SPONSOR/EXHIBITOR MANUAL

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A. Main Contacts & Resources

i. ASIS Europe Organiser

Bénédicte Losseau (ASIS International Brussels Bureau)
Tel +32 2 318 57 51 / Mobile : +32 478 60 20 16
E-mail : europe@asisonline.org

ii. Standbuilder EECS

We work with the exhibit stand builder EECS. Our project coordinator at EECS is Katherina Sirnik – feel free to contact her directly for more details or alternative suggestions.

E: office@eecs.green
T: +43(0)1 310 9400 200 or +4369913554505

Here is the online form to order additional optional items: https://www.eecs.at/asis/
PDF order forms and pricing can be found here.

iii. Exhibitor Resources

You will find the latest info about exhibiting at ASIS Europe 2024 on https://asiseurope.org/exhibitor-ressources/

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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send company logo and profile for event website</td>
<td>asap</td>
</tr>
<tr>
<td>Submit speaker and abstract for the Innovation track session (if applicable)</td>
<td>Wed 29 November</td>
</tr>
<tr>
<td>Exhibit payment balance due</td>
<td>Thu 1 Feb</td>
</tr>
<tr>
<td>BOOTH DESIGN (for space only contracts) sent for approval</td>
<td>Mon 5 Feb</td>
</tr>
<tr>
<td>Send artwork for graphic design (if ordered) to EECS</td>
<td>Thu 15 Feb</td>
</tr>
<tr>
<td>BOOTH FASCIA name (for shell scheme contracts) + counter – submit by email</td>
<td>Thu 15 Feb</td>
</tr>
<tr>
<td>OPTION: Purchase give-away distribution and mobile app options</td>
<td>Thu 15 Feb</td>
</tr>
<tr>
<td>Send SHIPMENT INFORMATION</td>
<td>Tues 20 Feb</td>
</tr>
<tr>
<td>OPTION: Send additional electricity and ICT orders</td>
<td>Tues 20 Feb</td>
</tr>
<tr>
<td>OPTION: Purchase a lead retrieval license for your team</td>
<td>Tues 20 Feb</td>
</tr>
<tr>
<td>Select up to 5 appropriate product/solution categories for GDPR opt-ins from the list (if you purchased a data package)</td>
<td>Thu 22 Feb</td>
</tr>
<tr>
<td>Complete additional service and material online (ECCS form)</td>
<td>Fri 23 Feb</td>
</tr>
<tr>
<td>OPTION: Submit catering request</td>
<td>Mon 4 Mar</td>
</tr>
<tr>
<td>EXHIBIT STAFF REGISTRATIONS – online !!! Exhibitor registering at the desk will be charged 100 EUR + VAT !!!</td>
<td>Fri 8 March</td>
</tr>
<tr>
<td>Client Registrations for Show pass – on <a href="http://www.asiseurope.org">www.asiseurope.org</a> - Complimentary if using the discount code (limited number as per contract)</td>
<td>by Fri 15 March</td>
</tr>
</tbody>
</table>
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 20 December 2023: 50% due (25% in addition to the above)
- By 1 February 2024: 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 1 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 1 February 2023 needs to be paid in full upon signature of the contract.

ii. Increased Visibility Options

See here https://asiseurope.org/spon24-addons/ the optional items to increase your visibility at the event, and the related deadlines.

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 2024: 25% of contracted fee
- As of 2 February 2024: 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 europe@asisonline.org asap and no later than 10 February 2024.

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 15 February 2024 – send this to europe@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 2024 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 anywise 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, RX Wien GmbH (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 (RX Wien GmbH – Messe Wien Congress Centre)’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 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 because 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

Structure: Shell scheme booths consist of a metal structure box with walls 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, except the front of the structure including the fascia, which is 3.00m. Anthracite grey carpet is provided inclusive – you have the option to change this and order for another colour at your own costs with EECS (see order form).

A fascia will be produced with the name of the exhibiting company and place on top (upfront) of the shell scheme (One fascia per 9 sqm). Please confirm your fascia tag or inform of any chance to europe@asisonline.org before Thu 15 February

IMPORTANT
All booths with 1 neighbouring stand will have 2 walls and 2 open sides, with a pole and frame above the open sides, and a fascia above the 2 open sides.
If you want a closed booth (3 walls) or if you do not want the Fascia, please inform to europe@asisonline.org before Thu 15 February

Furniture included in the engagement / exhibit only package: The standard 9 sqm booth includes 1 small counter (white, 50 cm wide, 104 cm tall, 40cm deep) and 2 aluminium stools, 1 waste bin and 3 lights (= option 1).
If you want to replace the above furniture by
  - Option 2: a counter (see below – white, 100 cm wide, 104 cm tall, 40cm deep, no chair/stool)
  - Option 3: a small table (60 cm diameter) and 2 chairs
Please inform us at europe@asisonline.org before Thu 15 February
Option 1:
Option 2:
Option 3:

One standard electrical extension will be provided; basic electricity usage and main connection costs are included – see additional orders for higher electricity power options.

