



# **EXHIBITOR MANUAL**

**Malta AI & Blockchain Summit**

**7<sup>th</sup>-8<sup>th</sup> November 2019**

Dear Exhibitor/Sponsor,

The Malta AI & Blockchain Summit is delighted to present you with this Exhibitor Manual which will guide you in the preparation, management, operation and organisation of your exhibition. The manual will help you to achieve a smooth-running event and allow you to focus all your efforts on promoting your business during the expo. Make sure that you have gone through it all, and identified and understood clearly all the various aspects, including how they affect your event and the way it will function.

The first section contains some important general information about the exposition, such as the different contact details, The Malta AI & Blockchain Summit agenda, Build-up & Breakdown Timetable and some processes to follow which will ensure a smooth event.

Section 2 of this Manual is a summary of requirements. It is essential that you provide us with all the information we need - as only those participants who have been pre-registered will be permitted entry to the Expo premises.

The Sections on Health & Safety and Insurance (Section 3) are particularly important due to their impact on the well-being of participants, and for legal and regulatory compliance purposes. Please make sure you take your time to read these sections carefully.

Deadline dates, which are illustrated on the forms attached to this Exhibitor Manual, are critical and non-negotiable. Please make sure you meet the stipulated deadlines. Meeting these deadlines will certainly save you and your company time, inconvenience, and any applicable surcharge for late orders.

Whilst this Exhibitor Manual is intended to answer all your questions, it does not replace our personal service. Your account manager is always pleased to answer any questions, explain any rule, discuss a procedure, assist in technicalities or offer any special assistance which you may require. Please contact us if you need help.

We look forward to working with you.



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## Section 1

### GENERAL EXHIBITOR INFORMATION

#### 1.1 Expo Management Team

##### 1.1.1 MALTA AI & BLOCKCHAIN SUMMIT TEAM – The Organisers

For the **Exhibition and General Information**, please liaise directly with your own Account Manager.

<b>AIBC TEAM</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE NUMBER</b>
COO	Oliver De Bono	oliver@sigma.com.mt	+356 77779092
Events Director	Sophie Crouzet	sophie@maltablockchainsummit.com	+356 77773093
Account Manager & Sales Manager	Denis Dzyubenko	denis@maltablockchainsummit.com	+356 77187182
Account Manager & Operations Executive	Sintija Rimsa	sintija@maltablockchainsummit.com	+356 9912 1117
Account Manager & Business Dev.	Tabata Mussone	tabata@maltablockchainsummit.com	+393 91153 3322
Account Manager & Marketing	Sofya Puzhaykina	sofya@maltablockchainsummit.com	+420 777504043

For **Logistics and Suppliers Information**, please liaise directly with:

<b>AIBC TEAM</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE NUMBER</b>
Logistics Manager	Karl Borg	info@karlborgevents.com	+356 9949 7672

### 1.1.2 Official Stand Consultants

COMPANY	NAMES	EMAIL	PHONE NUMBER
Big Exhibits	Jean Pierre Mizzi	jean@bigexhibits.com.mt	+ 356 9942 9541
Casapinta	Damian Casapinta	damian@casapinta.com	+ 356 9942 7478
Davies Design Group	Wesley Davies	sales@maltaexpo.com	+ 356 2146 2409
Experium	Rob Ansell	hello@experiumagency.com	+ 44 7453 940 977
Incendo	Beth Canner	beth@incendo.tv	+ 44 207 190 9775
Initial Rewards	Nick Carter	nick@initial.uk.com	+ 44 208 381 3300
Malta Fairs & Conventions Centre	Sara Jimenez	info@mfcc.com.mt sara.jimenez@mfcc.com.mt	+ 356 99345323
Roscksteady	Alan Cini	sales@rocksteady.com.mt	+ 356 7909 4066
Sign IT	Godwin Caruana	godwin@signit.com.mt	+ 356 9942 5141
Winning Exhibitions	Dan Winning	dan@winningexhibitions.com	+44 20 3858 9878 / +44 7973 770 973
15RocksLtd	Elizabeth Blake	lizzie.blake@15rocksltd.com	+44 7854 758 288

Kindly find the portfolio of all our official stand consultants at the bottom of [this page](#).

### 1.1.3 Our Official Photographer and Videographer

The official photographer is Aleksey Leonov, contact him and his team on – aleksey@sigma.com.mt or 00356 99599255. All photos will be made available online for a high-resolution download to all exhibitors and sponsors, at no charge.

Photography and video/audio recording of any kind are strictly prohibited during the sessions, breakfasts, luncheons, and throughout the exhibition area without a written confirmation by the organiser. Report any suspected infractions to The Malta AI & Blockchain Summit Management immediately so that corrective action can be taken. If possible, please get the name and affiliation of the person(s) involved from their badge.

## 1.2 The Malta A.I & Blockchain Summit

The third edition of The Malta AI & Blockchain Summit will take place on the **7<sup>th</sup> and 8<sup>th</sup> November**, at InterContinental Malta.

