

Exhibition Manual

ean
congress

9th Congress of the
European Academy
of Neurology

Budapest
2023

July 1 – 4



www.ean.org/budapest2023

#ean2023   

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Welcome

Dear Exhibitor,

Thank you for participating at the 9th Congress of the European Academy of Neurology in Budapest/Hungary.

This **Exhibition Manual** will guide you in the necessary steps of your participation in the industrial exhibition **onsite** and will answer all major questions that may arise during the planning of your participation.

Besides, basic information and regulations referring to booth construction, you will find the contact details of our exclusive suppliers as well as other major contractors that are at your disposal for any requests.

Please read this document carefully and share it with the necessary colleagues and agencies involved in the organisation of your EAN Congress activities.

Observation of the deadlines marked on page 7 guarantees the best possible service by all contractors involved and avoids surcharges. To ensure a successful participation at the EAN Congress, we will not be able to deviate from these deadlines.

If you need further assistance, our team will be happy to support you in your preparation for the EAN Congress. Please find all relevant contact details on the following page.

For any further information on the 9th EAN Congress please also visit the congress website <https://www.ean.org/europe2023>.

We are look forward to working closely with you over the upcoming months to a successful EAN Congress 2023.

Best regards,

Elisabeth Starkl
Industry Liaison Manager &
Head of Industry Department

Antonia Boesch
Industry Liaison Assistant and
Meeting Room Coordination

Sara Singer
Exhibition Coordination

1. Important Addresses and Contact Details

1.1. Congress Venue

Hungexpo Budapest
1101 Budapest, Albertirsai út 10
www.hungexpo.hu

1.2. EAN Headoffice

Industry Liaison and Exhibition – industry@ean.org

Elisabeth Starkl – Industry Liaison Manager & Head of Industry Department
Antonia Boesch – Industry Liaison Assistant and Meeting Room Coordination
Sara Singer – Exhibition Coordination

Meeting Room Coordination: Antonia Boesch - meetingroom@ean.org

Registration Management: Bernadette Lintl- registration@ean.org

Abstracts: Immanuel Wicaksono – abstracts@ean.org

Scientific Programme and society administration – congress@ean.org

Congress queries (general) – congress@ean.org or www.ean.org/budapest2023

1.3. EAN Congress 2023 - Suppliers

MEEvents Cross Media GmbH / JMarquardt Audiovisual GmbH

Lennart Schillhabel / industry@m-events.com

Exclusive provider for lead **retrieval services**, the **virtual congress platform** and **A/V Equipment for Industry Sessions**.

Hungexpo Team / LIST_HEX-EAN2023@hungexpo.hu

- **Booth Building** (custom-made & modular): Orsolya Vizi / +36 30 676 8555
- **Exhibition Services:** Alexandra Remezc / +36 30 438 7009
- **Exhibition Services:** Dorottya Garzó / +36 30 446 8126
- **Branding Production** (exclusive provider): Sára Vida / +36 30 677 0435
- **Catering** (exclusive provider): Péter Kassai / +36 30 642 1352
- **Hostesses:** Orsolya Vizi / +36 30 676 8555
- **AV & IT & Internet for exhibition:** Sándor Szatmári / +36 30 642 1457

Logistic Services (exclusive provider):

Merkur Expo Logistics GmbH / Bernd Blum / bernd.blum@merkur-expo.com

Official Housing Partner

AIM Group International has been appointed as the official housing partner for the EAN Congress 2023 and is offering hotel accommodation and other travel services for group and individual bookings.

Please contact eanhotel@aimgroup.eu for your booking request.

Kindly note that the rooms are allocated on a first come first serve basis.

2. Industry Download Center

www.ean.org/congress2023/industry/ean-congress-2023-industry-information

This web address should be a key reference source to help you with your preparations.

