



**2<sup>ND</sup>**

**WORLD INDOOR CLIMBING SUMMIT**

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**JUNE 19 - 21, 2019**

**SOFIA TECH PARK, SOFIA, BULGARIA**

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**WICS Exhibitor Manual**



[www.climbingsummit.com](http://www.climbingsummit.com)

# FOREWORD

Dear Exhibitors,

We are happy to organize the 2<sup>nd</sup> Annual World Indoor Climbing Summit on June 19-21, 2019 in Sofia, Bulgaria and have you as exhibitors at the second edition of this event.

We have prepared this WICS Exhibitor Manual to serve you as a guidebook for better organization of your participation in the event. You can find here rules and regulations, general information about the venue, the official contractors, necessary forms and deadlines.

Please, read the WICS Manual carefully and follow the instructions. In case you have any questions, do not hesitate to contact us.

**Contact person: Alexandra Hristova**

**Email: [info@climbingsummit.com](mailto:info@climbingsummit.com)**

**Mobile: +359 988 880 958**

We wish you a successful event.

Best regards,  
WICS Team

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## I. GENERAL INFORMATION

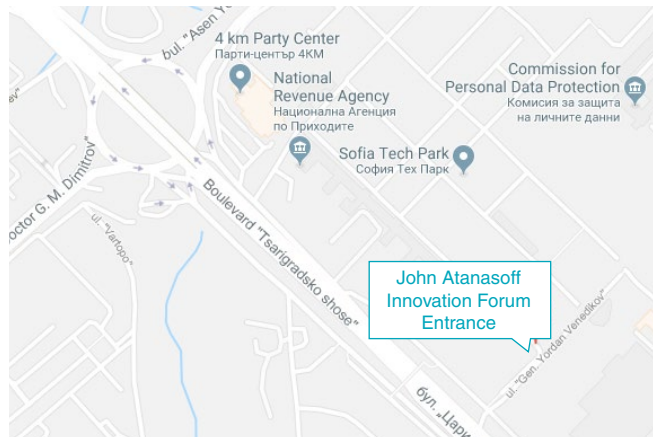
### 1. Program

Please, find the latest version of the program at this link:  
<https://climbingsummit.com/wics-schedule/>

### 2. Venue

World Indoor Climbing Summit will take place at Sofia Tech Park, Sofia Bulgaria.

Address:  
111 V Tsarigradsko shose  
John Atanasoff Innovation Forum  
Sofia Tech Park  
Sofia 1784  
Bulgaria



### 3. Floor plan

You can find the floor plan at the website following the link:  
<https://climbingsummit.com/overview/floorplan/>



## II. EXHIBITION NOTES

### 7. Key information

Please take the information below into consideration when constructing your booth.

|                      |  |
|----------------------|--|
| Booth Space          | 3 x 3/6 x 3 m raw space  |
| Ceiling Height       | 6 m  |
| Maximum Booth Height | 3 m  |
| Hanging Points       | Available upon request for booths over 3x3 m.  |
| Flooring             | Linoleum flooring in the exhibitor hall. Carpet is available upon request only from the official contractor (see below). |
| Electricity supply   | One 3,5 kW outlet per booth  |
| Cleaning             | Once, on June 19th, prior to show hours  |

### 8. Design specification

All structures should be self-standing. Attachment of advertisements, banners, or any other materials to the venue's floor, walls, ceiling or columns is strictly prohibited. Exhibitors are prohibited from attaching their own flooring. Carpets must be ordered from the official contractor.

All booth designs must be submitted for approval at [info@climbingsummit.com](mailto:info@climbingsummit.com) no later than May 20th.

The organizers have the right to remove any decorations or booth elements that are a fire hazard, harmful to health or are considered potentially risky for visitors, and are in direct conflict with the general rules and regulations of the event. For further information, please check section V. GENERAL RULES AND REGULATIONS OF THE INTERNAL ORDER IN SOFIA TECH PARK, in this manual.

### 9. Logistics

| Schedule           |              |               |
|--------------------|--------------|---------------|
| DETAILS            | DATE         | TIME          |
| Booth Construction | 18 June 2019 | 08:00 - 17:00 |
| Show Hours         | 19 June 2019 | 09:00 - 19:00 |
|                    | 20 June 2019 | 10:00 - 19:00 |
|                    | 21 June 2019 | 10:00 - 17:00 |
| Booth Dismantling  | 21 June 2019 | 17:00 - 22:00 |
|                    | 22 June 2019 | 08:00 - 12:00 |



Logistics can only be handled by the official event forwarding agent (see below). No other logistic companies can be used on the territory of the venue. Exhibitors can either bring their product and materials with them or use the official forwarding agent. All packages should be delivered to the official forwarding agent's address from 10<sup>th</sup> to 14<sup>th</sup> of June 2019. No packages will be accepted directly at the venue.

