



European
Crohn's and Colitis
Organisation

Exhibition Manual



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17th Congress of ECCO
Vienna, Messe Wien, February 16-19, 2022



INFLAMMATORY BOWEL DISEASES 2022 17th CONGRESS OF ECCO

February 16-19, 2022

Responsible organisation

European Crohn's
and Colitis Organisation
ECCO Office
Ungargasse 6/13,
1030 Vienna, Austria
www.ecco-ibd.eu



European
Crohn's and Colitis
Organisation

Congress venue

Reed Messe Wien
(Entrance D)
Trabrennstraße 7,
1020 Vienna, Austria
www.messecongress.at





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1. MAIN CONTACTS

ECCO Office

ECCO Office
Ungargasse 6/13
1030 Vienna, Austria
Tel.: +43-(0)1-710 22 42
Fax: +43-(0)1-710 22 42-001
E-mail: ecco-congress@ecco-ibd.eu
URL: www.ecco-ibd.eu

Exhibition & Sponsorship management

Senior Management
Congress Project Manager
Congress Project Manager

Mr. Julian Nitsov (j.nitsov@ecco-ibd.eu)
Ms. Nóra Forgó (n.forgo@ecco-ibd.eu)
Ms. Eva Stein (e.stein@ecco-ibd.eu)

Registration & Exhibitor Registration

Registration Project Manager

Ms. Sylvia Höfer (ecco22@ecco-ibd.eu)

Congress Website

<https://www.ecco-ibd.eu/ecco22>

Congress Venue

Reed Messe Wien (Entrance D)
Trabrennstraße 7, 1020
Vienna, Austria
www.messecongress.at

Audi-visual equipment

Steinerlive.com GmbH
Gewerbegebiet 11
2100 Stetten-Korneuburg
Tel: +43 2262 733 33 -0
E-Mail: info@steinerlive.com

Catering services

Gerstner Catering
Messeplatz 1
1020, Vienna, Austria
Catering for stands:
E-mail: messe@gerstner.at
Catering for Satellite symposia:
E-mail: ecc@gerstner.at



Exhibition services

STANDout
Messeplatz 1
1020, Vienna, Austria

Main contact: Martin Moser
E-mail: martin.moser@standout.eu

Secondary contact: Florian Wacht
E-mail: florian.wacht@standout.eu

**International Freight
Forwarding Agent &
On-site Handling Agent**

IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
1220 Vienna, Austria
Tel: +43 6603016114

Mr. Karma Knoll
E-mail: ecco@iml-vienna.at

Internet provider

Kapsch BusinessComm AG
Wienerbergstrasse 53
1120, Vienna, Austria
Tel: +43 50 811 88933

E-mail: inbox.messe@kapsch.net

Security & Hostesses

CAM Security GmbH
Messeplatz 1
1020, Vienna, Austria
Tel: +43 1 72 99 094

E-mail: messe@cam-security.at

**Travel, Housing,
Organisation of
Social & Cultural Events**

Kuoni Destination Management Austria GmbH
Am Modenapark 10/9
1030 Vienna, Austria
Tel: +43 1 319 76 90 26

