



# 8th WORLD CONFERENCE ON PHOTOVOLTAIC ENERGY CONVERSION

26 – 30 SEPTEMBER 2022  
MILANO CONVENTION CENTRE · MILAN · ITALY

## EXHIBITORS' MANUAL

EU PVSEC | PVSEC | IEEE PVSC  
European Photovoltaic Solar Energy Conference and Exhibition |  
International PV Science and Engineering Conference |  
Photovoltaic Specialists Conference



WCPEC-8 is hosted  
by EU PVSEC



# 8th WORLD CONFERENCE ON PHOTOVOLTAIC ENERGY CONVERSION

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8th World Conference on Photovoltaic Energy Conversion

2022

## Exhibitors' Manual



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## 1. Introduction

Dear Exhibitor,

Welcome to the Exhibitors' Manual of the 8th World Conference on Photovoltaic Energy Conversion (WCPEC-8) in Milan, Italy.

Please take your time and read this manual carefully - it contains important information that is indispensable for your participation at this event.

Especially the section 'Exhibitors' calendar' (Chapter 2 and 3) may help you notice and remember important due dates.

This manual provides essential information as well as useful hints for exhibitions. We encourage you to use this manual not only for the preparation of your exhibition display, but also as a source of reference and information.

We want to make your participation in this event both successful and enjoyable. Please do not hesitate to contact us (WIP) if you have any questions: [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de).

We are looking forward to welcoming you to Milano Convention Centre (MiCo).

Your WCPEC-8 exhibition team is looking forward to a constructive and beneficial collaboration at the WCPEC-8.





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## 2. Exhibitors' Calendar

The Exhibitors' calendar shows important dates and deadlines concerning your participation at the WCPEC-8. Forms and documents must be returned to the organiser (WIP) or to the administrator of MiCo. For any questions concerning services provided by WIP please feel free to address us, for any questions concerning the services provided by MiCo, please get in touch with the MiCo directly. Contact details in Chapter 4 'Addresses and Contacts'

## 3. Schedule and Deadlines

Subject, compulsory/optional	Date/Deadline	Reference
Conference Registration open	May 2022	WIP
Online Exhibition Ticketing open	May 2022	WIP
Invitations to Exhibition available	May 2022	WIP
Deadline for changing company contact details, company logo and company profile for App entry <i>Compulsory for all exhibitors</i>	31. Aug 2022	WIP
Return 'Conference Registration Form for Exhibitors & Sponsors' <i>Optional</i>	31. Aug 2022	WIP
Jobs sent via email until 19 Sep 2022 will be presented on-site during the exhibition <i>Optional</i>	19. Sep 2022	WIP
Deadline for ordering services in the online shop	19. Sep 2022	MiCo
Begin of assembly for exhibitors from 08:00	25. Sep 2022	WIP
Opening of the Conference at 08:00	26. Sep 2022	WIP
Opening the of Exhibition at 13:00	26. Sep 2022	WIP
Closing of the Exhibition at 18:30	29. Sep 2022	WIP
Begin of Dismantling from 19:00	29. Sep 2022	WIP
End of Dismantling at 23:30	29. Sep 2022	WIP
Closing of the Conference at 13:00	30. Sep 2022	WIP



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## 4. Addresses and Contacts

### WIP Renewable Energies

WIP is the organiser of the WCPEC-8. For any questions concerning your participation in this event please do not hesitate to contact us.

#### **Address:**

WIP Renewable Energies  
Sylvensteinstr. 2  
81369 Munich  
Germany

#### **Exhibition service team:**

Ms. Alexandra Michaelsen	phone: +49 - 89 720 127 64 e-mail: <a href="mailto:pv.exhibition@wip-munich.de">pv.exhibition@wip-munich.de</a>
Mr. Denis Schultz	phone: +49 - 89 720 127 38 e-mail: <a href="mailto:pv.exhibition@wip-munich.de">pv.exhibition@wip-munich.de</a>

#### **On-site:**

We will be at your service at the WCPEC-8 Exhibitor Service Point at the main entrance.

**Milano Convention Centre** oversees questions concerning their technical regulations for trade fairs and exhibitions and for services provided by their online shop.

