

43<sup>RD</sup> CONGRESS OF THE  ESCRS

# COPEN HAGEN

**12 - 16 SEPTEMBER 2025**

Bella Center, Copenhagen - Denmark

# UPDATE LOG

Please see below for an overview of all updates to the Technical Exhibitor Manual per version.  
Please note: The manual located on the portal is the most up-to-date version.

- V2 : Page 8 - Access times for Exhibitors with EA stands.
- V2 : Page 28 - Form for those bring Gas on site.
- V2 : Page 21, 22, 24 & 25 - Distutions boxes for electrics to be mounted on shell scheme walls.
- V2 : Page 21, 22, 24 & 25 - Stands not suitable for Hall B.
- V2 : Page 15 - Document showing pillars in Hall C.
- V2 : Page 6 - Updated floorplan.
- V3 : Page 11 - Use of ESCRS congress logo.
- V4 : Page 36 - Clarification: Construction of double-decker stand not permitted
- V5 : Page 12 - Updated link added under Badge Scanners
- V6 : Page 10 - Industry Symposium Catalogue added
- V6 : Page 11 -Symposium guidelines added
- V6 : Page 11 - Symposium order form added
- V6 : Page 11 - Symposium programme added
- V6 : Page 11 - Symposium F&B order form added
- V6 : Page 11 - Industry Meeting room and Session addd
- V6 : Page 11 - Guidelines for Q&A Moderator functionality at industry sessions
- V6 : Page 11 - Instructions for interactive Voting system at industry sessions added
- V6 : Page 11 - Template for voting added
- V6 : Page 12 - Added information on the requirements of working in Denmark
- V7 : Page 16 - Renewed link for badge scanners
- V8: Page 7 - Catering contact details updated
- V8: Page 11 - Meeting room F&B order form added
- V8: Page 16 - Catering portal added
- V9: Page 11 - Conference video coverage added
- V9: Page 20 - Grid form deadline 2 July
- V10:Page 16 - Vehicle Entrance procedure updated
- V11: Page 11 - ESCRS 2025 Copenhagen Room Book added

# WELCOME

Welcome to the Technical Exhibitor Manual of the ESCRS 2025 Congress which will be held from 12-16 September, 2025 in Copenhagen, Denmark.

EA Exhibitions is appointed as the official Exhibition Contractor by the European Society of Cataract and Refractive Surgeons (ESCRS) and its official PCO, MCI Suisse SA.

The manual can be downloaded in PDF format from downloads, in your dashboard on <https://www.toddoo.com/event/43escrs2025>

## PROFESSIONAL CONGRESS ORGANISER

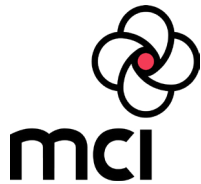
### MCI Suisse SA

Rue du Pré-Bouvier 9

1242 Satigny

Switzerland

[escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)



## EXHIBITION CONTRACTOR

### EA Exhibitions

Zekeringstraat 36B

1014 BS Amsterdam

The Netherlands

T: +31 20 26 23 272

[escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)



# IMPORTANT INFORMATION

## General

- Rigging needs to be requested before [17 JUNE, 2025](#). Requests received after this date cannot be processed anymore.
- Rigging weights per point are limited. Availability will be determined on a [FIRST COME FIRST SERVE POLICY](#).
- Two weeks before build-up, you will receive an email with information how to create your build-up badge.
- The electrical supply will be shut off at 12:00 on the [16 SEPTEMBER, 2025](#) for safety reasons.
- Please include the full stand number, including the hall name, in all communications and orders.

## Space only

- Maximum construction height of the stands in exhibition hall:

Hall B	2.5 meters maximum wall height	No Rigging
Hall C1	3.5 meters maximum wall height	No Rigging
Hall C2	3 meters maximum wall height	Top of truss 5 meters (Rigging difficult)
Hall C3	4 meters maximum wall height	Top of truss 6.5 meters
Hall C4	4 meters maximum wall height	Top of truss 6.5 meters
Hall E	4 meters maximum wall height	Top of truss 6.5 meters

- The deadline for submitting your stand approval is [27 MAY, 2025](#).

## On-site

- All empties must be removed from the exhibition on [11 SEPTEMBER, BEFORE 20:00](#).
- Emergency aisles must be empty during the build-up and breakdown.
- To carry out work inside the Bella Center, the personal protective equipment (PPE) needed for the activity to be carried out in each work position must always be used.

## Orders

- Orders will only be processed after receiving the payment. If we do not receive the payment prior to the event, stand items will not be installed when build-up starts. Any non-receipt of payment is not considered a cancellation.
- All cancellations must be submitted in writing. Cancellation of orders are entitled to a refund in the following way:  
100% refund until 6 weeks prior to start date of the event (27 JULY 2025) (minus €85 administration costs).  
0% refund from 6 weeks to the start of the event. (28 July 2025)
- Please take note that any on-site complaint should be sent within 48hrs from the service supplied. Otherwise it will not be taken into consideration and no refunds will be made.
- Re-issuing the invoice to a different billing address is subject to administrative fee of €85, which will be included in the new invoice.

