



If you have any questions or queries,
please do not hesitate to send an email to
partners@sport-science.org

SPORTEX

EXHIBITOR MANUAL



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1. Exhibitor's Checklist

General Information

Check	Contact
<input type="checkbox"/> Exhibition floor plan	ECSS
<input type="checkbox"/> Partnership Catalogue	ECSS
<input type="checkbox"/> Exhibitor manual	ECSS
<input type="checkbox"/> Confirmation of your bookings	ECSS

Your Orders

Check	Contact	Deadline
<input type="checkbox"/> Book your booth	ECSS	15 May
<input type="checkbox"/> Company logo in vector format	ECSS	15 May
<input type="checkbox"/> Advertisement final programme	ECSS	15 May
<input type="checkbox"/> Declaration for special installations	ECSS	15 May
<input type="checkbox"/> Sketch, risk assessment and method statement (if the booth is not designed by GES)	ECSS	31 May
<input type="checkbox"/> GES Espresso early bird booking deadline	GES	3 June
<input type="checkbox"/> Exhibitor registration	ECSS	3 June
<input type="checkbox"/> Cargo delivery to GES depending on freight	GES	17/26 June
<input type="checkbox"/> Vehicle registration for traffic pass	ECSS	24 June
<input type="checkbox"/> GES Espresso booking deadline	GES	28 June
<input type="checkbox"/> Congress bag insert to SEC	ECSS	1 July, 7-12am
<input type="checkbox"/> Exhibition set-up	ECSS/GES	1 July
<input type="checkbox"/> Exhibition opening days	ECSS	2 – 5 July
<input type="checkbox"/> Exhibition dismantling	ECSS/GES	5 July
<input type="checkbox"/> Hotel booking		
<input type="checkbox"/> Catering		

Your Booth

Number	
Surface	
type	<input type="checkbox"/> Shell scheme <input type="checkbox"/> Customised booth



partners@sport-science.org



[GES Espresso webstore](#)

Support email: ECSS@ges.com

Support phone: +44 (0) 2476 380 190

Logistics: event.logistic@ges.com

European College of Sport Science

Am Sportpark Müngersdorf 6, 50933 Cologne, Germany

partners@sport-science.org

ecss-congress.eu/2024



Preamble

Dear Exhibitor,

Welcome to [ECSS Glasgow 2024](#) in the European Capital of Sport (2023) and on board our SportEx! Whether you are exhibiting with us for the first time or returning, we invite you to experience a unique and international sports science community to which you can present your products and services.

We are always looking to improve the exhibitor's and the congress participant's experience to the best of our ability and based on last year's feedback from congress delegates and exhibitors, we have made some changes for our SportEx at ECSS Glasgow 2024. This is mainly reflected in the fact that the **set-up day** will take place on **Monday 1 July**, the first open day will be on Tuesday 3 July and the dismantling will start on Friday 5 July, directly after the lunch break at 13:15. In addition, we will provide all registered congress participants with an ECSS congress app that includes a virtual booth for all our exhibitors which is linked to the digital floor plan. You will have access to your individual virtual booth to customise the information provided, logos, contact details and more. If you wish, you can also purchase lead capture licences through your [ECSS partner account](#) to maximise the return on your on-site meetings and contacts including your own backend platform.

The app also allows for more sponsorship options such as banner ads on the app home screen, session sponsorships, push notifications, virtual booths featured on the home screen and more. Due to the new implementation, these elements are not yet available in the partnership catalogue. If you are interested in app sponsorship options, please contact partners@sport-science.org for more information.

Please do not hesitate to contact us if you have any questions.

We look forward to welcoming you at ECSS Glasgow 2024!

Yours in Sport Science,
The ECSS

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When		Where	Book now!
Congress	2 – 5 July	Scottish Event Campus (SEC)	partners@sport-science.org
Exhibition	2 – 5 July	<i>Exhibition Way,</i>	Phone: 0049221 9626 2776
Set-up	1 July	<i>Glasgow, G3 8YW, UK</i>	
Dismantle	5 July		

1. Important deadlines

Early bird payment (350€/m²) exhibition booth space **15 April**. From 15 May 400€/m².

