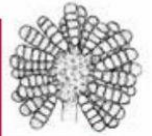


8-11 October 2021

Aberdeen, United Kingdom

TIMM



Trends in Medical Mycology

10th

Trends in Medical Mycology

Sponsor & exhibitor manual

WWW.TIMM2021.ORG



Useful contact information

All general information:

Congress Care | Mr. Pepijn Klerkx

PO Box 440

5201 AK 's-Hertogenbosch, the Netherlands

Phone: +31 73 690 1415

E: p.klerkx@congresscare.com | timmm@congresscare.com



Audio visual:

For symposia, please contact Congress Care

For booths, please order via the on-line shop
<https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/> (open from 14th August)

For all items not in the shop, please contact Julia Vorobeva on JVorobeva@pandjlive.com

Hotel accommodation:

Selection of hotels:
<https://www.timm2021.org/hotel-accommodation/>

Freight and forwarding: Catering:

P&J Live

East Burn Road,
Stoneywood,
Aberdeen AB21 9FX
United Kingdom

Via Congress Care

Order forms to be found
<https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/>

Congress Venue:

P&J Live

East Burn Road,
Stoneywood,
Aberdeen AB21 9FX
United Kingdom

Stand contractors:

Please see on-line order forms

COVID-19 GUIDANCE

COVID-19 GUIDANCE

To protect the wellbeing of all exhibitors, organisers, venue staff and visitors, P&J Live have implemented a number of procedures to comply with COVID-19 restrictions. It is mandatory that all exhibitors follow these guidelines however please note as government guidelines change P&J Live will follow suit.

However, at present P&J Live would ask that:

- Face coverings to be worn at as per latest government guidelines
- Hand sanitiser will be readily available for exhibiting staff and visitors to stands. Please ensure exhibiting staff are allowed regular breaks to wash hands thoroughly.
- Track & Trace is in operation at P&J Live and all visitors and exhibitors will be asked to sign in with the organisers on arrival (including build-up).
- 1m Social Distancing in place at P&J Live.
- A one-way system in some public areas will be in operation in public to assist with 1m social distancing.
- Exhibitors will be asked to take responsibility for their own stand cleaning – all public areas will be cleaned throughout the day and thoroughly overnight.
- Distribution of physical promotional materials are discouraged.
- Specific bins provided at venue for disposal of face masks.
- Exhibitors and visitors are advised to eliminate handshakes and any other physical contact.
- If you show any symptoms relating to COVID-19, please do not attend under any circumstance.
- Ensure any business is conducted within the parameters of your stand – use of gangways is strictly prohibited.

COVID-19 Prevention Risk Assessment

All exhibitors are required to complete and submit a COVID-19 Prevention Risk Assessment by 24 September 2021 to Julia Vorobeva, by emailing JVorobeva@pandjlive.com.

The Risk Assessment must include all safety measures put in place to protect the wellbeing of your staff and any visitors to your stand throughout the show. As well as the show open period, you must also include build-up, breakdown and travelling to the venue.

Risk Assessment templates can be found at: www.cdm4events.org.uk and further information on COVID-19 guidelines for events can be found at www.aev.org.uk. Failure to submit will result in entry to P&J Live for set up being prohibited.

About P&J Live

Getting to P&J Live

P&J Live, The Event Complex Aberdeen, East Burn Road, Stonewood, Aberdeen. AB21 9FX

P&J Live enjoys excellent road, rail and air transportation links. The complex is conveniently situated off the A96 Aberdeen to Inverness Road and is close to the AWPR for access from the South. Aberdeen Airport is just 1.5 miles away. Flight connections are available to London airports, most other UK airports and Northern Europe.

