



## EXHIBITION GUIDELINES

### EXHIBITOR REGISTRATION

Two exhibitor badges will be given for the first 9 square meters booked and 1 additional for each 9 square meters thereafter. Any additional exhibitors will be charged an exhibitor registration fee at €275 + VAT\* per badge. Companies can purchase a maximum number of registrations, as follows:

- ✓ Booths of up to 60 sqm – 15 exhibitor registrations
- ✓ Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registration allows access to the exhibition area only and shall be used by company staff only.

### EXHIBITOR PROFILE & LOGO

Upon receipt of the booking form, exhibitors/supporters will be asked to upload a 100-word Exhibitor Company/Product profile and high-resolution logo to a provided link. This will be published in the list of exhibitors in the App.

### EXHIBITION LAYOUT

The Organiser reserves the right to alter the general layout or limit the space allotted to each exhibitor/supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, neither the Organiser nor EPA will be held liable for expenses incurred other than the cost of exhibit space rental fees.

### BOOTHS CONSTRUCTIONS

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. Neither furniture nor equipment may stand in the aisle space. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. People under the age of sixteen (16) are not allowed on the exhibition during build-up or dismantling.

### STAND DESIGN SPACE ONLY & SHELL SCHEME

1. **Maximum Stand Height** - The maximum height for any part of any stand is 2.5m. Plans of all stands must be submitted to [amel.benmabrouk@wearemc.com](mailto:amel.benmabrouk@wearemc.com) by **Wednesday 11 February, 2026** at the latest for approval - In a few locations, central, self-standing structures are allowed up to a height of 4m. Please check and confirm with [amel.benmabrouk@wearemc.com](mailto:amel.benmabrouk@wearemc.com) should you want to build a central, self-standing structure on your space.
2. **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.).
3. **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.**
4. **Island stands should be accessible from all 4 sides.**



5. **Pillars:** There are several pillars in the exhibition foyer, which are indicated on the exhibition floorplan. Exhibitors with pillars on their stand surface are allowed to clad them, either using the local printing company or using their own supplier. Material for aluminum surface is necessary. The distribution boxes/mains and/or emergency signs on the columns, if any, must remain accessible via e.g. doors, windows, curtains.
6. **When booking the space, it is the responsibility of the exhibitor to check if there are any pillars on its stand and to take the necessary measures according to the above.**
7. **For Island and Peninsular stand types,** the line of sight through the stand must be possible **from aisle to aisle for at least 30%** of the stand width when viewed from each open side.
8. **Stands** - Only one level stands will be permitted.
9. **Space Only Stands - Adjacent Stands.** It is the exhibiting company's responsibility to build its own adjacent wall.
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.
11. **It is strictly forbidden to** paint, glue, drill, screw or nail the walls, ceilings, floors or column, or place anything on the walls, columns or any of the technical installations, that may scratch, leave prints, paint, glue or dents. Any damages will be at the responsibility of the exhibitor.
12. **Weight is limited to 400 kg / m<sup>2</sup>**
13. **Floor:** The exhibition foyer floor is fragile (covered with white/light grey marble). The exhibitor will be responsible for any damage caused.
14. **Rigging is NOT permitted**
15. **Venue's Technical Regulations and exhibitors' obligations:** Please consult the [Prague Congress Centre Exhibitor Services Kit](#) and [General conditions](#).

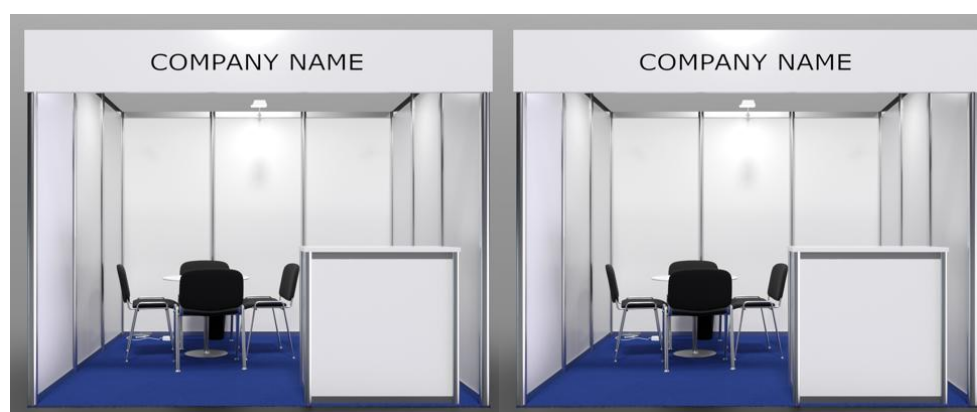


## SHELL SCHEME – STAND DESIGN AND GUIDELINES

The following equipment is included in the package:

- ✓ Exhibition floor space, carpeted in dark blue colour
- ✓ Shell scheme frame (height 2.50m)
- ✓ 1x fascia board for company name (black colour, max 20 letters, no logo)
- ✓ Light: 3x spotlights (for a 9sqm booth)
- ✓ Electrical supply; 3.5Kw (1x extension cable with 3 sockets)
- ✓ Standard furniture: Reception desk (lockable cabinet) 100x50x100 – 1 Stool – Waste bin – Coat hanger -1 round table 80cm – 3 chairs (for a 9sqm booth)
- ✓ Basic stand cleaning

**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.



*(non-contractual pictures)*

## TIMETABLE

Access to the exhibition is authorised on presentation of a badge issued by the Organiser. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibitor's desk. Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organiser will arrange for their removal at the exhibitor's risk and expenses.