Order-Deadline: 15 May 2024.

1.1. Terms of payment for exhibition space and partnership items

Your invoice for exhibition space/partnership item(s) must be paid in full by the date stated on the invoice. If payments are not fulfilled in time, the organiser reserves the right to cancel the exhibition space and partnership item(s).

1.2. Company logo in vector format – Deadline: **15 May 2024**

For printed congress material, e.g., final program, please send a **vector format file**, preferably EPS or PDF format, of your company's logo to partners@sport-science.org by 15 May 2024 at the latest. Logos received after this deadline will **not** be included into the printed congress materials.

1.3. Advertisement in final programme – Deadline: **15 May 2024**

If you have booked an advertisement in the final programme, please send your colour artwork to partners@sport-science.org by 15 May 2024. Specs for the artwork:

- Landscape format
- A4 (297mm x 210mm)
- Minimum resolution: 300dpi
- No bleed
- No crop marks
- PDF format

Advertisements received after this deadline will **not** be included into the printed congress materials.

1.4. Exhibitor registration and badges – Deadline: **3 June 2024**

As an exhibitor at ECSS Glasgow 2024, you qualify for a minimum of two free registrations. For 18m² we provide three, for 24m² four free registrations. You have access to all functions, coffee breaks, and lunches. However, access to scientific sessions and social events (except opening/farewell reception) is not granted. In addition, you can order a maximum of four additional registrations at a reduced fee of 150€ via your [ECSS partner account](#). The same restrictions apply for these tickets. For selected access to scientific sessions please contact partners@sport-science.org.

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To secure your registrations, **each company representative** needs to create an ECSS participants account (**NOT** a company partner account) at www.ecss.de/ASP/MOBI/MobiLogin.asp or log in to their existing account. Please report account IDs of your delegates to partners@sport-science.org by **3 June 2024** so that ECSS can register them for the congress and that each representative can still register for the catering. Catering can no longer be guaranteed for registrations received after 3 June 2024.

Please note, badges will NOT be mailed in advance. Please collect your congress badge at the registration desk. The registration desk opens on Tuesday, 2 July 2024 at 8:00 am.

1.5. Congress bag inserts (2,500 copies) Deadline: 1 July 2024

We will contact you well in advance of the congress if 2,500 copies or giveaways are no longer sufficient. Congress bag materials can be delivered by two options: 1. To the Scottish Event Campus (SEC) see address and necessary information below, on **1 July between 07:00 and 12.00**. Parcels delivered before will not be taken by the SEC and inserts delivered after 12:00 cannot be packed into the bags anymore. 2. Parcels can be shipped to the GES warehouse but a small delivery charge may apply. Please review the [GES logistics information](#) and contact event.logistics@ges.com for a quote.

Packages that are not clearly labelled or are delivered before 1 July or after the deadline to the SEC will not be considered.

Shipment to SEC on 2 July:

Stand name
Stand number
ECSS, Hall 5
Scottish Event Campus
Glasgow, G3 8YW

2. Your Exhibition Booth

If you have booked your exhibition space at SportEx, please note, it **only** includes space rental and booth mark-out on the floor. Booth structure, furniture, digital printing, electricity, internet, cleaning, insurance and other extras are **not** included. Please order your desired items at [GES Espresso](#) or submit the order forms for the shell scheme [package](#) and [extras](#), [carpet](#), furniture [package](#) and [extras](#) and electrics [packages](#) to ECSS@ges.com by **28 June 2024** at the latest. **Early bird fees apply until 3 June 2024**. Please have your allocated booth ID at hand. [These instructions](#) may help to create a GES-Expresso account. Please contact the GES customer care team hotline (+44 (0) 2476 380 190) or email (ECSS@ges.com) if you have any questions. During set-up it is possible to place last minute orders (subject to availability) at a GES exhibitors service desk, which is situated near the exhibition area. **Please note, a 20% mark-up will be applied to all prices for orders onsite on 1 July. Equipment is subject to availability. Credit card payments will be accepted for on-site orders.**

2.1 Set up and construction of booths: **Monday, 1 July 2024; 9:00 – 22:00**

During the set-up on Monday 1 July, exhibitors and stand builders will have access to the exhibition hall from 9:00 to 22:00. Exhibitors with Shell Schemes may arrive at approx. 15:00 when the booth set up is finished. GES will provide further details on the arrival for orders of Show Ready stands individually. We recommend to go with GES as a logistics partner. They will bring all your equipment to the venue at the start of the set up. Further details can be found in section 3. *Logistics*.

