



ECE 2023

25th European Congress
of Endocrinology

13 – 16 May 2023, Istanbul, Turkey

Exhibition Technical Manual

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1. Introduction

The 25th European Congress of Endocrinology (ECE 2023) is a hybrid Congress, with delegates able to join in person in Istanbul, Turkey as well as online via ESE's dedicated Congress platform, ECE@Home. The hybrid format proved a great success at ECE 2022, and this concept is being developed and enhanced to make ECE 2023 even better.

The European Congress of Endocrinology is one of the leading meetings in the annual endocrinology calendar and as a hybrid Congress, ECE 2023 extends beyond the in-person event. ECE 2022 welcomed over 4,000 delegates to the Congress, with 75% attending in person in Milan and 25% attending online.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact Amber Nutt (Logistics), ece2023@endocrinology.org, or Natalie Dass (Sales), natalie.dass@ese-hormones.org. Full contact details are provided below.

2. Contact information

Please note that orders to the Venue or Venue partners will **ONLY** be accepted via the order form provided on the ECE 2023 website found [here](#). The Venue and their suppliers will contact you directly should you have any bespoke requests outlined in your order. Please only complete what sections on the order form that is relevant to your needs on the order form and submit to Amber Nutt (ece2023@endocrinology.org)

| Role | Contact Name | Contact number | Email | Company |
|----------------------------------|-----------------|---------------------|--|----------------|
| Business Development Manager | Natalie Dass | +44 7894 293377 | natalie.dass@ese-hormones.org | ESE |
| Sponsorship & Exhibition Manager | Amber Nutt | +44 (0) 1454 642244 | ece2023@endocrinology.org | Bioscientifica |
| AV Support | Cansu Tatar | +905352620920 | cansu@pst.com.tr | PIA |
| Event Manager | Elizabeth Blake | +44 (0) 1454 642770 | ece2023@endocrinology.org | Bioscientifica |

3. Additional items and costs

In addition to the items outlined in the [ECE 2023 prospectus](#), there are other opportunities to support your brand awareness and congress participation detailed in this manual. For ease of reference, these are detailed below along with associated costs.

| Opportunity (item number) | Description | Available for packages | Cost |
|--|---|------------------------|------------------------------|
| Lead retrieval (in person) | Collect the details of delegates who visit your exhibition booth to allow you to contact them post-Congress via our in-person lead retrieval package (one device included). <i>Additional lead retrieval devices can be hired at a cost of €125 each.</i> | All | €1,000 |
| Catering (9.1) | You may provide catering at your booth if you wish – all catering to be provided by the designated venue caterer. | All | Quoted based on requirements |
| Hostesses (9.2) | Hostesses can be booked to staff your exhibition booth if required. | All | Quoted based on requirements |

4. Dates and Deadlines

The dates outlined below are provided to ensure that all elements of your sponsorship can be delivered. While we will aim to deliver all items and booked services, failure to meet these deadlines may lead to delays or an inability to deliver on the item in question.

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|------------------|--|------------------|--|--|---|
| 25 January 2023 | Confirmation of agency contacts sent to Congress Organiser | Exhibitor | Amber Nutt ece2023@endocrinology.org | Form found on ECE 2023 website, here | We would like to keep the number of individuals to be liaised with to a minimum to avoid confusion therefore please provide key contact details only |
| 25 January 2023 | Company logo and profile sent to organiser | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | All companies should submit their logo and company profile (max. 200 words) for inclusion in event materials. |
| 22 February 2023 | Stand design plans & schematics submitted for approval (Space only) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | All space only exhibitors must submit plans of their stands, showing all measurements, for approval |
| 15 March 2023 | Method statement submitted (Space only) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | All space only exhibitors must submit a full method statement for the stand build |
| 15 March 2023 | Congress e-Bag content draft submitted for approval (if part of package) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | Please see section 6, Congress e-Bag content , for details. |
| 13 April 2023 | Risk Assessment Form submitted | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Form found on ECE 2023 website, here | All exhibiting companies/stand build agencies must complete and return the Risk Assessment. Without this exhibitors will not be permitted to set up at the congress venue |
| 13 April 2023 | Health & Safety Declaration submitted | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Form found on ECE 2023 website, here | All exhibiting companies must sign and return the Health and Safety Declaration. Without this exhibitors will not be permitted to set up at the congress venue |
| 13 April 2023 | Proof of Insurance submitted | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | All exhibiting companies must provide proof of public liability insurance up to a value of €5m |
| 13 April 2023 | Final Congress e-Bag content submitted (if part of package) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | Please see section 6, Congress e-Bag content , for details. |
| 13 April 2023 | Lead retrieval bookings made (if not part of package) | Sponsor/Agency | Natalie Dass Natalie.dass@ese-hormones.org | Email | If lead retrieval is not included or purchased as part of the sponsorship package, this can be purchased as a separate item |
| 13 April 2023 | Fascia name board details provided (shell scheme) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | The exact text required on the stand fascia (shell scheme stands only) must be provided via email and sent to Amber Nutt. |
| 13 April 2023 | Orders for electrical connection/power (space only) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Space only stand bookings do not include power and this must be ordered separately via the order form found on the ECE 2023 website and sent to Amber Nutt. |

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|---------------|--|------------------|---|---|---|
| 13 April 2023 | Orders for stand furniture, fixtures and fittings | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Additional furniture for shell scheme packages, or furniture for space only stands can be ordered via the order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Orders for stand graphics/printed items (panels, banners etc.) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Shell scheme panels can be personalised with printed graphics. Graphic panels and banners for all stand types can be ordered via the order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Orders for Audio Visual/IT for stands | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Exhibiting companies wishing to include AV or IT on their stand can order this order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Orders for Internet for stands | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Orders for wired internet connections at stands can be submitted via the order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Orders for water and waste services for stands | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Orders for water and waste services for stands can be submitted via the order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Stand cleaning booking | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | The exhibition hall will be hoovered each evening. Additional/enhanced stand cleaning can be ordered via order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Sponsor and exhibitor registrations submitted | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Please complete the form in full. Failure to provide complete information may result in a delay to your registration being processed. See ' Registration & Passes ' if you are unsure how many complimentary passes you are eligible for. |
| 13 April 2023 | Stand catering booked (if required) | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Order form found on the ECE 2023 website, here | Catering and additional services can be booked via the order form found on the ECE 2023 website and sent to Amber Nutt. |
| 13 April 2023 | Additional hostesses booked (if required) | Exhibitor/Agency | Mr. Batuhan Hamurkaroglu mailto:temd@feniksturizm.com.tr / +90533 030 7012 | Email | Additional hostesses can be booked through contacting Mr. Hamurkaroglu via email and arranging. |
| 6 April 2023 | Shipping and Freight Forwarding services – DHL | Exhibitor/Agency | Matthew Spokes Matthew@dhl-exh.com | Shipping Guidelines Tariff Order form | All shipping requirements must be submitted to DHL using the order form provided on the ECE 2023 website |

| Deadline | Item | Sent by | Sent to (if applicable) | Format | Important information |
|------------|----------------------------------|------------------|--|--------|--|
| 5 May 2023 | Stand build contractor name list | Exhibitor/Agency | Amber Nutt ece2023@endocrinology.org | Email | The names of all stand builders/contractors who require access to the event site during set up and break down must be provided to ensure access is permitted |

IMPORTANT INFORMATION

Please note that the movement of vehicles in the area of Istanbul is governed by the Turkish Rules of the Road. In particular, please note that there are time restrictions for those using large trucks/heavy goods vehicles to transport items due to the amount of traffic in the roads of Istanbul. There is no access into Istanbul between the below times:

- 06:00 – 10:00
- 16:00 – 22:00

At 04:00 (am) Thursday 11 May 2023 large trucks/heavy good vehicles will have access to the congress area to park and be prepared to unload from 08:00am. All contractors' wishing to arrive from 04:00 (am) on Thursday build day will need to provide vehicle details and email these to Amber Nutt (ece2023@endocrinology.org) by **5 May 2023**.

