

# SPONSOR/EXHIBITOR MANUAL

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## Table of Contents

A. Main Contacts.....	3
i. ASIS Europe Organiser.....	3
ii. Standbuilder A-Booth.....	3
B. Overview of Important Deadlines.....	3
C. Reservation, Options, Payment, Cancellation.....	4
i. Reservation and payment.....	4
ii. Increased Visibility Options.....	4
iii. Cancellation Policy.....	4
iv. Acknowledgement.....	4
v. Space Allocation.....	4
D. Liability and Insurance.....	5
i. Health & Safety.....	5
ii. Liability.....	5
iii. Insurance.....	6
E. Onsite Exhibition Practical Information, Rules and Regulations.....	7
i. Exhibit Space, Size and Configuration.....	7
a. Size.....	7
b. Shell scheme.....	7
c. Space only.....	8
ii. Additional services and material.....	8
a. Equipment – Exhibitor order form.....	8
b. Internet.....	8
c. Catering for Staff / At Stand.....	9
iii. Exhibition, Set-Up and Dismantling Hours.....	9
a. Set-up.....	9
b. Exhibitor Briefing.....	9

c.	Exhibition hours.....	9
d.	Dismantling.....	9
iv.	Shipment Information and Rules.....	10
a.	Shipping and storage .....	10
b.	Advance warehouse and freight handling.....	10
c.	SMALL ITEMS - Direct delivery and related rules .....	10
d.	FREIGHT Loading and unloading information and rules .....	11
e.	Pick up after dismantling.....	11
v.	Health & Safety, Security and Care of Facilities .....	12
vi.	Additional important exhibition rules .....	13
F.	Accessibility and Parking around the venue.....	14
i.	Orientation Map .....	14
ii.	Parking.....	14
iii.	Public Transports.....	14
G.	Use of the Event Mobile Application.....	15
i.	Access to App .....	15
ii.	Meeting Hub (List of Participants) and Contact Exchange Feature .....	15
iii.	Exhibitor Listing .....	15
H.	Tips and Recommendations for a more Sustainable Event.....	16
I.	Online Event Platform .....	17
i.	Info about Features .....	17
ii.	Company Videos / Documents on the Marketplace Gallery .....	17
J.	Exhibit Staff Registration & Accommodation.....	19
i.	Entitlements .....	19
ii.	Registration Process .....	19
iii.	Accommodation .....	19
K.	Event Promotion.....	20
i.	Invite your clients to access the event for free .....	20
ii.	Use of ASIS Europe event graphics.....	20
iii.	Use of ASIS International Name, Logo and Branding .....	20
iv.	Use of ASIS Social Network.....	21

## A. Main Contacts

### i. ASIS Europe Organiser

**Bénédicte Losseau** (ASIS International Brussels Bureau)

Tel +32 2 318 57 51 / Mobile : +32 478 60 20 16

E-mail : [europa@asisonline.org](mailto:europa@asisonline.org)

### ii. Standbuilder A-Booth

We work with the exhibit stand A-Booth. Our project manager at A-Booth is Martin Blanckenstein – feel free to contact him directly for more details or alternative suggestions.

E: [asiseurope2023@a-booth.nl](mailto:asiseurope2023@a-booth.nl)

T: +31 (0)75 622 5581 / M: +31 681 273 719

A webpage was designed by A-booth for you to arrange stand details and order additional optional items. Each company will be sent a login to access the webshop – kindly confirm the person who will be given access. This will be launched early December.

## B. Overview of Important Deadlines

**ASIS International does not guarantee that your sponsorship or exhibition benefits be fulfilled in the case that the requested materials are not provided by the deadline.** Please also note that all entitlements will be granted upon the receipt of your sponsorship/exhibition fee. This is an overview of the deadlines - See details and specification in the related section of the manual.

Send company logo and profile for event website	asap
<b>Onsite</b> / <b>Online</b> Confirm contact person for logistics and exhibitor webshop	asap
<b>Onsite</b> / <b>Online</b> Submit speaker and abstract for the Innovation track session	Wed 30 November
<b>Onsite</b> BOOTH DESIGN (for space only contracts) – must be approved by ASIS – send to <a href="mailto:europa@asisonline.org">europa@asisonline.org</a>	Mon 3 Feb
<b>Online</b> Gallery Documents: submit content	Thu 14 Feb
<b>Onsite</b> BOOTH FASCIA name (for shell scheme contracts) – submit by email or via webshop	Thu 14 Feb
<b>Onsite</b> Complete additional service and material online - webshop	Mon 27 Feb
<b>OPTION:</b> Purchase <b>onsite</b> give-away distribution and mobile app options	Thu 14 Feb
<b>Online</b> EXHIBIT STAFF REGISTRATIONS – <i>online</i>	Thu 21 Feb
<b>Online</b> Day 1 Innovation track: Send recorded presentation	Thu 21 Feb
<b>Onsite</b> Send SHIPMENT INFORMATION to <a href="mailto:europa@asisonline.org">europa@asisonline.org</a> – see details below and on Portal	Thu 21 Feb
Select up to 5 appropriate product/solution categories for GDPR opt-ins from the list (if you purchased a data package)	Thu 21 Feb
<b>Onsite</b> Send artwork for graphic design if ordered – via webshop	Mon 6 March
<b>ONSITE</b> EXHIBIT STAFF REGISTRATIONS – <i>online</i> !!! <b>Exhibitor registering at the desk will be charged 100 EUR + VAT !!!</b>	Fri 10 March
Client Registrations for <b>Onsite</b> Show pass – on <a href="http://www.asiseurope.org">www.asiseurope.org</a>	Complimentary if using the discount code – by Fri 17 March
<b>Online</b> Day 2 Innovation track: Send recorded presentation	Thu 13 April

## C. Reservation, Options, Payment, Cancellation

### i. Reservation and payment

Reservations will be taken on a first-come, first-served basis, as long as sponsorship/exhibition options are available.

