



European
Crohn's and Colitis
Organisation

Exhibition Manual





Inflammatory Bowel Diseases 2024
19th Congress of ECCO

INFLAMMATORY BOWEL DISEASES 2024 19th CONGRESS OF ECCO

Stockholm, February 21-24, 2024

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

Stockholmsmässan
Mässvägen 1
125 30 Älvsjö, Sweden
www.stockholmsmassan.se





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1. MAIN CONTACTS

ECCO Office

ECCO Office
Ungargasse 6/13
1030 Vienna, Austria
Tel.: +43-(0)1-710 22 42
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 (ecco24@ecco-ibd.eu)

Congress Website

<https://www.ecco-ibd.eu/ecco24.html>

Exhibition services (Catering, AV, Furniture, etc)

Stockholmsmässan
Mässvägen 1
125 30 Älvsjö, Sweden
E-Mail: eventservice@stockholmsmassan.se (EventService)
Tel: +46 8 749 44 44

International Freight Forwarding Agent & On-site Handling Agent

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

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

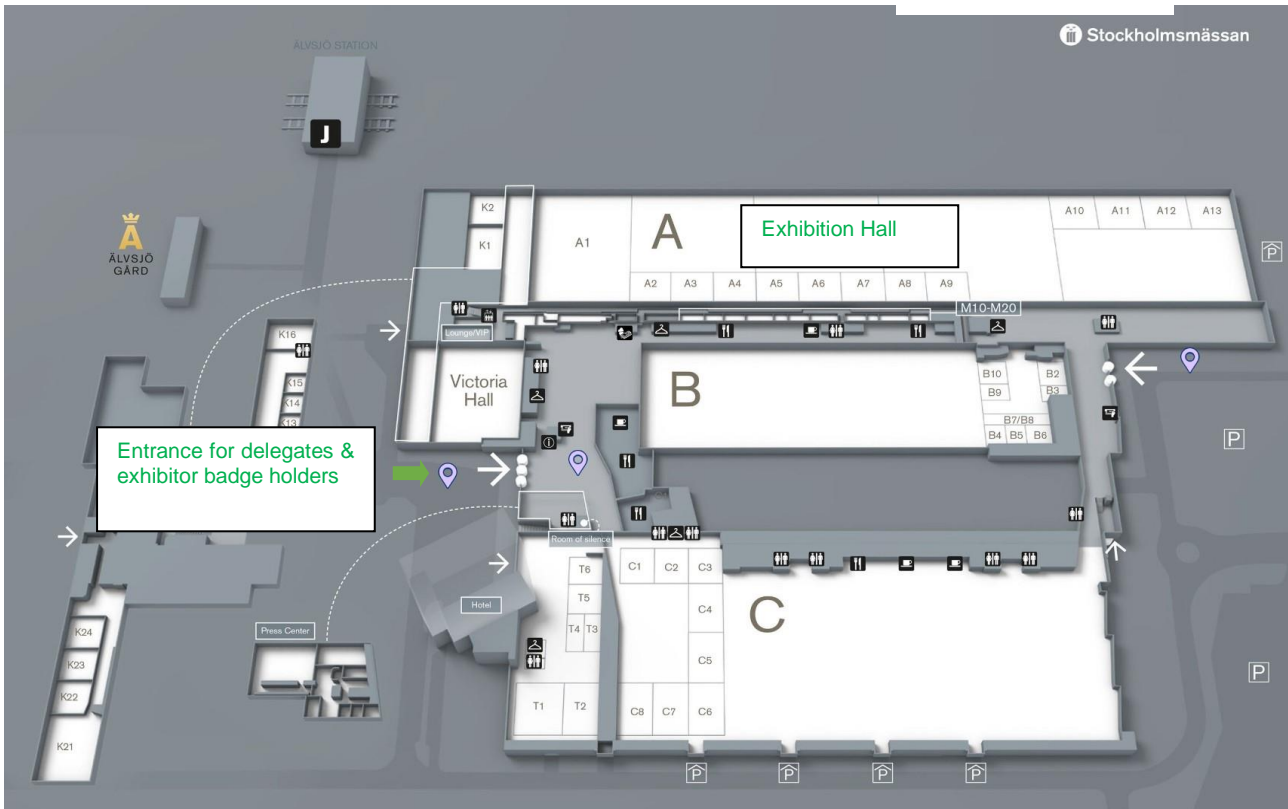
Travel, Housing, Organisation of Social & Cultural Events

