifting schedule in place to ensure that all goods will be lifted to stand within a set period and the same again for break down.

VERY IMPORTANT INFORMATION

The Hotel Melia does not accept deliveries before or during the exhibition. The organizers ICRS and DHL do not accept any liability for shipments sent to the venue directly. Please kindly note that there is no parking available for commercial vehicles in the unloading area outside the hotel exhibition venue. DHL will reserve an unloading zone which we would manage with timeslots to ensure smooth set-up and dismantling. DHL Trade Fairs & Events UK Limited will be controlling the access area outside the only entrance at the back of the hotel. There is only very limited time available for delivery/collection access within the exhibition area. To ensure that all unloading, reloading, deliveries, and collections are carried out on time, we kindly ask you to respect this fact. DHL Trade Fairs & Events also operates a holding warehouse in Barcelona where you can deliver cargo up to 2 weeks before the official build-up. If you have any questions or queries, please raise any points well in advance to avoid confusion or discrepancies on site.

General Information

All transport, on-site handling and customs clearance procedures will be coordinated by DHL Trade Fairs & Events UK Limited which will supervise all on-site handling inward and outward directly on-site in Sitges.

Bag Inserts: Please use our specific address label to ship bag inserts. They should be shipped separately to allow easy identification for bag packing.

Deadlines: All bookings MUST be made and emailed to DHL by **August 11, 2023**. Please refer to the separate DHL Shipping Manual & Order Forms on this website. The last date for receiving material shipped directly to the Warehouse is **September 01, 2023**.

18. Delivery Access / Parking for Trucks

Please coordinate the arrival of your trucks with DHL Trade Fairs & Events UK Limited, even if you arrange transportation of your equipment on your own. Trucks on the DHL unloading/loading schedule always have preference.

19. Insurance - Liabilities

The exhibitor is liable for all damage caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases.

The ICRS and the Hotel Melia Sitges/Barcelona recommend that the exhibitors take out an insurance policy to cover damage and theft to/of their exhibits and their furnishings and fittings during the entire time of the exhibition, including the time for set-up and dismantling as well as during the exhibition days, as the Exhibition Management is not liable for personal or property damage. While your booth is left unattended, we suggest that you keep valuable goods and gifts stored in a secure place.

20. Security & Badge Control

Although ICRS will contract general security staff during the official congress opening hours, the exhibitors are responsible for their belongings and materials stored at their booths. A strict badge control will be implemented for security & hygienic reasons. **Bear in mind that exhibitor badges have no access to scientific sessions.** Personal ID identification might be requested from participants at any time.

Stands designed and fitted out by exhibitors must comply with the safety rules covering fire and security risks in buildings open to the public.

21. Industry Events, Workshops, Presentations & Demonstrations

All promotional activities in or close to the congress centre others than normal stand activities performed at your booth are subject to approval by ICRS.

It is not allowed to organize and perform any scientific sessions, meetings, workshops, and product demonstrations, during the official ICRS Meeting Programme. Prior permission from ICRS is mandatory. Hands-on demonstrations or group product demonstrations may be conducted in one of our meeting rooms. For information and meeting room reservations, please use the specific order form available on our website.

22. Function Rooms – Company Social Events

ICRS is pleased to receive company group bookings for the great Farewell Party on Monday evening. Join us and invite your customers to an unforgettable Party Night. Tickets can be reserved at 90 Euros per person—transport, music show, dance, dinner, drinks, incl. Exhibitors are requested to plan their meetings, gatherings, and social events for our congress participants only in coordination with ICRS. Exhibitors are not allowed to compete with the official scientific and social programme. We do recommend Saturday evening after 08.00 PM for the organization of your social event.

Industry Meeting Rooms at the Hotel Melia for company meetings, cocktails, receptions, or scientific demonstrations are to be rented with the enclosed form through our Executive Office. For your catering or AV orders, please contact the official Catering /AV Services directly (see points 10-15).

23. Exhibitor Badges

1. Access to Exhibition only:

Exhibitor badges permit your staff access to the technical exhibition only. A limited number of complimentary exhibit badges is included in the booth space rental and will be distributed according to the following system:

Up to 04 - 09 m ²	1 free badge
10 - 15 m ²	2 free badges
16 - 25 m ²	4 free badges
26 m ² or more	6 free badges

Additional exhibit badges may be purchased at 250.00 Euro/each (see badge order form).

2. Access to the Scientific Sessions:

Access to the Scientific Sessions is reserved for active participants and is subject to payment of the regular registration fees.