All large trucks/heavy good vehicles will have to be kept on site during the above time restrictions on build days. We advise it is imperative to arrive during the hours of 10:00 – 16:00 on site of the Halic for breakdown day on Tuesday 16 May 2023, contractor access into the venue will not begin until 18:30.

5. Company Profiles

Please provide your company logo and profile (200 words maximum) to Amber Nutt **no later than Wednesday 25 January 2023**. Your company logo and profile will be included on various congress materials dependent on sponsorship level/level of support.

6. Congress e-Bag content

In the interest of the environment and reducing the amount of printed materials on site at ECE 2023, Congress e-Bag rather than a literature table. The Congress e-Bag will be a page within the congress platform which contains various files (PDFs, videos, images, links) and will be accessible to all registered delegates, whether they are attending in person or online.

Content can include company information, links to websites, videos and images, or other material linked to your presence at ECE 2023 (either directly or in relation to content you are sharing at the congress).

Sponsors are entitled to complimentary congress e-Bag content items as follows:

| | Supporter | Bronze | Silver | Gold |
|---|-----------|--------|--------|------|
| Number of congress e-Bag items included | 0 | 0 | 1 | 2 |

Note: Satellite symposium packages also include one congress e-Bag content item.

The Congress e-Bag will be promoted to registered delegates via email in advance of the congress. Once on site, the Congress e-Bag Wall will sit within the exhibition hall. This wall will display a preview image of all e-Bag materials accompanied by a QR code which, when scanned, will link the delegate directly to the selected file for download to their phone or mobile device.

For files held within the congress platform, a QR code will be generated on your behalf and included on the congress e-Bag wall. For externally hosted files, for example if you wish your link to take delegates to content on your company website, **you will need to provide the QR Code for this purpose, to be included on the congress e-Bag wall.**

Congress e-Bag content can be provided as a stand-alone file (PDF, JPG, MP4) which will be uploaded to the congress platform and is accessible only to registered delegates or, alternatively, can be provided as a link to a sponsor website or hosted file. **If provided as an external link, the sponsor must provide a related QR code along with the preview image they would like to use.**

Please note that files over 5GB cannot be hosted on the congress platform and will need to be hosted externally with a link and QR code provided.

Congress e-Bag content must be received **no later than 13 April 2023**. Items received after this time cannot be guaranteed to appear on the Congress e-Bag wall in the venue but can still be added to the online Congress e-Bag.

7. About the Venue

ECE 2023 will take place at the [Haliç Congress Centre in Istanbul](#). The venue includes: five state-of-the-art auditoriums which have a seating capacity from 216 up to 3,004 people; foyer and gallery areas ideal for commercial exhibitions, located on a 102.000 sqm secure site, accessed via staffed security gates.

7.1 Venue Address

Sutluce Mah,

Karaagac Cad. No 19

34445 – Beyoglu

Istanbul, Turkey

7.2 How to get there

You can head over to the Haliç Congress Centre Transport page on their [website](#) for all in depth information regarding travelling to the venue.

7.2.1 By Air

Haliç Congress Centre is located 35 minutes from Istanbul Airport and 45 minutes from Sabiha Gokcen Airport.

7.2.3 By Car

Parking is available on-site at a charge of €3.51 (65TL) per day, there is a secure, covered car park available for 300 cars and secure outside space available for 400 cars.

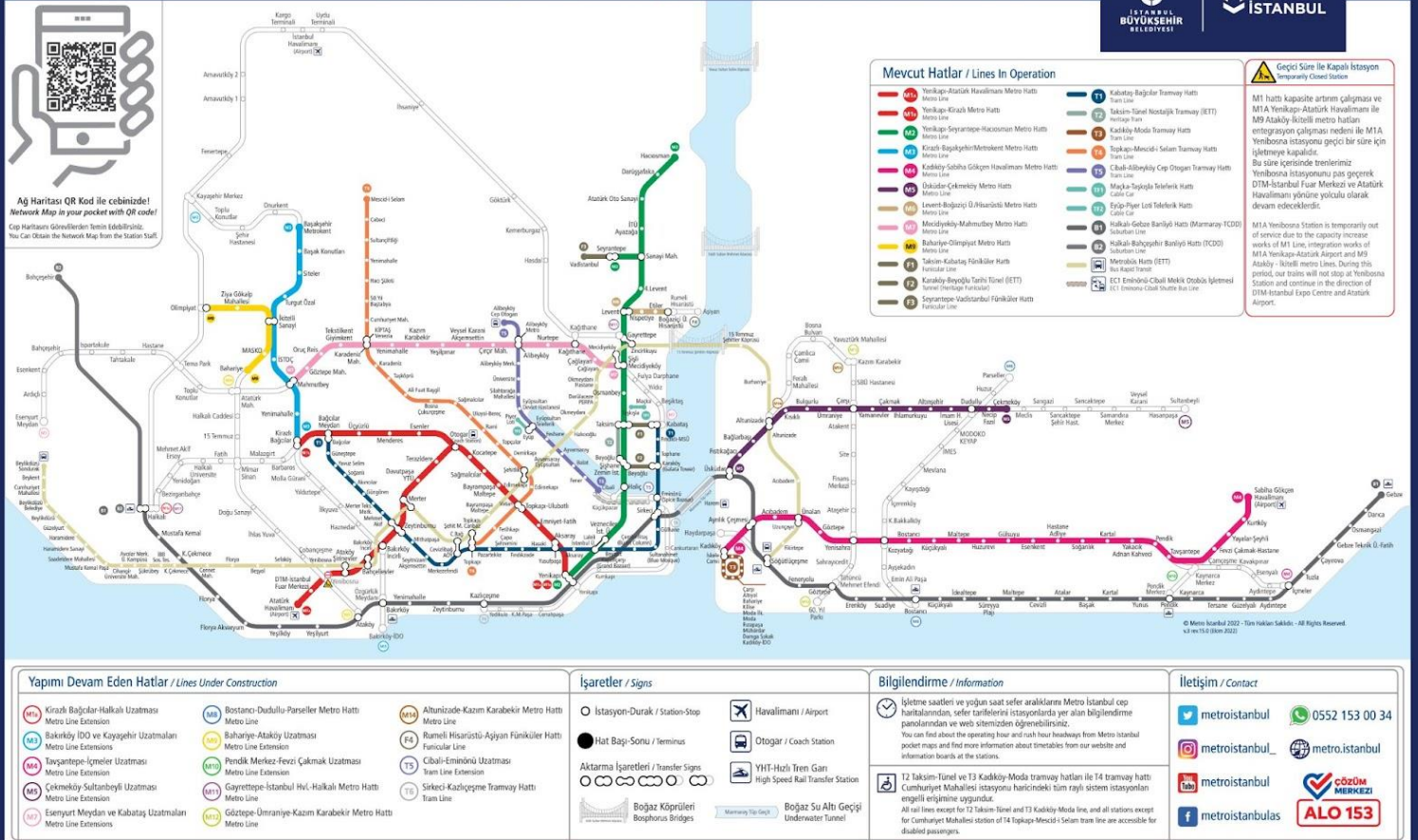
7.2.4 By Public Transport

There are two tramway lines available in Istanbul, T1 and T4, and there is a Metro line which is open from 6:15am until midnight, the nearest bus stop to the Haliç is a 5 minute walk from the congress centre itself. There are 400 bus lines and Metro Buses that run on reserved lanes to avoid congestion. Please see below a map of public transport

routes and the Haliç Congress Website for all information regarding public transport to the venue:

<https://halic.com/tr/ulasim/#bus>

İstanbul Raylı Sistemler Ağ Haritası / Istanbul Railway Network Map



7.2.5 Taxi

Yellow taxis are most popular in Istanbul. There is no designated rank outside of the Haliç but please come to registration for assistance with booking taxis.