**Venue:** **Milano Convention Centre (MiCo)**  
Piazzale Carlo Magno, 1  
Gate 14  
20149 Milano  
Italy  
[Allianz MiCo \(micomilano.it\)](http://Allianz MiCo (micomilano.it))

**Exhibition services**  
[eupvsec2022@fieramilanocongressi.it](mailto:eupvsec2022@fieramilanocongressi.it)

**Catering services**  
Silvia Bonichini  
[catering.mico@compass-group.it](mailto:catering.mico@compass-group.it)

**Insurance services**  
MARSH S.p.A.  
Phone (+39) 024540 2033 / 024540 2034 / 024540 2032  
[fiera.milano@marsh.com](mailto:fiera.milano@marsh.com)

**Deliveries:** Please arrange all the deliveries with our logistical partner Cretschmar MesseCargo GmbH.  
Direct deliveries to MiCo are not possible. Please find more information in [Cretschmar shipping manual](#)



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## 5. Important documents

### Forms

[SICU form](#)

**SICU form is mandatory for every exhibitor**

[Conference registration for sponsors and exhibitors](#)

[Visa application request](#)

[Exhibitor passes](#)

**Please note:** Build-up passes are available in MiCo online shop

### Technical Regulations

[Technical Regulations 2022](#)

### Logistics

[Shipping instructions](#)

### Safety

[Covid 19 Protocol 2022](#)

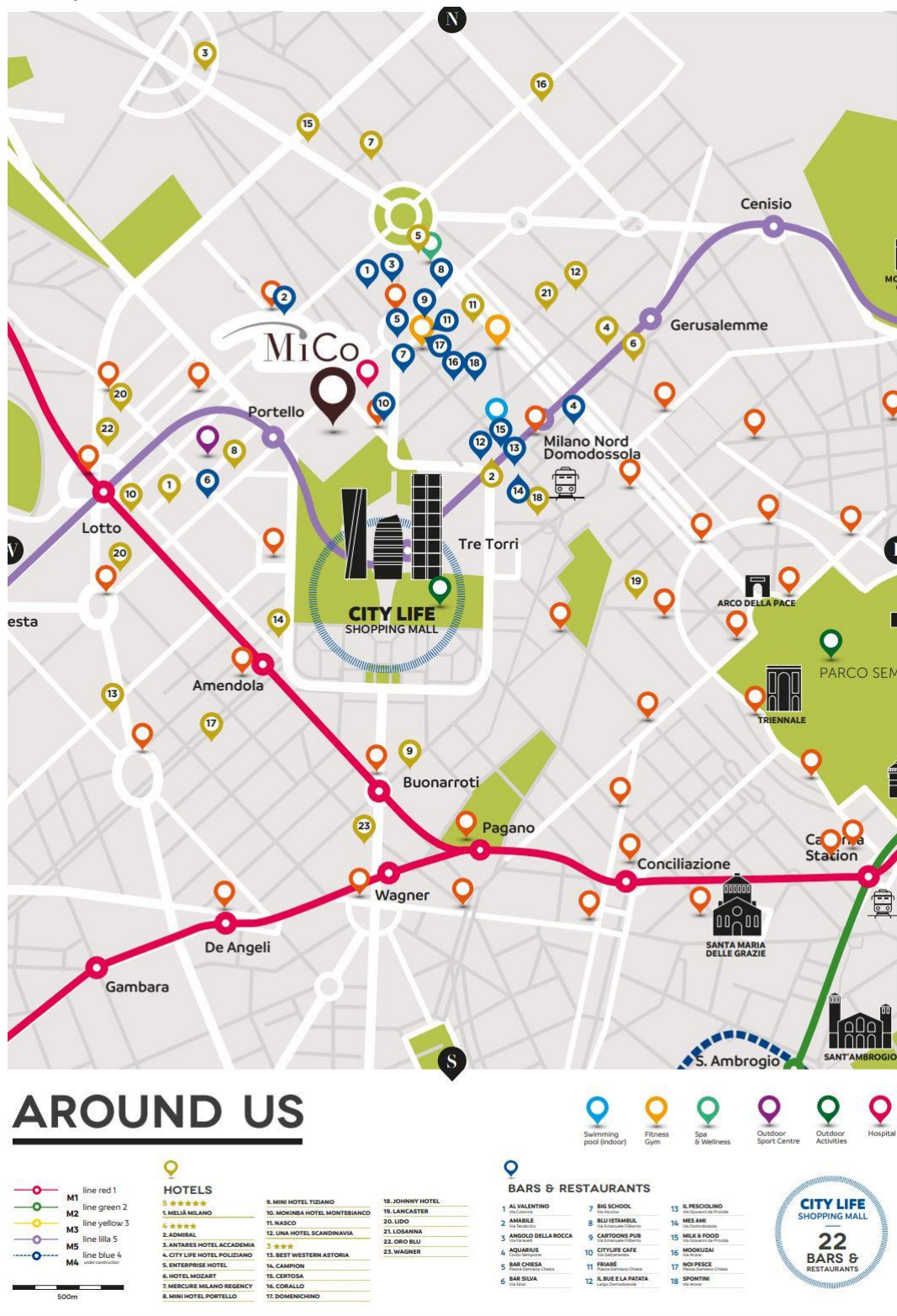
[Evacuation Plan MiCo North Wing Level +1](#)

