

MILAN
2024



100th

INTERNATIONAL
ASTRONAUTICAL
CONGRESS

14 - 18 OCTOBER 2024

TECHNICAL MANUAL

ORGANIZED BY



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Agenzia Spaziale Italiana



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IAC2024.ORG

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**NOTE: THE CONTENT OF THIS DOCUMENT MAY BE UPDATED REGULARLY
UPDATED DATE 27 MAY 2024**

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VENUE

Allianz MiCo Convention Center

Viale Eginardo, 7

South Entrance, Gate 2

20149 Milan – Italy



CONTACT

For general inquiries on participation and sponsorship:

AIDAA - Italian Association of Aeronautics and Astronautics

Via Salaria 851

00138 Rome - Italy

For information, regarding exhibition services please contact:

sponsor@iac2024.org



DATES AND DEADLINES

	DATE
Opening of online registration	Opened
Deadline for submission of logo and company profile for IAC 2024 Programme <i>Additional information will follow asap</i>	30 June 2024
Deadline submission Stand design plans and measurements for INDIVIDUAL STANDS (own booths)	30 August 2024
Deadline for ordering technical services (such as riggings) in Exhibitor Services Platform (Late fees apply after this date)	13 September 2024
Deadline submission Stand design plans and measurements for STANDARD SHELL SCHEMES	13 September 2024
Deadline to forward the Exhibitor Badge names to print <i>Additional information will follow asap</i>	13 September 2024
Deadline for items & service ordering in Exhibitor Services Platform (Only onsite orders subject to availability after this date)	20 September 2024
Deadline for standard catering orders	20 September 2024
Congress and Exhibition Dates	14-18 October 2024
Exhibition Dismantling	18 October 2024 <i>Starting from 19:30</i>

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CORPORATE SOCIAL RESPONSIBILITY

As a responsible organizer, we are committed to promoting sustainable practices and reducing our environmental impact. In line with this commitment, we have developed the following Corporate Social Responsibility (CSR) guidelines for exhibitors participating in our events.

- **Minimize waste:** Exhibitors are encouraged to use materials that are biodegradable, recyclable, or reusable. Disposable materials should be avoided whenever possible.
- **Conserve energy:** Exhibitors should use energy-efficient equipment and take steps to reduce energy consumption during the exhibition.
- **Promote sustainable transportation:** Encourage exhibitors to use public transportation, carpool, or bike to the exhibition whenever possible.
- **Use eco-friendly materials:** Exhibitors are encouraged to use materials that are environmentally friendly, including recycled materials.
- **Support local and ethical suppliers:** Encourage exhibitors to source materials from local and ethically responsible suppliers to reduce their carbon footprint.
- **Encourage recycling:** Exhibitors should take steps to recycle or properly dispose of any materials used during the exhibition.

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A. FLOOR PLAN AND LEVEL PLAN

1. ACCESS PLAN



INFO about direction to ALLIANZ MiCo Convention Center:

- **BY CAR**

Access to the Hall is from GATE 3 on Viale Eginardo corner of Via Colleoni (second floor of the Tower) Paid parking is available, in front of ALLIANZ MiCo Convention Center, with access from Scarampo Avenue, at a cost of 14 euro per day.

- **BY SUBWAY**

The ALLIANZ MiCo Convention Center is easily accessible by Metro Line 5 (Lilla), PORTELLO stop and TRE TORRI stop. The PORTELLO stop is located exactly near the access of the ALLIANZ MiCo Convention Center, while TRE TORRI stop is 15 minutes far from the venue by walking

- **BY AIR**

- From MILAN LINATE.

Take bus 73 in the "National Arrivals Exit" area to the terminus in Piazza Duomo.