7.3 Venue layout

ECE 2023 will take place throughout the entirety of the Haliç Congress Centre which is all on one level. Entry is via Gallery 1 into the Registration Hall. From the Registration entrance, delegates will walk straight into part of the exhibition area, where there will be seating and catering available. To the right of the Registration entrance the delegates will have access into Pera Building which holds three Auditoriums - Eyüp, Tophane and Fener, plus ECE Hub 1 and a catering point. To the left of the Gallery 2 delegates will be able to walk through to more exhibition stands in the Haliç foyer which also contains ECE Hubs 2 and 3, cloakrooms, catering and seating as well as access to the main Haliç Auditorium where the Plenary sessions will take place. From the Haliç foyer, Gallery 1 can be accessed where additional stands, catering and seating are located, along with the access to the Galata Ballroom. Also accessed vis Gallery 1 is the Sadabad Foyer which includes the Speaker Preview Room, Patient Experience Zone and access to the Sadabad Auditorium. From the Sadabad Foyer, the Tower Block containing the e-posters, posters, and additional meeting rooms can be reached.

8. ECE 2023 rooms in use at the venue (correct at time of publication)

Main Congress Areas

- Gallery -1 = Registration, Exhibition, Catering and Seating
- Haliç Auditorium Foyer = Exhibition, ECE Hubs 2 and 3, Cloakrooms, Catering
- Gallery 2 = Exhibition, Catering and Seating
-
- Sadabad Auditorium Foyer = Exhibition, Speaker Preview Room, Patient Experience Zone, Catering
- Pera Foyer = ECE Hub1, Catering
- Tower Block = Posters/E-Posters, ESE Meeting Rooms, Hospitality rooms
- Erguvan Restaurant = Organisers Office

8.1 Exhibition plan



Floorplan subject to change – correct at 9 January 2023. The most up to date floorplan with stand allocations can be found [here](#).

8.2 Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

9. Loading bay, access and regulations

Access to the loading bay is prohibited to any vehicle not registered with the Congress Centre. Vehicle details must be emailed to Amber Nutt (ece2023@endocrinology.org) prior to arrival at the congress. Once vehicle details are

provided, a wristband will be issued for all contractors on site that provides access to the entrance, movement, parking and strictly the loading and unloading operations. This wristband must always be attached and visible to the Halic Congress Centre staff. **All insurance documents will be checked before starting any work within the venue so**

IMPORTANT INFORMATION

Please note that the movement of vehicles in the area of Istanbul is governed by the Turkish Rules of the Road. In particular, please note that there are time restrictions for those using large trucks/heavy goods vehicles to transport items due to the amount of traffic in the roads of Istanbul. There is no access into Istanbul between the below times:

- 06:00 – 10:00
- 16:00 – 22:00

At 04:00 (am) Thursday 11 May 2023 large trucks/heavy good vehicles will have access to the congress area to park and prepared to unload from 08:00am. All contractors' wishing to arrive from 04:00 (am) on Thursday build day will need to provide vehicle details and email these to Amber Nutt (ece2023@endocrinology.org) by **5 May 2023**.

All large trucks/heavy good vehicles will have to be kept on site during the above time restrictions on build days. We advise it is imperative to arrive during the hours of 10:00 – 16:00 on site of the Halic for breakdown day on Tuesday 16 May 2023, contractor access into the venue will not begin until 18:30.

please make sure you bring the relevant documentation.

Vehicles must not be parked in front of, or in a way which blocks, vehicle passageways, hydrants, safety exits, in the vicinity of the crossings, as well as in areas in front of the public utility services (First Aid, Fire service, etc.), at any time.

The Congress Centre reserves the right to remove the vehicle without notice, charging the relative costs to it.

11.1 Breakdown Access

On Tuesday 16 May 2023, the Venue will not permit access to any stand contractor for at least 30 minutes after the closing time of the exhibition (which is 17:00) to allow exhibitors sufficient time to break down and pack up their stand materials. We advise it is imperative to arrive during the hours on 10:00 – 16:00 on site of the Halic for breakdown day on Tuesday 16 May 2023, contractor access into the venue will not begin until 18:30. Breakdown will begin in Gallery 2 as there will be sessions continuing in the Haliç Auditorium so **breakdown access to Gallery 1 will be restricted until after 18:30.**

10. Exhibition Stand Construction – Shell Scheme

12.1



12.1.1 Each shell scheme booth is provided with the following:

- White Shell Scheme frame and panel structure (additional shell scheme graphics available to purchase, please see order form on the ECE 2023 [website](#))
- Fascia Panel with standard lettering of exhibitor name (please see Dates and Deadlines for details of how to submit this)
- Dark grey RIP Carpet
- Lighting (one 100W spot per 3m²)
- Extension cord with 3 European sockets
- Furniture: (additional furniture available to purchase, please see order form on the ECE 2023 [website](#))
 - Two (2) Bar stools
 - One (1) round high table
 - One (1) Wastebasket

The Shell Scheme is White-coloured melamine panel positioned in steel frames. Please note that these are not load bearing walls and it is forbidden to affix anything to the panels using nails, screws or glue. However you can use instead: tape, double-sided tape, blu-tac and stickers **under the condition that no residue is left on removal and the wall are in the same condition as they were before entering the booth.** In case of damage, partitions will be charged at the expense of the exhibitor.

The maximum height for materials being displayed inside the shell scheme is 2.30mts and 93cm wide per panel.

12.3 Electrical Connection

Three (3) 300W socket included in the package. Additional power can be ordered via the Additional Order forms on the ECE 2023 [website](#) and sent to Amber Nutt (ece2023@endocrinology.org) by 13 April 2023.

12.4 Fascia Panel

Each shell scheme stand comes complete with a rectangular sign, 200cm x 30cm, to display the company name. Please submit your nameboard requirements via the Additional Order forms on the ECE 2023 [website](#) and sent to Amber Nutt (ece2023@endocrinology.org) **by 13 April 2023. Please ensure accuracy.**

12.5 Graphic Infill Panels

It is possible to have the shell scheme walls printed with graphics of your choice rather than have a plain white finish. Custom printed panels can be ordered via the Additional Order forms on the ECE 2023 [website](#) and sent to Amber Nutt (ece2023@endocrinology.org) **by 13 April 2023** - costs will be quoted based on requirements and must be paid by the exhibiting company or nominated contractor.

12.6 Stand fittings

Companies can order a range of additional stand fittings for their shell scheme stand (shelves, display boards, literature racks, furniture etc.). These can be ordered via the Additional Order forms on the ECE 2023 [website](#) and sent to Amber Nutt (ece2023@endocrinology.org) **by 13 April 2023** - costs will be quoted based on requirements and must be paid by the exhibiting company or nominated contractor.

11. Exhibition Stand Construction – Self Build

Exhibitors wishing to build their own stand must submit drawings for approval to Amber Nutt at ece2023@endocrinology.org. These must be submitted no later than Tuesday 22 February 2023. Please include your stand number and stand dimensions on the plan. Electronic plans are required and please also submit the schematic plan alongside this if you have specific requirements as to the placement of ordered items. **Once your plans have been approved any changes must be notified to the Congress Organisers immediately.**

Exhibitors building their own stands should note that **no stand services** are included in the space allocated. Please note that all additional orders must be placed **no later than 13 April 2023** via the Additional Order forms on the ECE 2023 [website](#) and sent to Amber Nutt (ece2023@endocrinology.org)

Self-build stands should not exceed the dimensions of the area booked as detailed on the congress floorplan and reflected in the company contract. Subject to approval from the organisers, the **height limit for self-build stands is 3.0mts including platform floors**. Materials on display within the stand must not exceed this height.

