

IEEE FG 2015 Exhibitor Prospectus

Space Assignments

The following rules and regulations governing the exhibit under the auspices of the IEEE FG 2015 Conference, which will be held in Congress Center Cankarjev Dom Ljubljana (the Venue) are part of the application for space and constitute a contract between the Exhibitor and the Conference. They have been formulated in the best interest of the Exhibitor and full cooperation of the Exhibitor in their observance is asked. Any detail not specified is subject to decision by the Chair of the Conference. Exhibit space will be assigned based on the date the application is received.

Space Selections

The Exhibitor agrees to accept the space assigned. The application, along with full payment for space, should be submitted by Friday, March 6, 2015. The Conference reserves the right to modify the designated exhibit space in the event a change in the original assignment is necessary. The acceptance of these terms and conditions along with the full payment for rental charges constitute a contract.

Space Rental Fees

Exhibit space: \$1,000.00 - payable to Conference

Exhibit table: \$300.00 (230.00 EUR) - payable to Venue

Exhibits - What is included with your exhibit fee?

Included in the exhibit fee is a table (usually 2m), two chairs, a power connection (2kW/230V/10A) and a back panel. For any additional requirements Exhibitors may contact the Venue and make additional arrangements. Wireless internet access will be available onsite, but the conference cannot be responsible for signal strength or other aspects of the wireless connection.

Terms of Payment

No application will be processed without remittance of full payment. Payment to the Conference may be made by credit card or check. The Payment to the Venue must be arranged with the Venue.

Cancellations

Exhibitors are requested to notify the Conference Organizers with cancellations. Cancellations are not effective until they have been submitted in writing. The date the Exhibitor's written notice of cancellation is received will be the official cancellation date. Cancellation of space before Friday March 13, 2015 will result in a penalty of 50% of the total cost of the space assigned. Cancellation of space after March 13, 2015 will result in **NO REFUND**. Space reductions are considered cancellations and are subject to cancellation fees. It is understood that the IEEE FG 2015 Conference reserves the right, at its option, to reassign a cancelled table regardless of the cancellation rate assessed.

Failure to Occupy Space

Any Exhibitor failing to occupy space is not relieved of the obligation to pay full rental price for space. The Conference shall have the right to use exhibit space as it sees fit, provided the space is not occupied by the scheduled exhibit hall opening, unless prior alternative arrangements have been agreed upon.

Sharing Space

Subletting of space is not permitted.

Badges and Staffing

Each exhibiting company is limited to two (2) complimentary passport registrations per table. Registration includes technical program, breaks and receptions and one copy of the conference USB proceedings. Additional registrations may be purchased at the normal price.

Exhibits must be staffed during show hours. IEEE FG 2015 exhibits will be on May 5-7, 2015. For hours, see the program on <http://www.fg2015.org/>. Please note that you will be in violation of regulations if the exhibit is not staffed. Identification badges may be picked up at the registration desk. Badge exchange between exhibitor representatives is not permissible.

Operation of Exhibits

The management reserves the right to restrict exhibits which, because of sound, method of operation, materials, content or any other reason are deemed objectionable, and also to prohibit or evict any exhibit as a whole.

Size of Exhibits

Exhibits must be arranged so as not to obstruct the view or otherwise interfere with the displays of other Exhibitors. This restriction includes person(s), things, conduct, printed material, noise, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, the IEEE is not liable for any refunds, rentals or other exhibit expenses.

CONTRACTUAL CONSIDERATIONS**Violations**

As a condition for exhibiting, each Exhibitor shall agree to observe all policies. Violators will not be eligible to exhibit at future IEEE FG Conference meetings.

Insurance

Advise your agent! Insurance on all exhibits is the responsibility of the Exhibitor. The IEEE will not assume any responsibility for property loss or damage to personal property, as stated in the section on Limitation of Liability. Exhibitors are advised and encouraged to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

Limitation of Liability

Exhibitor agrees with IEEE that IEEE shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor and that Exhibitor will indemnify and hold harmless IEEE from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative.

Catastrophe

In the event of fire, strikes, or other unavoidable occurrence rendering the exhibit space unfit for use, provisions will be made for the exhibit elsewhere or a proper financial adjustment will be made to the exhibitor.

Fire Safety

The Exhibitor agrees to adhere the Fire Safety regulations and Emergency procedures of the Venue.

FIRE SAFETY REGULATIONS – FOR EXHIBITORS

FIRE SAFETY MEASURES

General Prevention Measures

The premises of Cankarjev dom may only accommodate activities, which are in accordance with the intended function of the premises.

If working conditions have changed, the adequacy of fire safety must be examined and the rules of work organisation (fire safety regulations) adapted to new circumstances.

Touring technical crews, exhibitors and touring performers must conduct their activities in a manner that does not compromise the in-house fire safety.

Visitors, part-time help, outsourcers and performers must conduct their activities in compliance with the Fire Safety Regulations and instructions given by the CD employees.

All users of Cankarjev dom's premises must be acquainted with the Fire Safety Regulations.