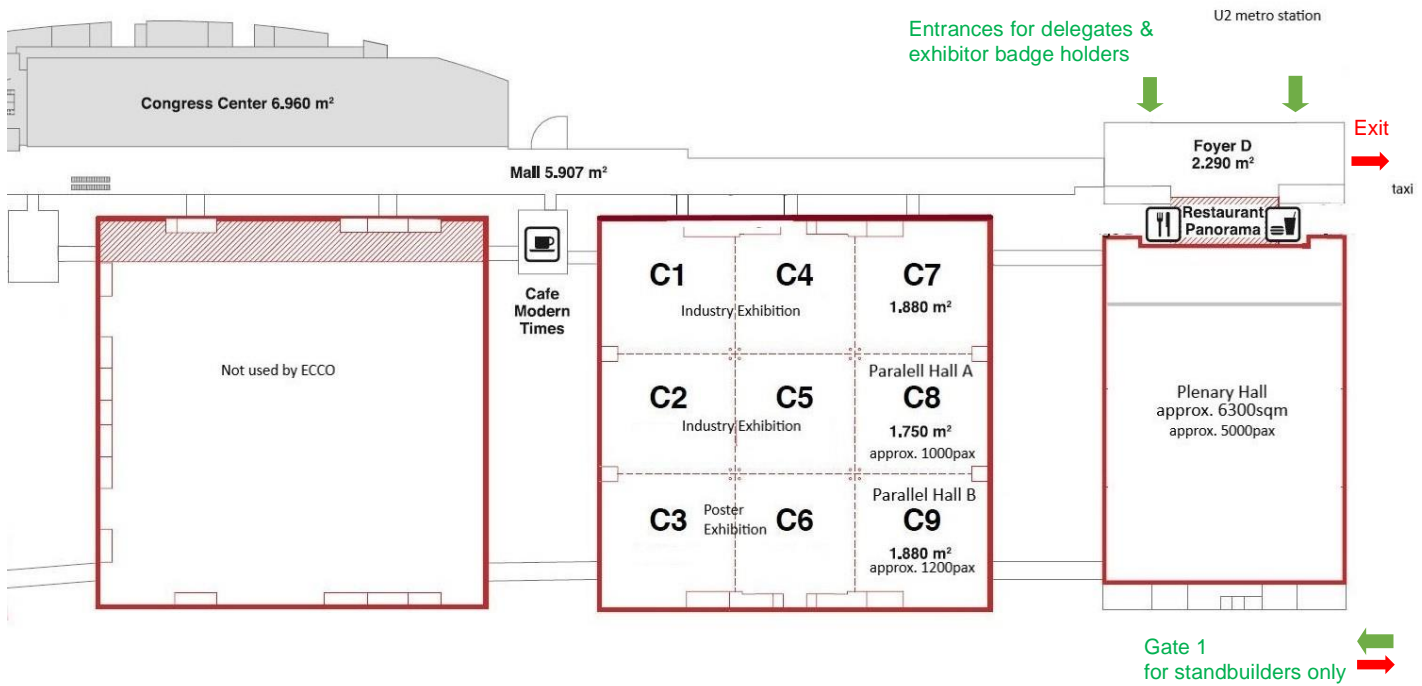
E-Mail: ecco2022@kuoni-congress.com

2. OVERVIEW OF CONGRESS VENUE

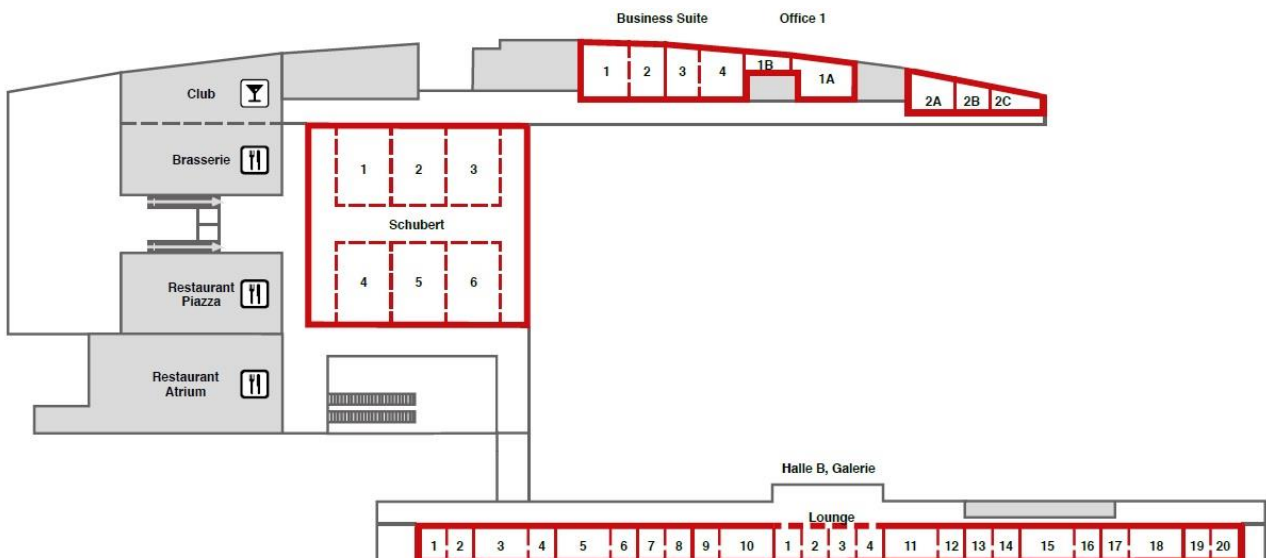
Reed Messe Wien - Entrance D

Trabrennstraße 7, 1020, Vienna

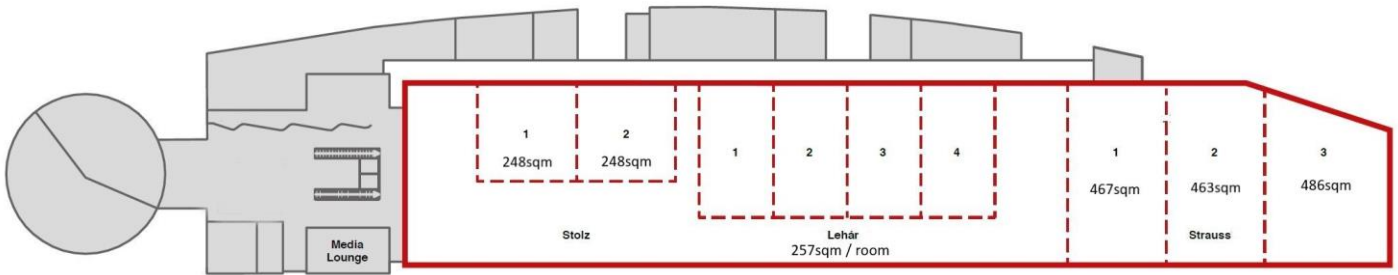
Congress Center & Exhibition Center: Hall C & Hall D