Address of official contractor:  
Kuehne + Nagel EOOD  
KN Expo & Event Logistics  
64 Christopher Columbus Blvd.  
1528 Sofia  
Bulgaria

For more information, please check the [agent's shipping instructions](#).

The use of pallet trucks and other types of trucks which exceed 500 kg total weight is not permitted.

Any damages caused by the workers in any part of the infrastructure of Sofia Tech Park or to any person should be compensated to the organizers by covering the full price for the damage repair.

## **10. Parking**

Sofia Tech Park has a covered, unguarded parking lot with a capacity of 300 parking spots, which can be used for 1 lv per hour. Vehicles can be used only on the main alley in the park in direction to and from the parking. Tickets are provided at the parking entrance barrier and should be marked at the entrance of the parking lot. After the end of the stay the ticket should be marked again at the exit of the parking lot and should be paid at the terminal of the exit parking barrier. Vehicles which are irregularly parked on the territory of the park will be charged 10 lv per hour for their stay on the territory of the park. Parking on the alleys and outside of the unguarded parking is not permitted.

The organizer is not responsible for the parking lot or any issues related to it. Please contact Sofia Tech Park if you need more information.

<http://sofiatech.bg/en/>

## **11. Internet**

Free Wi-Fi will be provided by the organizers for all event participants and visitors on 19 – 21 June 2019 within the territory of John Atanasoff Innovation Forum.



### III. OFFICIAL CONTRACTORS

| OFFICIAL CONTRACTOR                   | COMPANY        | CONTACT PERSON | CONTACTS                            |
|---------------------------------------|----------------|----------------|-------------------------------------|
| Booth Construction                    | DDV Design     | Dimitar Dulev  | dulev@ddv.bg,<br>+359 89 331 5805   |
| Audiovisual equipment and electricity | TBC            |                |                                     |
| Logistics                             | Kuehne – Nagel | Kalin Zlatanov | kalin.zlatanov@<br>kuehne-nagel.com |

### IV. DEADLINES CHECKLIST

| FORM  | DEADLINE   |
|---|--|
| Booth staff badges  | 20 May 2019 / Extended   |
| Clients badges (10 per booth)   | 20 May 2019 / Extended   |
| Information for Guidebook   | 20 May 2019  |
| Advertising Materials   | 20 May 2019  |
| Presentation Request  | 20 May 2019  |
| Signed General Rules and Regulations of the Internal Order in Sofia Tech Park (page 12) | 23 May 2019  |
| Booth Design Submission   | 20 May 2019  |
| Construction Workers Badges   | 20 May 2019  |
| Booth construction request to official contractor                                       | 20 May 2019  |
| Audiovisual equipment and electricity request to official contractor                    | 20 May 2019  |
| Furniture request to official contractor  | 20 May 2019  |
| Flooring/Carpet request to official contractor  | 20 May 2019  |
| Logistics request to official contractor  | 20 May 2019  |
| Presentation Submission   | 31 May 2019  |
| Package delivery to official contractor   | <ul style="list-style-type: none"><li>• Arrival Airfreight shipments at Sofia Airport (SOF) 12.06.2019</li><li>• Arrival of Part- and Full trailers as well as Groupage shipments 13.06.2019</li></ul> |



**Booth Design Submission should be sent in PDF and should include:**

- Booth design - top, front, left and right view
- Size and materials for all elements
- Hanging points – only permitted for booths bigger than 3x3 m

**Request for all types of badges should be sent in EXCEL and should include:**

- First and last name
- Title
- Company
- Mobile number
- Email





## **V. GENERAL RULES AND REGULATIONS OF THE INTERNAL ORDER IN SOFIA TECH PARK**

### **I. General provisions**

- I.1. All Exhibitors are obliged to observe the laws and regulations in force in the Republic of Bulgaria and not to harm or endanger the life, health, property and all rights recognized by the Bulgarian legislation and the legitimate interests of third parties.
- I.2. All Exhibitors undertake to protect and use with care of a good owner its own or rented Sites, the Common parts of the Park, the Common parts of the Building, the adjacent spaces to the building and the green areas.
- I.3. Each Exhibitor is responsible for the preservation of its Site, the Common parts of the Building, the adjoining spaces to the building and the Green Areas, as well as the overall good and aesthetic appearance of the Park.
- I.4. All Exhibitors are liable for the actions and inactions of their Employees and Visitors, including the consequences of any damages and the cost of their removal and/or repair caused by their Employees and Visitors.
- I.5. All Exhibitors must exercise due care with regard to the individual safety of each of his Employee or Visitor, as well as comply with the security and access rules in the Park provided for in these Regulations and those established by the Manager.
- I.6. All Exhibitors must immediately inform the Manager of any damage that has come to their knowledge or for the occurrence of which they see as a hazard.
- I.7. All Exhibitors are required to familiarize their Employees and Visitors with these Regulations and to ensure compliance to them by these persons.
- I.8. In the event of force majeure (fire, flood, earthquake or other similar natural disaster or state of civil crisis, war, insurrection and other similar or other coercive or restrictive acts of the state) or if it is necessary to limit the occurrence of more damages, the Exhibitors are obliged to make a maximum of care for the preservation of their own and the property of others. Owners and Users who have incurred the necessary expenses for the preservation of the property of others, including property belonging to the Manager or third parties, are entitled to the owner's reasonable reimbursement of the reasonable expenses they have incurred and for this purpose they have to make a written request for this within 7 days (in case of a real possibility) to the Manager.