The Summit is part of the Malta Week that will bring together thousands of investors and innovators in Blockchain, Artificial Intelligence, Quantum Technology, Big Data and the Internet of Things to Malta during the same week as the Cannabiz Summit (**4-5<sup>th</sup> of November**).

04-05<sup>th</sup> November– Cannabiz Summit World <https://cannabizsummit.world/>

07-08<sup>th</sup> November – AI & BC Summit <https://maltablockchainsummit.com/>

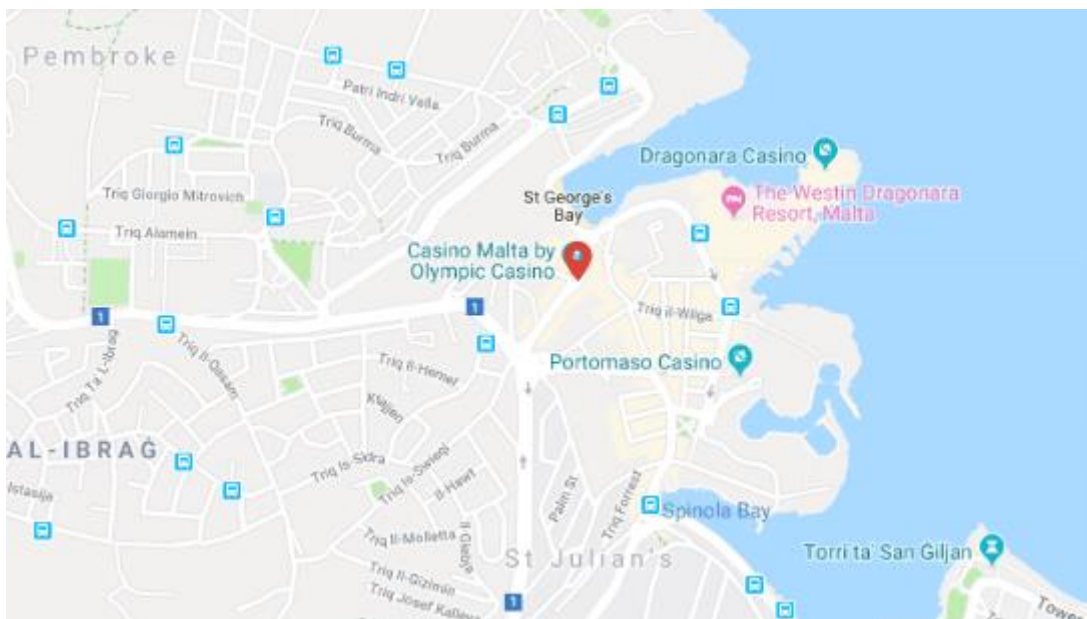
Our **EVENTS** elevate in-person interaction and networking to an art form. The Malta AI & Blockchain Summit is also the purveyor of the latest Blockchain and AI **NEWS**, and our dynamic **CAREERS** section helps talent find its ideal match.

Office Address:

**Malta AI & Blockchain Summit  
Gaming Hub  
Judge Paolo Debono Str.,  
Msida, MSD2032, Malta**

### 1.2.1 The Venue – InterContinental Malta

The conference and exhibition of the A.I & Blockchain Summit will be held at the InterContinental Malta: **Intercontinental, Malta - St. George's Bay, St. Julian's, STJ 3310, Malta**



Kindly refer [here](#) to see the latest updated version of the floor plan, and to view your location and stand number. Please note that the website is always up to date.

Please note that you should not use your stand number in any promotional content before checking with the organiser as they might be subject to change.

### **1.2.2 The Malta A.I & Blockchain Summit – The Agenda**

Kindly find the agenda below. Kindly refer [here](#) to see the latest updated version of the agenda.

#### **Wednesday 6th NOVEMBER**

09:00 – 22:00 Delegates arrive in Malta

18:00 – 22:00 Malta AI & Blockchain Summit Welcome Reception and pre-registration

In order to avoid long queues on the first day of the Summit, we strongly recommend you attend the pre-registration event to pick up your badges and enjoy networking drinks in the company of fellow attendees within the Blockchain & AI industry.

#### **Thursday 7<sup>th</sup> NOVEMBER – DAY 1**

09:00 – 18:00 Exhibition and Conferences

18:00 – 20:00 Networking Drinks

19:00 – 23:00 VIP Dinners and various networking events (Invite only or purchase [here](#))

19:00 – 23:00 AI & Blockchain Awards

#### **Friday 8<sup>th</sup> NOVEMBER – DAY 2**

09:00 – 18:00 Exhibition and conferences

18:00 – 20:00 Networking drinks

19:00 – 23:00 VIP Dinners and various networking events (Invite only or purchase [here](#))

21:00 – 04:00 Closing Night



### 1.2.3 The Malta AI & Blockchain Summit Packages

The Malta AI & Blockchain Summit offers several types of exhibiting packages – ranging from Bronze to Platinum options. Kindly refer [here](#) to view the details of each exhibition package. In addition to EXHIBITING PACKAGES, The Malta AI & Blockchain Summit is also offering sponsorship opportunities:

- SPONSORSHIP OPPORTUNITIES
- NETWORKING OPPORTUNITIES
- PRINT OPPORTUNITIES
- ONLINE OPPORTUNITIES
- CONFERENCE/WORKSHOP OPPORTUNITIES

Packages include a certain number of passes for the show. Kindly register [here](#) at your earliest convenience and request your coupon codes to your account manager.