From the Duomo subway stop:

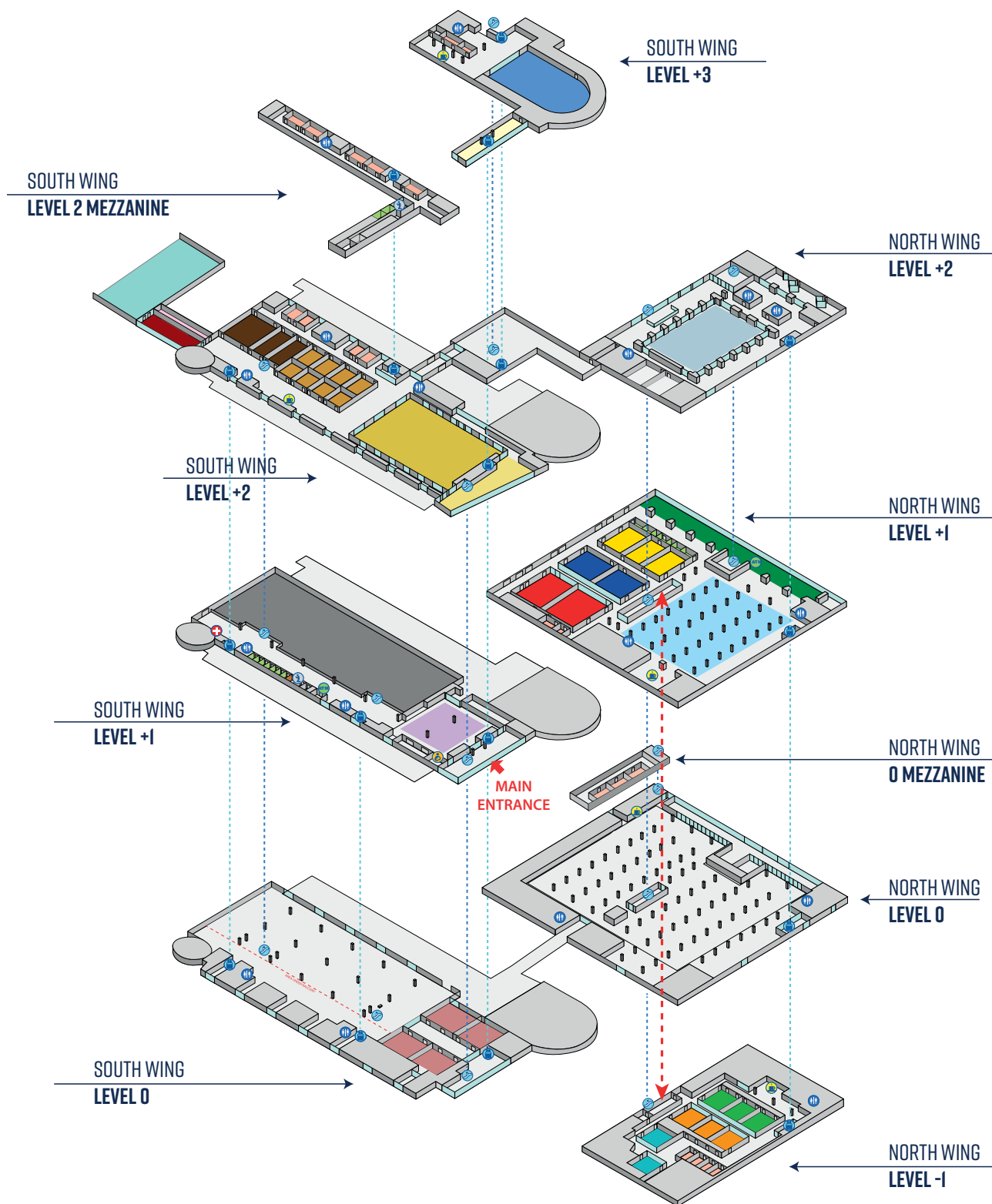
1) Take the red subway line 1 (direction Rho Fiera) to Lotto Fieramilanocity;

- 2) Change to the lilac line 5 (direction Bignami) and get off at Portello - exactly opposite the entrance to ALLIANZ MiCo Convention Center
- From MILAN MALPENSA
It is possible to reach the center of Milan (Cadorna subway stop) by the Malpensa train Express.
From the Cadorna stop of the Underground:
 - 1) Take the Metro Red Line 1 (direction Rho Fiera) to Lotto Fieramilanocity;
 - 2) Change to the Lilla line 5 (direction Bignami) and get off at Portello - exactly opposite the entrance of ALLIANZ MiCo Convention Center
- From ORIO AL SERIO (BERGAMO).
The bus service "AUTOSTRADALE" or "AIR PULLMAN" connects directly in 60 minutes the Airport to the City with arrival at the Central Station.
From the Central subway station:
 - 1) Take subway line 2 Green (direction Abbiategrasso/Assago) to Garibaldi FS.
 - 2) Change to the Lilla line 5 (direction San Siro Stadio) and get off at Portello - exactly opposite to the entrance of ALLIANZ MiCo Convention Center