To maintain an open exhibition area, exhibitors are requested to keep sides of stands adjacent to aisles open. Island stands should be accessible from all four sides.

Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the exhibition or neighbouring stands. **Stands should not block the view of other stands behind so half-height walls or walls with gaps are preferable to solid walls.**

13.1 Adjoining walls and partitions

Exhibitors building their own stands must ensure that partition walls are provided between themselves and neighbouring stands. It is not permitted to span an aisle by either ceiling or floor covering. At ECE 2023 every effort has been taken to avoid having adjoining space only stands, however where stands are adjoining, all space only exhibitors are required to construct freestanding partition walls between their own stand and adjoining stands. These must be to a minimum height of 2.5mts and a maximum of 3.0mts in height. Where adjoining walls are constructed over 2.5mts in height it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition down to a height of 2.5mts in a neutral colour.

All work must be carried out in conformity with the requirements of the venue and the congress organisers. Failure to observe these regulations may result in delays, restrictions or, in extreme cases, removal of the exhibit.

To maintain an open exhibition area, exhibitors are requested to keep sides of stands adjacent to aisles open. Island stands should be accessible from all four sides.

13.2 Building Columns/Pillars

There are no pillars in Galleries 1 and 2 however there are pillars in the Haliç foyer. The exhibition floorplan has been designed so as to avoid the incorporation of pillars in any exhibition stands, however some stands sit adjacent to pillars. Items may not be affixed to pillars.

13.3 Height Restriction

For the purpose of this Exhibition the **height limit for all self-build stands has been set at 3.0mts** due to the height of the overhanging ceilings at the venue, and any materials on display within the stand itself must not exceed this height. Stand plans will not be approved if they do not show clearly all dimensions of the stand.

13.4 Materials

All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971. Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.

The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.

Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

13.5 Multi-Storey Stands

Multi-storey stands, elevated gangways and stairways are not permitted.

13.6 Paint

All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.

13.7 Platforms

The general height of any stand edge/access point may not exceed 100mm (4") and **a ramp must be available for wheelchair access**. The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case, be laid with close joints.

Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should confirm to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.

It is compulsory to build an access on the platform to get access to the electrical/water duct on the floor if an electrical/water duct is on the booth space.

13.8 Rigging

Rigging is not available, **please take this into consideration when drawing plans for space only stands**.

13.9 Schematic Plan

Schematic plans must be provided **no later than 22 February 2023** to show the location of your utilities such as furniture, power outlets, spotlights and water. Please do not forget to mark on this schematic plan the border of your stand as well as the orientation of your drawing (to clarify where the passage and neighbouring stands are in relation to your stand).

If the schematic plan is not returned, then the ordered items will be placed at the discretion of the venue supplier and any relocation will be at the exhibitor's expense.

13.10 Stand ceilings

The covering of ceilings of stands is not permitted. The Haliç Congress Center is all on one level therefore stands cannot be viewed from above.

13.11 Stand sizes/dimensions

A CAD Floor Plan is available from Amber Nutt ece2023@endocrinology.org. Please refer to this for the correct size to plan self build/space only stands on as it includes dimensions, open sides, location of pillars etc. Please study this carefully before designing your stand.

12.Exhibition Stand Construction – Health & Safety

14.1 On-site Inspection

Following the build period a check on stand construction will be carried out prior to the exhibition opening to delegates. Attention will be given to the following areas:

1. The overall height of your stand fittings (including graphics and column cladding) does not exceed 3.0mts in height from the floor.
2. On stands of two or three open sides or less (part-island), that a wall has been erected (minimum height of 2.5 metres) between any adjoining stand and that the external face of any such wall has been left in a clean and finished state (one neutral colour with no graphics).
3. That no suspension has been made from the roof of the Hall nor have any fixings been made to the structure of the building.
4. That all waste has been removed and disposed of properly.
5. That all platform corners have been well finished and are safe, and that stands with raised floors include a ramp to enable wheelchair access.
6. That approved floor fixings have been used – please contact Amber Nutt (ece2023@endocrinology.org) if you need advice on this. All fixings must be removed at the end of the congress. Failure to do so will result in the exhibitor being charged for removal by the venue.

13.Technical Information for all exhibitors

Amber Nutt is the Sponsorship & Exhibition Manager for ECE 2023 and will work closely with the Haliç Congress Center and all appointed contractors to ensure all exhibition requirements are fulfilled. Any queries regarding stand construction and stand design should be directed to Amber Nutt (ece2023@endocrinology.org) in the first instance.

15.1 Electrical Supply

All **shell scheme** exhibitors will have one 100W spotlight per 3m², and an extension cord with 3 sockets included in their shell scheme package.

Space only stand bookings do not include any power or lighting (apart from the main venue lighting) and this must be ordered separately.

If you wish to order power or an electrical connection for your stand please use the Additional Order form on the ECE 2023 [website](https://www.ece2023.org) and return to Amber Nutt ece2023@endocrinology.org. The venue is responsible for arranging all additional power requests. All electrical work must comply with the regulations of the venue.

Please note that electricity will be supplied to the stands from floor ducts and rigging.

15.2 Floor covering

The exhibition & catering areas are carpeted and **shell scheme** packages include carpet.

15.3 Freight Forwarding

The official freight forwarding agent is DHL Trade Fairs and Events (UK) Ltd. Any Company requiring freight forwarding and storage facilities should contact DHL directly (matthew@dhl-exh.com) or complete and return the [order form](#) (found on the ECE 2023 website) **to DHL** to book. Please see the [Manuals and Documents](#) section on our website for further information and tariffs.

Note: There will be a cost charged to you by DHL for them to unload any deliveries and take them to your stand onsite.

15.4 Hazardous Items

Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission – please ensure these are all detailed on your Risk Assessment and Method Statement for consideration by the venue and ECE team.

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to regulation and has to be approved by the venue.

Please forward written requests for the inclusion of any hazardous items onsite to Amber Nutt, ece2023@endocrinology.org.

15.5 Internet connectivity/WiFi

WiFi is available free of charge throughout the Venue. However, this is unsuitable for downloading large files, running web hosted videos or sites on exhibition stands or for digital displays requiring internet access. Wired internet can be arranged and we would recommend having this connected to your Exhibition Stand. Please use the Additional Order form on the ECE 2023 [website](#) and return to Amber Nutt ece2023@endocrinology.org.

15.6 Noise

To ensure that disturbance to exhibitors and delegates is kept to a minimum the congress organisers will enforce the following sound and music regulations for the duration of the event:

- Any company wishing to play music on their stand must have the appropriate licence(s) – it is the exhibitors' responsibility to obtain this.
- The congress organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring exhibitors at all times.

15.7 Water Regulations

If you are having a water feature or are using water in any other way on your stand, please contact Amber Nutt ece2023@endocrinology.org, for necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

14. Additional services

All services, catering, decoration, hostesses, cleaning, AV and IT can be ordered via using the Additional Order form on the ECE 2023 [website](#) and returned to Amber Nutt ece2023@endocrinology.org

Late Orders

Orders made after the deadline dates cannot be guaranteed. Late orders received after the deadlines or during the set-up period will be fulfilled in accordance with time and capacity. **Late order fees may apply.**

On-Site Orders

Services ordered during the set-up period, the congress live days or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. Implementation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend placing all orders before the deadline!

