

# [Exhibitor Manual](#)

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the N&G 2026 Exhibition.

The Exhibition will be held in conjunction with **13th International Conference on Nutrition and Growth (N&G 2026)**, which will take place **April 9 - 11, 2026** in the enchanting city of **Prague**.

## **Venue:**

### **Prague Congress Centre**

5. května 1640/65, Nusle

140 21 Prague 4, CZ

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates. Please read all the information on this webpage. It will take you very little time now and could save you a great deal of time later.

Please forward this link to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

For further support, please do not hesitate to contact us at:

## **Youcef Zaiter**

Exhibitions Manager & Industry Coordinator

E: [Yzaiter@kenes.com](mailto:Yzaiter@kenes.com) | M: +34 657977165

## [Exhibitors and Supporters Portal](#)

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for "Space Only" booths)

**To access the Portal, please [click here](#).**

## **Important Notes:**

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract should be submitted via the Portal. Items not included in your contract will not be processed.

- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

## [Key Contacts](#)

### **Conference Organiser:**

N&G & Kenes Group  
Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Tel: +41 22 908 0488

### **Registration**

Mr. Angel Todorov  
Kenes Group  
Email: [atodorov@kenes.com](mailto:atodorov@kenes.com)

### **Exhibition Manager**

Mr. Youcef Zaiter  
Kenes Group  
Email: [yzaiter@kenes.com](mailto:yzaiter@kenes.com)

### **Sponsorship and Exhibition Sales**

Ms. Renata Gorinstein  
Kenes Group  
Email: [rgorinstein@kenes.com](mailto:rgorinstein@kenes.com)

### **Hotel Accommodation**

Ms. Alejandra Villafaina  
Kenes Group  
Email: [avillafaina@kenes.com](mailto:avillafaina@kenes.com)

### **Freight Handling & Onsite Logistic Agent**

Merkur Expo Logistics  
Mr. Bernd Blum  
Email: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)  
*Merkur* is the **exclusive** handler inside the venue.

### **Contractors:**

Furniture/ Booth graphics/ Booth fittings/ Electricity/ Booth Cleaning/ Telecommunications/ Internet etc  
Expo Sale  
Ms. Linda Škarková  
Email: [expo@exposale.cz](mailto:expo@exposale.cz) / [Linda.Skarkova@exposale.cz](mailto:Linda.Skarkova@exposale.cz)  
Tel +420 777 725 129  
For order form please click [here](#)

### **Rigging is not allowed**

### **In-booth Catering**

Zátiší Catering

Email: [jitka.zahradkova@zatisigroup.cz](mailto:jitka.zahradkova@zatisigroup.cz)

Catering service is exclusive to the venue (Zátiší Catering)

### **Parking** (for small cars)

Please find here more information: [Parking at the PCC](#)

**Note:** Truck parking can be organised directly with Merkur

### **Security**

Please contact **Prague CC** at: [lucie.kreckova@praguecc.cz](mailto:lucie.kreckova@praguecc.cz)

## [Exhibition – Key Dates & Deadlines](#)

<b>Action Item</b>	<b>Deadline</b>	<b>Contact Person</b>
Hotel reservation for Staff	<b>As soon as possible</b>	<a href="#">N&amp;G26 – Kenes Group</a> Alexandra Villafania: <a href="mailto:avillafaina@kenes.com">avillafaina@kenes.com</a>
Company logo and profile	<b>As soon as possible and no later Friday, 27th of February</b>	
Text for Fascia (Applicable for Shell Scheme booths only)	<b>Monday, 9th of March</b>	
Booth design for approval (Applicable for ‘Space Only’ booths)	<b>Friday, 27th of February</b>	<b>Via Kenes Exhibitors Portal</b> <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Lead Retrieval Wireless Barcode Reader Order	<b>Thursday, 19 March 2026</b> On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	<b>Friday, 06 March 2026</b>	
In-booth Catering	<b>Thursday, 26 March 2026</b>	Zátiší Catering Jitka Zahradkova Email: <a href="mailto:jitka.zahradkova@zatisigroup.cz">jitka.zahradkova@zatisigroup.cz</a>
Furniture Rental Shell Scheme Extras Graphics/Signage Telecommunications and AV Equip. (Screens, Laptop, Desktop) Internet / Wi-fi Electricity Daily Booth Cleaning	<b>Friday, 27 February 2026</b> Orders placed after the deadline are subjected to 30% surcharge and cannot be guaranteed.	<b>Expo Sale</b> Ms. Linda Skarková Email: <a href="mailto:expo@exposale.cz">expo@exposale.cz</a> / <a href="mailto:Linda.Skarkova@exposale.cz">Linda.Skarkova@exposale.cz</a> Tel: +420 777 725 129 For order form please <a href="#">click here</a> *you need to register first

