



European
Crohn's and Colitis
Organisation

Exhibition Manual



18th Congress of ECCO
Copenhagen, March 1-4, 2023



INFLAMMATORY BOWEL DISEASES 2023 18th CONGRESS OF ECCO

March 1-4, 2023

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

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen
www.bellacentercopenhagen.dk

BELLA ·
CENTER
COPEN
HAGEN



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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)
Mr. Yann Raymond (y.raymond@ecco-ibd.eu)

Registration & Exhibitor Registration

Registration Project Manager

Ms. Tina Gojcic (ECCO23@ecco-ibd.eu)

Congress Website

<https://www.ecco-ibd.eu/ecco23>

Exhibition services (Catering, AV, Furniture, etc)

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen
E-Mail: ECCOexpo@bellacenter.dk

International Freight Forwarding Agent & On-site Handling Agent

IML – Messe Logistik GmbH
Bruno-Kreisisky-Platz 1
1220 Vienna, Austria
Tel: +43 676 842118 203

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

Travel, Housing, Organisation of Social & Cultural Events

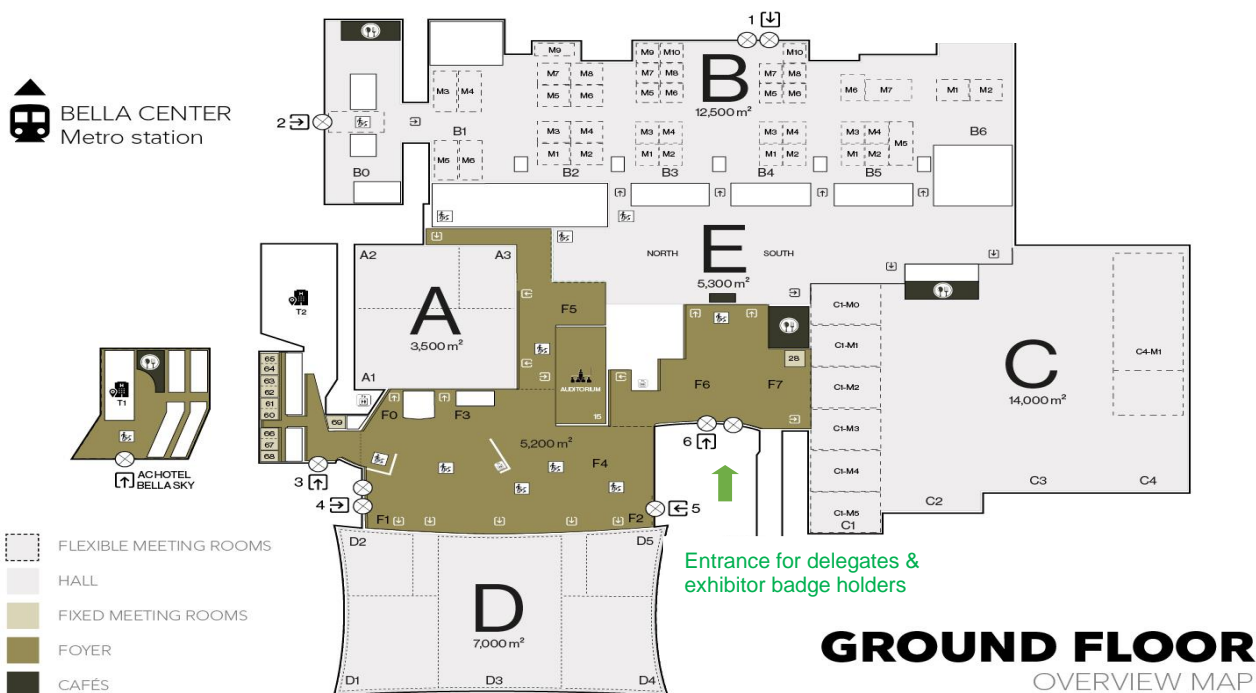
Kuoni Destination Management Austria GmbH
Am Modenapark 10/9
1030 Vienna, Austria
Tel: +43 1 319 76 90 26
E-Mail: ecco2023@kuonitumlare.com