Basic exhibit package does not include furniture nor lighting nor electricity.

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 europe@asisonline.org by Mon 5 February 2024 at the latest, to be submitted to the venue Health & Safety Department.

ASIS will evaluate if the projects are in conformity with the Technical Regulations of the RX Wien GmbH – Messe Wien Congress Center and approve or ask for revision.

For the purposes of safety, exhibitors of events taking place in the RX Wien GmbH – Messe Wien Congress Center 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 is 3,00 m and needs to be confirmed to each exhibitor individually by the organiser at the stand design approval stage – by Mon 5 February 2024.

ii. Additional services and material

a. Equipment – Exhibitor order form
AV equipment, furniture, graphics, and other additional services should be ordered directly with our stand builder EECS, using the online form: https://www.eecs.at/asis/
PDF forms are available here: Green Furniture line – Blue Furniture line

Our project manager at EECS is Katherina Sirnik - feel free to contact her directly for more details or alternative suggestions.
E: office@eecs.green
T: +43(0)1 310 9400 200 or +4369913554505

**DEADLINE for material order is Friday 23 February 2024** – after this deadline supplement fees will apply and no furniture can be guaranteed. No order will be allowed after 13 March 2024.

**b. Internet**

Basic Wi-Fi will be provided during the event in the exhibition area and meeting rooms (not for downloads). Maximum bandwidth by user is 5Mb/s.

If you require a high bandwidth internet access, it is required to place an order with K-Businesscom AG.

Please find below the link to the order form with all pricing for Wifi and landlines:
Messe Wien Webshop (k-business.com)

K-Businesscom AG
Contact: Jürgen Ringler
E: messe-wien@k-business.com
Hotline: +43 50 822 88933

ADDITIONAL INFORMATION regarding the WIFI within the RX Wien GmbH – Messe Wien Congress Center: 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 europe@asisonline.org by 3 March at the latest.

**c. Additional Electricity**

A basic electricity connection is provided as part of the package (up to 1 kW with 1-phase 230V).

Additional power request will be charged as per the below table (2 days of use for ASIS Europe) – this service is provided by the Messe Wien Congress Centre and invoiced via ASIS International.

To order additional power, please email your request to Bénédicte Losseau at Europe@asisonline.org before 20 February 2024.
d. Stand Cleaning

Stand Cleaning is included in the package (vacuum cleaning of the carpet and removal of waste - before opening and before the second day of exhibition) – should you need additional cleaning services, please email your request to Bénédicte Losseau at Europe@asisonline.org before 20 February 2024.

e. 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 47 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 catering company Gerstner. Exhibitor/Sponsor may not provide or distribute food or beverages not purchased from them. If you want to order any on top of the catering provided during the event, please use the below link to order:

Online Bestellung (smorder.at)

Select English for the site as needed and access the ASIS Europe event by clicking on the tile (see logo and dates).

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 – 18:00 on Wednesday 20 March 2024 to complete their displays. All displays must be finished, and all boxes and packing material cleared by 18:00.

Sponsors/Exhibitors building their booth will be allowed to start building from 08:00 to 18:00 am on 20 March.

<table>
<thead>
<tr>
<th>Power point up to 1,0 kW, 1-phase 230V</th>
<th>138,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power point up to 3,0 kW, 1-phase 230 V</td>
<td>144,00</td>
</tr>
<tr>
<td>Power point up to 6,0 kW, 3x1-phase 230 V</td>
<td>273,00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POWER POINTS INCL. FUSE BOX</th>
<th>2 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power point up to 10 kW</td>
<td>432,00</td>
</tr>
<tr>
<td>Power point up to 20 kW</td>
<td>517,00</td>
</tr>
<tr>
<td>Power point up to 40 kW</td>
<td>785,00</td>
</tr>
</tbody>
</table>
For all exhibitors, the setup will have to be complete by 18:00.

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 15 March 2024 (date to be confirmed). All exhibitor staff are welcome.

c. Exhibition hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 21 March</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Friday 22 March</td>
<td>08:00 – 16:00</td>
</tr>
</tbody>
</table>

d. Dismantling

The Exhibits will close at 16:00 on Friday 22 March. No dismantling is permitted before this time. All materials must be dismantled and packed by 19:00 on the same day, Friday 22 March.
iv. Shipment/Delivery Information and Rules

a. Shipping, advance warehouse and freight handling

1. IMPORTANT: No shipment can be sent to the Messe Wien Congress Centre prior to the event – any shipment sent there will be returned immediately to the sender.

