

23rd International Myeloma Society Annual Meeting

Display Guidelines – Space Only Stands

- Island stands including signage may not extend over 4m in height.
 - NOTE: Construction of stands over 4m is not permitted. Please allow for any platform height within the 4m.
- Island booths must be constructed to allow access from all sides. Island booths should have open sight lines front to back and side to side and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. Kiosks, podiums, help desks, etc. must be set back 1m from the entry access point of the booth.
- Any part of the wall above 2400mm must be suitably decorated and finished to a high standard. Branding is not permitted if overlooking an adjacent stand. Advertising or logos on the external walls of your stand is not permitted where they will interfere with another company's exhibit.
- A shell scheme wall may be provided at a cost to the exhibitor.
- Solid walling will only be permitted for up to 30% of any open side of your stand (unless 1m or under in height).
- Additional solid walling above 1m in height must be positioned at least 1m in from the edge of the stand.
- If a space only stand adjoins a shell scheme stand, the shell scheme dividing wall will not be finished off on the side of a space only stand. If you wish to use this wall, please contact Cameron Event Logistics, the Shell Scheme Contractor.
- Exhibitors using Clip, Nomadic or Pop-Up structures must also construct a solid, freestanding wall between their own and adjoining stands. These may not be used as walling or be positioned on the edge of your stand. You may wish to take a shell scheme package so that walls and carpet are provided.
- All signs, exhibits, constructions, etc. must be contained within the area allotted and must not project into or over the gangway.
- Overhead lighting rigs are permitted, and these must be ordered through the venue. Attaching banners/branding to lighting rigs is not permitted.
- Height of rigged items must not exceed 8m from the top of the item to the ground
- There must be a minimum clearance of 1m from the top of any stand fitting item to the bottom of any rigged items and these items must not be connected to the stand structure in any way. Depending upon their construction, rigged items may be subject to a structural sign off which will be at the Exhibitor's expense
- Rigged items must remain within the boundaries of the exhibiting stand and must conform to standard fire regulations. All rigging is subject to final authorization.
- Any rigged item on stands with shared walls must be hung a minimum of 1m inside from the shared walls.
- All rigging is subject to final authorization of the organizers.
- Demonstrations, presentations, catering, etc. may not be on or close to the aisle line of your stand and should be set back a minimum of 1m from the stand edge.
- Exhibitors that have activities that will draw crowds in their stands must make available (in contracted exhibit space) adequate room for lines, without obstructing any aisles.

- Stand space with furnishings, equipment, etc. must be large enough to accommodate all stand activities, including catering and any traffic generated.
- All stand fittings and waste materials must be cleared from the Halls and loading bays by the end of the breakdown period.

Exhibitors who wish to construct an island booth that will be 36m² or larger are required to submit a digital drawing, rendering, or architectural plans to IMS Exposition Management, for approval by Friday, August 7. Any changes that occur after initial submission must be resubmitted to IMS Exposition Management for approval prior to the meeting. Should booth construction at the show deviate from the actual submitted and approved floor plans, IMS Exposition Management reserves the right to ask the exhibitor to make modifications at the exhibitor's expense. Please contact Stephanie Houck, IMS Exposition Management, at +1-703-679-3972 or stephanie.houck@spargoinc.com with any questions.

Stand Contractor Appointment

As a Space Only Exhibitor, the appointment of a competent contractor to design and build your stand is essential.

As an Exhibitor, you have a responsibility to ensure the health, safety and welfare of all participants who may come into contact with your stand, including contracted companies during build, show and breakdown.

All Space Only Contractors must submit the following information by:

- Fully dimensioned drawings showing all proposed construction and elevations.
- Risk Assessment
- Method Statement
- Public Liability Insurance Certificate
- Construction Phase Plan

Templates for the above documents can be found at cdm4events.org.uk.

Please ensure all of the above documents are submitted. The approval to build notification grants you permission to build your stand based on the plans and documents submitted. Any changes made to your plans thereafter must be re-submitted. All stands are subject to onsite inspection and sign off must be completed by the Contractor stating the stand is built in accordance with the plans and documents submitted.

Approval to build is given to stand plans/designs only and are not technical or structural sign off. We take no responsibility for incorrect stand size to footprint or height. It is the exhibitor's responsibility to ensure stand plans are accurate based on the stand space booked.