2. OVERVIEW OF CONGRESS VENUE

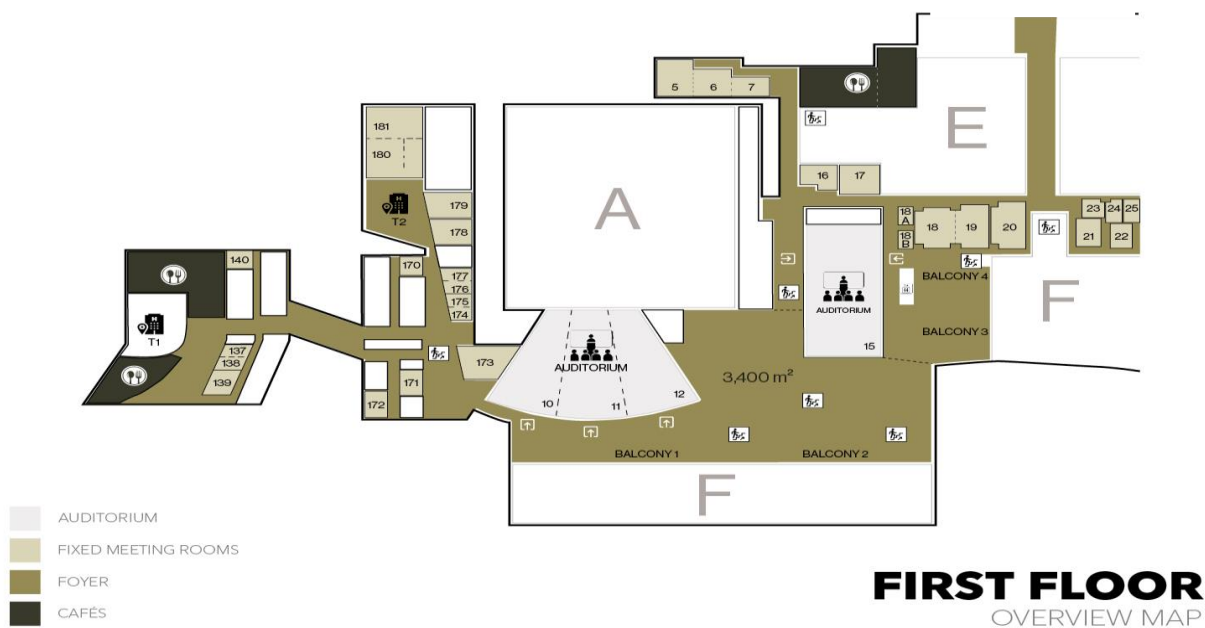
Bella Center Copenhagen

Center Boulevard 5, DK-2300 Copenhagen

Congress Center & Exhibition Center

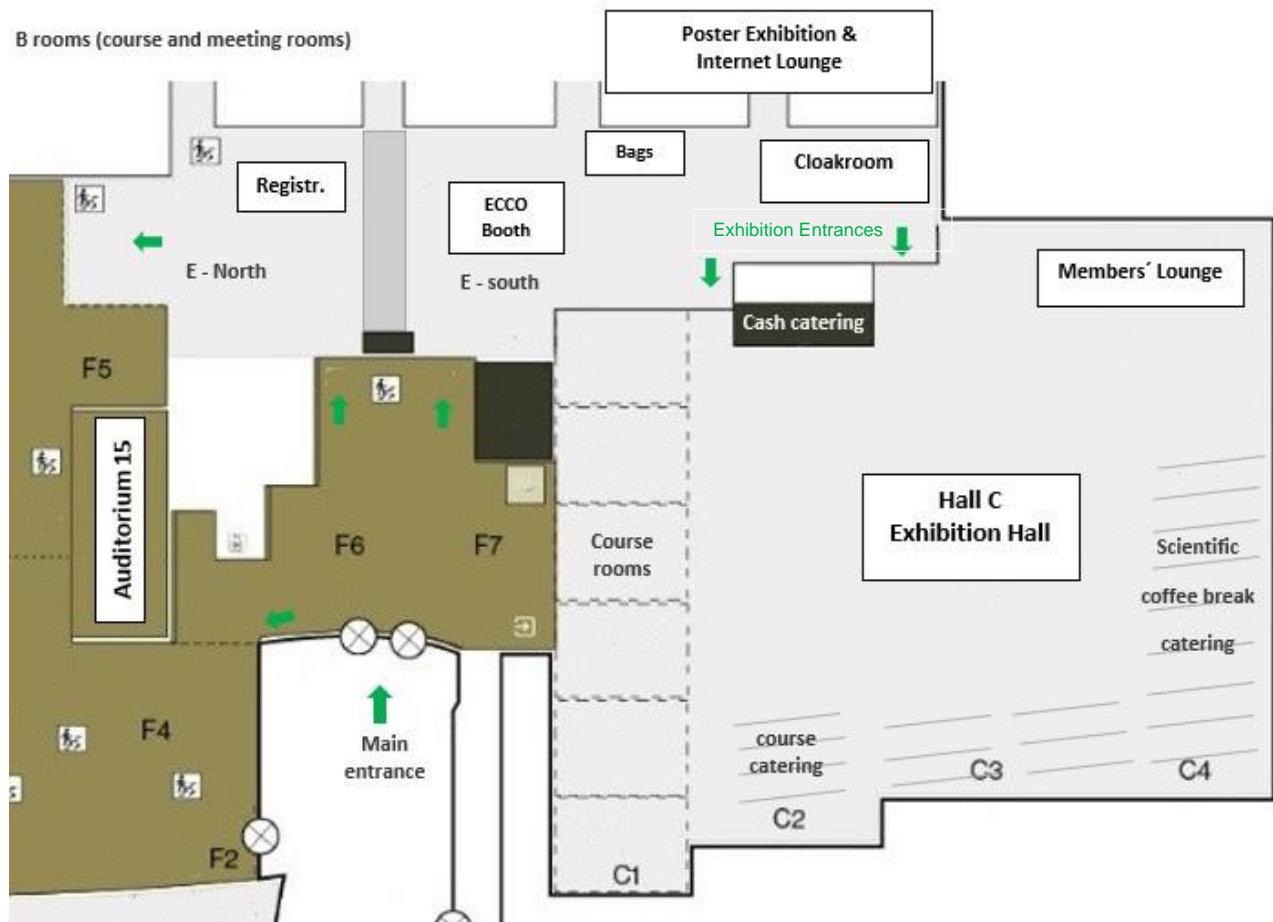


Congress Center, 1st floor



EXHIBITION AREA

The industry exhibition will be held in Hall C in the exhibition area C2+C3+C4 as indicated in the below image. The industry exhibition floor plan will be available on the congress website.



3. TIMING & DEADLINES & COVID

EXHIBITION TIME SCHEDULE

Setup	Monday, February 27, 2023 (against payment) Tuesday, February 28, 2023 Note: only for stands \geq 40 sqm	07:30-22:00
	Wednesday, March 1, 2023	07:30-22:00
	Thursday, March 2, 2023 Note: empties must be removed from the hall on Wednesday and on Thursday only light decoration work is allowed.	07:30-10:00
	Exhibition	
	Thursday, March 2, 2023	10:30-18:00
	Friday, March 3, 2023	08:00-18:00
	Saturday, March 4, 2023	08:00-13:00
Dismantling	Saturday, March 4, 2023 Note: empties can only be taken into the hall once chain hoists have come down. Estimated: an hour after closing of the event (~ 14:30)	13:00-22:00

Cost of Monday set-up: EUR 4900, - / booth

All empties must be removed from the hall on Wednesday and on Thursday only light decoration work is allowed. Vacuum cleaning of aisles and booths will be provided during the night of Wednesday March 2, 2023. If you wish to have additional cleaning, please contact Bella Center (ECCOexpo@bellacenter.dk)

