



AOP 2022

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JANUARY 7 & 8

PALAIS DES CONGRÈS • PARIS - FRANCE

**RULES AND
REGULATIONS**

AOPCONGRESS.COM

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Please fill in and sign

Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »

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Event Organizer: AOP c/o Comexposium Healthcare
Venue contractor: Palais des Congrès de Paris

1 - SIGNATURE & CONTRACTUAL COMMITMENT

I, the undersigned

Last name: _____ First name: _____

as a legal representative for (company name): _____

Position within the company: _____

Certify that:

- The company I'm representing, its employees or subcontractors, will:
 - comply to all dispositions mentioned in this **RULES and REGULATIONS** (v3_rules_aop_2022)
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 10 points below occur:

		Act	Cost in EUROS (excl tax)	Chapter
booth set up and dismantling	1	The set up departure form is not signed	1 000	3.2.b
	2	The dismantling departure form is not signed	1 000	3.2.b
	3	The setting up and dismantling schedule is exceeded (charged per hour of exceeding, binding any other Exhibitor(s) whom would still be on site)	2 700 per hour	3.2.c
	4	Our booth walls are not covered on both sides (inside and outside of the booth)	> 1 000	3.5.n.ii
	5	Areas are not properly protected with carpet/protection sheet	> 600	3.5.n.iii.6
	6	The booth space is not completely cleaned of any decor, hardware, carpet, etc (charged per cubic meter of cleaning)	500 per m ³	3.6.c
	7	There is any deterioration	> 2 000	3.6.d
	8	The proper use of venue waste bins (for materials such as cardboard, general rubbish, etc.) during the congress	> 500	3.7
room keys	9	There is late return of meeting/training room key(s)	100 per day	5.1.c
	10	There is loss of meeting/training room key(s)	300 per key	5.1.d
badge scanner	11	There is late return of the badge scanner(s)	100 per day	6.1.c
	12	There is loss of the badge scanner(s)	400 per device	6.1.d

- I therefore accept :
 - To sign this page (signature & contractual commitment) and
 - To sign the attached Credit Card Authorization Form for the amount of 3 000 euros as a guarantee deposit. AOP engages itself in using this guarantee **only** if the Exhibitor does not fulfil one of the above requirements and fails to honour the invoice that could be established in strict respect with the binding contract.
 - To enclose a copy of both sides of the credit card
 - To upload all three documents through my company account on aopcongress.com

It is imperative that I carry a copy of this document during the whole event.

Date (prior to 3 December 2021):

Signature preceded by the mention «Read and approved»:

Date:

Signature:

CREDIT CARD AUTHORIZATION FORM

I/We, _____ hereby authorize AOP to charge my/our credit card for the amount of 3 000 euros as per information completed in capital letters below in case of failure to comply with the signed contract as per the RULES and REGULATIONS document, chapter 1:

TYPE OF CREDIT CARD

- ☐ VISA CARD
☐ MASTERCARD
☐ EUROCARD
☐ AMERICAN EXPRESS

CREDIT CARD ISSUING BANK

CREDIT CARD NUMBER

EXPIRY DATE

CARDHOLDER'S NAME

(as it appears on Credit Card)

CARDHOLDER'S SIGNATURE

(as it appears on Credit Card)

AUTHORIZED PERSON CONTACT DETAILS

COMPANY NAME & OFFICIAL STAMP

SECURITY CODE

For cards other than AMEX: last 3 digits on the back of your credit card (CCV code)

For AMEX card: 4 digits above the main account number on the face of your credit card (CID code)

CONTACT ADDRESS, PHONE, FAX AND E-MAIL

NAME OF CONTACT PERSON:

DATE:

Note

Please attach a copy of both front and back sides of your credit card

This is a guarantee deposit, to be cashed only if the Exhibitor does not comply with the signed contract as per the RULES and REGULATIONS document, chapter 1 "Signature & Contractual Commitment"