2.1.1 Opening hours of the exhibition

Tuesday, 2 July	10:30 – 15:30 BST
Tuesday, 2 July	18:30 – 20:00 BST Opening reception in exhibition area (optional)
Wednesday, 3 July	09:00 – 16:30 BST
Thursday, 4 July	09:30 – 17:00 BST
Friday, 5 July	09:00 – 13:15 BST

2.1.2 Dismantling of booths: **Friday, 5 July 2024; 13:15 – 22:30**

Exhibitors should remove their own structures, equipment and/or products before 22:30. Goods, particularly fragile ones must be packed appropriately and accordingly. GES staff will be on-site and will start collecting the freight from 14:00 and help with dismantling. Exhibitors who have arranged for couriers to pick up goods must ensure that all items are clearly labelled with destinations, company name, courier name and authorization code. As with exhibitor access, courier access authorization will need to be arranged to ensure delivery / pick-up is possible.

Exhibitors are not allowed to break down their booth before **Friday 5 July, 13:15**.

2.1.3 Booth occupation

Please note, that booth location and/or size may change slightly considering the final floor plan and after its last security check. In any case exhibitors will be informed the earliest possible. In addition, exhibitors are advised:

- To not leave their booth unattended during the exhibition opening.
- To be present during set-up, breakdown and when receiving deliveries.
- ECSS takes no responsibility for any items that might be lost, damaged or misplaced from your booth.
- Exhibitors must leave the SEC in the same condition as it was found initially. It is prohibited to nail, screw or stick items on the structure. Any damage will be charged to the exhibitor.
- It is absolutely prohibited to carry out: works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, aerials etc.

2.2 Lead Capture

ECSS Glasgow 2024 partners with Cvent for a congress app which also allows for lead capture. The app will be free of charge and can be downloaded for iOS and Android in the respective app stores by all registered congress participants. Every registered congress participant having downloaded the app has access to all congress information, schedule, contact details, exhibitor profiles, and much more. At your booth you can scan the included QR-code on the mobile phone,

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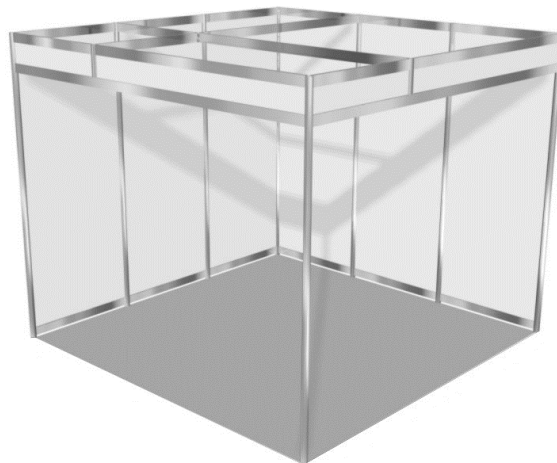
receiving all necessary contact details from your customer. These data will be promptly stored within your backend and can be used to share information from another employee at your facilities directly. Beside several sponsoring options within the app, exhibitors can purchase as many lead capture licences as required for 400€ each. Each licence can be downloaded once on a mobile device and be used for the lead capture scan and meeting management.

Please order via the [SportEx partner account](#). After the payment the ECSS will provide you with the respective access and licence details.

You will also be provided with access to your virtual booth in the congress app to adjust your profile. You can add logos, contact details and upload documents or videos to showcase your both and company in the best possible way.