Dismantling after 22:00 on Saturday: EUR 900,- / hour for a maximum of two hours. Please inform ECCO at spo-exh@ecco-ibd.eu if you expect to finish dismantling after 22:00.

CONGRESS DATES

- June 7, 2022 ⇒ Call for abstracts
- November 21, 2022 ⇒ Deadline for abstract submission (midnight, CET)
Note: No late-breaking abstract submission
- December 16, 2022 ⇒ Notification of abstract acceptance
- February 28-March 2, 2023 ⇒ Setup of industry exhibition (3 days)
Note: February 27 & 28, 2023 only for stands \geq 40 sqm
- March 1-4, 2023** ⇒ **18th Congress of ECCO**
Inflammatory Bowel Diseases 2023
- March 4, 2023 ⇒ Dismantling of industry exhibition (0.5 days)



EXHIBITION DEADLINES

October 28, 2022

Within 30 days of invoice date

⇒ **Deadline for booking exhibition space**

⇒ Receipt of balance payment

January 6, 2022

⇒ **Deadline for submitting booth designs.**

Please include signed WIFI form! (page 25)

Deadline for ordering special machinery (page 21)

REGISTRATION DEADLINES

November 30, 2022

⇒ Deadline for early registration

February 8, 2023

⇒ Deadline for late registration

(after this date, onsite registration fee only)

COVID RELATED INFORMATION

Potential COVID related regulations will be shared closer to the event.