[Evacuation Plan MiCo North Wing Level +2](#)

Further downloads are available via MiCo webpage

[Download - Allianz MiCo \(micomilano.it\)](#)

## 6. MiCo Area Map





## 7. Directions

Milano Convention Centre is located at the heart of the city and is easy to access:

### By plane:



The Milan metropolitan area is served by three international airports:

Malpensa Airport is Italy's second-busiest airport with 24.7 million passengers served in 2018. Malpensa lays 45 km from downtown Milan and is connected to the city by the Malpensa Express railway service.

Linate Airport, the oldest, is Milan's city airport, and is now mainly used for domestic and short-haul international flights, serving 9.2 million passengers in 2018.

Orio al Serio Airport, located some 50 km away, near the town of Bergamo, mainly serves the low-cost traffic of Milan and it is the main base of Ryanair (12.9 million passengers served in 2018).

### By train:



Milan city has an excellent range of national and international rail links including high-speed, regular and night trains. The main train station is Milano Centrale. Mico Milano Convention centre is right in front of the “Portello” underground station of the purple line.

### By car:



Piazzale Carlo Magno, 1, Gate 14, 20149 Milano, Italy



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## 8. Access to the Event and Ticketing

### 8.1 Opening Hours

The opening hours of the conference and the exhibition do vary:

Opening hours		Exhibition	Conference
Monday	26 Sept 2022	13:00 - 20:00***	08:00 - 18:30
Tuesday	27 Sept 2022	09:00* - 18:00**	08:30 - 18:30
Wednesday	28 Sept 2022	09:00* - 18:00**	08:30 - 18:30
Thursday	29 Sept 2022	09:00* - 18:00	08:30 - 18:30
Friday	30 Sept 2022	-	08:30 - 14:00

**\*Please note:** Exhibitors may enter the fairground on exhibition days from 08:30.

**\*\*Please note:** Exhibition halls must be left by 18:30.

**\*\*\*Please note:** Welcome Reception from 18:30 to 20:00 in Exhibition Area, Hall B.

### 8.2 Access to the Exhibition

**Please note:** The final payment invoice that will be issued by WIP & MiCo must be paid by due date indicated. Otherwise access to the booth cannot be granted.

### 8.3 Exhibitor Passes

The exhibitor pass is the document accrediting the holder as an exhibitor. An exhibitor pass grants access to the exhibition area from 08:30. Visitors may enter from 09:00.

In the following you find information on how to get your passes, how many passes are being prepared for your company, how to order and receive additional passes, and information on passes for service personnel.

A certain amount of exhibitor passes will be prepared for every exhibitor free of charge. This amount results from two factors:

- Every exhibitor receives 4 passes by default.
- Every exhibitor receives additional passes depending on the stand size:  
1 pass for every completed 9 sqm.

To personalise passes please fill out the [Exhibition Passes](#) form and send it to us via email.

Example:

Your company has rented 51 sqm of exhibition space.

- You receive 4 passes by default.
- Plus 5 passes resulting from your stand size (51 sqm, 1 pass for every completed 9 sqm).
- In total 9 exhibitor passes are prepared for your company free of charge.

### Additional exhibitor passes

Additional passes are available via form: [Exhibition Passes](#)



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## 8.4 Badging and Access Control for Exhibitors

Exhibitors will receive their exhibitor badges at registration and will gain access to the exhibition hall from 08:30 on 25 September 2022 (build-up day).

Please note: Build-up passes are available in MiCo [online shop](#).

## 9. Visitor Tickets

Following registration options are available for visitors of the exhibition:

Ticket fees for visitors of the exhibition	online	on-site
4 Days Ticket (full exhibition)	25,00 €	25,00 €

### Online registration for visitors

Online registration is available from May 2022.

Visitors can register online at the event's website [Registration \(wcpec-8.com\)](https://www.wcpec-8.com/) in order to enable the quickest processing on-site.

Online registration enables visitors to print out their visitor tickets on-site.

### On-site registration for visitors

Visitors can also register directly on-site.

In order to enable comfortable and quick processing on-site, online registration is recommended (see above).

## 10. WCPEC-8 Website

<https://www.wcpec-8.com/>

The WCPEC-8 website offers information and services for all participants of the event.

