



# SESAM PRAGUE 19-21 JUNE 2024

SOCIETY FOR SIMULATION IN EUROPE

29<sup>TH</sup> ANNUAL MEETING OF SOCIETY FOR SIMULATION IN EUROPE



## Exhibitor Manual

19 - 21 JUNE 2024  
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SOCIETY FOR SIMULATION IN EUROPE



SOCIETY FOR  
SIMULATION IN EUROPE

<http://www.sesam-web.org/>

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# General Information

## Welcome to the 29th Annual Meeting of SESAM

To support you in your preparations for exhibiting at the 29<sup>th</sup> Annual Meeting of SESAM and to help you maximise your participation, we have designed this useful exhibitor manual which outlines all the important information you need to know in one place.

We recommend that you read this document carefully and share the information included with your colleagues and contractors who are working with you on this event.

Included in this document is information about your stand, important deadlines as well as rules & regulations within the venue. Please ensure to submit all information required by the deadlines on the official SESAM 2024 Booking Site.

We would like to remind you that it is an event requirement and a legal obligation that you, and anyone employed by you, pay special attention to the health and safety elements included in this document.

The Exhibition & Sponsorship Team are here to assist you with any queries. For pre-event contact details please see the 'Organisers & Suppliers' page for further details. On-site there will be an exhibition manager to assist you during the build process.

We hope your preparations for the 29th Annual Meeting of SESAM are successful and we look forward to supporting you in the process.

*The Exhibition & Sponsorship Team*

[sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

# Organisers & Suppliers

Please see below your one-stop contact list, which covers all your main contacts for SESAM 2024.

<b>Exhibition Logistics &amp; AV Ordering</b>	Alison Hodgkinson & Stephen Potter	<b>Tel:</b> + 44 (0) 1745 828 400 <b>Email:</b> <a href="mailto:sesamexhibitions@worldspan.co.uk">sesamexhibitions@worldspan.co.uk</a>
<b>Main Delegate Registration</b>	Catherine Evans	<b>Tel:</b> + 44 (0) 1745 828 400 <b>Email:</b> <a href="mailto:events@worldspan.co.uk">events@worldspan.co.uk</a>

<b>Catering</b>	O2 Universum E-shop	A link to on-stand catering via the E-Shop will be provided on 18 April. Orders will close on 4 June.
<b>Audio Visual Payment</b>	Exposale Linda Škarková	Orders to be processed through <a href="mailto:sesamexhibitions@worldspan.co.uk">sesamexhibitions@worldspan.co.uk</a> & <a href="mailto:Linda.Skarkova@exposale.cz">Linda.Skarkova@exposale.cz</a>
<b>Electrics Payment</b>		
<b>Furniture Hire &amp; Stand Fitting Payment</b>		
<b>Graphics and Signage Payment</b>		
<b>Space only approvals</b>	SESAM Kirstin Aram	<b>Tel:</b> + 44 (0) 1745 828 400 <b>Email:</b> <a href="mailto:sesamexhibitions@worldspan.co.uk">sesamexhibitions@worldspan.co.uk</a>
<b>Couriers / Freight / Lifting Payment</b>	BECKSPEDITION Tereza Becková	<b>Tel:</b> +420724311058 <a href="mailto:beckovatereza25@gmail.com">beckovatereza25@gmail.com</a>

# Important Dates

Order form / Package Item	Description	Deadline
Stand Booking Payments	Last day any bookings can be paid for via invoice/ bank transfer. After this date payments for bookings will only be accepted via credit card.	25 February
Name Board	Confirmation of your company name (max 20 characters) or logo (paid for)	21 April
EXPOSALE stand orders	<div><div><div>- Shell scheme extras</div><div>- Electrics and lighting</div><div>- AV equipment</div></div><div><div>- Furniture</div><div>- Graphics</div><div>- Logistics</div></div></div>	21 April
Platinum and Gold Package Stand Documentation	<div><div>- Stand drawing</div><div>- Public Liability Insurance Document</div><div>- Risk Assessment</div><div>- Method Statement</div></div>	21 April
Conference Programme and Website Information	<div><div>- Company Name</div><div>- Address</div><div>- Telephone Number</div><div>- Email address</div><div>- Website</div><div>- Company logo (Jpeg)</div><div>- Biography (if applicable)</div></div>	1 May
Exhibitor Conference Passes	Confirmation of details for the inclusive Exhibitor Conference Passes (access to conference sessions).	19 May
Exhibitor Passes	Confirmation of details for any additional Exhibitor Passes (access to Exhibition hall only).	19 May
O2 Universum Stand Catering	Booking of any catering required on your stand.	4 June

# O2 Universum Prague

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The 29th Annual Meeting of SESAM will be held in the O2 Universum in Prague

The O2 Universum is located to the North-East of Prague, it is easily accessible by public transport by using either the subway, train or tram, this modern multi-function complex hosts hundreds of events each year.