CONTENT



# GENERAL INFORMATION

## LOCATION

Bella Centre, Copenhagen  
Centre Boulevard 5, (Entrance 6)  
2300 Copenhagen S  
Denmark

The exhibition of the ESCRS 2025 will be held in hall B, C & E

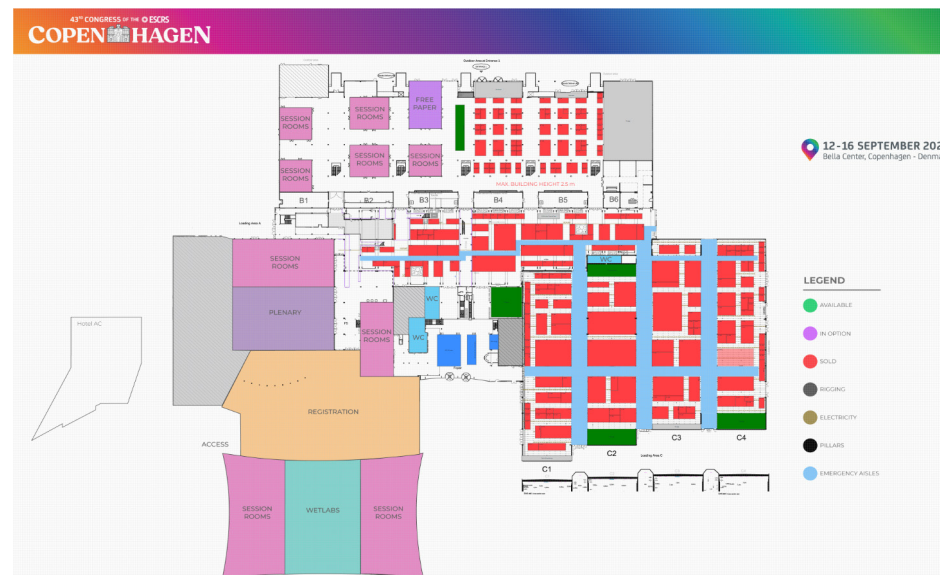
You can find your way to the congress center via: [link](#)

Taxi drop-off and pick-up is located at entrance 4. (main entrance).

## FLOORPLAN

See up to date exhibition floorplan in Toddo: <https://www.toddo.com/event/43escrs2025>.

Emergency aisles must be empty during build-up and breakdown at all times as officially confirmed by the fire and safety department. Obstructing the aisles will result in the removal of all materials.





## CONTACT LIST

COMPANY	EMAIL
<b>EA Exhibitions</b> Exhibitor stands Exhibitor products & services On-site exhibitor service desk Construction badges	<a href="mailto:escrs@eaexhibitions.com">escrs@eaexhibitions.com</a>
<b>MCI Suisse SA</b> Exhibition & Sponsorship General enquiries Registration Badge scanners Hotels	<a href="mailto:escrs.sponex@mci-group.com">escrs.sponex@mci-group.com</a> <a href="mailto:escrs.conf@mci-group.com">escrs.conf@mci-group.com</a> <a href="mailto:escrs.reghot@mci-group.com">escrs.reghot@mci-group.com</a> <a href="mailto:badgereader@wearemci.com">badgereader@wearemci.com</a> <a href="mailto:escrs.reghot@mci-group.com">escrs.reghot@mci-group.com</a>
<b>Bella centre catering</b> Stand & catering Symposium and meeting room catering	<a href="#">Catering Portal</a> <a href="mailto:escrsexpo2025@bellacenter.dk">escrsexpo2025@bellacenter.dk</a>
<b>GBH Exhibition Forwarding Ltd</b> Freight forwarding & handling Lorry parking	<a href="mailto:escrs@gbhforwarding.com">escrs@gbhforwarding.com</a>
<b>M-Events</b> Audio-visual equipment - symposia Stand audioguide equipment (Headsets and "Meet the Experts" Equipment)	<a href="mailto:industry@m-events.com">industry@m-events.com</a>
<b>Ovation</b> Local transportation Local restaurants Local guides Social activities & entertainment Photographers	<a href="mailto:denmark@ovationdmc.com">denmark@ovationdmc.com</a>

# TIME TABLE

BUILD-UP AND DISMANTLING HOURS	DAY	DATE	TIME
Early build-up (advanced booking only)	Tuesday	9 September 2025	08:00 - 22:00
Move - in / construction space only stands	Wednesday	10 September 2025	08:00 - 22:00
	Thursday	11 September 2025	08:00 - 20:00*
*ALL EMPTIES MUST BE REMOVED FROM THE EXHIBITION BEFORE 20:00!			
Move - in exhibitors with a stand from EA Exhibitions	Thursday	11 September 2025	12:00 - 20:00*
*ALL EMPTIES MUST BE REMOVED FROM THE EXHIBITION BEFORE 20:00!			
Finalisation on stand only*	Thursday	11 September 2025	20:00 - 22:00
	Friday	12 September 2025	08:00 - 11:00
*NO ACTUAL CONSTRUCTION INCLUDING: PAINTING, SAWING, DRILLING, FLIGHTCASES OR ANYTHING ELSE THAT REQUIRES TOOLS!			
Dismantling - packing	Monday	15 September 2025	19:00 - 22:00
Dismantling	Tuesday	16 September 2025	08:00 - 22:00

EXHIBITION OFFICIAL OPENING HOURS	DAY	DATE	TIME
Exhibition official opening hours	Friday	12 September 2025	12:00 - 17:00
Exhibition official opening hours	Saturday	13 September 2025	09:00 - 17:00
Exhibition official opening hours	Sunday	14 September 2025	09:00 - 17:00
Exhibition official opening hours	Monday	15 September 2025	09:00 - 17:00