2. All shipments need to be sent to the advance warehouse for the Messe Wien Congress Centre (DHL Global Forwarding Austria), through our partner Kristal Logistics bvba – see forms on https://asiseurope.org/exhibitor-ressources/

3. Our partner Kristal Logistics bvba can also help you with shipping. They will deliver your goods to the booth location on the requested and agreed date and time.

4. Exhibitors who want to use another freight forwarder and shipping company need to fill in the forms from Kristal Logistics (see on https://asiseurope.org/exhibitor-ressources/) or contact the organiser at europe@asisonline.org before Tuesday 20 February, with the volume of goods, the names of the suppliers/carriers and their intended time of arrival to the advance warehouse.

b. Storage during event

1. The storage of empty bottles and all kinds of combustible substances and materials is forbidden on and off the booths.

2. It is strictly forbidden to store any boxes or crates in or behind the stand or anywhere at Messe Wien Congress Centre.

3. All ‘empties’ must be removed immediately and can, on request, be stored by the authorized contractual partner, DHL Global Forwarding (see above).

c. Pick up after dismantling

1. Kristal Logistics will pick up all labelled boxes by 19:00 on Friday 22 March according to the contract between Kristal and the exhibitor.

2. Shipments of exhibitors working with another shipping company must be picked up by 19:00 on Friday 22 March at the very latest.

3. Please note that all goods not labelled / not picked up by the deadline will be disposed of, with no liability for ASIS or Reed Messe Wien.

d. Loading bays for unloading/loading exhibitor material

1. Direct deliveries of exhibitor material will be done from the Delivery Road CC to the Messe Wien Congress Center (north of the Congress Center – enter from Ausstellungsstrasse - see below plan). There is a security guard at the gate that will let exhibitor driver in.
2. 3 parking bays are available for loading/unloading. Loading/Unloading is allowed but no truck parking is authorized on site, truck/van must depart immediately after unloading.

3. The operation of cranes, forklift trucks and other loading and unloading devices is only to be conducted by our authorized contractual partner DHL Global Forwarding. For safety reasons, use of a company’s own forklift truck is not permitted.

4. Manual pallet trucks must be fitted with solid rubber wheels to protect the floors.

5. The storage of empty bottles and all kinds of combustible substances and materials is forbidden on and off the booths. All ‘empties’ must be removed immediately and can, on request, be stored by the authorized contractual partner, DHL Global Forwarding (see above).

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 Messe Wien Congress Centre, exhibitors must review the following abide to the following regulations:

1. Exhibitors must respect the Messe Wien Congress Centre house rules: Messe Wien House Rules (messecongress.at)

2. All exhibitors must abide to the venue technical regulations: Technical_Regulations.pdf (messecongress.at)
3. All stands that include a free standing wall or column must be approved by an independent structural engineer – see: Ziviltechnik_E_EN.pdf (messecongress.at). This will be discussed with the organiser at the stand approval stage.

4. Handling cargo on the event premises is only allowed by the venue contractor DHL Global Forwarding (see above).

5. When setting up, exhibiting and dismantling, 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 material. The exhibitor is obliged to use freight elevators for the transport of material. Non observance of this rule will incur a fine.

6. Technical equipment owned by the Venue may only be operated, moved or dismantled by the Venue’s personnel or by other people appointed by the Venue.

7. 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.

8. 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.).

9. Hanging logos and banners from the ceilings without prior consultation with ASIS. This upgrade visibility option is available for sale until 10 February 2024 at the latest – contact europe@asisonline.org

10. Revision of the stand
If the exhibitor fails to comply with engineering, fire and safety rules as instructed under the above points, 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.

11. 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 the freight company (see recommendations above) and arranges for the storage of empty packages during the Event.

vi. Exhibition Rules


2. 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.

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. The exhibitor will only use the assigned standard electricity connection / power socket.

5. The exhibitor is responsible and therefore liable for the safe use of their electronic devices.

6. 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**

ASIS Europe takes place at the **Congress Center** of Messe Wien (Messeplatz 1, 1020 Vienna, Austria).

![Orientation Map](image)

ii. **Parking**

Parking A is the closest open parking to access the Congress Center – exact address for the entrances:
- Nordportalstraße 4/Max-Koppe-Gasse, 1020 Wien
- Trabrennstraße 3, 1020 Wien
- GPS-Coordinates: 48.216914, 16.404570
- Clearance: 2m

More about Parking at the Messe Wien: [https://www.messecongress.at/lage/parken/?lang=en](https://www.messecongress.at/lage/parken/?lang=en)

Parking tickets information for exhibitors will follow shortly.

iii. **Public Transports**

The venue is just in front of the Messe Prater metro station, on line U2. Buses are also available.