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

2. OVERVIEW OF CONGRESS VENUE

Stockholmsmässan - Mässvägen 1 - 125 30 Älvsjö, Sweden

Congress Center & Exhibition Center



EXHIBITION AREA

The industry exhibition will be held in Hall A in the exhibition area as indicated in the above image. The industry exhibition floor plan will be available on the congress website.

3. TIMING & DEADLINES & COVID

EXHIBITION TIME SCHEDULE

Setup	Sunday, February 18, 2024 (early set up)	07:30-22:00
	Monday, February 19, 2024 (early set up)	
	Tuesday, February 20, 2024	
	Note: only for stands \geq 40 sqm	
	Wednesday, February 21, 2024	07:30-22:00
Exhibition	Thursday, February 22, 2024	10:30-19:00
	Friday, February 23, 2024	08:00-19:00
	Saturday, February 24, 2024	09:00-13:00
Dismantling	Saturday, February 24, 2024	13:00-22:00
	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)	

Exhibitor badge holders allowed in at 7:30 on Thursday, at 7:00 on Friday and at 08:30 on Saturday.

Cost of Sunday set-up: EUR 5900, - / booth

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

Only 5 slots available on Sunday and 10 slots available on Monday due to other events in parallel at Stockholmsmässan (first come, first served).

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 February 20, 2024. If you wish to have additional cleaning, please contact Stockholmsmässan (EventService eventservice@stockholmsmassan.se).

During official moving in, moving out and ongoing event, there will be a ServiceCenter open where the exhibitors can go and make orders.

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 6, 2023 ⇒ Call for abstracts
- November 20, 2023 ⇒ Deadline for abstract submission (midnight, CET)
Note: No late-breaking abstract submission
- December 20, 2023 ⇒ Notification of abstract acceptance
- February 18- 22, 2023 ⇒ Setup of industry exhibition (3 days)
Note: Feb. 18, 19 & 20, 2024 only for stands ≥ 40 sqm
- February 21-24, 2024** ⇒ **19th Congress of ECCO**
Inflammatory Bowel Diseases 2024
- February 24, 2024 ⇒ Dismantling of industry exhibition (0.5 days)

EXHIBITION DEADLINES

- October 24, 2023** ⇒ **Deadline for booking exhibition space**
- Within 30 days of invoice date ⇒ Receipt of balance payment
- January 6, 2024** ⇒ **Deadline for submitting booth designs.**
Please include signed WIFI form! (page 25)
Deadline for ordering special machinery (page 21)

REGISTRATION DEADLINES

- November 22, 2023 ⇒ Deadline for early registration
- January 30, 2024 ⇒ 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
E-mail: ecco24@ecco-ibd.eu

To access the congress, badges are required at all times, except during set-up and dismantling.

Exhibitor badge (EUR 175): giving access to the exhibition hall, industry sponsored satellite symposia, congress abstracts and certificate of attendance.

Congress badge (various fees [here](#)): giving access to scientific sessions onsite in Stockholm, live transmission on the virtual congress platform, on-demand content, poster exhibition, exhibition hall, scientific satellite symposia and certificate of attendance.

To access the exhibition hall during official opening hours, an exhibitor or a congress badge must be presented. Congress 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.

Prior to the congress, your exhibitors/delegates will receive by email their individual QR Code to print their badge onsite. Regarding the access during set-up and dismantling time, please see page 16-17.