16.1 Badge Scanners/Lead retrieval

Lead retrieval for exhibition booths can be booked via the congress organisers and is provided by the congress registration and AV partner, M Events. If you are unsure whether your package includes lead retrieval, please contact Natalie Dass (natalie.dass@ese-hormones.org).

Exhibitors can purchase software which can be downloaded directly to their iOS device. One (1) iOS device is included in the lead retrieval package. Additional devices can be hired if required, at a cost of €125. Alternatively, the software can be downloaded to personal iOS devices (software not compatible with Android devices). Once purchased, the lead retrieval software can be downloaded to multiple devices. Data reports can be downloaded directly, which include:

- Delegate Name
- Delegate organisation/institution
- Delegate country
- Delegate email address

If you would like to have lead retrieval at your exhibit booth but do not have this included in your sponsorship package, please contact Natalie Dass (natalie.dass@ese-hormones.org) to book.

16.2 Catering

The Haliç Congress Centre is the **sole** purveyor of food and beverages at the venue and, as such, has the sole right to provide food and drink (alcohol or otherwise) for consumption on stands and in offices. Except by written permission of the caterers no company or individual may bring any food, drink or catering equipment into the exhibition for distribution. Exhibitors wishing to offer refreshments, snacks or alcoholic beverages on their stand will need to order these via using the [Additional Orders Form](#) on the ECE 2023 website and send to Amber Nutt (ece2023@endocrinology.org).

The venue has advised **that NO external hot drinks (tea & coffee) machines and baristas are allowed to be brought in to the venue** and used on exhibition stands/spaces. All hot drinks devices must be purchased via the venue, you will find all the relevant information you need regarding catering options on our website under the “Additional Order Form” found [here](#). All catering orders must be submitted via email to Amber Nutt (ece2023@endocrinology.org) **by 13 April 2023**.

If you are planning to serve any hot items, you will be required to have a carpet with tetrapak paper/foil underneath the carpet in order to prevent any liquids/fats/oils getting into the floors of the venue.

Please note that samples should be no more than:

| | |
|-------------|----------------------|
| Soft Drinks | 100ml |
| Food Items | 2 Bite-size portions |

Food to be served to delegates must meet the following requirements:

- a) all hot food must be kept above 63°C
- b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5°C
- c) all frozen food to be stored with the freezer operating at not less than -18°C
- d) a probe thermometer to be provided and temperatures of food recorded regularly

16.3 Cleaning and Waste Disposal

The exhibition floor and public areas will be cleaned daily and any waste removed. This will be done each day after the exhibition closes. If you would like to arrange additional cleaning for your stand please book this via using the [Additional Orders Form](#) on the ECE 2023 website and send to Amber Nutt (ece2023@endocrinology.org).

16.4 Floral (Flowers and Plants)

Exhibitors can order floral displays via using the [Additional Orders Form](#) on the ECE 2023 website and send to Amber Nutt (ece2023@endocrinology.org).

16.5 Furniture

Basic furniture for shell schemes as well as more elaborate furniture for self-build stands can be ordered using the [Additional Orders Form](#) on the ECE 2023 website and send to Amber Nutt (ece2023@endocrinology.org).

16.6 Fork Lift Truck Hire

Any Company requiring fork lift hire this service should contact DHL Trade Fairs and Events (UK) Ltd (matthew@dhl-exh.com).

16.7 Graphics

Exhibitors who require printed graphic infill panels for shell scheme stands can order these via the [Additional Orders Form](#) on the ECE 2023 website and send to Amber Nutt (ece2023@endocrinology.org). Space only exhibitors may also order additional stand graphics via this form.

16.8 Hostesses

Stand bookings do not include any additional staff. Should you wish to book a hostess to staff your stand, this can be done by contacting Amber Nutt (ece2023@endocrinology.org).

16.9 Storage

Please note that there are **no storage facilities available** in the exhibition hall or at the congress venue. Please ensure that all boxes and packing materials are removed from the exhibition area once your stand set up is complete. Companies requiring offsite storage should arrange this directly with DHL Trade Fairs and Events (UK) Ltd (matthew@dhl-exh.com).

16.10 Water/Waste Services

There are water facilities available throughout the venue, however the venue must be informed in advance in order to check the suitability of the request.

If you are likely to have large volumes of waste during build or breakdown a skip for this must be arranged in advance and supplied and removed by you. Please note that the venue will remove small waste items such as paper and plastic wrappings, however they cannot remove large waste items.

Note: Should any excess waste be left behind, the relevant removal fees will be charged to the responsible exhibiting company or contractor.

15.Deliveries and Freight Forwarding

DHL Trade Fairs and Events (UK) Ltd has been appointed official forwarding agency for this congress. All deliveries to the congress must be made using this agency IN ADVANCE. **Please note the Venue will not accept any deliveries before or during the event.**

Please use the DHL Order Forms (**these will be uploaded to the website shortly, found [here](#)**) and book no **later than Friday 22 April 2023 (TBC)**. Any queries relating to deliveries and freight forwarding should be sent to DHL directly (Matthew@dhl-exh.com). DHL will deliver your shipment, to your stand or room, if this is booked via them.

DO NOT SEND DELIVERIES DIRECTLY TO THE VENUE. The Organisers and Venue will not accept deliveries and take no responsibility for shipments made directly to the Venue (and not via DHL) nor for the moving of such onto your stand or hospitality room. If you wish DHL to assist onsite, there will be a charge made for this by DHL.

17.1 Trolleys & Fork Lift Hire

There are no trolleys or Fork Lifts available for use. You will need to contact DHL to book if you require these services or equipment (Matthew@dhl-exh.com).

17.2 Returns

Please ensure that all returns are labelled clearly with your company name and delivery address as well as the name and contacts for the courier company. Collections should be arranged for Tuesday 16 May 2023 between 17:00 and 23:00 NOT the following day as there is no storage facility available and items will not be kept. The congress organisers will not be able to coordinate collection of any return items or couriers on your behalf and you should

ensure that a staff member or contractor remains on site or is contactable by the courier in order to do this. Neither the venue nor the congress organisers will be held responsible for any lost or misplaced items.

16. Build-up and Breakdown Information

IMPORTANT INFORMATION

Please note that the movement of vehicles in the area of Istanbul is governed by the Turkish Rules of the Road. In particular, please note that there are time restrictions for those using large trucks/heavy goods vehicles to transport items due to the amount of traffic in the roads of Istanbul. There is no access into Istanbul between the below times:

- 06:00 – 10:00
- 16:00 – 22:00

At 04:00 (am) Thursday 11 May 2023 large trucks/heavy good vehicles will have access to the congress area to park and prepared to unload from 08:00am. All contractors' wishing to arrive from 04:00 (am) on Thursday build day will need to provide vehicle details and email these to Amber Nutt (ece2023@endocrinology.org) by **5 May 2023**.

All large trucks/heavy good vehicles will have to be kept on site during the above time restrictions on build days. We advise it is imperative to arrive during the hours of 10:00 – 16:00 on site of the Halic for breakdown day on Tuesday 16 May 2023, contractor access into the venue will not begin until 18:30.

18.1 BUILD-UP

18.1.1 Thursday 11 May 2023

| | |
|---------------------------------------|---------------|
| Space only exhibitors and contractors | 08:00 – 22:00 |
|---------------------------------------|---------------|

18.1.2 Friday 12 May 2023

| | |
|---------------------------------------|--|
| Space only exhibitors and contractors | 08:00 – 22:00 (main stand build to be completed) |
|---------------------------------------|--|

18.1.3 Saturday 13 May 2023

| | |
|---|---------------------------------|
| Space only exhibitors and contractors | 08:00 – 16:00 (finalise stands) |
| Shell scheme exhibitors and contractors | 10:00 – 16:00 |
| Patient Advocacy Group exhibitors | 10:00 – 16:00 |
| All stands completed | 16:00 |
| Health and Safety Inspection | 16:00 – 16:30 |
| Welcome reception (in exhibition hall) | 18:30 – 21:00 |

All stands must be complete and all materials and tools removed from the exhibition hall by 16:00 on Saturday 13 May to enable a full clean of the stands and public walkways and a health and safety inspection. This will be followed by the welcome reception which will take place on the exhibition floor. It is not mandatory for stands to be staffed during the welcome reception.