The [download center](#) will provide you with updates, submission forms, key dates and deadlines, unmissable information, technical specifications and much more... **Bookmark it now!**

Each exhibitor is responsible for sharing the link to the [Industry Download Center](#) with their agencies, service providers or contractors and providing them with the necessary information for exhibition preparations.

It will be updated regularly with information and forms essential to your congress participation planning.

3. Important Dates and Deadlines

21 February 2023

- Deadline for submission of **preliminary** programmes of industry sessions

Mid-April (11 April 2023 planned)

- M-Events: Send out of invitation mailing incl. login-details to CMS for virtual industry exhibition

17 April 2023

- Deadline for submitting EAN membership application (complete application must have been submitted)

26 April 2023

- Early registration deadline

2 May 2023

- Deadline for submission of **final** programmes of industry sessions
- Submission deadline of advert for the “Neurohood Information Wall” and “Industry Information Wall”
- Delivery deadline for high resolution company logos (eps or ai files) for the acknowledgment board

15 May 2023

- M-Events: Session group upload for industry sessions open. The login data will be sent to the main person responsible (please provide)
- Submission of Backwall graphic for the Neurohood booths
- Deadline for submission of preview of **all promotional materials** to EAN for approval, this includes e.g., onsite and virtual branding artworks, industry session materials, literature tale, etc.

23 May 2023

- Submission deadline of booth plans and insurance documents for general approval to industry@ean.org

31 May 2023

- Deadline for group bookings and for ordering group badge pick up (pre-print by EAN)
- Deadline for ordering exhibitor badges
- Deadline for submitting EAN membership application (complete application must have been submitted)
- M-Events: Deadline for ordering additional on-site services through M-Events (including lead retrieval)

1 June 2023

- Deadline for printing data delivery of branding artworks to Hungexpo

4 June 2023

- 1st e-mail blast: 4 weeks before the congress (companies need to provide content at least 7 working days)
- Deadline for submitting templates for web & app push notifications and social media posts
- Deadline for submitting flyer distribution details (timings)

6 June 2023

- Hungexpo: Deadline for ordering internet connections and AV Equipment at regular rates.
- Hungexpo: Deadline for hostess service orders at regular rates.
- Hungexpo: Deadline for ordering technical supplies and booth services at regular rates (e.g., suspension service, modular booth construction, electricity, flower arrangements and plants)
- Deadline for ordering working passes

7 June 2023

- Deadline for payment via **bank transfer** for congress registration

13 June 2023

- 2nd e-mail blast: 3 weeks before the congress (companies need to provide content at least 7 working days prior to the deadline)

15 June 2023

- M-Events: Deadline for submitting virtual congress items (evaluation forms, session brandings, banners, etc.)

16 June 2023

- Deadline for requesting offloading slot from Merkur (Freight, clearing, loading form)

21 June 2023

- Deadline for catering orders (full assortment)

20 June 2023

- 3rd e-mail blast: 2 weeks before the congress (companies need to provide content at least 7 working days prior to the deadline)

21 June 2023

- Deadline for acceptance of international shipments and courier shipments by the advanced receiving warehouse

27 June 2023

- Industry Area including profiles online for registered participants on www.eanvirtualcongress.org
- Joint e-mail blast: 1 week before the congress

28 June 2023

- M-Events: Final upload deadline for speaker's presentations

1-4 July 2023

- 9th Congress of the European Academy of Neurology – Budapest 2023

6 July 2023

- Post e-mail blast (companies need to provide content at least 7 working days prior to the deadline)

4. Key Information

Registration hours / Congress Opening hours

Friday, 30 June 2023	16:00 - 19:00 (<i>Early Badge Pick up / Group Pick up – No congress programme</i>)
Saturday, 1 July 2023	07.30- 20.00
Sunday, 2 July 2023	07.30 - 19.00
Monday, 3 July 2023	07.30 - 19.00
Tuesday, 4 July 2023	07.00 - 16.30