BADGES:

1. Exhibitor/Congress registrations may be ordered 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.

2. Free Exhibitor Registrations:

ECCO offers 6 free exhibitor registrations per booth above 50 sqm, 4 per booth above 26 sqm and 2 per booth above 8 sqm.

ECCO does NOT offer any complimentary congress badges.

Free exhibitor badge will include: access to the exhibition hall, industry sponsored satellite symposia, congress abstracts and certificate of attendance but NO access to the Scientific Programme.

1. To receive these free exhibitor badges please contact the registration team at ecco24@ecco-ibd.eu by January 31, 2024 the latest.
2. The registration team will create a group registration on behalf of your main contact person (or whoever will be responsible for handling the complimentary registrations).
4. All names and details to be entered by February 7, 2024 using the link provided.



["ECCO Interaction: Hearts and Minds"](#) is THE networking event at the 19th Congress of ECCO. All delegates are cordially invited to participate in this evening event.

Date: Friday, February 23, 2024
Start time: 20:00
Venue: City Hall Stockholm, Hantverkargatan 1, 111 52 Stockholm, Sweden

This event is open to all congress delegates with a ticket. Tickets can be purchased as of October 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 Entrance Hall of Stockholmsmässan, Stockholm. The ECCO Booth will be located also in the Entrance Hall, in front of Hall B.

Opening Hours - Registration Counter		
Tuesday	February 20, 2024	14:00-18:00
Wednesday	February 21, 2024	07:00-18:00
Thursday	February 22, 2024	07:00-19:00
Friday	February 23, 2024	07:00-19:00
Saturday	February 24, 2024	08:00-13:30

ECCO'24 Stockholm Congress – Registration fees for individual delegates:

FEE IN EURO (INCLUDING VAT)	EARLY REGISTRATION UNTIL November 22, 2023	LATE REGISTRATION UNTIL January 31, 2024	ONSITE REGISTRATION AFTER January 31, 2024
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.-
Low/Lower-Middle income Countries Member Congress fee ²	free	free	free
Non-Member Congress registration fees:			
Non-Member Congress fee	650.-	720.-	800.-
Nurse Non-Member Congress fee ³	380.-	410.-	570.-
Affiliate Non-Member Congress fee ⁴	380.-	410.-	570.-
Patient Advocate Congress fee ⁵	60.-	60.-	60.-
Exhibitor registration fees:			
Exhibition Congress fee ⁶	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

²ECCO Membership (paid membership fee 2024) is a pre-requisite for Congress registration. Eligible for residents of low and lower-middle income countries based on the countries of the World Bank ranking from 2021.

³Nurses 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.

⁴Students/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.

⁵Patient 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.

⁶All 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.

ECCO'24 Stockholm Congress – Registration fees for groups:

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](#).

Group Registration fees in Euro E-Vouchers (Including VAT)	EARLY REGISTRATION UNTIL November 22, 2023	LATE REGISTRATION UNTIL January 31, 2024	ONSITE REGISTRATION AFTER January 31, 2024
ECCO Member group fees (all types of membership):	300.-	390.-	485.-
ECCO Non-Member group fees:	650.-	720.-	800.-
Exhibitor registration fees:	175.-	175.-	175.-



Note: ECCO Members 2024 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 2024 before registering (no refunds). After paying the membership fee for 2024 please allow up to 5 working days before trying to register as an ECCO Member for the Congress.

Educational activities available onsite only:

IN EURO (INCLUDING VAT)	REGISTRATION FEE
5th ECCO Basic Imaging Workshop in collaboration with ESGAR and IBUS1 Group A ¹	150.-
5th ECCO Basic Imaging Workshop in collaboration with ESGAR and IBUS1 Group B ¹	150.-
7 th EpiCom Workshop ¹	60.-
7 th Basic ECCO: EduCational Course for Industry ²	900.-
8 th N-ECCO Research Forum	25.-
9 th D-ECCO Workshop	60.-
9 th H-ECCO IBD Masterclass ¹	90.-
9 th ClinCom Workshop ¹	90.-
10 th Y-ECCO Basic Science Workshop ¹	90.-
11 th ECCO Ultrasound Workshop Advanced in collaboration with ESGAR and IBUS ¹	100.-
11 th P-ECCO Educational Course ¹	80.-
12 th SciCom Workshop ¹	90.-
13 th S-ECCO IBD Masterclass ¹	150.-
15 th N-ECCO School	n.a.
18 th N-ECCO Network Meeting	35.-
22 nd IBD Advanced Course for Trainees	n.a.