Upon signature of the contract, a non-refundable deposit is required with this application, the amount to follow the pay timeline below:

- Upon signature of the contract: 25% Due (non-refundable deposit)
- By 1 February 2023: Balance Due

ASIS may treat Exhibitor's failure to comply with any of the terms or conditions herein as a material breach of the contract and retain any moneys paid as liquidated damages. If ASIS has not received payment in full by 3 February 2023, the heretofore reserved exhibit may be considered cancelled and may be reassigned, sold, or otherwise used or disposed of by ASIS without any refund. Any Exhibit contracted after 3 February 2023 needs to be paid in full upon signature of the contract.

### ii. Increased Visibility Options

See here <https://asiseurope.org/eu23-sponsorship-add-ons/> the optional items to increase your visibility at the event, and the related deadlines.

- Friday 17 February for online items
- Friday 3 March for mobile app and give away items

### iii. Cancellation Policy

In the event the Sponsor cancels all or part of this contract, the Sponsor must do so in writing and is contingent upon acceptance by ASIS. The Sponsor will be liable for the following liquidated damages based on the written cancellation being received by ASIS:

- Until 1 February 2023: 25% of contracted fee
- As of 2 February 2023: 100% of contracted fee

### iv. Acknowledgement

The Organiser will acknowledge the Exhibitor/Sponsor on the event website and/or mobile application with a 100-word company description (to be provided together with logo upon signature of the contract). Please send it to [europa@asisonline.org](mailto:europa@asisonline.org) asap and **no later than 10 February 2023**.

The company name stated in the contract will be used as fascia on the booth (if shell scheme option chosen), in the onsite programme and on promotional items where applicable unless stated otherwise. This company name will also appear in the list of exhibiting companies on the event website. A change in the fascia name is possible until 14 February 2023 – send this to [europa@asisonline.org](mailto:europa@asisonline.org)

### v. Space Allocation

The final allocation will be confirmed upon availability once full payment has been received.

The Organiser reserves the right to move the Exhibitor/Sponsor to a different space (following written notification). Whilst the Organiser will endeavour to keep the Exhibitor/Sponsor in the space originally allocated, changes may be required. Subleasing or Sharing of the Exhibit Space is not permitted without prior written approval from the Organiser.

## D. Liability and Insurance

### i. Health & Safety

1. ASIS will put all required measures in place to provide a safe environment for its event participants. Measures will be taken according to the local regulations applicable at the time of the event and to what ASIS deem necessary to manage the risk for its event participants.
2. Participants may be required to provide a valid proof of COVID vaccination/COVID recovery/ negative PCR test to be allowed in the onsite event. Participants may be required to wear a face mask in the event area.
3. Participants agree to behave responsibly and to self-monitor for signs and symptoms of COVID-19 and, if experiencing any such symptoms, agree to discontinue participation in the event immediately and seek appropriate medical attention.
4. Participants will be expected to take additional common actions to reduce the risk of COVID transmission.
5. ASIS Europe 2023 health and safety policies and procedures will be posted on <https://asiseurope.org/> and are subject to change.

### ii. Liability

1. The goal of ASIS International is to hold a safe event, but it is not possible to remove all risk, in particular about COVID-19. Participants agree that ASIS cannot be held liable for COVID-19 cases arising as a result of event attendance.
2. Exhibitor agrees to defend, indemnify and keep harmless ASIS, its officers, agents, employees, servants, and staff members and/or directors (the indemnitees) against all liabilities, judgments, costs and expenses which may anyway accrue against them (the indemnitees) in consequence of entering into this agreement, including any and all claims, suits or liability for injuries to property, injuries to persons, including death, and from any other claims, suits or liability on account of, or related to, any act or omission, or alleged act or omission of the exhibitor or any of its officers, agents, employees or servants.
3. Without limiting the generality of the foregoing, Exhibitor's duties hereunder extend to the service contractors of ASIS, the Postillion Convention Centre WTC Rotterdam (the Venue), and any of their officers, agents, staff members or directors. Claims for loss, injury or damage by fire or theft, which may occur to an Exhibitor or to his agent, employees, or invitees, or to his or their property or wares, arising from any cause whatsoever, prior, during or subsequent to the period of this Exhibit; and loss to any person as a result of serving alcoholic beverages in any exhibitor hospitality suite, or at any function sponsored or controlled by an exhibitor is likewise intended to be included within the scope of this indemnification clause. Exhibitor shall be liable to indemnitees for all expenses, including court costs and attorneys' fees incurred by indemnitees in connection with any such claims, suits or liability, and/or in connection with any claim by indemnitees against Exhibitor arising out of the provisions of this clause.
4. ASIS and the Venue accept no responsibility for the wellbeing of an exhibitor's booth and/or the contents therein or thereabout. The Exhibitor waives any and all claims against ASIS and the Venue for loss, theft, damage or destruction by fire, water or otherwise of its booth or any of its property in its booth or on the premises of the Venue at any time as well as for injury to its agents, servants and/or employees while in the exhibition premises, and for any damage of any nature including damage to its business by reason of the failure to provide space for the exhibit or for any failure to hold the exhibition.

5. ASIS shall in no event be liable to an Exhibitor/Sponsor for any direct or consequential damages, and Exhibitor/Sponsor understand and agree that the sole and maximum liability of ASIS to the Exhibitor/Sponsor will be a refund of any amount paid by the Exhibitor/Sponsor to ASIS.
6. ASIS and the Venue are not responsible for the items or goods in the stands, nor for any damages or loss of the goods brought onto the premises by the Exhibitor or supplied by third parties on behalf of the Exhibitor. The Exhibitor is responsible for the exhibited goods during the Event at the Venue (Postillion Convention Centre WTC Rotterdam)'s premises throughout the day and night. The exhibitor is advised to pay attention to the exhibited goods at the time of preparing the Event and its subsequent winding-up. It is essential that the exhibitor secures the stand against damage and theft of goods. Such objects should be stored overnight, for example, in a lockable cabinet or display case that is part of the stand. ASIS and the Venue (Postillion Convention Centre WTC Rotterdam) are not responsible for goods stolen from the exhibition.
7. The Exhibitor indemnifies ASIS and the Venue against third-party claims in relation to violations of copyrights and/or industrial property rights as a result of services to be provided by ASIS or the Venue for the Exhibitor.
8. Limits in Liability: In no event shall ASIS be liable to Sponsor more than the amount paid under the Agreement.