Congress Center, 1st floor

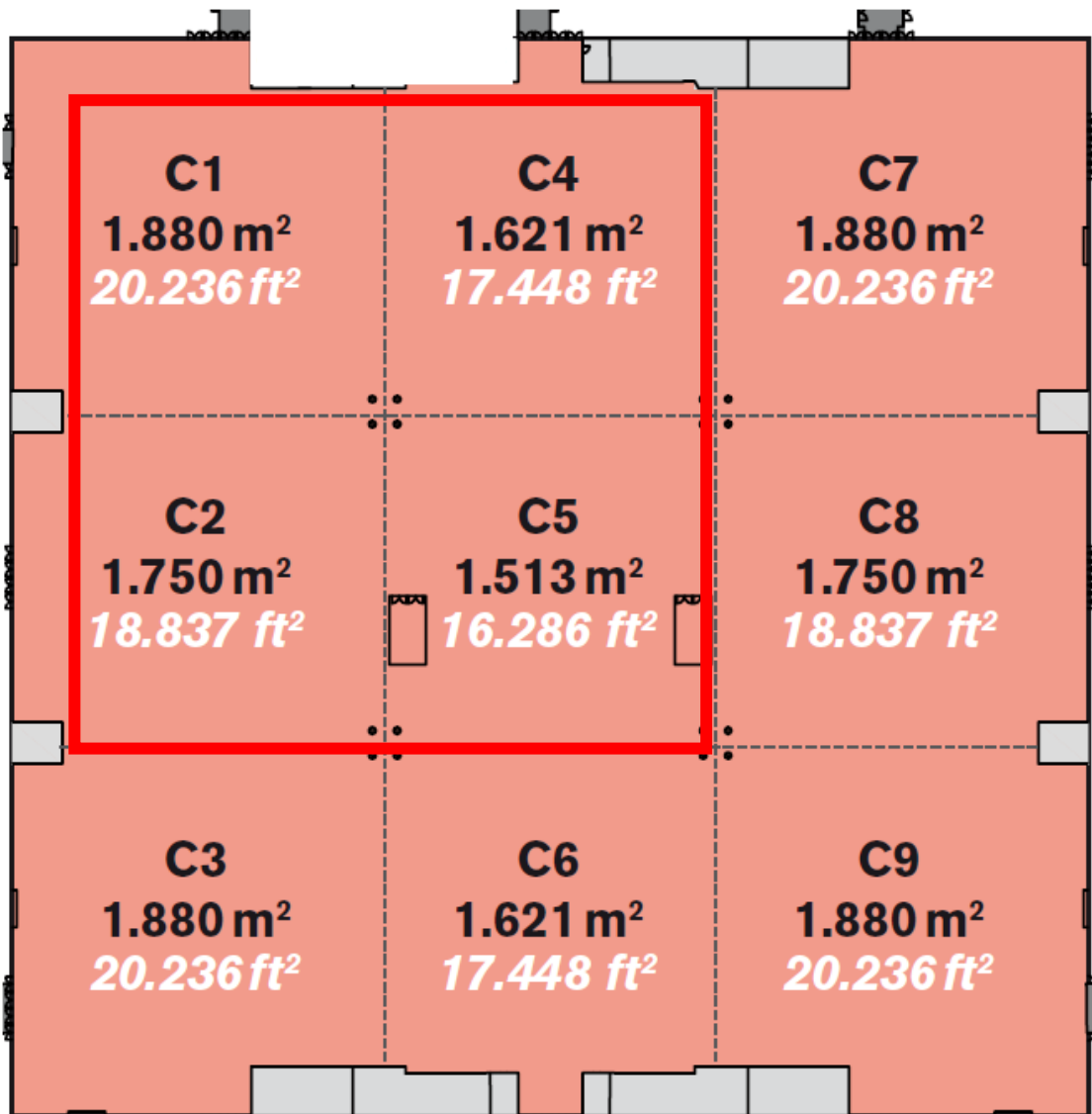


Congress Center, Ground floor



EXHIBITION AREA

The industry exhibition will be held in Hall C in the exhibition area C1+C2+C4+C5 as indicated in the below image. The industry exhibition floor plan will be sent out around the beginning of November to all exhibitors.



3. TIMING & DEADLINES & COVID

EXHIBITION TIME SCHEDULE

Setup	Monday, February 14, 2022 (against payment) Tuesday, February 15, 2022 Note: only for stands \geq 40 sqm	07:30-22:00
	Wednesday, February 16, 2022 Note: securing work/safeties will be done at 14:00 so rigging has to be finished before!	07:30-22:00
	Thursday, February 17, 2022	07:30-10:00
	Exhibition	
	Thursday, February 17, 2022	10:30-18:00
	Friday, February 18, 2022	08:00-18:00
	Saturday, February 19, 2022	08:00-13:00
Dismantling	Saturday, February 19, 2022	13:00-22:00

Cost of Monday set-up: EUR 4200, - / booth

All empty boxes and tool boxes have to be removed from the aisles and all build-up must be completed by Wednesday at 22:00.

Dismantling after 22:00 on Saturday: EUR 750,- / hour for maximum two hours. Please inform ECCO at spo-exh@ecco-ibd.eu if you expect to finish dismantling after 22:00.

CONGRESS DATES

- August 3, 2021 ⇒ Call for abstracts
- November 22, 2021 ⇒ Deadline for abstract submission (midnight, CET)
Note: No late-breaking abstract submission
- December 23, 2021 ⇒ Notification of abstract acceptance
- February 14-17, 2020 ⇒ Setup of industry exhibition (3.5 days)
Note: February 14-15, 2022 only for stands \geq 40 sqm
- February 16-19, 2022** ⇒ **17th Congress of ECCO**
Inflammatory Bowel Diseases 2022
- February 19, 2022 ⇒ Dismantling of industry exhibition (0.5 days)

EXHIBITION DEADLINES

- October 21, 2021** ⇒ **Deadline for booking exhibition space**
- Within 30 days of invoice date ⇒ Receipt of balance payment
- December 16, 2021** ⇒ **Deadline for submitting booth designs.**
Please include signed WIFI form! (page 26)
Deadline for ordering special machinery (page 25)
- January 26 ⇒ Deadline for sending build-up staff list

REGISTRATION DEADLINES

- November 24, 2021 ⇨ Deadline for early registration
- January 26, 2022 ⇨ Deadline for late registration
(after this date, onsite registration fee only)

DEADLINES OF ORDERING SERVICES

Reed Messe Wien cooperates with different companies to provide wide range of services for exhibitors. These companies have individual ordering deadlines so please check the overview on page 22-23 carefully.

COVID RELATED INFORMATION – STATUS: 09.11.2021

Please be informed that all ECCO Congress delegates (including scientific badge, educational badge, exhibitor badge holder) need to be vaccinated and show a valid vaccination proof upon first entry into the congress centre. In addition, all ECCO Congress delegates are asked to provide identification together with their vaccination proof during the entrance checks.

Stand builders need to be vaccinated, recovered or have a valid PCR test (PCR tests are valid for 48 hours) We strongly suggest to send vaccinated build up staff. ECCO will not offer PCR testing on site. Stand builders will be asked to show a valid vaccination / recovery /PCR test proof upon first entry into the congress center. In addition, they are asked to provide identification during the entrance checks.

ECCO will use 2 entrances for delegates & exhibitor badge holders (Foyer D) and different entrance has to be used by the stand builders (behind Hall D). The exit for delegates will be separated from the entrances to provide an optimal delegate flow. Build up staff members have to leave where they enter. See on page 7.

Make sure that the vaccine you received has been approved by the European Medicines Agency (EMA). Information on approved vaccines within the European Union can be found on the homepage of the [European Commission](#) or [EMA](#) directly. Currently the following vaccines are recognized: BioNtech/Pfizer, AstraZeneca (Vaxzevria and Covishield), Johnson & Johnson, and Moderna.

We recommend to use the [EU Digital COVID Certificate](#) in order to facilitate the entrance checks at the congress centre. ECCO Congress delegates and stand builders from non-EU countries are required to provide a vaccination certificate issued by a national or state-level public health authority in English or German. Further, as a minimum it needs to include: full name, date of birth, vaccine brand and manufacturer, date of vaccination and country or territory of vaccination and/or certificate issuer.

For more information, please check the current travel information [here](#) and government requirements in Vienna [here](#).

We recommend the usage of FFP2 face masks in the entire congress centre.

Hand sanitising stations will be available throughout the congress centre.

We suggest you to order hand sanitizers to your booth and think about more spacious structures when preparing the booth designs.

There are no rules from the Austrian governments which would currently oblige us and the exhibitors to pay attention to social distancing however.

We have prepared the exhibition floorplan with wider aisles.