Please note that large build must be completed and all bulky items removed by 22:00 on Friday 12 May, since delegates will be accessing the congress venue on Saturday 13 May to attend the pre Congress courses. While the exhibition hall will not be open until 18:30, some delegate access will be required during the day. Delegates will be directed by venue/congress staff and will not be permitted to visit exhibit booths until the exhibition hall has officially opened.

18.2 OPEN/LIVE DAYS

18.2.1 Saturday 13 May 2023

| | |
|----------------------|---------------|
| Pre congress courses | 12:00 – 15:30 |
|----------------------|---------------|

| | |
|-------------------|---------------|
| Opening Ceremony | 16:00 – 18:30 |
| Welcome reception | 18:40 – 21:00 |

18.2.2 Sunday 14 May – Tuesday 16 May 2023

| | | |
|--------------------|----------|---------------|
| Congress live days | Sunday: | 08:00 – 19:30 |
| | Monday: | 08:00 – 19:30 |
| | Tuesday: | 08:30 – 18:00 |

18.3 BREAKDOWN

18.3.1 Tuesday 16 May 2023

| | |
|-------------------------------------|---------------|
| Exhibition closes | 18:00 |
| Removal of all stands and materials | 18:30 – 23:00 |

No stand breakdown should commence prior to 18:30 since the exhibition hall will still be used as a thoroughfare until this time. All stand materials must be removed from the Exhibition Halls by 23:00 on Tuesday 16 May 2023. Neither the Organisers nor the Venue will take responsibility for any items left in the Exhibition Hall after this time. Any items that need to be collected by courier should be labelled up with the appropriate delivery address and left with DHL (by prior arrangement), the official forwarding agent. All items are left at owners' own risk. If a separate courier has been arranged, it is the responsibility of the exhibiting company or contractor to ensure that items are collected. The venue and congress organisers will not be responsible for coordinating courier collections.

17. Exhibitor Registration and Entitlements (including contractors)

There are three types of registration available to ECE 2023 sponsors/exhibitors and these are allocated based on level of support. All passes must be named – it will not be possible to provide generic company passes. Complimentary passes can be ordered by completing the [registration form](#) and returning it to Amber Nutt (ece2023@endocrinology.org) **no later than 13 April 2023**. Late submission of registration forms may result in a delay in processing.

Sponsors wishing to purchase additional passes can do this via the ECE 2023 registration system or by adding these to the booking form. All passes booked using the form will be invoiced after the congress.

The registration types are as follows:

19.1.1 Exhibition Only – intended for exhibit booth staff

This pass allows access to the Registration Hall, Posters and Exhibition Hall **only**. In addition, if a sponsor has booked a hospitality/meeting room the Exhibition Only pass will allow the individual holding it access to that room. No access will be given to scientific or sponsored sessions, either for in-person or On Demand viewing. Exhibition only passes include access to the poster hall, ECE Hubs and Catering as these are all located within the Exhibition areas.

19.1.2 Full registration to ECE in Istanbul and ECE@Home/ESE On Demand – intended for company representatives (usually medics) who wish to attend scientific sessions

This pass will allow full access to all areas of the congress, including the Exhibition Hall, scientific and sponsored sessions. In addition, access will be provided to ECE@Home and ESE On Demand for viewing of the congress presentations online and post-event.

19.1.3 Full registration for ECE@Home – intended for company representatives (usually medics) who wish to view the live streamed scientific and sponsored* sessions online

This pass provides remote online access to the congress platform through which sessions will be live streamed in real time. Access will also be provided to On Demand content to allow the pass holder to view sessions again or catch up on sessions they may have missed. There is no online exhibition therefore this pass does not include any exhibition access.

*Sponsored content will only be live streamed if the sponsoring company has purchased a satellite package which includes this.

19.2 Registration entitlements

Complimentary registrations are available based on support level as follows:

| Registration type | Supporter | Bronze | Silver | Gold |
|---|-----------|--------|--------|------|
| Exhibition Only | 3 | 5 | 10 | 15 |
| Full registration to ECE in Istanbul and ECE@Home/ESE On Demand | 1 | 2 | 3 | 4 |
| Full Registration for ECE@Home | 2 | 3 | 4 | 5 |

19.3 Contractor Passes

Contractors will not be issued with passes for the build-up and breakdown periods, however a list of named individuals who will be onsite during these periods should be sent to Amber Nutt (ece2023@endocrinology.org) **no later than 5 May 2023**. This will be passed to the venue team to ensure that all contractors are permitted access.

Each person must carry some form of official identification, i.e. passport or driving licence, at all times. **Please ensure that all contractors know the name of the exhibiting company, and number of the stand they are working on**, to avoid confusion.

Please note: the Exhibition is not open to the general public and no one under the age of 16 is permitted on-site at any time during the build-up, live days or breakdown.

18. Exhibition Opening Hours and staffing

The exhibition is situated throughout the venue which is all on one level.

The Scientific Programme for ECE 2023 is available on the Congress website and will be updated with further information as it is finalised. The direct link is: <https://www.ece-hormones.org/events-deadlines/european-congress-of-endocrinology/ece-2023/programme/>

20.1 Exhibition opening times

The exhibition hall will be accessible to delegates from 12:00 on Saturday 13 May to allow access to some session rooms for the Pre Congress Courses. The Welcome Reception will then take place from 18:40 - 21:00. It is not mandatory for exhibition stands to be staffed during this time however a company/contractor representative should be available between 16:00 and 16:30 during the Health and Safety inspection, in case any changes are required to the stand.

Dedicated exhibition hours will commence on Sunday 14 May during the morning tea & coffee break at 09:40. We request that exhibition stands are staffed during refreshment breaks (tea/coffee and lunch) at a minimum. Staffing outside these times is at the discretion of the exhibiting company.

20.2 Access times

20.2.1 Saturday 13 May 2023

| | |
|--|---------------|
| Pre congress courses | 12:00 – 15:30 |
| Opening Ceremony | 16:00 – 18:30 |
| Welcome reception (in exhibition hall) | 18:40 – 21:00 |

20.2.2 Sunday 14 May 2023

| | |
|---|---------------|
| Exhibitors' access to exhibition hall | 07:00 |
| Registration opens/delegate access to venue | 07:30 |
| Exhibition opens | 07:30 |
| Morning tea and coffee | 09:40 – 10:20 |
| Morning ECE Hub sessions | 09:45 – 10:15 |
| Lunch, exhibition and posters | 12:30 – 14:00 |
| Lunchtime satellites | 12:35 – 13:55 |
| Afternoon ECE Hub sessions | 17:05 – 17:35 |
| Afternoon satellites | 17:40 – 18:40 |
| Last scientific session finishes | 19:30 |
| Exhibition closes | 19:30 |
| Informal Networking Event (offsite) | 19:40 onwards |

20.2.3 Monday 15 May 2023

| | |
|---|---------------|
| Exhibitors' access to exhibit hall | 07:00 |
| Registration opens/delegate access to venue | 07:30 |
| Exhibition opens | 07:30 |
| Morning tea and coffee | 09:40 – 10:20 |
| Morning ECE Hub sessions | 09:45 – 10:15 |
| Lunch, exhibition and posters | 12:30 – 14:00 |
| Lunchtime satellites | 12:35 – 13:55 |
| Afternoon tea and coffee | 15:40 – 15:50 |
| Afternoon ECE Hub sessions | 08:05 – 18:35 |
| European Hormone Day celebration | TBC |
| Last scientific session finishes | 18:00 |
| Exhibition closes | 18:40 |