Hostesses	Contact the provider directly	Hostesky.cz Ivana Dupalova: Email: <b>dupalova@hostesky.cz</b>
Security	Contact the provider directly	Prague CC Lucie Křečková Email: <b>lucie.kreckova@praguecc.cz</b>

## [Exhibition Timetable](#)

### EXHIBITION TIMETABLE

<b>Set up</b>	<b>Wednesday, 8th April</b>	<b>10:00-19:00</b> - <i>Space only stands</i> <b>16:00-19:00</b> - <i>Shell scheme setup</i>
	<b>Thursday, 9th April</b>	<b>08:00 - 11:00</b> - <i>QUIET DECORATION ONLY**</i> **Please note that participants will be walking through the Exhibition Area to reach the Halls/ Poster area/ Conference activities which will be active before and after the Exhibition Opening Hours
<b>Exhibition Opening Hours</b>	<b>Thursday, 9th April</b>	<b>11:00 - 20:30(End of Welcome Reception)</b> <i>16:40 - coffee break</i> <i>19:30 - 21:00 Welcome Reception</i>
	<b>Friday, 10th April</b>	<b>09:30 - 17:00</b> <i>10:00 - coffee break</i> <i>16:10 - coffee break</i>
	<b>Saturday, 11th April</b>	<b>08:45 - 13:30</b> <i>10:15 Coffee break</i>
<b>Dismantling/ Breakdown</b>	<b>Saturday, 11th April</b>	<b>13:30 - 20:00</b> <i>Shell scheme booths must be empty by 18:30</i>

\*The timetable is subject to possible changes in accordance with the scientific program.

\*\*Please note that participants will be walking through the Exhibition Area to reach the Halls/ Poster area/ Conference activities which will be active before and after the Exhibition Opening Hours

### Important Information

- Timetable is subject to possible changes in accordance with the scientific programme. Updates will follow in due time.
- Please note that all heavy work has to be completed **by Wednesday 8th**, After this time, only decoration is allowed.
- All exhibitors should be in their booths 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed after set-up and no later than **18:00 on Wednesday, 8th April**.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- All shell scheme booths are required to be on time for dismantling from the hour that it is written that it starts, so that they can pack their materials, and after that the official builder is

able to dismantle their booth.

- **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any valuable articles visible at your stand.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths (you can order extra Security directly from the Prague CC at: [lucie.kreckova@praguecc.cz](mailto:lucie.kreckova@praguecc.cz)**

## **Welcome Reception at the Exhibition Area**

On **Thursday 9th**, you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** from **19:30**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

## [Exhibitor Badges](#)

### **Exhibitor Badges**

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Friday, March 6, 2026.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €205.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

Additional Exhibitor badges can be ordered online via the **Exhibitor**

**Portal:** <https://exhibitorportal.kenes.com>

For any inquiries related to registration, please contact Angel Todorov, the Registration Specialist, at [reg\\_ngc26@kenes.com](mailto:reg_ngc26@kenes.com).

\*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.