A more detailed COVID related information describing ECCO's COVID measures will follow in due course. For now you can read up on our [FAQs here](#).



4. EXHIBITOR/SPONSOR REGISTRATION

For any questions regarding registration please contact:

ECCO Office
Tel: +43-(0)1-710 22 42
Fax: +43-(0)1-710 22 42-001
E-mail: ecco22@ecco-ibd.eu

To access the congress, badges are required at all times except during set-up and dismantling. All scientific and exhibitor badges will be distributed on-site at the registration counter. For access to the exhibition hall during official opening hours an exhibitor badge or a scientific badge must be presented. Scientific badges and exhibitor badges can be ordered at the cost of the published registration fees and will be invoiced to the exhibitor/sponsor before the congress.

Regarding the access during set-up and dismantling time please see page 16-17.

EXHIBITOR BADGES

Exhibitor registrations may be ordered for EUR 150,- through the **ECCO Portal**. Please follow these steps to register your exhibitors for the Congress:

1. To set up a registration, you must have an **account** with ECCO.
 - If you do not have one yet, please enter your e-mail address in the provided field under "Create a new account".
 - If you have forgotten your log in information, please use the field provided on the portal start page.
2. Once you have logged in, please check and complete **your contact information** by clicking on "**UPDATE MY ACCOUNT**"
3. To start your exhibitor registration, please select "**CONGRESS REGISTRATION**" and then click on "**REGISTER MYSELF**" or "**GROUP REGISTRATION**"
4. Now please re-confirm your contact details, and enter the correct invoice address (incl. VAT number/Tax ID, if applicable).
5. You can now register yourself and/or as many exhibitors as needed.

"ECCO Interaction: Hearts and Minds" is THE networking event at the 17th Congress of ECCO. All delegates are cordially invited to participate in this evening event.

Date: Friday, February 18, 2022
Start time: 20:00
Venue: Kursalon Wien, Johannesgasse 33, 1010 Wien

This event is open to all congress delegates with a ticket. The price of an entrance ticket for exhibitors and sponsors is EUR 95.- (non-members of ECCO). Tickets can be purchased as of January 2022.

Please note that there is a limited number of tickets available and these are sold on a first come, first served basis.

Access to the event is strictly limited to those with ECCO Interaction tickets only. Please make sure that you bring your ticket with you. NO TICKET SALES ON-SITE at the venue. For COVID related regulations related to this event, please check the [ECCO website](#).

5. DELEGATE/GROUP REGISTRATION

The registration counter will be located in the entrance hall in Foyer D of Reed Messe Wien. The ECCO Booth will be located most probably also in the entrance hall. The ECCO Congress Office will be located in VIP Lounge C (Hall C).

Opening Hours - Registration Counter		
Tuesday	February 15, 2020 (pre-arranged only)	13:00-18:00
Wednesday	February 16, 2022	07:00-19:00
Thursday	February 17, 2022	07:00-19:00
Friday	February 18, 2022	07:00-19:00
Saturday	February 19, 2022	08:00-13:00

REGISTRATION FEES – SCIENTIFIC PROGRAMME

FEE IN EURO (INCLUDING VAT)	EARLY REGISTRATION UNTIL NOVEMBER 24, 2021	LATE REGISTRATION UNTIL JANUARY 26, 2022	ONSITE REGISTRATION AFTER JANUARY 26, 2022
ECCO Member Congress registration fees:			
Regular/Regular (Y-ECCO) Member Congress fee	260.-	340.-	420.-
Nurse Member Congress fee	60.-	100.-	150.-
Affiliate Member Congress fee ¹	60.-	100.-	150.-
Non-Member Congress registration fees:			
Non-Member Congress fee	650.-	720.-	800.-
Nurse Non-Member Congress fee ²	380.-	410.-	570.-
Affiliate Non-Member Congress fee ³	380.-	410.-	570.-
Patient Advocate Congress fee ⁴	60.-	60.-	60.-

Exhibitor registration fees (no access to scientific or educational programme)			
Exhibition Congress fee	150.-	150.-	150.-

¹Students/PhD Students registering at the Affiliate Member Congress fee must upload a certificate of their Student/PhD Student status during the registration process. The Y-ECCO Membership applies for young medical doctors when the Affiliate Membership is open to a holder of a post-graduate non-medical degree professionally affiliated with the field of IBD (e.g.: dietitian, pharmacist, psychologist) who is not an industry representative. If no certificate is being uploaded, the registration process cannot be completed

²Nurses registering at the Nurse Non-Member Congress fee must upload a certificate of their current nurse status and registration number during the registration process. If no certificate is being uploaded, the registration process cannot be completed.

³Students/PhD Students and delegates holder of post-graduate non-medical degree professionally affiliated with field of IBD (e.g.: dietician, pharmacist, psychologist) may register for the Affiliate Non-Member Congress fee. All delegates registering at this fee must upload a certificate of their professional status/Student or PhD Student status during the registration process. If no certificate is being uploaded, the registration process cannot be completed.

⁴ Patient Advocates registering at this fee must upload a proof of their membership of a Patient Advocate Association during the registration process. If no certificate is being uploaded, the registration process cannot be completed. Please note that you might not have access to industry sponsored satellite symposia.

⁵All exhibitors (industry representatives) will be charged an exhibitor congress fee giving them access to the exhibition hall, industry sponsored satellite symposia, congress abstracts and certificate of attendance.

Note: ECCO Members 2022 save between approx. EUR 250.- and EUR 400.- on their registration. [Become a member now!](#) ECCO Members – please make sure that you have paid up your ECCO Membership fee 2022 before registering (no refunds). After paying the membership fee for 2022 please allow up to 5 working days before trying to register as an ECCO Member for the Congress.

Registration fee for the scientific programme includes:

- Access to all scientific sessions
- Access to poster exhibition
- Access to industry exhibition
- Certificate of attendance
- Access to congress abstracts
- Coffee breaks

Important note for Industry Partners:

ECCO will not provide a free luncheon for delegates on Friday, February 18, 2022 during the official lunch break. Instead, there will be cash catering stations. Exhibitors are welcome to provide catering for delegates at their booths subject to the ECCO Industry Guidelines. Please note that all your catering orders need to go through the official exclusive ECCO'22 caterer.