### iii. Insurance

1. ASIS requires that all exhibitors carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. The certificate holder will be ASIS International, 48, Rue des Aduatiques, 1040 Brussels, Belgium. All insurance required to be carried by exhibitor shall be primary, and not excess, to any other insurance carried by ASIS. This insurance must be in force while the exhibitor has taken occupancy of their leased space in the exhibit hall.
2. A current Certificate of Insurance reflecting the above requirements must be on file with ASIS prior to entry to the exhibit floor.
3. Exhibitors wishing to insure their materials, goods and/or wares on display in the Exhibit against theft, damage by fire, accident, loss or liability of any kind, must do so at their own expense. This must cover the period of the construction, the exhibition and the dismantling, including material transportation in and out of the exhibition venue. ASIS will provide security guard service throughout the entire meeting including the official periods of Exhibit installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by Exhibitors as guaranteeing them against loss or theft of any kind.
4. ASIS will provide security guard service throughout the entire meeting including the official periods of Exhibition installation and dismantling. The furnishing of such service is in no case to be understood or interpreted by Exhibitors as guaranteeing them against loss or theft of any kind.

## E. Onsite Exhibition Practical Information, Rules and Regulations

### i. Exhibit Space, Size and Configuration

#### a. Size

The size of the exhibition space is specified in the agreement between ASIS International and the Exhibitor. All materials and displays belonging to the Exhibitor must fit into this area. The Organiser reserves the right to move or remove material or displays placed outside the allotted area.

#### b. Shell scheme

Shell scheme booths consist of an Octanorm® metal structure box of 2,5m high and the length and width specified as per the contracted booth space. The walls are white bilaminate panels and located as per the floor plan specifications. In any portion of the booth, all parts of the Exhibit shall be placed up to a height not to exceed 2,5 m.

Anthracite grey carpet is provided inclusive – you have the option to change this and order for another colour at your own costs in the A-Booth portal.

A fascia will be produced with the name of the exhibiting company and place on top (upfront) of the shell scheme. Please confirm your fascia tag on the webshop or inform [benedicte.losseau.brussels@asisonline.org](mailto:benedicte.losseau.brussels@asisonline.org) before Thu 14 February



#### **IMPORTANT**

All booths with 1 neighbouring stand will have 2 walls and 2 open sides, with a fascia above the 2 open sides (see below examples). If you want a closed booth (3 walls) or if you do not want the Fascia, please confirm it in the webshop or inform [benedicte.losseau.brussels@asisonline.org](mailto:benedicte.losseau.brussels@asisonline.org) before Thu 14 February

The standard 9 sqm booth includes 1 table, 2 black chairs, 1 waste bin (see below) and 3 lights.

One standard electrical extension with 3 sockets will be provided; basic electricity usage and main connection costs are included.



## c. Space only

Exhibitors building their own stands must send the **stand layout design** in which the exact and full measurements must be clearly indicated, as per the below paragraph, to [europa@asisonline.org](mailto:europa@asisonline.org) by Fri 3 February 2023 at the latest, to be submitted to the venue Health & Safety Department.

The venue Postillion Convention Centre WTC Rotterdam will evaluate if the projects are in conformity with the Health & Safety Regulations and the venue regulations.

For the purposes of safety, exhibitors of events taking place in the Postillion Convention Centre WTC Rotterdam are considered totally responsible for their stand assembly and they must solicit their Stand Manager, appointed by them for the construction of their stands, to exhibit the insurance certificates and the fire reaction certificates of materials to be used for their fittings before the beginning of the work.

The noncompliance to this procedure, recorded by the personnel in charge for these inspections, could lead also to the stopping of work until the above-mentioned certificates are presented.

**MAXIMUM HEIGHT:** The maximum height allowed for the booth needs to be confirmed to each exhibitor individually by the organiser at the stand design approval stage – by 3 February 2023.

## ii. Additional services and material

### a. Equipment – Exhibitor order form

AV equipment, furniture, graphics, cleaning, hostesses and other additional services should be ordered directly with **our stand builder A-Booth**, using the Webshop you will find their dedicated online portal. Each exhibitor will have a personalised access to the portal with their email address.

By 1 December at the latest, [Click here to email your consent](#) to share contact information with A-Booth in order to set up your company in their webshop.

Our project manager at A-Booth is Martin Blanckenstein – feel free to contact him directly for more details or alternative suggestions.

E: [asiseurope2023@a-booth.nl](mailto:asiseurope2023@a-booth.nl)

T: +31 (0)75 622 5581

M: +31 681 273 719

**DEADLINE** for material order is Monday 27 February 2023 – after this deadline supplement fees will apply. No order will be allowed after 13 March 2023.

### b. Internet

Basic Wi-Fi will be provided during the event in the exhibition area and meeting rooms (not for downloads). If you require a high bandwidth internet access, it is required to place an order with A-Booth via the online portal.

**ADDITIONAL INFORMATION** regarding the WIFI within the Postillion Convention Centre WTC Rotterdam:

- Exhibitors are not allowed to use personal Hot-Spot Wi-Fi (Access Points, ad hoc networks, Tablet or Smartphone used as 4G hot-spots) if not after having obtained specific authorisation. The massive use of these wireless hot-spots affects the use of the channels in the 2.4 Ghz and 5 Ghz radio bands, to the detriment of all event users. We request to be informed by email at [europa@asisonline.org](mailto:europa@asisonline.org) by 3 March at the latest.



- Postillion Convention Center WTC Rotterdam is authorised to use the IDS/IPS (Intrusion Detection/Intrusion Protection System) function on its own Wi-Fi system in order to limit and isolate "rogue" or unauthorised Access Points, in order to ensure the safety of the Wi-Fi network and connections of congress users.