**Deadline: Friday, March 6, 2026**

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

### **Registration of Stand Personnel**

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Opening Ceremony; Welcome Reception
This badge will <b>not</b> give you access to	Scientific and educational sessions; public transport pass; any off-site events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

### [Exhibitor Important Information](#)

#### **Please Note:**

- Empty crates and packaging material must be removed after set-up and no later than **Thursday, April 8th at 18:00**.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **It is strictly forbidden to store anything behind the stand.**

**IMPORTANT:** Unused literature and other waste should be removed from the conference venue by the end of the conference. If not removed, an additional cost will be charged to the exhibitor for removal.

#### **Driving prohibitions**

Trucks of a total gross weight of **more than 7500 kg are not allowed** to drive in the Czech Republic on Saturday 15:00 - 20:00 and on Sunday 00:00 - 22:00.

#### **Off Exhibition Information**

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is **not permitted**.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after **Saturday, April 11th at 21:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

#### **Welcome Reception at The Exhibition Area**

On **Thursday, April 9th**, you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** (Forum Hall Foyer 2, Level 2) from **19:30**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

### [Exhibition Floor Plan & List of Exhibitors](#)

## Exhibition Floor Plan

The floor plan has been designed to maximize the partners' exposure to the delegates.

For most updated floor plan and list of partners, please [click here](#).

For full list of exhibitors and supporters - [click here](#).

## [Access to the Exhibition hall during Set-up and Dismantling](#)

There is no need to register or have any construction badges for stand contractors and staff, during set up and dismantling period.

Drivers should always have their telephone number written (behind the window) and wear a reflective vest.

Builders and exhibitors can use their own vests or borrow some at the loading bay entrance for a deposit 100 CZK per 1 vest.

## ['K-Lead' Application - Barcode scanner App](#)

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application: exhibitors can download the "K-Lead" app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Why Choose Kenes K-Lead App?

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **"Quick Scan" function:** Ability to quickly scan delegates as they enter the session hall.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App."

Cost per unit - **EUR 750** (excluding 4% credit card charges, fees, and VAT if applicable)

**The Application should be installed on your company/personal device (tablet/smartphone).**

Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

**Deadline:** TBC

On-site rate of **EUR 850** will be applied for orders received after the deadline.

**Are you ready to revolutionise the way you collect and manage leads at your next event?  
Unlock the Power of our new service, K-Lead PLUS:**

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead PLUS handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

With K-Lead PLUS, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

**Don't just meet leads; master the art of follow-up with K-Lead PLUS. Get started today and experience the difference real engagement makes!**

**Please note that the Device is not included. The Application should be installed on your company/personal device (tablet/smartphone).**

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal** <https://exhibitorportal.kenes.com>

**Deadline:** TBC

Cost per unit - **EUR 350** (excluding 4% credit card charges, fees, and VAT if applicable)

**Key Notes:**

*Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*

*Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*

*Easy Reservation: Secure your Wireless Barcode Reader by returning the completed credit card form.*

*GDPR Compliance: We've updated our [privacy policy](#) to comply with the GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*

[Data Processing Agreement](#)

[Hall Specifications and Important Technical Information](#)

The Exhibition is being held in **Forum Hall Foyer 2**, which is **located** on the **Second level**.

Click [here](#) for a virtual tour of the hall.

Due to the unequal ceiling height in different parts of the hall:

- **Maximum build up height for booth 9 is 3.5 meters**
- **Maximum build up height for all the other booths is 2.5 meters**
- Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.
- Shell scheme stand build up is **2,5 meters**.
- Any part facing neighbouring booths that is above 2.5m in height needs to be **designed with neutral white surfaces**.

Exhibition booths and advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

Exhibitors and stand builders are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

#### **Floor:**

**Floor type:** light grey **marble**

**Maximum floor load (net load): 400 kg/sqm.**

**- Only carts with rubber wheels are allowed to be used**

The floor is very fragile. Any mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing of floor covering to the hall floor may only be carried out using approved tape that won't mark nor damage the floor.

#### **Ceiling Hanging / Rigging / Suspensions**

Ceiling hanging/rigging **is NOT permitted**.

#### **Columns / Pillars**

**Important:** The exhibition area has **pillars** in different locations. Please identify in the Floorplan, or as the Exhibition Manager if you have any **pillar near your booth**, so you can adapt your booth design, if needed.