2 - COMPLIANCE & LAW

1. Obligation to provide booth layout and equipment

- a. Submit the booth layout through the company account before December 15, 2021
- b. The layouts must include the maximum height of the structure, the maximum height of any sign, the ribs on the ground and it must signal the presence of a disposable floor (specify height and locate the access ramp on the map). AOP is given the right to refuse booth installation of exhibitors who have not returned the layout within the time allotted. These plans may be submitted for opinion to the Safety Officer.
- c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during set up. Should the booth building not coincide with your layout, AOP reserves the right to amend or stop the construction.
- d. Roofs are not allowed
- e. The pillar placed within the limits of your booth can be covered but should not include a construction going over the boundaries of your allocated space. Pillars ought to be covered with walls up to 3m high, leaving a 10cm space between the pillar and the added walls. No degradation to be left on the pillar
- f. Any booth with standpipe hose system must remain easily accessible, only curtains on this side are allowed, no fixed wall
- g. The coverings for pillars and standpipes located on your booth can be branded as you wish. Any next to your booth can be branded by obtaining a written agreement from AOP
- h. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the «Exit» sign or the fire services team
- i. Corner booths have to stay open on two sides.
- j. The island booth is any space offering four open sides. It cannot be closed by full walls and shall remain fully accessible on all sides. Walls shall not be longer than one quarter (1/4) per open side (not to be confused with the sum of all open sides) and shall not affect neighbouring booths.
- k. The peninsula booths (3 open sides) have to stay open on 3 sides.

2. Obligation to comply with the regulations in force in the eye of regulators

- a. Labor law
- b. Customs (for materials or products from abroad)
- c. Hygiene (for food or animal species)
- d. Products licences: it is the exhibitors responsibility to obtain the corresponding marketing and commercialization licences of the products that are displayed, promoted or utilized during the event. The product or device has to be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted
- e. Medical licences: any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the law and regulations of the country where the event takes place. Please note that many country's demand to process a 'Temporary Licence' for the physician to legally perform a medical act/application. Please refer to FAQ chapter 4.4. How can I perform a live demonstration? for further details.

3 - BOOTH SET UP & DISMANTLING

1. General date and time of installation, decoration and dismantling:

- a. General booth set up:: Thursday, January 6 from 2pm to 8pm
- b. General booth dismantling: Saturday, January 8 from 7pm to 10pm

2. Exact compliance with setting up and dismantling hours

- a. Exhibitors or their contractors, must have completed their installation by the date and time limits set. If exceeded, no permission to access the venue will be given for packing, machinery, vehicle transport, external contractors under any motive and without any regard for the harm it could cause the Exhibitor. Contractors remaining onsite after the allocated schedule will be subject to a penalty fee (as specified in chapter 3.2.c).
- b. At the end of booth set up and dismantling, exhibitors must sign the SET UP DEPARTURE FORM & DISMANTLING DEPARTURE FORM by presenting themselves at the AOP Exhibitor Services. Should the Exhibitor not sign the SET UP and/or DISMANTLING DEPARTURE FORM, a penalty fee of 1 000 euros (exclusive of tax) is applicable.
 - upon finishing the construction during set up of their booth, the person responsible for the booth must receive approval from the AOP team before departure, therefore stating that the booth construction complies with the rules and regulations by signing the SET UP DEPARTURE FORM.
 - upon finishing the dismantling of their booth, the person responsible for the booth must receive approval from the AOP team before departure, therefore stating that the booth dismantling complies with the rules and regulations by signing the DISMANTLING DEPARTURE FORM.
- c. Any excess time will be billed as follow:
2 700 euros (exclusive of tax) per hour that has exceeded, jointly with any other Exhibitor(s) still present on the level of exhibition

FOR EXAMPLE:

- If only one Exhibitor is still present, 2 700 euros (exclusive of tax) will be charged
 - If two Exhibitors are still present, this amount will be divided by two
 - If three Exhibitors are still present, this amount will be divided by three, etc
- This amount strictly respects the extension fee imposed by the conference venue to AOP. AOP consequently applies the same amount to its exhibitors without applying any additional commission fee.

3. Constructor passes delivered by AOP

- a. should be obtained following the instructions sent by email prior to entering the conference venue and properly worn by all contractors.
- b. provide access to the exhibition area only during the assembly and disassembly of booths
- c. to be collected on Thursday, January 6 - at two locations:
 - i. PARKING LOT LEVEL – Through the AOP representative
 - OR
 - ii. LEVEL 3 – Welcome/registration desk

4. Delivery and consignment

- a. Use a freight company of your choice or
- b. Use the service of the appointed AOP Official Freight Forwarder:
DB SCHENKER SA
Contact: Pauline VILLEMAINE
Phone.: +33 (0)1 48 63 32 41
Fax: +33 (0)1 48 63 32 82
Email: pauline.villemaire@dbschenker.com
Website: <https://www.dbschenker.com>

- c. Direct deliveries are no longer accepted at the congress venue. All deliveries should be scheduled through DB Schenker (contact above)
- d. Receiving your goods
 - i. The consignee whom will accept your goods must be a person from your company. AOP will not be responsible for reception of your goods and materials on your behalf.
 - ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of its package and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, AOP will not receive it and reserve the right to store it, unwrap it or return it to the sender and submit to the Exhibitor costs, risks and perils for that.