20.2.4 Tuesday 16 May 2023

| | |
|--|---------------|
| Exhibitors' access to exhibit hall | 07:00 |
| Registration opens/delegate access to venue | 07:30 |
| Exhibition opens | 07:30 |
| Morning tea and coffee | 10:40 – 11:20 |
| Morning ECE Hub sessions | 10:45 – 11:15 |
| Lunch, exhibition and posters | 12:30 – 14:00 |
| Lunchtime ECE Hub sessions | 12:45 – 13:15 |
| Afternoon tea and coffee | 16:40 – 16:50 |
| Exhibition closes | 16:30 |
| Closing ceremony | 17:20 – 18:00 |
| Venue occupancy ends (all exhibits removed) | 23:00 |

19. General Rules for Exhibitors

21.1 Advertising and give-aways

Written approval from the congress organiser and ESE is necessary for any company wishing to advertise goods and/or services, which are not included in the exhibition programme or not relevant to the exhibiting company's participation at the congress.

Advertising of goods and services on behalf of companies and organisations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not permitted to:-

- Place posters on columns, walls, partitions or stands etc., which are inside the building or outside their rented area

- Distribute promotional materials anywhere else other than on their stand, or designated literature table, or to distribute publications of a disturbing, political or dangerous nature (as deemed by ESE or the congress organiser).
- Exhibit or use a trademark, name, etc., which is contradictory or offensive to other exhibitors or visitors

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. Product identification is permitted on giveaways, subject to local pharmaceutical compliance rules where applicable. Contests, lotteries and raffles are subject to approval by the congress organisers.

21.2 Copyright

Please note that ESE and Bioscientifica (as congress organisers) have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.

Should any copyright dispute arise, the ESE and Bioscientifica will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

21.3 Disruption to other exhibits

The congress organisers reserve the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

21.4 Distribution of Materials

The display or distribution of any material in any form from any area within the Venue, other than banner sites, designated literature table, and within the boundary of your stand, is strictly prohibited.

21.5 Employment of Labour

Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS) in the UK, or equivalent codes in Turkey. Any person whom in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the venue, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the Event Supplier and Services Association (ESSA) or equivalent organisation. Any queries should be referred to ESSA, 119 High Street, Berkhamsted, Hertfordshire, UK, HP4 2DJ.

21.6 Flow of delegates

Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment (other than that arranged by the congress organiser or required by the venue) stand in the aisle space.

21.7 Insurance

The Event Organisers, whilst taking every reasonable precaution, expressly do not accept any responsibility at all for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

All exhibitors are required, as part of their contract, to insure their legal liability and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the Exhibition including transportation. All exhibiting companies must provide proof of Public Liability Insurance up to a value of €5,000,000 (five million euros). This must be sent to Amber Nutt (ece2023@endocrinology.org) **no later than 13 April 2023**. Failure to provide proof of adequate insurance may mean you/your contractors are not permitted access to set up/exhibit at the congress.

21.8 Laser shows

No laser shows are permitted at this event.

21.9 Maximum stand height

The maximum height for any part of any stand will be 3.0m. Shell scheme stands are 2.50m high and no displays or banners within the stand may exceed this height.

21.10 Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the congress organisers or ESE. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the meeting. It is the responsibility of exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organisers will not arbitrate in any way in legal issues of this nature. The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

21.11 Registration and accommodation

Arrangement and costs for registration and accommodation for attendance at the congress is the responsibility of the ECE 2023 sponsor/exhibiting company.

21.12 Sharing of stands

Exhibiting companies are not permitted to share allotted booth space with any other company without prior written consent from the organisers.

21.13 Smoking

ECE is a non-smoking meeting. If exhibitors or contractors wish to smoke they may do so outside the venue in designated smoking areas. Any contractor suspected of being under the influence of alcohol or any other substance, during build or breakdown periods, will be asked to cease working and leave the site for safety reasons.

21.14 Staffing of stands

Exhibitors will be required to ensure that their stands are staffed during the tea and coffee and lunch breaks at a minimum. Beyond these times, the staffing of stands during the congress opening hours is at the discretion of the exhibiting company. Stands must not be dismantled before the published closing time.

21.15 Stand Identification

All exhibition stands must be identified by a Stand Number and/or or Stand (Company) Name, which is identical to that shown on the official exhibition floorplan. Companies who provide their own fascia board must ensure the company name is printed on this.

21.16 Sub-letting

Exhibitors shall not sub-let in whole or in part any part of the stand allotted to them without the written consent of the congress organisers.

20. General Event Information

22.1 Accommodation

A number of hotels of various categories at negotiated rates are available for participants of ECE 2023. Please contact Minos Psarakis at Bioscientifica (ece2023.hotels@endocrinology.org) for more information on availability or book via the [Accommodation booking](#) links on the Congress website.

22.2 ATM

There is an ATM located outside of the Haliç on Sötlüce, Karaağaç Cd, 34348 Beyoğlu/İstanbul, named VakıfBank ATM

22.3 Business Centre

The venue does not have a dedicated Business Centre. Should you require printing or other technical assistance, this can be requested at the Organisers Office however printing facilities will be limited and subject to availability of staff/resources, and may be charged.

22.4 Children/Students/Trainees

No person under the age of 16 will be permitted access to the Exhibition. This rule also applies to the children/relatives of Exhibitors and Contractors during the build-up, open and breakdown periods.

22.5 Cloakroom

There will be two cloakrooms located in the Haliç Foyer. These can be used for coats and individual luggage however are **not** intended as storage areas for exhibit materials.

22.6 Disabled Persons' Facilities

Haliç Congress Centre is a fully accessible venue on one floor. Where there are raised floors or upper balconies, lift access or ramps are available. Accessible toilets are available throughout.

22.7 First Aid

Anyone requiring first aid assistance should report to the Organisers' Office in the Erguvan Restaurant which will be clearly signposted. In the event of an emergency, if there is insufficient time and a member of the congress or venue team is unavailable, please call the Emergency Services on 112.

22.8 Insurance

The congress organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the property of any exhibitor from any cause whatsoever.

The congress organiser insures the exhibition area against Force Majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The congress organisers refuse to accept any responsibility whatsoever for the insurance of these objects. The congress organisers require that the exhibitor arranges for his/her own insurance with a third party.

All Companies exhibiting at ECE 2023 must complete, sign and return the Health and Safety Declaration Form to confirm that they have the required level of liability insurance cover in place for this event. Exhibiting companies are responsible for their own activities **and** those of their contractors whilst on site. Contractors who are engaged by an exhibiting company are not required to submit their policy details to the congress organiser but the client/exhibiting company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

Should these provisions be ignored and the exhibitor fails to verify their insurance coverage or fails to produce documents stating verification, the congress organiser has the right to prevent the exhibitor from entering the exhibition area until the provisions are fulfilled.

22.9 Lost Property

If you have lost something please check at the Registration Desk or with the Venue's Security Team. Should personal effects be left on your exhibit booth by delegates, these should be given to the Registration team or a member of the venue team. Items left unattended such as bags or cases should be reported to a member of venue security.

22.10 Paging/Announcements

Please note that during the open period of the show, the public address system is for congress organisers' announcements and emergency/police messages only.

22.11 Payment Conditions

All invoices for technical services will be sent after the event. If invoice details are not completed on all order forms there will be a delay in processing invoices.