The Malta AI & Blockchain Summit covers the cost of WIFI, power supply, and the raw exhibition space. These packages call for a creative booth at the exhibitor's expense. Only the Bronze Package (2m wall) includes printing of back wall, carpeting, and two stools and table in the price.



When purchasing the stand space, clients are required to construct their own stand and ensure such construction has been confirmed with the organiser. **All design/artwork needs to be submitted by the exhibitors/sponsor 30 days before the show.** Kindly send the artwork to **Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com)** and cc your account manager.



Carpeting is ONLY included in the original price of the Bronze Packages – all other exhibitors need to make sure that the original floor is covered with carpet or any other kind of covering.



**All design/artwork that needs to be submitted by the exhibitors/sponsor is required 30 days before the show.**

### 1.2.4 AIBC SUMMIT Passes - Registration of Staff and collection of badges

**Pre-register all booth personnel online no later than the 31st October, 2019.**

Each booth package entitles the exhibitor to a number of coupon codes, as determined in the agreement. Each person entering the venue (team member, hostesses, and suppliers) needs to have a badge and therefore being registered beforehand on the [website](#).

Kindly use the coupon codes sent by your account manager to register your booth personnel (employees, individuals who will be serving drinks and food, hostesses ...) in order to avoid any registration charges. You may distribute any unused coupon codes to clients and guests, who may then access the show at no charge.

It is the exhibitor's responsibility to confirm receipt of coupon codes and ensure such codes are allocated to their team or guests. Due to possible restrictions, such as the venue reaching capacity, we advise clients to register at their earliest convenience.

Kindly register [here](#).

Exhibitors and sponsors have the possibility to pick up all their staff badges prior to the registration opening. The sponsors must notify the organiser at **least one week** in advance and send an email to [abdelkrim@sigma.com.mt](mailto:abdelkrim@sigma.com.mt) with the full list of names.

## 1.3 Booth Set Up and Layout

### 1.3.1 Preferred Stand Builder Allocation

The Malta AI & Blockchain Summit covers the cost of WIFI, power supply, and the exhibition space.

These packages call for a creative booth at the exhibitor's expense. Only the Bronze Package (2m wall) includes printing of back wall, carpeting, and two stools and table in the price. As per the signed agreement, the **exhibitor acknowledges that it is his responsibility to build the stand since the organiser is only providing the raw space.**

For the first time, the organiser will host in the same venue two large summits bringing together thousands of investors and innovators in Blockchain, Artificial Intelligence, Quantum Technology, Big Data and the Internet of Things to Malta during the same week:

- Cannabiz Summit World 04-05th November 2019
- AI & Blockchain Summit 07-08th November 2019

One week, two Summits, one venue, one floor plan.

In order to run a smooth exhibition and facilitate the set up of stands, we kindly ask you to liaise with [the official preferred stand builder that have been allocated to the exhibitor by his account manager](#). The exhibitor might want to use another supplier; however it is mandatory that the exhibitor informed Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com) as well as their account manager in cc and take note that they will only have **24h to build the stand**.

The Exhibitor/Sponsor undertakes that the stand or site will be ready, and all exhibits installed and arranged for display for the start of the exhibition.

All arrangements in connection with exhibition must therewith be completed as per schedule listed below.

In any case Malta AI & Blockchain Summit shall not be liable nor accountable for any activities undertaken by the third party contracted by the exhibitor.

### **1.3.2 Stand Design and layout Approval**



The stand design has to be confirmed by the Organiser. Therefore, all stand designs need to be sent for approval at [least 30 days prior to the event](#), to **Karl Borg at: [info@karlborgevents.com](mailto:info@karlborgevents.com)** with the account manager in cc

**Exhibitors are responsible for making sure that their booth is finished off neatly from all visible angles.** Therefore, the Organisers reserve the right, in the interest of an Expo/Event as a whole, to remove or alter any part of a stand. In case such action must be taken, this would have to be at the expense of the Exhibitor concerned.

**Each stand needs to respect the maximum height limit as indicated in the previous paragraph.**

Kindly note that carpeting is ONLY included in the original price of the **Bronze Packages** – all other exhibitors need to make sure that the original floor is covered with carpet or any kind of covering. If your stand is not elevated or doesn't come with some form of flooring, please make sure carpeting is included in your stand design.

