



## 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.** Refer to the full Terms and Conditions in the Partnership Opportunities brochure and on the sponsorship invoice.

### 2. CHANGES IN SIZE OF RESERVED SPACE OR EXHIBITION LAYOUT

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.

While every effort is made to preserve the initial published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition (i.e. move or remove booths, adjust open/closed sides). Changes will be indicated on the revised versions of the floorplan shared regularly with the exhibitors. **It is the responsibility of the exhibitors to take note of the communications sent in that regard.**

### 3. EXHIBITION LOCATION

The Exhibition Area is located in the Convention Hall II of the ESTREL Congress Centre.

### 4. SHARING OR SUB-LETTING OF STANDS

Exhibitors are not allowed to share with others and/or sub-let any booth space allotted to them without prior written consent from MCI Suisse SA.

### 5. BOOTH BUILDER/CONTRACTOR

The company/exhibitor holding the booth is requested to inform [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) of the contractors in charge of building the booth.

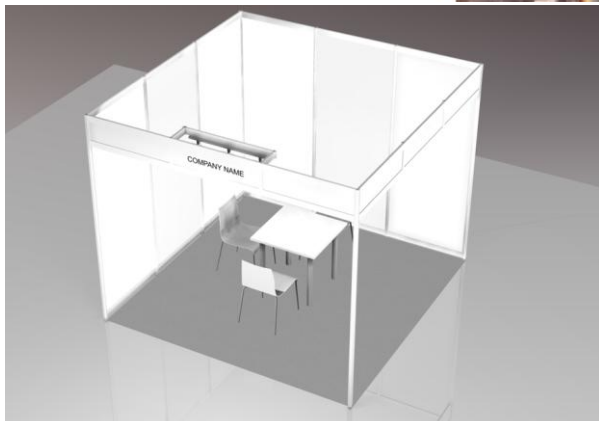
It is the responsibility of the company/exhibitor, to inform its contractors (booth builder, etc) of these guidelines. Credentials, if any, to access the online platform for placing orders, shall also be communicated by the company/exhibitor to its contractors.

### 6. BUILD-UP

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

#### • SHELL SCHEME BOOTHS

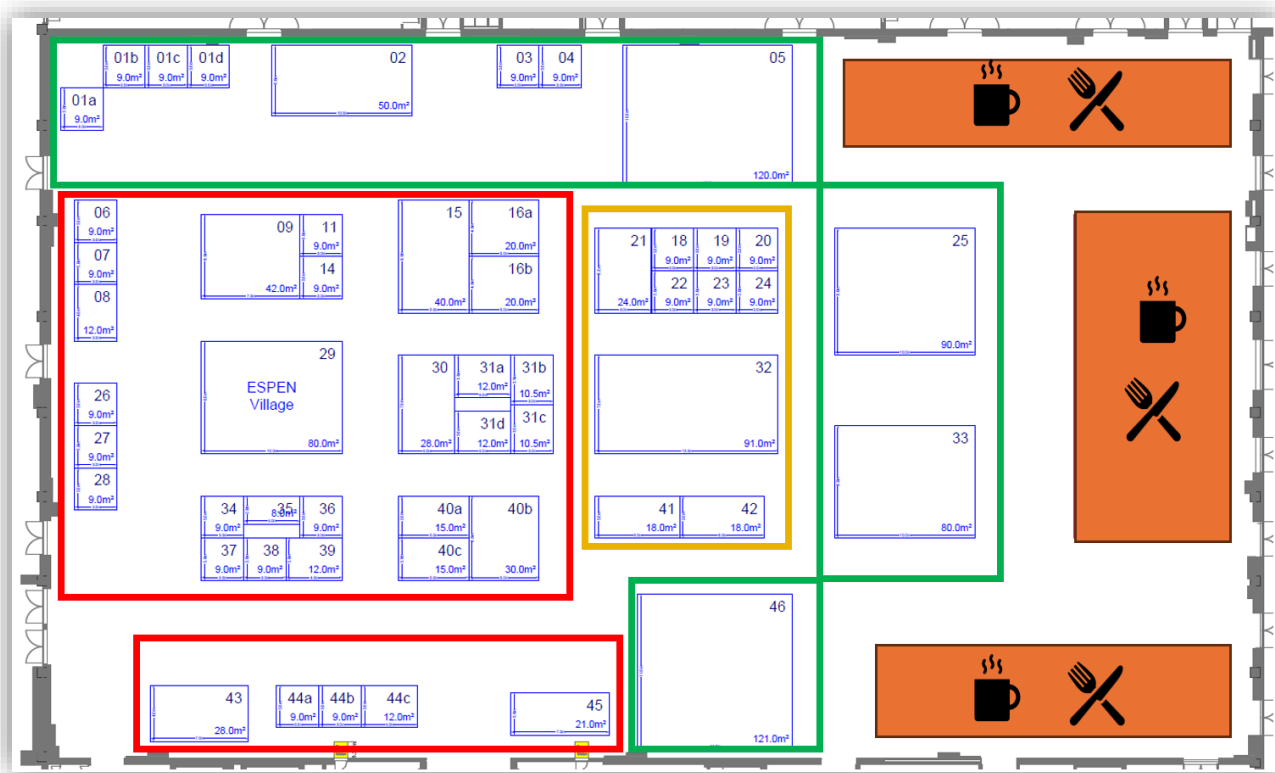
- **Package:** Standard Shell Scheme Booth, white - Fascia board on all open sides of the booth - Printed company name on the fascia board – Dark Blue carpet - Track light with three spotlights - Table 80 x 80 cm, white - 3 x Chair, white - incl. 1 x power connection 3kW
- **Partitions:** It is strictly 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.
- **Wall printing:** please order any printing via the [Onsite Services Webshop](#). Please submit your design to [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) for approval before printing.