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: ECCO23@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 175,- 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 18th Congress of ECCO. All delegates are cordially invited to participate in this evening event.

Date: Friday, March 3, 2023
Start time: 20:00
Venue: Øksnehallen - Halmtorvet 11, 1700 Copenhagen, Denmark

This event is open to all congress delegates with a ticket. Tickets can be purchased as of January 2023.

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.

5. DELEGATE/GROUP REGISTRATION

The registration counter will be located in the Hall E of Bella Center Copenhagen.
The ECCO Booth will be located also in Hall E.

Opening Hours - Registration Counter		
Tuesday (Group only)	February 28, 2023	13:00-18:00
Wednesday	March 1, 2023	07:00-18:00
Thursday	March 2, 2023	07:00-19:00
Friday	March 3, 2023	07:00-19:00
Saturday	March 4, 2023	08:00-13:00

ECCO'23 Copenhagen Congress – Registration fees

FEE IN EURO (INCLUDING VAT)	EARLY REGISTRATION UNTIL NOVEMBER 30, 2022	LATE REGISTRATION UNTIL February 8, 2023	ONSITE REGISTRATION AFTER February 8, 2023
ECCO Member Congress registration fees:			
Regular/Regular (Y-ECCO) Member Congress fee	300.-	390.-	485.-
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:			
Exhibition Congress fee ⁵	175.-	175.-	175.-

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.: dietician, 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 2023 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 2023 before registering (no refunds). After paying the membership fee for 2023 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 onsite in Copenhagen
- Access to live transmission on the Virtual Congress Platform
- Access to on-demand content until June 4, 2023
- Access to poster exhibition
- Access to industry exhibition
- Certificate of attendance and CME Credits
- Access to congress abstracts



- Congress Bag onsite
- Coffee breaks onsite
- Access to Scientific Satellite Symposia

Important note for Industry Partners:

**ECCO will not provide a free luncheon for delegates on Friday, March 3, 2023 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 Bella Center.**

REGISTRATION FEES – EDUCATIONAL PROGRAMME

Registration fees - Educational programme

IN EURO (INCLUDING VAT)	REGISTRATION FEE	COURSE - LIMIT	Room capacity
3th ECCO Postgraduate Course in IBD	100.-		
4th ECCO Basic Imaging Workshop in collaboration with ESGAR and IBUS1 Group A ¹	150.-	60	Ultrasound 160 Endoscopy 90
4th ECCO Basic Imaging Workshop in collaboration with ESGAR and IBUS1 Group B ¹	150.-	60	Ultrasound 160 Endoscopy 90
5th School for Clinical trialists	60.-	60	310
5 th ECCO-AOCC Forum	n.a.		310
6th Advanced ECCO: EduCational COurse for Industry ²	750.-	150	310
8th D-ECCO Workshop	60.-	150	420
8th H-ECCO IBD Masterclass ¹	90.-	60	310
9th Y-ECCO Basic Science Workshop ¹	90.-	60	310
10th ECCO Ultrasound Workshop in collaboration with ESGAR and IBUS ¹	100.-	80	90
10th P-ECCO Educational Course ¹	80.-	60	310
11th SciCom Workshop ¹	90.-	60	310
12th S-ECCO IBD Masterclass ¹	150.-	150	420
14 th N-ECCO School	n.a.	100	310
17th N-ECCO Network Meeting	35.-	150	420
21st IBD Advanced Course for Trainees	n.a.	100	156

¹50% reduction for Y-ECCO, Affiliate & IBD nurse Members

²EUR 500 for ECCO Corporate Members

ECCO Membership (paid membership fee 2023) is a pre-requisite for a majority of the offered educational activities (exception: Advanced ECCO: EduCational COurse for Industry). To become an ECCO Member or to renew your ECCO Membership for 2023, please click [here](#).

Please register for these educational activities in advance within the online ECCO Congress registration. Note: To register for the Advanced ECCO: EduCational COurse for Industry, please contact the ECCO Office at ecco23@ecco-ibd.eu.

The number of participants for educational activities is limited. Registration will be on a first come, first served basis.



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'23 please log in to the [ECCO Portal](#), select "**CONGRESS REGISTRATION**" and then "**REGISTER GROUP**".

To register a group of exhibitors for ECCO'23 please refer to the information in this section, or contact the ECCO Office at ECCO23@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 7, 2022 (midnight CET).

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 **February 15, 2023** 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.

Any [Educational Courses](#) on behalf of your delegates can be added to your registration directly under the respective delegate (who needs to be an ECCO Member) and needs to already have activated their e-voucher. Button: **Add extras**.