The dimensions of the pillars are: **45 x 45 cm**.

Any column of the Foyer lying within the stand may be covered **without causing any damage** and in compliance with accepted height regulations. Fire extinguishing equipment and sensor system **must not be covered**.

#### **Raised Floor / Platform**

- The organizers must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, internet, etc.) are in the right place. Access to the service points/water trap/electricity trap are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.

- **Stands should be fully accessible on all “open” sides**
- The platform sides must be closed and finished neatly. **The platform edges must be safe, secured and easily visible.**
- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people with disabilities.

### **Water connections**

Are available upon request, depending on stand location.

Please contact the Exhibition Manager, Youcef Zaiter(yzaiter@kenes.com), for any requests and further information.

### **Waste Removal**

- It is the exhibitor’s responsibility to dispose all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.

Please do not leave any visible valuable articles at your stand.

**In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.**

[Shell Scheme Booths - Technical Information and Regulations](#)

### **Shell Scheme Booths**

To ensure the smooth and efficient installation and dismantling of your booth, Expo Sale has been nominated as the **official stand contractor** for the N&G 2026 Congress.

Shell Scheme, which have been **pre-booked with Kenes**, includes the following:

- Shell Scheme Panels - **Panel Size 1m (w) x 2,5m (h)** <if you order graphics, the dimensions are: 1m (w) x 2.48m (h) + 10 mm bleeds>
- Company name on Fascia board printed in standard lettering and booth number
- 1 spot light per 3 sqm (**no power included**)
- Carpet (dark blue colour)

Booth Package does not include:

- Electricity / power
- Furniture
- Stand cleaning

**Electricity, furniture, graphics**, and other products and supporting services can be ordered via the **Exhibitor Order Form** ([click here](#))

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia panels with company name.

### **Fascia Sign**

Letters will be printed in black, on a white background.

Please submit lettering for fascia via the Exhibitor’s Portal by Monday, **March 9th**

You can submit your design/Fascia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a **fascia title as per your application form.**

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

### **Technical Information and Regulations for Shell Schemes Booths**

- All basic shell scheme booth will be designed and built by **Expo Sale** - the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, March 6th.**
- No free-standing stand-fitting or display(s) may exceed a height of **2,5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Friday, March 6th**- it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths include carpet (dark blue). Please use the webshop if you wish to order other color for the carpet.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact **Expo Sale** - the official stand contractor - as per published deadlines (see section "Deadlines & Key dates").

### [Space Only Booths - Technical Information and Regulations](#)

#### **Space Only Booths**

Exhibitors using independent contractors are required to submit the following, by **Friday, 27th of February** for the organiser's approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**

2. **Mark on the drawing where the electrical connection(s) is needed**

3. **The name and contact details of their construction company.**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com> Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

**Deadline: Friday, March 6th**

**Driving prohibitions:** Trucks of a total gross weight of **more than 7500 kg** are **not allowed** to drive in the Czech Republic on Saturday 15:00 - 20:00 and on Sunday 00:00 - 22:00.

**Important:** The exhibition area has **pillars** in different locations. Please identify in the Floorplan, or ask the Exhibition Manager if you have any **pillar near your booth**, so you can adapt your booth design, if needed.

The dimensions of the pillars are: **45 x 45 cm.**

Any column of the Foyer lying within the stand may be covered **without causing any damage** and in compliance with accepted height regulations. Fire extinguishing equipment and sensor system **must not be covered.**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved. You are only allowed to build walls that covers third of each side.**
- **Island booths should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but max 1/3 of side to side may be covered. Construction finish must be perfect in all the stand's visible areas, including rear sides.**
- Please note that if your booth has a platform/raised floor, you are required to **provide a ramp or sloped edging around the entire booth** to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard. Advertising on the boundary with other stands is prohibited.

- **Multilevel** structures are **not permitted.**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly**

**on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.

- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- Coffee bars or other F&B-stations have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The maximum building height for the top of all elements is: **2,5m for all the booths.**
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- **Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**
- **Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral white surfaces.**
- **Ceiling Rigging is NOT permitted.**

**Kindly note:**

- The organisers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organisers.**
- The used spaces must be returned to the PCC completely clear of all items and the Exhibition areas restored to their **original state**.
- We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact the PCC to coordinate a visit.