**Carpeting is mandatory at the venue** and only the bronze package has it included in their package price.

### **1.3.3 General requirements**

The following is a list of general requirements which all Exhibitors/Sponsors are expected to abide by and are applicable to whichever stand construction option Exhibitors/Sponsors decide to opt for.

- All Expo stands are to be accessible to visitors using wheelchairs.

- Exhibitors will be held accountable if they obstruct their neighbours.

### **Damages**

- The Exhibitor/Sponsor shall make good for any damages caused to the fabric of the structures by the Exhibitor, agents, contractors or Exhibitor staff. It is in your own interest to satisfy yourself with the condition of your stand/site before the building of your stand and after its clearance. The Exhibitor/Sponsor is requested to report immediately to the Organiser if he/she notices anything which is not in place.
- All carpet tape must be removed at the end of the Expo, including any glue that remains stuck to the Intercontinental floor. Charges which may be incurred by the venue as a result of failure to remove such carpet/carpet tape will be passed on to the Exhibitor.
- Particular but without prejudice to the generality of the foregoing, no nails or screws shall be driven, or holes can be drilled in the floor, walls, doors, pillars or other parts of the structure of the Exhibition area.
- Do not use spray paint on or near the show floor. Exhibitors will be responsible for any marks, scuffs or floor discolouring. Note: any costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Booth Boundaries: No element can exceed the boundaries of the site or the height mentioned in the above clause. The companies hiring one or more sites divided by one or more aisles shall submit a request to Karl at [info@karlborgevents.com](mailto:info@karlborgevents.com) if they wish to join them.

### **Lighting**

- With the installation of light fittings, the Exhibitor must check that it will not disturb the visitors or the surrounding booths. The installation of light fittings on floors without any safety device that provides a barrier to visitors is not permitted. The neon signs or decorations with neon tubes placed within the reach of visitors will be placed behind glass or acrylic panels, or any other element that truly avoids contact with visitors.
- With the installation of light fittings, the Exhibitor must check that it will not disturb the visitors or the surrounding booths. The installation of light fittings on floors without any safety device that provides a barrier to visitors is not permitted. The neon signs or decorations with neon tubes placed within the reach of visitors will be placed behind glass or acrylic panels, or any other element that truly avoids contact with visitors.
- All light fittings on demonstration and/or intended for illumination must not cause any nuisance to other Exhibitors or visitors. Any stand fittings, signage, banners or anything else which is not a stand lighting fitting or specifically for illuminating the stand, should not protrude into the passageways.

## Floor Loading

Any loading of large or heavy material inside the exhibition floor need to be coordinate with our logistic coordination Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com) and the venue.

## Ceiling hanging

Hanging Signs from the ceiling is allowed in the exhibition hall only upon writing authorisation from the organiser. Kindly coordinate with Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com).

Should you like to hang out signs from the ceiling in the Arena, please note that the organiser will charge the following:

- €1,000 for Silver Package
- €2,000 for Gold, Gold + and Platinum Package

### 1.3.4 Build-up & Breakdown Timetable

We strongly recommend the exhibitors to use the stand builder that has been allocated to them by the organiser. This is not mandatory but strongly recommended in order to ensure a smooth exhibition. Should the exhibitor choose another supplier than the one allocated, **they will only benefit from 24h to build their stand.**

Schedule for Official preferred stand builder allocated by organiser

	Date	Time
<b>Stand Set Up</b>	Saturday 02 <sup>nd</sup> November	06:00am onwards
<b>Stand Set Up</b>	Sunday 03 <sup>st</sup> November	Full day
Cannabiz Summit World Exhibition	Monday 04 <sup>th</sup> November	09:00 - 18:00
Cannabiz Summit World Exhibition	Tuesday 05 <sup>th</sup> November	09:00 - 13:00
<b>Dismantling and Setting up</b>	Tuesday 05 <sup>th</sup> November	13:00 - 00:00
<b>Stand Set Up</b>	Wednesday 06 <sup>th</sup> November	Full day
AIBC Summit Exhibition	Thursday 07 <sup>th</sup> November	09:00 - 18:00
AIBC Summit Exhibition	Friday 08 <sup>th</sup> November	09:00 - 18:00
<b>Dismantling of booth, no later than</b>	Friday 08 <sup>th</sup> November	Overnight

Schedule for other stand builders

	Dates	Time
<b>Stand Set Up</b>	Wednesday 06 <sup>th</sup> November	10:00am onward

Exhibitors/Sponsors who do not respect these time schedules may not be permitted access to the Expo Hall. Should you have any questions, please contact **Karl Borg** at [info@karlborgevents.com](mailto:info@karlborgevents.com).

The Exhibitor/Sponsor or Stand Consultants undertake to remove from the venue all materials being his property and used during his participation. Failure to comply with these directions within the period stipulated, position themselves at the sole risk and expense of the Participant. In exercising this right, the Organiser and InterContinental Malta will take all the necessary precautions to avoid damage / loss to said material, but will not be held responsible for any damages or loss that may occur.

