

Dear Supporter,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **CHEST 2022** Exhibition.

The Exhibition will be held as part of the CHEST Congress, June 27-29, 2022, Bologna, Italy. The floor plan has been designed to maximize the exhibitor's exposure to the delegates with Coffee breaks and Theater product sessions taking place in the exhibition area.

Please read all 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 this project, including your stand builder, as it contains useful information about the Conference.

For your convenience, the manual has been divided into sections:

- Section 1:** General Information
- Section 2:** Deadlines Table
- Section 3:** Exhibition Floor Plan, List of Exhibitors
- Section 4:** Exhibitor Technical Information & Official Contractors
- Section 5:** Delivery Regulations and Instructions, Order Forms

Please do not hesitate to contact us for further information or assistance. We look forward to welcoming you and wish you a successful symposium and Exhibition.

Best Regards,
Orna Gilboa
Exhibition & Industry Coordinator

Section 1: General Information

Congress Dates

27-19 June 2022

Congress Organiser

Kenes International

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Meeting Planner

Orna Gilboa

E-mail: ogilboa@kenes.com

Programme Coordinator

Karen Resnick

E-mail: kresnick@kenes.com

Industry Liaison & Sales Associate

Lisa Sant

E-mail: lsant@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Tsvetina Berova

E-mail: tberova@kenes.com

Hotel Specialist

Irina Sapir

E-mail: isapir@kenes.com

Catering/ Exhibition Builder

Giovanni Fornalè

gforname@bolognacongressi.it

Section 2: Deadlines Table

Submission of Exhibition Forms	Deadlines	Contact
Hotel Reservation for Staff	As soon as possible	Ms.Irina Sapir at isapir@kenes.com
Designed Stand Approval	As soon as possible No later than May 5th, 2022	Exhibition Builder Giovanni Fornalè gforale@bolognacongressi.it
Text for Fascia (Shell Scheme booths only)		
Furniture Rental & Electricity		
Badge Order	Monday, May 5th, 2022	Via: https://exhibitorportal.kenes.com/fo/
Lead Retrieval Wireless Barcode Reader	Monday, May 5th, 2022	
Payment of Invoice Balance	Must be received in full before Exhibition opens	Pazit Hochmitz phochmitz@kenes.com

Exhibition Timetable At-A-Glance (subject to change)

Set up	Sunday, February 26, 2022	14:00 – 20:00
Exhibition hours	Monday, June 27, 2022	11:30 -20:30 (End of Welcome reception)
	Tuesday, June 28, 2022	09:30 - 17:00
	Wednesday, June 29, 2022	09:30 - 13:30
Breakdown	Wednesday, June 29, 2022	14:00 - 19:00

*Timetable is subject to change

****Dismantling of the stands before the official hour is not permitted.**

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

PLEASE NOTE:

Empty crates and packaging material must be removed after set-up and no later than **June 27, 2022. 16:00** All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on **June 27, 2022, at 18:00** will be considered discarded and abandoned.

Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach the session Hall area which will be active before and after the Exhibition Opening Hours. Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

Social Events

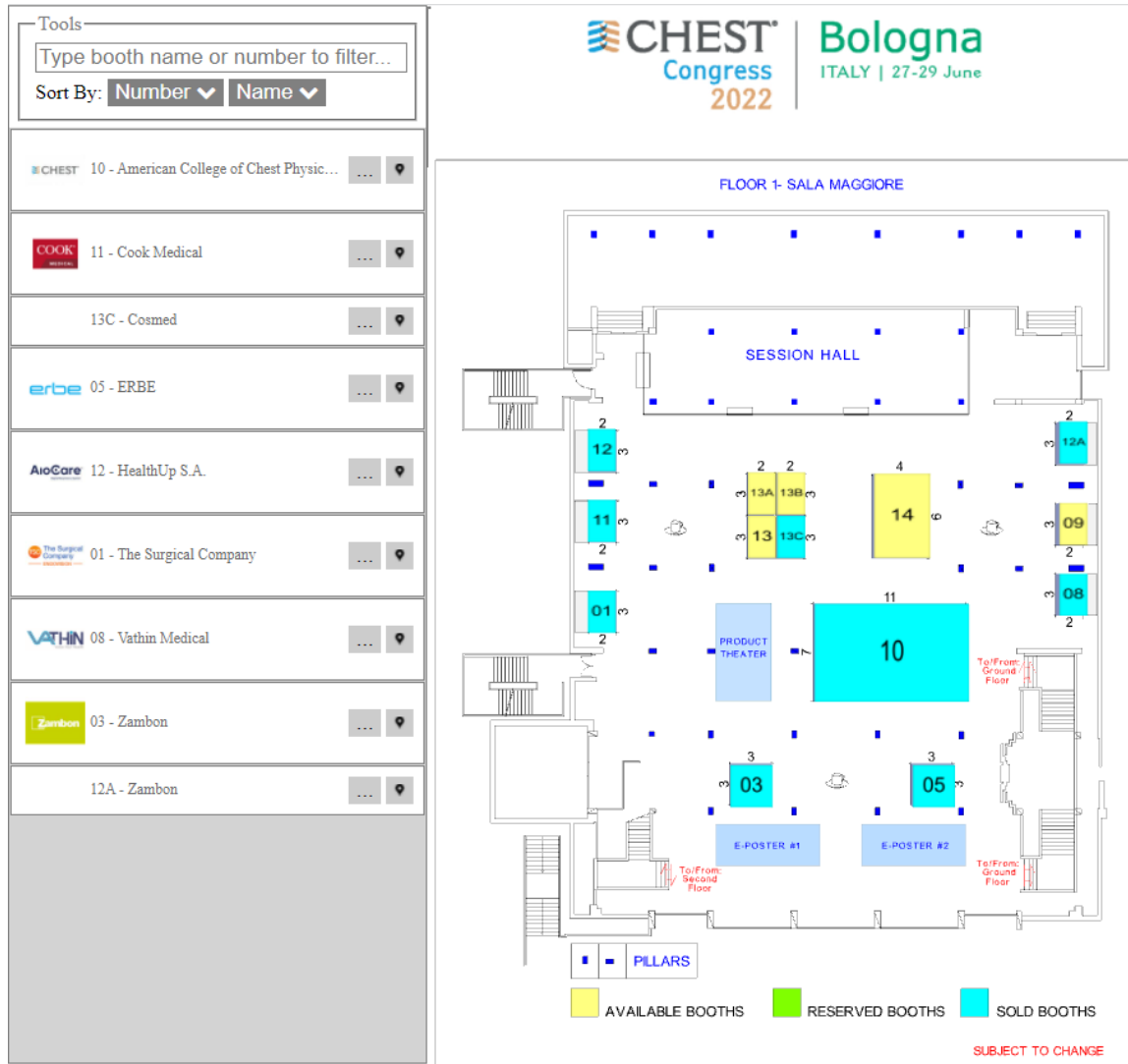
You are cordially invited to the **Welcome Reception** on Monday, June 27, 2022 at 19:15 In the Exhibition Area.

