



EXHIBITION RULES & REGULATIONS

1. INVOICING

Exhibition space invoices must be paid by the due date indicated on the invoice. In case of late payment, the organizers reserve the right to resell the space. Full payment of exhibition invoices is required prior to build-up of the exhibition. Exhibitors with outstanding payments may not be allowed to build their stands.

2. CHANGES IN SIZE OF RESERVED SPACE

The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in case of a change in size of the reserved exhibition space.

3. CHANGES IN THE 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.

4. SHARING OF STANDS

Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from MCI Suisse SA.

5. SUB-LETTING

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of MCI Suisse SA.

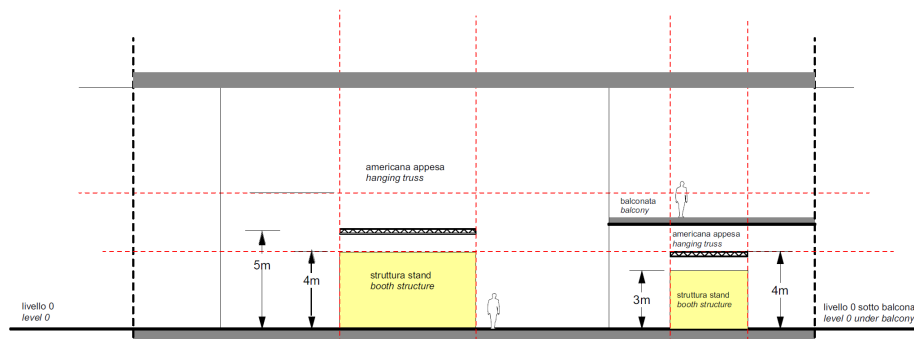
6. BUILD-UP

No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling.

7. STAND BUILDING

- ✓ **Location:** The exhibition will be located in the South Hall, level 0 of [Allianz MiCo](#).
- ✓ **Maximum stand height under the balcony (for any part of any stand): 3m.** Rigging is permitted up to 4m above the ground. 4m refers to the top of hanging truss (refer to drawing below).
- ✓ **Maximum stand height anywhere else in the exhibition hall (for any part of any stand): 4m.** Rigging is permitted up to 5m above the ground (5m refers to the top of hanging truss (refer to drawing below)).
- ✓ **Rigging** can be ordered on the [Exhibitor Services](#) of the Milan Convention Centre.
- ✓ **Plans of all stands that exceed the maximum stand height indicated above must be submitted to fleurange.bieri@wearemci.com and espen2024@fieramilanocongressi.it by **Monday, 17 June 2024 at the latest** for approval.**

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Maximum height for booth structures and hanging trusses



Booth structures maximum height = 4 m net of any hangings

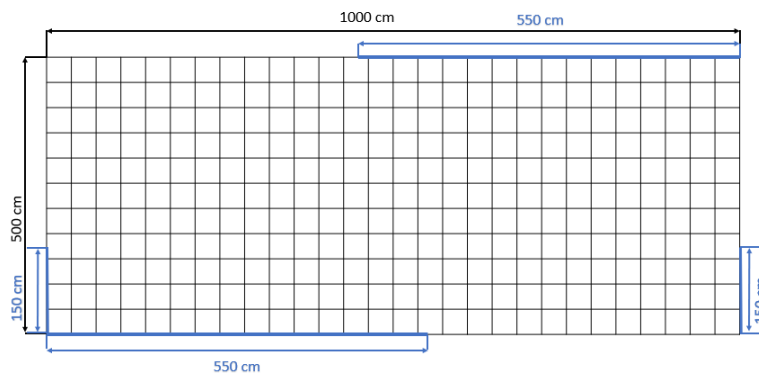
Booth structures under balcony maximum height = 3 m net of any hangings

Maximum height of the trusses (excluding the area under the balcony) = 5 m upper side truss

Maximum height of the trusses under balcony = 4 m upper side truss



- ✓ For **complex structures**, please refer to section 3.2.5.8 of the Allianz MiCo Technical regulations (available in the Venue documentation section of the technical Manual or on the [Exhibitor Services](#)).
- ✓ **Use of Rented Space & Height Limitation** - The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. gobos, etc.). **To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open.**
- ✓ **Island stands should be accessible from all 4 sides.**
- ✓ **For Island and Peninsular stand types:** to comply with the security regulations of the congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls erected on the open sides of a stand **cannot exceed 65%** of the total length of the stand, i.e. the line of sight through the stand must be possible **from aisle to aisle for at least 35%** of the stand width when viewed from each open side (refer to example below).



- ✓ **Stands** - only one level stands will be permitted.
- ✓ **Space Only Stands - Adjacent Stands.** It is under the exhibiting company's responsibility to build its own adjacent wall. **Plans of all Space Only stands must be submitted to fleurange.bieri@wearemci.com and espen2024@fieramilanocongressi.it by Monday, 17 June 2024 at the latest for approval.**
- ✓ **Shell scheme Partitions:** It is strictly forbidden to drill in the walls. However, you can use instead: tape, double-sided tape, hook + chains. In case of damage, partitions will be at the expense of the exhibitor.
- ✓ **Weight is limited to 400 kg / m².** If you have any heavier installation, please contact espen2024@fieramilanocongressi.it
- ✓ **Exhibitors obligation:** Please consult MiCo Technical Regulations (available in the Venue documentation section of the technical Manual or on the [Exhibitor Services](#)).

8. LASER SHOWS

No laser shows will be allowed at this event.

9. FLOW OF DELEGATES

Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

10. MANNING OF STANDS

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

11. GIVE-AWAYS AND DISTRIBUTION OF PRINTED MATERIALS

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. No such material may be distributed in any other areas of



the congress venue or hotel used by the meeting. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

12. STAND ACTIVITIES

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during coffee breaks are accepted **as long as they do not disturb the other exhibitors**. A request to hold such sessions must be submitted to the organisers (MCI) for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the congress, the organisers (MCI) may decide to stop it at any point.

13. SOCIAL EVENTS

Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia).

14. DISRUPTION OF OTHER EXHIBITS

Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor’s assigned space. The Organizers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

15. SECURITY AND INSURANCE

The organisers and the Congress Centre Allianz MiCo will not be held responsible for any loss or damage to exhibitors’ goods and exhibitors are reminded that they should take out their own All Risks insurance to cover for this.

The Exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by the Organiser or the Congress Centre for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the Exhibitor’s responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All Exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her agents or by his or her equipment and activities. All risks cover against damage and theft to the Exhibitor’s own property, and to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to Exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place.

Neither the Organiser nor the Congress Centre can be held liable for Exhibitor’s property (personal and/or company property) even in the case of theft.

The Organiser and the Congress Centre disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for fault or neglect on the part of the Organiser’s permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress. Please refer to section 9 of Allianz MiCo Technical Regulations (available in the Venue documentation section of the Technical Manual or on the [Exhibitor Services](#)).

16. HEALTH AND SAFETY WORK REGULATIONS

The use of safety shoes, helmet and high visibility jacket is mandatory in the working areas during set-up and dismantling. It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations (refer to section 5



of Allianz MiCo Technical Regulations - available in the Venue documentation section of the Technical Manual or on the [Exhibitor Services](#)

17. LIABILITY

MCI Suisse SA and the venue Allianz MiCo cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. 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 (refer to section 5.2 of Allianz MiCo Technical Regulations - available in the Venue documentation section of the Technical Manual or on the [Exhibitor Services](#)).

18. PRODUCT DISCLAIMER

The acceptance of a product or service for the exhibition does not in any manner constitute an endorsement by the Organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at the Congress. 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 ESPEN congress.

It is the responsibility of the exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organizers will not arbitrate in any way 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.

Please make sure that you consult the Code of Conduct in application which may be found here:

<https://www.efpia.eu/relationships-code/the-efpia-code>

19. CERTIFICATION OF DECORATIVE MATERIALS AND STAND STRUCTURES

Exhibitors must have their valid certificates authenticating the safety references of the decorative materials used on the stands. Please refer to section 3.2.5.8 of the Allianz MiCo Technical regulations.

20. CERTIFICATION FROM CIVIL ENGINEER

All structures which – particularly if incorrectly constructed – could pose a danger for the physical wellbeing, life and health of individuals, must be inspected by an independent structural engineer.