### **1.3.5 Height Restriction**

Stand should not exceed or be lower than 2.5m, except for the platinum package that can go up to 5 metres.

Should you have any queries or doubt regarding the height of your stand please contact **Karl Borg** at: [info@karlborgevents.com](mailto:info@karlborgevents.com)

## **Section 2: SHOW SERVICES AND SUPPLIES**

## 2.1 Malta AI & Blockchain Summit Services and suppliers

### 2.1.1 Food and Beverage Services

The organiser has **exclusive** rights to the sale and distribution of all food and drinks within the expo venue. Exhibitor shall not sell any item of food or drink to visitors of the Malta AI & Blockchain Summit without prior approval.

Generally, the Malta AI & Blockchain Summit will not object to the distribution by exhibitors of food or drink items, however the sale of such products is not permitted. **Drinks may only be purchased at cost price from the Malta AI & Blockchain Summit.** A store fully stocked with drinks, ice and bar equipment will be made available.

#### Beverage services

**IMPORTANT** - All drinks stocked inside your booth must be purchased from the Malta AI & Blockchain Summit. No other brands will be allowed given safety regulations. Please contact Daniel at [dan@sigma.com.mt](mailto:dan@sigma.com.mt) to get the drinks menu and send it back to him filled in.



Drinks from an outside supplier are strictly forbidden. For a special derogation, a written request must be sent by email to Daniel at [dan@sigma.com.mt](mailto:dan@sigma.com.mt).

#### Food Services

Exhibitors are not allowed to distribute finger food on their stand without written confirmation by the organisers.

This year the **Intercontinental** is the official catering supplier for Malta AI & Blockchain Summit. Should you like to order food on your stand, please get in touch Chris Tanti at [Chris.Tanti@ihg.com](mailto:Chris.Tanti@ihg.com)

### 2.1.2 Hostesses and Promoters

- Price for exhibitor's stands at €500 for 2 days.
- Non-exhibitors priced at €2,000 for 2 days.

**This doesn't include the price of the actual promoter cost.**

You can use any promoters company or My Event Planner at [Claudine@myeventplanner.com.mt](mailto:Claudine@myeventplanner.com.mt)

### **2.1.3 Audio Visual Rentals**

For audio visual rentals, laptops, touch screens, and special IT equipment, exhibitors can use any supplier or contact Mr. John Farrugia Randon from Forestals at [jfrandon@forestals.com](mailto:jfrandon@forestals.com) or call +356 99897824.

All types of music, audio and/or repertoire performed inside the booth is permitted, provided that it does not disturb the adjacent booths and the overall development of the event. The organizers are fully empowered to regulate the audio decibels as deemed convenient, in order to ensure smooth performance of the exhibition. As a point of reference, sound should be kept to a **minimum until 4pm** (i.e. not exceeding 60 decibels). Between 4pm and 6pm sound can be raised for a more informal atmosphere at the show.

### **2.1.4 Wired Internet**

Wireless internet service is included in the original booth package. Wired internet may be more secure and is available **against charge for the entire show duration**.

[Please contact Daniel at dan@sigma.com.mt + cc Karl at info@karlborgevents.com for further details.](mailto:dan@sigma.com.mt)

### **2.1.5 Our Official Coffee Supplier**

The official coffee suppliers for stands is Lavazza EP, please contact:

Lavazza EP - Michele Borg / [mborg@pcutajar.com.mt](mailto:mborg@pcutajar.com.mt) / M: 00356 99293333 /  
D: 00356 22483434 / T: 00356 21448466

### **2.1.6 Exhibit Booth Cleaning**

Booths will be cleaned at the end of each show date by the organiser. Cleaning services may also be provided at an extra cost throughout the show. The open spaces of the exhibition and conference are cleaned on a daily basis. Cleaning of purchased stand area is the responsibility of the exhibitor.

Exhibitors are encouraged to maintain a clean environment to ensure that the overall appearance of the exhibition is of a high degree.



## 2.2 Electrical Installation

**All exhibitors or the stand builder on their behalf should send their estimated electricity consumption to Karl. The standard power supply provided is 16 AMP.**

The Exhibitor is responsible for the internal installation of his stand to the main power supply. Electrical installations and equipment must conform to the Enemalta Supply Regulations (ESR) and IEE Wiring regulations, and have to be certified by a licensed wireman with a minimum of MIRA license B qualification.

**Loose domestic wiring, plugs, fittings, floor plugs, and extensions are not permitted.**

The electrical installation in each stand is to be protected with a main circuit breaker. In the case of single-phase installations, the main circuit breaker shall have to give an over-current protection of (16 amps SP) and a differential current protection of 30mA. This installation must have a 16 Amps S.P male industrial socket at the point of entry to receive the electrical supply.

### 2.2.1 Electrical Safety and Circuit Breaker

All stands are to be equipped with the following minimum protection equipment:

- a) Single phase: 16Amp Double pole DP main circuit breaker (M.C.8) and a 40Amp 30Na Differential protection breaker (E.L.C.B)
- b) Three phase: 16Amp four pole (4P) main circuit breaker (M.C.B) and a 40Amp 30Na TP&N Differential protection breaker (E.L.C.B)

For safety reasons, exhibitors not bidding by this regulation cannot participate in the Expo.