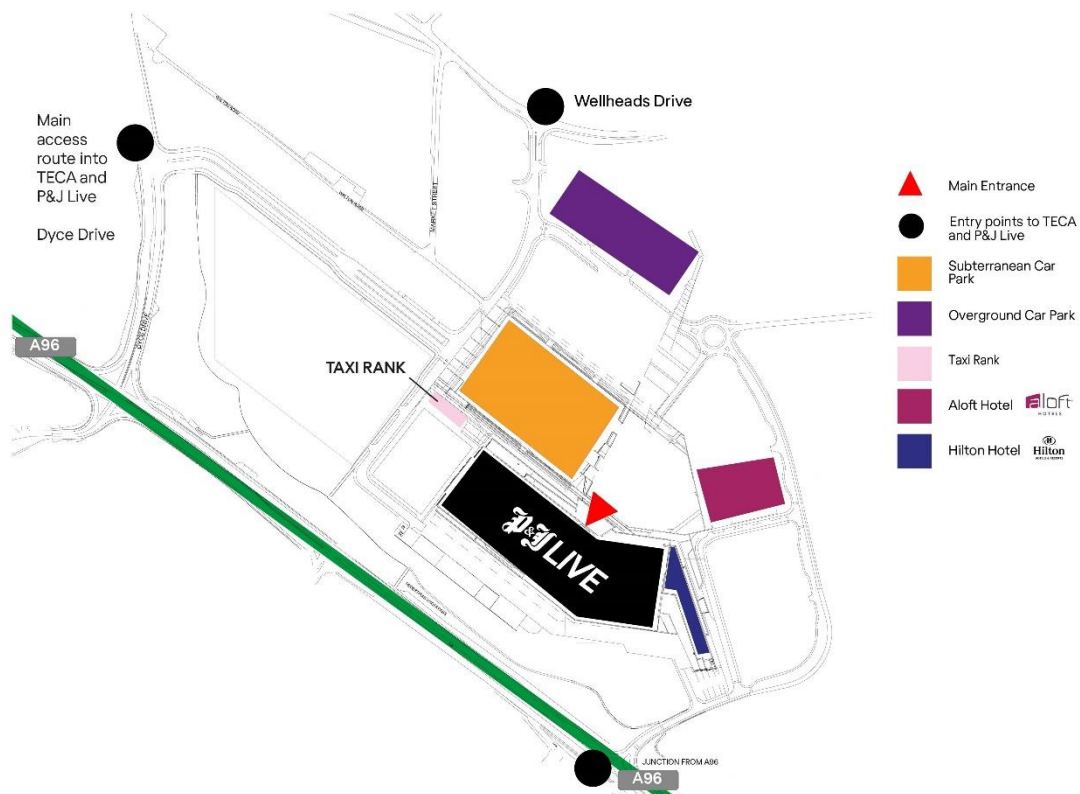
Bus Services

Stagecoach and First Bus standard services run through the complex daily. The Jet Service 727 runs from Aberdeen City Centre to Aberdeen Airport every 10 minutes. Further information can be found on www.stagecoachbus.com

Vehicle Parking

Pay & Display is in operation at P&J Live. For further details on tariff information and how to pay, please visit our website: <https://www.pandjlive.com/visiting/parking/>

Please note that vehicles may not be left overnight without pre-arrangement with the P&J Live Event Manager, via the exhibition organisers.