## c. Catering for Staff / At Stand

### Exhibit Staff Lunches

ASIS Business Lunch tickets are included in the exhibit staff passes. Additional tickets for visiting clients are available for purchase for 37 EUR + VAT – to be ordered via the online exhibit staff registration system. The Business lunch includes a warm and cold item standing buffet + desserts and soft drinks. Coffee is then served in the exhibition.

### Additional catering orders

The supply of food and beverages is the exclusive right of the venue. Exhibitor/Sponsor may not provide or distribute food or beverages not purchased from the venue. If you want to order any on top of the catering provided during the event, please contact the venue event coordinator:

**Linda Ruissen**

T: +31(0)10 4054462

E: [linda.ruissen@postillionhotels.com](mailto:linda.ruissen@postillionhotels.com)

## iii. Exhibition, Set-Up and Dismantling Hours

By signing the exhibition agreement, the company agrees to adhere to the time schedule of materials delivery (logo, company profile etc), set-up and dismantling time communicated by the organisation office.

For your information, during the open period of the exhibition, stand mains supply will be switched on no later than half an hour before the exhibition opens and switched off no later than half an hour after it closes. You may please contact ASIS, should you require power for a longer period.

### a. Set-up

Exhibitor/Sponsor who booked shell scheme will have from 14:00 – 19:00 on Tuesday 21 March 2023 to complete their displays. All displays must be finished, and all boxes and packing material cleared by 19:00. Sponsors/Exhibitors building their booth will be allowed to start building from 07.00 to 19:00 am on 21 March. For all exhibitors, the setup will have to be complete by 19.00.

### b. Exhibitor Briefing

A short exhibitor briefing session, giving general information about the companies attending and the level of delegates, will be provided online on Friday 17 March (date to be confirmed). All exhibitor staff are welcome.

### c. Exhibition hours

Wednesday 22 March	08:15 – 18:00
Thursday 23 March	08:00 – 16:00

### d. Dismantling

The Exhibits will close at 16:00 on Thursday 23 March. No dismantling is permitted before this time. All materials must be dismantled and packed by 20:00 on the same day, Thursday 23 March.

## iv. Shipment Information and Rules

### a. Shipping and storage

1. ASIS International and Postillion Convention Centre WTC Rotterdam are not liable for shipping issues, delays, non-clearance of customs due to any reason. Exhibitors/sponsors are responsible for their shipped items from departure to delivery at their stand.
2. The venue **does not have any available storage for large shipment so shipments cannot arrive to the venue before Monday 20 March**
3. In addition, it is **strictly forbidden to store any boxes or crates behind the stand.**
4. Our partner **Kristal Logistics bvba** can help you with shipping, advance warehouse and storage of the empties.
  - a. [Click here to email your consent](#) that ASIS communicates your contact information with Kristal Logistics bvba in order to set up your company in their freight handling platform.
  - b. See the [shipping guidelines](#) and [shipment information form](#).
5. Exhibitors who need to deliver more than 2 boxes of small items (like brochures and banners) need to **contact the organiser at [europa@asisonline.org](mailto:europa@asisonline.org) before Thursday 2 March** with the volume of goods, the names of the suppliers/carriers and their intended time of arrival. Date of arrival for direct shipments can only be Tuesday 21 March. They will then be assigned a delivery time slot according to the availability.

### b. Advance warehouse and freight handling

1. Our partner **Kristal Logistics bvba** can help you with shipping and advance warehouse. They will deliver your goods to the booth location on the requested and agreed date and time. Kristal Logistics bvba will contact you in order to set up your company in their freight handling platform and understand whether you need any support.
6. Exhibitors who want to use another freight forwarder and shipping company need to **contact the organiser at [europa@asisonline.org](mailto:europa@asisonline.org) before Thursday 2 March** with the volume of goods, the names of the suppliers/carriers and their intended time of arrival. Date of arrival for direct shipments can only be Tuesday 21 March. They will then be assigned a delivery time slot according to the availability.

### c. SMALL ITEMS - Direct delivery and related rules

Postal delivery of mail, folder materials, stand equipment etc. is only allowed by permission of Postillion Convention Centre WTC Rotterdam and is not permitted sooner than Monday 20 March 2023.

*Address:*

- Postillion Convention Centre WTC Rotterdam  
Attn. Room 208 Convention Centre WTC Rotterdam

PO Box 30066  
3001 DB ROTTERDAM – Netherlands

- **Description of the contents of the package**
- ASIS EUROPE 2023 – c/o LINDA RUISSSEN
- 21-23 March 2023
- **Sender**

Your materials might be stored temporarily and you would have to pick it up on Tuesday 21 March morning on the exhibition organiser area.

Postillion Convention Centre WTC Rotterdam **does not provide reimbursement or payment of import duties to couriers or suppliers upon delivery.**

Liability: Postillion Convention Centre WTC Rotterdam is not liable for missing deliveries from users or deliveries that users have delivered by a third party.

## **d. FREIGHT Loading and unloading information and rules**

At the side of the building (see orientation map below), Meent side, there is an expedition entrance which can be used for large material/transport.

Address:

World Trade Centre Rotterdam  
Meent 130  
3011 JS ROTTERDAM

You will recognize the expedition entrance by the sign 'Expeditie Meentzijde' on the large black sliding doors.

Loading docks/parking places are marked on the street and are situated across from Mc. Donald's. Opening the doors will be done by our security once you have contacted them via the intercom (on the right side of the sliding doors). This entrance is 220 cm high and 185 cm wide.

The general terms and regulations for loading and unloading are applied. So please keep in mind that the police checks regularly. Any fines you may receive are your own liability and cannot be claimed from us.

If you wish to remain parked longer, with a small vehicle, then we advise you to use the WTC-V&D parking garage where you can pay with credit card.