• BY TRAIN

- From Central Station
 - 1) Take the subway line 2 Green (direction Abbiategrasso/Assago) to Garibaldi FS
 - 2) Change to line 5 Lilla (direction San Siro Stadio) and get off at Portello - exactly opposite the entrance to ALLIANZ MiCo Convention Center
- From Milan Porta Garibaldi
 - 1) Take line 5 Lilla (direction San Siro Stadio) and get off at Portello - exactly opposite the ALLIANZ MiCo Convention Center entrance

2. LEVEL PLAN



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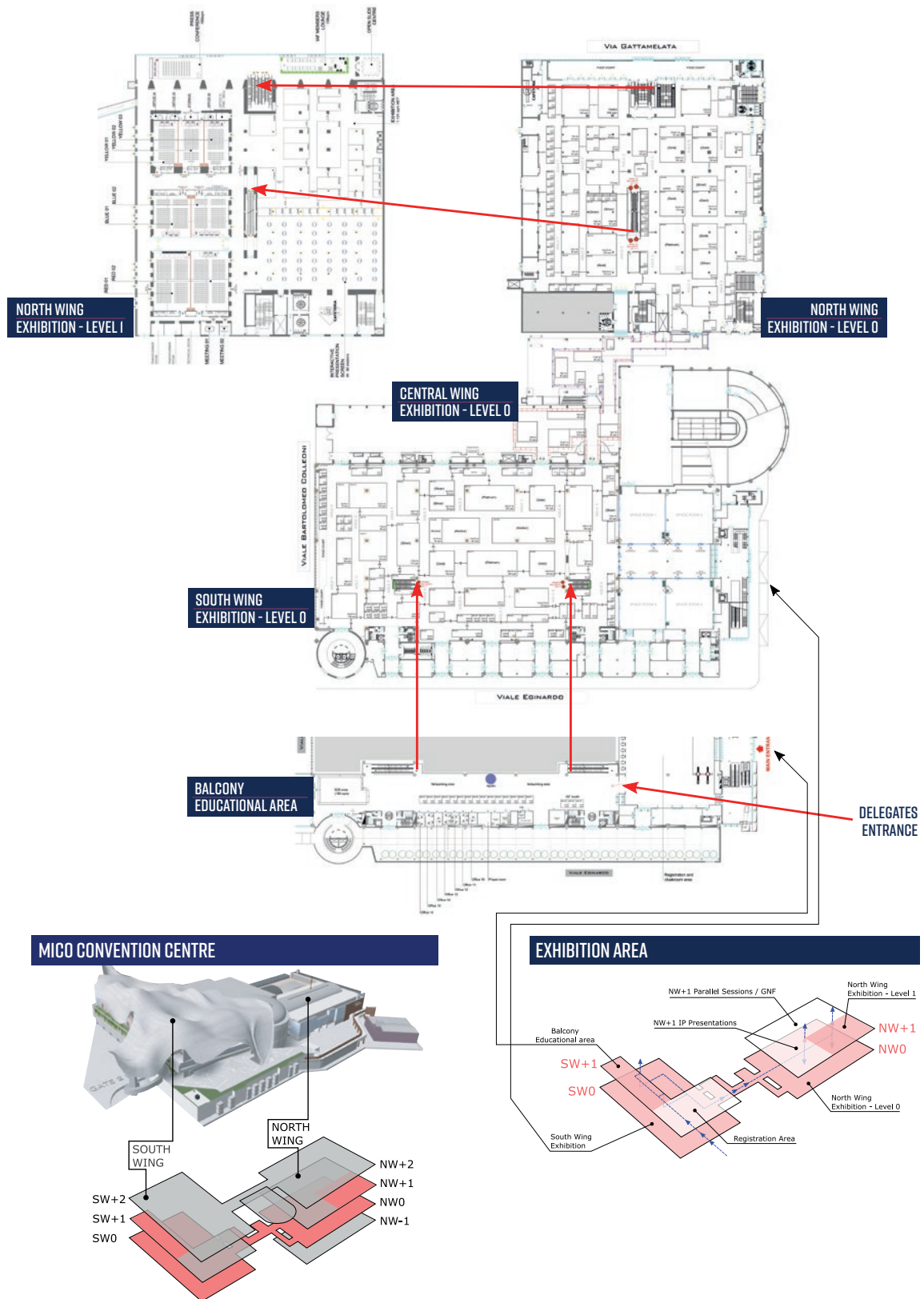
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3. PRELIMINARY FLOOR PLAN