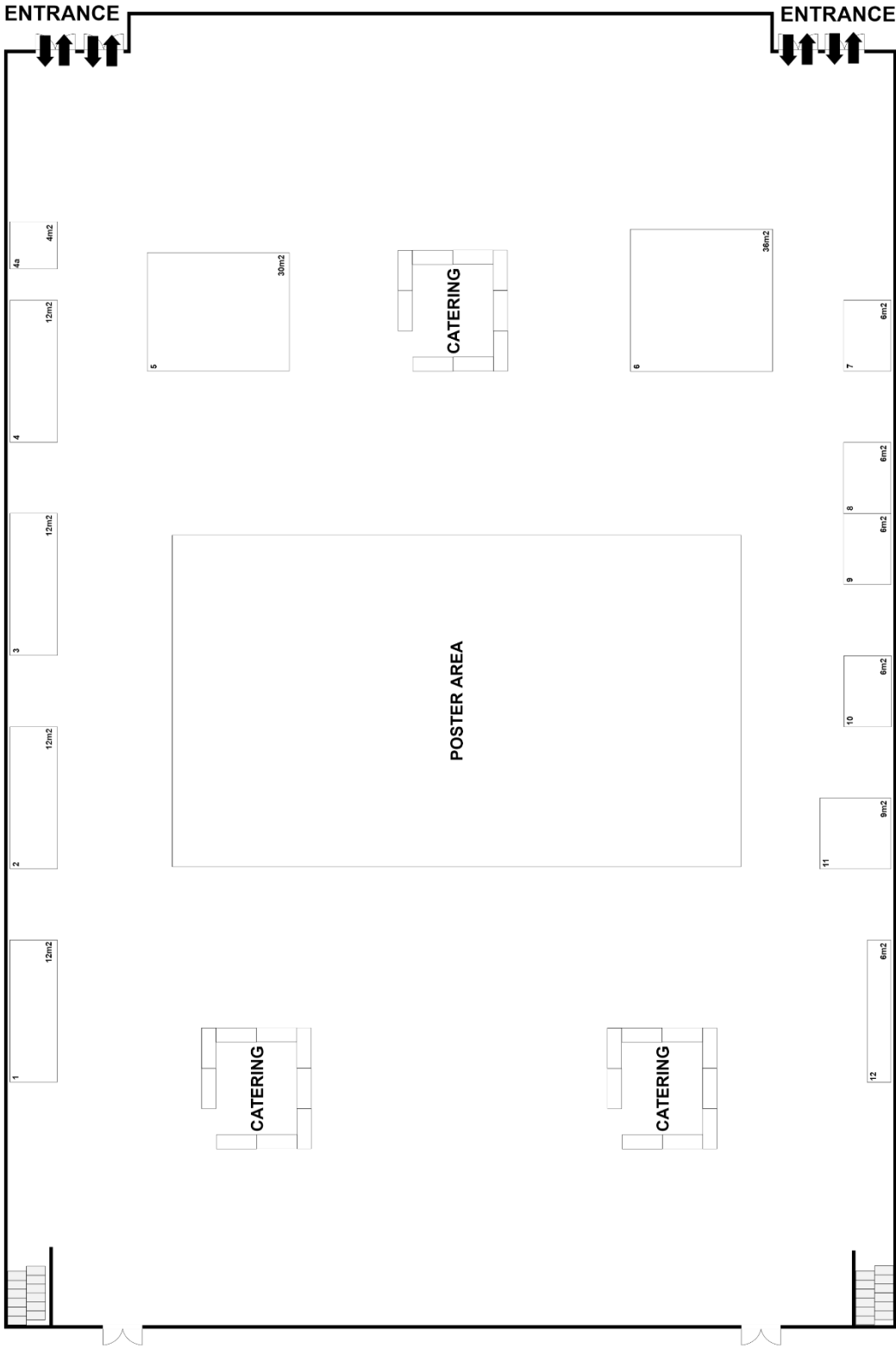


Important dates and deadlines live sponsors

DEADLINES EXHIBITION & SPONSOR ITEMS & SPONSORED SYMPOSIUMS

1 September 2021	Deadline submission agenda integrated symposium for approval by executive committee
12 September 2021	Deadline submission PDF of bag insert for reference
12 September 2021	Deadline submission of advertorial material for programme / abstract book
18 September 2021	Deadline regular registration fee
18 September 2021	Deadline submission text for exhibitor catalogue
18 September 2021	Deadline order extra A/V materials for sponsored symposiums / sessions
End of September 2021	Deadline delivery bag inserts
7 October 2021	Building exhibition <u>9:00 - 20:00hrs.</u>
8 - 10 October 2021	^{10th} TIMM Exhibition days
8 - 11 October 2021	^{10th} TIMM Congress days
Sunday 10 October 2021	Evening : dismantling exhibition <u>18:00 - 23:00hrs.</u>

Exhibition floor plan HALL B



A - Z Information

Build-up

Build-up will start on Thursday 7 October 2021 as of 9:00hrs till 20:00 hrs. and on Friday morning as of 8:00 till 11:00 hrs. Builder should pay attention to noise. Please note that all booths should be completed and staffed in time for the start of the programme on Friday 8 October 2021 11.00am.

Please note: During Build Up periods, everyone in the hall must ensure they are wearing face covering together with PPE (mandatory following the current COVID-19 Guidance), to include Hi-Viz Vests as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own

Catering

All delegate catering will be served on the exhibition floor. Delegate lunches are included on 9 and 10 October 2021. Tea and coffee will be served at the exhibition during the breaks. Extra catering for your stand must be ordered directly at the venue. No outside catering will be permitted in the building. If you require catering please contact the venue by using the online forms.

Cleaning and Waste Disposal

Exhibitors are responsible for keeping stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health & safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away, regardless of whether they are waste or not.

Cleaning of public aisles and common areas will take place the evening before show open. Where possible, stands will also have light vacuuming.