REGISTRATION FEES – EDUCATIONAL PROGRAMME

EDUCATIONAL ACTIVITY	REGISTRATION FEE IN EUR (INCL. VAT)
2nd ECCO Postgraduate Course in IBD	80.-
4th ECCO Basic Imaging Workshop in collaboration with ESGAR Group 1¹	150.-
4th ECCO Basic Imaging Workshop in collaboration with ESGAR Group 2¹	150.-
6th Basic ECCO: EduCational COurse for Industry²	750.-
6th EpiCom Workshop¹	80.-
7th D-ECCO Workshop	50.-
7th H-ECCO IBD Masterclass¹	80.-
7th N-ECCO Research Forum	15.-
8th Y-ECCO Basic Science Workshop¹	80.-
8th ClinCom Workshop¹	80.-
9th ECCO Ultrasound Workshop in collaboration with ESGAR	100.-
9th P-ECCO Educational Course¹	80.-
10th SciCom Workshop¹	80.-
11th S-ECCO IBD Masterclass¹	150.-
13th N-ECCO School	n.a.
16th N-ECCO Network Meeting	25.-
20th IBD Advanced Course for Trainees	n.a.

¹ 50% reduction for Y-ECCO, Affiliate & IBD Nurse Members

² EUR 500 for ECCO Corporate Member

ECCO Membership (paid membership fee 2022) is a pre-requisite for a majority of the offered educational activities (exception: Basic ECCO: EduCational COurse for Industry). To become an ECCO Member or to renew your ECCO Membership for 2022, please click [here](#)

Please register for the educational activities in advance within the online ECCO Congress registration before **January 26, 2022**. The number of participants for each educational activity is limited. Registration will be on a first come, first served basis.

To register for the **6th Basic ECCO: EduCational COurse for Industry**, please contact the ECCO Office (ecco22@ecco-ibd.eu).

GROUP REGISTRATION

To guide you through the process, the ECCO Office invites you to consult online the [Group Registration](#), the [Registration FAQ](#) and also the [Terms & Conditions](#).



To register your delegate(s) for ECCO'22 please log in to the [ECCO Portal](#), select "**CONGRESS REGISTRATION**" and then "**REGISTER GROUP**".

To register a group of exhibitors for ECCO'22 please refer to the information in this section, or contact the ECCO Office at ecco22@ecco-ibd.eu for more information.

It is now possible to buy **e-Vouchers for members/non-members/exhibitors** (without providing delegate details) and profit from the early registration fee by paying in full before December 1, 2021.

Only once your registration is fully paid, you can provide the e-Voucher codes to your delegates and invite them to activate their e-Voucher by **January 26, 2022** in the ECCO Portal by clicking on "Congress Registration" and "Activate e-Voucher". Then your delegates will appear on your registration overview. Voucher codes are unique and will reflect the registration fee purchased.

You can add any Educational Courses on behalf of your delegate members in your registration and change the name directly in your group overview until **January 26, 2022**.

- **Registration Payment deadlines**

EARLY REGISTRATION FEES	Deadline: November 24, 2021, 23:59 CET	
EARLY REGISTRATION FEE PAYMENT	Deadline: December 1, 2021, 23:59 CET	In case the full amount of the Early Registration fee has not been received, the late registration fee will automatically become effective.
EDUCATIONAL ACTIVITIES REGISTRATION	Deadline: January 26, 2022, 23:59 CET	Registration for Educational Activities will be on a first-come, first-served basis, in person in Vienna. Not available online.
LATE REGISTRATION FEES	Deadline: January 26, 2022, 23:59 CET	Group delegates need to activate their e-Vouchers in the ECCO Portal
LATE REGISTRATION FEE PAYMENT	Deadline: February 2, 2022, 23:59 CET	In case the full amount of the Late Registration fee has not been received, the Onsite Registration fee will automatically become effective.
CERTIFICATE OF ATTENDANCE	Delegates need to log in to the ECCO Portal and download their Certificate of Attendance.	Only for registered delegates who attended the Congress or watched the live transmission using their own login details.
CME CREDITS	Delegates need to access and submit their CME evaluation form(s) in order to download their CME Certificate(s) on the ECCO Portal. CME Credits can only be claimed until May 19, 2022.	Only for registered delegates who attended the Courses or/and Congress onsite or watched the live transmission using their login details for the Scientific Programme.

6. BASICS OF EXHIBITION

GENERAL EXHIBITION REGULATIONS

We refer to the "[General regulations of exhibition in the Reed Messe Wien](#)" which can be downloaded from the [congress website](#).

Please note that all exhibitors are required to comply with the guidelines stipulated by Reed Messe Wien.

We also refer to the terms and conditions outlined in the [ECCO Industry Guidelines](#).

Codes & compliance

It is the exhibitor's/sponsor's responsibility to consult and comply with European Legislation relating to medicinal products for human use (Directive 2001/83/CE), guidelines and codes of practice applicable to Austria, [Pharmig](#) Code of Conduct, [EFPIA](#) (European Federation of Pharmaceuticals Industries & Associations), [IFPMA](#) (International Federation of Pharmaceuticals Manufacturers & Associations) and [EUCOMED](#) Code of Practice with regard to the promotion of medicines, as well as the regulations of [EACCME](#) (The European Accreditation Council for CME).

All of the submitted application forms to exhibit at or sponsor the 17th Congress of ECCO imply that the exhibitor/sponsor has reviewed the applicable guidelines and codes, will adhere to these and accepts sole liability in case of non-compliance with the prevalent codes.

OPENING HOURS

Thursday: 10:30-18:00
Friday: 08:00-18:00
Saturday: 08:00-13:00

Exhibitors must ensure that their stand is ready for display by the opening time on the first day of the event. Any stand that is not ready by this time will be asked to cease building until it is deemed safe for the building of the stand to continue. Exhibition stands are not permitted to be dismantled before the closing time on the final day of the exhibition. Build-up & dismantling staff will not be granted access to the exhibition hall during open times. Regarding access of the stands please check page 16-17.

HALL FLOOR

The floor in the exhibition hall of the Reed Messe Wien is made of mastic asphalt (black). The use of carpet in the booths is highly recommendable. Please see the details on page 22.

SMOKING

Please be advised that the entire Messe Wien Exhibition & Congress Center is completely smoke free.