[Electricity](#)

**Electricity and Electrical Installations for all booths**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the venue.

Expo Sale, the General Contractor, is the only company allowed to connect any kind of device directly to the main power sources.

Please refer to the [webshop](#). to order electricity according to the power needs.

Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charged to the company that has ordered it. PCC (venue) staff are authorised to unplug the whole booth electrical installation if they detect that it is not properly done.

Please note the following:

- Electricity supply from the neighbouring stand is not allowed!
- The positions of electricity outlets depend on consumption: some are on the floor, while others are on the ceiling
- It is compulsory to use a plastic protector to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered apart will be supplied next to the electrical box, and the exhibitor/ stand builder will have to place them where needed.

**The PCC (venue) provides electric service in the Exhibition area during the official exhibition times only. Supplies will be switched on 30 minutes before opening and switched-off 15 minutes after Exhibition closed every day.**

At the end of the day, we recommend that the Booth manager also check before leaving the venue that the booth spotlights are switched off – for security and ecological reasons. The PCC won't be liable for any damages caused by this action.

In case the stand builder brings their own electrical switchboard (it has to be connected to the PCC switchboard), it is mandatory to indicate which power line goes to the booth lights, so that the booth manager knows which switch/button has to be turned off at the end of the day.

In case you need a 24h electrical connection for some devices (excluding booth general light), please inform the Exhibition Manager at: [yzaiter@kenes.com](mailto:yzaiter@kenes.com)

Note: a second electrical switchboard will have to be ordered. The booth manager will have to make sure the general lights are turned off.

### **Important:**

Czech sockets for 230V / 16A are not compatible with Schuko (system of 230V sockets and connectors used in Germany and many other European countries, which is not compatible with the venue's system that is used in Slovakia, the Czech Republic, Poland, France and Belgium). Adapters are required (for phase 1 up to 16A). For other types of connectors than the Czech ones, do not forget to bring adapters, as they will not be available on site. 3-phase adapters are not available; exhibitors must bring them in.

### [Booth Services](#)

### **Graphic & Signage /Electricity /Audio-Visual/ Daily Booth Cleaning/ Floral /Additional Stand Fittings**

Please note that Expo Sale is the official Booth Contractor. You can also contact Expo Sale to upgrade or modify your shell scheme booth, which was pre-booked from Kenes.

Expo Sale can provide exhibitors with designs and custom build booth.

For orders, [click here](#) to see the web-shop. For more information, you can contact:

[Linda.Skarkova@exposale.cz](mailto:Linda.Skarkova@exposale.cz)

## **Booth Cleaning**

The organisers will arrange for general cleaning of the exhibition premises before the opening of the exhibition and daily before opening thereafter (excluding exhibit booths and displays).

For ordering daily stand cleaning, please [click here](#) (you need to register first).

Any company cannot clean the venue facilities' surfaces, to avoid any damage.

## **Internet & Wi-Fi**

You can order wired internet and Wi-Fi by clicking [here](#) (\*you need to register first)

### **Important:**

Please be advised that a Private Wi-Fi network in the stand is not allowed. The Venue and the organisers reserve the right to discontinue any activity that interferes with the hall Wi-Fi coverage. The Venue and the organisers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to the internet foundation.

Complimentary Wi-Fi will be provided by the Conference during official Conference days in most areas. This public Wi-Fi connection is limited to basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection. Note: We will ensure that the service you purchased is functioning as it should. We cannot troubleshoot or repair issues with client-provided equipment.