The expedition elevator has the following dimensions:

5,50 meters long  
2,19 meters wide  
2,30 meters high

The maximum weight capacity of the elevator is 4.000kg. In the elevator press number 2 to reach the main hall. Please keep in mind that the elevator has sensitive sensors. The areas are marked with yellow striping s.

The main hall / exhibition area is on the second floor. When leaving the elevator, turn left and follow the long corridor.

During the set-up of the event/ conference a Floor Manager will be present for questions and advice. The Floor Manager can be reached through the reception desk in the main hall.

## **e. Pick up after dismantling**

1. Shipments of exhibitors working with Kristal Logistics will be handled as required by ASIS.

2. Shipments of exhibitors working with another shipping company must be picked up by 20:00 on Thursday 23 March. Please note that all goods not evacuated on Thursday 23 March 21:00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

## v. Health & Safety, Security and Care of Facilities

For COVID related health & Safety measures, see above (under D. i.) .

For health and safety reasons, and with the objective to preserve the building and event spaces of the Venue, i.e. the Prague Congress Centre, exhibitors must abide to the following regulations:

1. The following is not allowed in the building of the Venue:
  - a. Drilling, screwing or nailing on walls, ceilings or columns.
  - b. Hanging any materials and constructions on walls, HVAC diffusers on ceilings or columns
  - c. No combustible or combustion-supporting material may be placed near the glass surfaces of the building envelope.
  - d. The storage, use and any handling of combustible and combustion-supporting substances and liquids, including fireworks, propane-butane burners, stoves and heaters, pressure vessels (technical cylinders) with technical gases, such as propane butane, and handling of open flame.
  - e. Performing welding or cutting work in all premises of the Venue is possible only with the prior consent of the Venue. The Venue is not responsible for any technical deficiencies arising from the equipment installed by the exhibitor or for any damages resulting from such defects.
  - f. Covering the heads of the fire extinguisher sprinklers.
  - g. Cover the HVAC diffusers.
  - h. Place heat sources next to the space temperature sensors.
  - i. Grinding, welding, open fire work
  - j. Store any material behind a stand due to safety reasons
  - k. Attaching or having equipment supported by columns, glass walls, perimeter walls, air conditioning grilles or other interior elements.
  - l. Hanging logos and banners from the ceilings without prior consultation with ASIS. This upgrade visibility option is available for sale until 10 February 2023 at the latest – contact [europa@asisonline.org](mailto:europa@asisonline.org)
  - m. Sticking posters or advertising banners to walls or columns.
  - n. Any disassembly of the Venue's equipment without prior written consent.
2. When handling cargo on the leased premises, the exhibitor is obliged to act in such a manner that it does not damage or pollute the premises of the Venue, their facilities and equipment. In particular, the exhibitor undertakes not to use personal elevators, escalators to transport any cargo. The exhibitor is obliged to use freight elevators and transport trucks for the transport of cargo. Non observance of this rule will incur a fine.
3. During transport it is absolutely forbidden to place materials against walls, doors or door posts or use wedges to keep doors open.
4. The means of transport must be equipped with pneumatic tires and wheels and a type that does not make noise and that cannot damage a marble floor.
5. Technical equipment owned by the Venue may only be operated by the Venue's personnel or by other people appointed by the Venue.
6. Smoking is strictly prohibited in the venue. The exhibitor is obliged to abide by the smoking ban in the Venue during the preparation, course and winding up of the Event. In case of a breach of this prohibition, the Venue is entitled to require a fine for each identified case of breach of this prohibition.