The SESAM 2024 exhibition will be located in Foyer A2

## Venue Address & Contact Details

**Address:** Ceskomoravska 2345/17 190 00 Prague 9 Czech Republic

**Website:** [www.o2universum.cz](http://www.o2universum.cz)

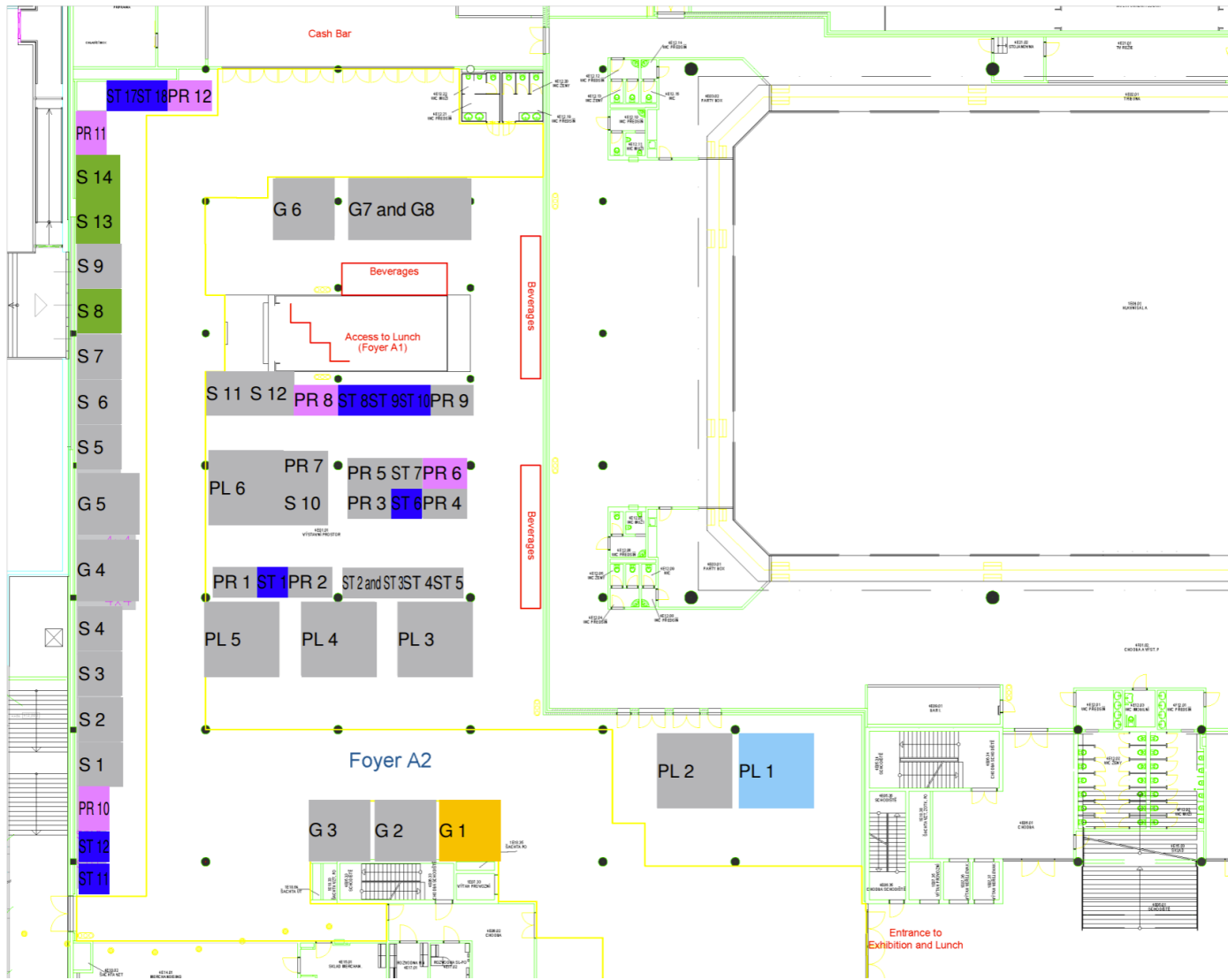
For a 3D virtual tour of the venue, [click here](#).

## Useful Venue Specific Information

- **Maximum height of construction within Foyer A2 is 2.50m**  
All booths which are not shell scheme must be sent to our Exhibitions team for approval – please contact both:  
[sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) & [Linda.Skarkova@exposale.cz](mailto:Linda.Skarkova@exposale.cz)
- **O2 Universum does not provide trolleys and pallet trucks.**
- **The venue's recommended freight forwarder/ courier company is**
- **BECKSPEDITION.** Their contacts can be found on page 4 of the Exhibition manual.
- **Business Facilities (photocopying/printing)** – Photocopying & Printing services are not available on demand at the venue. If you require printing services, this will need to be organised in advance of the Annual Meeting
- **Water connections** – Any request for water should be made through the Exhibition booking form

# O2 Universum Prague

## Exhibition Floor Plan



To view the interactive floorplan and see the space you have selected, please [click here](#).

Please also find our confirmed partners and Exhibitors [here](#).



# Exhibition Timetable – Space Only

Access to the exhibition hall will be between the hours given below ONLY. There will be no concession to these hours without the prior consent of the organising team.

- Please ensure that your stand design considers the build and breakdown time available.
- If you have a particularly large exhibit or feel that you may have issues completing your build or breakdown within the stated times, please contact the Exhibition Team as soon as possible (no later than Friday 7 April 2024).

BUILD		
Monday 17 June 2024	08:00 – 19:00	Space Only Exhibitors
Tuesday 18 June 2024	08:00 - 19:00	Space Only Exhibitors

- Children under the age of 16 are not permitted in the halls during build-up.
- All stands must be dressed and completed by 19:00 on Tuesday 18 June 2024.

Build-up of an exhibition is a period of high risk for both security and safety; please ensure that all valuables are kept safe and are not left unattended and ensure you are aware of activities happening in your stand area.

OPEN PERIOD	Halls Open	Exhibition Open
Wednesday 19 June 2024	08:00 - 20:00	08:30 - 19:30
Thursday 20 June 2024	08:00 - 20:00	08:30 - 19:30
Friday 21 June 2024	08:00 - 20:00	08:30 - 18:30

- Exhibitors may access their stands to redress/set-up/accept deliveries between 08:00 and 08:30 on Wednesday, Thursday and Friday morning.
- Exhibitors and their contractors are not permitted to carry out works on their stand during the exhibition open period. Any alterations, modifications, unloading or loading of goods must only take place during build up and breakdown period.\*\*
- Please note that power to all stands will be turned off 30 minutes after the exhibition closes each day.
- No exhibits or stand fittings may be removed or dismantled before all visitors are clear of the exhibition hall on Friday 21 June 2024 (You will be advised of this by the organising team)



# Exhibition Timetable – Shell Scheme/Tabletop

Access to the exhibition hall will be between the hours given below ONLY. There will be no concession to these hours without the prior consent of the organising team.

- Please ensure that your stand design considers the build and breakdown time available.
- If you have a particularly large exhibit or feel that you may have issues completing your build or breakdown within the stated times, please contact the Exhibition Team as soon as possible (no later than Friday 7 April 2024).

BUILD UP		
Tuesday 18 June 2024	13:00 – 19:00	Shell scheme exhibitors

- Shell scheme and Tabletop stands will not be ready until 12:300 on Tuesday 18 June 2024. Exhibiting companies for these types of stands must not arrive for set-up until this time and will not be permitted access beforehand.
- Children under the age of 16 are not permitted in the halls during build-up.
- All stands must be dressed and completed by 19:00 on Tuesday 18 June 2024.

Build-up of an exhibition is a period of high risk for both security and safety; please ensure that all valuables are kept safe and are not left unattended and ensure you are aware of activities happening in your stand area.

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- Please note that power to all stands will be turned off 30 minutes after the exhibition closes each day.
- No exhibits or stand fittings may be removed or dismantled before all visitors are clear of the exhibition hall on Friday 21 June 2024 (You will be advised of this by the organising team)

# Exhibition Timetable

BREAKDOWN		
Friday 21 June 2024	16:40 – 23:00	All stands – removal of exhibits only (once all visitors are clear of the halls).
All stands to be completely clear by 23:00.		