The Fire Safety Regulations abstracts and emergency evacuation plans are visibly located on each floor or functional department. It is imperative that all users of the building acquaint themselves with Fire Safety Regulations.

Fire extinguishers are located on visible locations and should be used in case of fire break out.

Access to wall-mounted fire extinguishers, in-built fire hydrants and electrical cabinets must remain unobstructed at all times.

All interventions into electrical equipment and other installation/circuits of Cankarjev dom are strictly prohibited.

The relevant technical maintenance service must be notified about any malfunction of electrical devices or damages to the circuit.

It is strictly prohibited to enter and/or store combustible, inflammable and harmful substances at Cankarjev dom. If necessary, when required for smooth operation of activity, these substances (chemicals, gasses, pyrotechnical products) may be used in daily quantities. Their storage and usage must comply with safety certificates (safety data sheet) for each particular dangerous substance.

Only persons competent to safely handle dangerous substances are allowed to do so independently.

Escape routes and exits are visibly and permanently equipped with standardised signage as well as safety lights and should be used in case of evacuation.

Staircases and passages must remain unobstructed in their full width.

In the event of violation of safety measures, the responsible members of Cankarjev dom staff (fire fighter on duty, officer responsible for fire safety, exhibition manager) have the right to take necessary measures.

Evacuation

Evacuation from the premises of Cankarjev dom must be conducted – accordance with the evacuation plans, which are displayed throughout the premises of Cankarjev dom and with which all employees, performers and visitors must acquaint themselves. Evacuation must be conducted via escape routes that must be properly equipped with safety signage, and remain unobstructed and clear at all times. Emergency exits must remain unlocked at all times, or have the key located in immediate vicinity.

In the event of evacuation, employees specially trained for the purpose must act in accordance with the instructions relating to the action taken in the event of fire and help to direct people towards exits or safe places.

The command for the start of the evacuation is given by the Cankarjev dom's officer on duty, fire fighter on duty, or exhibition manager. The signal for the commencement of the evacuation is an oral notification, which reads:

ALL VISITORS ARE REQUESTED TO EVACUATE THE HALL (OR BUILDING). PLEASE PROCEED IN THE DIRECTION OF THE EMERGENCY EXITS OR THE EXIT SIGNS AND CAREFULLY FOLLOW THE INSTRUCTIONS OF THE CANKARJEV DOM'S USHER STAFF AND PERSONNEL ON DUTY.

Simultaneously with the notification, the usher staff shall open all exit doors of the hall or emergency exits when the main exits are overcrowded.

If owing to serious danger people had to be evacuated from the building, all evacuees should assemble at the designated safety point outside the building – the assembly point, where they wait for further instructions from personnel in charge. Cankarjev dom's assembly point is in the park located between Erjavčeva Street and Majda Vrhovnik Primary School.

Smoking, Heating appliance, Candles

On the basis of the Act amending the Restriction of the Use of Tobacco Products Act (OJ RS, No. 60/2007) smoking is forbidden throughout the premises of Cankarjev dom, with the exception of the smoking booth on the ground floor. Smoking booth is a sealed space, physically separated from other spaces, designated exclusively for smoking and provided with appropriate signage.

The premises of Cankarjev dom are heated with heating appliances (central heating – radiators), which do not pose fire hazard. It is not allowed to enter or use auxiliary electrical heating appliances, cookers, hot plates or stoves without previous express approval from the officer responsible for fire safety or appropriate member of the technical maintenance staff as well as inspection of the appliance's adequacy. Cooking is not allowed on exhibit stands. It is forbidden to use candles (as a decorative element during receptions or on exhibit stands, banquets, etc.), torches and the like on the premises of Cankarjev dom. When these need to be used on stage, the responsible fire fighter on duty or the officer responsible for fire safety shall determine their suitability and grant authorisation.

Measures According to Premises

Foyers

Foyers are main communication routes for evacuation of visitors from halls and other premises of Cankarjev dom, thereby no additional equipment is allowed on these premises as it would obstruct passage and create possibility of fire, thus posing fire hazard.

When exhibitions and other events are organised in foyers, the following items need to be taken into consideration:

- Unobstructed passage of visitors during potential evacuation must be ensured;
- No equipment, booths, signs, displays or other items can block or obstruct any emergency exits, sprinkler valves, etc.
- Exhibited objects and exhibition equipment must not cover up the exit signs, safety or emergency lights, the signs indicating wall-mounted fire extinguishers and fire hydrants or other signs serving to direct the visitors;
- Access to fire hydrant cabinets, hand-held fire extinguishers and fire alarm buttons must remain unobstructed;
- The exhibitors are forbidden from storing transport crates or other packaging or wrapping material on exhibition grounds or on display stands and exhibition booths (it must be removed from the building);
- It is forbidden to use heating appliances and flammable substances on exhibition grounds.

During events, all exits from foyers leading outdoors must remain unobstructed and unlocked.

Vehicles or other flammable fuelled engines:

Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.

The electrical system shall be de-energized by either: removing the battery or disconnecting both battery cables and covering them with electrical tape or other similar insulating material. Vehicles may not be started, run or moved during event hours.