5. Set-up

- a. Attendance is compulsory at the booth: the exhibitor or his duly accredited representative should be there during the visit of the services responsible for safety as compliance to the security measures imposed by the government or taken by AOP is mandatory throughout the event
- b. Installation of the booth is to be done by a qualified installer (proof of registration may be demanded). The indoor booth equipment is under the responsibility of the exhibitor and the installer is responsible for all risks of its own booth space and any damage it may cause due to the space
- c. AOP will not be responsible for slight differences that could be observed between the dimensions shown and dimensions in actual location, nor changes occurred in the environment of the booths (modification of neighboring booths, alleys reconfiguring...)
- d. The exhibitor is responsible for any water installation on the booth and any damage it might cause (e.g. water damage)
- e. Booth construction must remain within the limit of the allocated space. Any modification to the existing on site structures (stringers, panels, curtains ...), to occupy, somehow, the spaces reserved for visitor traffic and to occupy another company's booth is prohibited. Any attachment to the frame, against the walls of the halls and against the partitions of the booths is prohibited
- f. No overlaps of goods that would be deemed as dangerous or unsightly by the AOP team
- g. All fire exits and venue entrances must be kept cleared and free of obstruction at all time in accordance with the conference venue fire regulations
- h. Of the total area of exposure, the maximum height partitions or separating elements, and all decorations including the top advertising signs, is fixed at 3 metres. The Organizer can stop the set up at any time if that request is not fulfilled.
- i. No slinging
- j. Any promotional support has to be placed within the allowed space and in such a way that it doesn't cross the booths limits and walls
- k. Every plant and flowers must be placed in waterproof flowerpots
- l. Walls or elements blocking sight on contiguous booth are forbidden
- m. Electrical linking: links or shunts of power supply from one booth to another are strictly forbidden
- n. Specific case of a "raw space" booth (decorated by an external designer)
 - i. Raw space booths are provided without any equipment or walls, with only the floor marking. The Exhibitor has to require from their set designer that they provide the floor covering and dividing walls. All materials used over carpeted or hard floors areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.
 - ii. Wall covering: every wall built must be properly covered on both sides (**inside and outside**); outside wall should not be left raw, it is required to cover with white tissue at minimum. Exhibitors who fail to abide by this

practice shall be fine with a minimum fine of 1 000 euros excl. of tax.


iii. **Floor covering: should the venue has existing carpet, the floor covering is mandatory**


1. The Exhibitor has to require from his set designer that he provides the floor covering (minimum 2 mm thickness) to be placed under any heavy object (weighing more than 10 kgs) that will be displayed and under each counter.
2. Should the floor covering/floorboard/podium exceed 20 millimetres (20 mm) thickness, there must be a slanted ramp or inclined borders (infinity edge) connecting the exhibition floor and the booth floor on all open edges. This ramp cannot overcome the space limits allowed for the Exhibitor.

Example:



3. Spacer must be place at the foot of any system poles in order to prevent damage to the existing carpet.
4. Carpet/protection sheet also must be laid at areas where Exhibitor will be carrying out the preparation works. All these protection works must be done before the commencement of any set up.
5. If material is to be displayed in quantity, carpeting will be then necessary on the whole booth surface. Therefore, in this case, it is asked that the constructor builds a plywood underlay.
6. Exhibitor must supply its own carpet/protection sheet. Exhibitor who fail to abide by this practice shall be fine with a minimum of 600 euros exclusive of tax.
7. Colour reference at AOP 2022

Carpet :  Atoll Blue (Expostyle 1234)

 Purist Blue (Expostyle 2134)