- No exhibits or stand fittings may be removed or dismantled before all visitors are clear of the exhibition hall on Friday 21 June 2024 (You will be advised of this by the organising team)
- All power to all stands will be turned off 30 minutes after the exhibition closes at 16:30 and will be removed.
- All contractor hired equipment such as furniture, AV, shell scheme etc will be removed after 16:30.
- Children under the age of 16 are not permitted in the halls during breakdown under any circumstances.
- Neither the organiser, the venue, nor the nominated stand contractor (Exposale) can accept responsibility for any items left on-site. Please ensure you have arranged logistics for your items to be collected.
- Any materials or items left on the stands after 20:00 will be deemed as waste/rubbish and disposed of. Any costs associated with the disposal of items will be charged back to the exhibiting company. This includes all waste materials such as carpet, boxes, unused literature, timber, exhibits etc.

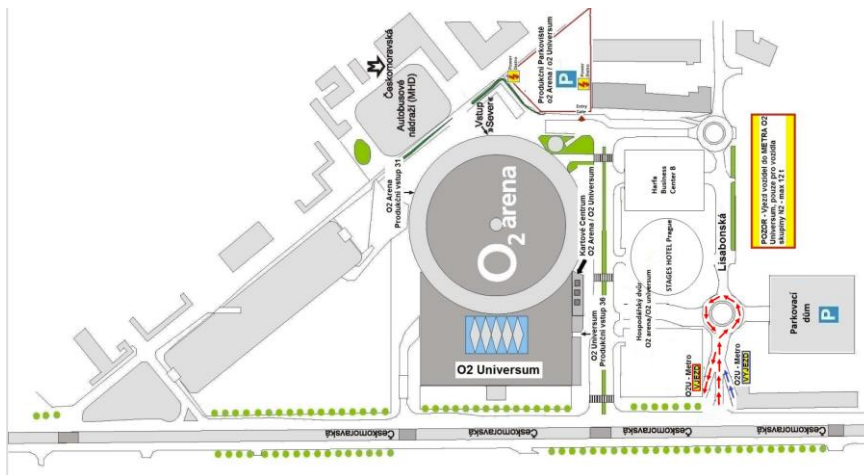
Breakdown is a period of high risk for both security and safety; please ensure that all valuables are kept safe and are not left unattended and ensure you are aware of activities happening in your stand area.

# Directions & Deliveries

## O2 Universum:

Českomoravská 2345/17, 190 00 Praha 9-Libeň, Czechia

O2 Universum will not accept any deliveries prior to the set-up time detailed on previous pages.



## FREIGHT FORWARDER:

Please contact the venue's recommended freight forwarder BECKSPEDITION for assistance with your shipments.

Tereza Becková - Tel: +420724311058 & [beckovatereza25@gmail.com](mailto:beckovatereza25@gmail.com)

**Deliveries:** BECKSPEDITION can hold items from up to two weeks prior to the event (5 June 2024)

Non-EU shipments must arrive at least 1 week prior to the event. If items are not received by BECKSPEDITION by 10 June 2024 they cannot guarantee delivery.

BECKSPEDIION will have a forklift and other handling equipment available on site, and can offer the exhibitors handling services, storage and transport. They also have the capacity to pick up shipments at Prague airport for exhibitors shipping from abroad.

**Return shipments** can also be arranged by BECKSPEDITION.

It is the Exhibitor's responsible to pack, seal and label all items for collection following SESAM 2024. Couriers will not accept/collect any items which are damaged or inadequately packaged and labelled. Please ensure that the address on your items is the same address advised to your courier for collections.

It is the exhibitor's responsibility to ensure that all the relevant information is provided to the courier including what is being collected, number of items, where the collection is from, company name etc.

Any items left on-site after the time stated in the Exhibition Timetable will be classified as abandoned and removed as waste. Please ensure that you check your space at the end of the event to ensure that you have not left any items behind, which are not being collected. O2 Universum, BECKSPEDITION, SESAM and Worldspan will not accept responsibility for any lost or damaged items.

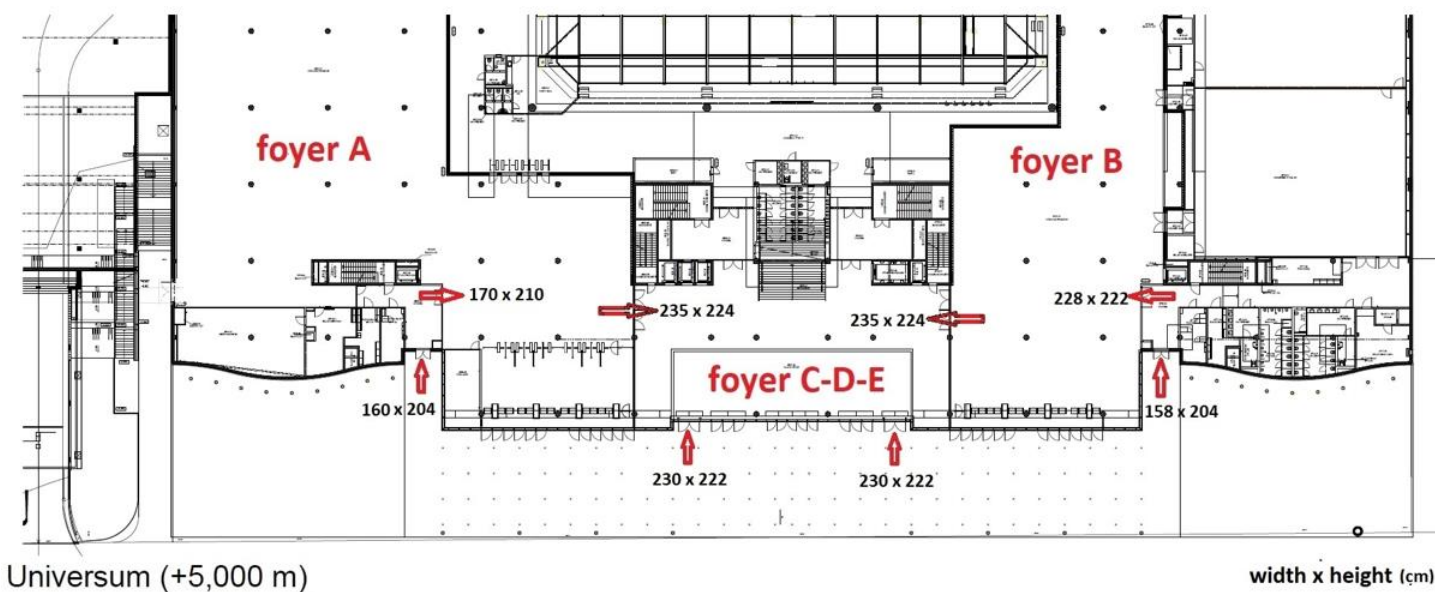
Note: All payments for shipping are to be made directly to BECKSPREDITION and not to Worldspan/SESAM