### **II. Prohibition of performance of certain activities**

- II.1. It is forbidden to place personal property that interferes or disturbs the use of the common parts of the Park and the common parts of the Building.
- II.2. All Exhibitors, their Employees and Visitors maintain emergency exits always free.
- II.3. All Exhibitors are not allowed to store and use hazardous chemicals, substances or materials that may cause harmful fumes.
- II.4. All Exhibitors, as well as their Employees and Visitors, can smoke only in the designated places, otherwise the Manager may impose on the offenders a financial sanction of 100 (one hundred) BGN for each violation.
- II.5. Mass religious propaganda, ambulance trade, begging and other activities prohibited by law, organization of political rallies and mass agitation are prohibited.
- II.6. It is forbidden to use loudspeakers or systems for public information and direct targeting to advertise goods or for other purposes.



- II.7. It is forbidden to create noise through music, gatherings, work, and in any other way that prevents the peaceful use of the Sites of their immediate neighbors and all other Owners and Users above the admissible values as follows:
- II.7.1. from 08h00 am to 08h00 pm – 65db (A)
- II.7.2. from 08h00 pm to 08h00 am – 50 dB (A)
- II.8. All Exhibitors are not permitted to allow the occurrence of dangerous situations endangering or damaging the property, life or health of Owners, Users, Employees and Visitors.
- II.9. It is forbidden to import in the territory of the complex, placing and storing in the Sites (regardless of their type), highly flammable substances or ones that increase the risk of fire, as well as other substances, materials, facilities, equipment or other objects that could harm the life, health or property of the Owners, Users, Employees and Visitors.
- II.10. Placing of signs, graphics, advertisements, messages, interior inscriptions, posters, paintings, wallpapers, mirrors and other similar on the facades of the Building or changing the appearance or color of the facade, the type and the flooring of the terraces and balconies, the windows, the installations, the roofs, the foundations of the Buildings and any other elements of the standard equipment of the Site or the Building or the rest of the Park, which could alter the appearance of the Site or the Building or threaten them with damage, shall be made only after the explicit written consent of the Organizers. The same applies to the installation of satellite dishes and other similar facilities on the balconies and terraces of the sites or on the roofs of the Sites or in the Buildings.
- II.11. All Exhibitors are required to prevent the creation and spread of odors and dust and smoke emissions that interfere with the undisturbed use of the Sites, their immediate neighbors or other Owners and Users.
- II.12. All Exhibitors are not allowed to carry out excavation and other similar construction and installation works on the territory of the Park to place and to create permanently attached buildings to the ground or other structures.
- II.13. All Exhibitors are not entitled to spoil and / or modify the built elements in the Common Areas of the Park, the Common parts of the Building, the adjoining spaces to the building and the Green areas.
- II.14. It is forbidden to breed and walk pets on the territory of the Park.
- II.15. It is forbidden to load the floors of the event premises with a load exceeding 500 kg, unless expressly agreed otherwise with the Organizers. The installation of metal cabinets, safes and similar heavy furniture and equipment, as well as their subsequent relocation, must be done after the prior written consent of the Organizers.
- II.16. It is forbidden to install electrical appliances on rented areas other than the standard for the agreed use without the prior written consent of the Organizers.
- II.17. Leaving plugged in any heaters and machines, lighting fixtures and open fountains after working time is prohibited.
- II.18. It is forbidden to store, install or use the following types of heaters: unventilated, gas heaters, heaters without automatic regulators, as well as heaters that do not meet the applicable BSS standard for this type of heater or a harmonized European quality and safety standard.