A limited number of complimentary badges for Scientific Sessions is also included in the booth space rental and will be distributed according to the following system:

Up to 04 - 09 m ²	1 free badge
10 - 15 m ²	2 free badges
16 - 25 m ²	3 free badges
26 m ² or more	4 free badges

Complimentary badges will bear only the official company name and may be used by any company representative. **It is not allowed to use those complimentary badges to invite company customers.** Please order your badges with the appropriate order form until **August 15, 2023.**

24. Exhibition Floor Plan

A first draft of the exhibition floor plan will be available as of May 15, 2023. **The plans will be updated regularly. Additional new booth reservations may affect the floor plan, location, or size of your stand.** If you doubt your location, please check the ICRS event website or contact the ICRS Executive Office. For allocation preferences, please see § 25.

25. Booth Confirmation and Allocations

To obtain a final confirmation of your booth space at ICRS 2023, a signed and completed Exhibitor's application form and the ICRS must receive 100% payment **by May 31, 2023.** If full payment is not received by that date, the booth space may be reassigned to other interested companies.

Concerning booth allocation requests, the ICRS takes into consideration the following:

1. **ICRS Corporate Membership**
2. **Overall sponsoring activities**
3. **Size of booth**
4. **Exhibiting history with ICRS**
5. **Date of application**
6. **Past payment history**

Floor plans: The ICRS reserves the right to relocate exhibitors and reassign spaces at any time, if necessary, for a specific reason. If this were necessary, the ICRS would contact the company immediately.

26. Damage Prevention

To avoid damage to the interiors of the Congress Centre, it is strictly forbidden to fix or hang anything on the ceilings, walls, or pillars. If any material or equipment entrusted to the exhibitors (free of charge or subject to payment) disappears or is damaged, it must be repaired or replaced by the exhibitor. Exhibitors will be charged for any damage they may cause to the floors; they must take all necessary precautions (plastic sheeting, plywood board, etc.) to ensure the protection of the floors.

It is compulsory to put rubber matting or similar protection under the booth constructions. All cables must be carefully covered and protected.

Please visit our website for updated news: <https://cartilage.org>.

27. Cancellation Policies

- **Cancellations by Company for Exhibit & Sponsoring Activities:**

Cancellations until June 15, 2023, refund of 80 % of the total price. Until July 15, 2023, 50 % of the total price. After July 15, 2023, there is no refund. Only written cancellations will be accepted.

- **Cancellation of the Congress by the Organiser:**

Booth rental rates, sponsoring support and congress registration fees will be reimbursed if the congress is cancelled for reasons other than war, warlike events, acts of terrorism, epidemic sicknesses, strikes or natural disasters. In the latter circumstances, only a proportion of the paid amount would be refundable.

28. Accommodation

The ICRS has made a major commitment to the City of Sitges to secure a limited block of quality hotel rooms at competitive rates close to the congress venue. Exhibitors are requested to book their individual hotel rooms as soon as possible but not later than June 30, 2023, through our official Housing Agency Munditravel. **Rooms are confirmed on a first-come, first-served basis only.**

Official Hotel & Tour Booking Agency

Viajes Munditravel SL
c/o Mr. Dariusz Wilk
C/Bailén, 95.97 pral. 1ª
08009 Barcelona
Phone: +34 93 208 11 41
Fax: +34 93 457 92 91
Email: icrs@munditravel.es
Website: www.munditravel.es

Group Reservations – Industry

Munditravel is pleased to receive group reservations (5 Rooms or more). Please contact also Mr. Dariusz Wilk

Cancellation Policy – Accommodation

Cancellations are to be addressed to Munditravel in writing. The following charges apply for cancellations:

- Until June 30: No Charge
- Until July 31: Charge of 1 night.
- After July 31 & No-Shows: Charge of the entire reservation period.

➔ [Book Your Hotel Room Here](#)

29. Important Deadlines

April 30	First-Time Exhibitor Discount 20% Off for exhibits (not valid for sponsoring items)
May 30	Early Bird Congress Registration Fee
May 31	100% payment booth & sponsoring must be received by the ICRS.
June 15	20% cancellation fee applies for booth space and sponsoring cancellations.
June 30	Hotel reservations
July 15	50% cancellation fees apply for booth space and sponsoring cancellations.
Aug 01	No refund for booth and sponsoring cancellations
Aug 10	Discounted rates BCN Expo for booth, AV equipment and furniture orders.
Aug 11	Logistic DHL ordering
Aug 15	Exhibitor's badge order form to ICRS
Aug 15	Meeting room order form to ICRS
Aug 30	Catering orders to Hotel Melia
Aug 31	Late Registration Fees

30. Order Forms

Several Order Forms for exhibit-related services are available on our website for download.

<https://cartilage.org/icrs2023-world-congress-sitges/sponsors/sponsors-copy/>

- Exhibit Badge Order Form
- Meeting Room Reservation Form
- Badge Lead System Order Form
- DHL Logistics Tariff & Order Form
- Bag Insert Shipping Label
- BCN Furniture Rental & Booth Construction Services