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

²EUR 600 for ECCO Corporate Members

ECCO Membership (paid membership fee 2024) 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 2024, please click [here](#).

Please register for these educational activities in advance within the online ECCO Congress registration. Note: To register for the Basic ECCO: EduCational Course for Industry, please contact the ECCO Office at ecco24@ecco-ibd.eu.

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

Registration Payment deadlines:

EARLY REGISTRATION FEES	Deadline: November 22, 2023, midnight CET	
EDUCATIONAL ACTIVITIES REGISTRATION	Deadline: January 31, 2024, midnight CET	Registration for Educational Activities will be on a first-come, first-served basis. Delegates need to be onsite to attend.
LATE REGISTRATION FEES	Deadline: January 31, 2024, midnight CET	Group delegates need to activate their e-Vouchers in the ECCO Portal. Name change deadline.



FINAL PAYMENT DEADLINE	Deadline: February 7, 2024, 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 (no CME credits)	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 their login details.

6. BASICS OF EXHIBITION

GENERAL EXHIBITION REGULATIONS

We refer to the [Frequently Asked Questions](#) (FAQ) of Stockholmsmässan where you can find rules & regulations.

Please note that all exhibitors are required to comply with the rules & regulations stipulated by Stockholmsmässan. Exceptions/comments:

- Goods dispatch has to go through the freight forwarding partner of ECCO (IML). Nothing should be sent directly to Stockholmsmässan.
- 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 Sweden, Lif [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. Submission of the relevant application forms to exhibit at or sponsor the 19th 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: 10:30-19:00
Friday: 08:00-19:00
Saturday: 09:00-13:00

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.

HALL FLOOR

The floor in the exhibition hall (Hall A) of the Stockholmsmässan is concrete painted grey, and can withstand a maximum load of 2,000 kg/m². The use of carpet in the booths is highly recommendable. Please find [here](#) more details concerning Hall A.

SMOKING

Please be advised that the entire Stockholmsmässan is completely smoke free.

DISABLED ACCESS

The Stockholmsmässan is disabled friendly. Regarding booth design please refer to the content on page 18-19.



7. ACCESS & DELIVERY

ACCESS FOR DELIVERIES

The congress venue is Stockholmsmässan.

Mässvägen 1
125 30 Älvsjö
Sweden

The exhibition will take place in Hall A of Stockholmsmässan.

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 (Parkeringsvägen 10, 125 30 Älvsjö, Schweden) and await access and Gate number from the Freight Forwarding and On-site Handling Agent IML.

All truck which are not reported at Parkeringsvägen 10 is seen as not arrived. Trucks driving directly to unloading place, without registration will be send back to Parkeringsvägen 10 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 in Sweden:

In Stockholm it is allowed to drive vehicles without exemption, as long as the truck is no longer than 12 meters, heavier than 3,5 tonnes gross weight and not wider than 3,5 meters.

If the truck is longer than 12 meters it is only allowed to drive on roads which allow long trucks up to 24 meters.