Exhibition & Poster Area

Saturday, 1 July 2023	09.30 - 17.30
Sunday, 2 July 2023	09.30 - 17.30
Monday, 3 July 2023	09.30 - 17.30
Tuesday, 4 July 2023	09.30 - 13.30

Exhibitor/Floor pass: extended access: 1h earlier/ 1h longer

Breaks

Saturday, 1 July 2023	coffee break: 10.00-10.30 / lunch: 12.30-15.30 / coffee break: 17.00-17.30
Sunday, 2 July 2023	coffee break: 10.30-11.00 / lunch: 12.30-15.30 / coffee break: 17.00-17.30
Monday, 3 July 2023	coffee break: 10.00-10.30 / lunch: 12.30-15.30 / coffee break: 17.00-17.30
Tuesday, 4 July 2023	coffee break: 10.00-10.30 / lunch: 12.30-13.30/ coffee break: 15.00-15.30*

**coffee break near session rooms as exhibition closes at 13.30*

Delivery / Build-up of booths / Decoration

Wednesday, 28 June 2023	08.00 - 22.00 (with special permission for booths of 50m ² or larger only)
Thursday, 29 June 2023	08.00 - 22.00
Friday, 30 June 2023	08.00 - 22.00*

*All corridors must be free of crates and booth material on Friday evening at 18.00 for major cleaning and the laying of the aisle carpet.

EAN has appointed Merkur Expo Logistics as official freight forwarder, customs clearance agent and handling agent for the 9th EAN Congress. For safety and time reasons, no other contractor will be permitted to operate the lifting into the venue.



Due to Hungexpo rules and regulations all exhibitors must check in at the Exhibitor Helpdesk (located in the exhibition hall) before loading and start of build-up. The same applies to dismantling, after which a check-out is mandatory for every exhibitor.

Dismantling

Tuesday, 4 July 2023 13:30 – 23:30*

Wednesday, 5 July 2023 06:00 – 22:00

*Exhibitors may pack their pop-up booths, their decoration material etc. and leave. Bigger booths can start dismantling within the booth borders. However, empties will only be delivered once all delegates have left the exhibition hall. The freight forwarders instructions must be followed at any time. Further to this a check out at the Exhibitor Helpdesk is obligatory.

All hours are subject to possible changes due to the scientific programme. EAN will keep you informed.

Opening hours Business Suites

Saturday, 1 July 2023 08.00 - 20.00

Sunday, 2 July 2023 08.00 - 20.00

Monday, 3 July 2023 08.00 - 20.00

Tuesday, 4 July 2023 08.00 - 16.30

Opening session and welcome reception

All exhibitors are cordially invited to the opening session (Main Auditorium) followed by the welcome reception on Saturday evening from 20.00 - 21.00 at the congress venue.

Site inspection

For site inspections, please send your preferred date / time of your planned inspection to industry@ean.org and we will liaise between you and the venue in order to make further arrangements directly.

Black out times of the EAN Congress 2023

Saturday, 1 July 2023 08.30 - 21.00

Sunday, 2 July 2023 08.15 - 19.30

Monday, 3 July 2023 07.45 - 19.00

Tuesday, 4 July 2023 07.30 - 17.00

5. Exhibitor Registration

For any requests concerning exhibitor badges or the online registration system, please contact the registration management under registration@ean.org and/or the industry team (industry@ean.org).

5.1. Exhibitor Badges (Booth Staff)

As an entrance control will be implemented during the congress for the exhibition area, exhibitors are obliged to always wear their exhibitor badge clearly visible. Exhibitor badges are intended for exhibiting company employees and agents of such companies only.

Staff wishing access to the exhibition outside the official exhibition opening hours, e.g., in the mornings to prepare the booth, must be in possession of an exhibitor badge. The exhibitor badge does not allow access to any scientific sessions, except industry sessions. Guards and security personnel will control strictly and will not make exceptions to the rules to grant access.