2.3 Shell scheme

[GES](#) is the exhibition handling company for ECSS Glasgow 2024 and the exclusive partner for shell schemes, offering different options for different needs. A detailed example on the shell schemes can be found [here](#). Please order your desired booth structure at [GES Espresso](#) or submit the below linked order forms to ECSS@ges.com.



A standard [shell scheme package](#) includes (9m² open on two sides non contractual picture):

- 2.50m high shell scheme structures with white panels
- Navy blue carpet ([other colours](#) are subject to availability), [order form](#) for carpets
- 30cm high white fascia nameboard printed in black, one per open side
- [Order form](#) or [Expresso link](#) for shell scheme extras

A standard [furniture package](#) includes:

- 2 chairs, 1 table with cloth, 1 waste bin
- [Order form](#) or [Expresso link](#) for other furniture

A standard [electrical package](#) includes:

- 1 x 500 Watt socket, 2 spotlights

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- Obligatory electrical testing

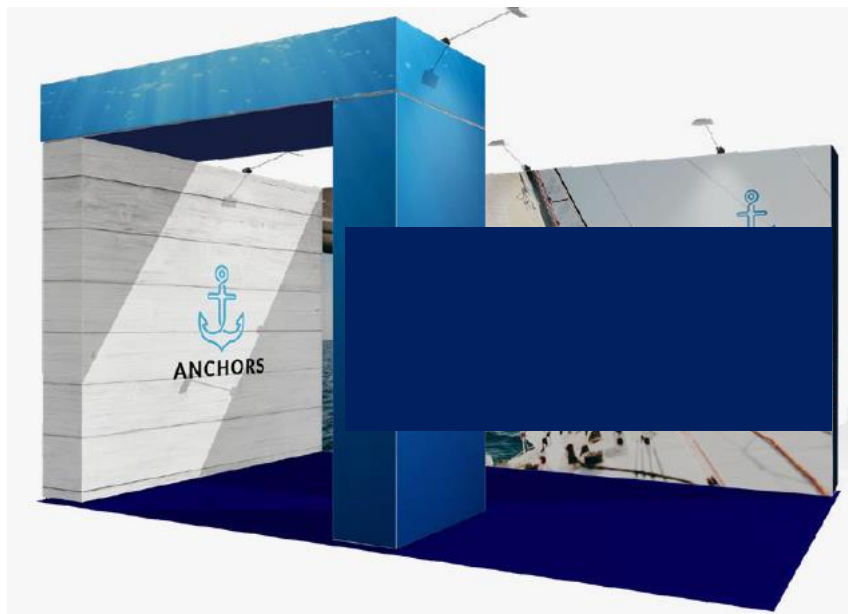
2.4 Customized booth

When using an external stand builder, please make sure to provide this exhibitor manual and that the safety rules from the SEC are adhered. Please carefully review *2.6 Construction Rules* and make sure to adhere to. Stand builders can enter the main entrance by foot or via the gatehouse by car. There is no exclusive partner for custom-build booths. However, you may request [GES \(showready@ges.com\)](mailto:showready@ges.com) and also have a look at *2.5. Show Ready Stands* for a cost effective individual solution.

Please note that for all booths that are not designed by GES and if you are bringing your own booth construction to SportEx, **a scale drawing including risk assessment and method statement must be submitted to partners@sport-science.org by 31 May at the latest.** Please refer to *2.6. Construction rules* and the [Stand Build eGuide, pages 14-16](#).

2.5 Show Ready Stands

GES offers a range of ‘Show Ready Stands’ that are a more individualised option than a shell scheme structure, but much more cost-effective than a custom-built stand. It is available for booth sizes starting at 12m² and can be used for any version with one to four open sides. The sustainable all-in-one solution includes booth construction including full-colour, tensioned wall graphics, LED spotlights and power outlets, a carpet, planning and project management, and installation and dismantling. An example can be found below. Please browse the [Show Ready Brochure](#) for further information. Please fill out the [Show Ready booking form](#) and send it via mail to showready@ges.com.