Exhibitors requiring additional power or Three-phase supply (TP&N) need to make a request to Hilton Business Centre stating the additional power required (complete form provided). Any request and/or consumption shall incur a surcharge.

### 2.2.2 Service Limitations

Supplies will be switched off at source 30 minutes after the Expo closes every evening. Exhibitors, who have perishable goods and require 24 hours supply of electricity, should inform Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com).

Exhibitors are to ensure that all equipment, machinery etc. are switched off prior to this time, so as not to cause any damage to the equipment.

Any Exhibitor needing services for the running down of machinery or working equipment after the Expo closes, needs to inform Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com).

## 2.3 Delivery

**Should the Exhibitor need to ship any materials to the venue beforehand, the Storage booking form provided by the Organiser should be filled in and submitted, see Annex I**

The storage is only guarantee 2 weeks prior to the show - the venue won't be able to accept any delivery before the date. You will need to send the form in Annex I filled in and stick it on each of your parcels and send a digital copy to Chris at [chris.tanti@ihg.com](mailto:chris.tanti@ihg.com) (Address: InterContinental Malta, St. George's Bay, St. Julian's ,STJ 3310, Malta)

**The venue won't accept any packages if the delivery fees have not been settled beforehand.**

Exhibits and/or stand building materials should not be delivered/shipped to the site by your contractor or representative until your stand contractor or your representative/s are ready to receive them.

To ensure the safe and efficient entry of heavy exhibits and/or stand building materials during set-up and dismantling, please co-ordinate with Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com).

Since the floor inside the Expo Hall will be completely carpeted, and in order to avoid hazardous fumes, we DO NOT allow vehicles or lifting equipment such as high-ups or tail-gates inside the Expo Hall at any time.

The use of own lifting equipment such as high-ups, tail-Gates etc. is only permitted with the exclusive written authorization. Exhibitors/Sponsors who need to lift heavy loads inside the Expo Hall should make a request to Karl at [info@karlborgevents.com](mailto:info@karlborgevents.com).

### Customs Arrangements

Malta, being an EU member state, has few import restrictions from other EU member states, with the exception of certain products such as alcoholic beverages and medicines, which require import licenses and/or excise duty payments.

May we draw your attention to the **fact that imports from non-EU countries require licenses and/or excise duty payments**. The Exhibitor is responsible for compliance with the relevant importation Legislation and Regulations.

**The venue won't accept any packages if the delivery fees have not been settled beforehand.**

## **Section 3: SECURITY AND LIABILITY**

In order to hold an orderly Expo these are the requirements and regulations. Compliance from exhibitors is mandatory. If you have any further questions or need clarification, please contact us promptly to avoid disappointment.

### **3.1 Insurance**

As the Organiser, The Malta AI & Blockchain Summit holds a public liability policy covering the Expo Hall during the Expo period.

The Malta AI & Blockchain Summit does **NOT** hold an insurance policy for your exhibits, possessions and/or staff. We require that you insure your staff, exhibits and other personal belongings.

#### **Third Party Liability**

Visitors to the Expo will be covered by public liability insurance. This insurance does not cover the Exhibitor/Sponsor stand and dependents.

#### **Third Party Claims**

The Exhibitor/Sponsor is responsible for any death, personal injury or damage to property arising in connection with:

- The erection and dismantling of the Exhibitor/Sponsor stand.

- Anything permitted, omitted or done thereon or there from during the period of the Expo or the construction and dismantling periods, caused directly or indirectly by the Exhibitor/Sponsor or any contractor, subcontractor, employee, agent, licensee or invitee of his.
- The act omission or neglect of any such person or by such person or by any exhibit, machinery, or other article or thing of the Exhibitor/Sponsor or in the possession of or use of the Exhibitor/Sponsor or any employee or agent of his.

The Exhibitor/Sponsor will indemnify the Organiser and the InterContinental in respect of each and every such claim, and all actions, proceedings, cost, claims, and demands in respect thereof. It is requested that the Participant takes out adequate insurance in respect of all such claims.

### **Exhibitor/Sponsor, staff, exhibits and third parties at the Expo/Event**

The Organiser and InterContinental Malta shall not be responsible in any way for death or personal injury to the Exhibitor/Sponsor or his employees, agents, contractors, invitees or licensees, howsoever caused, or for theft or damage to exhibits, or to the property of the Exhibitor, his employees, agents, contractors, invitees or licensees, howsoever caused.

### **Consequential Loss**

The Organiser and InterContinental Malta accept no liability for any costs and losses which the Exhibitor/Sponsor may incur in the event of the Expo being prevented, postponed or abandoned for causes not within the Organisers' / InterContinental Malta' control. For further details, please refer to your Exhibitor agreement.

