IFLA WLIC 2016 COLUMBUS

World Library and Information Congress
82nd IFLA General Conference and Assembly

13–19 August 2016 | Columbus, Ohio, United States
Greater Columbus Convention Center

Exhibition Technical Manual

Connections. Collaboration. Community.

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A General Information

Congress and Venue Information

Congress Organiser

IFLA
PO Box 95312
2509 CH The Hague, Netherlands
Tel.: +31 70 31 40884
Fax: +31 70 38 34827
Email: ifla@ifla.org

IFLA WLIC 2016 National Committee

American Library Association
50 East Huron Street
Chicago, IL, 60611
United States of America
Tel.: +1 312 28 03 200
Fax: +1 312 28 04 392
Email: IFLA2016@ala.org

Congress Venue

Greater Columbus Convention Center
400 N. High St.
Columbus, Ohio 43215
United States of America
http://www.columbusconventions.com

Sherry Chambers, CMP, CTA
Senior Director of Sales
Tel.: +1 614 82 72 662
Email: schamber@columbusconventions.com

Congress Secretariat

WLIC 2016
c/o K.I.T. Group GmbH
Association & Conference
Management
Kurfürstendamm 71
10709 Berlin
Germany
Tel.: +49 30 24 60 3-329
Fax: +49 30 24 60 3-200
Email: wlic2016@kit-group.org

Registration

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-380
Fax: +49 30 24 60 3-200
Email: wlic2016-registration@kit-group.org

Accommodation

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-380
Fax: +49 30 24 60 3-200
Email: wlic2016-hotel@kit-group.org

Exhibition / Sponsoring

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-314
Fax: +49 30 24 60 3-200
Email: wlic2016-industry@kit-group.org

A General Information

Banks and Exchange Offices

Within Columbus, the primary exchange location is at Port Columbus International Airport.

Opening times:

Monday – Friday .....07:30 to 17:00

Saturday – Sunday.....10:00 to 15:00

Select banks and hotels also offer exchange services.

ATM Facilities

ATM's are available 24/7 at most banks. Your home bank card must be within a main worldwide ATM network (Plus, Cirrus, Exchange, Accel) to withdraw money. The ATM fees assessed will be correlated to your respective bank policy on foreign exchange and cash advances based upon your bank card agreement. Some bank policies allow reimbursement of ATM fees, so it is best to consult your agreement for fee details.

An ATM is available at the front of the entrance of the Exhibition Hall C.

Congress Documentation

Exhibitors are entitled to one Congress Bag per stand containing Congress documentation. You will receive your Congress Bag at your exhibition stand.

Delegate Name Badges

Delegate Name Badges will have barcodes. Exhibitors and sponsors wishing to scan delegate details may rent a barcode reader (See Lead Capture section, page 23).

Message System

There will be a message board and desk located in the Registration Area.

Visa Requirements

Many tourists and business travelers to the U.S. will require no visa or a simple visitor visa. The State Department currently allows residents of 27 countries to enter the USA without a visitor visa under the Visa Waiver Program. If you hold a valid passport of one of the following countries and wish to visit for 90 days or less, you are not required to obtain a visitor visa: Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

If you permanently reside in any other country or plan on staying more than 90 days, you must get a visitor visa before entering the USA. You must apply for the visa at a U.S. embassy or consulate in your home country. You will be required to show evidence that you maintain a permanent residence or have strong ties in your home country.

For full details, please visit: *www.travel.state.gov*

It is the sole responsibility of the attendee to take care of his / her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the Congress. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the Congress if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to the Congress Secretariat.

Letter of Invitation

Attendees requiring a Letter of Invitation in order to attend the Congress are asked to visit the Congress website for an online personalised Letter of Invitation *Request a Letter of Invitation.*

A General Information

Poster Boards

Poster board displays will be located in the Exhibition Area in the ground floor Exhibition Hall D of the Greater Columbus Convention Center.

Internet / Wi-Fi

Internet for your stand can be ordered through the *Exhibition and Sponsorship Ordering System* ESOS®.

Alternatively, you can visit the Internet Areas and Paper Printing Zone, which will be located in the Exhibition Area.

There will be free Wi-Fi (Wireless Local Area Network) within the Venue for all delegates. This is also available for the exhibitor's personal use. However, this is an insecure network and therefore not suitable for exhibitor stands.

Please be aware that due to technical reasons Wi-Fi networks always have their limitations regarding the number of logged-in devices (PCs, notebooks, Smartphones, tablets, etc.) and available bandwidth. Therefore access for all attendees at the same time cannot be guaranteed.

Greater Columbus Convention Center Floor Plan

A General Information

Social Events

Overview

Sunday, 14 August .....10:30 – 12:00
Opening Ceremony

Sunday, 14 August .....14:00 – 16:00
Exhibition Soft Opening

Sunday, 14 August .....16:00 – 18:00
Exhibition Opening Party

Tuesday, 16 August .....19:00 – 0:00
Cultural Evening

Exhibition Opening Party

14 August 16:00 – 18:00

The Exhibition Opening Party will be held in the Exhibition Area. The exhibition will take place on the ground floor in the Exhibit Hall D of the *Greater Columbu s Convention Center*. The evening will allow delegates to relax and socialise, renewing old friendships and making new ones. Delegates will also have the chance to speak with the exhibitors. This event is included in the registration fee.

For more information regarding the social events at IFLA WLIC 2016 please visit the Congress website:
http://2016.ifla.org

Cultural Evening, 16 August 2016

The Cultural Evening is an event to showcase the local cultural scene. It will allow delegates to experience the culture of the country as well as the host city of the Congress.

For more information regarding the social events at IFLA WLIC 2016, please visit the Congress website:
http://2016.ifla.org

Library Visits

There will be a number of local and non-local library visits on Friday, 19 August 2016.
All Library Visits to regional areas with transportation require pre-registration.

For more details please visit the Congress website:
http://2016.ifla.org/programme/library-visits

Tours and Activities

For information about the Tours and Activities occurring during IFLA WLIC 2016, please visit the Congress website
http://2016.ifla.org

A General Information

Social Events

Transportation

The area surrounding the Convention Center is very walkable, with lodging, shops, food, drink and entertainment just steps away in the Short North Arts District and Arena District. If you do need additional transit options, consider these resources:

The Central Ohio Transit Authority (COTA) runs public bus service. Visit *www.cota.com* for current fares and schedules. COTA operates a route catering to downtown visitors called the CBUS which runs from the Short North Arts District to the north to the Brewery District to the south. Hours of operation:

Monday - Thursday.....07:00 – 21:00
Friday.....07:00 – 12:00
Saturday.....09:00 – 12:00
Sunday.....10:30 – 18:00

Visit *www.cota.com/cbus* for stop locations and more information.

Car-sharing service is available via Car2Go Columbus
Tel.: +1 614 222 0902
columbus.car2go.com

For a detailed, printable transportation guide, visit:
www.GetAroundCBus.com

Airport

Steeped in a rich aviation history, the Columbus region is served by four top-notch airports which create exceptional travel experiences for passengers.

Two Columbus airports – Port Columbus International and Rickenbacker International airports – offer commercial service. Two general aviation airports, Bolton Field and The Ohio State University Airport, are used as reliever airports for corporate and personal aircraft and offer visitors additional valuable options for service.

Visit *www.flycolumbus.com* for route maps and other flight resources.

Airport Transfer

Taxis:

You will find taxis available on demand (no reservation required) in the ground transportation area of the terminal on a 24-hour basis. The electronic meter will be activated to compute your fare from Port Columbus International Airport. The approximate fare into downtown Columbus is USD 25.

Rental Cars:

Eight rental car agencies are available on site. They are Alamo, Avis, Budget, Dollar, Enterprise, Hertz, National and Thrifty Transportation.

A General Information

Dates to Remember

Start of online ordering objects through ESOS®	5 April 2016
Deadline advert submission Pocket Programme & Congress Programme Deadline submission of company profile *(publishing information for the Congress Programme and App)* in ESOS®	9 May 2016
Deadline submission of logos for print *(only sponsors)* Deadline submission bag insert design for approval *(if booked)*	
Start of registration for Exhibitor Badges	16 May 2016
Deadline for mural prints Deadline for booth layout submission	17 June 2016
Deadline for early ordering in ESOS® *(Standard fees apply after this date)*	27 June 2016
Deadline to submit names for Exhibitor Badges	22 July 2016
Deadline for item & service ordering in ESOS® *(Onsite orders only after this date, subject to availability)*	25 July 2016
Conference Dates	13 – 19 August 2016
Exhibition Dates	14 – 17 August 2016