EXHIBITION INFORMATION

B. EXHIBITION TIMES (SET-UP, OPENING HOURS, DISMANTLING)

Saturday	12 October	08:00 – 20:00 hrs	Access for Set-up ¹
Sunday	13 October	08:00 – 20:00 hrs	Access for Set-up
Monday	14 October	11:15 hrs	<u>Official Opening</u>
		11:15 – 18:00 hrs	Exhibition Hours
Tuesday	15 October	10:00 – 18:00 hrs	Exhibition Hours
Wednesday	16 October	10:00 – 18:00 hrs	Exhibition Hours
Thursday	17 October	10:00 – 18:00 hrs	Exhibition Hours
Friday	18 October	10:00 – 16:30 hrs	Exhibition Hours ²
		16:30 – 19:30 hrs 19:30 – 08:00 hrs	Packing of Exhibit Dismantling (overnight dismantling) ³
Saturday	19 October	08:00 hrs	Pavilions must be vacated

1. Important notice for exhibitors with **shell scheme booths**: you will be allowed to enter the exhibition from **12 October at 14:00 hrs** to set-up your booth
2. The Exhibition will close for Delegates at **16:15 hrs** on **18 October**
3. Dismantling can start at **19:30 hrs** on **18 October** and last till **08:00 hrs** in the morning on **19 October**

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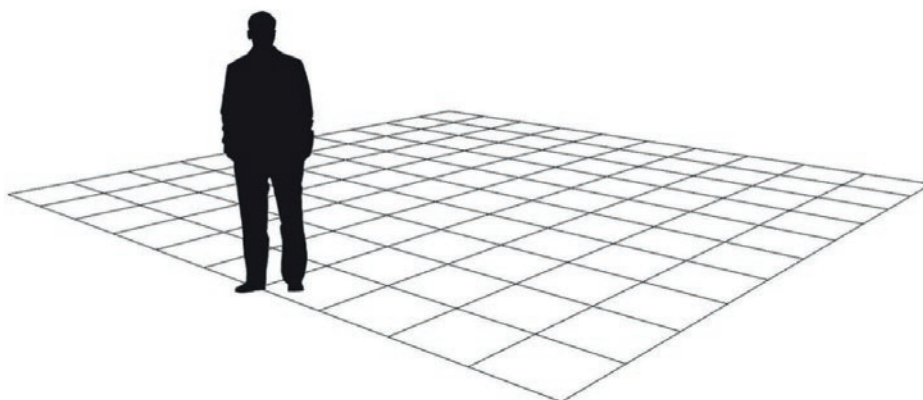


C. BOOTH DESCRIPTION

YOUR BOOTH DESIGN:

1. INDIVIDUAL STANDS

For booths of or exceeding 18sqm, exhibitors can order a Shell Scheme at <https://es.fieramilanocongressi.it/> or build an individual stand with a professional stand builder.



Description:

- Bare space without carpet delimited by marking on the ground.
- Layout by stand designer mandatory.
- Please carefully read the decorating rules and regulations for individual stands (see Approval of Booth plan section)

2. SHELL SCHEME STANDS

For booths from 9sqm to 18sqm, exhibitors are recommended to order one of the Shell Scheme options at <https://es.fieramilanocongressi.it/>

For any information, special or additional request please contact:
iac2024@fieramilanocongressi.it

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D. APPROVAL OF BOOTH PLAN

(also refer to the ALLIANZ MiCo Convention Center Technical Regulations, art. 3.2.5.8)

1. DECORATING RULES AND REGULATIONS FOR INDIVIDUAL STANDS

Decorations that have not been approved by the event organizers may be removed without warning.