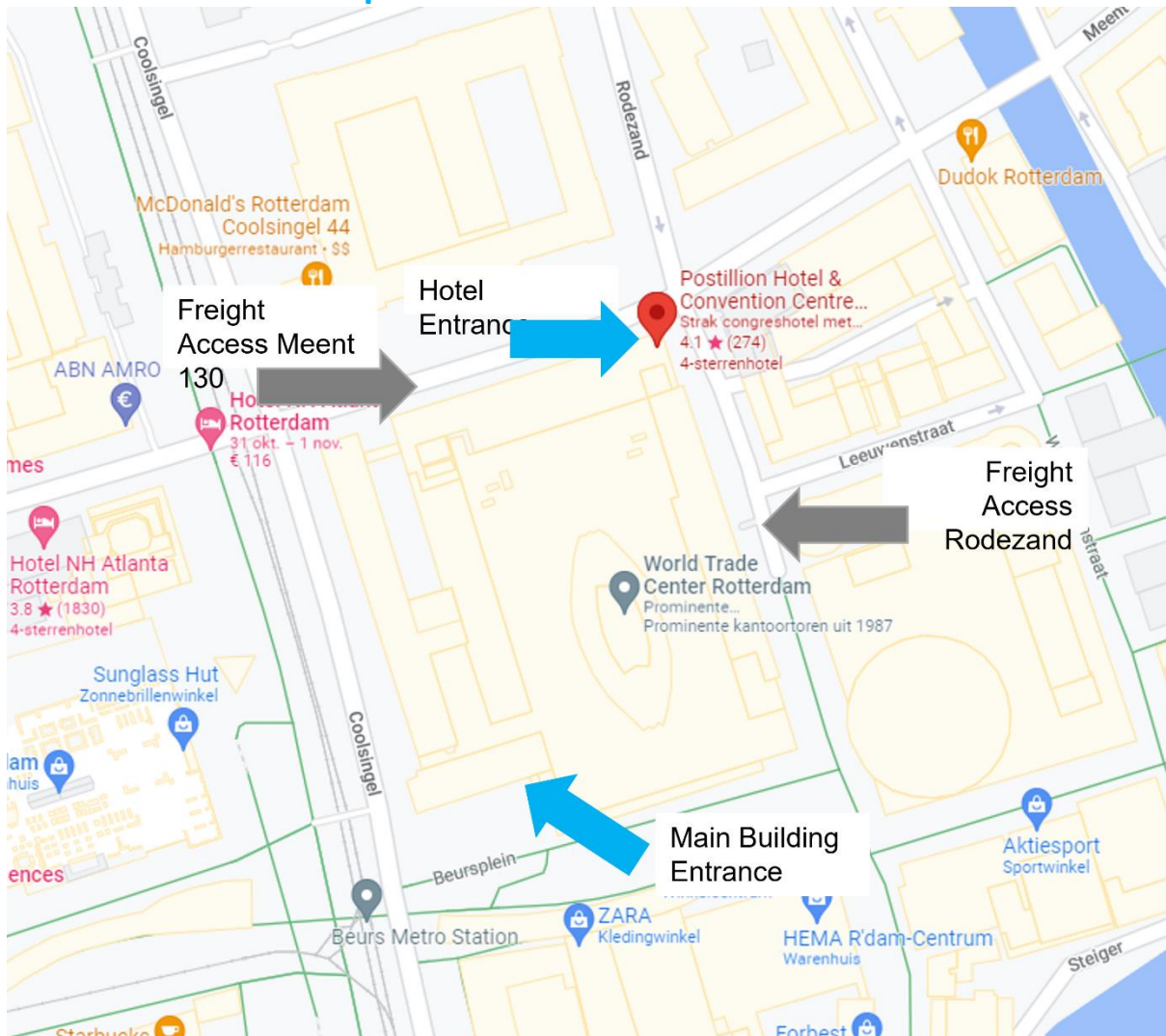
7. Corridors and emergency exits, safety lighting, fire extinguishers and fire alarms, and access to them, will remain unimpeded. The corridors must be free, especially where there are escape doors, electricity switchboards, water supply and fire protection equipment (hydrants, sensors, etc.).
8. The maximum permissible floor load on the Venue's premises is 400 kg/m<sup>2</sup>.
9. Works that produce small flammable waste (shavings, chips, etc.) are subject to a prior permission from the Venue, and under the condition that the used machines and tools have bags or suction installed.
10. Upon request from ASIS, the exhibitor is required to provide ASIS with certificates of the non-flammable treatment of used materials and exhibited goods within the Event.
11. In the case of stands with a raised floor, i.e. over 50cm, the Venue requires a technical certificate. Any part made of glass that is on the floor surface must be laminated and at least 0.5cm thick.
12. Revision of the stand  
If the exhibitor fails to comply with fire and safety rules as instructed by ASIS, the Venue may decide to remove the stand. In this case, ASIS and the Venue are not liable for any financial loss incurred by the exhibitor.
13. Storage of empty packaging  
No waste or empty packaging (such as boxes, crates, etc.) should be left inside lanes or behind the stand. If the exhibitor leaves these items on these premises, ASIS or the Venue may charge this waste disposal to the exhibitor. We recommend that in this case the exhibitor contacts a freight company (see recommendations above) and arranges for the storage of empty packages during the Event.

## vi. Additional important exhibition rules

1. Consideration of other Exhibitors/Sponsors: The Exhibitor/Sponsor will keep noise to an acceptable level at the discretion of the Organiser. Video presentations with audio are permitted. Displays, banners and any other promotional material should not impede the view of or have any negative consequences for neighbouring Exhibitor/Sponsor. Any complaints will be dealt with at the discretion of the Organiser.
2. The disposal of food waste should be transported in leak-proof containers and may not be transported in plastic bags.
3. Damages: Any damages determined and costs for extra cleaning will be charged to the exhibitor. It is not permitted to work with materials that can cause damage to other exhibition stands and to the building and its interior.
4. It is prohibited, without prior agreement, to temporarily store goods or materials in hallways, entrances, garages or in front of elevators.
5. The exhibitor will only use the assigned standard electricity connection / power socket.
6. The exhibitor is responsible and therefore liable for the safe use of their electronic devices.
7. It is strictly forbidden to distribute flyers and brochures outside of the rented stand area, unless agreed with the Organiser in writing.

## F. Accessibility and Parking around the venue

### i. Orientation Map



### ii. Parking

Several public parking garages are available around de Beursplein.

### iii. Public Transports

The venue is adjacent to the Beurs station, which is the central point of all Metro lines of the city. Trams and buses are also available there.

Maps, timetables, fares and route planning are available in English on <https://www.ret.nl/en>

## G. Use of the Event Mobile Application

### i. Access to App

Around 10 May, all registered delegates will receive an invitation to download the ASIS Europe 2022 mobile application. This application for smartphones and tablets features:

- A personalised schedule so you can build your specific learning path
- the list of participants at the event and a networking tool enabling you to contact each other to schedule appointments
- voting tools for the interactive sessions and session ratings
- the list and description of all exhibiting companies

The app will also be used as a mass notification system, for last minute announcements or emergency instructions, so we highly recommend that you use it.

### ii. Meeting Hub (List of Participants) and Contact Exchange Feature

On the app, the list of delegates who opted in to be listed on the list of participants will be available to Leadership pass holders and exhibitor staff members.

Exhibitors can use the app contact exchange feature as a lead retrieval system:

- On the app, tap the Contact Exchange Icon to open the feature.
- Then scan the barcode that appears on their Contact Exchange screen or on their delegate badge.
- At the end of the day, each person who scanned contacts need to click on the “export” tab at the right of the screen of the Contact Exchange function – this opens an email with the contacts in an excel sheet, and each person can send it to themselves. This export can happen several times in the day.

As this is used by the exhibitor him/herself, ASIS cannot guarantee that all contacts are properly recorded and will be on the list.

IMPORTANT: ASIS is currently working at another solution for exhibitors to scan Leads and have a central repository of leads per exhibiting company – we will keep you informed as soon as possible.

### iii. Exhibitor Listing

Information that appears on the Exhibitor Listing of the mobile application needs to be submitted to ASIS Europe office by 14 March 2023 at the very latest – email [europa@asisonline.org](mailto:europa@asisonline.org)

## H. Tips and Recommendations for a more Sustainable Event

While events are essential to the development and thrive of an industry, their impact on the environment can also be negative. Here are a few tips exhibitors can implement to help reduce the event environmental footprint.