**In the unlikely event that Participants /Sponsor sustain any losses from their stands, such losses should be reported to the Organiser and /or the InterContinental Malta and the Police immediately when an incident occurs, or a loss noticed.**

## **3.2 Public and Employees Health & Safety**

As an Exhibitor, Contractor or Agent you have a duty under the national Health and Safety Legislation to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for **the health, safety, and welfare** of all employees, and that any systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training, and supervision to ensure not only their own health and safety, but also that of others working or attending in the vicinity.

You are advised to request the Health & Safety policies of any contractors you employ and to remind them that they should request the same information from any sub-contractors they employ.

The following are some of the principal areas which need to be brought to your attention. These principals have been distinguished between basic areas of responsibility for you and those employed

by you during the setting up, Expo period, and dismantling. If you have any queries, please contact the Karl Borg at [info@karlborgevents.com](mailto:info@karlborgevents.com).

### **3.2.1 General**

- A person responsible for health and safety matters on the stand or site must be appointed.
- During the setting up, Expo period, and dismantling, your staff and subcontractors should be constantly reminded by you of the need for vigilance regarding their own health and safety and those working in the vicinity.
- InterContinental Malta enforces a NO SMOKING Policy throughout the venue – except in the smoking areas.
- You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply attached.
- No electrical cables must be allowed to cross gangways, passageways or fire exits at any time.
- Operatives should wear suitable protective clothing relevant to their job.
- Work areas (stand/site area including the adjacent surroundings) should be maintained free from general waste and packaging materials which could harm operatives.
- Packing cases and other materials must not be allowed to obstruct gangways, passageways or fire exits, and must be removed from the Expo Hall as soon as setting up takes place.
- Nails, screws, staples etc, must not be left protruding from any packing cases or any other material, such that in any way they can injure participants or exhibitors, including children.
- Flammable liquids, solids, gases, vapors, hazardous substances, hazardous materials, or open flames (contained or exposed) are NOT permitted in the Expo Hall at any time. Exhibitors may request permission prior to using or exhibiting such materials and shall refrain from doing so without special concessions from the Organiser and InterContinental Malta. In all cases a specific Risk Assessment is to be carried out. The Organiser and InterContinental Malta reserve the right to refuse part or entire requests.
- Caterers and suppliers of refreshments must comply with the Food Safety Act Legislation and Food Hygiene Regulations. A Valid License and Food Handling Certificate are to be made visible at the stand area during operation.

### **3.2.2 Exhibitor's Responsibilities**

It is the exhibitors' responsibility to:

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and without Risk to their Health & Safety.
- Ensure that the relevant Risk Assessment has been carried out relating to your own stand or site during set up, Expo period, and dismantling.
- Cooperate and Coordinate your actions with the Organiser, the Hilton or Contractors on-site.
- Make parties (Agents, Contractors or Representatives) aware of any potential risk during set-up, Expo period, and dismantling through Risk Assessments.
- Ensure that your workmen and/or Contractors are both competent and following safe systems of work.

- Seek advice where necessary from Health & Safety Advisors. This will enable you to comply with the relevant statutory provisions.
- Ensure that your stand does not present any potential hazard that may compromise public and employees' safety. For this reason, Exhibitors are requested to advise InterContinental Malta if their exhibits present such hazards. The exhibits in the stand are to be set-up in a manner that shall be safe for the public to access the stands.
- Ensure that the electrical equipment on your stand is safe for use and free from any defects.
- Ensure that all electrical power on your stand is switched off and disconnected during any unattended hours.
- Ensure that any vehicles which may be on display in any Expo shall have their batteries disconnected at all times and that no engines are run at any time.
- Exhibitors are to ensure that all stand constructions are to be flame proof and/or flame retardant.
- It is the exhibitors' responsibility to certify their stand or ensure their build is being constructed by a certified individual or company.

### **3.2.3 Contractor's Responsibilities**

It is the contractors' responsibility to:

- Ensure the health, safety and welfare of any person on-site including sub-contractors on-site during set-up, Expo period, and breakdown.
- Comply with national Health & Safety Legislation (L.N. 36 2003), during set-up, Expo period and Breakdown. See L.N. 36 2003- General Provisions for Health and Safety at Work Places Regulations.
- Ensure the competence of employees and Sub-Contractors to carry out the designated work.
- Cooperate and Coordinate your actions with the Organiser, InterContinental Malta and Contractors on-site.

### **3.2.4 Stand designers Responsibilities**

- Must be competent, that is, having the necessary skills, knowledge, and experience pertaining to stand design.
- Ensure that the erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.
- For stand construction, comply with the relevant national Health & Safety Legislation.
- Cooperate and Coordinate your actions with the Organiser, InterContinental Malta, and Contractors on-site.

### **3.2.5 Guidance Notes For Demonstration**

- All demonstrations must be carried out in accordance with the national Health & Safety Legislation.