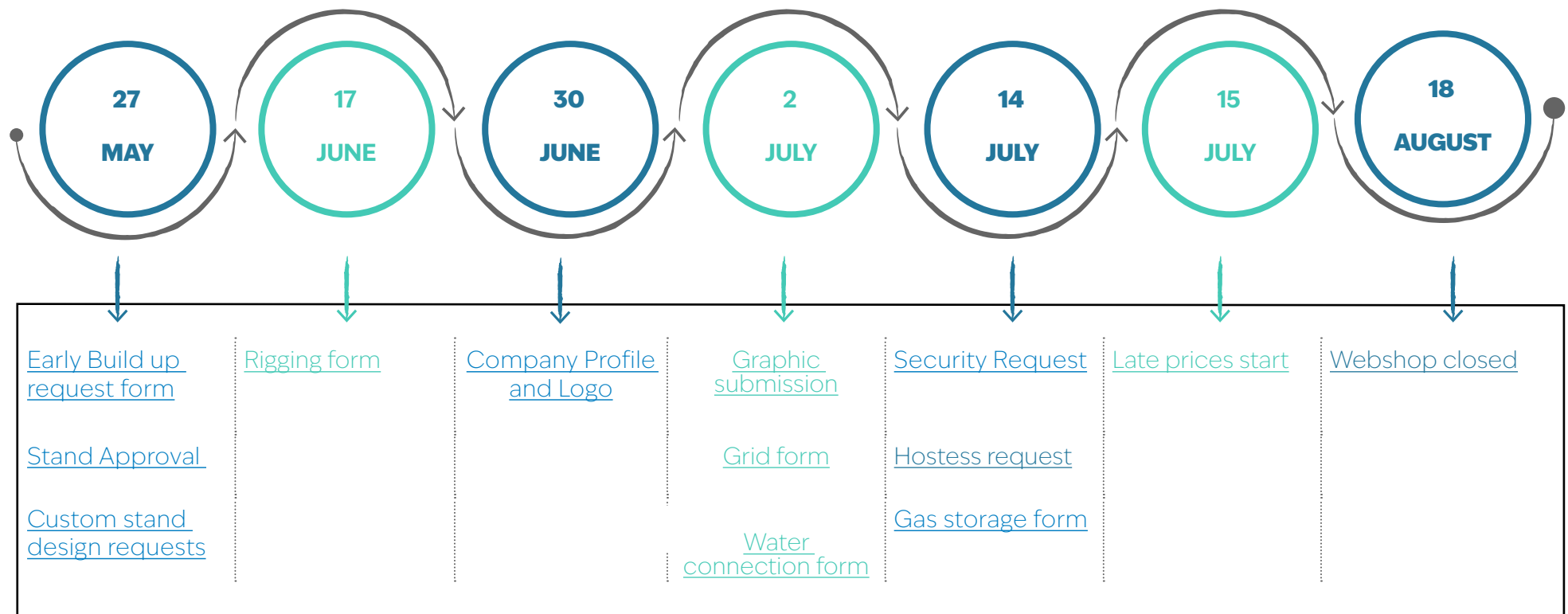
THE EXHIBITION WILL BE ACCESSIBLE FOR EXHIBITORS 60 MINUTES BEFORE AND AFTER THE OFFICIAL EXHIBITION OPENING HOURS.





# DEADLINES

Submit online here your requests and registrations on time.



Click each topic to access online forms

## COMPANY PROFILE & LOGO

To appear as a confirmed sponsor/exhibitor on the ESCRS 2025 website, congress app and printed pocket programme, make sure to complete [this form](#) by **30 JUNE, 2025**. Past this date, the PCO can not guarantee that it will appear in the congress app. Processing a submission may take up to 5 working days.

## AV SYMPOSIUM ORDER CATALOGUE

The official contractor for audio visual equipment for satellite symposia is M-events. Their brochure can be found [here](#).  
The deadline to request or make any adjustments is: **11 JULY, 2025**.  
For any specific questions you may reach out to M-Events via: [industry@m-events.com](mailto:industry@m-events.com)

## AUDIO GUIDE EQUIPMENT - HEADSETS

M-events is the official provider of headsets and Audioguide Equipment to help you organise talks and “Meet the Experts” sessions on your booth.  
For any specific questions you may reach out to M-Events via: [industry@m-events.com](mailto:industry@m-events.com)

## LOCAL CONGRESS PARTNER

Ovation Denmark has been selected for on-site ground services. Their team will be delighted to share their local contacts with you and help you book the following services:

- Local transportation
- Local restaurants
- Local guides
- Social activities & entertainment
- Photographers
- Printings

Please contact [denmark@ovationdmc.com](mailto:denmark@ovationdmc.com)

## USE OF ESCRS CONGRESS LOGO

Should you wish to make use of the 43rd congress of the ESCRS logo this will need to be reviewed by the ESCRS Sponsorship and Exhibition secretariat first.

Such requests can be sent to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com) for review.

## SATELLITE SYMPOSIA GUIDELINES

The satellite symposia programs must be submitted by **FRIDAY 27 JUNE 2025** to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com)

Please [click here](#) for Satellite Symposia Guidelines.

Please submit the Symposia programme template which can be found under 'Download' when applying.

The Satellite F&B order form for Catering can be found under 'Download'.

The Meeting F&B order form for Catering can be found under 'Downloads'

For audio visual equipment for Satellite symposia you can find the brochure for M-events [here](#).

The instructions for Q&A Moderator Functionality can be downloaded [here](#)

The template for the evaluation form for Industry sponsored sessions can be downloaded [here](#).