(non-contractual pictures)

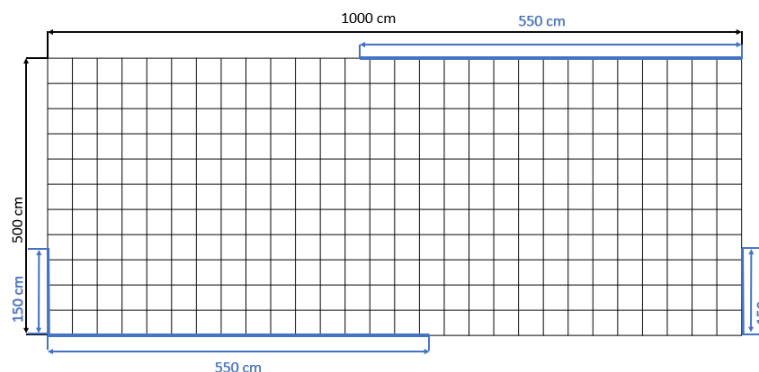
- **SPACE ONLY BOOTHS**

- **Space Only Stands - Adjacent Stands:** It is under the exhibiting company's responsibility to build its own adjacent wall.
- **Booth designs:** Plans are necessary to confirm how the booth will be set-up and equipped and to ensure that it meets the organiser and the venue exhibition and security rules. Plans of all Space Only stands must be submitted to [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) by **Friday 19 June 2026 at the latest for approval.**
- **Maximum build height is limited as per below:**
  - **RED** area: **3 meters**
  - **YELLOW** area: **5 meters**
  - **GREEN** area: **5 meters**
- **Rigging** is permitted **ONLY** in the **GREEN** area at maximum height of **7,5 meters**. The gap between the bottom rigging/suspended banner and the top walls/elements on the floor is a **minimum of 1 meter**.
- **Pillars:** No pillars in the exhibition area
- **Emergency exits or equipment** may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated booth space.
- **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.).
- **Sides of stands:** When booking the space, it is the responsibility of the exhibitor to check the open/closed sides of the stand and to place its signage/equipment accordingly.
- **Stand design and transparency/visibility:** to maintain an open exhibition area and fairness amongst all exhibitors, **all exhibitors are requested to maintain sides of stands, adjacent to aisles, open or meet the rule below.**
- **Island and Peninsular stands should be accessible from all 4 sides and meet the rule below.**



## IMPORTANT RULE FOR ALL EXHIBITORS

It is mandatory to have wide open and accessible stands. To comply with the security regulations of the congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls or equipment/structures erected/set-up 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).



- **Booth Level:** only one level stands will be permitted.
- **Exhibitors' obligation:** Please consult and follow the ESTREL Technical Guidelines
- **Onsite services orders:** please place your order via the [Onsite Services Webshop](#) (furniture, electrical supply, cleaning...).
  - ✓ Discounted prices until August 10, 2026
  - ✓ Standard prices from August 11, 2026
  - ✓ Deadline for graphics: August 10, 2026

## 7. BOOTH CATERING ORDERS



Food or beverage for booths must be ordered through ESTREL Congress Centre [Catering Webshop](#). Cleaning is included in the catering offer. Catering and cleaning must be paid by the exhibitor/company directly to the ESTREL Congress Centre. Coffee, tea and refreshments only may be served from the rented exhibition space.

**Alcohol is not allowed in the exhibition area.** It is not permitted to sell any food or drinks on the exhibition hall or anywhere else in the congress centre. All prices in the webshop include delivery, setup, and dismantling of the items. Additional staff charges may apply for specific catering needs, for example: cocktail bar, barista, etc.

Please refer to the Symposium or Hospitality suites guidelines for specific catering contacts.

## 8. CORKAGE FEE

### 1. Sponsors products

Corkage fees will not be applied to sponsored products ONLY. However, it must be properly declared and registered with Timur Ceviker, [t.ceviker@estrel.com](mailto:t.ceviker@estrel.com) at least 4 weeks in advance. Please note that staff or logistics fees may still be incurred if requested by the sponsor. Deliveries on sponsors products must be handled through FAIREXX.

### 2. Barista / Cocktail Bar

For any professional barista services, including machines and staff, sponsors should submit their requests through the [catering webshop](#). In case you the venue can offer a similar service than requested by a sponsor, but still wish to independently offer this service, a corkage fee will be charged.

## 9. SOCIAL EVENTS AND LASER SHOWS

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 and welcome reception).