Registration Payment deadlines

EARLY REGISTRATION FEES	Deadline: November 30, 2022, midnight CET	
EDUCATIONAL ACTIVITIES REGISTRATION	Deadline: February 8, 2023, midnight CET	Registration for Educational Activities will be on a first-come, first-served basis, in person in Copenhagen. Not available online.
LATE REGISTRATION FEES	Deadline: February 8, 2023, midnight CET	Group delegates need to activate their e-Vouchers in the ECCO Portal
FINAL PAYMENT DEADLINE	Deadline: February 15, 2023, midnight CET	In case the full amount of the Late Registration fee has not been received, the onsite registration fee will automatically become effective. Group delegates need to activate their e-Vouchers in the ECCO Portal.
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 onsite or watched the on-demand content using the login details.
CME CREDITS	Access and submit your CME evaluation form(s) in order to download your CME Certificate(s) on the ECCO Portal. CME Credits can only be claimed until June 4, 2023.	Only for registered Congress delegates who attended the ECCO'23 Educational Courses onsite and Scientific Programme onsite/on-demand.

6. BASICS OF EXHIBITION

GENERAL EXHIBITION REGULATIONS

We refer to the "[General regulations of exhibition in Bella Center](#)"

Please note that all exhibitors are required to comply with the above-mentioned guidelines stipulated by Bella Center. Exceptions/comments:

- Goods dispatch has to go through the freight forwarding partner of ECCO (IML). Nothing should be sent directly to Bella Center.
- Elevated stands, high podiums or structures with heavy goods: Please note that ECCO does not allow multi-storey stands

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 Denmark, ENLI [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). Submission of the relevant application forms to exhibit at or sponsor the 18th Congress of ECCO imply that the exhibitor/sponsor has reviewed the applicable guidelines and codes, and 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 17.

HALL FLOOR

The floor in the exhibition hall of the Bella Center Copenhagen is concrete, painted light grey. The use of carpet in the booths is highly recommendable.

SMOKING

Please be advised that the entire Bella Center Copenhagen is completely smoke free.

DISABLED ACCESS

The Bella Center Copenhagen 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 Bella Center Copenhagen.

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen

The exhibition will take place in Hall C of Bella Center.

All arriving trucks must have a prebooked time slot.

To have access to load/unload your truck or van – you must enter the standby area (Parking P2, Virginia Woolfs Vej, DK-2300 Copenhagen S) and await access and Gate number from the Freight Forwarding and On-site Handling Agent IML.

All truck which are not reported at P2 is seen as not arrived. Trucks driving directly to unloading place, without registration at P2 will be send back to P2 again for registration and have to wait there.

Vehicles are not allowed inside the exhibition halls (note: only forklift trucks operated by the official logistics partner IML are permitted within the loading bay and halls).