The Instructions for the interactive Voting system during Industry sessions can be downloaded [here](#)

The template for the voting for industry symposia can be downloaded [here](#)

Please [click here](#) for ESCRS 2025 Copenhagen Room Book

## CONFERENCE VIDEO COVERAGE

Media MICE is a Digital Media Partner of ESCRS and the preferred vendor for video coverage.

For any questions or pricing, please contact [sales@mediamice.com](mailto:sales@mediamice.com).



# EXHIBITOR INFORMATION

## WORKING PERMITS FOR TEMPORARY EVENTS IN DENMARK

Denmark has more complex and stringent requirements for in-coming workers that will be working in the country than some other countries in Europe, and these apply to many people working on congresses.

The ESCRS 2025 Organisers cannot provide specific advice as the requirements/process differ according to the citizenship of the person, their employment status (whether in an EU or Swiss domiciled entity, or not), their residency status & rights, their specific role at the congress etc. However, please note that you/your team members will most likely need to be “pre-announced” through the relevant platform (as a minimum) and in some cases, a Danish Work Permit application may need to be made. The Work Permit applications require a certain amount of time and provision of documentation – if any of your team will need this, we recommend that you look into the requirements and process soon, as we understand that the process can take several months. The authorities state: “The case processing time is generally one month but can extend up to three months”.

For further information please visit this [link](#).

## EXHIBITOR BADGE ALLOCATION

All delegates, exhibitors and sponsored sessions organizers will receive a personal badge to access the ESCRS 2025 Congress. It is mandatory to wear your name badge at all times while inside the Congress Center. Delegates not wearing their name badge will not have access to the Halls.

You are entitled to three (3) free exhibitor badges for your first 9 square meter exhibition space booked. You get one (1) additional badge for each additional full 9 square meter thereafter.

## ADDITIONAL EXHIBITOR BADGES

Additional badges can be ordered via the Congress Secretariat: [escrs.reghot@mci-group.com](mailto:escrs.reghot@mci-group.com)

### EXHIBITOR BADGES PICK UP

Badges can be picked-up at the registration area. The registration area is located on the ground floor by the main entrance of the building.

## BADGE SCANNERS

For badge scanners, please contact Karen Bhavnani at MCI Suisse SA via [badgereader@wearemci.com](mailto:badgereader@wearemci.com).

Additionally, please find some additional information via the [link](#).

## EXHIBITORS PARTICIPATION IN SESSIONS

Participants with Exhibitor badges will not be permitted to attend scientific sessions, except for their own company satellite symposia. Exhibitors interested in attending a scientific session must register as regular congress participants by contacting [escrs.reghot@mci-group.com](mailto:escrs.reghot@mci-group.com).



# REGISTRATION DESK OPENING HOURS

DAY DATE	TIME
Thursday 11 September 2025	09:00 - 18:00
Friday 12 September 2025	06:45 - 20:00
Saturday 13 September 2025	07:30 - 19:30
Sunday 14 September 2025	07:30 - 20:00
Monday 15 September 2025	07:30 - 19:30
Tuesday 16 September 2025	08:00 - 15:00

\*Opening hours still subject to change



# BUILD-UP AND DISMANTLING

## Rules & regulations

- **9 SEPTEMBER, 2025** will be used as an early build-up day and can only be booked in advance. This service is only available to exhibitors with stands of 80sqm or larger and will be an additional charge. Please send the [Early build up request form](#) to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) for further details
- Early dismantling is expressly prohibited. All exhibits, displays, stand fittings, and materials must be removed from the premises by the time and date stated by the organisers. Removal of exhibits and dismantling may not commence until after the official closing time of the congress.
- Emergency aisles must be empty during build-up and breakdown at **all times** as officially confirmed by **the fire and safety department**. Obstructing the aisles will result in removing all materials.
- The companies that participate in build-up and break down tasks must have an Occupational Risk Prevention management system (in accordance with the provisions of the Law on Occupational Risk Prevention 31/95, Art. 30). All Health and safety certificates must be made available for both onsite and ahead of congress.

## Contractor passes & access

Each individual staff member that requires access to the venue during official build-up and dismantling hours must present a copy of this pass template; duly completed with full name, National ID or passport, company name and signature. Two weeks before build-up, you receive an email with information how to create your build-up badge.

Note:

- Access on 9 September, 2025 (early build-up day) will be granted only to stand builders working on behalf of companies that have booked the early build-up service.
- Contractor passes do not grant the bearers access to the congress centre outside of the official build-up and dismantling hours. Those contractors that require access to the exhibitor hall on congress days, from 08:00 to 09:00 to help with the booth setup, should go onsite to the exhibitors desk the day before and ask for a coloured wristband.

## IMPORTANT - PPE

To carry out work inside the Bella Center, the personal protective equipment (PPE) needed for the activity to be carried out in each work position must always be used. For further information on PPE please go to the page titled 'Health and Safety and PPE'



## CATERING

Exhibitors are not permitted to use external catering suppliers. A fine may be imposed if it is discovered that your items were not ordered through the official company. Selling any type of catering is prohibited and hard liquor is not allowed before 11:00am.

All stand catering or stock of a bar must be ordered from the Bella centre portal: [Click here for Catering Portal](#)

The Satellite F&B order form and Meeting room F&B order form for Catering can be found under 'Download'.

All organic waste on your stand must be disposed of in food waste containers, which you can rent from the Belle Centre Copenhagen.