Maps, timetables, fares and route planning are available in English on [https://www.wienerlinien.at/web/wl-en](https://www.wienerlinien.at/web/wl-en)
G. Use of the Event Mobile Application

i. Access to App

Around 18 March, all registered delegates will receive an invitation to download the ASIS Europe 2024 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 consider using 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: exhibitor can order a lead retrieval scanner to ensure a reliable solution and have a central repository of leads per exhibiting company – the price is 500€ for the company. Contact Bénédicte Losseau at europe@asisonline.org to place your order before 20 February 2024.

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 europe@asisonline.org
H. Recommendations for a more Responsible Exhibit

While events are essential to the development and strive of an industry, their impact on the environment can also be negative. Here are a few recommendations exhibitors can implement to help reduce the event environmental footprint. Help us make the event more sustainable. Every little action helps!

Stay tuned for more about sustainability at ASIS Europe on https://asiseurope.org/exhibitor-ressources/

1) Use sustainable booth upgrade solutions (including graphics and furniture) – see solutions by our standbuilder EECS

2) Avoid all single-use plastic.
   a. Do not provide plastic bottled water/drinks, use a water cooler and reusable bottles or glasses. ASIS will provide water coolers / water jugs all around the exhibition.
   b. Avoid any unnecessary plastic wrapping for booth items

3) Avoid or reduce paper.
   We recommend using 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. Use recycled paper and cardboard or ensure paper or cardboard is certified with FSC or PEFC.

4) Consider the give-away approach to offer sustainable/eco-friendly gifts and giveaways at your booth (no active distribution to general public).

5) Use LED lights and energy-efficient equipment at your booth. And switch off all lights and equipment at the end of the show day.

6) Separate the waste generated at your booth by using the waste sorting at the congress centre.

7) Use public transport or walk to the event.
   o The recommended hotels are walking distance from the venue, see suggestions here
   o The venue is right on the U2 line that goes directly to the city centre
   o ASIS will provide a link where you can buy your public transport pass at a reduced rate.
   o Please check out alternative transportation in Vienna here: https://www.wien.info/en/livable-vienna/sports/cycling/wienmobil-bicycle-rental-424492#

8) Compensate the carbon emissions from your stay and travel to the show through a carbon offset programme - see solutions offered by ASIS Europe 2024 offset partner MyClimate: https://www.myclimate.org/en/
   a. Some hotels are also proposing offset programmes to their guests – just ask them.

Are you doing anything else – let us know!

For further reading on sustainable exhibitions, we recommend: https://asiseurope.org/wp-content/uploads/IMEX_Sustainable-Participation_Exhibitors_2023.pdf

Read more about ASIS Europe and sustainability here.
I. Exhibit Staff Registration & Accommodation

i. Entitlements

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

Leadership all access passes include access to

- All educational tracks
- the exhibition
- The Welcome reception
- the Security Leaders Networking Dinner
- the coffee breaks and happy hours (served in the exhibition)

It does not include the access to
- the members only and the CSO exclusive sessions / functions

ii. Registration Process

Registration must be processed online through the link below:

- [https://asiseurope.eventsair.com/asis-europe-2024/exhib-onsite/Site/Register](https://asiseurope.eventsair.com/asis-europe-2024/exhib-onsite/Site/Register)
- Additional leadership passes are available at the rate of 950 EUR + VAT (incl Security Leaders Networking Dinner) or 840 EUR + VAT (without the dinner)
- Show passes are available as of 50 EUR + VAT
- IMPORTANT: Exhibit Staff Registration MUST be received before the event and strictly by Friday 8 March 2024. 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.

iii. Accommodation

ASIS informs of 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](https://asiseurope.org/info-point/#accommodation)

We recommend that you secure your room nights early.

ASIS does not have a booking agency for this event so any solicitation you might receive in those lines is a scam – kindly report these to europe@asisonline.org
J. 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

As part of our contract, you have a certain number of free Show Passes for your clients. Your clients can benefit from a free show pass if they register using the code related to your company (distributed by end November)—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. Your contract confirms the number of free client registrations you have available. These are not intended for additional staff.

Use the standard registration link: https://asiseurope.eventsair.com/asis-europe-2024/international/

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

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 2024 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 2024. You may also include a note about you exhibiting at the ASIS Europe 2024 in your newsletter.

We will shortly add more to these banners – but please do not hesitate to let us know at europe@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/11861214/
- Twitter: the hashtag for the conference is #ASISeurope