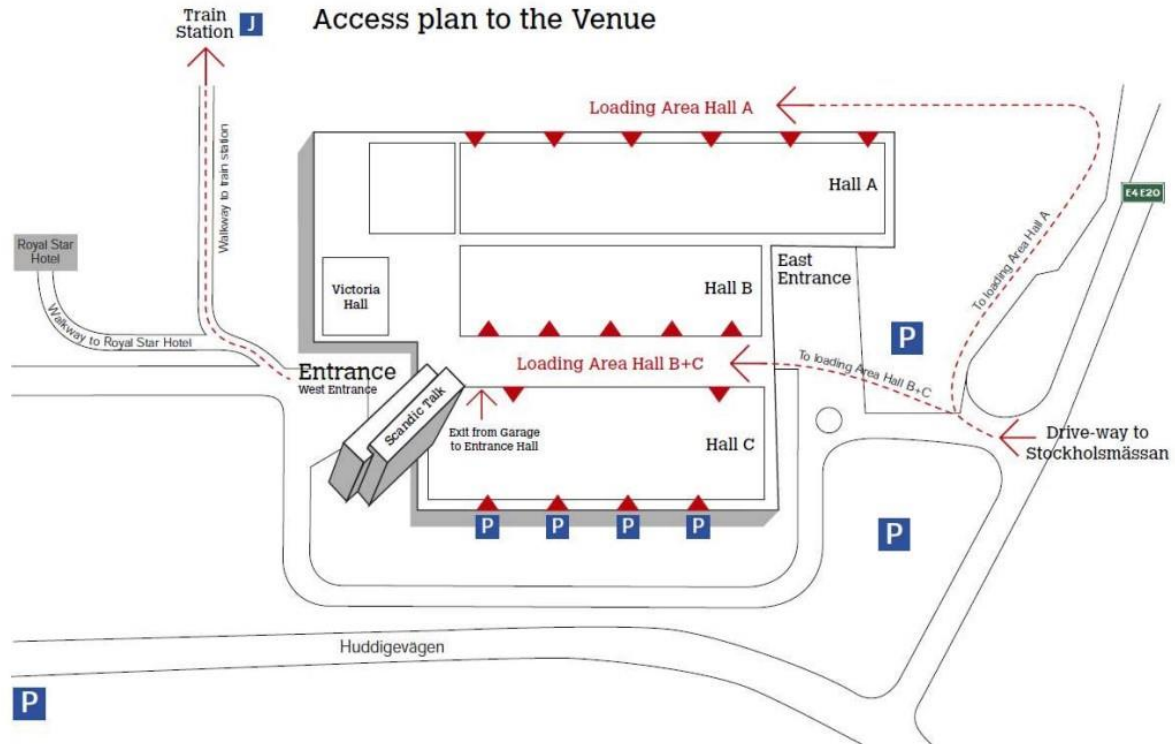
All days between 22:00 and 06:00, it is not allowed to drive trucks over 3,5 tonnes gross weight in Stockholm.

Exemptions can be requested from the City of Stockholm; <https://tillstand.stockholm/en/>



Stockholmsmässan

 Stockholmsmässan



ACCESS TO THE EXHIBITION HALL

During set-up and dismantling the **build-up staff members** will receive a special work pass **from Stockholmsmässan**. Any person without this work pass is not permitted to access the exhibition area. Stockholmsmässan staff will distribute this work pass when entering the loading area. **ID is required.**

Starting from the beginning of the exhibition (10:30 on Thursday, February 22, 2024) 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 QR code 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 14:00 on Tuesday, February 20, 2024. 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 – 99 sqm = 6 free exhibitor badges

100+ sqm = 8 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-Kreisisky-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 Stockholmsmässan 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.

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 after consulting the congress venue 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.

NEW UPDATE! Walls, towers and solid structures cannot be erected across the entire open side of a booth. The maximum percentage such structures can cover is **60%**.

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 and Stockholmsmässan's approval in the interest of 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, 2024**. 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) Stockholmsmässan needs to receive the stand design to approve from a legal and technical perspective.

RIGGING

Please consider the rigging points of Hall A when you are planning the rigging and contact Stockholmsmässan (EventService - eventservice@stockholmsmassan.se) in case of questions.

Please note that all constructions with rigging points has to be reviewed by Stockholmsmässan. The review fee is SEK 750 per review. Please click [here](#) for more details.