### Downloads

Enables access to files that may be used concerning your participation at WCPEC-8, such as:

- Hall layout
- WCPEC-8 logo & banners for your marketing activities



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## 11. Access to the Conference

### 11.1 General Information

The Conference takes place at the Milano Convention Centre.

Exhibitors who want to participate in the Conference must register as a regular Conference delegate or designated person.

Further information concerning the Conference of the WCPEC-8 can be found on

[Programme \(wcpec-8.com\)](http://wcpec-8.com)

### 11.2 Conference Registration for Exhibitors

All exhibitors will receive 10% discount on conference tickets.

Your booking of sponsorship package includes possibility to purchase conference tickets for a reduced price.

The admission provides access to all sessions of the Conference, Parallel Events and to the Exhibition Forum.

To benefit from this exclusive service for exhibitors, please return the [Conference Registration Form for Exhibitors](#).

[Conference Registration Form for Exhibitors](#)

To profit from this offer, a full payment of the above-mentioned preferential rate until 31 August 2022 is required. Otherwise, the regular registration fee will apply.

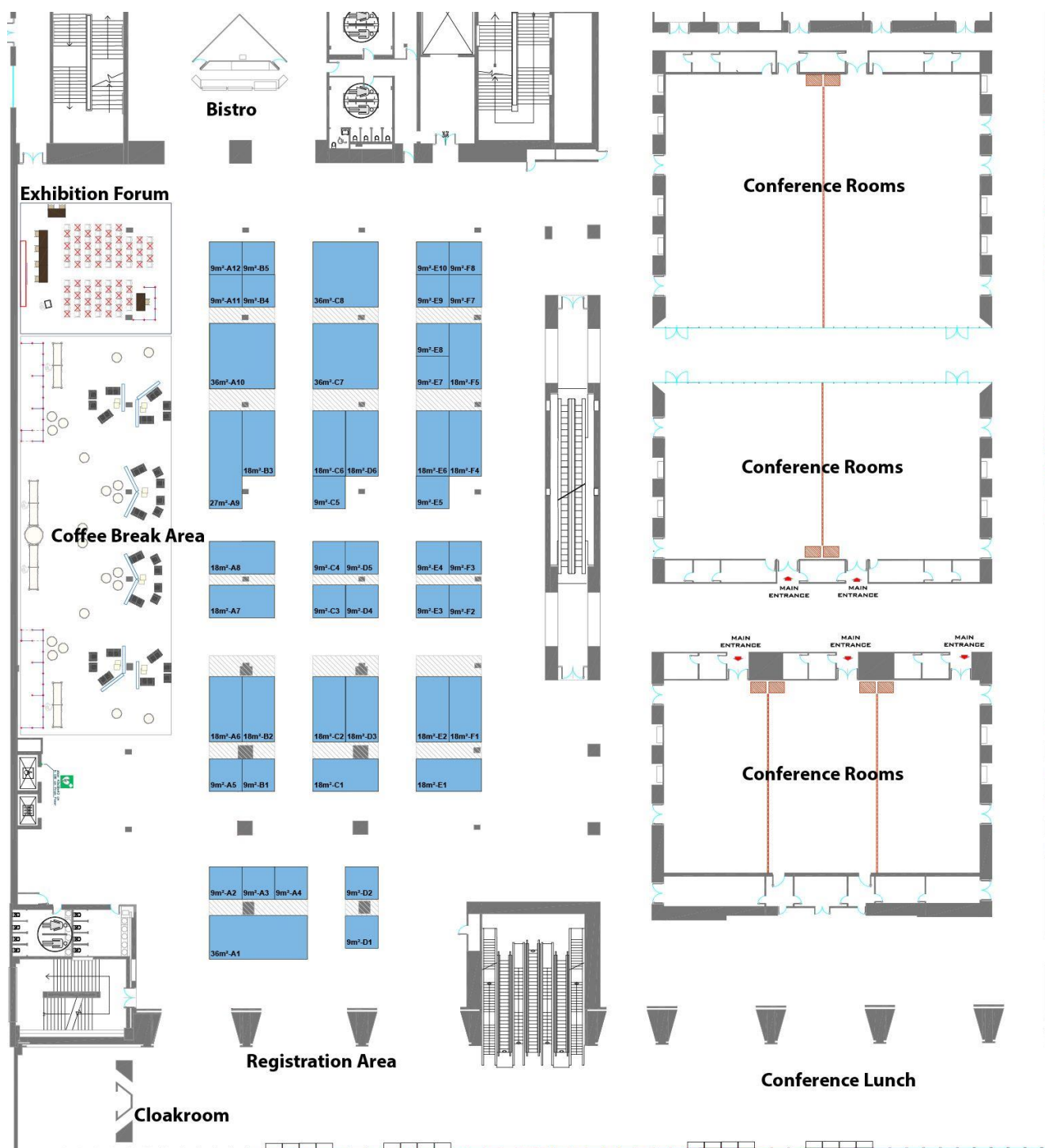


## 12. Set-up and Dismantling

Overview of event site - for Exhibitors (planned for August 2022)

The overview plan for exhibitors will show the exhibition compound including points of interest such as locations of service desks, hall gates, etc.