DISABLED ACCESS

The Messe Wien Exhibition & Congress Center is disabled friendly. Regarding booth design please refer to the content on page 19-20.

CURRENCY

Payments will be accepted in EUR.

7. ACCESS & DELIVERY

ACCESS FOR DELIVERIES

The congress venue is Reed Messe Wien.

Reed Messe Wien
Trabrennstraße 7, A-1020,
Vienna, Austria

The exhibition will take place in Hall C of the Reed Messe Wien in the exhibition halls C1, C2, C4, C5.

For deliveries, please use Gate 1 (TOR 1 on the map below) at Trabrennstraße at the back of the building (see map below).

Build-up staff members should also use **Gate 1** to access Messe Wien every day and to get their accreditation upon arrival. (see page 17).

COVID related checks will also be done at Gate 1. Please see details below.

Build up staff will NOT be allowed to Reed Messe Wien through Foyer D! Those who arrive by metro line U2 or cab also need to walk to Gate 1.



Vehicles are granted access to the exhibition grounds with official time-slots depending on the exhibit size. Every truck driver gets a ticket to open the gate when entering the fairground. **The ticket is valid for 3 hours.** If the truck driver **stays more than 3 hours** on the premises a **fine of EUR 100 will be charged.** Therefore, as soon as loading/unloading is finalized, the vehicles must leave the loading bay.

Vehicles are not allowed inside the exhibit halls. Only forklift trucks operated by the official logistics partner IML are permitted within the loading bay and halls.

Truck driving bans in Austria:

- Weekend driving ban: This applies throughout Austria from Saturday, 15:00 to Sunday, 22:00 and on public holidays from midnight until 22:00 applies to
 - Lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
 - Lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.
- General night-time driving ban: This applies on all Austrian roads for heavy goods vehicles with more than 7.5 t mpw between 22:00 and 05:00.

ACCESS TO THE EXHIBITION HALL

During set-up and dismantling the build-up staff members need to wear **special accreditation**. Any person without accreditation is not permitted to access the exhibition area.

- Distribution of accreditation: Gate 1, upon arrival
- List of staff: Please send the list of the build-up staff members including the main contact person and his/her phone number to the ECCO Office at spo-exh@ecco-ibd.eu by **January 26, 2022**.
- Additional accreditation request on site: Only the main contact person has the right to ask for additional accreditation on site if it is necessary due to last minute staff changes.

Stand builders need to be vaccinated, recovered or have a valid PCR test (PCR tests are valid for 48 hours) We strongly suggest to send vaccinated build up staff and also encourage them to get tested before arrival. ECCO will not offer PCR testing on site. Stand builders will be also asked to show a valid vaccination / recovery /PCR test proof upon first entry into the congress center. In addition, they are asked to provide identification during the entrance checks. For details please check page 10.

Last updated on November 9, 2021- Subject to change as directed by local authorities

Starting from the beginning of the exhibition (10:30 on Thursday, February 17, 2022) the access to the exhibition area is **possible only with a registered exhibitor badge (EUR 150.-)**, so please consider carefully which staff members are required only during the build-up & dismantling and who should be there during the exhibition.

Registered exhibitors can print their badge onsite with their individual barcode voucher emailed to them prior the congress or a group coordinator can arrange to collect exhibitor badges with the ECCO Registration team.

Company representatives who have an Exhibitor badge and arrive through the main entrances can also access the exhibition during the setup days. Please note, that exhibitor badge holders need to be vaccinated. See page 10.

The registration counter is open from 07:00 on Wednesday, February 16, 2022. You can find all the opening hours of the registration counter on page 12.

Please note that you need to be vaccinated to enter Reed Messe Wien with an exhibitor badge.

Hostesses:

Hostesses need to be ordered from CAM Security (see on page 22). It is not necessary to buy an exhibitor badge for the hostesses.

DELIVERY/STORAGE

For deliveries, freight forwarding services, on-site handling or storage services, please contact our freight-forwarding agent/on-site handling agent:



IML

Internationale Messe Logistik
Austria Center Vienna
Bruno-Kreisky-Platz 1
A-1220 Vienna, Austria
Cell: +43 660 2647582

Contact Person:
Mr. Karma Knoll (ecco@iml-vienna.at)

Please find information on storage on the [related subpage of IML](#).

Please kindly note that the Reed Messe Wien will not accept any kind of delivery. Similarly, there is no storage available at the Reed Messe Wien.

DELIVERY SCHEDULING

Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML - Messe Logistik GmbH in advance and not later than 3 weeks before the congress with the following information:

- Name of Exhibitor and/or stand contractor
- Size of shipment
- Requested date and time of delivery

After reconfirmation we ask you for the following information:

- On-site contact name and ID-number
- cell phone number and Truck plate number
- Carrier's name
- Driver's contact name, ID-number and cell phone number

PARKING

Parking will not be available at Reed Messe Wien. Parking space for lorries needs to be arranged individually by each exhibitor. Exhibitors are encouraged to refer to the [Austrian motorway operator's smartphone application](#) in order to check the availability and other matters related to lorry parking.

8. BOOTH REGULATIONS

ALLOCATION

ECCO will endeavour to meet the exhibitor's wishes regarding stand allocation.

Should it be considered necessary in terms of the subject of the event, ECCO or the organisers shall be entitled to divide off the individual exhibition areas by means of stable partitions (2.5m high, 1.5m wide).

The industry exhibition floor plan will be sent out around the middle of November to all exhibitors.

HEIGHT LIMIT OF STANDS

A stand height limit of **5.5 metres** has been set by ECCO and must not be exceeded in the entire exhibition hall. This means that construction cannot exceed this height while elements that are hanging on rigging have to be below.

This limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor.

Please note that multi-deck stands are not allowed.

Stands with a height over 5.5 metres arriving on site will NOT be permitted to be built.

Please note that the securing work/safeties will be done at **14:00 on Wednesday, February 16, 2022**, so rigging has to be finished before this timing.

BOOTH LAYOUT

The stand should be identified by an accurate company name.

For island (4 open sides) and peninsula (3 open sides) stand types, ECCO imposes that a line of sight through the stand from aisle to aisle is possible from each open side.

Walls, towers and solid structures cannot be erected across the entire open side of a booth. The maximum percentage such structures can cover is 50%.

The design and furnishings of the stand must not offend against good taste; nor must they have a political character or disturb any persons or other furnishings and equipment.