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 Stockholmsmässan 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 19th Congress of ECCO are under media embargo from abstract acceptance, December 20, 2023, 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 the Virtual Congress Platform will be released on Monday, February 19. 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	AV	Ordered through the webshop. For specific questions, contact Event Service: eventservice@stockholmsmassan.se	24.01.2024
F & B Services Stockholmsmässan has the sole rights to all food and beverages consumed. All food and beverages and any associated catering equipment must be ordered through Stockholmsmässan. The sale of food and beverages at the stands is not authorized.	Massrestaurant	ECCO.catering@massrestauranger.se	19.01.2024
Booth stand construction	Stockholmsmässan	Ordered through the Webshop. For specific questions, contact Event Service eventservice@stockholmsmassan.se	24.01.2024
Carpet The floor in the exhibition hall of the Stockholmsmässan 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 Stockholmsmässan. 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.			
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 Stockholmsmässan.			
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.			
		Servicecenter/Eventservice +46 8 749 44 44. Production team are available 07:00-16:00 and the day before opening 07:00-18:00	24.01.2024

Item	Supplier	Contact	Deadline
Rigging If you are planning to do rigging at your booth, please contact Stockholmsmässan. Please note that all constructions with rigging points must be reviewed by Stockholmsmässan. The review fee is SEK 750 per review.		Ordered through the webshop. For specific questions, Event Service: eventservice@stockholmsmassan.se	24.01.2024
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 recorded and provided. Price: EUR 450,- / scanner	Via ECCO Office	ECCO Webshop	Deadline: 20.01.2024
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.		Ordered through the webshop. For specific questions: Event Service eventservice@stockholmsmassan.se	24.01.2024

ACCESS TO THE STOCKHOLMSMÄSSAN WEBSHOP

Stockholmsmässan provides a webshop for Exhibitors where all relevant items for a successful exhibition can be ordered. <https://exhibitors.stockholmsmassan.se/shop?site=ecco>

Deadline for ordering technical supplies is **January 24, 2024** - after deadline there is a surcharge of 30% for late orders and 50% on onsite orders.

In case of questions please reach out to ECCO at spo-exh@ecco-ibd.eu or Stockholmsmässan at Event Service eventservice@stockholmsmassan.se or +46 8 749 44 44.

Important note for Industry Partners:

The Scientific Coffee breaks are:

Thursday, February 22, 2024: 14h–14h30
Friday, February 23, 2024: 10h30-11h
Friday, February 23, 2024: 15h10-15h40
Saturday, February 24, 2024: 10h20-10h50

There will also be several cash catering stations.

10. HEALTH AND SAFETY

SAFETY

The following safety standard is introduced from the 16 of September 2021 with the purpose of enhancing safety while working in Stockholmsmässan.

Stockholmsmässan has now adopted a number of measures, and created new routines and guidelines in a quick guide for you as an exhibitor.

https://www.stockholmsmassan.se/exhibitor/guide-for-a-safe-exhibition?sc_lang=en

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 Stockholmsmässan.

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 be undertaken where applicable.

11. MISCELLANEOUS

ECCO 2024 POCKET GUIDE AND ECCO APP

The ECCO 2024 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 must be ordered through the catering company, Mässrestauranger), 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.

All connections to the exhibition hall's fixed installations must be carried out by Stockholmsmässan's authorized service partner.

FLOOR LOADS

The weight load of the exhibition hall (Hall A) in use is 2,000 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, 2023** (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 ECCO 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 19th Congress of ECCO, please see the [ECCO'24 Industry Webshop](#).



**Exhibitor agreement to use only the WIFI provided by the official supplier
at the 19th Congress of ECCO – Inflammatory Bowel Diseases 2024 in
Stockholmsmässan**

Please note that it is an exhibition requirement to sign this form and return it together with your booth design by January 6, 2024. 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 Stockholmsmässan 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 Stockholmsmässan (hereinafter referred to as "supplier").

The ECCO'24 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: _____