Technical layouts will be available via WCPEC-8 website.





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## 12.1 Set-up / Dismantling Hours

Set-up hours		
Sun,	25 Sept 2022	08:00 - 20:00

Dismantling hours		
Thu,	29 Sept 2022	19:00 - 23:30
Hall B		
Fri,	30 Sept 2022	08:00 – 14:00
Hall B		

**Please note:** Dismantling cannot start before 19:00 on Thursday 29 Sept 2022.

**PLEASE NOTE:** only loading/offloading operations are allowed (maximum 2 hours). Parking is not permitted.

## 12.2 Set-up / Dismantling Rules

Please pay special attention to the following regulations for set-up and dismantling.

- Proper safety clothing is obligatory. (protective helmet, high visibility jacket, safety shoes)
- Waste disposal: Each exhibitor is obliged to remove his waste during set-up, during the show and after dismantling. According services can be ordered in the [Online Shop](#).
- Aisles must be kept clear at all times.

## Important information

Access to the Congress Area of MICO of authorized people for booths build-up and break down is limited to those who are in possession and wear their own permit, the badge. Each badge must be filled in completely (art. 2 Technical Regulations).

Passes can be ordered via MiCo [Online Shop](#).

Onsite registration for additional vehicles and personnel is available at the Logistics Office at the gate entrance.

To be deemed valid, all personal access documents must indicate the name of the company and the name and surname of the bearer. If inspectors so request, they must be produced together with a valid identity document.

**Unauthorized people and under 15 years old children are NOT allowed to enter the MiCo Area during build-up and break down operations.**

In particular may we draw your attention to the fundamental need to strictly observe all employment rules, none excepted, for all type of contracted workers. In particular, in regard to occupational health and safety,



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reference should be made to Legislative Decree 81/2008 and the entire regulatory system in force protecting the health and safety of workers.

Rules about vehicles circulating are listed in Article 2 of MiCo Technical Regulations and subject to the National Traffic Laws.

**In particular, traffic signs and the 30 km/h speed limit must be scrupulously observed.**

It is absolutely forbidden for vehicles to park in front of side roads, fire hydrants, emergency exits, near crossroads or in front of public emergency services (First Aid, Fire Brigade, etc...)

**Fiera Milano Congressi / Fiera Milano has faculty to remove any vehicle parked causing obstruction and/or blocking the traffic, any expense will be debted to the owner of the vehicle.**

Inside these Areas, **night parking is never allowed**, even in case of engine failure. The deadline for parking is the halls closing time. Failure to observe regulations will be subject to a **charge of € 250.00 for each night** or part thereof.

**Please be informed that in Italy traffic bans about circualtion outside urban areas for vehicles exceeding 7,5 tons are in force. Click [here](#) to check this calendar.**

Fiera Milano Congressi/Fiera Milano reserves the right to modify, at any time, times and procedures of any logistical and/or safety requirements contained in this schedule, although all efforts will be made to give all concerned adequate notice.

**The NON observance of vehicular traffic regulations will result in penalties and fines as mentioned in the Technical Regulations.**

**For any inquiry regarding Logistics you can contact Fiera Milano Congressi Logistics**

**Office: [logistica@fieramilanocongressi.it](mailto:logistica@fieramilanocongressi.it) - +39 02 4342.6115**



## 13. Logistics

### Recommended forwarding companies

Cretschmar MesseCargo is our recommended forwarder. They will also be present at the event site and will handle on-site logistics such as forklifts, crane trucks, storage of empties, etc.

#### Cretschmar MesseCargo

Cretschmar MesseCargo GmbH offers one-stop logistic services for exhibitors of the WCPEC-8: transportation of materials to and from the event site, handling and storage.

Cretschmar MesseCargo GmbH is qualified as exhibition logistics specialist with global reach. The company is a successful service provider for the WCPEC-8 with a proven track record of experience for this event. They are responsive to the challenges of this exhibition and the particular demands of the PV industry.

For contact details, instructions and order forms please check their shipping instructions.