## **Security**

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the PCC nor the organizers can accept responsibility for the security of the stands and their contents. The PCC as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, please contact [lucie.kreckova@praguecc.cz](mailto:lucie.kreckova@praguecc.cz)

## **Booth Catering**

If you wish to order Food & Beverages for your booth, please contact the provider at:

[jitka.zahradkova@zatisigroup.cz](mailto:jitka.zahradkova@zatisigroup.cz)

If you would like to bring any coffee machine or barista, please contact the Exhibition Manager at [yzaiter@kenes.com](mailto:yzaiter@kenes.com)

### **Important:**

- It is forbidden to bring any kind of Food or Beverages from outside the venue.
- Coffee machine or barista own service, needs to be approved by the Exhibition Manager ([yzaiter@kenes.com](mailto:yzaiter@kenes.com)) together with the stand design.
- The venue reserves the right to add a charge for the entry of any F&B products not supplied by the official provider (authorisation is necessary from the venue)
- The exhibitor must consider the space available on the booth to store and display the

requested deliveries.

In case of any other doubt about F&B, please contact the Exhibition Manager at: [yzaiter@kenes.com](mailto:yzaiter@kenes.com), to avoid misunderstandings once the event starts.

### **Waste Removal**

For ordering waste removal, please contact the Exhibitor Manager at: [yzaiter@kenes.com](mailto:yzaiter@kenes.com)

### **Storage**

The PCC has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes, etc.) should be coordinated with the Merkur team (payable service). Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact Merkur with information on sizes, the number of parcels, and the storage period. E-mail: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

Shipments sent directly to the venue before the set-up period will be refused by the venue.

Once the event & dismantling are over, the PCC shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the PCC takes care of the removal of these items, it will be charged to the exhibitor.

### **Traffic Regulations**

To ensure that traffic flows smoothly during the construction and dismantling periods as well as during the event itself, the rules for regulating and directing traffic, as well as the instructions of PCC's traffic supervisors/security personnel, must be strictly observed.

Parking of Trucks: The parking of trucks can be arranged by the official freight forwarder, Merkur. No truck parking is available in the Prague Congress Centre. Deposits are collected from truck drivers who are temporarily parking at the loading bay during unloading.

Vehicle up to 3.5 t - deposit 1000 CZK or 50 EUR for 1 hour

Vehicle over 3.5 t - deposit 2000 CZK or 100 EUR for a period of 1.5 hours

The deposit will be returned provided that loading/unloading is done within the time limit. The parking fee for each subsequent hour is 500 CZK.

### **Access to the exhibition area**

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder: Merkur.

Important note: companies which are bringing their own goods should contact Merkur to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

### **Access for Deliveries**

Please be advised that neither the Organisers nor the PCC can accept deliveries on an exhibitor's behalf, and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the delivery address and deadlines.

As a courtesy to the delegates and exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

### **Accommodation**

Kenes International is offering exhibitors specially reduced rates for various hotels around the

Conference venue. Information, pictures, location and rates are available on the hotel accommodation page: N&G26 - Kenes Group

For group booking (10 rooms and more please contact Ms Alejandra Villafaina at: [avillafaina@kenes.com](mailto:avillafaina@kenes.com). Different payment and cancellation conditions apply.

### **Loading and Unloading**

Loading and Unloading must be coordinated with **MERKUR Expo Logistics GmbH**. Please contact Bernd Blum at: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

All staff working on the loading bay have to wear a **safety vest**. You can use your own vests or borrow them at the loading bay entrance (for a deposit of 100 CZK per 1 vest).

**Driving prohibitions:** Trucks of a total gross weight of more than 7500 kg are not allowed to drive in the Czech Republic on Saturday 15:00 - 20:00 and on Sunday 00:00 - 22:00.

**Loading bay:** has a limiting dimension of **width 2m, height 2m**.

**Freight Elevators:** Two freight elevators are available to access the exhibition areas:

Trucks driving into the basement of the PCC through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below, unloading point TIR A is possible, please see the basement map for details):

- - height: max 3,3 meters
- - width: max 3,5 meters
- - length: max 10 meters
- - total weight of truck + cargo: max 10 tons

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay - point TIR B (please see basement plan for details).

Please contact **MERKUR Expo Logistics GmbH** ( the exclusive agent for move-in and move-out), to coordinate the arrival of the trucks, **as unloading space is limited**.