- Reduce or avoid all single-use plastic and paper
  - We recommend to use as little as possible brochure material. If you still want to use brochure materials, we advise you to choose materials that are less harmful to the environment. The use of ECF (elemental chlorine free bleaching) and/or TCF (totally chlorine free bleaching) paper is the standard for this. Also paper with a recognized environmental quality mark is part of the standard e.g. 'Milieukeur', 'Blaue Engel', 'Nordic Swan' or 'European Ecolabel'.
- Do not provide plastic bottled water, use a water cooler and reusable bottles or glasses. ASIS will provide water coolers / water jugs all around the exhibition.
- Use public transport or walk to the event
  - The recommended hotels are walking distance from the venue
  - ASIS will provide free public transportation tickets to be picked up at the registration desk as of 15:00 on Sunday 22 May (your name and country will be communicated to the Prague Public Transit Company for administrative purposes)
- Consider the give-away approach to reduce to meaningful items, or only offer sustainable gifts and giveaways
- Compensate the carbon emissions from your stay and travel to the show through a carbon offset programme

More to come soon and on <https://asiseurope.org/info-point/#sustainable>



# I. Online Event Platform

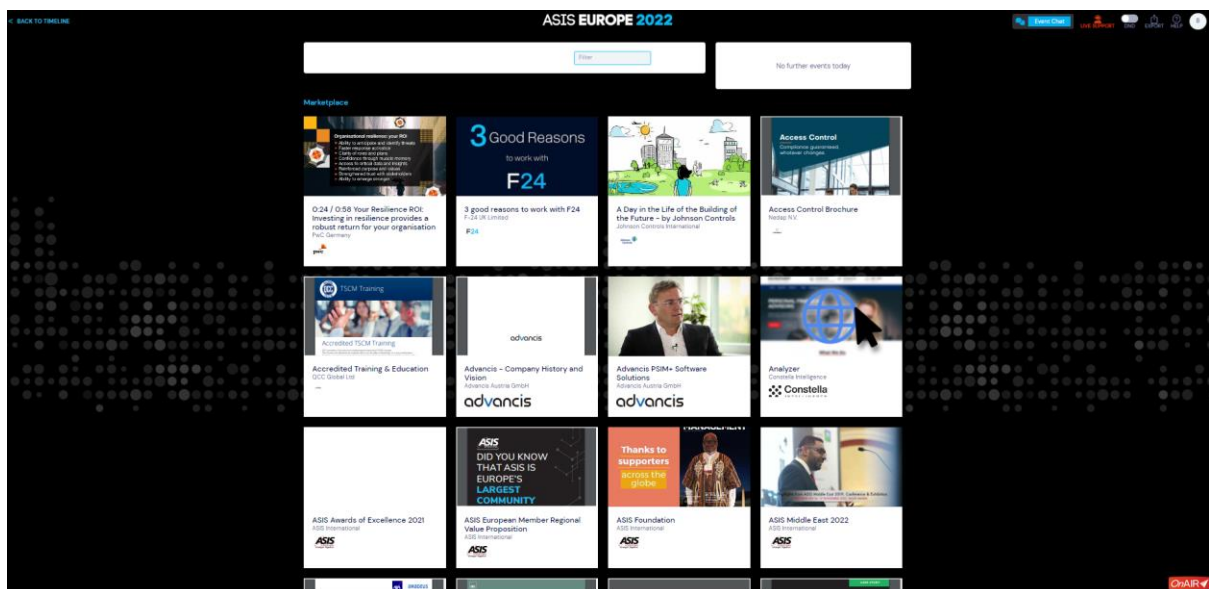
## i. Info about Features

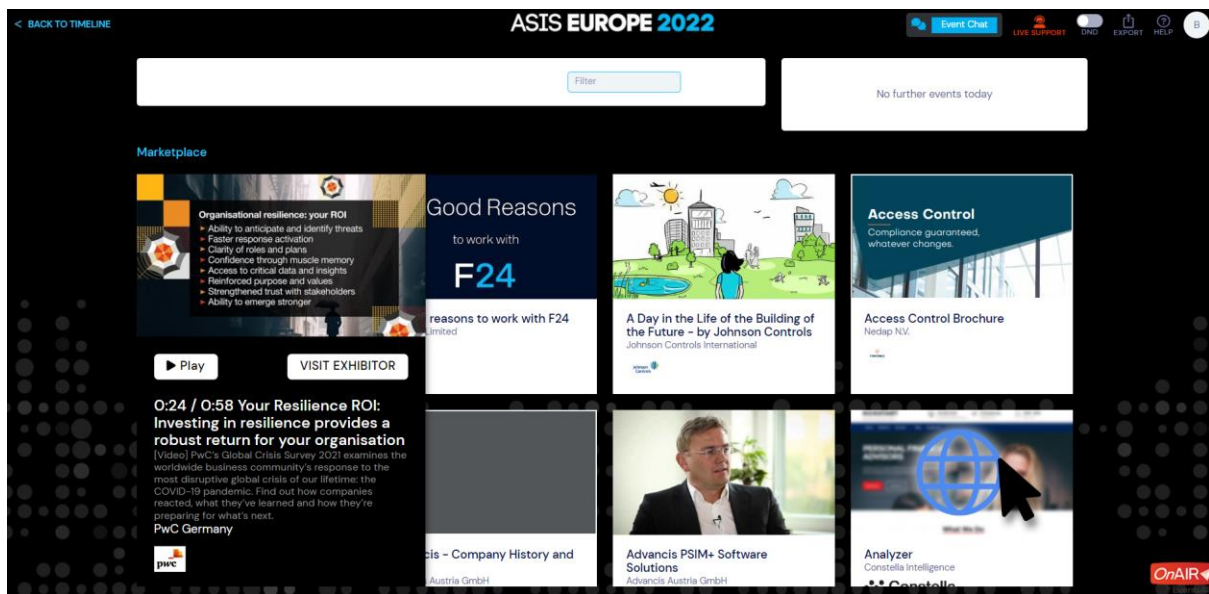
These “how to” videos are available – they show test data on our event platform “in progress” but give you a good idea of the features and what to prepare to make the most of your participation.