Each exhibitor is entitled to **3 free exhibitor badges per 10 sqm** exhibit space or part thereof. Additional badges will be charged with EUR 127 each. Badges ordered onsite and re-printing will be charged at EUR 127 and name changes at EUR 50.

How to register your booth staff

The industry partner's main contact person or group coordinator or person registering your staff will receive an e-mail End of February 2023 with detailed information on how to register your booth staff. This e-mail will also contain the correct number of badges that can be retrieved and information on the badge pick-up possibilities.



IMPORTANT: Before you can register a person, please make sure he/she has a MyEAN account and provided you with the correct email address linked to this account. Participants/staff without a MyEAN account cannot be registered to the congress and must create an account first here: <https://my.ean.org>.

5.2. Floor pass

For security reasons, access to the exhibition outside of opening hours is limited to persons holding an exhibitor badge.

For participants with a full registration affiliated with an exhibiting company can also receive a coloured sticker for access to the exhibition outside of the official opening hours (maximum 1 hour). These stickers (maximum 30) can be picked up at the Exhibitor Registration Service Desk by the main contact person of your company or the group coordinator / person registering your staff.

5.3. Working Passes for build-up and dismantling

During build-up and dismantling working passes are necessary for stand builders and other contractors working for exhibitors. Exhibitors are responsible to book working passes for their onsite workers.

Deadline for ordering working passes at industry@ean.org

6 June 2023

Please indicate the name of the stand builders or other contractors, a contact person as well as the number of working passes needed within the deadline set.

Important note: exhibitor badges are only valid during build-up on Friday, 30 June 2023 and dismantling on Tuesday, 4 July 2023. For all other build-up and dismantling days **working passes** are necessary!

5.4. Transferable company badge & Congress bag

One transferable company badge (not personalised) will be issued per booth; this badge gives the holder access to the EAN programme and session rooms. Furthermore, one congress bag per company is included in the exhibition space. Both will be provided to you by the industry team on the first day of the congress.

5.5. Additional full congress registrations

Full congress registrations can be made at regular rates by registering online as follows:

- Please log in on www.ean.org/congress2023 with your MyEAN log-in data and update your personal profile OR create a new account in case you do not have one yet.
- Click on the “Register Now” button in the slider on top of the page OR go to MyEAN (<https://my.ean.org>) and then to EAN Events, after that click on register.
- You are now able to register to the congress as individual or a group.

5.6. Staffing of the booth

Out of courtesy to the congress participants and to your fellow exhibitors, exhibitors must open their exhibit on time and staff it with at least one person throughout each day until the scheduled closing of the exhibition on Tuesday.

6. Exhibits / Booth Planning

6.1. Floor plan

A current floor plan is available in the [Industry Download Center](#).

6.2. General booth planning

The booth construction is the exhibitor's responsibility.

Every exhibitor must erect walls on any side that is directly adjacent to a neighbouring booth. This wall must be minimum 2.5 m high and setup along the full booth borders.

Perimeter walling of any booth design is only allowed to close maximum 1/3 of the booth sides along corridors with elements of more than 1.50 m height. Booth walls of more than 1/3 length and 1.50 m height must have a minimum distance of 1.50 m back of the booth border unless otherwise approved by EAN. This rule does not apply for sides that are directly adjacent to a neighbouring booth.

EAN recommends keeping the open sides of the booths as accessible to exhibition traffic as possible.

Backwalls must be covered and be white and clean especially if the wall exceeds a height of 2.50 m. No logos or similar are allowed on back walls directly adjacent to another booth.

The rear side of each booth not directly adjacent to a neighbouring booth shall be designed and decorated by the relevant exhibitor, provided that the interests of the neighbours are not affected. Walls constructed on such sides should be visually appealing to adjacent exhibits (e.g., could include screens with moving displays, scientific posters and colourful design and lighting).

Separation walls must be indicated on the booth drawings.