Please note:

It is the exhibitor's responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

Section 3: Exhibition Floor Plan

Exhibition Floor Plan (As of March 2022)



List of Exhibitors (as of December 2021)

Company	Booth #	Size	Layout
AlfaSigma	09	6	Shell
American College of Chest Physicians	10	56	Space
CareDx	13	6	Shell
Cook Medical	11	6	Shell
HealthUp S.A.	12	6	Shell

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9sqm after. Any additional exhibitors will be charged an exhibitor registration fee of 100 EUR. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Deadline: Monday, May 23, 2022

Exhibitor Badge allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor's Manual.

You can submit your order through the Registration Specialist: Tsvetina Berova at: tberova@kenes.com

Individual participant name will not appear on badges, only the company's name will be stated. 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. Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk.

Access by car/truck to the exhibition area during setup day: Via Alfredo Calzoni 1/5, here the google maps link <https://goo.gl/maps/EP8KPBCcukS37njr7>

Important information:

When entering from via Calzoni need to be verified for COVID green passes.

Section 4: Exhibitor Technical Information & Official Contractors

Stands Design (Space Only)

Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed stand to be built.
2. A list of all Electrical appliances to be installed in the stand.
3. The name and contact details of their construction company.

4. Engineer approval

Each exhibiting company should submit the name and details of their construction company.

For support please contact:

Mr. Giovanni Fornalè

gforname@bolognacongressi.it

Deadline: Immediately

The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Work cannot commence until the exhibitor layout is approved by the Organizers.

Multi-level structures are not permitted.

Shell Schemes that have been pre-booked with Kenes include:

- Panel dimension: 100cm X 250cm
- 1 electrical panel 220V socket including Power supply
- 1 standard adhesive graphic
- 2 spotlights
- Blue carpet

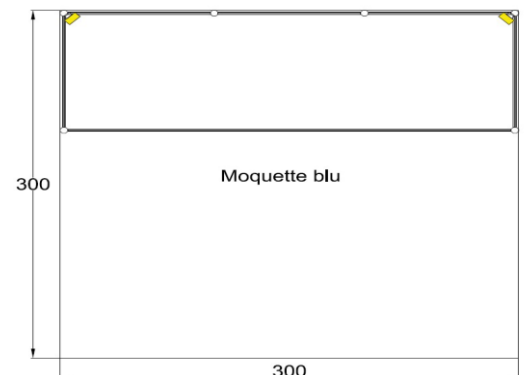
For illustrative purposes only

- Cleaning is not included
- Furniture is not included

For Branding Areas Panels and furniture order: Please contact:

Mr. Giovanni Fornalè

gforname@bolognacongressi.it



Exhibitor's rules & regulations

<https://chestcongress2022.com/wp-content/uploads/sites/159/2021/12/Rules-and-Regulation-CHEST-2022-Exhibition-.pdf>

Ceiling and Ceiling Hangings

Ceiling Rigging is not permitted.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Security

Neither the organizers nor the venue can accept responsibility for 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.

For Security please contact:

Mr. Giovanni Fornalè

gforale@bolognacongressi.it

Catering

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the official Congress Caterer.

Please contact:

Elise Brunelli

Mr. Giovanni Fornalè

gforale@bolognacongressi.it

All food and beverage requests must be ordered through the official caterer.

Section 5: Delivery Regulations and Instructions, Order Forms

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, **Merkur is the sole official agent to handle cargo inside the venue.**

Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-Advise" form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.

In order to assure receipt of sent materials, Merkur must receive the Pre-Advice form found at the end of this manual.

Please complete this form and return it to Ms. Irit Sofer:

irit.sofer@merkur-expo.com.

You will then receive confirmation of your material arrival.

Contact Details:

Merkur Expo Logistics

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com