No red meat may be served during the ESCRS Congress.



## FREIGHT FORWARDING & ON-SITE HANDLING

GBH Exhibition Forwarding has been appointed as the sole forwarding agent and on-site handling contractor for the exhibition. It is the only company allowed to carry out lifting, off-loading and any means of on-site handling involving mechanical equipment, i.e. fork-lift trucks or cranes. All offloading or unloading from/to vehicles, deliveries to/from a stand or any other on-site handling will be charged and invoiced directly to the exhibitor (or stand contractor) by the sole forwarding agent.

The time frames, location and space near the exhibition halls are limited during build-up and dismantling. Therefore GBH will operate with timeslots for (un)loading complete vehicles. A timeslot will be provided after you made a booking with GBH. All vehicles arriving at the venue for the delivery and collection of exhibits or stand fittings must report to GBH.

GBH is also responsible for all custom formalities for this event. For instructions please see their shipping manual, [here](#).

Please [click here](#) for the Vehicle entrance procedure.

GBH Exhibition Forwarding  
10 Orgreave Dr  
Sheffield S13 9NR  
United Kingdom  
T. +44 114 269 0641  
Email: [escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com)  
W: [www.gbhforwarding.com](http://www.gbhforwarding.com)





# HALL INFORMATION

1) The standard building height for the exhibition is 2.50m. Maximum construction height of the stands in the exhibition halls:

- Maximum construction height of the stands in exhibition hall are:

Hall C1	3.5 meters maximum wall height	No Rigging
Hall C2	3 meters maximum wall height	Top of truss 5 meters (Rigging difficult)
Hall C3	4 meters maximum wall height	Top of truss 6.5 meters
Hall C4	4 meters maximum wall height	Top of truss 6.5 meters
Hall E	4 meters maximum wall height	Top of truss 6.5 meters

- Maximum construction height of the stands in exhibition hall B is 2.5 meters for walls - No rigging

2) The maximum floor load in the exhibition:

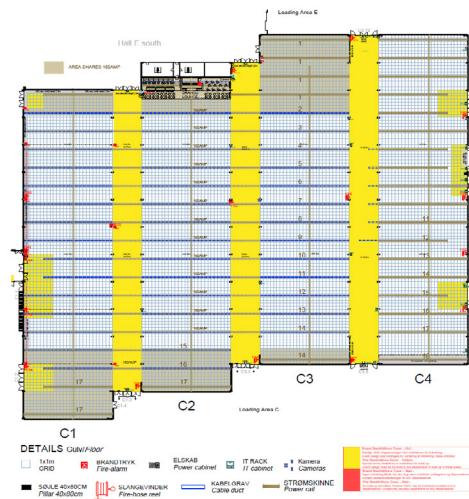
- Hall C is 4000 kg per m<sup>2</sup>
- Hall E is 4000 kg per m<sup>2</sup>

Any exhibit exceeding this limit will require special handling to distribute the load. Exhibitors are responsible for notifying EA Exhibitions of any potential weight concerns.

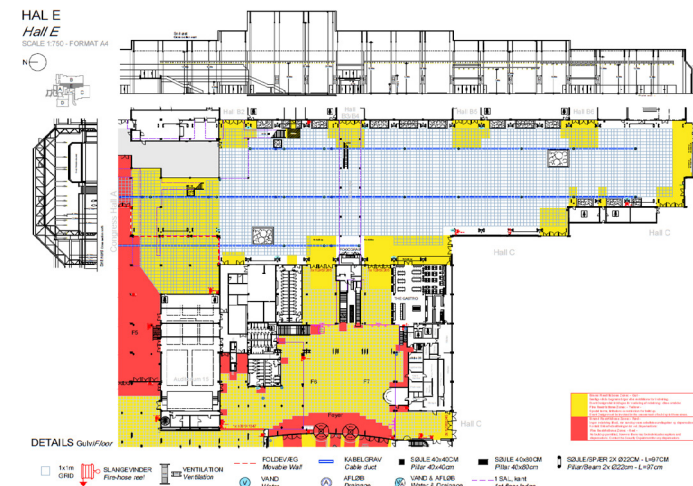
3) There are several utility channels in the hall. Electricity, internet and water will be connected to the closest, most beneficial channel (duct).

4) Both halls have pillars. Please see [this link](#) for information on the pillars in Hall C.

Hall C



Hall E





## MEETING ROOMS

There are a limited number of meeting rooms available for rent at the venue during ESCRS 2025, these will be booked on a first-come-first-served basis.

You will find the meeting rooms rental guidelines on the congress website and under the “Download” section of the ESCRS 2025 online booking platform (Toddoo) or [click here](#).

All booking requests must be sent to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com). Please note that room rental is available for minimum 1 full day – no hourly or half day rental available.

For extra meeting rooms requests such as furniture, AV or green decoration, please contact: [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

# EXHIBITOR SERVICES PROVIDED BY EA EXHIBITIONS

The following exhibitor services can be ordered in the web shop <https://www.toddoo.com/event/43escrs2025>

Audio-Visual equipment	Graphics
Catering	Hostess & Security
Cleaning and Waste removal	Internet & Wi-Fi
Electricity	Lighting
Floor covering	Shell scheme packages, modular and custom stands
Furniture	Suspension Wires / Rigging

An exhibitors service desk operated by EA Exhibitions will be nearby the exhibition halls during the entire duration of build-up, dismantling and event.