No laser shows will be allowed at this event.

## 10. 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. This includes stand activities organised by exhibitors (see section below).

## 11. 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 **if they do not disturb the other exhibitors**. Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor’s assigned space. The adequate equipment (eg. headsets) shall be organised. The Organizers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

**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, under respect of Medtech compliance rules, 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.

## 12. 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. All exhibitors or staff manning the booth (such as Barista, technical staff,...) must be registered.

### **13. 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.

### **14. 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.

### **15. 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.

### **16. 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.

### **17. 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.



## 18. 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 by respecting the section “Product disclaimer”. Contests, lotteries and raffles are subject to approval by the organisers and need to be compliant under EFPIA/Med-tech and national rules and regulations.

## 19. 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.

## 20. 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 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>

**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.**

## 21. EXHIBITION ACCESS AND PHARMACEUTICAL PROMOTION

Please note that the exhibition area is accessible to both prescribers and non-prescribers. In accordance with the applicable pharmaceutical legislation and industry codes, promotional content for prescription-only medicinal products may be provided exclusively to healthcare professionals authorised to prescribe or dispense such medicines. Participants’ professional status is clearly indicated on their congress badge, and exhibitors are responsible for ensuring that their discussions and interactions are appropriate to the status of the individual they are engaging with. **Consequently, exhibition booths must not display any visible product-specific advertising or promotional materials for prescription-only medicines, ensuring that non-prescribers are not exposed to such content while accessing the exhibition area. Such advertising may only be displayed in a closed and private area within your booth that is not visible from outside.**

[FSA Code of Conduct \(Healthcare Professionals\)](#)

[HWG - German Act on Advertising in the Health Sector](#)

**As congress organizer, our primary responsibility is to inform you about the pertinent regulations in effect within the host country for the ESPEN Congress. However, we do not have the authority or the expertise to assess whether sponsors are fully compliant with these local regulations.**

**For this reason, we strongly advise that you share these guidelines with your internal compliance team to ensure proper review and approval.** Please note that our role is strictly informative, and any final compliance decisions should be made by your organization.



## 22. PRODUCT SALE

Direct sales are allowed on the exhibition floor. All companies participating in this event are solely liable and responsible for handling any onsite transactions in accordance with the laws and regulations of the host country. Companies must ensure that all transactions are declared appropriately and comply with local legal requirements. The event organizers are not responsible for any transactions conducted between companies and individuals.

## 23. PHOTO & FILM RECORDING

Taking videos and pictures of your stand and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you have explicitly asked for their consent. Exhibitors are only permitted to take photographs of their own booth and displays. It is strictly forbidden to reproduce, draw, photograph or video products or displays owned by other Exhibitors without their prior written consent. Use of video recording equipment within the venue is strictly forbidden unless written approval has been granted. Any request must be submitted to [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com)

## 24. ORDERS – BADGES SCANNERS AND LEAD RETRIEVALS

Make sure to get the most out of your participation at ESPEN with the lead retrieval solutions. With various packages adapted to your needs for your booth, your hospitality suite or your symposium room, the scanning devices will allow you to collect the key information from all the leads you engage with during the Congress, in a secure, easy and compliant way.

Contact: [badgreader@mci-group.com](mailto:badgreader@mci-group.com) with your needs & questions to obtain your quote and/or place your order directly [here](#). **Order early to benefit from the best available rates!**

## 25. CLEANING, EMPTIES AND WASTE REMOVAL

Exhibitors are responsible for removing any discarded refuse or waste, including promotional materials, at their own risk and expense, at any time before, during, or after the exhibition. Common event areas, such as exhibition aisles, will be cleaned daily. Cleaning staff will not enter any exhibit for cleaning purposes unless this service is included in the shell scheme booth package or specifically ordered by the exhibitor. No waste, such as empty cartons, crates, or shipping/packing materials, may be left in the booth or aisles. If any exhibitor or their contractors leave such materials behind, the removal costs will be charged to the exhibitor. Please contact the official forwarder, [Fairexx](#) for handling and storage of your empty crates and other packing materials throughout the exhibition.

## 26. LOADING/UNLOADING

The access to the Estrel Congress Center ground during setup & dismantling will take place via gate 1. At this gate 1 the exhibitors/stand builders will be asked to pay a cash deposit of EUR 100,00 to enter the Estrel ground (1h for vehicles up to 3,5t; 1,5h for vehicles up to 20t; 2h for vehicles of more than 20t). If exhibitors/stand builders do not stick to the agreed time frames, Estrel reserves the right to keep the deposit and donate it for charity purposes.

Loading and unloading slots will be allocated by our partner FAIREXX for all exhibitors. Please refer to the shipping guidelines for more details.

## 27. STAFF REQUESTS

Should you wish to order additional staff for your booth, please contact:

### 90° Personal GmbH

Contact: Michaela Meyer

Phone: +49 35165284010

[Michaela.Meyer@90grad.eu](mailto:Michaela.Meyer@90grad.eu)



5-8 September 2026

# Berlin ESPEN Congress

on Clinical Nutrition & Metabolism



**NUTRITION**  
*is the* **MISSION**

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