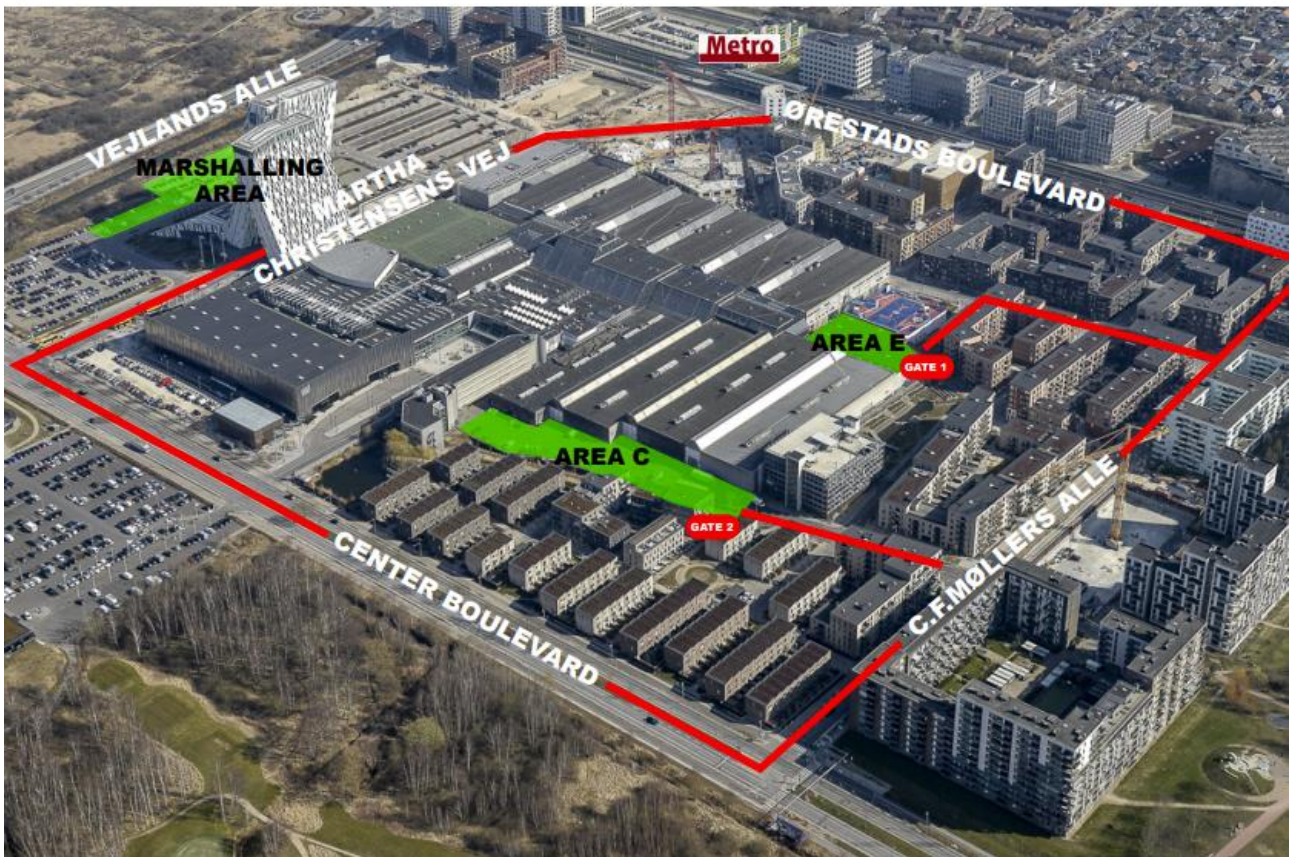
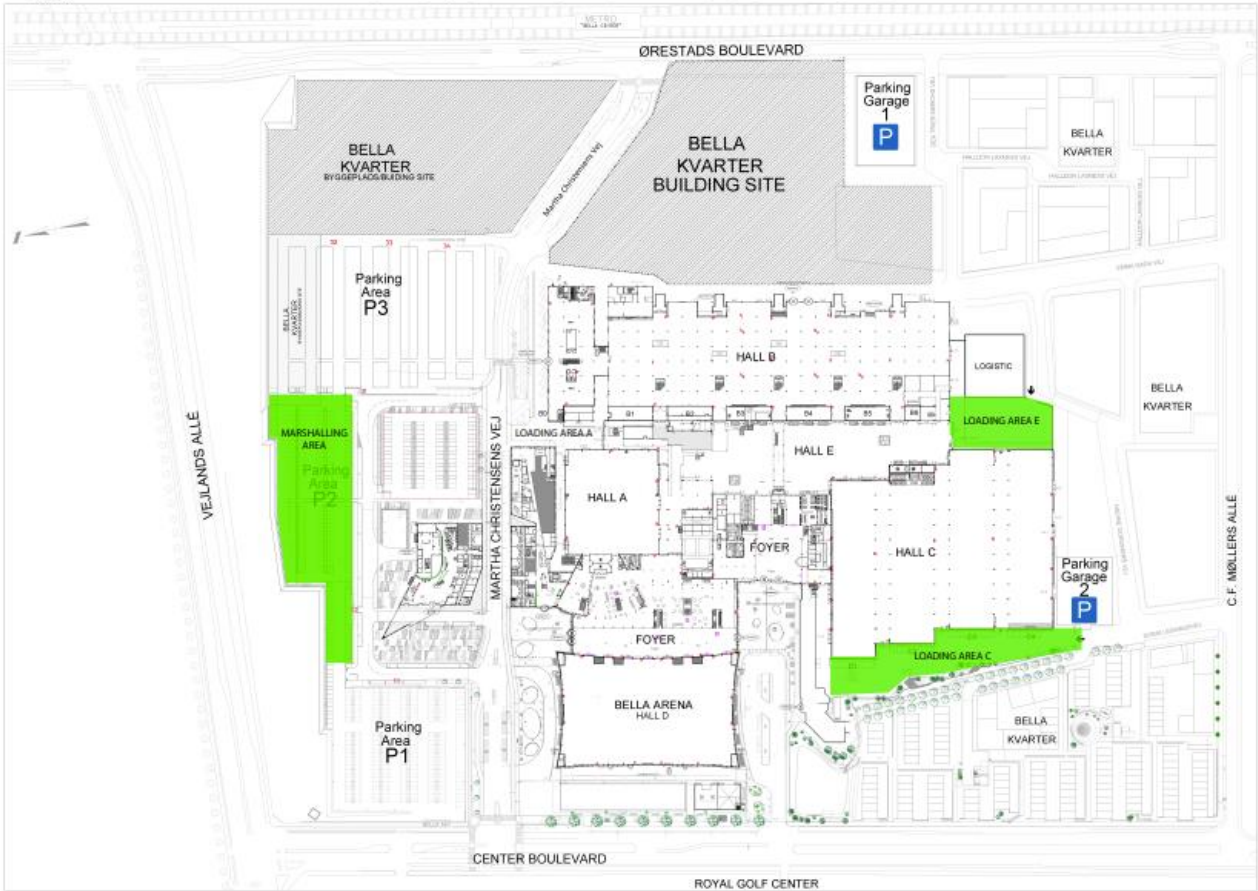
Truck driving bans in Denmark:

There are no driving restrictions in Denmark on Sundays or on public holidays however some restrictions apply to vehicles in excess of 18t in and around Copenhagen city limits and vehicles over 3.5 tonnes cannot use some pedestrianized areas. Exemptions can be requested in special circumstances by contacting the Copenhagen Police Department.

Bella Center is inside the low emission zone. All vehicles over 3,5t (vans, trucks and busses) must have a particle filter to enter.

LOAD/UNLOAD - ECCO - 2023

BELLA CENTER
COPEN HAGEN





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. Bella Center security staff will distribute this special accreditation.

All build-up staff needs to register with an ID at the Goods entrances of the exhibition hall in order to access the exhibition hall (entrance via Deliveries as shown in the map above).

Starting from the beginning of the exhibition (10:30 on Thursday, March 2, 2023) the access to the exhibition area is **possible only with a registered exhibitor badge (EUR 175.-)**, 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.

The registration counter is open from 07:00 on Wednesday, March 1, 2023. You can find all the opening hours of the registration counter on page 11.

Hostesses:

Hostesses can be ordered from the company of your choice. It is necessary for hostesses to have an exhibitor badge.

Complimentary exhibitor badge based on the size of the booth:

8- 25 sqm = 2 free exhibitor badges
26 - 49 sqm = 4 free exhibitor badges
50+ sqm = 6 free exhibitor badges

DELIVERY/STORAGE

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

IML - Messe Logistik GmbH

Bruno-Kreisky-Platz 1
A-1220 Vienna, Austria
Cell: +43 676 842118 203

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 Bella Center will not accept any kind of delivery.

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. IML needs the filled in order form Time Slot booking direct unloading & reloading.



PARKING AND TRANSPORT TO VENUE

Here you will find information on transport and parking facilities for private cars and vans max. 3.500 kg:

<http://www.bellacentercopenhagen.dk/en-GB/Location/Transport.aspx>

Parking space for trucks is not available.

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. 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 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 metres arriving on site will NOT be permitted to be built.

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.

New Rule: Booth larger than 250sqm must have an aisle through the booth. The aisles must be minimum 1,3 meters wide. It can be carpeted or flooring can be built. If the flooring on the booth is raised, there need to be ramps in the width of the aisle.



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 and Bella Center'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 **January 6, 2023**. Approval of your booth design can only be given when the WIFI agreement has been submitted. Please find the form in the annex enclosed.

Please note, that in special cases (e.g. rigging) Bella Center needs to receive the stand design to approve from a legal and technical perspective. Please also check the Exhibitor Terms of Bella Center: "[General regulations of exhibition in Bella Center](#)"

RIGGING

Please consider the rigging points of Hall C when you are planning the rigging and contact Bella Center (Pernille Staal: ECCOexpo@bellacenter.dk) in case of questions. The pdf file about the rigging points is shared together with the Exhibitor Manual.

CANCELLATION OF BOOTH

No exhibitor may repudiate the exhibitor's contract once application has been submitted and accepted in writing. Nevertheless, should ECCO agree to a cancellation of the rental agreement, the exhibitor shall be liable to pay the agreed charge for the reserved exhibition space in full, unless the agreement is cancelled at least one month (30 days) prior to the beginning of the exhibition and the exhibition space can be rented to another exhibitor, in which case the original lessee shall only pay an administration charge of 30% of the agreed rental charge plus registration fee.