## CLEANING AND WASTE DISPOSAL

The organizers will arrange daily cleaning of the aisles outside the exhibition's opening hours. Trash in waste bins will be emptied after exhibition hours. However, responsibility for cleaning individual exhibits rests with the exhibitor.

During the build-up and dismantling periods, the exhibitor and/or their stand contractor is responsible for removing any waste. Any materials left behind in the stand or exhibition hall after these periods will result in a fine, which will be charged directly to the exhibitor.

For your convenience, waste removal services (e.g., for carpet, plastic, paper, or mixed waste) can be ordered through our web shop. To avoid higher on-site fees, this service must be purchased before the shop's closing deadline of **18 AUGUST 2025**.



Included in your exhibition booking:

- Shell scheme stands (via EA Exhibitions): A main connection and power socket is included (2.3kW)  
Note that there will be an electrical switchboard in each stand!
- Space only stands: **NO electricity included.**
- The electricity distribution point **MUST BE** accessible via a hatch.
- Please note that an electrical order is considered complete **ONLY** when accompanied by a corresponding grid form.

#### IMPORTANT:

- Power will be distributed by the venue from the floor ducts when possible unless power from the ceiling is specifically ordered. Some locations cannot be reached from the ducts and we will need to supply these from the ceiling.
- Please note that all plugs that are not CEE plugs are supplied as DK plugs.
- If the stand installation does not meet the set requirements, it cannot be connected to the power grid within the venue. These requirements must be complied before power can be supplied to your stand. The electrical installation on your stand must comply with the standard EN 50 110 on operation of electrical installations.
- For safety reasons, connections to existing utilities may only be performed by the venue or its authorised service partners.
- The electrical supply will be switched off during dismantling. For safety and fire protection reasons it is necessary that all devices that consume electricity be switched off at the end of every event day when leaving the stand.
- All exhibitors who do not want to appoint the venue responsible for an electrical distribution switchboard of the stand must request approval via EA Exhibitions. The costs of legalisation, carrying out the project and the necessary documentation shall always be charged to the exhibitor.
- Please take the location of the floor ducts in consideration when creating your electrical plan to avoid the taping of cables in the main aisles.
- All those wishing to bring external fuseboxes must test when installed. DS/EN 60364. (RCD test and visual control of electrical enclosure).
- Please note that it may occur that your neighbour switchboard is placed on your stand.

**Grid form/electrical plan:** Indicate on the [grid form](#) your preferred location of your electricity connections. Include your stand orientation and exact measurements to each outlet.

Deadline to submit your grid form: **2 JULY, 2025**

**GRID FORM SUBMITTED AFTER THIS DATE WILL BE SUBJECT TO AN ADDITIONAL CHARGE.**

## HEALTH & SAFETY AND PPE

- Exhibitors are responsible for ensuring that all activities are carried out with respect for fire safety and fire-prevention regulations.
- All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles. Please note these aisles represent escape routes in the event of an emergency.
- Fire, hose cabinets, fire extinguishers, or any other fire safety equipment must not be hidden, obstructed or otherwise made inaccessible.
- Stand materials and furniture must comply with the European fire-protection grade, corresponding to D-s2,d2. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc which is easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Such material must always be treated with a fireproofing agent, which closely follows the guidelines laid down by the manufacture.
- Fire-retardant materials must be approved by the venues Health and Safety Team. Approval or certificates must be available at the stand.
- The use of plastics or expendable plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard D-s2,d2 smoke emission standard Q1 and drop formation standard TR1 have been met.
- Storing empty packaging on the stand or behind the stand in separate areas is strictly prohibited. These must be stored outside or in the approved storage compartments or containers.
- Use of smoke or pyro must be approved by Bella Center Copenhagen before arrival. A fire guard may be required, which will be subject to a fee.
- To carry out work inside the Bella Center, the personal protective equipment (PPE) needed for the activity to be carried out in each work position must always be used.
- Workers and Contractors must provide the required PPE for their respective crews.
- Workers will previously have been informed about the activity and the occasions when each PPE must be used, as well as about the hazards they are to be protected against. They will have been given theoretical and practical training in the use of the equipment by their respective company.
- Use and maintenance of the PPE must be in accordance with the PPE-instructions.
- Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Clothing, which is stained with grease, oil, solvents, etc. must not be worn while working.
- During construction work, workers must wear safety footwear and protective gloves appropriately.
- Whenever there is the risk of falling items, materials, etc., or of contact with suspended equipment, a protective helmet must be used.
- Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 meters which is not completely protected by means of collective protection systems (handrails, harnesses, nets, etc.).
- To carry out any work that might involve the risk of inhaling dust, fumes, vapor or any other harmful substances, workers must use the appropriate mask, faceguard, filters or breathing equipment.
- Safety glasses or goggles and hearing protection must also be used for work when so required.



## HOSTESSES

We offer two types of hostesses for the exhibition stand, satellites and meeting rooms:

- Hostess: to assist with welcoming, reception, tidying, re-stocking materials, light hospitality, general on-site assistance.
- Engager: more proactive role who can assist with proactive engagement, lead generation, assist with stand activities/creating a buzz around the activities, help with surveys etc., and general on-site assistance.

Hostesses can be booked for several time slots, with a minimum booking of 4 hours.

The quotation will include a stand badge for the hostess.

Please return the [Hostess request form](#) to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) for a quotation.



## STAND SECURITY

Although every reasonable security precaution is taken throughout the build-up, open period and dismantling, show management cannot be held responsible for any loss, damage or accident which may occur to any exhibitors (or their contractors) property or personnel.