22.12 Security

Although every reasonable security precaution is taken throughout the tenancy period of the congress, the congress organisers cannot be held responsible for any loss, damage or accident, which may occur to any exhibitors (or their contractors), property or personnel. ***We strongly recommend that any valuable items e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and removed from the Exhibition Hall each evening.***

Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the Venue, Security or Organising staff. Please ensure that you have suitable insurance cover for yourself, your staff and your property.

During the build-up and during the congress there will be security at the main doors of the venue. Every night the venue will be closed and the venue will provide appropriate security.

22.13 Social Programme

The Welcome Reception will be held on Saturday 13 May 2023 in the Congress Centre.

The Informal Networking Event dinner will be held off-site on Sunday 14 May 2023. Sponsors do not receive any complimentary passes to this event. Should sponsor or exhibitor representatives wish to attend this event, passes must be booked using the exhibitor registration form (charges apply). All payment for social events must be made in advance.

21. Health and Safety Section

As organiser, it is our policy to manage the event safely and make the environment safe so far as is reasonably practicable. This section has been produced to provide exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with recommended Health and Safety Procedures. The organisers will work with the venue to assess Health and Safety Risks to all parties during the event and will impose appropriate measures in order to ensure safe build-up, open and breakdown periods. Any queries on-site should be made at the Organisers Office. Queries prior to the event should be directed to Amber Nutt (ece2023@endocrinology.org).

Some of the key risk areas are outlined below but it is vital that each Exhibitor provides the below information **no later than 13 April 2023**:

- Completes and returns the [Health & Safety Declaration Form](#)
- Undertakes their own [Risk Assessment](#) (either completing the form provided or using their own template)
- Obtains a suitable Method Statement from their principal contractors (self-build only)
- Provides evidence of acceptable insurance cover (up to €5 million)

Each Exhibitor is obliged to follow the congress organiser's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means).

Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted.

It is forbidden to use the following items in the Exhibition Hall:

- Highly flammable or explosive materials, gas and other dangerous materials
- Goods offensive by their scent or in some other way
- Appliances producing unpleasant sound or light

If you are unsure of any of the above and require further clarification please contact Amber Nutt (ece2023@endocrinology.org).

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. Exhibited goods must not be covered during the opening hours of the exhibition. The congress organiser will have the right to remove any such covering without being held responsible for any damage this action may cause. Exhibited goods must not be removed for the stand during the exhibition unless for security reasons (e.g. overnight outside congress live hours).

It is forbidden to display exhibits or to distribute goods that could disturb other exhibitors or delegates. Distribution of goods that can (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the venue equipment is also forbidden. Exhibits must stay within the borders of the display; portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part or section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

23.1 Appointed Contractors

The congress organisers have satisfied themselves that the event's appointed and recommended contractors/suppliers are competent in the tasks required of them. The congress organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

23.2 Emergency Procedures

If a suspect item is discovered do not touch it but report it immediately to the Organisers Office or contact the nearest member of the venue security staff.

If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety. Organisers cannot accept responsibility for damage, loss or injury, however caused.

23.3 Fire Procedures

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials.

Without written permission of the congress organiser, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the congress organiser has already issued written permission. The congress organiser reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden.

Each exhibitor is obliged to obey any instructions issued by the congress organiser, or by the fireguards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the venue and by the congress organiser. In case of any doubt, please contact the congress organiser. All stands will be inspected by representatives of both authorities.

23.4 Personal Protective Equipment (PPE)

Every employee, third party employee or autonomous worker must wear the appropriate PPE with special attention to the high-visibility vest/jacket and the safety shoes/boots (steel toe caps) during the setting and disassembling of stage, stands, etc.

23.5 Health & Safety at Work Act 1974

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health & Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health & Safety at Work Act 1974, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

All Exhibitors must complete and return the [Health & Safety Declaration Form](#). Exhibiting companies which have not returned this form will not be permitted to commence stand set up until this form has been completed.

Principal areas of note are.

- The understanding of Fire and Emergency Procedures of the Venue and the location of the Venue's First Aid room (Gallery 2)
- The need to maintain emergency gangways, as specified by the congress organisers, through and to the centre of the Hall, especially during build-up and breakdown.
- The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.
- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring 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 to it.
- That stacker trucks are not used by other than fully trained personnel.
- That disused fluorescent type lighting tubes are disposed of safely.
- That chemicals and flammable liquids are, after use, removed from the Venue by the user or, in exceptional circumstances, brought to the attention of the Venue's Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could be a hazard to operatives.
- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

22. Health and Safety Documents

24.1 Health and Safety Declaration

The Management of Health and Safety at Work Regulations requires co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the exhibition that EVERY exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work act 1974 (HASAWA74) and all other legislation covering the venue. The exhibiting company accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the ECE 2023 Exhibition. All Companies must complete the [Health and Safety Declaration Form](#) affirming your commitment to co-operation and co-ordination with the congress organisers and venue.

24.2 Insurance and Liability

Exhibiting Companies are required to hold suitable Public Liability Insurance, which is valid for the duration of the exhibition, to the value of €5M for self-build stands and €2M for shell scheme stands. Exhibiting Companies are responsible for their own activities and those of their Contractors whilst on site. Contractors who are engaged by an Exhibiting Company are not required to submit their policy details but the client/Exhibiting Company is strongly advised to ensure that a valid policy of Public Liability Insurance is in place for the duration of works.

24.3 Method Statement

If you are building your own stand or other complex structure at the exhibition, you must submit a full Method Statement to the congress organiser at the same time as your stand plan, risk assessment and structural calculations. If you have any queries regarding this or need further information, please contact Amber Nutt (ece2023@endocrinology.org).

24.4 Risk Assessment

Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the congress, identifying the hazards present on site and ways in which you will then minimise and control these hazards.

All exhibitors must complete and return a completed Risk Assessment form. A risk assessment template and guidelines for completing this are included however exhibitors can produce their own if preferred.

THE HEALTH AND SAFETY DECLARATION, RISK ASSESSMENT AND PROOF OF INSURANCE MUST BE SUBMITTED BY 13 APRIL 2023 – ACCESS TO BUILD THE STAND WILL NOT BE GRANTED IF THESE ARE NOT COMPLETED AND RETURNED.

23. Health and Safety – Exhibitor Checklist

| Task | Complete? |
|--|-----------|
| Appoint a responsible person for the build-up, open and breakdown periods. | |
| Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors. | |
| Sign and return a copy of the Health & Safety Declaration enclosed with this manual. Please note we will not be able to issue your badges and passes prior to the receipt of your Health and Safety Declaration. | |
| At the tender stage ask to see your principal contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references and ask to see proof of previous work standards – in short satisfy yourself that your Contractors are reliable and competent. | |
| Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Exhibition Contractor along with your stand design. | |

| | |
|--|--|
| Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities. | |
| Plan your time during build-up and breakdown. If necessary schedule a late working rota. | |
| Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future. | |

24. Terms and Conditions of Exhibiting

26.1 Cancellation of Exhibition

In the event of the Exhibition having to be cancelled, curtailed, postponed or abandoned due to circumstances outside the control of the congress organisers, the exhibiting company, agents or contractors shall have no claim against the congress organisers for loss of incurred costs or expenses. It is recommended that the exhibiting company arrange appropriate insurance to cover their loss of all potential costs, expenses and deposits arising out of the cancellation, curtailment, postponement or abandonment of the Exhibition, including such costs which may arise as a result of the exhibiting company failing to vacate the venue by the end of the tenancy period.

26.2 Exhibition Floor Plan Amendments

The congress organiser reserves the right to alter the layout of the exhibition floor plan if such action is deemed necessary. Where this results in an amendment to the exact site of the location of individual stands the exhibiting company undertakes to agree to any such amendment to the location or the space re-allocated by the congress organiser.

25. Cancellation of Contracts and Agreements

Refer to ECE 2023 Supporter Contract.