- How to make a contact in the meeting hub:
  - <https://vimeo.com/502190113/679df34fea>
- Navigate a session:
  - <https://vimeo.com/502200100/cfdce751b7>
- Manage your Innovation session presentation:
  - <https://vimeo.com/500891033/26fd7d2c68>

## ii. Company Videos / Documents on the Marketplace Gallery

Your contract states the number of documents (video or PDF brochure) that your company can place on the Marketplace Gallery of the online Event Platform – see here:





Submit in the following format, by 14 February:

- Video – url on company Youtube or Vimeo public channel
- With title and 1 sentence description
- Brochure or one pager in PDF format
- With title and 1 sentence description

## J. Exhibit Staff Registration & Accommodation

### i. Entitlements

The number of complimentary All Access Exhibitor Staff registrations is stated in your contract.

**ONSITE all access** passes include access to

- the exhibition
- The Welcome Party
- the Security Leaders Networking Dinner
- the Innovation Track
- the coffee breaks (served in the exhibition)
- the online event platform and all its features

It does not include the access to

- the members only and the CSO exclusive sessions / functions

**ONLINE** passes include access to

- the online event platform and all its features

It does not include the access to the onsite event.

### ii. Registration Process

Registration must be processed online through the links below:

**ONLINE** Exhibit Staff Pass – for staff attending the online event only (and not the onsite)

- <https://asiseurope.eventsair.com/asis-europe-2023/exhibitor-online>
- Register by 21 February for the Online Day 1 (2 March)

**ONSITE** Exhibit Staff pass – includes the online event pass

- <https://asiseurope.eventsair.com/asis-europe-2023/exhib-onsite>
- Additional Onsite passes are available at the rate of 825 EUR + VAT (incl Security Leaders Networking Dinner) or 730 EUR + VAT (without the dinner).
- **IMPORTANT:** Onsite Exhibit Staff Registration **MUST** be received before the event and strictly by Thursday 16 March 2023. **Any exhibit staff registered after that date or onsite will be charged 100 EUR + VAT per badge.**

Should you have any questions about the registration process, please contact the ASIS Europe Registration Department [Europe@asisonline.org](mailto:Europe@asisonline.org).

### iii. Accommodation

ASIS has negotiated rates at the WTC Postillion Hotel and also recommends various hotels around the event venue. Please refer to the Accommodation paragraph on the Info Point page of the event website – <https://asiseurope.org/info-point/#accommodation>

We recommend that you secure your room nights early and in any case before 20 February to ensure availability and rate.

## K. Event Promotion

ASIS and its exhibitors collaborate to make the event a success for both parties. So, it is expected that the exhibitors also promote the event and their participation through their channels.

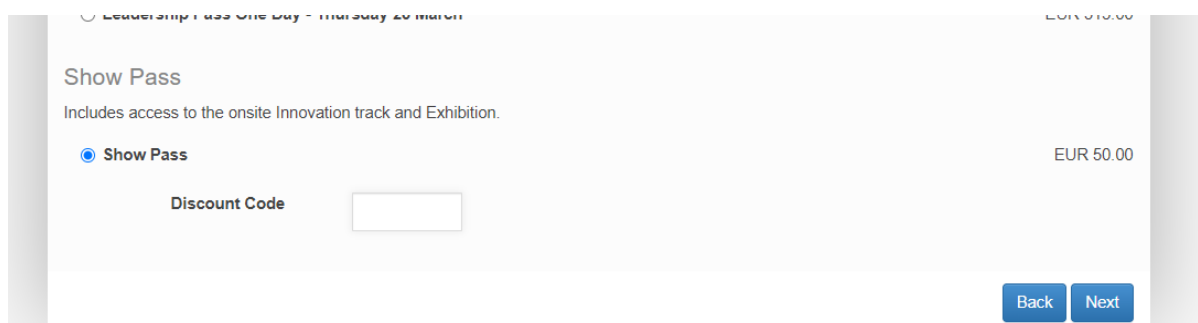
### i. Invite your clients to access the event for free

Your client can benefit from a free show pass if they register using the code related to your company – invite them to meet you at your booth, to attend your Innovation Track session, to catch up over a coffee in the exhibition!

You will receive shortly a registration discount code that allows them to register for a complimentary show pass.

Use the standard registration link: <https://asiseurope.eventsair.com/asis-europe-2023/international/Site/Register>

And enter the Discount Code in the field that appears when selecting “Show Pass”



The screenshot shows a registration form for a 'Show Pass'. The pass includes access to the onsite Innovation track and Exhibition. The 'Show Pass' option is selected with a radio button. The price is listed as EUR 50.00. There is a text input field labeled 'Discount Code'. At the bottom right, there are 'Back' and 'Next' buttons.

### ii. Use of ASIS Europe event graphics

Contracted Sponsor and Exhibitor/Sponsor are permitted and encouraged to refer to their Company as an Exhibitor/Sponsor at the “ASIS Europe 2023 From Risk to Resilience”.

The use of event web banners is encouraged to promote the event. Please download them from the resource page: <https://asiseurope.org/exhibitor-ressources/>

You may want to add the banner to your signature or your company website, stating that you will be exhibiting at ASIS Europe 2023. You may also include a note about you exhibiting at the ASIS Europe 2023 in your newsletter.

We will shortly add more to these banners – but please do not hesitate to let us know at [europa@asisonline.org](mailto:europa@asisonline.org) should you need any text or additional graphics to support it.

### iii. Use of ASIS International Name, Logo and Branding

Use of the ASIS International logo in promotional materials is allowed only with prior written consent from ASIS.

## iv. Use of ASIS Social Network

We welcome your posts about the event on:

- Facebook <https://www.facebook.com/asiseurope/>
- LinkedIn <https://www.linkedin.com/company/asiseurope>
- Twitter: the hashtag for the conference is #ASISeurope