You may contact Cretschmar administrative staff in the office container located in close proximity to the exhibition hall.

phone: +49-221 7401 1279

e-mail: [ute.wiezorrek@cretschmar.de](mailto:ute.wiezorrek@cretschmar.de)

[Cretschmar MesseCargo Shipping manual](#)

## 14. Safety Responsible and SICU form

In compliance with the entire legislative and regulatory system in force concerning safety, hygiene and prevention, accidents at work and fire prevention (81/2008 Decree and subsequent amendments and additions and of the “Decreto Interministeriale Palchi 22/07/2014”) in order to fulfill the safety requirements in the workplace, Exhibitor declares to have appointed a safety person in charge within the booth area.

The safety person in charge (or safety coordinator) should fill out the DUVRI (Unique document of interference risk assessment) for the activities that will be carried out and declares that the original document is available at the booth from the first build up day to be checked by the Competent Authorities.

[SICU form](#)





## 15. Movement of Deliveries

Forklift services, offloading and empty case storage must be arranged in advance through the exclusive appointed freight forwarder, Cretschmar MesseCargo. No other agent/exhibitor or stand constructor can operate/drive their own forklift on-site.

The entrances, roads and spaces from the unloading points to the stands used to deliver equipment and/or assembly and installation must be protected by using:

- Trolleys or other handling apparatus with rubber tires,
- Weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.

No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

Exhibitors are not allowed to drive vehicles onto the exhibition floor.

## 16. Stand Construction

The following terms and conditions as well as stand construction and dismantling rules must be followed.

### Approval of Stand Design

- Approval of stand design is not necessary.

### Ordering additional equipment for stands

Feel free to order further equipment and services such as internet, additional furniture, flower decoration, etc. for your stand.

Additional equipment, fittings and services can be ordered at the [Online Shop](#) of MiCo.



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## 17. Online Shop for Supplies and Services

[FMC Exhibitor Services | Home \(fieramilanocongressi.it\)](https://fieramilanocongressi.it)

### Access to the online shop

**Please note:** From July 2022, MiCo sends information about the login procedure for the online shop to every exhibitor by e-mail.

### Services available

- Build-up and breakdown infor
- Audiovisuals
- Carpet
- Catering services
- Computers and Peripherals
- Custom Services
- Digital Printing Services
- Electrical Services
- Extra Cleaning
- Flowers & Plants
- Free Design Fitted Stand
- Furniture
- Internet Connections
- Shell Scheme Package
- Structure Certifications
- Temporary Staff

### Stand plan for ordered services

For some ordered services such as electrical power supply, it is necessary that you hand in a stand plan which shows the exact desired allocation of the connections.

### Billing

Ordered services are invoiced by the according service provider.

### Cancellation Policy

Cancellations of the ordered items must be sent in writing (by mail, fax or e-mail) to Fiera Milano Congressi S.p.A.

Cancellations received by September 5, 2022 are entitled to a complete refund.

Cancellations received after September 5, 2022 are not entitled to any refund.



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## Deadlines

Please remember that any sent order is confirmed only after the payment.

Please take duly note that any complaint should be sent within 48hrs from the service supplied. Otherwise it will not be taken in consideration.

To submit a complaint, please use the Claims page, send us an email, or come to our Exhibitors Service Desk.

List unit prices are valid for orders placed within September 19, 2022

Orders placed between September 20, 2022 and September 24, 2022 are subject to a 10 % increase

Order placed starting from September 25, 2022 are subject to a 20 % increase

## 18. Digital Catalogue of Exhibitors (App)

### Presentation in the catalogue

As an exhibitor of the WCPEC.8 your company will be presented free of charge in the official Catalogue of Exhibitors App according to the data you indicated in your Booking Form and with the logo which you can provide us via email.

### Company information published in the catalogue

- Company name
- Stand number
- Company logo
- Website

## 19. Visa Application for Exhibitors

International attendees may need a letter of invitation in order to obtain a visa to visit France. We strongly advise to start the visa application process as early as possible.

**Please note:** The event organiser will not be able to contact or intervene with any embassy or consulate on your behalf.

The down payment for the exhibition space must be made before applying for a letter of invitation.

Exhibiting companies who wish to obtain a visa letter to visit France should fill out and return the ['Visa Application Invitation Letter Request Form for Exhibitors'](#).

To ensure a successful request for an official letter of invitation for visa-application purposes, please make sure to return the form before 15 August 2022.

We strongly recommend you contact your respective embassy / consulate before applying for a visa letter to find out which additional details might be required.

[Visa Application Invitation Letter Request Form](#)



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### 20. Welcome Reception

On the first day of this year's global PV event we celebrate our Welcome Reception with all conference and exhibition participants to highlight the development of the PV industry.