The responsibility of ensuring a fair and balanced experience for all is shared by all participants. Therefore, each exhibitor is asked to consider the impact of their booth construction on neighbouring exhibits and ensure transparency. If there is a risk of unfairly blocking another booth from view, even when all the guidelines are respected, the organiser will retain all rights of approval of the final booth design.

To respect the fair nature of the exhibition, exhibitors are requested to indicate any possible problems of transparency or impediments to neighbouring booths. Failure to do so would breach the spirit of the exhibitor's contract with EAN and in such cases the responsible exhibitor will be expected to make the necessary changes at his own cost. In such cases, the decision of EAN will be considered final.

EAN does neither supply any floor covering nor any booth material. For any equipment needed it is recommended getting in touch with our trusted suppliers as on page 5.



Please also read the **Event and Exhibition Construction Regulations** of the venue Hungexpo carefully, as they also apply for the EAN Congress 2023. The document can be downloaded from the [Industry Download Center](#). Please note, that in case of any inconsistency between the construction rules of the venue and the EAN general booth planning rules, the EAN general booth planning rules prevail.

6.3. Maximum building heights

The maximum building height is 6 m.

6.4. Shell scheme

Exhibitors who want to rent a modular booth may book the respective service through the relevant supplier. It is recommended for companies who have booked 6 or 9 sqm space. Please consider rules mentioned in 6.2.

6.5. Flooring

Every exhibitor will have to cover the full rented surface (e.g., carpet or other flooring). Tape used to fix carpet must be fully removable. If tape is used which is not fully removable or leaves traces, additional cleaning costs will be incurred by Hungexpo. Oil, grease, paint, and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable. All additional costs for any kind of contaminations will be charged upon actual expenditure by Hungexpo.

6.6. Floor load

The floor of hall G is covered with concrete panels. The maximum floor load is 15kN/sqm.

6.7. Doors

Doors and gates forming part of an escape route shall be hung to open in the direction of escape and should be clear of any steps or obstructions. Such doors shall be free from fastenings or other than panic bolts of type and pattern installed in accordance with standards and statutory regulations in force. All doors and gates that are emergency exits and/or part of escape routes shall be marked with illuminated emergency exit signs.

The doors of rooms or storage areas located on the booth must not open onto the aisles.

6.8. Disabled access

Booths should be designed to ensure that it is not unreasonably difficult for a disabled person to access it. Booth designers should be vigilant on the width of the doors to access meeting rooms inside the booth or on the ramp when the stand's floor is raised. Door accessibility to mobility impaired disabled people should be at least 800 mm wide.

6.9. Submission of plans

Every exhibitor, who will not be renting a shell scheme from the appointed supplier (Hungexpo) will have to submit an exact statement of the dimension as well as plans and descriptions of their booth by **23 May 2023** to industry@ean.org.

The drawings must clearly indicate, in **English**, the planned layout, equipment and furnishing of the booth, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, as well as telephone and ventilation installations must also be indicated.

Please supply:

- a scaled top view drawing
- a scaled side view drawing
- a three-dimensional drawing (or photograph)
- all information about any rigging

Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.



NEW: Additionally, to the plans please fill out the document “Stand building documentation”, which can be found in the [Industry Download Center](#), and send it to industry@ean.org by **23 May 2023** together with the submission of the plans and proof of your liability insurance (see point 10)

7. Regulations of the Venue

Please find the Regulations of the Venue (including Safety Regulations and Event and Exhibition Construction Regulations) in the [Industry Download Center](#) in the Document: **Rules and Regulations of Operation**. Please download and read them carefully. If you have any questions, please do not hesitate to contact us on industry@ean.org.

8. Exhibition Services

8.1. Technical supplies and Booth services

Order Deadline for technical supplies and booth services

6 June 2023

Please note that all booths have been sold as space only. Neither EAN, nor Hungexpo will setup or deliver any equipment if not ordered until the given deadlines. Various technical supplies and services can be ordered through the order forms in the [Industry Download Center](#).