Hellium-filled balloons are allowed only as part of a display and must be securely fastened to the stand. Balloons may not be given out and must be used for decor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the during all events hours.

Halls

Prior approval from the officer responsible for fire safety is required for any additional equipment/decoration of halls, which must consist of non-inflammable materials or materials incapable of burning rapidly.

All main exits and escape doors must be freely accessible and unlocked during events. The number of visitors admitted into a hall shall correspond to the number of seats. No person is allowed to stay or sit on stairs or in aisles.

Stairways and Corridors

Stairways and corridors must facilitate safe passage and unimpeded evacuation of spectators, exhibitors, performers and staff. It is forbidden to place or temporarily store objects on stairways and corridors that might impede passage or intervention by fire-fighters.

If fire safety measures are neglected or fire safety requirements incorrectly implemented, any witness thereof is obliged to immediately report any neglect or incorrect implementation to the officer responsible for fire safety.

MEASURES TAKEN IN THE EVENT OF FIRE

Instructions on Safe Conduct

In the event of fire hazard, the instructions on conduct are as follows:

- Extinguish the initial fire as soon as possible or eliminate danger (source of fire, inflammable substances...);
- If you are unable to extinguish the initial fire, notify people in your immediate vicinity, call the fire department, the officer responsible for fire safety or the person responsible for dousing the initial fire and evacuation;
- If the fire is already beyond your control, call **112** immediately;
- Close the rooms in which fire has not yet spread and make sure all people present are safely evacuated;
- Facilitate unobstructed access to premises for emergency vehicles;
- At assembly point (see picture bellow), make sure all persons have evacuated the building;
- Wait for the emergency vehicles to arrive; until they do, follow the instructions of officer responsible for fire safety and persons responsible for implementation of evacuation;
- When the fire-fighters have arrived all evacuees or people still in the building must follow the instructions of the head of fire department unit on conduct and action taken during and after fire as well as offer information related to incident.

Emergency Procedures and Important Informations

1. Fire

The in-house control-room fire alarm localizes the fire location / source.

The control room notifies the in-house fireman, who estimates whether an evacuation is necessary.

Evacuation is launched and coordinated by ushers, fireman and security personnel.

Cankarjev dom's assembly point is in the Svet Evrope park located between Miklošičeva Street and Cankarjev dom Cultural Centre (picture below).



If you (or anybody) see a fire source, press the fire alarm push button (if it's nearby), try to extinguish the fire and notify any house personnel or usher. They will inform the appropriate person who will initiate further procedures.

Extinguishers and fire hydrant wall cabinets are available in each floor level on several locations.

2. Fatal accident / heart attack / injuries

Alert any usher or house personnel. They will initiate further procedures. Some of them are qualified for providing first aid.

Cankarjev dom has a heart defibrillator, a wheelchair, first aid kits and a stretcher.

IETM

ISPA

FLAPP

IAPCO

ICCA
Member

AIPC

3. Theft

Inform the in-house project manager. She/he will take over from there and coordinate the matter with the in-house security and police authorities.

4. Food poisoning

Alert the in-house project manager, any usher or house personnel. They will initiate further procedures.

5. Reception phone number

If you require information from house reception or need help from security staff or firemen, dial extension number – 100.

6. People with disabilities

Main entrance from Prešernova Street: no steps, moderate ramp, automatic sliding door (door width 105 cm).

All floors and hall entrances are accessible with elevator from ground floor.

Toilet facilities are on all levels and accessible with wheelchair.

Guide and assistance dogs are permitted (by prior arrangement). Wheelchair-accessible public parking (outside).

Occupational and Fire Safety Engineering
Cankarjev dom



Notifying and Alerting

In the event of fire the ways of alerting applicable in Cankarjev dom are as follows: by calling out "FIRE", by pressing the fire alarm button, by sounding the siren or by dialling 112.

When you have dialled 112 (FIRE-FIGHTERS, RESCUE SERVICES) or 113 (POLICE), give as accurate as possible information on the following:

- **WHO** is calling;
- **WHAT** happened and **WHERE** it happened;
- **WHEN** the incident happened;
- **THE NUMBER** of casualties;
- The nature of **INJURIES**;
- What are the **CIRCUMSTANCES** at the site of the incident (fire, hazardous or inflammable substances, damaged gas piping or other installation...);
- What kind of **HELP** your require.

Measures Taken after Fire Has Been Controlled

- All incidents (fire hazard, suspicion that fire might reignite) should be reported to the officer responsible for fire safety even if the fire has been successfully put out.
- Fire watch should be maintained after the fire in order to control the area of extinguished fire, until it has been determined by professionals that there is no secondary danger of fire, ignition or explosion.
- It should be ensured that people present do not hinder the investigation procedure and remove potential traces or causes of fire.
- Persons present during fire are obliged to offer information to head of fire-fighting unit, the person in charge, the officer responsible for fire safety and, in the event of investigation, also the criminal police.
- On the basis of the ascertained cause of fire, the CD Director General can take appropriate action – impose additional organisational, technical, or technological measures.

ASSEMBLY POINT:

