



5-8 September 2026

# Berlin ESPEN Congress

on Clinical Nutrition & Metabolism



## ESPEN 2026 CONGRESS – SPONSORSHIP TERMS & CONDITIONS

### EXHIBITION LAYOUT

Exhibitors buying only the space will be required to submit a detailed plan of their stand as well as a 3D plan to MCI for approval. It is mandatory to have widely open and accessible stands. Walls/structures cannot exceed 65% of each open side/length of the stand).

For all exhibitors, sides adjacent to aisles must remain open/follow the above rule. This allows to keep an open exhibition area and fairness amongst all exhibitors.

**Rigging** is permitted in specific areas. Rigging height is limited according to the color legend as per the exhibition floor plan in page 13. Maximum building height is determined per areas according to the color legend as per the exhibition floor plan page 13.

All booths that do not comply with the rules can and will be required to adapt/dismantle their construction prior to the official opening of the exhibition.

**Fresh water & wastewater** supplied by a set line can only be provided in the booths as indicated on page 13. All other booths in the middle of the hall can only be operated by container (for fresh & wastewater)

### EXHIBITOR REGISTRATION

All exhibitors or staff manning the booth (such as Barista, technical staff,...) must be registered and will receive a badge displaying the exhibiting company name (for exhibitor badges only). Two exhibitor badges are given for the first 9 square meters booked and one additional badge for each additional full 9 square meters booked. Any additional exhibitor(s) will be charged an exhibitor registration fee of €250 excl VAT (€300 excl VAT for late/onsite registrations).

Companies' staff who don't have an "exhibitor badge", will not be granted access to the exhibition, outside opening hours, unless they get an early/late access card from the registration desks onsite.

### COMPANY PROFILE

A complete listing of all exhibitors, including a 100-word entry profile will be featured on the congress website and congress app. Procedure for companies to provide their company profiles and logo will be included in the technical manual. Should the profile not have been received and confirmed by MCI, it will not be included.

### AMENDMENTS TO EXHIBITION LAYOUT

While every effort is made to preserve the initial published layout of the exhibition, the Organizers shall be entitled to vary the layout if this is in the general interest of the exhibition. (move or remove booths, adjust open/closed sides, etc).

### 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.

### NOISE

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.

### SHARING OF STANDS

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

## 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**. When designing their stand layout, exhibitors must ensure that the planned activities and the participating audience do not go beyond the boundaries of the stand, i.e. the audience must not stand in the aisles. This is for security reasons and fairness over the neighbouring booths. 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. Stand activities must not compete with any of the partnership opportunities proposed by ESPEN (eg. flash symposium, healthy breaks).

## 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. **It is strictly forbidden to distribute printed materials in the exhibition hall, catering areas, any other areas of the Congress and any hotel used by the event.** Product identification is permitted on give-aways. Contests, lotteries, raffles and any other incentives are subject to approval by the Organisers and need to be compliant under EFPIA/Med-tech and national rules and regulations.

## PRODUCT DISCLAIMER & COMPLIANCE

The acceptance of a product or service for 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 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.

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/>

**It is the sponsor responsibility to check if discussions are conducted with prescribers or non-prescribers. Please note that this information will be indicated on the delegate badge.**

## HEALTH AND SAFETY AT WORK REGULATIONS

It is the responsibility of the exhibitor/sponsor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

## SECURITY

The Organizers and the venue will not be held responsible for any loss or damage to exhibitors’ goods and exhibitors are reminded that they should take out their own insurance to cover for their belongings. All exhibited articles and decorative material shall be the Company’s responsibility, and the Company shall take due diligence in the protection of its goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

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

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

## INSURANCE

The signatory renounces to take recourse against the Organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the material exhibited (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the company, present at the congress. In any case, the insurance protection will NOT be given to the exhibitors by the Organisers. The Organiser and the Congress Centre disclaim all responsibility for damage done to exhibited articles, exhibition materials, rented rooms, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for faults 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.

## LIABILITY

MCI Suisse SA and the venue Estrel Congress Centre cannot accept responsibility for damage caused by an exhibitor or symposium/meeting organiser (the Company), nor for loss sustained by the Company. The Company or their contractors must not damage or deface the exhibition/room facility or rented equipment or the booths and equipment of other exhibitors/companies. When such damage occurs, the Company is solely responsible and is liable to the owner of the property. The Companies must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

## CANCELLATION OF EXHIBITION AND CONGRESS

It is mutually agreed that in the event of total or partial cancellation of the Congress due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, the agreement between the exhibitors and ESPEN will be terminated immediately, and ESPEN shall determine an equitable basis for the refund of a portion of the exhibit or other fees, after due consideration of expenditures and commitments already made.

Please refer also to the Terms and Conditions at the end of this brochure.

Under no circumstances is ESPEN responsible for any exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

In the event of cancellation of an exhibitor booth by the exhibitor, the cancellation policy indicated at the end of this brochure, on the order form and on the invoice, will apply.

## INDUSTRY COMPANY MEETINGS & COMPANY EVENTS

It is strictly forbidden to hold company meetings and company events outside the congress venue during the official congress programme times. Non-compliance may affect the companies' participation in future ESPEN meetings. Company meetings can be held at the congress venue subject to available meeting spaces and their capacities.

## RESERVATION

In order to be valid, your reservation **must be completed, signed and submitted to MCI Suisse SA, via the official order forms**. An invoice will be issued upon completion of your order, to be paid within 30 days of receipt.

The completion of an order constitutes a firm hire commitment and compels the subscriber to accept both the general conditions and the exhibition rules and regulations. **No orders or pre-bookings will be accepted by e-mail or phone calls**. The full amount for your booking(s) must be received by 10 June 2026 at the latest. Non-payment by this stated deadline will lead to the cancellation of your booking. Payments not received by the start of the Congress will lead to set-up of the booth not being allowed onsite. Booths, satellite symposium slots, and sponsorship items will be allocated on a first come first served basis (by order of reservations). Companies will be invited to indicate their preferences, but please note that ESPEN and MCI Suisse SA cannot ensure the availability of the first choice. Once locations are assigned, any changes will need written approval from MCI Suisse SA.

## CANCELLATION POLICY

Cancellations and changes to your original booking must be made in writing to MCI. For cancellations made:

- From confirmation date to 31 March 2026, 50% of the total cost of each item will be retained.
- From 01 April, 100% of the total cost of each item will be retained. No refund will be possible.

## **TECHNICAL MANUAL**

A Technical Manual will be made available on the Congress website to every registered exhibitor and sponsor in due time. It will include all information regarding general conditions, safety regulations, setting up of a booth and arrangement conditions, description of the booth, specification documents and maps along with order forms and prices for furniture, decoration and all necessary services (telephone, electricity, transport, storage...)

## **LOCAL AND SITE REGULATIONS**

Exhibitors shall abide by the local and site regulations with respect to law and order, safety and security. The Organisers will take appropriate action against those who do not comply with the regulations. The organisers have the authority to demand removal/ change of any structure which is not in accordance with the local and Congress rules or cancel participation. The decision of the organisers will be final and binding.

## **ENTRY TO THE EXHIBITION**

Access to the exhibition will only be possible to registered congress participants or exhibitors.

## **FORCE MAJEURE**

In the event of force majeure, the exhibition dates may be changed, or the latter may be purely and simply cancelled.

In the last event, the disposable funds after payment of expenses will be shared between exhibitors in proportion to their payments without it being possible to take recourse against the Organizer or the producer.

## **INTERPRETATION OF THE REGULATIONS AND AMENDMENTS**

MCI Suisse SA is the sole competent authority as to problems arising from the interpretation of the here enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the here-enclosed regulations will be chargeable to the exhibitor.

MCI Suisse SA reserves the right to change or to complete the here-enclosed regulations at any time. If any changes should occur, all participating companies will be informed.

MCI Suisse SA Rue du Pré-Bouvier 9 1242 Satigny Switzerland

## **DATA PROTECTION CLAUSE**

In accordance with the “applicable data protection laws”, including but not limited to laws and regulations of the European Union, the European Economic Area and their member states, Switzerland, the United Kingdom and the State of California, MCI, as data controller, processes the exhibitor/sponsor’s personal data for the purposes of (i) managing and organizing the event, in particular the management of exhibitor/sponsor’s stand, investment opportunities or industry symposium (ii) managing and organizing prospection and loyalty (iii) enabling the exhibitor/ sponsor to benefit from MCI services (iv) enabling the exhibitor/ sponsor to receive MCI news.

In accordance with the applicable data protection laws, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data. The exhibitor/ sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the competent supervisory authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address by contacting our Data Protection Officer (DPO): [privacy@mci-group.com](mailto:privacy@mci-group.com).

As part of their contractual relationship, MCI and the exhibitor/ sponsor (hereinafter referred to as the “Parties” and individually as a “Party”) undertake to comply with the applicable data protection laws.

Each Party acts as an independent controller with respect to its processing of personal data in connection with this agreement. Each Party will comply with its respective obligations under applicable personal data regulations with respect to its processing of such personal data. To the extent that either Party provides personal data to the other Party pursuant to this agreement, the Party supplying the personal data confirms that it has consent or another legal basis to provide the personal data to the receiving Party and for the receiving Party to process the personal data consistent with this agreement, and in accordance with its applicable privacy policy. For clarity, nothing in this agreement limits a Party’s ability to use an individual’s personal data to the extent directed by, consented to or requested by such individual.

In case of personal data transfers from the European Union, the European Economic Area and/or their member states, Switzerland and the United Kingdom to countries which do not ensure an adequate level of data protection within the meaning of applicable data protection laws of the foregoing territories, such transfers shall be based on the terms of the European Union Standard Contractual Clauses and UK Addendum or based on any other legal means allowed by applicable data protection laws. Parties shall ensure data transfers are protected through appropriate mechanisms.