
GENERAL RULES AND REGULATIONS

HIMSS Europe is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during The World of Health IT 2015 Conference & Exhibition. Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by HIMSS Europe management and may be ceased or changed at any time during the course of the exhibition.

BUILDING REGULATIONS

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the exhibition halls or any part of the building.

DEMONSTRATIONS & MARKETING ACTIVITIES

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your booth space. Demonstrations should not obstruct the aisles nor prevent access to nearby booths. Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' booths, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough booth space and orient your booth structures so that the crowd can be accommodated within your booth space. Distribution of pamphlets, brochures, etc. must take place within your booth space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

DIRECT SELLING

Exhibitors are required to remain in their own booth space during exhibit hours. Solicitation outside your booth in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased booth space, but retail sales are not permitted.



SUBLETTING

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS Europe. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

SOUND/NOISE

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited, due to the nature of the event. The decibel level of sound emitting from your booth must not exceed 75 at the edge of the stand. Speakers must face into the exhibit booth itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. HIMSS Europe reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

COMPRESSED GAS AND INFLATABLES

Use of compressed gas or any inflatables is not allowed by HIMSS Europe at the World of Health IT Conference and Exhibition.

MOVE-OUT/DISMANTLING

No move-out or dismantling is permitted before 16:30 Wednesday, 13 May 2015.

UNPAID BOOTH BALANCES

Final booth payment is due no later than 24 April 2015. On 27 April 2015, unpaid booth spaces will be released. Any company with an unpaid balance will have their freight refused by HIMSS Europe until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your booth, HIMSS Europe cannot be held responsible.

CHILDREN

No persons under the age of 18 are allowed on show floor at any time.



SMOKING

Smoking is not permitted by HIMSS Europe or the Venue in any area of the Kipsala Expo Centre during set-up, show days or tear down.

FOOD & BEVERAGE

The Kipsala Expo Centre is appointed as the sole catering provider at the World of Health IT Conference and Exhibition. Any unauthorized food and beverage are not allowed at the event unless prior approval is given by The Venue. To get approval, please contact The Catering Services Manager, Ilva Kanašniece. ilva.kanasniece@rigaexpo.lv +371 2652 3604

PROPERTY

All persons, including the Delegates, Exhibitors, Sub-contractors and their personnel, who bring property, equipment and/or goods into or onto The Kipsala Expo Centre do so at their sole risk and expense. HIMSS Europe and the Venue do not accept them into its charge or responsibility.

HIMSS Europe or The Kipsala Expo Centre are not responsible or liable for:

- a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into or onto the grounds of the Kipsala Expo Centre; and/or
- b. the safekeeping of any property in or onto the grounds of the Kipsala Expo Centre whether or not the property is deposited with the Venue