Exhibitors should ensure that their stands are fully accessible to allow unrestricted access to disabled visitors.

Exhibitors shall not extend their stand beyond the agreed size without written permission from ECCO.

Where permission has been given, the additional dimensions of the stand shall be taken into consideration to calculate the final revised rental charges. Permission granted to exceed the normal height of the partitions shall in all cases be subject to approval of the lessees of all adjacent stands.

The congress organiser maintains the right to deviate from the stand confirmation and to allocate a stand in a different spot, to amend the size of the booth, to alter entrances and to carry out similar structural changes should unforeseen circumstances make this necessary. Alterations to an agreement will be made after mutual consultation.

APPROVAL OF BOOTH DESIGN

Each design will be examined by the ECCO Office and will be subject to approval. All stand designs are subject to ECCO's approval in the interests of designing a well-designed and open exhibition and the principle of fairness to all exhibitors.

Please note that all exhibitors are obliged to send their booth designs to ECCO (spo-exh@ecco-ibd.eu) by **December 16, 2021**.

Approval of your booth design can only be given when the WIFI agreement has been submitted. Please find the form in the annex enclosed.

CANCELLATION OF BOOTH

No exhibitor may repudiate the exhibitor's contract once application has been submitted and accepted in writing. In the exceptional case that ECCO agrees to a cancellation of the rental agreement, the exhibitor shall be liable to pay the agreed charge for the reserved exhibition space in full.

Special COVID cancellation terms - In case the congress organiser is forced to cancel the physical congress due to COVID-19, the following will apply: 50% of all amount paid per booked exhibition booths will be refunded. The remaining amount is used to cover the preparatory infrastructure expenses, the costs of the organiser's suppliers and the venue.

For cancellation terms of goods and services ordered from Messe Wien or their providers please ask the appointed contact persons.

DEMONSTRATIONS ON STANDS

Please contact the exhibition organiser as soon as possible if you wish to hold any live demonstrations at your stand, including any loud electrical appliances or displays requiring the use of heat, naked lights, lamps, gas, etc.

MEET THE EXPERT SESSIONS

It is possible to organise Meet the Expert sessions at the booth with considering the following:

- videos and talks should not be too loud and should not disturb the neighbouring stands
 - abstract topics should not be presented before the time of presentation at the congress.
- Embargo policy of ECCO: "Data from abstracts accepted to the 17th Congress of ECCO are under media embargo from abstract acceptance, December 23, 2021, until the date and time of their presentation as part of the official scientific sessions (Time zone: CET)." For the posters usually the embargo is valid until the timing of the guided poster tour (starts on Friday, 12:30). The organisation of the guided poster tour will be decided later, so please contact ECCO about embargo policy updates at abstracts@ecco-ibd.eu at a later stage.

ONSITE INSPECTION BY A CIVIL ENGINEER/COMPLEX STRUCTURES

Following the rules of Reed Messe Wien, for safety purposes, all structures which could endanger life and limb if improperly assembled will be inspected by a civil engineer during exhibition set-up. The inspection is prearranged by the congress organizer. Structures that will be inspected are:

- **Rule 1** All overhead structures, i.e. all structures suspended from the ceiling, roof, suspension points, etc., with the exception of fabric decorations which would not endanger life and limb in the event of collapse.
- **Rule 2** All stands with an accessible level higher than 40cm above hall finished floor level (FFL). Exception: Surfaces consisting of approved platform elements with an approved distributed load of at least 500kg/m² and a maximum height of 80cm.
- **Rule 3** All exhibition stand and truss structures with a constructed area of over 25m² and a height of over 4m.
- **Rule 4** All exhibition stand and truss structures with a constructed area of less than 25m² and a height of less than 4m where the aspect ratio of the floor area of the stand



to the height is greater than 1:3, even if this only applies to one relevant side (danger of tipping over).

- **Rule 5** All free-standing uprights, e.g. truss uprights on steel plinths with lighting rigging that are over 2.5m high, where they would endanger life and limb if they tipped over. The same applies to free-standing pillars and similar structures.
- **Rule 6** All free-standing single walls that are not adequately secured by the use of suspension points, where tipping over would endanger life and limb.
- **Rule 7** All structures, the erection of which calls for an extensive knowledge of structural engineering.
- **Rule 8** All structures for which the licensing authority requires an individual acceptance report.

All other constructions that do not fall into those categories still have to be built in a stable manner and must be state of the art.

During the inspection construction plans, certification of the structural elements, truss spreadsheets etc., as well as static calculations for free standing elements must be presented to the civil engineer upon request. The constructions and their calculations have to align with the European Norm EN13814 - Fairground and amusement park machinery and structures – Safety (in their currently valid version).

Please make sure to have the documentation ready at the booth during set-up to be sure of a favorable report.

DILAPIDATIONS

You are reminded that you will be charged for damages caused by your staff or contractors to the hall or stand area, including the floor. Any tape used to secure flooring must be removed at the end of the exhibition. All stands must be entirely self-supporting; under no circumstances should anything be attached to the fabric of the venue. Nails and screws must not be used in either the floors or the walls of the venue, nor must anything be attached to roof bars or trusses.

9. SERVICES AND EQUIPMENT

Item	Supplier	Contact	Ordering	Deadline
Audio-visual equipment	Steiner	info@steinerlive.com	form	16.01.2022
Booth stand construction	STANDout	Martin Moser +43-1-72720-6207 martin.moser@standout.eu Florian Wacht +43-1-72720-6222 florian.wacht@standout.eu	webshop*	Regular: 20.01.2022
Carpet The floor in the exhibition hall is made of mastic asphalt (black). The use of carpet in the booths is strongly recommended.				Late: 25% surcharge Delivery may depend on stock availability.
Cleaning General cleaning of the aisles on congress days will be arranged by ECCO. Exhibitors are responsible for the cleaning of their booths.				On-site: until exhibition starts with 25% surcharge. On site orders, will not be guaranteed before the opening.
Electrical installations The main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections.				
F & B Services Gerstner Catering has the sole rights to all food and beverages consumed at the Reed Messe Wien. All food and beverages and any associated catering equipment must be ordered through Gerstner. The sale of food and beverages at the stands is not authorized.	Gerstner Catering	Catering for stands: E-mail: messe@gerstner.at Catering for Satellite symposia: E-mail: ecc@gerstner.at	Booth catering online form Meeting room and symposia catering online form	Booth catering: complex order 3 weeks prior event, only drinks 2 weeks prior Satellite symposia: 3 weeks prior event
Flowers	STANDout	Martin Moser Florian Wacht	webshop*	Regular: 20.01.2022
Furnishing				Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
Hostesses	CAM	messe@cam-security.at	form	04.02.2022
Internet, phone/fax line, printer Exhibitors are not allowed to install and use their own WIFI connection due to possible disturbances and disruptions to the official WIFI provided by KAPSCH. Please sign the Agreement to use only the WIFI provided by KAPSCH (see Annex) and return it together with the booth design by December 16, 2021.	Kapsch	inbox.messe@kapsch.net	Online ordering	Regular: 26.01.2022 Late: 09.02.2022 (with approx.20-30% surcharge) Later and on-site: call to check possibilities