- | | |
|---|--|
| - Modular Booth Construction / Furniture /
Equipment | - Catering |
| - Suspension service | - Hostess Service |
| - Electricity | - Internet Connections / Telecommunication |
| - Flowers arrangements and plants | - Audio-Visual / Computer Equipment |

8.2. Internet Connections/ AV Equipment (booth only)

Order Deadline for internet connections and AV Equipment 6 June 2023

A free congress Wi-Fi network for delegates will be available during the 9th EAN Congress.

To avoid interferences between Wi-Fi devices on booths (routers, access points, controllers etc.) and if a consistent, reliable, and secure connection is required, we strongly recommend ordering a dedicated connection for your company only. You can find an order form incl. prices of their services at the [Industry Download Center](#).

EAN cannot be held responsible for insufficient network connections or its quality for professional use on booths.

8.3. Radio frequencies information

According to our [rules and regulations](#) talks and presentations are only allowed with headphones and audience must be seated. Sound and lighting effects must be contained within each booth area. Furthermore, any activities must not interfere with the running of the conference (i.e. must not be parallel to the scientific morning and afternoon sessions) nor disturb your fellow exhibitors.

If you are planning any talks and presentations at your booth, it is compulsory to contact industry@ean.org for a proper planning and an **allocation of the frequencies**. In case we have not received any information about frequencies, EAN reserves the right to stop any activities.

8.4. Suspension services

Order Deadline for suspension services 6 June 2023

Any suspension/rigging from the venue structure requires authorisation from Hungexpo and can only be made by Hungexpo and is subject to specific quotation. Requests must be done until the given deadline. Please find the order form in the [Industry Download Center](#).

To be included in your order:

- | | |
|--------------------------|---|
| – Object to be suspended | – Size |
| – Material | – Number of appendices (sketch drawing) |
| – Weight | – Contact Data of the contractor/ Stand builder |
| – Number of Objects | |

For further questions and ordering suspension service write to LIST_HEX-EAN2023@hungexpo.hu. Please also find a technical plan with all hanging points indicated in the [Industry Download Center](#).

8.5. Catering

Deadline for catering orders

21 June 2023

Catering orders need to be placed directly with the official caterer, please find the order form in the [Industry Download Center](#). For any questions or special requests please contact:

Péter Kassai

+36 30 642 1352

LIST_HEX-EAN2023@hungexpo.hu

EAN provides a coffee break for delegates in the morning and one in the afternoon as well as a healthy and balanced lunch. The catering areas are in the exhibition halls. Catering for exhibitors will be offered in the exhibitor lounge at different timings than the delegates lunch/coffee breaks. Entrance will only be allowed with an exhibitor badge.

8.6. Hostess Service

Deadline for hostess service orders

6 June 2023

Hostess service orders need to be placed directly with the official hostess service provider. Please find the Order Form incl. prices in the [Industry Download Center](#) and contact LIST_HEX-EAN2023@hungexpo.hu for further questions and bookings.



For your convenience hostesses ordered via the hostess service provider will be automatically registered and receive a dedicated badge without additional costs.

Hostesses as well as other staff ordered from any other company than the official hostess service provider need to have an exhibitor registration during the official congress dates.

8.7. Waste and cleaning management

Basic Cleaning and waste disposal included.

Waste disposal

Waste disposal during the event as well as during build-up and dismantling is included in the rental fee. During build-up and dismantling all booth builders and their staff are responsible for delivering waste to the provided containers distributed over the exhibition halls.

For ecological reasons all exhibitors are kindly requested to reduce their waste to a minimum.

General Cleaning

The general booth cleaning (this is Hoovering, emptying of waste bins and removal of waste bags) is included in the rental fee also. Exhibitors are kindly asked to place full dustbin bags in the corridors for removal at the end of each day.