# Directions & Deliveries

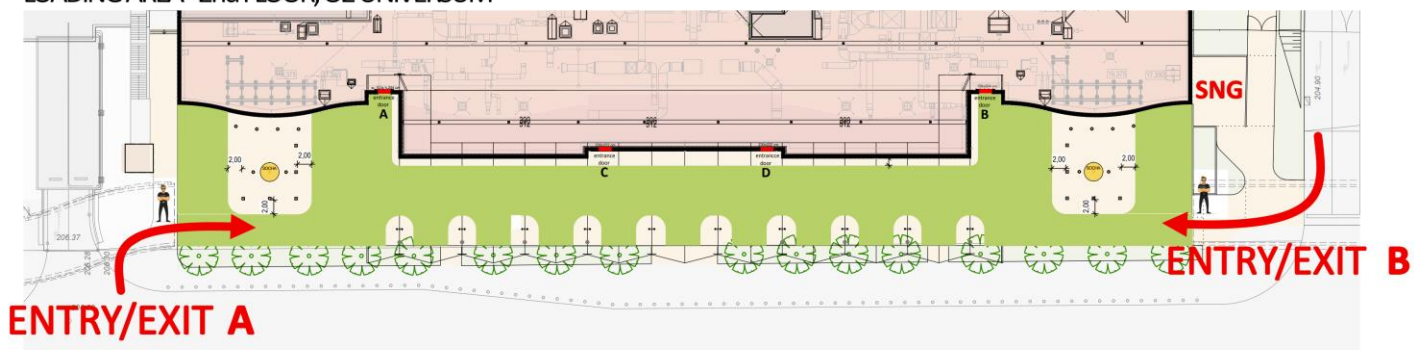
## O2 Universum:

Českomoravská 2345/17, 190 00 Praha 9-Libeň, Czechia

Deliveries on indicated build day should be made via the loading dock as shown in the image below  
floor 2 - entrance door A for foyer A, (if you need bigger doors, please let us know and we can arrange an alternative entrance).



### LOADING AREA - 2nd FLOOR, O2 UNIVERSUM



Entrance permission only for vehicles up to 12 tons.

Parking only during loading/unloading. Phone number behind the windshield is a must.

# O2 Universum Rules & Safety regulations

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- No access or deliveries will be accepted prior to the set-up time. O2 universum employees do not accept any shipments.
- All the contractors, stagehands, stand builders and exhibitors must be clearly identified (badges, strips, wristbands etc.)
- During the assembly of the exhibition on floor 2 of the O2 universum, vehicles up to 12 tons (including cargo) will be allowed to enter the area in front of the main entrances. Entry will be allowed at the beginning of the rental period and after the official end of the event/exhibition. It is not possible to allow entry before all visitors have left the building.
- This area is not a parking lot, vehicles may park there only during loading/unloading. There is no free public parking available around the venue. There is a possibility of outdoor parking at O2 arena – it can be ordered from the event manager for a fee.
- During assembly, the approved grid of the exhibition corresponding all the safety regulations must be strictly observed. If the approved positions and dimensions are not observed, the exhibitors will be asked to make immediate corrections.
- Emergency exits, security corridors, doors, stairs and fire extinguisher must not be blocked under any circumstances.
- So-called 'dirty assembly', i.e. painting, bonding, plastering, grinding, welding, nailing and drilling etc., is not permitted. Only essential assembly and finishing work is permitted.
- Sticking to the walls and pillars is not allowed.
- Sticking carpet on the carpet in halls B, C, D, E and in the areas of the 3rd floor is not allowed. In other areas of the O2 universum, there must not be any traces left on the floor after sticking (stickers, tapes, carpets etc.)
- During every assembly/disassembly, the floor must be protected with cardboard, plastic film, covering etc. against any damage or scratches. Hard, scratching and metal elements should be placed on pads.
- During assembly/disassembly, only transport trolleys with rubber wheels that do not mark the foyer floor can be used. Otherwise, the floor along the transport route must be protected, e.g. with cardboard. We do not provide trolleys for assembly/disassembly services.
- Exhibitors are liable for all damage caused to floor, walls and pillars during installation, exhibition and dismantling.
- All electrical devices and accessories of the exhibition must have a valid revision. Exhibitors are required to submit it at the request of an employee of O2 universum.
- It is prohibited to bring in and use within O2 Universum any flammable materials or cartridges with combustible gases, and to use any flammable liquids as cleaning agents
- Any use of naked flame within the facility is strictly forbidden. Smoking is not permitted at the venue.
- Maximum weight per square metre on the 1st, 2nd and the 3rd floor of the O2 universum is 500 kg.
- Cleaning service of the venue will only take out the waste whose size does not exceed the size of the trash cans. All other excessive waste must be taken away by its originator or container must be ordered from the event manager.
- There are no storage facilities in O2 universum.

# Space Only Exhibition Package

Both the Platinum and Gold Partner packages include a Space Only stand space. The definition of a Space Only Stand is a marked-out area on the hall floor on which your stand must be built. Space Only stands are to be built and completed by the exhibitor and their nominated contractors.