6. Dismantling

- a. The Exhibitor, or its duly accredited representative is compelled to be present on his booth from the beginning of the dismantling and up until the complete evacuation of the booth.
- b. Removal of exhibits and breakdown of booths before the closure of the exhibition is prohibited.
- c. The evacuation of the booths, goods, items and specific decorations as well as the waste and scraping from the booth decoration and construction materials has to be done by the Exhibitor within the time and deadlines set by AOP. Beyond those deadlines, AOP is allowed to move the items to a storage space of its choice, to the cost, risks and perils of the Exhibitor and without being kept responsible for the damages, partial or total loss. Also, AOP can charge the Exhibitor with the cleaning services noted by the venue and AOP, supported by visual evidences at the cost of 500 euros (exclusive of tax) per cubic meter .
- d. The Exhibitor must leave the space, decors, hardware left to their disposal in the state that it has been given to them. Any leftover materials, or deterioration caused by their instalment or goods, either to the building or to the occupied floor will be evaluated by the technical services of the venue and by the AOP team and charged to the responsible Exhibitor/s (minimum fine is at 2 000 euros exclusive of tax).

e. All material on booth must be superintended by a company representative until it is retrieved by its freight forwarder. AOP is not responsible for any material left on the booth unattended.

7. Cleaning

General cleaning will be provided in common areas by the Organizer during the show days. It includes vacuuming in aisles and emptying waste bins. However, exhibitors are responsible for daily cleaning on their booth(s). Should the Exhibitor use the venue's waste bins for its own waste (such as cardboard, general rubbish, etc.), AOP reserves the right to charge the responsible, supported by visual evidences (minimum fine is at 500 euros excl. tax).

4 – BOOTH OCCUPATION

1. Respect of the booth renting contract

- a. No subleasing
 - i. The Exhibitor cannot sublease the space it has reserved to another society that is not a division of the same company or a legally authorized agent. They will be required to deliver to AOP an authorization or presentation of valid evidence (authorized agent contract or society status).
 - ii. The violation of this agreement will result in the immediate expulsion of one or both parties.
- b. The setting of promotional signage or the indirect promotion of signage, brands, and products from different social reasons than the exhibitor's is prohibited.
- c. Every sign or item judged non-conform has to be removed at the very first summon and without reparation, AOP being allowed to act for the violator, without further ado.

2. Rules to obey

- a. The fire-extinguishers set by the technical services of the congress venue on or nearby the booth can not under any circumstance be moved and have to stay accessible at any time
- b. Any luminous or sonorous advertisement device and any animation, show or demonstration which could provoke crowding in the pathway has to be submitted to the prior agreement of AOP, which is allowed to cancel the authorization possibly granted if the device or the manifestation disturbs the circulation or the manifestation.
- c. Pathways must not be under any case blocked or encroached
- d. . Any loose packing and wrapping material, dust-cover used during closing time, items not used for the booth presentation and staff belongings must be put out of attendees' sight. During opening hours of the exhibition hall, exhibit items should not remain covered. In such a case, AOP will remove any covering on exposed items without being held responsible for damages or loss which could result from such action.
- e. Exhibitors cannot empty their booth or pack up before the end of the exhibition hours on the last day. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration, strictly forbidden
- f. No smoking with the congress venue. In accordance with the decree of May, 29th, 1992, smoking is forbidden within exhibition halls and/or public opened spaces, as well as on booths
- g. No food and beverage supplier or caterer, other than the official appointed caterer by the venue (or approved contractor(s) by venue), is allowed to supply or cater food and beverage at the congress venue

5 – MEETING ROOMS / TRAINING LABS

1. Key(s) Control

- a. Key(s) can be collected from and returned to the Welcome Desk on LEVEL 3 between 8AM and 7PM respectively on the day of your reservation upon signing the Keys Management Form.
- b. Issued keys become the responsibility of the company representative who signs the Keys Management Form, and are not to be duplicated, loaned or utilized by any other personnel at any time.
- c. Any late return of the key(s) will be fined at 100 euros (exclusive of tax) per day.
- d. In the event of the loss of the key(s), a fee of 300 euros (exclusive of tax) will be charged per key.

6 – BADGE SCANNER RENTAL

1. Badge scanner on-site

- a. Badge scanner(s) can be collected from and returned to the Welcome Desk on LEVEL 3 between 8AM and 7PM respectively on the day of your reservation upon signing the Lead Retrieval Form.
- b. Issued badge scanner(s) become the responsibility of the company representatives to whom the scanner(s) is provided.
- c. Any late return of the badge scanner(s) will be fined at 100 euros (exclusive of tax) per day.
- d. In the event of the loss of the scanner(s), a fee of 400 euros (exclusive of tax) will be charged per scanner.

7 – FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the AOP Sponsor Frequently Asked Questions (FAQs)