8.8. Lead Retrieval

Deadline for lead retrieval orders at regular rates

31 May 2023

(After this deadline an additional fee is charged; onsite bookings are possible upon availability)

Exhibitors and Industry Session Organizer can order scanners for the onsite lead system as well as the virtual lead retrieval feature for profiles and the session detail page via M-Events. For more details and prices please download the booking form from our [Industry Download Center](#).

Please note: Due to protection of sensitive data no other lead retrieval service will be allowed.

All booth activities are only allowed within the booth borders (e.g.: badge scanning). It is forbidden to conduct such activities in the aisles of the exhibition or in any other area of the congress centre.

It must be clear to delegates that the badge scanning is performed by an exhibiting company and not by an official of the EAN 2023 Congress. Exhibitors can scan the badges of congress participants with their approval only. A registered congress participant cannot be refused entry to a booth if they do not wish their badge to be scanned.

8.9. Company Profiles (Mini-Profiles)

Each exhibitor has included a Mini-Profile on the **Virtual Congress Platform** (www.eanvirtualcongress.org) in their bookings (not applicable if a basic/plus/superior profile is booked).

The Mini-Profile consists of **a short company description, a corporate logo and the company's contact details**. All information needs to be uploaded via the **CMS of the virtual congress platform** by the exhibitor himself.

Every sponsor will receive an e-mail with the login details to the CMS **in mid-April**. The profiles will be available from **27 June 2023 throughout the Congress until 18 July 2023** for registered participants. After this period the profiles are deleted.

8.10. Company Logo

Each exhibitor/sponsor is published with the corporate logo and the sponsorship status on the EAN Website. Please provide your high-resolution logo until **2 May 2023**.

9. Meeting Room Facilities

EAN offers various meeting rooms at the venue. The submission period for meeting rooms will start end of January 2023 and EAN will send out a separate information on the booking process to the main contact person. For further information please contact meetingroom@ean.org.

Please note: Meeting rooms will be allocated according to the committed sponsorship and exhibition amount and to the number of attendees/seating arrangement and availability.

General Guidelines

1. Rooms may be hired for staff briefings, for meetings with associated professionals, such as speakers/ investigators, and for small, closed meetings.
2. Companies may offer light refreshments to those attending such meetings.
3. Activities such as ‘Meet the Professor’ or ‘Meet the expert’-type events, scientific presentations, educational events, or any similar activity that would detract from the EAN scientific programme or compete with other approved sponsored activities, are expressly forbidden in these rooms.
4. Please note that commercial and/or product presentations are not allowed.
5. The meetings must be invitation-only, with a maximum of 20 attendees depending on room size.
6. The meetings must not be promoted in any form prior to or during the Congress.
7. One rollup (max. 1x2 m) with logo and meeting room number in front of the room is allowed

Important: Please note that it is compulsory to describe the meeting purpose when requesting a room. "Internal Meeting" alone is not enough as a description.

10. Terms and Conditions

Please download the Terms and Conditions from the [Industry Download Center](#) and read them carefully.



Insurance: According to our terms and conditions each sponsor shall arrange for sufficient insurance coverage for the risks in connection with the event, including but not limited to property, accident, and liability insurance. Please provide proof of your liability insurance to industry@ean.org by **23 May 2023**.

11. Rules and Regulations

Please download our **Rules and Regulations** from the [Industry Download Center](#) and read them carefully.

12. Industry Press Guidelines

Please download the Industry Press Guidelines from the [Industry Download Center](#) and read them carefully.

13. Shipping / Material Handling

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and handling agent for the EAN Congress 2023. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. Exhibitors are advised to contact Merkur Expo Logistics in time.

Merkur Expo Logistics GmbH

Mr Bernd Blum

+49 6173 966 95 11

bernd.blum@merkur-expo.com

The following information can be found for download at the [Industry Download Center](#):

- Detailed Shipping instructions
- Merkur Handling Rates 2023
- Freight, clearing, loading form (order form)
- Labels for shipping (exhibition goods, literature table, industry sessions)