SESAM have established the following stand design rules for the event:

- All work must be carried out in conformity with the requirements of the Venue. All self-build stand plans will be submitted to the Organiser ([sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)) for approval by Friday 21 April 2024.
- Exhibitors must always keep within the limits of the stand. Encroachment into the aisles or neighbouring stand space by equipment or display materials is not permitted.
- All stand construction must be completely self-supporting. No suspension may be made from the fabric of the building, nor may any fixings be made to the structure of the building.
- Stand height restrictions are 2.5m - any material on display within the stand itself must not exceed this height.
- Please note ceiling heights vary within the halls at the O2 Universum; please confirm maximum height prior to planning.
- Maximum weight per square metre is 500kg.
- At least 50% of each stand side facing onto an aisle must remain open or fitted with transparent material.
- Please ensure that you fully finish any display or walling you erect on the reverse side, in order not to impact adversely on neighbouring stands.
- Please note that stands should include access for wheelchairs/mobility impaired and clear edging for visually impaired.
- Please ensure stand edging is clearly visible and distinguishable for the main stand. Ideally stands will include a ramped edge however all raised stands must have rounded corners and no sharp edges.
- All stands should have lighting and floorcovering.
- You are not allowed to fix to the fabric of the building or to sprinkler pipes.
- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail/staple holes etc.
- Exhibitors contracted to Space Only sites are responsible for appointing stand contractors to plan and build their stands.
- You are responsible for examining your allotted stand space and ensuring your stand is built on the correct markings. If you are in any doubt please inform the Exhibition Team on-site, where we will be happy to help you.
- Trolleys and pallet trucks are not provided by O2 Universum so stand builders or freight companies will need to provide.
- The Exhibition Team will inspect stands during build-up and they may remove any offending materials, or close down a stand, if they do not comply with regulations.



# Space Only Exhibition Package

- The construction material for all stands, signs and fascia must be non-combustible material, inherently non-flammable or durably flameproofed.
  - All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process.
  - Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.
  - The use of plastic of a grade less than the UK Class 1, BS 476 Part 7 1971 or European equivalent, whether in stand construction or display arrangements, is prohibited. Limited amounts of plastic materials of a grade better than UK Class 3 or European equivalent can be permitted, providing the details are submitted prior to construction.
  - Textile fabrics – unless incombustible – may not be used for partitioning stands nor for forming offices or the back or sides of stands and, so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.
  - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on-site. Painting is only permitted if the floors are first covered by PVC sheeting.
  - The construction and furnishing of the stand is at the exhibitor's or contractual partner's discretion, subject always to the O2 Universum regulations and instructions regarding safety, permitted furnishings and general appearance.

If you have opted to take a Space Only stand, you have certain responsibilities for your own site, where you will need to submit the following documents in addition to the standard documents listed on the booking site to the Exhibition Team:

1. Scalable plans showing all dimension and location of stand-fitting, construction, furniture & exhibits. All drawings must show the scale used, which should be no less than 1:50.
2. Elevation view drawings showing all heights.
3. Risk assessment for the build & dismantle.
4. Method statement for the build & dismantle.
5. Public liability insurance certificate (Stand Builder) – must show company name & dates needed to cover build-up & breakdown.
6. List of stand fitting materials and confirmation of their compliance with O2 Universum's regulations (if not included on the plan).
7. "SICU" application Form, duly filled in, by attaching the required documents certifying the fire reaction of materials.

All plans and documentation must be submitted in English and must clearly state the exhibiting company's name & stand number and the name and contact number of the responsible contractor.

Ultimate responsibility lies with you the Exhibitor to comply with all Health & Safety and plan submission requirements and always ensure the safety of all persons on your stand.

All orders from EXPOSALE can be placed through the following order form. Please note that should you require any additional items to the list above then you will need to complete the form and contact the SESAM Exhibitions team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) to place your order and make payment

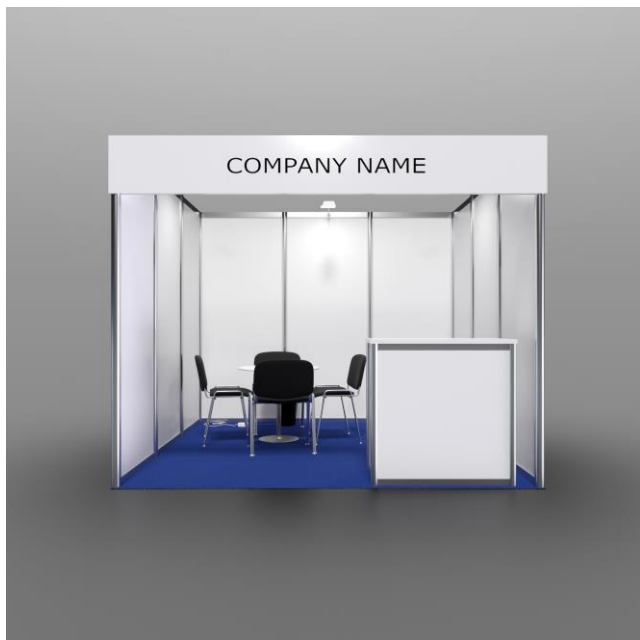
**[View the EXPOSALE order form](#)**

All documents should be submitted to by Sunday 21 April 2024 to [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

If you have any questions, please contact the Exhibition Team directly on via e-mail to [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)



# Shell Scheme Exhibition Packages



*Furniture and graphics used above are for illustration purposes only.*

## The package prices include the following:

### 3m x 3m (9sqm)

- Shell Scheme stand construction (walls, panels etc)
- Carpet
- nameboard for company name (up to 20 letters)
- 3,5kW power supply included + extension cable with 3 sockets
- 3x spotlights
- 1 table
- 2 chairs
- 1x waste basket

### 3m x 2m (6sqm)

- Shell Scheme stand construction (walls, panels etc)
- Carpet
- nameboard for company name (up to 20 letters)
- 3,5kW power supply included + extension cable with 3 sockets
- 2x spotlights
- 1 table
- 2 chairs
- 1x waste basket

### 2m x 2m (4sqm)

- Shell Scheme stand construction (walls, panels etc)
- Carpet
- nameboard for company name (up to 20 letters)
- 3,5kW power supply included + extension cable with 3 sockets
- 2x spotlights
- 1 table
- 2 chairs
- 1x waste basket

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metal framework of the stand.

All damage will be charged to the exhibitor at full replacement costs.

All orders from EXPOSALE can be placed through the following order form. Please note that should you require any additional items to the list above then you will need to complete the form and contact the SESAM exhibitions team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) to place your order and make payment

[View the EXPOSALE order form](#)

# Table Top Exhibition Packages



*Furniture and graphics used above are for illustration purposes only.*

## The package prices include the following:

### Exhibitor Table Top

- 1x Table
- 2x Chairs

Under no circumstances must anything be nailed, screwed or glued to furniture.

All damage will be charged to the exhibitor at full replacement costs.

All orders from EXPOSALE can be placed through the following order form. Please note that should you require any additional items to the list above then you will need to complete the form and contact the SESAM exhibitions team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) to place your order and make payment

[View the EXPOSALE order form](#)

# A – Z General Information

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## **Accidents**

If you are involved in or witness an accident or near miss while on site, please report it immediately to the Registration Desk on the main floor of O2 Universum. Trained first aiders are in attendance at the show - if you require first aid assistance, please contact a member of O2 Universum staff, a member of the Student Task Force or a member of the SESAM Organising Team who will arrange this for you.