The booth locations provided will be empty, without a podium, carpeting, partition, or electricity meter.

Any constructions adjacent to or along the driveway **will be limited to 2.50m** in height and must maintain a **1.00m** setback from the aisle and be painted white without any signage on surfaces facing adjacent booths. If the outer surface of the partition is visible from the aisles, it must be decorated.

The maximum partitioning allowed is 1/3 on each side.

The stand structure must not extend beyond the boundaries of the allotted space.

The ceiling heights are:

- MiCo South Wing under the balcony (Level 0): max height 4,5mt / riggings included
- MiCo South Wing outside the balcony (Level 0): max height 6,5mt / riggings included
- MiCo North Wing (Level 0 and Level +1): max height 3,5mt / NO riggings allowed
- MiCo Central Wing (Level 0): max height 3mt / NO riggings allowed

At the conclusion of the Event, the exhibition space must be returned in the same condition as originally found within the time frames specified in the “Provisions for the set-up and breakdown operations of the Event” on the ALLIANZ MiCo Convention Center Technical Regulations you can find in the **Exhibitor Services Platform**.

It is mandatory to remove and take away from ALLIANZ MiCo Convention Center the materials used for the stand (walls, ceilings, wall coverings on the floor, etc). Any possible traces of glue on the floor, caused by adhesive tapes used for laying carpet or other coatings, must be removed. Any damages, unequivocally attributable to the Exhibitor, are charged to the same.

Technical Floor

The maximum permitted load on the pavillon floor is:

- MiCo South Wing (Level 0): 5000kg/sq
- MiCo North Wing (Level 0 and Level +1): 500kg/sqm
- MiCo Central Wing (Level 0): 500kg/sqm

2. GENERAL – FOR ALL STANDS

- **BANNERS, FLAGS, BALLOONS**

No suspension may be made from the ceiling of the exhibition hall nor may be made to the floor, walls, or any other part of the building without approval.

- **CLEANING AND REFUSE**

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in trash bags or cartons in front of the stand in the evening.

To have individual daily cleaning for your stand place an order using your **Exhibitor Services Platform**. For price list please refer to <https://es.fieramilanocongressi.it/>

Exhibitors are advised that their stand areas should be completely cleared before they finally leave. Exhibitors will be charged for the removal of any refuse left behind.

- **TEMPORARY PERSONNEL**

Stand attendants and security guards for your stand can be ordered using your **Exhibitor Services Platform**.

For price list please refer to <https://es.fieramilanocongressi.it/>

If you bring your own personnel, please make sure that you provide them with an exhibitor badge. Any security personnel of your own is not allowed to stay in the pavilion overnight

ALLIANZ MiCo Convention Center does not provide labour for the handling of goods and other items. Please contact the official Freight Forwarding Company or your stand construction company.

- **CARPET POSITIONING**

Carpet can be placed outside the limits of the space rented by the exhibitor only if necessary to connect two isles of the same exhibition booth.

In any other case, it is mandatory to install the carpet within the bounds of the booth space.

- **ELECTRICITY**

It is mandatory to order electrical supply and consumption using your **Exhibitor Services Platform** at <https://es.fieramilanocongressi.it/>

- FURNITURE, KITCHEN EQUIPMENT, ELECTRICAL APPLIANCES/FITTINGS

Additional furniture, lights, kitchen equipment etc. can be ordered using your **Exhibitor Services Platform** at <https://es.fieramilanocongressi.it/>

- LATE AND/OR ON-SITE ORDERS

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

Please take duly note that any complaint should be sent within 48hrs from the service supplied, otherwise it will not be taken in consideration. To submit a complaint, please use your **Exhibitor Services Platform** ("Claims" menu), send us an email or come to our Exhibitors Service Desk. List unit prices are valid for orders placed within **September 20, 2024**. Orders received between **September 21, 2024** and **October 11, 2024** are subject to a **30% surcharge**. Order received after **October 12, 2024** are subject to a **50% surcharge**.

Please note that some services might not be available as the date approaches.

Any services you order during set-up, will be provided only subject to their availability and after full payment by credit card

- SOUND SYSTEM / DEMONSTRATION ON THE STANDS

Exhibitors wishing to organize demonstrations on their stand must provide sufficient space to accommodate spectators.