- All exhibits, where they are not sufficiently stable as freestanding models, must be properly secured.
- Exhibits must be positioned so that at no time do they protrude into the gangways and Emergency Exits.
- All machines must abide by Health & Safety Standards, in accordance with their operation in an industry setting.
- All stand personnel should acquaint themselves with the location and with how to use the fire extinguishers supplied by the Venue. They must also be aware of the location of the First Aid Room and location of Emergency Exits.

### **3.2.6 Security**

During the exhibition and setting up/dismantling time, the security of individual stands, exhibits, and personal property is the responsibility of the Exhibitor. Stands should not be left unattended at any time during these times. It is required that during this period you have a representative on your stand.

In the unlikely event of an Exhibitor sustaining losses from their stands, such losses should be reported to the Organiser, InterContinental Malta, and the Police as soon as the theft is noticed. Exhibitors are required to have in place a suitable insurance policy to cover such losses.

The registering of the complaint by the Organiser and InterContinental Malta shall in no way be deemed to constitute or imply admission of liability.

#### **First Aid**

The Organiser and InterContinental Malta provide equipped First Aid Room/s and personnel during the Expo. You are advised to be aware of the location of the First Aid Room/s.

In case of Emergency or First Aid requirements, you are immediately requested to report to the Malta AI & Blockchain Summit Representative or the InterContinental Malta Health & Safety Officer.

#### **Fire Precautions**

Approved fire extinguishers will be supplied and distributed in the Expo Hall and Public Areas by the Hilton Business Centre.

**In case of Emergency, the InterContinental Malta Health & Safety Officer has to be notified immediately.**

## **3.3 Permits and Trading Licenses**

The Participant must comply with the requirements of the relevant Public Authorities.

It shall be the Participant's responsibility to obtain all necessary business permits and/or trading licenses that may be required.

### **3.4 Conduct of Participation**

- Every Exhibitor/Sponsor shall ensure that his/her stand/site is open to view by his/her competent representatives during the Expo hours.
- The Exhibitor/Sponsor is not permitted to carry out work on his/her stand/site during the Expo hours.
- Every Exhibitor/Sponsor and all persons, for whom he/she may be considered responsible in any way whatsoever, must conduct him/herself in such a manner that shall not be of obstacle to any other Participant or Participant's employee, visitor, the Organiser or InterContinental Malta, and shall not create any disturbance or obstruction.
- Any person who does not comply with these requirements shall be liable, at the discretion of the Organiser and InterContinental Malta, to be removed from the Expo premises and refused re-admission during the period of the Expo.
- The Exhibitor/Sponsor must keep his/her exhibits within the boundaries of his/her stand/site and conduct his/her business (including the distribution of literature, promotional material etc.) only from within these boundaries.
- The Exhibitor/Sponsor is not permitted to stack packing material or shutters in the passageways, other conspicuous places, or near the stand/site of another Exhibitor/Sponsor where they will be visible to the public.

### **3.5 Eligibility of Exhibits**

- Exhibits must fall within the defined scope of the particular Expo.
- Spaces made available by the Organiser shall not imply that they accept the proposed exhibits. The Organiser reserves the right to exclude and/or require the removal of any exhibit/s which in their opinion does not conform to the defined scope of the Expo, even though listed under the Category Listing as declared by the Participant.
- The decision regarding eligibility of particular companies, products or services on a stand/site rests solely with the Organiser and this decision will be final and binding.

### **3.6 Limitation of Participant's Rights**

The Exhibitor/Sponsor shall not assign the Exhibitor/Sponsor Agreement, or make available his stand or site, in whole or in part, to another person or business concern or organisation, or in any manner whatsoever associate another person in the rights conferred by the Agreement. The signatory of the Agreement is responsible both personally and within his capacity as representative of the organisation exhibiting ware.



### 3.7 Admission to the Expo

The Organiser reserves the right, at their discretion, to refuse any participant's admission to the Expo if complaints have been received concerning his conduct.

### 3.8 Rights of the Organiser and InterContinental Malta

The Organiser including those authorised by them, have the right to enter the Expo premises, sites and stands at any time to execute works, repairs, and alterations, or for other purposes.

### 3.9 Non-Compliance with Regulations or Breach of Agreement

In the event of any failure on the part of the Exhibitor/Sponsor to observe and perform any of the provisions of the Agreement, the Organiser shall reserve the right to terminate the Agreement forthwith by written notice, in which event all fees then paid by the Exhibitor/Sponsor shall be forfeited and retained by the Organiser. The Exhibitor/Sponsor shall indemnify the Organiser in respect of all costs, losses, damages or expenses (including any consequential loss or damage) incurred as the result of such failure.

### 3.10 Exemptions

Exemption from any of the rules and regulations may be granted at the Organisers' discretion. No exemption given by the Organiser and /or InterContinental Malta will be effective unless it is in writing.

**In all matters regarding these rules and regulations, the decision of the Organiser is final.**  
**Should any question arise that is +not covered by these rules and regulations, the participant binds himself to accept the decision of the Organiser final.**