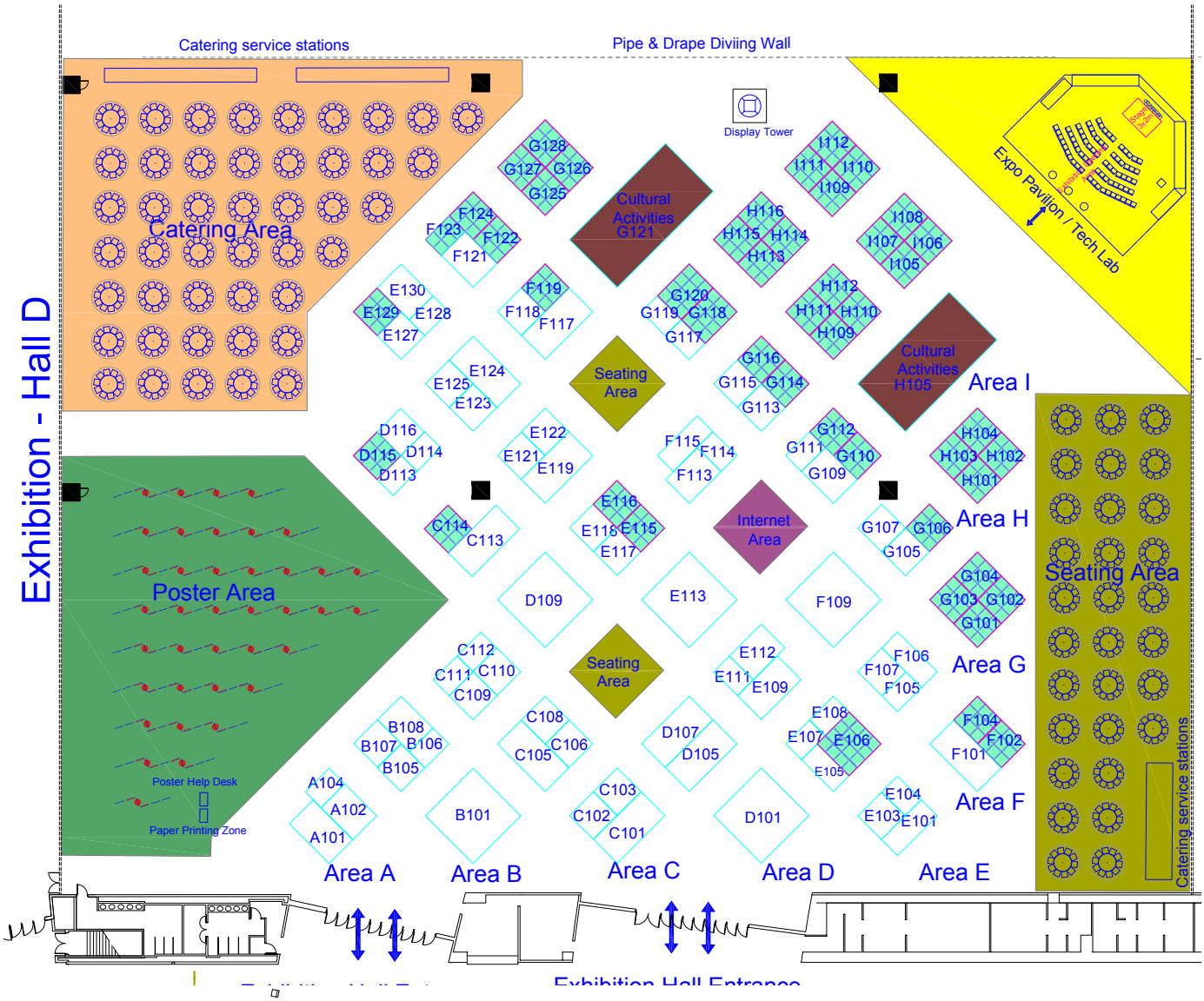
B Exhibition Information

Map of Columbus, Ohio

Floor Plan

Exhibition Hall D

Preliminary floor plan (as of May 2016)



Poster Area | Seating Area | Catering Area | Exhibition Space Booked

Internet Area | Exhibition Space Available | Expo Pavilion/Tech Lab

B Exhibition Information

Exhibition Set-up	Date	Time
Moving-in of booth builders	13 Aug	08:00 – 20:00
Moving-in for shell scheme exhibitors	14 Aug	08:00 – 14:00
All booths to be ready*	14 Aug	14:00

Exhibition Opening Times	Date	Time
Exhibition Soft Opening	14 Aug	14:00
Exhibition Opening Party	14 Aug	16:00
Exhibition Opening Hours	15 Aug	09:30 – 17:30
	16 Aug	09:30 – 17:30
	17 Aug	09:30 – 14:30

Exhibition Dismantling	Date	Time
Removal of light/hand-carry exhibits and personal property	17 Aug 16	14:30 to 15:30
Electrical supply cut off	17 Aug 16	15:30
Removal of heavy exhibits and dismantling of booth	17 Aug 16	15:30 to 24:00
Completion of dismantling	17 Aug 16	24:00

**Please make sure you are at your booth no later than 14:00 on Sunday, 14 August ready for the Exhibition Opening.*

Set-up Times

Access to the exhibition hall will be available to exhibitors from 08:00 on Saturday, 13 August 2016; Exhibition set-up closes on Saturday, 13 August at 20:00 and will resume from 08:00 on Sunday, 14 August 2016. Basic shell scheme stands and stand furniture will be in place by 08:00 on Sunday, 14 August.

All stands should be completed to the satisfaction of the Organisers by 14:00 on Sunday, 14 August 2016.

Cleaning after Set-up

On Sunday, 14 August by 12:00 exhibitors must remove boxes, crates and tools from the exhibitors aisles for the beginning of the general cleaning of the exhibition area. If the exhibitor fails to do so, then boxes/materials will be removed at the exhibitors' expense.

Exhibition Dismantling

The exhibition will close at 14:30 on Wednesday, 17 August. Dismantling of stands may not start before this time, nor before all delegates have left the exhibition floor. Exhibitors with shell schemes shall vacate their booths, having removed all materials by 16:00. The exhibition area must be cleared of all exhibits/stands/materials by midnight on Wednesday, 17 August.

ATTENTION: Any items remaining in the hall after dismantling will be removed and disposed of. Neither the Organisers nor Venue will be held responsible for any loss.

During set-up and dismantling periods, the exhibition hall is considered a building site. Therefore all stand contractors/exhibitors are responsible for the work environment and fire protection within their stand area. Please take the necessary steps to protect yourself and other stand builders/exhibitors from the risk of any accidents happening.

During set-up and dismantling and during the exhibition, no one under the age of 18 will be permitted in the hall.

Delivery & Storage

Please note that there is no storage available inside the exhibition hall. Deliveries must be arranged so that they arrive at the exhibition grounds during the set-up / operation times of the exhibition.

Exhibitors are responsible for picking up any deliveries of materials to the Greater Columbus Convention Center Centre and should be present to receive deliveries. The Organisers and their contractors will neither accept any deliveries for exhibitors at any time, nor can be held responsible for any loss or damage of deliveries made in the absence of the person in charge. Further, the Organiser or the Greater Columbus Convention Center Centre cannot be held responsible for delays or other difficulties arising due to the exhibitors not informing their agents, or not respecting the schedules, rules and guidelines, or ignoring deadlines.

Customs Clearance / Material Handling & Forwarding / Storage

Each exhibitor will be required to fulfil customs formalities with respect to equipment and products of foreign origin. The Exhibition Management cannot be held responsible for any difficulties.

The handling and transportation of the exhibitors' material into, out of and within the exhibition will be at the exhibitors' expense. Please contact our Official Freight Forwarder Agility Fairs & Events for further information and assistance.

Official Freight Forwarder

The shiping material will be handled by the following freight forwarder according to the sender's country of residence.

a. International Air and Sea Shipments (outside U.S.)

Agility Fairs & Events has been appointed as the official freight forwarder of IFLA WLIC 2016 to handle all international freight. Please contact this contractor to help you with customs clearance, transportation and storage of the exhibition material:

Agility Fairs & Events
One Western Gateway
Royal Victoria Dock
London E16 1XL
United Kingdom

Contact Person
John Evans
Tel.: +44 207 069 5312
Mobile: +44 797 138 8024
Fax: +44 797 138 8033
Email: jevans@agility.com
www.agilitylogitics.com

Agility Fairs & Events USA
Marius Ghitescu
3505 Naturally Fresh Blvd, Suite 340
Atlanta, GA 30349 USA
Tel.: +1 714 617 6675
Mobile: +1 770 633 6670
Fax: +1 941 484 1017
Email: MGhitescu@agility.com
www.agility.com/fairsevents

B Exhibition Information

b. U.S. National Shipments (Sent Within the U.S. via Truck or Courier)

Fern has been appointed as the official general contractor of IFLA WLIC 2016 to handle all shipments sent within the U.S. via truck or courier. Please contact this contractor to help you with customs clearance, transportation and storage of the exhibition material sent within the U.S.:

Fern

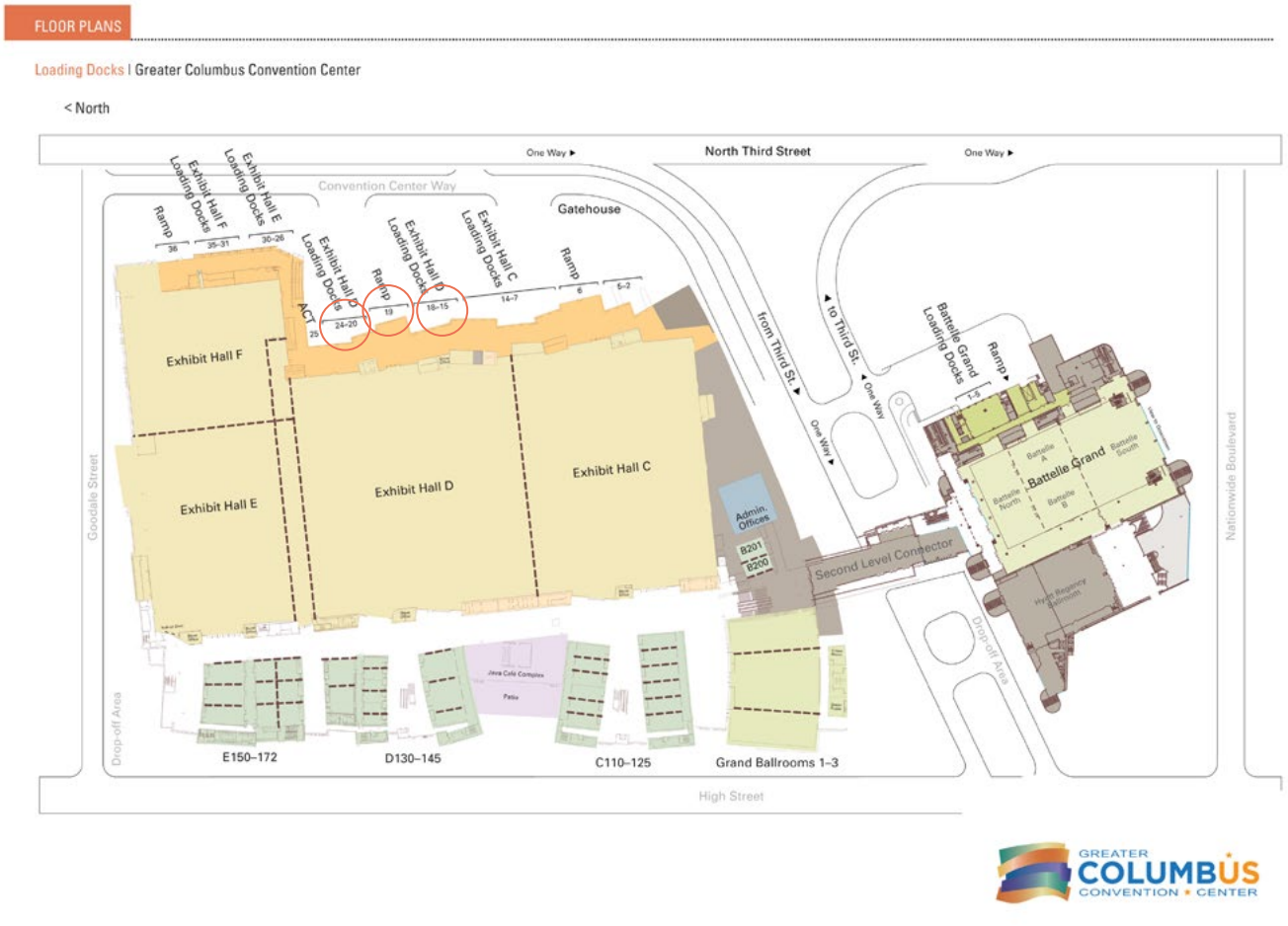
Jeff Lockshine
1500 Leonard Avenue
Columbus OH 43219
Tel.: +1 216 771 0940
Email: jlockshine@fernexpo.com
http://www.fernexpo.com/

Tyler Bumgarner
Exhibitor Transportation Manager
Tel.: +1 513 545 1872
Email: tbumgarner@fernexpo.com

Detailed shipping instructions and the exhibition handling & freight order form can be downloaded from ESOS® under “Downloads”.

Loading Docks

Accessibility of the Hall: The Exhibition Hall D has direct access to loading docks 15-18, 19 (with ramp) and 20-24



B Exhibition Information

Technical Data of Exhibition Hall D

Location: Ground floor of the Greater Columbus Convention Center

Flooring: Concrete

Floor Loading: Unlimited

Ceiling Height: 9 meters (30' feet)

Ventilation: Central air conditioning system

Freight doors dimensions: 4,85m x 7,31m (16' x 24')

Loading / unloading

Dock 6: Dimension (with ramp): 4,88m x 3,65m (16' x 12')

Dock 7-14: Dimension: 3,04m x 2,43m (10' x 8')

(Un)loading area, parking limited to 30 minutes.

How to Get to the Loading Docks for Exhibition Hall D

Take I-670 West

Exit at "4-B" to the Greater Columbus Convention Center

The loading docks are directly in front of the exit.

Or

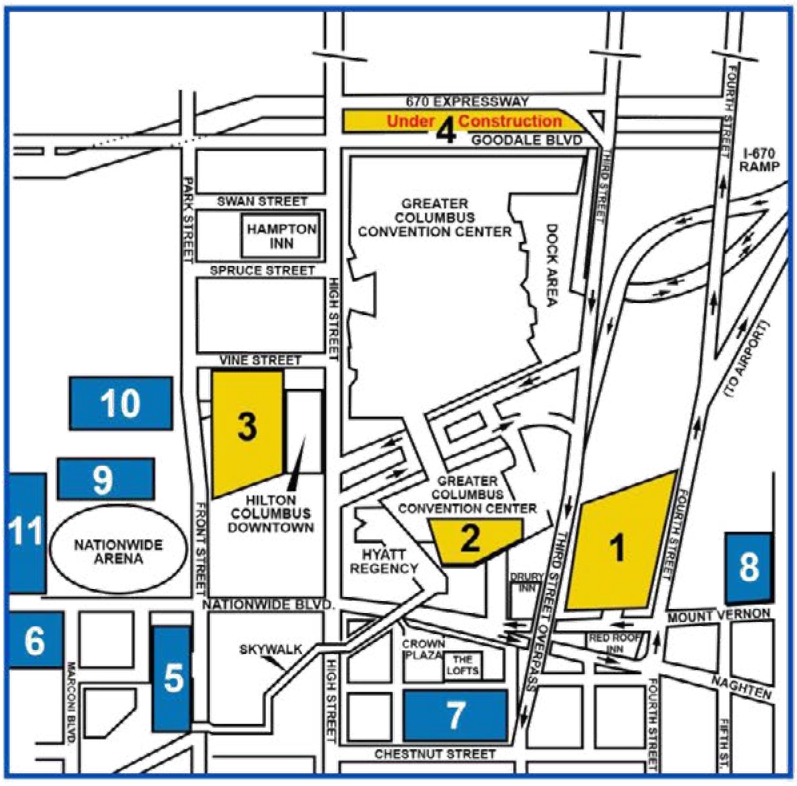
Take High Street North to Goodale Blvd, turn right

Take Goodale to Convention Center Way, turn right

The loading docks are off to the right.

Parking

Purchase parking passes for the Greater Columbus Convention Center at the *Parking Panda Website*



#1:	Columbus Convention Center East Surface Lot 900 Spaces
#2:	Columbus Convention Center South Garage 528 Spaces
#3:	Columbus Convention Center Vine Street Garage 1778 Spaces
#4:	**UNDER CONSTRUCTION** Goodale Garage 800 - Spaces
#5:	Nationwide Parking Garage Front Street 3,050 Spaces
#6:	Nationwide Parking Marconi/Cinema Garage 1,600 Spaces
#7:	Nationwide Parking Garage Chestnut Street 1,650 Spaces
#8:	Boggs Park and Ride Surface Lot 350 Spaces
#9:	Arena Parking Garage 575 Spaces
#10:	Nationwide Parking Surface Lot 620 Spaces
#11:	Nationwide Parking Surface Lot/Parking Garage 1500 Spaces

B Exhibition Information

Traffic on the Exhibition Grounds, Emergency Exits, Safety Installations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed, as must any instructions issued by persons in authority. Local Road Traffic Regulations apply throughout the exhibition grounds and parking areas. Restrictions on entry, due to a traffic jam at the Venue and rules regarding payment of a fee amount during events and during the construction and dismantling periods, might be imposed. Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner. The instructions of the personnel appointed by K.I.T. Group to direct and regulate traffic must be strictly complied with, and attention must be paid to any relevant information.

Types of Current and Voltages at the Greater Columbus Convention Center

Available types of current and voltages on the exhibition grounds.

Electric power is standardized in all states across the U.S. It is set at 110 Volts and 60 cycles. Standard electric plugs have two flat blades.

Type of supply: Local electrical plug systems

Most common used plug is: NEMA 1-15

Electrical Installations and Connections

For safety reasons and the protection of electrical installation at the exhibition premises, all power main installations from source to outlet, (on exhibition stands) must only be carried out by the appointed Technical Services Provider.

Connection of exhibits within the stands may be carried out by the exhibitor‘s technician, but the Technical Services Provider must inspect them before circuits will be made live. All electrical connections and LAN Internet connections are supplied from the ceiling but might have to be distributed within the exhibition space to the desired connection spot due to structural limitations.

For information regarding electrical installations and rules, etc., please refer to „Technical Guidelines and Regulations” to be found in chapter IV of this Technical Manual.

Approval of Booth Design & Construction, Electrical Requirements

In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole. Therefore a booth can only be set-up if it is approved by the Organisers. The exhibitor or its agent must send detailed reference documentation, including:

- Dimensioned drawings
- Material details of main elements of the stand (including fire protection certificate)
- Clearly marked positions of all required technical connections
- Visualization of the booth design (rendering or photographs)

Please send your booth documentation to:

WLIC2016@t-e-m.de no later than **17 June 2016.**

At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. Since the exhibition halls have no floor coverings, every exhibition booth must be carpeted.

Deadline 17 June 2016

Booth Construction Heights

The maximum construction height is 4.0m at all areas. All booths higher than 2.5m must be approved and must have a certified engineering certificate.

B Exhibition Information

To maintain an "open design" of all booths, all sides which face aisleways must be transparent and open.

Please refer to the to the „Technical Terms & Conditions section IV Technical Guidelines and Local Safety Regulations" in this document for a complete overview of all rules and regulations of the exhibition.

Ceiling Hanging Point

Ceiling load capacity for the exhibition hall is 600kg per node to a maximum of 3000kg per beam at the ceiling grid. Please order ceiling hang points, ceiling suspensions and/ or necessary rigging equipment or services at least 8 weeks prior to the set-up. A quote for the involved costs can only be made by Organisers, based on received detailed technical reference documentation! Owing to the roof structure, hanging cable positioning is provided with a tolerance of 50cm horizontally and 10cm vertically, depending on the form and the weight to be suspended. Cable hanging from the roof structure is to be carried out only by service providers approved by K.I.T. Group. Please send your rigging plans by **17 June 2016**.

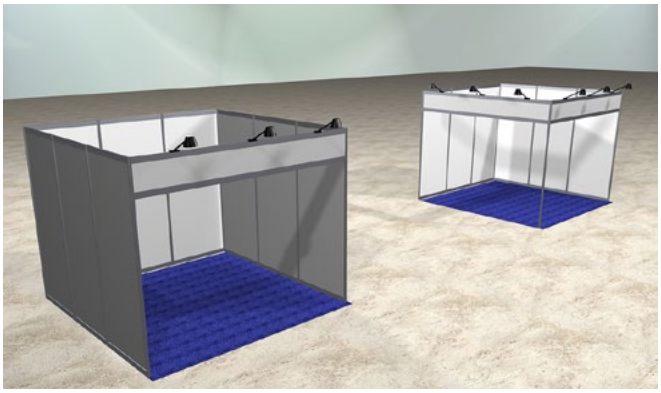
Deadline 17 June 2016

Shell Scheme Package

Shell scheme packages and shell scheme accessories are available through ESOS®. Please refer to the category "Shell Scheme" in your *ESOS*® account to view a detailed list and to place orders.

A shell scheme package includes:

- Modular standard booth walls (white laminated wall)
- 1 sign board with company's name and booth number (font Arial/black, 350mm)
- Lighting
- Carpet



Pipe & Drape Package*

Each exhibit space requiring drapery will be supplied with:

- 8' high background
- 3' high side-rail divider
- 100 sq. ft. of carpet
- Spotlights
- 7" x 44" booth identification signs depicting company name and booth number.

All other configurations need to be discussed with the Organisers and materials booked through the Exhibition and Sponsorship Ordering System, (ESOS®).

*Subject to availability

Attention: Please note that the exhibition space booked is empty space only.

B Exhibition Information

Care of Building/Infrastructure

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from K.I.T. Group and the Greater Columbus Convention Center Centre Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building. The exhibitors will be held responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents and contractors or by any person employed or engaged on their behalf by such agents or contractors.

Water and Drainage Supply

Please note that plumbing installations require drawings indicating the layout as to where plumbing points are required in the stand. All plumbing installation must be done before the carpet is laid and stands are erected due to the plumbing points being in the floor trenches.

Storage

The Organisers are unable to provide storage facilities in the hall for any packing cases, surplus materials or other property of the exhibitor. Arrangements for its safekeeping must be made with the Organiser or the Official Freight Forwarder. Please be reminded that it is against the Fire Safety Bureau rules to store any exhibits or packing materials along the wall behind perimeter booths.

No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition halls.

Empty Packaging

Empty packaging of all kinds (e.g., boxes and packing materials) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately, due to the fire safety regulations.

Cleaning and Disposal of Waste

The general exhibition areas and aisles will be cleaned during the exhibition time on a daily basis but this does not include the booths. If you wish to have your booth cleaned, (tables wiped off, floor cleaning, etc.) please order the appropriate services via ESOS®.

Waste disposal is also not included. The exhibitor is responsible for the disposal of its waste and any debris resulting from the dismantling of the exhibition. Exhibitors are reminded not to obstruct the aisles with their exhibits during the build-up.

Refuse and waste materials which have been left in the exhibition area and have not been registered with K.I.T. Group in advance will be subject to a higher charge of 250 EUR per m^3 (plus personnel charges to cover administrative expenses).

Noise

Inside the exhibition halls and during the exhibition hours: The projection of films and slides, the amplification of the spoken words with the aid of loudspeakers, the production of music and/or sound, as well as the use of television sets is allowed as long as no hindrance is caused. The sound should be held at a low level. The Organisers reserve the right to determine at what point sound constitutes interference with others and if it must be discontinued.

Security Personnel

During the set-up, dismantling, and while the exhibition is closed, there will be general security but the security guards are not assigned to a specific booth. The Organisers advise exhibitors and hospitality suite/meeting room holders to keep valuables in a safe place.

Security and protection of each booth and hospitality suite/meeting room is the sole responsibility of exhibitors and hospitality suite/meeting room holders, and will not be covered by the conference security team.

At night, and especially on the last day of the conference, the

exhibitors and hospitality suite/meeting room holders must ensure that their belongings and articles are in a safe place and carefully protected location. Please remember that each exhibitor and hospitality suite/meeting room holder is responsible for his/her own personal belongings.

A suitable security cover for the stand and its items must be organised by the exhibitors themselves. Security officers to guard individual stands may be ordered via ESOS®.

Insurance

The Organisers and the Venue accept no liability for loss, destruction, damage or personal injury to property belongings, either before, during or as a result of the conference. Exhibits or other items brought into the booth remain at the risk of the contractor. The Organisers and the Venue accept no liability for loss, destruction or damage or personal injury. Contractors are therefore advised to have adequate insurance to cover personal injuries and any loss or damage to their property and exhibition material.

The contractor undertakes to secure the premises after the end of the event and in particular, to place personal belongings in safekeeping. The contractor is liable for any damage to buildings or inventory which is caused by participants of the event, including visitors, staff and other third parties from the contractor‘s province or the contractor in person. Exhibitors are required to ensure that they are adequately covered with Public Liability Insurance in respect to personal injury to persons, or property damage. This refers to damage or injury caused to third parties / visitors on or in the vicinity of an exhibition booth.

The general liability insurance of your company should cover the employees working at the conference during set-up and dismantling as well as exhibition hours at the Conference Venue (this includes the exhibiting company AND the booth construction company if you are employing one to build your booth). This insurance should cover any damage caused by the employees to the building or equipment in the building, to rental material/equipment or to people of a third party.

An extension of your existing liability insurance can be created by your insurance company to indicate:

- Company name
- Liability coverage details of the insurance
- Location of the conference
- Name and dates of the congress

Catering

Regarding catering orders for your booth please contact:

Centerplate
Main Number: + 1 614 827 2700
www.centerplate.com
Adrienne Yates
Director of Catering Sales
Tel.: +1 614 827 2718
Email: Adrienne.yates@centerplate.com

Lisa Harrison
Catering Sales Manager
Tel.: +1 614 827 2717
Email: lisa.harrison@centerplate.com

Exhibitors may download the respective file form the “Downloads” Section on ESOS® at the following link:
https://www.kitsecure.org/ifla2016/files/downloads/1097/view.pdf

Deadline 7 August 2016

Sales During the Exhibition

Exhibitors aiming to sell products during the exhibition should contact Exhibition Management for approval no later than 17 June 2016.

Please ensure that clearance is made properly indicating that the goods coming into Columbus, Ohio will be sold at the end of the event.

Deadline 17 June 2016

Don’t miss out

Our marketing tools are designed to ensure you get maximum visibility!

We have a range of marketing tools to help you raise your presence, to make sure the industry knows that you are exhibiting at IFLA WLIC 2016.

Increase foot-traffic to your booth!
Advertise your booth number and product with the following marketing options:

Congress Bag Insert

Insert a leaflet, gift, information brochure, or an invitation to your exhibition booth into every attendee’s Congress Bags.

Pieces:	4,500
Price:	2,500 EUR*

Email Blast

Reach the decision-makers. Send out your individual announcement for your session, exhibition booth or other information to all registered attendees.

Price:	2,000 EUR

Advertisements in Congress Programme

Full page adverts are available in the Congress Programme. It will be the most essential publication for all attendees, acting as a guide through the Congress. It includes information on presentations, satellite symposia, exhibitions and other activities. The Congress Programme will be inserted into all attendees’ Congress Bags.

Congress Programme (DIN A5 size)

Outside back cover	8,000 EUR*
Inside back cover	5,000 EUR*
Full page inside	2,000 EUR*

Lead Capture

Scan delegate badges at your exhibition booth collecting and extending your customer database.

Early Price:	350 EUR (until 30 June 2016)

** Non-exhibitors pay an additional 1,500 EUR.*

Graphic Design

We also assist you with the graphic design of your:

- Booth (shell scheme wall panel, fascia, roll-up, etc.)
- AD in the Congress Programme
- Bag Insert for the Congress Bag

Contact:

For more information, please call +49 (0) 30 24 60 3 - 314 or wlic2016-industry@kit-group.org

C Sponsorship Information

Details for Logos, Promotional Material & Advertisements

Exhibitor Information in Congress Programme

A guide to the exhibition will be published in the Congress Programme to be distributed on site. Please enter a short description of your company in your *ESOS*®

- Text maximum 500 characters (including empty spaces)
- Introduce your telephone number, fax number and email address if you wish them to be published

Deadline 9 May 2016

Size and Format for Logos for Print

As the logos of all the sponsors are needed for printed matters, please provide your company logo to the Congress Secretariat email (wlic2016-industry@kit-group.org) as follows:

- File: jpeg 300dpi or eps file vectorised
- The sponsor is kindly asked to send also a pdf file for viewing purposes.

Deadline 9 May 2016

Advertisement Specifications

Printing files (Congress Programme, Pocket Programme, etc.) require the characteristics mentioned below and should be sent to the Congress Secretariat email (wlic2016-industry@kit-group.org)

Advertisement in Congress Programme

Full Page

Size: DIN A5 format, 148mm (width), 210mm (height) / Portrait
+ 3mm bleed each side including bleed marks
Color: 4 Color Print / CMYK
File format: PDF file with embedded fonts
Contained images: Minimum Resolution 300 dpi
Please keep important elements at least 5mm away from the document's border.

Half Page

Size: DIN A6 format, 148mm (width), 105mm (height) / Landscape
+ 3mm bleed each side including bleed marks
Color: 4 Color Print / CMYK
File format: PDF file with embedded fonts
Contained Images: Minimum Resolution 300 dpi
Please keep important elements at least 5mm away from the document's border.

Pocket Programme

Full Page

Size: 105mm (width), 130mm (height) / Portrait
+ 3mm bleed each side including bleed marks
Color: 4 Color Print / CMYK
File format: PDF file with embedded fonts
Contained Images: Minimum Resolution 300 dpi
Please keep important elements at least 5mm away from the document's border.

Deadline 9 May 2016

C Sponsorship Information

Bag Inserts

Bag Inserts design must be submitted to the Congress Secretariat (wlic2016-industry@kit-group.org) for approval no later than 9 May 2016.

Deadline for approval: 9 May 2016

Bag inserts will be included in the Congress Bag. All material must be provided directly by the sponsor.

Please send the deliveries labelled as follows:
BAG INSERT
For IFLA 2016 Columbus Ohio
Your Company Name
Mobile number of booth representative
No. of pieces: (i.e. 1 of 4 / 2 of 4 etc.)
DELIVERY ADDRESS:
Fern
Jeff Lockshine
1500 Leonard Avenue
Columbus OH 43219
United States

Amount to be sent: 4,500 pieces
(The final amount of Bag Inserts will be communicated closer to Congress based on the registrations received)

The Bag Insert materials will be handled by the following freight forwarder according to the sender's country of origin. Please be aware of the deadlines!

a. International Air and Sea Shipments (Outside the U.S.)

Agility Fairs and Events Logistics
Contact Person
John Evans
Tel.: +44 207 069 5312
Mobile: +44 7971388024
Fax: +44 843 227 2033
Email: jevans@agility.com
www.agility.com

Marius Ghitescu
Tel.: +1 770 633 6670
Office: +1 714 617 6675
Fax: +1 941 484 1017
Email: MGhitescu@agility.com
www.agility.com

It is important that Agility Fairs & Events are notified of the delivery. Please send an email to John Evans: jevans@agility.com at Agility Fairs & Events Logistics prior to dispatch of goods.

Deadlines
- Start Bag Inserts delivery to Agility Fairs & Events 5 July 2016
- Deadline Bag Inserts delivery to Agility Fairs & Events:
  for arrival of LCL/ FCL sea freight: 18 July 2016
  for arrival of air freight: 25 July 2016

b. U.S. National Shipments (Sent within the U.S. via truck or courier)

Fern
Jeff Lockshine
1500 Leonard Avenue
Columbus OH 43219
Tel.: +1 216 771 0940
Email: jlockshine@fernexpo.com
www.fernexpo.com

Deadlines
- Start Bag Inserts delivery to Fern 5 July 2016
- Deadline Bag Inserts delivery to Fern 8 August 2016

IMPORTANT:
Above deadline is for arrival at the depot! If consignments arrive later we cannot guarantee that your insert will go in the Congress Bag.

C Sponsorship Information

*Picture used for illustration purposes only

Lead Capture

The Lead Capture System is a fast and easy way for exhibitors to record delegate contact information. By simply scanning a delegate's name badge with the supplied scanner the contact is entered into your own online portal which will be set-up by K.I.T. Group.

Enjoy the following features/USPs:

- Safe and secure iOS system
- Easy-to-operate touch screen and app interface
- Customized qualifiers and survey for exhibitors
- Statistics available on the portal
- Onsite support by K.I.T. Group

Booking Offer

Scanning for Exhibition Area

Including the device and application for the entire exhibition. Onsite synchronization at the end of the Congress is included.

- Standard Fee **(Until 30 June 2016)**
  350 EUR per device
- Late Fee **(From 1 July 2016)**
  390 EUR per device

All devices are allocated on a first come, first served basis. Please click the following link to order online:
https://www.kitsecure.org/ifla2016

For more information,
please call: + 49 30 24 60 3 - 314
or email: wlic2016-industry@kit-group.org

C Sponsorship Information

Email Blast

Send out your individual announcement for your session, exhibition, booth or other information to all registered attendees. The email will be sent out by the Congress Secretariat.

Sponsors who booked this option are requested to provide the Congress Secretariat (wlic2016-industry@kit-group.org) with the following details:

- Preferred date when the Email Blast should be sent out
- Emailing:
  - Format: html file,
  - Text needs to be embedded
  - Your logo and other graphics need be linked into the mailer and uploaded to your server
  - Subject of the mailing
  - Name of the sender (company's name)
  - Your legal notice
  - Valid email address to which recipients can reply

Deadline:
Two weeks prior to the Email Blast sending date requested

Exhibition and Sponsorship Ordering System (ESOS®)

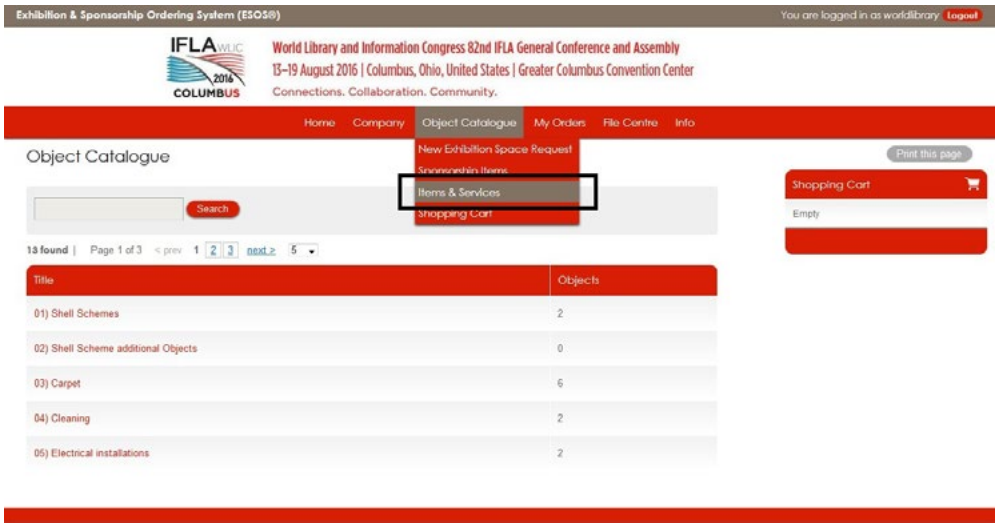
Items and Services may be ordered via the Exhibition and Sponsorship Ordering System (ESOS®) for IFLA World Library and Information Congress 2016 from 13 – 19 August 2016. ESOS® is an online system whereby companies can purchase services and items for their exhibition space including furniture, technical equipment, decorations, installations, hostesses, security and cleaning on a rental basis.

How to Use ESOS®

ESOS®

1. Go to https://www.kitsecure.org/ifla2016/ and click on "Exhibition & Sponsorship Opportunities" for the link to ESOS®. Please login to your account and click on "Object Catalogue/Items and Services". You will see a list of categories to choose from including furnishings, shell schemes, AV and technical equipment.

How to Use ESOS® 1.

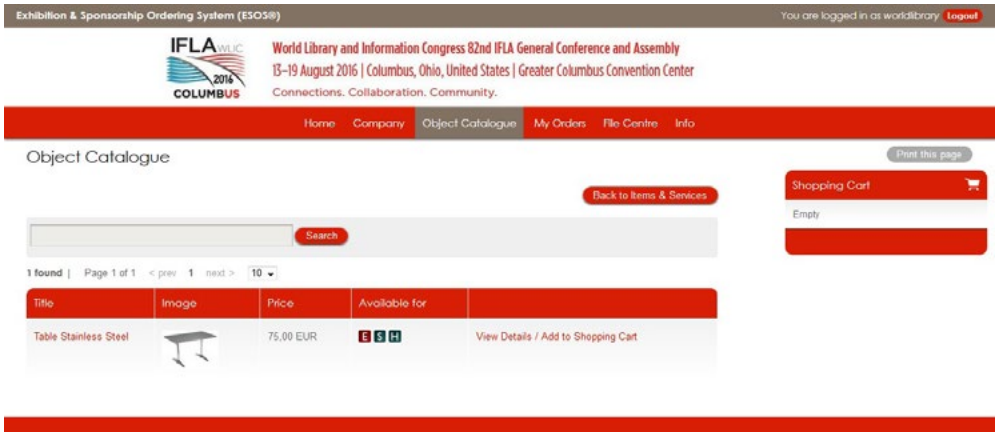


* Kindly note that ordering of objects on ESOS® will only be possible upon receipt of the full payment for exhibition space. As soon as we have received the full amount, the option "Order Space Items" will be available.

C Sponsorship Information

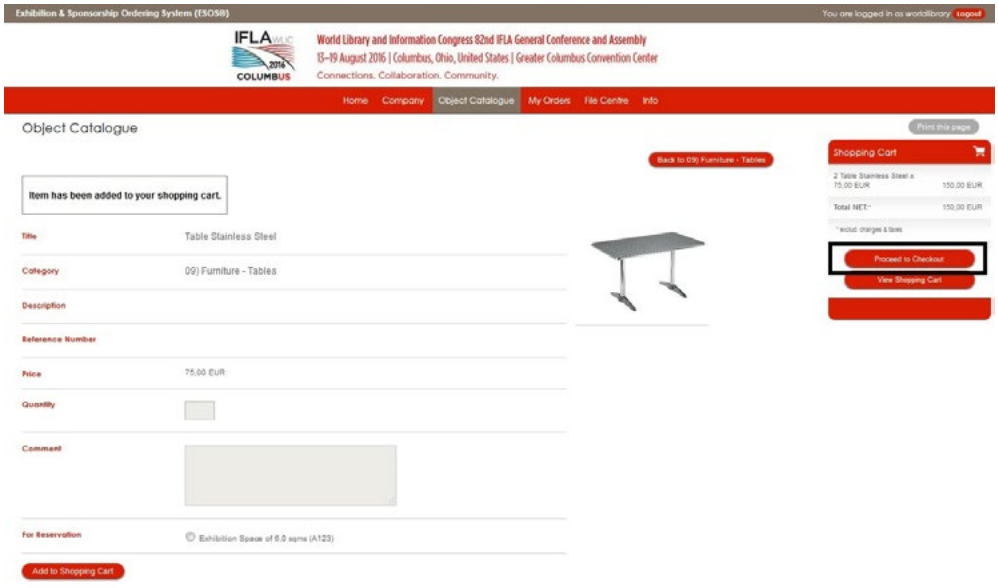
How to Use ESOS® 2.

2. Please feel free to browse for items and place desired items into your shopping cart. You can later edit or delete the items you have placed in your shopping cart.



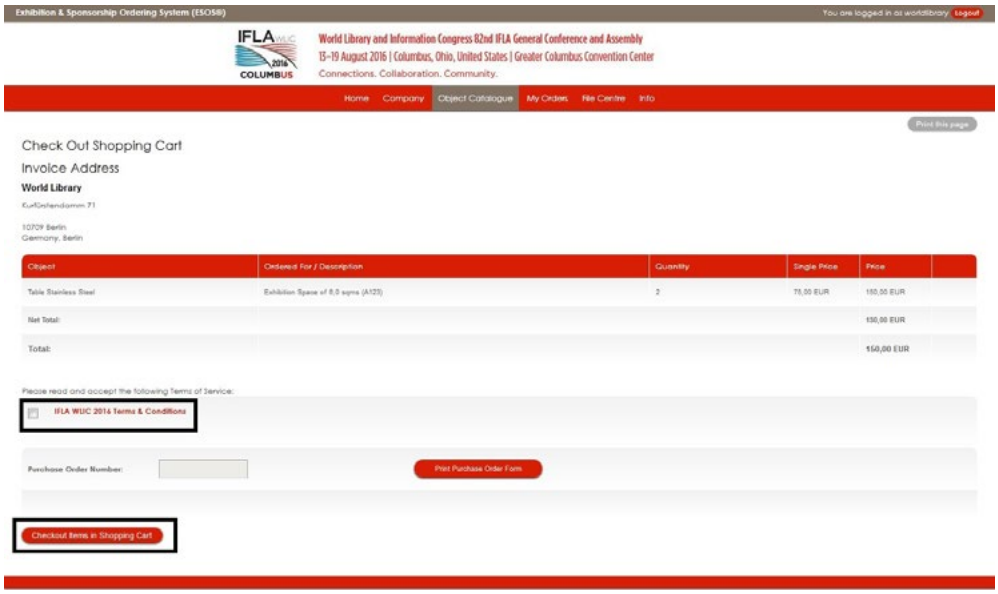
How to Use ESOS® 3.

3. When you are ready to purchase the items please go to your Shopping Cart and click on the “Checkout Items in Shopping Cart”.
   PLEASE NOTE BEFORE purchasing any article featured on ESOS®:
   - exhibitors and their hired staff must accept the Terms and Conditions as well as prices, deadlines, and price increases as stated in the Exhibition Manual. Orders on ESOS® will not be accepted until exhibitors have checked the box stating that these Terms and Conditions have been read and accepted.
   - The system will use the invoice address which is submitted by the exhibitor



4. An invoice, (PDF file) will appear in your "Company/Invoices" page which pertains to the order made. The invoice will also be sent to your email address. Payment can be made via credit card or bank transfer (bank transfers accepted only for a limited time). Please read the payment conditions listed in the Exhibition Manual for full details.

How to Use ESOS® **4.**



Agencies

Companies may have several agencies or contractors working on their behalf (to manage exhibition space, satellite symposia, hospitality suites etc.). In such case, we offer to set-up separate billing accounts for a company's agency on ESOS®. The agency can therefore independently order items on behalf of the company with billing directly to the agency. We kindly ask that companies working with agencies fill out the "Agency Permission Form" which informs the Exhibition Management which agencies are officially appointed to work on their behalf, and therefore which agencies the Exhibition Management can share information. Exhibitors may download the respective file from the "Downloads" Section on ESOS®.

ESOS® Support

For questions and support regarding ESOS®, please contact:
Exhibition Management / ESOS®
Tel.: +49 30 24 60 3-314
Fax: +49 30 24 60 3-200
Email: wlic2016-industry@kit-group.org

C Sponsorship Information

Items Available for Rent via ESOS®

All rates in ESOS® are listed in EURO (€) as net prices.

If there is an item you are looking for and it is not listed on ESOS®, please contact the Exhibition Management, we are happy to provide access to further services and equipment.

Online orders will be available until 25 July 2016 Midnight CET. All items ordered after this date will need to be made onsite at the Exhibitor Helpdesk and upon availability only. All items will be offline and unavailable to place in your shopping cart on ESOS®, though services and items previously placed in your shopping cart may still be checked out.

1. Carpet

Carpet is available to hire via ESOS®. Please refer to the category "Carpet" in your ESOS® account to view a detailed list and to place orders.

2. Cleaning and Waste Disposal

For cleaning of the exhibition booth please refer to the category "Cleaning" in your ESOS® account to view a detailed list and to place orders.

3. Electrical Power / Lighting

Lighting and electrical power are available to hire via ESOS®. Please refer to the category "Installations" in ESOS® to view a detailed list and to place orders.

4. Furnishings and Accessories

Furnishings and accessories are available to hire via ESOS®. Please refer to the category "Furnishings" in your ESOS® account to view a detailed list and to place orders.

5. Hosts/Hostesses

Hosts/Hostesses/Attendants are available to hire via ESOS®. Please refer to the category "Personnel/Staff" in your ESOS® account to view a detailed list and to place orders.

6. Security

Security staff for exhibition are available to hire via ESOS®. Please refer to the category "Personnel/Staff" in your ESOS® account to view a detailed list and to place orders.

7. Technical Equipment

Technical Equipment is available to hire via ESOS®. Please refer to the category "Technical Equipment" in your ESOS® account to view a detailed list and to place orders.

8. Technical Personnel

Technical personnel are available to hire via ESOS®. Please refer to the category "Personnel/Staff" in your ESOS® account to view a detailed list and to place orders.

9. Telecommunication and Internet Services

Telecommunication and internet services are available to hire via ESOS®. Please refer to the category "Communications" in your ESOS® account to view a detailed list and to place orders.

Remember the deadline for ordering items and services in ESOS® is 25 July 2016 Midnight CET!

D Registration / Exhibitor Badges

Complimentary Congress Registration

Exhibitors are entitled to one full complimentary Congress Registration per stand.

The Congress Registration entitles you to:

- Entry to all sessions, the exhibition area, the poster area, the Opening Ceremony, the Closing Session, the Exhibition Opening Party, the Cultural Evening
- One library visit (based on availability)

Exhibitor Badge Registration

Free exhibitor badges are provided to exhibitors based on the amount of square meters purchased.

Purchased Square Meters	Free Exhibitor Badges
To 6 m²	1
From 7 to 9 m²	2
From 10 to 18 m²	4
From 19 to 27 m²	6
From 28 to 37 m²	8
Above 37 m²	10

Additional badges can be purchased for 100 EUR per badge (net).

The Exhibitor Badge entitles you to:

- Full access to the exhibition area and your company's own symposium (No access to general Programme)

Registration for exhibitor badges begins on:
16 May 2016

Deadline to submit names for exhibitor badges:
22 July 2016

After receipt of payment for exhibition space exhibitors will be contacted individually by email regarding their exhibitor badge registration.

The exhibitor badges will be available for pick-up at the registration desk for exhibitors starting 12 August 2016 at 13:30.

Registration Opening Times:

Friday, 12 August 2016	13:30 – 18:00
Saturday, 13 August 2016	07:30 – 19:00
Sunday, 14 August 2016	07:30 – 18:00
Monday, 15 August 2016	07:30 – 18:00
Tuesday, 16 August 2016	07:30 – 18:00
Wednesday, 17 August 2016	07:30 – 18:00
Thursday, 18 August 2016	07:30 – 18:00

The Registration Desk will be located in the ground floor at the Greater Columbus Convention Center.

E Terms & Conditions

for the Handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia

In this Section:

Validity of the Terms & Conditions

General Principles

Including smoking, noise, recording, insurance and liability policy

Terms of Set-up

Including terms of booth and satellite set-up, build heights, booth regulations

General Exhibitor Rules and Regulations

Including booth regulations etc.

Local Security and Fire Codes

Including safety and fire protection regulations

Hiring Items and Services

Including regulations for ordering objects and services via ESOS®, booking deadlines, payment and cancellation policy

All contractors and sub-contractors are expected to read and acknowledge all Terms & Conditions and Regulations related to the congress and the Venue. Therefore please forward the Exhibitor Manual to your contractors.

Registration Terms & Conditions

Can be accessed on ESOS® under “Download Files”

E Terms & Conditions for the Handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia

I Validity of the Terms & Conditions

The following Terms & Conditions and Regulations apply to the handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia as well as to contracts for related services and deliveries provided by K.I.T. Group GmbH, Association & Conference Management (hereafter referred to as K.I.T. Group) via ESOS®.

All services provided by the Organisers will solely be carried out in discretion of these Terms & Conditions. At the latest, the contractor confirms and accepts these Terms & Conditions upon the rendering of services by the Organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognised.

It is understood that the contractor and/or his principals are aware and have agreed on the General Terms & Conditions for Sponsorship and Exhibition included in the Sponsorship Prospectus while booking exhibition space, satellite symposia, meeting rooms and/or hospitality suites.

The Organisers may from time to time add to or vary the forthcoming Terms & Conditions and do anything at their sole discretion they deem desirable for the proper conduct of the Congress, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the Organisers.

In the event of disagreement regarding behaviour, construction, procedures, contents etc. the Organisers have the sole right to decide how matters shall be handled.

Definitions

a) In these Terms & Conditions the term 'contractor' shall mean any company, partnership, firm, organisation or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibition space, meeting rooms, hospitality suite, satellite symposia, and shall include their employees, suppliers and agents.

b) An 'Exhibitor' is a contractor that has purchased an exhibition floor space only.

c) A 'Meeting Room Holder' is considered a contractor that has purchased a meeting room,

d) A 'Hospitality Suite Holder' is considered a contractor that has purchased a hospitality suite,

f) The term 'Congress' shall mean any Congress, exhibition or event run by K.I.T. Group GmbH, Association & Conference Management (hereafter referred to as K.I.T. Group) and in particular shall mean the event detailed in the Sponsorship Manual or the Exhibition and Sponsorship Ordering System (ESOS®), hereafter referred to as ESOS®.

g) The term 'Organisers' shall mean the IFLA as well as K.I.T. Group and its employees.

h) The term "Exhibition Management" shall mean the Exhibition/Sponsorship/Satellite Symposium Management c/o K.I.T. Group.

i) The term 'Congress Venue' shall refer to any exhibition hall, Congress facility or other such building and in particular shall mean the Congress Venue listed in the sponsorship manual and anywhere within the precincts of such location under the control of the Organisers for the purposes and duration of the Congress.

j) Exhibition and Sponsorship Ordering System (ESOS®) is an online ordering system that brings together exhibitors, sponsors, vendors and Congress Organisers to one platform.

k) The term 'Sponsorship Prospectus' shall mean the document announcing all sponsorship opportunities offered within the frame of the Congress.

l) The term 'Exhibition Manual' shall mean the document which includes all detailed information pertaining to the handling of the exhibition, meeting rooms, hospitality suites and satellite symposia (i.e. dates, onsite regulations, material order forms etc.)

E Terms & Conditions for the Handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia

II General Principles

a) The Organisers retain the right to change the Congress Venue without prior notification including if they deem it to be in the interest of the Congress, or for reasons beyond their control.

b) The contractor should refer to the Organisers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the Congress Venue, and suppliers.

c) The Organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The Organisers have the full authority to deny admittance to or expel any person from the Congress Venue.

d) The contractor acknowledges that the Organisers have the irrevocable right to use recordings of any kind which have been produced within the framework of the Congress, for their own advertising purposes.

e) The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the Congress are the sole responsibility of the contractor, even in the event of cancellation by either party.

f) If the contractor fails to comply in any substantial respect with the Terms and Conditions, the Organisers shall have the right to exclude the contractor and to sell its exhibition space/ sponsorship options. The contractor however will be liable for any loss suffered by the Organisers thereby, and all monies paid by the contractor shall be absolutely forfeited to the Organisers.

g) The Congress Venue does not permit smoking inside any buildings. Smoking is allowed only in outside areas. Failure to comply by this rule will result in fines. This policy complies with the general smoking prohibition in public buildings in Columbus Ohio, United States.

h) Children and animals are not permitted at the Congress without specific acceptance by the Organisers in writing.

i) The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the Organisers, any confidential information relating to the business or affairs of the Organisers.

j) Both the contractor and the Organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the Congress Venue is located. In particular, the contractor undertakes that any data provided by the Organisers or generated in connection with the Congress will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors.

k) Except at your own booth and/or Satellite Symposium taking of pictures, other than by the official Organisers' photographer, is expressly prohibited. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

l) Noise

- Outside of the exhibition halls:

Noisy activities must be avoided on weekdays before 07:00 and after 18:00, on Saturdays after 16:00 and on Sundays and public holidays. Any contravention of this rule may result in a ban on construction and dismantling work during the referenced periods.

- Inside the exhibition halls and during the exhibition hours:

When planning activities, the overall scientific character of the Congress must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other contractors or delegates is not caused. The sound should always be held at a low level. The Organisers reserve the right to determine at what a point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the Organisers judge that a disturbance is being caused, the contractor is to halt the activity immediately.

E Terms & Conditions for the Handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia

n) Security will be provided at the absolute discretion of the Organisers although they cannot accept liability for any loss or damage that may occur. Congress name badges must be worn at all times by the contractor and his/her staff whilst in the Congress Venue and in all other areas within the full control of the Organisers for the duration of the Congress.
o) The exhibitor is responsible for the safety of products such as prizes and giveaways, and general display of the booth.
p) Insurance, Liability
The Organisers and the Venue accept no liability for personal injuries, or for loss or damage to property belongings, either before, during or as a result of the Congress. Exhibits or other items brought into the booth remain at the risk of the contractor. The Organisers and the Venue accept no liability for loss, destruction or damage or personal injury. Contractors are therefore advised to have adequate insurance to cover personal injuries and any loss or damage to their property and exhibition material.
The contractor undertakes to secure the premises after the end of the event and in particular, to place personal belongings in safekeeping.
The contractor is liable for any damage to buildings or inventory which is caused by participants of the event, including visitors, staff and other third parties from the contractor's province or the contractor in person.

III Terms of Set-up

It is the contractor's responsibility to be familiar with all regulations in regards to the location of their booth, meeting rooms, hospitality suites and/or satellite symposia.
For insurance and security reasons and to adhere to regulations stipulated by the Congress Venue, the Organisers will appoint official contractors for all installations (such as electricity, communications, hanging points -mains and fittings), and all ancillary services. Due to the necessity of coordinating all activities during set-up and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Organisers and the Venue.
The contractor will not damage any walls, floors, or ceiling area of the Congress Venue – by nails, screws, oil, and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.
Set-up must take place and be finished during the times as noted in the Exhibition Manual or on ESOS®.

1. Set-up of Booths

a) There are four different types of booth possibilities: in-line, corner, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in this Exhibition Manual.
b) All booth set-ups must be approved by the Organisers (see IV-Technical Guidelines and Local Safety Regulation). Also, the Organisers must be informed within the time frame outlined in this Exhibition Manual should special requirements be necessary. A booth can only be set-up if it is approved by the Organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings. Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the Organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.
c) The contractor has to verify the exact booth location and booth dimensions in relation to the building, as well as the exact position of ordered technical installations (ceiling suspensions, electrical supply etc.) in relation to the booth before starting the set-up.
d) Since the exhibition halls have no floor covers every exhibition booth must be carpeted.

E Terms & Conditions for the Handling of Exhibition, Meeting Rooms, Hospitality Suites and Satellite Symposia

e) All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall, panel or canvas wall to inhibit passage and/or view. The walls/panels must be at least two meter (2m) high. Pop-up booth or fair displays are not considered proper booth separation. Please refer to ESOS® or to this Exhibition Manual to order shell scheme walls/panels for acceptable booth separation.

f) Walls that adjoin neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white or of any neutral colour.

g) Booth sides that face aisle ways must be transparent and open. Any construction elements higher than 1.2m and up to 3.0m on these sides must not exceed 50% of the length of the booth side or require expressed consent by the Organisers in important cases.

h) If maximum height construction for decorative elements exceeds 3.0m, such elements must be set back 1m from the exhibition space border of the adjoining booth or the aisle way. Exceptions can be arranged with the written consent from the sponsor of the affected adjoining booth.

i) Rigging supports at the exhibition space border exceeding the height of 2.5m may be permitted but need written permission from the Organisers.

j) Double story booths are not permitted.

k) The exhibitor is responsible to the Organisers for ensuring that its booth is maintained in a clean and orderly state. Storage space is not available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The Organisers reserve the right to order cleaning of an exhibitor's space or a contractor at the exhibitor's cost.

l) Removal of exhibits and dismantling is not allowed until after the official closing time which is listed in this Exhibition Manual. The exhibitor must dismantle the booth within the allocated time. The exhibitor must leave the booth area clear and the floor clean. The exhibitor must restore the rented exhibition area to the original condition at their own expense. During the dismantling period, no material should be left unattended at any time. Stored materials, empty containers and packing material must be disposed of properly.

m) Exhibitors will not be reimbursed for waiting times.

IV General Exhibitor Rules and Regulations

1. Smoking is prohibited in the Greater Columbus Convention Center ("the facility").
2. Animals are not permitted in the facility except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Support animals are permitted for physically challenged persons.
3. RV and trailer camping is prohibited within the city limits per city code.
4. Propane tanks are not permitted in the facility without written approval from the Columbus Division of Fire.
5. Use of any open flame is prohibited. All tank cylinders are to be secured.
6. Under no circumstances may grease or other waste material be poured into drains. Grease and any hazardous material must be removed in proper containers in accordance with applicable regulations and ordinance.
7. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.
8. Helium balloons are not permitted in the facility.
9. Adhesive backed decals are not permitted in the facility.
10. Temporary exterior signs and banners must be approved by the Facility Management and may not be fastened to building exterior. Banners, signs or decorations may not be hung from ceilings within the facility without Greater Columbus Convention Center Management approval.
11. The facility is the exclusive provider of the following services: telephone, internet, food and beverage, booth

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cleaning, electricity, plumbing and banner and theatrical rigging.

12. Truck yards and loading dock areas are for the loading and unloading of vehicles only. All vehicles parked in these areas without proper authorization will be removed at the owner's expense.
13. Overhead doors will be operated only by facility personnel and will be available or used only after prior arrangement is made with the Event Coordinator.
14. Exterior and loading dock area doors may not be propped open without prior authorization from the Greater Columbus Convention Center Security Coordinator. Exhibitors are not permitted to remove or tamper with automated closing devices.
15. Exhibitors using loading docks must unload their materials to booth areas using the designated elevators and entrances. High Street entrance doors are not approved loading areas. Vehicles left on loading dock areas are subject to be towed at the owner's expense.
16. All exhibits, equipment, displays, etc. must observe the floor load capacities of the building.
17. All forklifts, hi-lifts or other material handling devises operated within the facility must be operated by an operator licensed by an OSHA approved agency or program.
18. During move-in and move-out exhibit halls, loading dock areas, truck yard and service areas are considered hazardous work areas. As such, the following will be strictly enforced:
    a) Absolutely no drinking of alcoholic beverages or the use of controlled substances will be permitted.
    b) No horseplay.
    c) No speeding or reckless use of equipment.
19. The Greater Columbus Convention Center has no facilities for the receiving and storage of freight or other shipments and recommends against the delivery of articles prior to the contracted event dates. Exhibitors must make shipping arrangements with the decorator handling the event.
20. All crate storage during exhibit hours must be handled by the contracted decorator.
21. All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the contract. Items left beyond this time will be treated as abandoned equipment and disposed of accordingly. The facility will assume no responsibility for losses suffered by the exhibitor occasioned by theft or disappearance of this o any other equipment, articles or property.
22. The following has been discussed and approved by the Columbus Division of Fire:
    a) Blocking of any Fire Exit is prohibited. No fire suppression equipment shall be obstructed or concealed.
    b) All display vehicles or machinery must adhere to the following:
    I. Equipment is to have no more than (1) one gallon of fuel.
    II. Gas cap must be taped to prevent leakage of fumes from tank.
    III. Both battery cables must be disconnected and secured.
    IV. Transfer of fuel must be accomplished outside the building and must be into proper containers.
    c) No cut trees or other similar decorations will be allowed for display in the facility. All decorative material, including drapes and fabric-covered dis plays or devices, must be fire retardant. The exhi bitor must make available to the Fire Marshall the current certificate of flammability, if required to do so, prior to the exhibition of material.
    d) No storage of exhibit material is permitted in the utility aisle behind booths.
    e) Indoor tents or canopies must be fire proof, with certificate.

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23. Exhibitors cannot bring any material, substance, equipment or object which reasonable may endanger the life of, or cause bodily injury to, any person in the facility, or which reasonably may constitute a hazard to the building or the property therein.
24. If any special hazards exist or problems arise that require help pertaining to Fire and Life Safety, please contact the Columbus Fire Prevention Bureau at (614) 645-7641 for assistance.
25. The Convention Center Manager and Security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.
26. The carrying of firearms and/or other weapons of any kind within the facility is limited to "officers of the law" unless prior written approval is attained from the Greater Columbus Convention Center Management.
27. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor's area.
28. Abusive language, threats, assault, vandalism, theft and similar acts will result in the immediate removal of the offender from the premises. In case of violation of the law, charges may be filed for prosecution.

V Local Security and Fire Codes

Firearms

Concealed firearms are prohibited in our facility. Pursuant to the Ohio Revised Code, no person, including anyone licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto our property, unless otherwise authorized by law.

Homeland Security

The Greater Columbus Convention Center follows the nation's guidelines of readiness. In addition, we are able to maintain a level of Orange at all times without hindering our client's activities. Your Event Coordinator will keep you updated on the nation's current level and any additional precautions necessary to ensure you have a quality event.

Medical, Emergency Response Stations (ERS), First Aid, and AEDs (Automated External Defibrillators)

The Greater Columbus Convention Center Security department works hand-in-hand with the Columbus Fire Department to assist with medical emergencies. In the event of a medical or other emergency where you would normally dial 9-1-1, please do the following instead. From any in-house phone dial "HELP" (4357). This will put you into contact with our security department, which is on duty 24 hours a day, 365 days a year. Our security officers will take the necessary information regarding your emergency, notify emergency services, meet emergency services upon their arrival, and escort them directly to the location of the emergency. At the same time another of our officers will immediately go to the area of the emergency to provide first response. This method of emergency response has proven to be most beneficial, especially in a facility as large as ours. We have pre-established Emergency Response Stations (ERS) with the Columbus Fire Department to ensure they go to the exact area. Dialing 9-1-1 yourself could delay the arrival of emergency personnel since it may be confusing where to direct help.

Also, all of our security team plus many members of the Greater Columbus Convention Center staff are trained both in first aid and the use of AEDs

(Automated External Defibrillators). When our security staff arrives on the scene of an emergency they always bring a first aid kit, an AED, and oxygen.

Fire Emergencies

The Greater Columbus Convention Center is equipped with the latest fire detection system. Our Security department monitors this equipment 24 hours a day, 365 days a year. In case of fire, the fire alarm evacuation system will sound with verbal instructions on what procedures to take. In addition, fire strobes and sirens will activate. These evacuation systems are designed to activate only at the direction of security

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personnel. Should they be activated, please instruct your event attendees to calmly exit the facility by the nearest exit. As always, it is important to familiarize your attendees and yourself of the nearest exit should it become necessary to evacuate the facility. Should an evacuation become necessary, Security and Event Coordination personnel will be on hand to assist with the evacuation.

Contractors may not, or permit exhibitors to, obstruct or obscure any marked fire exit, hose/extinguisher cabinet, or pull station.

Weather Related Emergencies

During severe weather it may become necessary to relocate to safer areas of the building designed to withstand winds higher than normal, such as a tornado. If a tornado warning is issued for our area, Security and Event Coordination personnel will be on hand to notify and direct your event attendees to safer areas of the facility. Areas such as restrooms, stairways, and inside meeting rooms that contain no glass are considered safe during a tornado warning. Attendees should be reminded to stay out of large areas, such as exhibit halls or areas that contain glass walls or glass ceilings during these emergencies.

Power Failures

While a power failure is highly unlikely to occur, we still want you to know what to do in case of a partial or total loss. Power failures can occur due to a number of causes. Severe weather and/or power interruptions from our main distribution source would be the main causes. Our building is equipped with an emergency power generator, designed to restore power to key areas of the facility within seconds of a major power failure. Emergency power would be restored to the exits, concourses, and service halls. During a power failure it is not necessary to evacuate the facility. To the contrary, it is important to remain where you are and wait for further instructions. As with other emergencies, Security and Event Coordination personnel will be on hand to pass on any information available.

Keys & Door Locks

At your request our facility will provide keys to your contracted meeting spaces. You have two options. The first is to use our in-house keys. As long as these keys are returned there is no additional charge. The second is to have your meeting space re-keyed and taken off of our building master lock. Your Event Coordinator can inform you of the charge per lock. For either option we will provide the amount of keys needed for your staff. Please designate a single member of your staff to receive all keys for your event, and coordinate their distribution to your designees. This person will also be responsible for the return of all keys. All keys must be returned immediately at the close of your event before you leave the building. For each key that is not returned, a non-returned key fee will be placed on your master bill. Your Event Coordinator can provide you with more details on this cost.

Lost and Found

Lost and found is located in our security base. They can be reached at +1 614 827 2547. All lost items are turned into security where they are logged in and maintained for a period of 30 days. Items not claimed within the 30 day time period are customarily discarded. It is fine if you choose to set-up your own lost and found during the duration of your event. However at the conclusion please contact our security base so that the remaining items can be picked up and properly logged.

Unattended Property

For the safety of all of our attendees, any unattended bag, purse, briefcase, cooler, etc. is subject to removal from the property by our security department. No items of any value should be left in an area that is unsecured or unattended at any time. The Convention Center is not responsible or liable for any items left in the Convention Center.

Contract Security Providers

The Convention Center is responsible for providing a secure building perimeter, routine patrols of parking facilities and

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public areas, and staffing a 24-hour control room where the emergency response system is monitored.