2.6 Construction rules

Please carefully read the following construction rules and pay special attention to the [safety specifications and fire safety rules](#) from SEC as well as the eGuides on [security](#) and [stand building](#) in UK venues, making sure that you adhere. For booth orders please follow the [GES Expresso webshop](#).

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- **The booth structure**
 - Two-story exhibition stands are prohibited.
 - Limited to **3m in height**, including flooring, panels, and signage.
 - A dividing wall built between your own booth space and any neighbouring booth.
 - Roofs and any hangings are not allowed.
 - Exhibitors are requested to use a transparent stand construction method that does not block the view of other stands. It is strictly forbidden to hide more than 60% of the neighbouring stand.
 - If a booth wall exceeds the height of an adjoining booth, the exhibitor is responsible for making sure that back walls facing other exhibitors and open areas are to be clad and finished with white paint or cloth. The backs of these walls cannot carry any advertising, company names or company logos. ECSS Glasgow 2024 reserves the right to have advertising, company names and logos removed or restored at the cost of the respective exhibitor.
 - Sign projection and suspended signs are not allowed. Stand signs cannot be higher than booths maximum height of 3m.
 - Please display the name of your company and booth number at the front of your booth and at every other open area.
 - It is prohibited for any part of your booth or exhibition to project onto the gangways or onto an adjacent booth.
 - All exhibitors must show strict observance of the demarcation lines of the exhibition area, marked on the floor hall. It is strictly forbidden to display any information outside your booth area without the explicit approval from ECSS.
 - If you need special installations please get in touch with partners@sport-science.org no later than **15 May 2024**.
- **For customized booths and complex stands that are not designed by GES or booth structures that are brought to the venue by the exhibitor, a scale drawing including risk assessment and method statement must be submitted to partners@sport-science.org by 31 May at the latest.** Please refer to the [Stand Build eGuide, pages 14-16](#).
- ECSS Glasgow 2024 reserves the right to have any booth, not respecting the construction rules and safety specifications, modified by a company of its choice and at the exhibitor's own expense.
- The exhibitor is responsible for all of its valuables at any time. The exhibition will be situated in the Scottish Event Campus (SEC) and the area is directly accessible. Outside of opening hours we recommend to take all of your valuables off-site.
- At any given time exhibitors are advised to keep their noise level to a minimum to not disturb other exhibitors.
- Please make sure you take care of the following or you will receive a follow-up invoice:
 - The collection and disposal of waste generated during working demonstrations of exhibits that are part of the exhibition.
 - The removal and disposal of packing cases and booth fitting materials associated with an exhibition.
 - The removal of any waste that requires special handling to ensure its safe disposal.
- It is imperative that exhibitors and contractors keep all gangways adjacent to their booth clear during set-up and dismantling. This is to allow for access in case of an emergency and to enable other exhibitors access to their booths.

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2.7 Insurance

Exhibitors are responsible for leaving the event site in good order and condition. If any damage has occurred it must be reported to ECSS immediately. Exhibitors are liable for any damage caused. The exhibitor waives the right to appeal against the organisers or against the owners of the premises and commits to underwrite insurance policies covering all the risks involved by the exhibited material (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the company, delegates or any participant at the event. In any case, insurance cover will NOT be given to the exhibitors by the organisers. Exhibitors' liability starts from the moment the exhibitor or any of its staff, agents or contractors first enter the exhibition hall and continues until all its exhibits and properties have been removed. The exhibiting firms, physical or moral representatives acting on their behalf agree to renounce any possible legal action against:

- **ECSS**
- **Their insurance agents**
- **And their staff, employees**

2.8 Force Majeure

In case of force majeure or any other exterior event in particular of a political, social, sanitary, economical kind, exceeding the control of the organiser and forcing the latter to cancel the event, and lacking the possibility of determent of such event, the organiser shall definitively keep the stand deposit payments already paid and they shall not be held liable for this cancellation.

2.9 Accessibility

Due to security reasons, any person entering the congress venue during the congress hours must wear a name badge. Please collect your congress badge from congress registration, opening Tuesday, 2 July at 8:00 am.