To ensure that traffic movement is as smooth and trouble-free as possible, exhibitors will be allocated a time at which to unload. It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

Parking during unloading is limited for a short time only. All vehicles must be moved after unloading.

[Rules and Regulations](#)

## **Animals**

It is not permitted to bring animals into the venue.

## **Blackout Policy**

N&G kindly requests that all Conference supporters (sponsors, exhibitors, special interest groups, and other stakeholders) respect the N&G blackout policy and refrain from holding organised meetings or events during the annual Conference scientific programme.

## **Build-Up & Dismantling Period**

- During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary personal protective equipment (PPE), such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

## **Health & Safety**

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a risk assessment be completed for the booth and submitted to the organisers.

## **Children**

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## **Compressed Gases**

Use of compressed gases is not allowed.

## **Damage to the Building**

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage to the facilities, the cost of repair or replacement will be charged to the exhibitor.

## **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or property damage left behind. Any costs incurred by the WTC in removing this property will be charged to the exhibitor.

## **Fire Regulations**

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

- Storage of paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt about these substances, contact the organisers or the PCC.
- All escape routes must be kept free at all times, not blocked by any objects which could hinder possible evacuation, and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm
- Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water, etc.) must not be blocked or narrowed. The same rule applies to all facilities for the provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers).
- Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to the so-called fire dividing zone with a minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to the glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.
- All event organisers are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.
- Within all premises of the PCC, it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.
- The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.
- Motor vehicles equipped with permanent or alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.
- Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician as part of the event documentation.
- All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech Republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire- protection in the given area of the PCC. This permit is issued, and particular conditions of fire-protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.

### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

### **Smoke**

It is not permitted to operate any machine in the exhibition that emits fumes, gases or steam, or any item or device that generates or contains flame.

### **Heavy Weight Element / Large Machinery**

In case the exhibitor/stand builder brings large machinery, any kind of heavyweight element or structure inside the exhibition area, it is mandatory that the PCC will be provided with a detailed project describing the unloading procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the PCC and the weight.

- Plan for weight distribution (number of platforms, dimensions, and weight resistance).
- Forklifts, cranes, or any other machinery used for the unloading/uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the PCC has the complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners, decals, stickers, or similar items on the walls, floors, ceilings, or pillars within or outside the installations of the PCC is not allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third-party liability insurance is obligatory. It remains the exhibitor's full responsibility to insure themselves appropriately.
- Neither the organisers nor the PCC, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might arise in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to the technical services provided.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Liability**

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If, for any reason whatsoever, the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the PCC or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

## Further guidelines:

- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third-party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained, and any royalties due must be paid before the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

## Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organisers and the WTC cannot accept liability for loss of or damage to private property or goods.
- Neither the PCC nor the organisers can accept responsibility for the security of the booths and their contents. The PCC as well as the organisers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the PCC service order form.

## Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

## Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Conference features, or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand
- and can avoid the inclusion of neighbouring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates/staff visiting or working in the exhibition hall.

## Smoking Policy

The PCC operates a **NO SMOKING** policy in ALL halls.

## **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

## **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the PCC and/or the organisers at the expense of the exhibitor concerned.

The PCC reserves the right to access inside the booth in order to check compliance with the PCC regulations.

**At all times, you must consider the staff's logistics of PCC indications.**

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

## **IMPORTANT:**

Exhibitors must comply with the technical guidelines, including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organisers and exhibitors, including the exhibition service and stand construction companies, commissioned by them to perform work on site.

## [Shipping Instructions](#)

### **Shipping Instructions**

The shipping instructions include the following information:

- Shipping Instructions - [Click Here](#)
- Official Handling Tariffs - [Click Here](#)
- Order Form Warehouse - [Click Here](#)
- Order Form Direct - [Click Here](#)
- Label Exhibition Goods - [Click Here](#)

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event

- On-site assistance and supervision

Merkur has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

**All cargo should be insured from point of origin.**

Please Note: All advance shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.

**Contact information:**

Mr. Bernd Blum

E-Mail: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)