Additional cleaning work can be requested and costs provided on application by contacting JVorobeva@pandjlive.com

Congress dinner

For information, please see the congress website. Tickets may be ordered for any person wishing to attend the dinner @EUR 95 per person.

Damage to the premises

No nails, screws or other fixtures may be driven into any part of the premises including floors, nor may any part of the premises be damaged in any way. Should any damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

Dates and hours of opening

The exhibition will be open during the following days:

Friday 8 October:	11:30 - 20:00 hrs.
Saturday 9 October:	09:30 - 18:00 hrs.
Sunday 10 October:	09:30 - 18:00 hrs.

Delegate bag inserts

Delegate bag inserts should be delivered through the Freight Forwarding Company to the Congress Venue. Deadline: see freight manual. We need xx copies. Please mark all the boxes with “congress bag insert TIMM-10”, box 1 of Please provide Congress Care (timm@congresscare.com) with a PDF example of your insert.

Deliveries

Please check: ‘Freight and Forwarding’.

Dismantling times

The Exhibition will officially close at 18:00 on Sunday 10 October. Breakdown of stands may not commence before this time. Breakdown will be on Sunday 10 October 2021 between 18:00 – 23:00 hrs. The exhibition area must be cleared of all exhibits/stands/materials by 23:00 hours.

Please note: During Break Down periods, everyone in the hall must ensure they are wearing face covering together with PPE (mandatory following the current COVID-19 Guidance), to include Hi-Viz Vests as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.

IMPORTANT – Exhibitors will be responsible for any charges incurred if the Exhibition Area is not clear by the stated time of 23:00 hrs. on Sunday 11 October 2021.

Electric Lighting and Power

The installation or alteration of any electrical installation or fitting by any person other than a member of P&J Live's in-house Electrical Services Team is strictly prohibited. In accordance with current health & safety legislation all electrical equipment and fittings should comply with applicable test regulations.

Additional electricians can be ordered via the online shop here: <https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/> (open from 14th of August)

Emergency Exits, Routes and Assistance

Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity.

Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers or fire alarm points.

Exhibition catalogue

Each exhibitor may have a maximum of 100 words, excluding name and address, of free editorial copy in the Final Programme/ Exhibition Catalogue. Please send your text by e-mail to Congress Care at: tim@congresscare.com. The deadline date for receiving this copy is Thursday 23 September 2021

Fire Prevention

Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant regulations. Flammable gases/liquids/objects may not be used or stored indoors without relevant documentation and approval from the organiser and the P&J Live Event Manager. Use of fire or naked lights (including candles) is strictly prohibited.

First Aid

Any person requiring first aid treatment should contact the organiser's office or any member of P&J Live staff.

Floor covering / Floral Decoration / Furniture

For the hire of floor covering, floral decoration and furniture, please use the on-line forms.

Forklifts for unloading

See the order forms for information.

Contact: JVorobeva@pandjlive.com

Freight and forwarding

Deliveries must be addressed as follows:

COMPANY NAME & STAND NUMBER

EVENT NAME

HALL NAME

P&J Live

The Event Complex Aberdeen

East Burn Road

Stoneywood

Aberdeen AB21 9FX

P&J Live cannot be held responsible for any deliveries which are not addressed correctly. If shipping from outside the UK, we recommend that you ship via a Customs Agent, as the venue cannot get involved in any customs issues.

Please note that during the show, under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition. If this is necessary, permission must be sought from the organiser and the P&J Live Event Manager.

If your delivery will require forklifting, please contact JVorobeva@pandjlive.com

Post Show Collections

Any items being collected by a courier must be securely packaged, clearly labelled and left on your stand, along with the completed courier collection form, which can be found at the end of the manual.

It is your responsibility to ensure that couriers collect by close of business on 12th October. Any packages not collected by this time will either be destroyed or stored at the exhibitor's expense.

Hotel Accommodation

Accommodation is available within various categories. Please visit the accommodation website at: www.TIMM2021.org.

Integrated Sponsored Symposia

All Integrated symposia will take place in the plenary auditorium (set up in theatre style, including: a lectern and a table for the chairs – 2 persons). If your company would like to schedule the symposium in a different meeting room, please contact the secretariat at: timm@congresscare.com

The scientific agendas of all sponsored symposia must be submitted for reviewing to Congress Care before 1st of September 2017. The following audio-visual equipment is included in the meeting room:-LCD Projector, Laptop (2x), Seamless switcher, Technical support, Comfort screen for speaker Lectern, 16:9 projection, Sound system for multiple microphones, Table for chairman (2 pers) size: 1.83m. x 0.76m.