The Welcome Reception starts on Monday 26 September 2022 after the last conference session of the day at about 18:30.

You will find an invitation to the Welcome Reception at your booth on the first day of the event. We cordially invite you and your staff to the Welcome Reception and look forward to seeing you there.

### Want to highlight your company at the WCPEC-8?

Become a sponsor of the Welcome Reception.

Contact:

Ms. Alexandra Michaelson

phone: +49 - 89 720 127 64

e-mail: [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de)

Mr. Denis Schultz

phone: +49 - 89 720 127 38

e-mail: [pv.exhibition@wip-munich.de](mailto:pv.exhibition@wip-munich.de)





## 21. Rules and Regulations

### Exhibition Organiser

WIP Wirtschaft und Infrastruktur GmbH & Co Planungs-KG (WIP) has been appointed as administrative organiser of the exhibition during the WCPEC-8 2022 in Milan, Italy.

Unless differently indicated, WIP is your key contact for any information, special requests, service offers and approvals.

The Rules and Regulations for the exhibition must be respected.

### Stand Dimensions

Immediately after allocation of the stand, the exhibitor is urged to personally check the location and measurements of installations which might be found on the stand space assigned.

The organiser does not accept responsibility for the detailed accuracy of the floor plans provided for exhibitors' reference.

### Keep Aisles Clear

Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area to absorb the spectators. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately.

No objects, including signs or advertisements, may project into the visitors' aisles.

### Positioning of Stand

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must always be kept free from obstructions.

### Stand Flooring

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand must not be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

### Stand Lighting

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.

Lighting should be directed to the inner confines of the stand space and not project onto other exhibits or aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting is not permitted. Lighting that spins, rotates, pulsates and other specialised lighting effects that could interfere with neighbouring exhibitors or detract from the general atmosphere of the event is strictly forbidden.

### Positioning of Exhibits

The Exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of the organiser, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter.

The exhibit should pose no danger to participants.

Any structural or display element which does not satisfy the organisers and/or venue officials in terms of safety must be made safe or removed.



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## **Service Points (Electricity, Water, Compressed-Air, Telecommunication)**

Access points at any given location may be supplying services to other exhibitors; therefore, some stand areas may have cables / pipes within their area feeding other locations. For aesthetic reasons it may be necessary to shield these pipes or in extreme cases install a platform floor, in such cases exhibitors will be advised at the earliest opportunity. Any additional costs arising will remain the responsibility of each Exhibitor.

## **Conditions of Payment**

Conditions of payment mentioned on the invoice are valid. In any case payment must be made before opening of the exhibition; if not, the participation cannot be guaranteed, and the rental fee remains due. All published prices are indicated in € and exclude VAT.

## **Eligibility for Exhibiting**

The booths may be used only for exhibiting and advertising the exhibitors' own products in accordance with host country's applicable laws and regulations.

## **Orders for Exhibition Services**

Orders for technical installations and exhibition services are only accepted when confirmed in writing. Orders received after this date or onsite may cause considerable delay in build-up procedures. All services and supplies are subject to availability.

All services will only be rendered after the exhibition organiser has received full payment. For further questions regarding the services, please contact the organiser.

## **Cancellation**

All cancellations must be in writing.

From July 30th, 2022, no refund and all outstanding payment due (100 % cancellation fee).

## **Stand Planning**

It is only allowed to close maximum 1/3 of the stand sides along corridors with elements of more than 1.50 m height. Stand walls longer than 1/3 of a stand side and higher than 1.50 m must have a minimum distance of 1.50 m towards the edge of the exhibition surface. Stand should be designed to allow a view through the exhibition stand. Designs that clearly attempt to obstruct the view to other exhibitors will not be approved. Please ensure that your back walls are covered on the reverse side (especially raw wooden constructions) even if there is another stand backing up to yours and especially when your stand construction is exceeding 2.50 m. Back walls adjacent to another exhibitor must be kept free of any graphics and logos.

## **Floor Covering / Carpet**

The exhibition floor is covered with marble. When using carpet for your stand, please ensure that specialised products for temporary fixation are used only. The repair of any damages, respectively the cleaning of remains from any carpet fixations must be invoiced at cost. It is mandatory to cover the booth space with carpet or something similar.

## **Stand Construction / Safety**

It is allowed to close maximum 1/3 of the stand sides along corridors with elements of more than 1.50 m height. Stand walls of more than 1/3 length and 1.50 m height must have a minimum distance of 1.50 m towards the edge of the exhibition surface unless otherwise approved by the organiser.