## **Accommodation**

Worldspan have been appointed as the official accommodation partner for SESAM 2024 and have negotiated rates at a selection of hotels to suit all budgets. Full details are available [here](#).

## **Aisle Management**

No exhibits or stand build may encroach into the adjoining gangways. Regular checks will be made, and any exhibitor found encroaching on a gangway will be asked to move their items immediately.

## **Alcohol**

Should you wish to serve any alcohol or food on your stand, please ensure you inform the Exhibition Team as soon as possible, to gain permission O2 Universum have exclusive rights to all catering in the venue; they must be contacted before any food or drink can be approved.

The consumption of alcohol within the halls during build-up and breakdown is not permitted and anyone working under the influence of alcohol may be removed from the venue.

## **Animals**

Assistance dogs are the only animals permitted entry to SESAM 2024.

## **Audio-Visual**

Orders can be placed the Worldspan Exhibition Team on [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) who will direct you to the correct person to make payment.

## **Badges & Passes**

Please ensure that you complete the Pass document on the SESAM booking site for your inclusive passes. Additional passes can also be ordered via the booking site.

Exhibitor Conference and Exhibitor Passes ordered will be available from the Registration Desk from 13:00 on Tuesday 18 June 2024.

## **Balloons (helium filled)**

Balloons are not permitted.

## **Build-up and Breakdown**

Please refer to the Exhibition Timetable section of this manual for access times.

## **Business Facilities (photocopying / printing etc.)**

Printing or photocopying must be organised in advance. The team may not be able to assist with printing requirements during the event.

# A – Z General Information

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## **Canvassing / Aisle Congestion – off-stand promotions**

Exhibitors may only conduct business and distribute literature from their own stands – please plan your space accordingly. Activities may not spill into gangways.

If unwelcome visitors trying to sell their products approach you on your stand, please take a business card from them and inform the SESAM organising team. On-stand promotions are permitted, provided they do not in any way interfere with other exhibiting companies. Presentations which lead to crowding of the aisles, walkways and entrances, or in the view of the Organisers, present a safety hazard, are not permitted.

## **Catering**

Exhibitors who would like to provide stand hospitality, such as food or drinks, to visitors must first contact [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) who will liaise with the venue regarding the possibility.

Catering (refreshments and lunch) will be supplied to all exhibitors, delegates and visitors from dedicated points in exhibition spaces. Exhibitors may also purchase items from the E-shop. Details on how to place these orders will be communicated once available.

## **Carpet**

Carpet default colour of Shell Schemes will be dark blue. Custom carpet can be ordered with the exhibitions team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

## **Chemicals**

If you intend to use any chemicals, you must inform [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) as soon as possible, to gain permission. If permission is granted, you will be required to submit a risk assessment and COSHH assessment for each chemical brought onto site. COSHH regulations must be adhered to.

## **Children**

In accordance with Health & Safety regulations, children under 16 years of age are not permitted in the Exhibition Halls during the build-up and breakdown periods. There are no exceptions to this rule.

## **Cleaning & Waste**

Exhibitors are responsible for cleaning their own exhibits. Anything left in the gangways will be treated as waste and will be disposed of.

Exhibitors are requested to always keep gangways as clear as possible.

In terms of waste, anything that will not fit into a black plastic bag will not be collected by the cleaners - it will be deemed as abandoned waste and will be charged for.

Excessive waste is defined as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of 'give-aways'. Any exhibitor who leaves excessive waste at the venue will be charged for removal.

## **Hazardous, Offensive and Excessive Waste**

Should you intend on having demonstrations which would generate any hazardous waste during the event, please inform the Exhibition Team as soon as possible to gain permission. For more information on Hazardous and Offensive waste relating to Healthcare please [click here](#).

# A – Z General Information

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## **Code of Practice**

Exhibition stands should be staffed at all times during the open period of the exhibition, with all exhibits remaining on display. For the benefit of all visitors, no dismantling of displays or exhibits should commence until the halls are clear on the final day of the exhibition. You will be notified when it is safe to begin breakdown.

## **Compressed Air & Gases**

It is not possible to use Compressed Air or Gases within the venue.

## **Customs & Excise**

Customer clearance of goods take place at port of entry. The freight forwarding contractor can arrange this for you. Please refer to the Organisers and Suppliers section of this document for their contact details.

## **Delivering & Vehicle Access to the Venue**

Please refer to the Directions and Deliveries section of this manual.

## **Demonstrations**

If you intend to carry out demonstrations on your stand, please ensure that you have provided details of the activities on the SESAM booking site or to [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

Should demonstrations attract crowds and cause obstructions in the aisles, walkways and entrances, then the exhibiting company will be asked to end the demonstration until the crowd has dispersed. Please keep noise to a reasonable level; any excessive noise will be monitored by the Exhibition Team and may result in the activity being stopped.

Where demonstrations/activities affect your neighbouring stands, and the two parties cannot mutually agree on a satisfactory level, the Exhibition Team will act as an arbiter and their decision is final and non-negotiable. The Exhibition Team reserve the right to disconnect the stand power.

The organisers reserve the right to stop any demonstrations/activities, which they consider to be dangerous or detrimental to SESAM.

## **Dilapidations & Damages**

You are not permitted to fix to any part of the fabric of the building, and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape, etc.

- Shell scheme exhibitors are also reminded they are responsible for all shell scheme panels and will be charged for any damages through inappropriate fixings, painted panels etc.
- Space only exhibitors are reminded that ALL stand fitting materials, exhibits and flooring must be removed from the halls during breakdown. A copy of the clearance charges are available upon request.
- The venue management will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore, exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site.

# A – Z General Information

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## **Dilapidations & Damages (cont.)**

- Notices must not be affixed to the fabric of the building without prior permission. Sticky fixers, Blue Tack or Sellotape must not be used on any surfaces. Under no circumstances must cables, wires etc be attached or affixed directly to the walls or ceilings in the main exhibition areas. All exhibitors need to be self-sufficient regarding use and provision of equipment and the rigging/de-rigging of display material.

## **Disability Discrimination Act (DDA) / Equalities Act**

SESAM strive to provide all visitors with the same opportunities and experience whilst attending the event. Under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) exhibitors are expected to make changes, where possible, to improve the service for disabled visitors. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:-

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided. It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users, but also includes access to written information for people with visual impairments and access to the same standard of service for all.

Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations. This list is by no means exhaustive and must be used as a guide only.