Item	Supplier	Contact	Ordering	Deadline
Rigging If you are planning to do rigging at your booth, please contact the ECCO Office at: spo-exh@ecco-ibd.eu	STANDout	Martin Ortner	webshop*	Regular: 20.01.2022 Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
Scanning of name badges The scanners can be picked up at the registration counter and need to be returned to the registration by the end of the congress. Upon return of the scanners ECCO will provide industry with statistical information (gender, country and profession). The scanners can be used for statistical information only and NO delegate data will be decoded and provided. Price: EUR 450,- / scanner	Via ECCO Office	spo-exh@ecco-ibd.eu	Form	05.01.2022
Security A general security service (not stand security) will be provided by the ECCO Congress organizer during the opening hours but not provided during the night. If you require special stand security and/or night security, please order it.	CAM	messe@cam-security.at	form	04.02.2022
Waste disposal Exhibitors are responsible for correct and environmentally friendly waste disposal during setup, exhibition and dismantling. Any materials left behind will be disposed of without ascertaining their value, and at the exhibitor's expense, and this will incur a higher charge.	STANDout	Martin Moser Florian Wacht	webshop*	Regular: 20.01.2022 Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
Water Only a few spaces have the possibility to get a water connection. Given an existing water connection, please refer to the STANDout order form.				

***Online orders:**

Please be aware that you have to register an account to order via the STANDout webshop – please enter your full company's details – especially the VAT number in the registration process. The processing of your registration can take up to 72 hours – please consider this time frame in connection with the order deadline. Online orders will be processed individually; you will receive an official order confirmation.

10. HEALTH AND SAFETY

HEALTH AND SAFETY REGULATIONS

Please pay particular attention to guidelines on health and safety as outlined in ["General regulations of exhibition in the Reed Messe Wien"](#).

CHILDREN ON-SITE

For health and safety reasons it is not permitted to allow children and adolescents under the age of 18 on-site during an exhibition build or breakdown period.

EVACUATION

Please keep the corridors and emergency exits clear.

FIRE PRECAUTIONS

Fire, candles, welding, hot works, sparks and flammable products are forbidden on the premises of Reed Messe Wien.

GANGWAYS AND AISLES

Under no circumstances should exhibition stands, materials, furniture or the like encroach into the aisles and gangways of the exhibition. These aisles are pre-determined and act as a means of escape in the event of an emergency.

INSURANCE

Exhibitors are kindly asked to acquire sufficient insurance. Exhibitors are obliged to have a public liability insurance which covers all injuries to persons and damages that might occur in connection with the exhibition.

The exhibition organisers accept no responsibility for the damage or loss of any materials introduced into the venue by exhibitors and/or their contractors. Every step should be taken to ensure the security of your stand and the items contained within, with the recommendation that insurance by undertaken where applicable.



11. MISCELLANEOUS

ECCO 2022 POCKET GUIDE AND ECCO APP

The ECCO 2022 Pocket Guide will be available at the congress and will feature information on the exhibition. As exhibitor, your company name and booth number will be displayed in the Pocket Guide. This holds true for the ECCO App as well.

ELECTRICITY

Ordering the main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections. Please carefully consider the electric appliances (e.g. coffee machine), decoration and information elements (e.g. LCD displays) you will be using at your booth and order enough power supply.

FLOOR LOADS

The weight load of the exhibition hall (areas C1, C2, C4, C5) in use is 1,600 kg/m². Special requirements, such as special machinery, including loading and unloading need to be communicated to the congress organiser in advance, by **December 20, 2021** (spo-exh@ecco-ibd.eu) so that the congress organiser can study the eventual technical solutions to allocate the element.

MICROPHONES

The use of microphones is permitted only after receiving prior approval from the exhibition organiser and should not be at a volume that disturbs other exhibitors.

SOCIAL EVENTS

ECCO Interaction: Hearts and Minds is THE social event at the ECCO congress and open to all congress delegates. Read more on page 11.

SPONSORING

If you would like to become a sponsor of the 17th Congress of ECCO, please see the [ECCO'22 Industry Webshop](#).



**Exhibitor agreement to use only the WIFI provided by the official supplier
at the 17th Congress of ECCO – Inflammatory Bowel Diseases 2022 in Vienna**

Please note that it is an exhibition requirement to sign this form and return it together with your booth design by December 16, 2021. Approval of your booth design can only be given when this WIFI agreement has been submitted.

- I will not use WIFI, and will not set up my own WIFI connection
- I require WIFI and agree to order it with KAPSCH and will not use my own WIFI connection

The undersigned

Contact Person Name: _____ (hereinafter referred to as
"representative"),

Phone number: _____, email: _____

Declares and warrants on behalf of

Company Name: _____ (hereinafter referred to as
"exhibitor")

that the exhibitor will refrain from installing and using a Wireless Network but will only use the one provided by KAPSCH (hereinafter referred to as "supplier").

The ECCO'22 Congress organiser will provide contact details of the supplier to enable the exhibitor to order WIFI/internet and all technical equipment necessary, directly with the supplier, so that all requirements and needs of the exhibitor are met.

Should the exhibitor be found to violate this agreement by setting up their own WIFI connection and/or cause disturbances in the performance of any official WIFI provided by the supplier, then this exhibitor will be charged with a fee of EUR 2.000.-, and is asked to immediately shut down their own WIFI connection.

Date: _____

Signed: _____