Leaflet distribution

Leaflets may not be distributed from anywhere other than the Exhibition Stands or within the Integrated Symposia. Companies organising an Integrated Symposium are allowed to promote their symposium only the time slot preceding their symposium (not earlier!). Please ensure to follow COVID-19 Guidance! Leaflets displayed or distributed at any other point throughout the venue may be removed and destroyed by the Organisers.

Maximum building height & rigging:

Booth building is limited till 4 meters! No stand fitting or display feature on shell scheme stands may exceed 2.5 in height if you hire our shell scheme. For the shell scheme: **If installing seamless graphics to your stand, please notify the venue in advance to ensure the electrical installation is correct – onsite requests will incur a charge.** Suspending of rigging and banners is possible, but please consult Julia Vorobeva on JVorobeva@pandjlive.com upfront in order to determine possibilities.

Opening hours Registration desk:

- Friday 8 October 2021 8:30 - 19:30 hrs.
- Saturday 9 October 2021 8:30 - 18:30 hrs.
- Sunday 10 October 2021 8:30 - 18:30 hrs.
- Monday 11 October 2021 8:30 - 12:30 hrs.

Playing Music on Stands

If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licenses.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for most recorded music played within the UK. It issues a license and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licensing of sound recording and performances for most music played in the UK. It issues a license and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any license required to play music on their stand. These can be obtained by contacting PPL and PRS direct.

It is recommended that licenses are applied for a minimum of 28 days prior to the event open date.

PPL: Applications can be made online via the PPL website: www.ppluk.com

PRS: Applications can be made via the telephone: 0800 068 4828. Further information can be found via the PRS website: www.prsformusic.com

Presentations on Stands

Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

Public Address System

The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

Risk Assessments

All shell scheme exhibitors must complete and return the Risk Assessment Form for Shell Scheme Stands, which can be found in the documents section at the end of the manual.

Completion of this is mandatory and dependent on the amount and type of hazards highlighted, you may be required to submit additional information.

All exhibitors are required to complete a COVID-19 Prevention Risk Assessment and by 24 September . Please note, if this is not provided, entry to P&J Live for exhibition set up will be prohibited.

Security

Security is provided within the exhibition hall during build, open period and breakdown, however, the organiser and P&J Live accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered.

Smoking

Under Scottish Law, smoking is strictly prohibited in the exhibition hall(s) and must take place in the designated outdoor areas. Any reports of smoking indoors should be made to the P&J Live Event Manager immediately. Cigarette end bins are available at all designated smoking areas and must be used. The use of e-cigarettes is strictly prohibited indoors at P&J Live.

Wi-Fi

P&J Live offer visitors a complimentary wi-fi service. To connect, select P&J Live Free WiFi network. this service is suitable for light browsing only. If you require a dedicated bandwidth, please contact Julia Vorobeva, tel. 01224 330451, or email JVorobeva@pandjlive.com

Exhibitor Services

Exhibitor Online Shop

The P&J Live Exhibitions Online Shop can offer a catalogue of items, including electrics, floorcovering, AV and shell scheme extras. Items are ordered and paid for directly, offering a secure method. The online shop remains open until the opening day of the event. Online shop: <https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/> (open from 14th of August)

Audio Visual Equipment

A full range of audio-visual equipment can be hired for the duration of the exhibition. This can be ordered using the online shop at <https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/>. For any requirements not available through the online shop, please contact JVorobeva@pandjlive.com

Please ensure that music and commentary for demonstrations, videos, presentations etc. is kept at a level which will not interfere with neighbouring stands.

Branding

The in-house P&J Live Exhibitions Team can offer a variety of branding options to enhance the appearance of your exhibition stand, from graphic panels to seamless fabric graphics.

For further information and prices, please contact JVorobeva@pandjlive.com

Catering

The Catering Department at P&J Live has unrivalled expertise which is provided throughout every event to a high standard, both in terms of food quality and customer care. A wide range of exhibition catering options are available and P&J Live will be pleased to discuss your requirements with you. For further details, please contact JVorobeva@pandjlive.com

Electrics

Any additional orders over and above those supplied with shell scheme packages can be ordered prior to the event via the online shop at <https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/>. Any queries, or items not covered in the shop should be directed to JVorobeva@pandjlive.com

Furniture

As part of your shell scheme package, you will receive a round bistro table (roughly 800mm in diameter), with 2xchairs. If you would prefer a rectangular conference table, please contact JVorobeva@pandjlive.com and include your stand number and requirements.