## **Draping, Decorations, Artificial Flowers, Candles**

All decorations, draping and artificial flowers used for stand dressing must be flameproof and comply with all Fire & Safety Regulations. Please note that under no circumstances are display candles to be lit on any stand at any time.

## **Electrical Services**

Shell Scheme packages (not including tabletop stands) are provided with an electrical package; please refer to the Shell Scheme section of this manual for specific details relating to your stand package. Space Only stands do not have electrical supplies included in their packages; please ensure that you have ordered sufficient power for your space prior to arriving on site.

Should you require any additional electrical supply to your stand this can be arranged by first contacting the exhibitions team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

## **Connection of Power to Stands**

During build-up, initial connections to stands are made as early as possible. Use of the permanent venue electrical sockets is not permitted, and cables must not cross gangways. Once power has been energised during build-up, it will be switched off 30 minutes after closing each night; please refer to the Exhibition Timetable in this manual. If you require power overnight (eg for refrigerators), you will need to order a 24-hour supply with the exhibition team..

# A – Z General Information

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## **Connection of Power to Stands**

On the last event day, power will be switched off 30 minutes after the end of the exhibition and will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands.

A quick guide to electrical regulations and power consumption is available upon request.

## **Emergency**

In the event of an emergency please call 112 for police, fire or ambulance. Please also ensure you notify a member of the organising events team at the registration desk.

This is to ensure that the required emergency services can be directed quickly and efficiently on arrival to the O2 Universum.

Please ensure that you and everybody on your stand familiarise themselves with the emergency procedures in the Health & Safety section of the manual.

## **Fire Precautions**

Fire exits must be always kept clear and no exhibits or packaging materials may be stored behind stands. All materials used in stand construction / dressing must be fire retardant to the relevant standards – please consult the operations team for further information. No naked flames or LPG will be permitted.

## **First Aid**

There are first aid trained staff on site throughout the conference. Should you require first aid assistance at any point please contact a member of the organising team who will be able to direct a first aid member of staff to you.



# A – Z General Information

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## **Floor Loading**

The Exhibition team must be informed of any unusual loads prior to the build-up, to gain permission. Failure to inform the team in advance may result in items not being permitted into the exhibition.

## **Gangways**

Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand. All gangways must remain unobstructed and accessible at all times.

## **Hazardous Exhibits**

Please consider the safety of your staff and visitors to the show when planning the layout of your stand. Hazardous items, such as sharp or hot equipment must be set back from the stand and out of reach of the visitors. Should you intend on having potentially hazardous exhibits on your stand during the event, please inform the Exhibition Team as soon as possible to gain permission.

## **Insurance**

Exhibitors are reminded that they MUST have adequate exhibition insurance cover during SESAM. Whilst every precaution is taken, SESAM and its representatives are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We strongly advise you to take out adequate insurance to cover your property whilst at the event.

We also highly advise taking out Cancellation and Abandonment insurance, which will cover your costs and expenses should you not be able to attend due to adverse weather, for example, or if the event was to be cancelled or abandoned for any reason.

## **Intellectual Property Rights**

By exhibiting at SESAM each exhibitor is confirming that, to the best of its knowledge, they have the legal authority for the use of any intellectual property associated with any product or promotional material that will be displayed, offered, or otherwise used within their exhibition stand at SESAM and it will not knowingly infringe the intellectual property rights of another party.

## **Internet Access & Telephone / ISDN lines**

Free WiFi is available for all exhibitors/delegates.

Should you require a hard wired Internet connection or access to a telephone line/ISDN line, please contact the Exhibition team at [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk) for further assistance. Please note that due to limited availability requests will be dealt with on a first-come, first-served basis.

# A – Z General Information

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## **Loudspeaker Announcements**

It is not possible to make announcements across the venue during the days of the exhibition.

## **Music, Noise Levels & Performing Rights**

The use of public address systems, microphones or sound amplification on any stand is not permitted. Noise levels may not exceed 50 decibels as measured at the perimeter of your stand, and must not cause annoyance to neighbouring exhibitors. In all cases the Organisers' decision is final.

Any exhibitor playing music or video on their stand is required by law to obtain the appropriate licenses – the responsibility for doing this lies with the exhibitor.

- PRS: required by any exhibitor playing music on their stand, either by DVD, CD, tape, record or video for royalties to the publisher and composer of the music. The PRS License should be obtained direct with PPL PRS: Tel: 0800 0720 808 Email: [info@PPLPRS.co.uk](mailto:info@PPLPRS.co.uk) Web: [www.PPLPRS.co.uk](http://www.PPLPRS.co.uk)
- PPL: required by any exhibitor playing music on their stand by DVD, CD, tape or record, but not via video. The license covers royalties for the artist and the record company. The PPL License should be obtained direct with PPL PRS: Tel: 0800 0720 808 Email: [info@PPLPRS.co.uk](mailto:info@PPLPRS.co.uk) Web: [www.PPLPRS.co.uk](http://www.PPLPRS.co.uk)
- VPL: required by any exhibitor playing music on their stand by means of video or DVD. It covers royalties for the artist and the video company. To obtain your license, call VPL directly: Tel: 020 7534 1400.

Should your company already have the licenses in place, please have a copy of the licenses available.

## **Organisers – Contact on-site**

The main point of contact for the organising team for SESAM will be via the Registration Desk which will be open from 13:00 on Tuesday 18 June 2024 and for the duration of the event.

## **Photography**

Exhibitors reserve the right to permit visitors taking pictures within your stand area or of your exhibits and products. You, the exhibitor, may use your own photographers to photograph ONLY your stand. However, photographers are not to solicit business from other stand holders, take photographs of show features, general areas of other stands, and cannot sell their work within the exhibition. The Organisers reserve the right to refuse entry or remove from the exhibition anyone contravening this rule.

# A – Z General Information

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## Security

Although every reasonable precaution is taken, exhibition halls are vulnerable places and SESAM cannot accept any responsibility for any loss or damage which may occur to your staff or property from any cause.

Please consider these security tips when planning your stand:

- Plan your arrival & departure from the venue during Build-Up & Breakdown. Ensure there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods.
- Book sufficient staff for your stand during the show. This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break – they may become busy and not be able to keep an eye on your stand.
- Place a lockable cabinet on your stand. Lock away briefcases, mobile phones, handbags, laptops, etc during the day, even when you are on your stand.
- Do not position desirable items at the front of your stand. They can be easily removed.
- Remove high value items from your stand each evening.
- Avoid leaving your stand each evening before the hall is clear of visitors. Likewise, ensure your stand is fully manned before the show opening – remember, however, the halls are open each morning, prior to opening for maintenance.
- Report anything of a suspicious nature to the Organisers or security. Leads can be followed up to avoid incidents of theft.
- Ensure you are adequately insured – see insurance section. If you are a victim of theft, please report the matter immediately to the SESAM Organising Team.