These demonstrations must in no case disturb the other exhibitors or obstruct the aisles.

Consequently, the sound level of these demonstrations must be low intensity (75 decibels max) and must not cause any disturbance or complaint from neighboring exhibitors.

Important Notice: The exhibitor undertakes to obtain prior approval from the IAF for any event it plans to organize in the exhibition space (receptions, networking events, technical presentations, keynotes, etc.). An email is to be sent to sponsor@iac2024.org to request IAF approval.

Please be advised that management reserves the right to shut down the unauthorized noise source after a verbal warning.

3. DEADLINES

Deadlines for orders and sending documents.

Individual stands:

- Stand design plans and measurements: **30 August 2024**
- Deadline for ordering technical services (such as riggings): **13 September 2024**

Schell Scheme stands:

- Exhibitor name for stand sign: **13 September 2024**

Removing and packing of exhibits is not allowed before the closing of the exhibition.

All services can be booked on the **Exhibitor Services Platform** at <https://es.fieramilanocongressi.it/>

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E. DELIVERY DETAILS / CUSTOMS CLEARANCE / MATERIAL HANDLING & FORWARDING

SOLE OFFICIAL FREIGHT FORWARDER

The sole official freight forwarder will help you with the customs clearance, onsite handling, storage and transportation of your exhibits to and from the venue.

For all on-site logistics requirements, please contact:



Expotrans SpA

Tel. +39 02 92956098

Mob. + 39 3475699917

ops.fmc@expotrans.net

1. MATERIAL HANDLING & FORWARDING / CUSTOMS CLEARANCE

Each exhibitor will be responsible for the customs formalities and delivery to the site of the goods of foreign origin which will be shipped for display or distribution to event.

The Exhibition Management cannot be held responsible for any difficulties.

The sole official freight forwarder, Expotrans, can process shipments coming either for permanent or temporary entry, including those traveling under ATA Carnet. It is very important to send to Expotrans all documents and information about the goods (commodities, HS codes if known, type of Customs operation required) as soon as possible.

All the costs related to the handling and transportation of exhibition materials to and from the show will be at the exhibitor's care.

2. STORAGE

Please note that there is no storage facility at the congress venue. You can contact Expotrans for any storage needs you may have before, during or after the congress.

Expotrans can also offer an all-inclusive service for collection, storage and redelivery of either empty and full boxes during the show. A rush service for empty packages, granting the re-delivery of the empty boxes after maximum 2 hours from the opening of the hall gates, will also be available.

3. DELIVERIES BEFORE THE SET-UP DATES

As there is no storage facility at the congress site, any deliveries directly to the venue before the official set-up dates will not be accepted.

Consignments arriving before the set-up dates can only be delivered to Expotrans warehouse after sending a full pre-alert containing information about the commodity, weight and dimensions of the goods as well as an estimated date of arrival, exhibitor name, hall and stand number for a smooth delivery.

Feel free to contact Expotrans at your convenience before arranging your shipment and for any additional information you may need.

4. IMPORTANT INFORMATION

Please carefully read the Shipping Instructions and the Technical Regulations on the **ALLIANZ MiCo Convention Center Technical Regulations** you can find in the **Exhibitor Services Platform**.

F. INSURANCE

GENERAL DISPOSITION

1. "ALL RISKS" POLICY OF THE EXHIBITORS

AIDAA (the Organiser) furnishes to Exhibitor, free of charge, an "All Risks" insurance with a limit of Euro 25.000,00, to cover all goods, machinery, fixtures, fittings and equipment brought to and/or used into

ALLIANZ MiCo Convention Center by Exhibitors.

However, as per Fiera Milano Congressi Technical Regulations, the Exhibitor must have an All Risks policy on the whole value of goods, machinery, equipment and fittings taken into and/or used in ALLIANZ MiCo Convention Center with a waiver of right to claim compensation towards Fondazione Fiera Milano, Fiera Milano Congressi, their parent, subsidiary and associated companies, AIDAA (the Organiser) and any third party involved in the organisation of the event.

In case of subrogation from its own insurer, the Exhibitor guarantees to hold the aforementioned Subjects harmless.