Small items such as literature racks and lockable cabinets can be ordered via the online shop here: <https://www.pandjlive.com/attending/event-ordering/>

Space Only Exhibitors – This section is included only if you have space only exhibitors

IMPORTANT INFORMATION FOR SPACE ONLY EXHIBITORS

Space Only exhibitors are required to submit the following:

- A Stand Plans
- Risk Assessment
- Method Statement
- Construction Phase Plan
- Public Liability Insurance

If you have a space only stand, but are not carrying out a bespoke stand build, this must be communicated to the Organisers and P&J Live Event Manager.

Failure to submit the above information or failure to obtain stand build approval may result in stand construction being halted, changes imposed, or disassembly required at the exhibitor's own expense.

Stand Build Regulations

Stand walls or decorations cannot exceed a height of 2.5m unless approval has been sought from the organisers. All visible walls over 2.5m must be dressed and conform to all other regulations as per the eGuide. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

The maximum build height at P&J Live is 4m; stands must not exceed this height.

No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 0.5m from the open perimeter of the site.

The stand must not extend beyond its specified floor dimensions in either area or materials.

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations as set out in the eGuide.

Construction Design and Management Regulations

As of April 2015, all events in the UK are now subject to new legislation: The Construction Design and Management Regulations 2015. This will involve all exhibitors, or their appointed contractors, submitting a Construction Phase Plan, that will encompass the Risk Assessment and Method Statement that they have previously required for stand construction.

Further details can be found here: www.cdm4events.org.uk

Electrics

Space only exhibitors can order electrics for their stand via the space only electrics section within the online shop at <https://www.pandjlive.com/attending/event-ordering/>. Please be advised, a mains supply is required, as well as any sockets.

For any requirements not available in the online shop, please contact Julia Vorobeva on email JVorobeva@pandjlive.com

IMPORTANT ELECTRICAL INFORMATION FOR SPACE ONLY STANDS

All space only stands ordering a mains supply, with the electrical installation being undertaken by anyone other than P&J Live Electrical Services Department (whether it is a "plug and play" system or a fixed wiring system), it is the responsibility of the person(s) undertaking the installation to ensure that the specifications for installation, as laid out in the eGuide, have been complied with and that they have either undertaken appropriate inspection and testing themselves to verify compliance (if suitably qualified), with a copy of the appropriate test form provided to the P&J Live Electrical Services Department, or have arranged for the P&J Live Electrical Services Department to do so.

Further information can be found within the eGuide.

Risk Assessment for shell scheme stands

To be returned to Julia Vorobeva on JVorobeva@pandjlive.com

Stand Number	
Company	
Name of person responsible for Health and Safety	Work no:
	Mobile no:
	Email:

Exhibitors Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand.

Does your stand include any of the following? If so, you must complete a risk assessment.

	YES/NO
Lifting heavy products during the build up/breakdown	
Working at height (using ladders)	
Display of anything containing liquid fuel or flammable and explosive substances	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind i.e Therapies, massaging	
Working electrical appliances other than simple display lighting	
Food service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Working machinery of any kind even if static	
Using power tools during the build up/breakdown	
Seamless Graphics or Cladding of stand to cover shell scheme	
Have all portable appliances being displayed had a visual inspection or PAT tested	
Any other hazards not identified above which could be a risk	

Note: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to all of the above sign below.

I declare to the best of my knowledge there are no significant risks relating to this stand.

Signed:	Name:
Position:	Date:

Full completion is mandatory for all shell scheme exhibitors.

COURIER COLLECTION FORM

Leave this form with your packages on your stand

SHIPPER			
Name of the Company			
Address			
Contact person	Name	Phone	
COURIER			
Name of the Company			
COLLECTION			
Date and time slot of Collection*			
Pick up Point	Hall	Number of Booth	Name on Booth
Items	Quantity	Description of Package(s)	
Special Instructions (if any)			

confirm the details above are correct.
Please, tick the box

Form Filled by	Name	Company
	Signature	Date