3. Logistics

There is no exclusive logistic partner at SEC. The vehicle **accesses 5.1, 5.2 and 5.3** will be used for delivery. Please be aware that due to the Brexit, logistics may need customs clearance. We recommend to request GES for their [logistic services](#) as they are very familiar with the SEC venue and support with customs regulations. Please familiarize yourself with the [GES logistic information](#) including delivery deadlines, shipping addresses, customs clearance information, as well as shipping and handling prices applying per exhibitor. For quotation, please fill in the [shipping form](#) and send it to event.logistics@ges.com. For any small deliveries by car and car access to the exhibition hall, please refer to *4.1. Travel and on-site parking facilities*.

3.1 Delivery, storage and pick-up of goods

GES will provide each exhibitor with all delivery details upon logistic quotation and will bring all shipments on the morning of 1 July 2024 to the congress centre. On event's closing day, GES staff will visit each booth to issue labels and confirm any returns that may need to be re-palletized.

Throughout set up and dismantling, GES will provide an exhibitor service desk inside the exhibition hall. Please consult this person directly for any queries and questions.

4. General information

4.1 Travel and on-site parking facilities

Please note that since Brexit, **all EU members also need a valid passport** to enter the United Kingdom! An ID card is no longer sufficient. Please refer to our [visa and travel information](#) website for further details.

The SEC is easy to reach [by train](#) and it is possible for exhibitors to use the [car park 5](#) next to the SEC venue during the event free of charge. Please send the below information to partners@sport-science.org by 24 June 2024 at the latest to be registered at the SEC traffic management and to receive a traffic pass. Please pay particular attention to the [parking and vehicle access safety rules](#) of the SEC.

Please indicate if you need car access to the exhibition hall and arrive at 09:00am during set up, since it will hardly be possible to navigate in the hall when stands are already set up.

Company
Licence plate
Stand number
Parking days
Estimated arrival date and time
Estimated departure date and time

4.2 Accommodation

The ECSS has collaborated with Glasgow Convention Bureau in order to provide a large number of hotel rooms at attractive rates in several categories of hotels, ranging from budget to 4 stars, many in few minutes walking distance. These rates will only be [available through the congress website](#).

4.3 Catering

The SEC works with [SEC Food](#) as exclusive partner to manage all catering. If you wish to order catering for your booth or for a reception, please mention that you belong to ECSS and make contact with Nicole Akpolagha.

SEC Food
Nicole Akpolagha
Nicole.akpolagha@sec.co.uk
+44 779 662 3289

4.4 A green meeting

Only reusable dishes are allowed. Waste produced at the congress venue must be disposed of according to the waste management system. All materials used at the responsibility of the



exhibitor (booth, roll-up, decoration etc.) are reusable and will be reused. No cans and only reusable bottles as give-aways. Decrease give-aways at the booth and use products without extra packaging.

4.5 Further recommendations

- Distribution of give-aways should be made from ecologically accepted material and/or with a quality label and are restricted to sample size.
- Reduction of printed material.
- Usage of refillable packaging.
- Utilization or reusable materials for the booth construction wherever possible. Avoidance of coffee machines with a capsule system, cans, and plastic bottles.

We very much appreciate your contribution, your support, and your efforts to make ECSS Glasgow 2024 a green congress as best as possible!



5. Contact details



ECSS Exhibition Management

Elena Jacobi
+49(0)221 9626 2776
partners@sport-science.org
www.ecss-congress.eu/2024



Exhibition Handling Company

GES Expresso webstore
Support email: ECSS@ges.com
Support phone: +44 (0) 2476 380 190
Show Ready: showready@ges.com
Customised: showready@ges.com
Logistics: event.logistic@ges.com

Contact person on-site

Please consult the exhibitor
service desk on-site



Congress Venue

Scottish Event Campus
Exhibition Way
Glasgow, G3 8YW, UK

Congress bag insert shipment

Only on 1 July, 07:00 – 12:00
Stand name
Stand number
ECSS, Hall 5
Scottish Event Campus
Glasgow, G3 8YW



Catering

SEC Food – Nicole Akpolagha
Nicole.akpolagha@sec.co.uk
+44 779 662 3289