## Shell Scheme

See Shell Scheme section of the manual for details & remember to complete the associated sections on the SESAM booking site.

## Smoking

Smoking is not permitted at any time inside the venue. This includes the use of e-cigarettes.

## Space Only Exhibitors

Please refer to the Space Only section of this manual.

## Storage

There are no on-site storage facilities. Please contact the venue's recommended freight forwarder BECKSPEDITION should you require storage.

## Trolleys

O2 Universum do not provide trolleys or pallet trucks, please arrange this with the venue's recommended freight forwarder BECKSPEDITION

## Water & Waste

Should you require water and waste facilities for your stand please contact the SESAM exhibition team to discuss the available options.

# Health & Safety

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SESAM is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety and Welfare at SESAM events. All exhibitors and contractors are expected to ensure that they provide a safe place and system of work, as is their legal duty under the Health & Safety at Work Act 1974 (HASWA 1974). Successful safety management requires the commitment, involvement and cooperation of all those on-site at an event. All exhibitors must take note of all Health and Safety documentation and ensure that a copy of their company's Health and Safety policy is available for inspection if requested on-site (for companies with 5 or more employees).

Under Health and Safety legislation, exhibitors and their contractors are responsible for all activities that take place on their stand throughout the event and any actions that could affect others not on their stand. This includes providing risk assessments and method statements (where necessary), as well as the briefing, communicating to and controlling all their sub-contractors who work on their stand.

Space only exhibitors and any exhibitors with any items of special risk (such as radioactive substances, laser beams, working machinery, laser products, hazardous substances as outlined under COSHH) must forward a copy of their risk assessment, including a fire risk assessment, to the Exhibition Team at least 28 days prior to the event.

If you do not have any items of special risk, you must complete the Health and Safety Declaration form that will be sent to you from the exhibitions team.

It is the responsibility of all trade exhibitors to adhere to the current Health and Safety legislation.

# Health & Safety

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## **Accident Reporting and First Aid**

SESAM investigate all accidents and 'near misses' that occur on-site and we expect the cooperation of all exhibitors and contractors in investigating the true causes of any accident, in order to try to prevent reoccurrence. All accidents and near misses must be reported to the Exhibition desk in the Registration Area. All contractors are to comply with the RIDDOR Regulations 2013.

Should you require first aid assistance at any point please contact a member of the Organising Team who will be able to direct a first aid member of staff to you.

## **Children**

Children aged 16 and under are not permitted in the halls during build-up and breakdown for health and safety reasons. You must also advise if you are intending to use people between the ages of 16-18 on your stand.

## **Drugs and Alcohol**

Misuse of drugs or alcohol can severely affect judgement and physical response to given situations in the workplace; this can result in safety performance being impaired and accidents occurring. Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.

## **Emergency Procedures**

Please ensure that all your staff/contractors read and understand the Emergency Procedures.

Fire exits must be kept clear at all times and no exhibits or packaging materials may be stored behind stands. All materials used in stand construction / dressing must be fire retardant to the relevant standards – please consult the operations team for further information. No naked flames or LPG will be permitted.

## **Hazardous Substances**

The control of substances hazardous to health regulations 2002 (COSHH) is intended to remove the problem of ill health caused by the exposure to hazardous substances at work. The definition of a substance that is hazardous to health is any substance that legally has to be labelled as "very toxic", "toxic", "harmful", "irritant" or "corrosive". If you, or your contractors, intend to use such substances you must carry out a written risk assessment, under the COSHH regulations and send a copy to the Organisers at least 30 days before arriving on site with the substance.

# Health & Safety

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## **Hazardous Substances (cont.)**

Any company wishing to bring pharmaceutical products to display on their stand must inform the organisers of their intention by filling in and returning the relevant part of their Risk Assessment before arriving on site and making sure that the relevant COSHH data sheet is readily available at all times during the show.

Any stands using either pharmaceutical materials or sharp objects must be able to ensure adequate security of their products at all times, including overnight. The organisers reserve the right to remove anything from a stand that they deem potentially hazardous. This will be done at the exhibitors' expense.

## **Manual Handling**

The law requires that, as far as reasonably practicable, you should avoid the need to undertake manual handling operations which involve a risk of injury and appropriate steps are taken following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.

## **Working at Height**

Exhibitors and their contractors should make themselves aware of the legislation regarding working at height.

## **Risk Assessments and Guidance**

ALL exhibitors must undertake their own risk assessment. As exhibitions are deemed as hazardous environments, it is a legal requirement that all exhibitors and contractors undertake a suitable and sufficient Risk Assessment prior to the exhibition, listing the tasks and identifying the main hazards that each presents on site and devising ways to eliminate, reduce, isolate or control those hazards.

Exhibitor is liable to heavy fines, prosecution and even imprisonment should it be found to be negligent in the event of an accident to its staff and visitors if suitable control measures are not in place.

A Risk Assessment should cover all hazards arising from work practices on-site including lifting, PPE, fire controls, exhibitors and/or demonstrations, COSHH, RIDDOR, hazchems, noise etc, especially if it would affect neighbouring stands, visitors, etc. If you are planning an item of special risk then you must submit a copy of your Risk Assessment to the Exhibition Team by **Sunday 21 April 2024**.

If you do not plan a special risk activity or are a shell scheme exhibitor you are required to undertake a suitable and sufficient Risk Assessment, you do not need to submit your Risk Assessment but please be aware that we may ask to see your Risk Assessment on site if an incident occurs.

All exhibitors are required to complete and return the Health & Safety Declaration form via the official SESAM Booking Site by **Sunday 21 April 2024**.

## **Smoking**

Smoking is not permitted anywhere within the O2 Universum; this includes the use of e-cigarettes. There are dedicated smoking areas situated outside of the building.

## **Personal Protective Equipment (PPE)**

Exhibitors and their contractors should ensure that they are using suitable and sufficient PPE where required following your Risk Assessment.

# Ordering Additional Services

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Additional services are available to be booked directly via the order form detailed below. Should you require to order any additional services, please contact the exhibition team on [sesamexhibitions@worldspan.co.uk](mailto:sesamexhibitions@worldspan.co.uk)

[View the EXPOSALE order form](#)