### **III. Traffic rules in the park and sanctions**



- III.1. The movement of cars and people on the territory of the Park is allowed only in the designated places and is regulated by road signs, signs and markings. Compliance with signs and markings is obligatory for Owners and Users and their Employees and Visitors.
- III.2. The maximum permitted speed in the Park is 40 km/h.
- III.3. It is not allowed to stop and park cars or to carry out loading and unloading activities outside the designated locations.
- III.4. All Exhibitors and their Employees and Visitors are not entitled to park at a place explicitly designated for another Owner and User.
- III.5 All Exhibitors and their Employees and Visitors are not allowed to use motor vehicles that pollute parking lots and alleys in the Park with motor oils, diesel fuel, gasoline and other.
- III.6. All Exhibitors and their Employees and Visitors are not allowed to abandon motor vehicles on the territory of the Park. Any motor vehicle that has been in residence for more than a month is considered abandoned. The stay is certified by a record and photo of the security company.
- III.7. For non-observance of the traffic and parking rules established by these Regulations, the Manager may impose sanctions on offenders, including and cumulatively as follows:
  - III.7.1. puts a sticker on the driver's glass to inform him of the violation of the Regulations and of the penalties that will be imposed to him under the Regulations;
  - III.7.2. disable access cards;
  - III.7.3. a financial penalty of 50 (fifty) BGN per day until the violation is corrected.

#### **IV. Organization of the entrance mode**

- IV.1. The entrances and exits of the Park are regulated by barriers.
- IV.2. All Exhibitors and their Employees who do not have issued cards are allowed after they have a ticket from the terminal at each of the entrance barriers. Visitors' vehicles only move along the main promenade of the park towards and from the Storey parking lot, where at the entrance/exit barrier of the parking lot, they have to place the already issued ticket. Upon leaving the parking lot, the ticket is re-marked and, upon leaving the park, the payment of the stay fee at the payment terminals of the external barriers at the exit ramps of the parking lot is made. The first 15 minutes of the parking stay are free, and the remaining time is charged at 1 BGN per hour. For motor vehicles of suppliers and maintenance is allowed entry into the territory of the park and the free stay is up to 15 min. Persons who entered the Park which did not park in the Storey Parking, respectively – motor vehicles of suppliers parked improperly, upon leaving the park are subject to a penalty of 10 BGN per hour stay in the Park.
- IV.3.. When conducting events, guests are allowed on pre-made lists and accompanied by an Employee of the host.
- IV.4. The manager may refuse access to the building and the complex after 20h00 in the evening and before 08h00 in the morning every day, during the weekends and official holidays of each, Employee or Visitor who cannot provide satisfactory identification or to anyone who, for any other reason, should be denied access to the buildings at the discretion of the Manager. The manager can record any out-of-hours visit with a view to the security of all Owners and Users.
- IV.5. The territory of the Park is guarded around the clock by people and equipment. In case of incidents/theft on the territory of the Park, for which the Exhibitors or their Employees and Visitors contact the representatives of the security company in the Park for assistance, and immediately upon the occurrence of the incident they signal the hot line and provide



all the available information on the case.

- IV.6. The security company in the Complex is authorized to take warning and in case of repeated and severe violations and coercive measures against improperly parked motor vehicles on the territory of the Park.
- IV.7. The Park's security company is authorized to impose the sanctions provided for in these Regulations.
- IV.8.. In the event of rude or attempted physical abuse and harassment from the Owners, Users and their Employees or Visitors, the security company at the Complex is authorized to take immediate action to limit or suppress the conflict while at the same time informing the authorities of the Ministry of Foreign Affairs.
- IV.9. In the event of loss, theft or destruction of a service card or temporary pass, the holder shall immediately notify the Organizers.
- IV.10.. It is prohibited:
- IV.10.1. Relocation of service cards for any occasion.
- IV.10.2. Entry and Stay of drunk Employees, Visitors and Citizens and with visible mental deviations in their behavior.
- IV.10.3. Importing and leaving in the Park of bulky packets and luggage with unknown content.
- IV.10.4. Photographing and filming of Sites, Common parts of the Park, Common parts of the Building, Adjacent spaces to the building and the interior of Buildings without the permission of the Organizers.

## **V. Actions in the case of fire, natural disasters and other extraordinary situations**

- V.1. Each building has an evacuation scheme that is prominently displayed with unlimited access in the common areas of the building. Each Owner and User is required to familiarize Employees and Visitors with the evacuation scheme and plan.
- V.2. In case of fires, accidents and incidents, the security and the relevant specialized services are informed by phone.

- 
- Fire and accident safety - 112;
  - Mol - 112;
  - Emergency medical service - 112;
  - Civil protection - 112;
  - STP – hot line - 0892 237 248 or internal number 1012
- 

- V.3. In the event of an Emergency, the following information is provided and the following actions are performed:
- V.3.1.. Communicating a name and informing about the location of the incident.
- V.3.2.. If necessary, the fire alarm buttons must be triggered.
- V.3.3. The troubleshooting persons and groups work under the control of a person authorized by the MANAGER.

I, \_\_\_\_\_  
agree to the General Rules and Regulations of the Internal Order in Sofia Tech Park.

Date \_\_\_\_\_ Signature \_\_\_\_\_