## PROMOTIONAL ACTIVITIES

Promotional activities are only allowed within the exhibition surface and only as long as they do not interfere with the running of the Congress nor disturb fellow exhibitors. Activities such as scientific or product presentations talks are not permitted in the exhibition booth. Any kind of walking advertisement throughout the exhibition area and Congress venue is strictly forbidden.

## SOUND AND LASER SHOW RESTRICTIONS

Sound, electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors. The exhibition Organiser reserves the right to determine at what point activities have to be reduced, i.e. when sound constitutes interference with others and if it must be discontinued. No laser shows are allowed.



## HOUSE RULES

The rules of the Congress venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations are available on EPA26 Congress website and can be provided upon request. Valid material safety and fire certificates of all stand materials must be available for controls during build-up. Representatives of the local authorities as well as the Congress Venue technical staff must be allowed access to your stands at all times. Smoking is prohibited in the buildings.

## DAMAGES / LIABILITY / INSURANCE

Exhibitors are entirely liable for damages to third parties' stands, properties, health (be it injury or death). To this extent the Organiser, EPA, their respective staff and providers as well as the Congress Venue are to be considered third parties. Exhibitors' liabilities are extended to their personnel and / or other people working under their control. Since neither the Organiser, EPA, and their staff nor the Congress Venue are liable for any damages and/or loss suffered by the exhibitors during the exhibition, including installation and dismantling, it is strongly recommended to arrange insurance accordingly. 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 5 of the [Prague Congress Centre Exhibitor Services Kit](#)).

## INSERT AND DISPLAY MATERIALS

- ✓ Please note that the PCC and the congress organiser will not accept any deliveries.
- ✓ Please note that all materials entering the venue may incur a handling charge. This includes materials for inserts and display.
- ✓ To receive a price quote for handling and to assure the arrival of their materials, sponsors/exhibitors should refer to instructions provided in the official Shipping Guidelines.

## ADVERTISING

Advertising is permitted only on stand space (aisles excluded). Displays of printed matter or advertising outside this area but on the premises of the Congress are not allowed. No flyers, posters, handouts, etc. can be left on tables, in conference hotels, on buses, etc. unless the relevant operators explicitly agree to it. In addition, sponsors/exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. The Organiser and EPA bear no responsibility for non-compliance by the sponsor/exhibitor.

## PRODUCT DISCLAIMER

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers

## 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

## BARISTA

If exhibitors want to bring their own barista, they can do so at no extra cost (corkage fee).

**It is not permitted to sell any food or drinks in the exhibition hall or anywhere else in the congress centre.**





## DISPOSAL AND WASTE

It is the responsibility of the sponsor/exhibitor to ensure that all waste material from stand construction (including boxes for packaging) is completely removed from the exhibition area prior to the opening of the exhibition and at the end of the Congress. A large waste container will be provided in the loading bay for this purpose. Large exhibition material must be handled by stand builders. Waste cleared by the Organiser will be charged to the sponsor/exhibitor.

## CLEANING

The Organiser ensures daily cleaning of the aisles. Exhibitors /supporters are responsible for the cleaning of their stands. **Booth cleaning is included only for Shell Scheme packages.** Any booth order cleaning must be done via EXPOSALÉ webshop (link available here). The venue cleaning staff is only responsible for sweeping the exhibition floor, collecting general waste, and booth cleaning based on Exposale's order.

## LOADING/UNLOADING

Only two trucks can be unloaded at the same time — parking for other vehicles is not permitted. There is then approximately a 400-meter-long corridor to the cargo lift and the materials need to be transported up. Please refer to the shipping guidelines for more details.

Loading and unloading slots will be allocated by our partner FAIREXX for all exhibitors. Exhibitors booking this service through FAIREXX will have priority during build up and dismantling.

## 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 7 of the [Prague Congress Centre Exhibitor Services Kit](#)

## 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. A valid certificate must be available and provided upon request.

## HEALTH AND SAFETY WORK REGULATIONS

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 7 of the [Prague Congress Centre Exhibitor Services Kit](#)).

## EXHIBITION TERMS AND CONDITIONS

The Terms & Conditions of exhibiting are included in the Sponsorship and Exhibition Prospectus. Please note that signing of the SPONSORSHIP & EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms & Conditions. The Sponsorship & Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

## SECURITY

The Organiser provides general security for the venue, but no stand security.

Neither the Organiser nor the congress centre can be held liable for any thefts, loss or damages incurred on articles left onsite during day or night.