The Convention Center does not provide security services for your contracted spaces during overnights or other unattended periods. You are responsible for selecting a licensed, bonded, and insured contract security company that has been approved to work in our facilities to cover these times and areas if necessary. A list of these providers is included in this booklet. The contracted security company will provide security within these areas; which can include your exhibit hall, meeting rooms, food service areas, office, registration, and/or storage areas. The Convention Center maintains the right to mandate contract security for specific events.

Security Waiver

Should you choose to not hire a contract security company, and the Convention Center approves this decision, you will be required to sign a Security Waiver. Please discuss this further with your Event Coordinator. He/she will provide the form for you.

Hazardous Materials

All hazardous materials must be registered with the Convention Center. Please submit the OSHA Material Safety Data Sheet (https://www.osha.gov) on your hazardous material to your Event Coordinator at least sixty days prior to your event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps) are the responsibility of you, your exhibitors, and your attendees. All of these items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in our building for later pick-up, or disposed of in our building trash receptacles, floor pockets, or sewage systems. Any hazardous waste left in our facility will be disposed of immediately at your expense. This includes all charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

Propane Tanks

All propane tanks must be removed before attendees can enter a room. All unused propane must be stored in a locked cage outside on our loading dock area.

Flame Resistance

All decorative materials used inside the building must be flame retardant. Proof that the item is fire retardant must be onsite at all times. Please bring all certifications with you. If you or one of your contractors has added a fire proofing material to an item, please bring the canister with the fire proofing material with you.

Cut Trees and Bushes

Cut bushes, trees, and shrubs are not allowed inside our facility. All bushes, trees, and shrubs must be live, in burlap balls, and kept wet at all times. Wood bark and chips used as decorative material must be kept wet. Also, bales of hay are not allowed in the facility.

Open Flames

Open flames are not permitted inside the building. Votive candles, in secured votive candleholders, are allowed. No other type of candle is permitted.

Haze/Fog

The use of haze/fog machines for enhancements must be requested in writing to your Event Coordinator at least thirty days prior to your event. All requests must include information of the type of material being used, quantity, general program dates, meeting locations, rehearsal times, and duration of use.

Pyrotechnics

The Convention Center is a public assembly building.

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Because of these we must adhere to all city codes. The City of Columbus Division of Fire strictly regulates the use of pyrotechnics within our facility. All rules and regulations are designed to ensure the safety of all of our guests and employees, as well as to protect the building. The guidelines for the use of pyrotechnics are described below:

- The pyrotechnics contractor must hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms for the use of "low explosives." A copy of this license must be provided to your Event Coordinator at least one month prior to the show date.
- The pyrotechnics contractor must apply for, and comply with, all permits and requirements of the City of Columbus and must provide a copy of all approved permits to your Event Coordinator
- The pyrotechnics contractor must prepare and submit to your Event Coordinator a complete description of the pyrotechnic activity. It should include:
  1. A plot showing the exact location, type, and number of devices.
  2. Protective materials and equipment for the activity.
  3. The location and number of fire extinguishers for the activity.
  4. The schedule of activities, number of certified pyrotechnic operators, and their locations.
  5. A schedule for pre-show pyrotechnic tests to be conducted in the presence of a City of Columbus Fire Inspector.
- The pyrotechnics contractor shall provide a current certificate of insurance to your Event Coordinator naming the Greater Columbus Convention Center, SMG, and the Franklin County Convention Facilities Authority as additional insured
- The pyrotechnics contractor must provide certifications on all materials and products used in the pyrotechnic activity, indicating that the materials contain no hazardous gases or materials, which would cause injury or harm to attendees, show contractors, or facility employees.
- Show management will be held directly responsible for all pyrotechnic activities.

Event Coordinator will notify you of any applicable charges or special insurance requirements.

VI Hiring Items and Services

1. General

Contractors can use ESOS® to browse for items which can then be added to their shopping cart. The user can add, take out and store items into their shopping cart until checkout. Contractors can purchase the items by proceeding to the checkout.

Before purchasing any article featured on ESOS®, contractors and their hired staff must accept these Terms and Conditions as well as prices, deadlines, and price increases as stated in this document. Orders on ESOS® will not be accepted until contractors have signed the box stating that these Terms and Conditions have been read and accepted.

2. Conclusion of Contract, Contracting Parties and Contractual Liability

The contract is binding for all parties with the acceptance of the offer, made by the Exhibition Management to the contractor.

Once contractors have checked out the order is binding and must be paid. Only items and services that have been paid in full by the due date will be delivered. An order will be registered as of the date on which the online order is received. An order will be registered as of the date on which the online order is received.

3. Ordered Equipment and Services

The Exhibition Management is to provide the services ordered by the contractor and agreed upon by the Exhibition Management. The contractor is obligated to pay the prices and fees agreed upon for the services of the Exhibition Manage-

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ment. This also applies to any services and outlays made by the Exhibition Management to third parties associated with the event.

The Exhibition Management procures technical and/or other equipment from third parties for the promoter or contractor at the latter's order, this is in the name of, on the authority of and for the account of the contractor. The contractor is responsible for the careful handling and proper return of the equipment. The contractor exempts the Exhibition Management from all claims of third parties arising from the loan of the equipment.

Technical failures or technical breakdowns due to the operating condition of devices and other equipment made available by the Exhibition Management, have to be announced to the staff members of the Exhibition Management immediately and will be rectified when possible. Payments may not be withheld or reduced in so far as the Exhibition Management is not directly responsible for these faults.

4. Placing Orders for Auxiliary Services

a) Object Catalogue Orders

The item rates are based on when the booking is made (Early Bird, Standard and Late Booking Fees).

Early Bird.....Valid from 5 April 2016 Midnight CET
.....until 27 June 2016 Midnight CET
Standard.....Valid from 28 June 2016 Midnight CET
.....until 25 July 2016 Midnight CET
Late / Onsite.....Valid from 26 July 2016
.....until end of Conference

Early bird orders

For early bird orders, payments will be accepted via credit card and bank transfer. All orders must be checked out and paid in full by 27 June 2016 Midnight CET, otherwise the order will automatically default to the standard fee.

Standard orders

For Standard orders, payments will be accepted via credit card only.

Late / Onsite orders

For Onsite orders there will be an additional charge which is subject to availability. Payments will be accepted via credit card only.

Ordering items on ESOS® will cease on 25 July 2016 Midnight CET. After this date, it will only be possible to make orders onsite (subject to availability). However, it will still be possible for contractors to access their ESOS® accounts to pay invoices.

b) Catering Item Orders to be booked directly with caterer

The in-house caterer has the exclusive right for all catering items within the Congress centre. Should a company intend to offer its own catering at its booth or its hospitality suite, it should first be communicated to the catering management of K.I.T. Group at wlic2016-industry@kit-group.org in order to receive prior authorisation by the in-house caterer. A "corkage fee" may be charged by the in-house caterer, unless another arrangement has been agreed. If catering or catering equipment is brought from outside without the prior authorisation of the in-house caterer, items might be removed at any time and without notice.

The ordering of catering in the exhibition area includes the delivery to the booth and the pick-up of the garbage and used tableware. Unless a special time is requested, the clean up will take place after the daily official closing of the exhibition. Cleaning of the booth must be made online separately through ESOS®.

Regarding lunch symposia, the exact location for food delivery must be agreed with the in-house caterer on a case by case basis taking the Venue's safety measures into account. Unconsumed goods cannot be returned.

The in-house caterer cannot be held responsible for delays in delivery and service due to the acts of God circumstances or events that substantially impede or make delivery im-

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possible, including in particular strikes, lockouts, and official rulings, even if such occur in the domain of a contractor or subcontractor or in the case of legally binding stipulated time limits.

5. Payment Policy / Method of Payment

All rates listed in the Sponsorship and/or Exhibition Manual and on ESOS® exclude statutory VAT and refer to the duration of the Congress (except if stated in the above mentioned manuals or on ESOS®).

a) Payments must be completed in due time. All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the Organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the congress.

b) If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.

c) Payments must be made by bank transfer in EUR. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the bank account as noted in the Sponsorship and/or Exhibition Manual, ESOS® and/ or invoice.

d) Online credit card payments can be made on ESOS® under "Invoices/Payments" in your ESOS® account.

e) Please indicate the "Congress", your company, and the invoice ID number on all money transfers.

f) For each reminder sent after the payment deadline, a fee of 2,50 € will be charged. However, the Organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.

g) Should the contractor's payments be delayed, the Organisers are authorised to demand interest for delay. The interest rate for delay may be increased should the organisers be able to prove a higher burden.

6. Cancellation or Reduction of Orders

a) Object Catalogue Orders

Any reductions and/or cancellations of orders must be made in writing and will be charged at 100%.

Cancellation or partial cancellation of the order

- A cancellation made before 22 July 2016 will be subject to a cancellation fee of 50% of the order value.
- Any cancellation after 22 July 2016 is subject to cancellation fees of 100% of the order value.

VII Cancellation of the Congress

a) The Organisers are entitled to cancel the Congress due to reasons beyond their control that prevent or substantially hinder the planned holding of the Congress.

b) If the Congress must be cancelled or changed due to unforeseen political and economic events, or general "Force Majeure", the Organisers cannot be held liable for any compensation nor refund.

VIII Limitation of Liability

a) A contractor's claim for compensation is only applicable in case of gross negligence from the Organisers and/or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.

b) In no case will the Organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the Organisers may provide security guards, this is done solely as an accommodation for contractors.

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c) An exception thereof is damage and breach of life, the body and/or health if breach of duty is the Organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the Organisers. A breach of duty of the Organisers is equal to the breach of duty of a statutory agent or servant.

d) The contractor is liable for all damage to buildings or inventory which is caused by participants of the event, including visitors, staff and other third parties from the contractor's province or the contractor in person.

e) The Organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.

f) The Organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the Congress as a result of circumstances beyond its reasonable control, including, but not limited to, riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood, and other acts of God.

IX Governing Law

This booking is made and shall be governed under German Law. Exclusive jurisdiction and Venue of any actions arising out of, or relating to or in any way connected to this booking, its negotiation or termination, or the event, will be in the courts of Germany.

X Severability Clause

No amendments, changes, modifications or alterations of these Terms and Conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these Terms and Conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties.

F Checklist for Exhibitors and Sponsors

☑ Checklist for Exhibitors and Sponsors

- ☐ Exhibition Technical Manual forwarded to subcontractors
- ☐ Invoice for exhibition booth paid
- ☐ Logos for print submitted (only Sponsors)
- ☐ Company Profile submitted via ESOS®
- ☐ Booth layout submitted (only self-builders)
- ☐ Electricity for booth booked
- ☐ Booth equipment booked
- ☐ Delivery time slot booked (see shipping instructions)
- ☐ Catering booked
- ☐ Registered for Exhibitor Badges
- ☐ Names and contact details of personnel in charge of the booth onsite submitted
- ☐ Bag Inserts delivered to Agility/Fern (only if booked)

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