2. THIRD PARTY LIABILITY POLICY

This coverage is automatically provided, free of charge, for all exhibitors by AIDAA (the Organiser). This will become an extension of its general policy that has a limit of no less than Euro 5,000,000.00 (five million).

3. LIMITATION OF LIABILITY

The Exhibitor agrees to hold harmless Fiera Milano Congressi, Fondazione Fiera Milano, AIDAA (the Organiser), their subsidiary and associated companies from any liability for consequential losses, reputational damage, loss of revenues, etc.

Also for any direct loss, since each Exhibitor has in custody/care the reserved exhibition spaces and is responsible for the goods contained therein, the Exhibitor agrees to hold harmless Fiera Milano Congressi, Fondazione Fiera Milano, AIDAA (the Organiser), their subsidiary and associated companies from any liability, for goods/values covered and/or not covered and/or exceeding from the above mentioned Art.1.

The Exhibitor acknowledge that AIDAA (the Organiser) shall not provide insurance service/policy, or provide any benefit to the extent that the provision of such services or benefit would violate applicable law or expose AIDAA (the Organiser), their subsidiary and associated companies, to any sanction, prohibition or restriction under ONU Security Council Resolutions or under other trade or economic sanctions, laws or regulations. Therefore the Exhibitor under those restrictions, will not be covered by any insurance policy and release hereby AIDAA (the Organiser), Fiera Milano Congressi, Fondazione Fiera Milano, their subsidiary and associated companies, against all liabilities for any

harmful event that may be suffered within the Exhibition Centre available / owned / managed by the aforementioned subjects, nor will have any action, claim or request against such Subjects, for the aforementioned events.

AIDAA (the Organiser) and Fiera Milano Congressi assume no responsibility for goods, materials and anything else left unattended by exhibitors in the ALLIANZ MiCo Convention Center.

For parking within the congress centre: AIDAA (the Organiser) and Fiera Milano Congressi assume no responsibility for custody or for damage or theft for vehicles parked within the congress centre. Parking is permitted for vehicles with a special permit only in the parking spaces and during the opening hours of the Exhibition Centre.

G. SANITARY MEASURES

For all information about "Sanitary Measures" visit the **ALLIANZ MiCo Convention Center Technical Regulations on the Exhibitor Services Platform**.

H. SECURITY

The responsibility for the custody and surveillance of the exhibition spaces and what is contained and displayed therein rests with the respective Exhibitors, both during the Congress and during set-up and break-down periods until the final closing time.

The Exhibitor may make direct request through the Exhibitor Services Platform for specific day and night surveillance services for a fee (to be paid by the Exhibitor). Services performed by Vigilance Institutes other than those authorized are not permitted during hall closing hours.

The pavilion will be unlocked and locked in accordance with the Exhibition Times at page of this Technical Manual. Exhibitors are responsible for ensuring their stand is manned when the doors are opened.

I. PERSONAL CONDUCT AND ETHICS IN THE EXHIBITION HALL

As an exhibitor at the international expo, it is important to conduct yourself in a professional and ethical manner. The following guidelines are intended to help you maintain the highest standards of personal conduct and to ensure the safety and security of all participants and visitors.

1. **Respect for others:** Exhibitors are expected to treat all attendees, exhibitors, and staff with respect, regardless of race, religion, gender, sexual orientation, or nationality. Discriminatory or harassing behaviour will not be tolerated.
2. **Safety and security:** Exhibitors must adhere to all safety and security guidelines provided by the expo organizers, including the proper use of electrical equipment and the safe storage of hazardous materials.
3. **Professionalism:** Exhibitors are expected to represent themselves and their organizations in a professional manner, adhering to high standards of honesty, integrity, and ethics.
4. **Respect for property:** Exhibitors are responsible for the security of their own property and are expected to respect the property of others. Any theft or damage to property should be reported immediately to expo security.
5. **Marketing and advertising:** Exhibitors are encouraged to promote their products and services in a professional and ethical manner, but must not engage in deceptive, misleading, or offensive advertising or marketing practices.
6. **Confidentiality:** Exhibitors must respect the confidentiality of proprietary information and trade secrets, both their own and those of others.
7. **Intellectual property:** Exhibitors must respect the intellectual property rights of others, including patents, trademarks, and copyrights.
8. **Use of technology:** Exhibitors must use technology responsibly, ensuring that it does not interfere with the operation of the expo or the equipment of others.
9. **Compliance with laws and regulations:** Exhibitors are expected to comply with all applicable laws and regulations, including those related to international trade and customs.
10. **Cooperation with expo organizers:** Exhibitors must cooperate with expo organizers in the administration of the expo, including providing any requested information or assistance.