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 Bella Center 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 18th Congress of ECCO are under media embargo from abstract acceptance, December 21, 2022, until the date and time of their presentation as part of the official scientific sessions (Time zone: CET)." For the posters the embargo is valid until the first congress day (March 1, 2023). Please contact ECCO if you have further questions about the embargo policy (abstracts@ecco-ibd.eu).
-

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	Deadline
Audio-visual equipment	Bella Center	Bella Center Webshop & ECCOexpo@bellacenter.dk	20.01.2023 Late: 25% surcharge On-site: 50% surcharge
Booth stand construction	Bella Center	Pernille Staal ECCOexpo@bellacenter.dk	Regular: 20.01.2023 Late: 25% surcharge On-site: 50% surcharge
Carpet The floor in the exhibition hall of the Bella Center Copenhagen is concrete, painted light grey. The use of carpet in the booths is strongly recommended.			
Cleaning Vacuum of the aisles and booths on congress days will be arranged by Bella Center. Exhibitors are responsible for the cleaning of their booths.			
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 Bella Center has the sole rights to all food and beverages consumed. All food and beverages and any associated catering equipment must be ordered through Bella Center. The sale of food and beverages at the stands is not authorized.			
Flowers			
Furnishing			
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 Bella Center.			
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.			
Water Only a few spaces have the possibility to get a water connection.			
			Booth catering: complex order 4 weeks prior event, only drinks 2 weeks prior. No surcharge applies for onsite order.
			Regular: 20.01.2023 Late: 25% surcharge On-site: 50% surcharge Regular: 20.01.2023 Late: 25% surcharge On-site: 50% surcharge

Item	Supplier	Contact	Deadline
Rigging If you are planning to do rigging at your booth, please contact Bella Center.	Bella Center	Pernille Staal ECCOexpo@bellacenter.dk	Regular: 20.01.2023 Late: 25% surcharge On-site: 50% 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 recoded and provided. Price: EUR 450,- / scanner	Via ECCO Office	ECCO Webshop	Deadline: 20.01.2023
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.	Bella Center	Bella Center Webshop	Deadline: 20.01.2023

ACCESS TO THE BELLA CENTER WEBSHOP

Bella Center Copenhagen provides a webshop for Exhibitors where all relevant items for a successful exhibition can be ordered. Exhibitors will receive an email from Bella Center in November 2023 with their password to order technical supplies in the webshop.

Deadline for ordering technical supplies is **January 20, 2023** - after deadline there is a surcharge of 25% for late orders and 50% on onsite orders.

In case of questions please reach out to ECCO at spo-exh@ecco-ibd.eu or Bella Center at ECCOexpo@bellacenter.dk.

10. HEALTH AND SAFETY

SAFETY

The following safety standard is introduced from the 1st. of March 2022 with the purpose of enhancing safety while working in lifts in Bella Center: For all types of work in lifts, a safety helmet must be worn, regardless of lift-type, task or work-duration. This is in effect from the 1st of March 2022. This new safety standard is introduced as an internal tightening of the rules in relation to the Working Environment Regulations, with the purpose of removing any doubt or dispute regarding the use of safety helmets during lift-operations. If you do not have a safety-helmet available, one may be borrowed at SOC og through Dan Rasmussen (dara@bellagroup.dk). Group Security will be conducting regular supervision with lift-operations

CHILDREN ON-SITE

For health and safety reasons it is not permitted to allow children and adolescents under the age of 16 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 Bella Center Copenhagen.

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 2023 POCKET GUIDE AND ECCO APP

The ECCO 2023 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. Please be aware that your machines and utility items must be earthed. Please note that all power ordered are on 24 hours a day.

FLOOR LOADS

The weight load of the exhibition hall in use is 4,000 kg/sqm. Special requirements, such as special machinery, including loading and unloading need to be communicated to the congress organiser in advance, by **December 20, 2022** (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 10.

SPONSORING

If you would like to become a sponsor of the 18th Congress of ECCO, please see the [ECCO'23 Industry Webshop](#).



**Exhibitor agreement to use only the WIFI provided by the official supplier
at the 18th Congress of ECCO – Inflammatory Bowel Diseases 2023 in
Copenhagen**

Please note that it is an exhibition requirement to sign this form and return it together with your booth design by January 6, 2023. 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 Bella Center 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 Bella Center (hereinafter referred to as "supplier").

The ECCO'23 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: _____