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Please ensure your back walls are covered on the reverse (especially raw wooden constructions) even if there is another stand backing on to yours and even more so, if your stand height is exceeding 2.50 m. Back walls adjacent to another exhibitor must be kept free of any graphics and logos.

No ceiling suspensions are allowed.

## Construction

The ceilings, walls, columns and technical installations of the building in general must not be subject to loads from the decoration or objects exhibited, or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the building within or outside the stand space assigned. It is forbidden to make holes, insert screws or nails in the walls, ceilings, floors or columns of the building.

## Damages / Safety / Insurance

Exhibitors are entirely liable for damages caused to third parties' stands, properties, health (incl. injury or death). To this extent WIP and MiCo are to be considered third parties. Exhibitors' liabilities are extended to their personnel and/or other people working under their control.

WCPEC-8 2022, WIP and its staff, as well as the MiCo cannot be held liable for any damage and/or loss suffered by the exhibitors during the exhibition, installation and dismantling. It is therefore strongly recommended to arrange insurance accordingly.

As there will be no guarding of the exhibition area during the official exhibition opening hours, all exhibits must be staffed with at least one person. The exhibition area will be locked late at night. Extra guarding service for the exhibition is not planned.

## Fault Reporting

In the event of damage or fault in the electrical installation on the stand, the services department of the event site should be contacted immediately.

## Responsibility to Neighbouring Stands

The WCPEC-8 (EU PVSEC) is a long-standing event with a reputation of equity in its dealings with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants. Each exhibitor is asked to consider, therefore, the impact of their stand construction on neighbouring exhibits and ensure transparency.

Any part facing an adjacent stand that is over 2.50m in height shall be designed with neutral surfaces (white). Noncompliance can implicate a renovation at the expense of the exhibitor. In order to respect the fair nature of the exhibition, exhibitors are requested to indicate any possible problems of transparency or impediments to neighbouring stands. In case of failure to do so, the exhibitor responsible will be expected to make such changes that are necessary at his own cost. In such cases, the decision of the organiser will be considered final.

## Access to Stand

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the MiCo access to their stands.

## Promotional Activities / Sound Restrictions

Promotional activities within the exhibition surface are allowed if they do not interfere with the running of the conference nor disturb your fellow exhibitors. Presentations, and slowly moving visual and acoustic advertising, and musical reproduction, are permitted, provided that these cause no nuisance to neighbours, create no jams in the aisles, and do not drown announcements on the public address system in the halls. The noise level must not under any conditions exceed 60 dB(A) at the edge of the stand, unless the organiser explicitly approves exceeding this volume level.



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Distribution of printed matter and circulation of advertising material is permitted only on the stand space itself.

Electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors. The exhibition organiser reserves the right to determine at what point sound and activities constitute interference with others and if they must be reduced or discontinued.

Serving of hot meals must be authorised by the organiser. Preparation of hot meals at the booths is not allowed.

Outside the stand surface promotional activities are not allowed. Neither is it allowed to affix any kind of promotional material to walls, columns or any other object of the Exhibition Hall. In case of non-compliance the exhibitor shall be liable for any damages. Sponsors and exhibitors are not allowed to organise their own scientific and/or social events – be it inside or outside the congress venue - parallel to the congress programme without prior approval by the congress organiser.

## **Refuse Collection**

Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event.

Exhibitors should manage (contract and pay for) their waste removal through the official cleaning supplier. 'Wild tipping' or disposing of bulk waste within fairground without payment is strictly forbidden.

IMPORTANT: Unattended rubbish left in aisles when the exhibition is open will be removed at the exhibitor's expense.

## **'Force Majeure'**

If the exhibition must be cancelled or changed due to unforeseen political and/or economic events or general 'force majeure', the organiser cannot be claimed against for any compensation.

## **Due Diligence**

All stands, materials, installations, advertising supports, etc., must conform to public safety requirements in the host country and the EU. Where these differ, the safest standard must be met.

All entities involved in the WCPEC-8 must have adequate insurance to cover claims arriving from industrial accidents and public safety, whatever the cause.

Exhibitors and their contractors must abide by current legislation in France regarding the prevention of occupational hazards which apply to the work being carried out. Particular care should be taken during construction and dismantling periods; un-safe working practices will be stopped on behalf of or by the administration of the event site, on behalf of or by the organiser in the interests of public safety.

Exhibitors using materials not conforming to any safety component of these Rules and Regulations will replace them with safe alternatives at their own cost.

## **Amendments to the Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of the organiser. These rules may be amended at any time by the organiser and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

## **Place of Legal Performance and Venue**

Should the parties involved disagree on any point, they are subject to the official court of Munich, Germany, thus German law will be applied.