By adhering to these guidelines, exhibitors can help to ensure a safe, secure, and professional environment for all participants at the international expo. Any exhibitor found to be in violation of these guidelines may be subject to removal from the expo and other disciplinary action.



J. HOW TO USE EXHIBITOR SERVICES PLATFORM

Exhibitor Services is an online platform that allows companies purchase services and items for their exhibition space, such as furniture, technical equipment, decorations, installations, hostesses, and cleaning. This Technical Manual, which includes all the information on exhibition space and sponsorship opportunities, including the terms and conditions is also available on the **Exhibitor Services Platform itself**. Once you have registered on the **Exhibitor Services Platform**, you will have access to various items that can be purchased as an exhibitor for the Congress..

Please note that there will be no direct access to the **Exhibitor Services Platform**. Exhibitors will receive their own User ID e pswd after the receipt of the approval from the Organizers and the signature of the Exhibition/Sponsor Agreement.

Exhibitor Services Support

For question and support please contact: iac2024@fieramilanocongressi.it

K. REGISTRATION & ACCOMMODATION

1. REGISTRATION EXHIBITOR BOOTH STAFF

Exhibitors are entitled to get Exhibitor Badge according to the following rules:

Single Booths

- 2 badges for the first 9 sqm plus 1 badge for each additional 9 sqm.
 - Max. 10 badges per booth.
- No further badges will be allowed.

Pavilions

The allowed number of co-exhibitors within the pavilion will be determined on “7 sqm. per co-exhibitor” bases.

Free of charge badges:

- 2 badges for the first 9 sqm
- 1 badge for each additional 9 sqm

Additional badges to be purchased for EUR 400 (VAT excluded)

In total, each pavilion will have a maximum of:

- 2 badges for each company represented in the pavilion
- 4 badges for the pavilion organizer

Please be aware that exhibition booth staff badges only grant access to the exhibition area, the opening ceremony, and the welcome reception. To attend technical and plenary sessions, additional registration as a full delegate is required. The IAC 2024 registration team will send instructions to confirmed exhibitors on how to provide the necessary information for their booth staff's registrations soon.

For more information on the Exhibitor Booth Staff badges please contact sponsor@iac2024.org.

2. CONGRESS REGISTRATION

Any additional Congress badges purchased as Delegate will provide full access to the entire Congress including Plenaries and sessions of the Technical Programme.

The registration deadlines are as follows:

- Early registration: until 30 June 2024 12 pm CEST
- Regular Registration: until 30 September 2024 12 pm CEST
- Late Registration: from 1 October 2024

For more information on general Congress registration, please refer to the Congress website: <https://www.iac2024.org/registration-accommodation/registration/>

3. ACCOMMODATION

MiCo dmc is appointed as Official Housing Bureau of **The 75th International Astronautical Congress (IAC 2024)**, taking place on 14 – 18 October in Milan.

Through the platform below, you can find a large availability of hotel rooms at convenient prices in Milan, both near the venue and in the city center.

For hotel booking reservations and for any further information or assistance, please refer to: accommodation@iac2024.org

HERE THE HOTEL BOOKING PLATFORM

<https://HotelMap.com/M4E9R>

- For individual reservations (1 - 5 rooms)
- For group reservations (6+ rooms)

MILAN CITY TAX

Since September 2012, Milan City Council has introduced a city tax for tourists staying overnight in Milan. Tourists will have to pay the levy in addition to the hotel bill as follows:

- Euro 5,00 per person per night for guests staying at 4 and 5-star hotels
- Euro 4,50 per person per night for guests staying at 3-star hotels

L. FIRE & SAFETY REGULATIONS

For all information about “Fire & Safety Regulations” visit the **ALLIANZ MiCo Convention Center Technical Regulations** on the **Exhibitor Services Platform**.