We strongly recommend that any small or attractive items are kept under constant supervision and removed each evening and that suitable insurance cover is arranged for your stand.

You can order stand security to secure your valuable items - during build-up, show days and dismantling by emailing your request to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)



## INTERNET AND WI-FI

A general Wi-Fi network will be available in all public areas during the entire duration of the event.

To ensure the highest capacity and accessibility for services (i.e. business applications), a fixed network connection is recommended.

According to the Wireless Policy established by the venue, exhibitors are **NOT ALLOWED TO INSTALL OR OPERATE WI-FI NETWORKS**, and all exhibitors are required to comply with it, whether they purchase IT services or not.

This Wireless policy includes: Installing wireless routers, MiFi, mobile hotspots or any other device that broadcasts a wireless signal, either in the 2.4GHz or 5GHz bands. Because such devices can interfere with the overall Wi-Fi service provided at the venue.

Please note, that orders for Fixed internet are only considered complete when accompanied by a [grid form](#). Deadline for grid forms is **14 JULY 2025**

## **STAND PACKAGES** Basic shell scheme

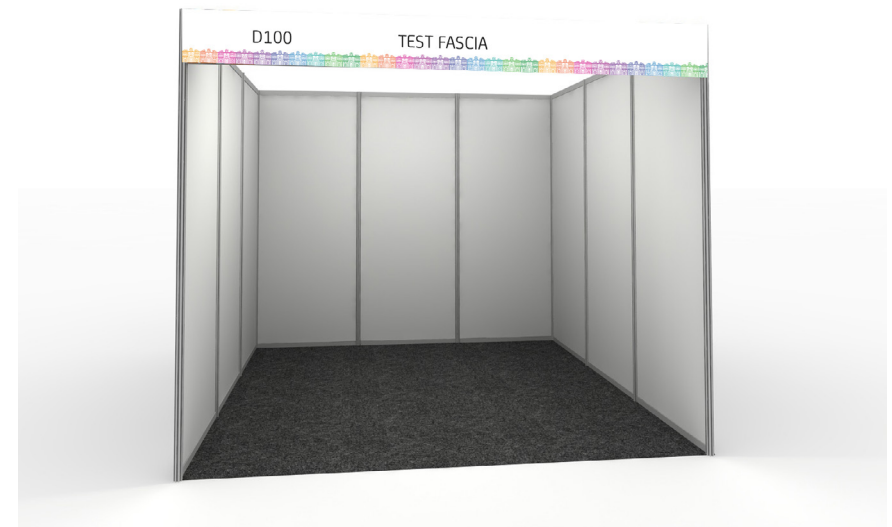
Spaces are booked as raw space only. All stands must have at least partition walls and floor covering. We offer various stand packages. You can order your stand package in the web shop.

### A basic shell scheme package can be ordered up to 24sqm.

The package includes:

- Shell scheme construction
- Fascia with company name and stand number (max 20 characters)\*
- Sustainable carpet (Grey)
- Spotlight (1 unit every 3 sqm)
- Electrical switchboard 2,3 kW with 1 socket
- Initial and daily stand cleaning
- Waste bin

\*It is also possible to purchase the shell scheme without a Fascia.



Additional items such as furniture, fascia logo's, plants and printed walls can be ordered in our web shop! We offer a wide variety of items and branding options that can enhance the look & feel of your standard stand package.

Please remove all stand materials and adhesive residues from your stand during dismantling hours. Failure to do so will result in charges, for which the exhibitor will be solely responsible.

Please note that, depending on the location of the nearest electrical source, a distribution box may be mounted on your shell scheme wall.

# STAND PACKAGES

## Deluxe shell scheme

### A deluxe shell scheme package includes:

- Shell scheme construction
- Fascia with company name and stand number (max 20 characters)
- Seamless graphics on all walls
- Sustainable carpet (grey)
- Spotlight (1 unit every 3sqm)
- Electrical switchboard 2,3 kW with 1 socket
- Counter with your company logo
- Initial and daily stand cleaning



Price depends on stand type and size.

The deluxe shell scheme packages comes without any furniture. There are furniture packages available in the web shop.

Please note that, depending on the location of the nearest electrical source, a distribution box may be mounted on your shell scheme wall.



# STAND PACKAGES

## Premium stand

This is a package that allows a clean, quick and eco friendly setup! A modular system with great versatility that can be used for big scenography, signage, corporate brand structures with back lights, and design stands with complete graphic customisation (printed pvc, banner, perspex, dibond, wood, etc.)

Premium B and Premium C packages are not suitable for stands located in Hall B

Premium A



Premium B





## STAND PACKAGES

### Premium stand

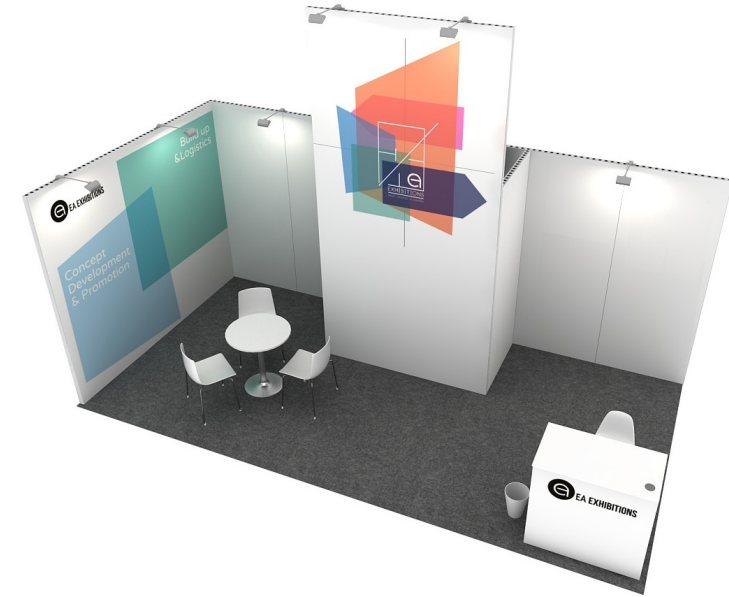
#### A premium package includes:

- Premium stand construction including printed banner(s)
- Sustainable carpet (colour of your own choice)
- Spotlights
- Electrical switchboard 2,3 kW with 1 socket
- Furniture
- Waste bin
- Initial and daily vacuuming of carpet and emptying of waste bins.
- Storage room\*\*

\*\*Premium C only

Price depends on stand type and size.

Premium C



Exhibitors with a stand package provided by EA Exhibitions have access to the exhibition to decorate the stand on:

- **Thursday 11 September, 2025** **12:00 - 22:00\***
- **Friday 12 September, 2025** **08:00 - 11:00**

**\*ALL EMPTIES MUST BE UNPACKED AND REMOVED FROM THE EXHIBITION BEFORE 20:00!**

Kindly note that it is not allowed to deliver any items at your stand before this time.

Please note that, depending on the location of the nearest electrical source, a distribution box may be mounted on your shell scheme wall.



## STAND PACKAGES

### Scandinavian stand packages

#### A premium package includes:

- Construction of Scandinavian package including printed banner(s)
- Storage room
- Sustainable carpet (grey)
- Spotlights
- Electrical switchboard 2,3 kW with 1 socket
- Furniture\*
- TV screen attached to wall
- Waste bin
- Initial and daily vacuuming of carpet and emptying of waste bins.

\*Surcharge applied when different furniture is requested.

Price depends on stand type and size.

#### Scandinavian stand package



Exhibitors with a stand package provided by EA Exhibitions have access to the exhibition to decorate the stand on:

- **Thursday 11 September, 2025**      **12:00 - 22:00\***
- **Friday 12 September, 2025**      **08:00 - 11:00**

**\*ALL EMPTIES MUST BE UNPACKED AND REMOVED FROM THE EXHIBITION BEFORE 20:00!**

Kindly note that it is not allowed to deliver any items at your stand before this time.

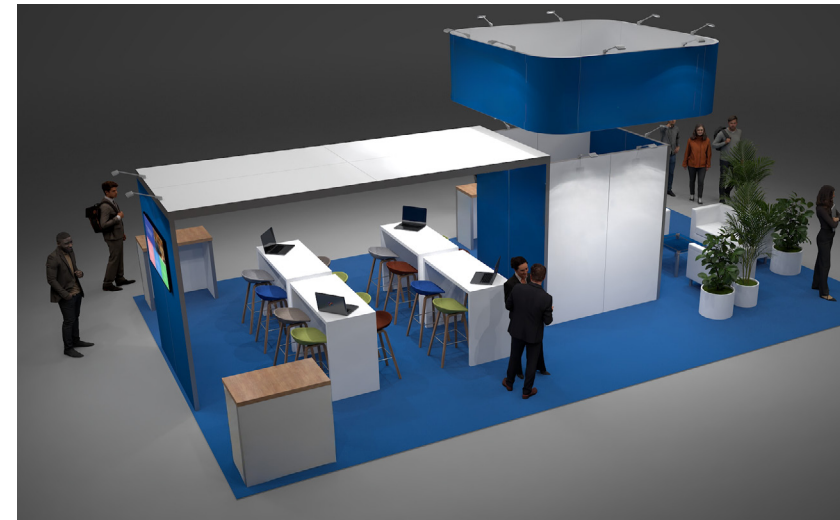
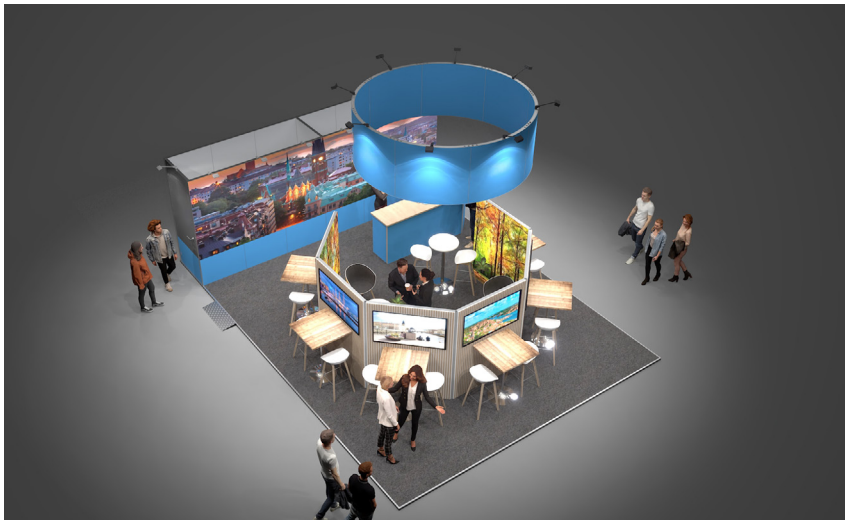
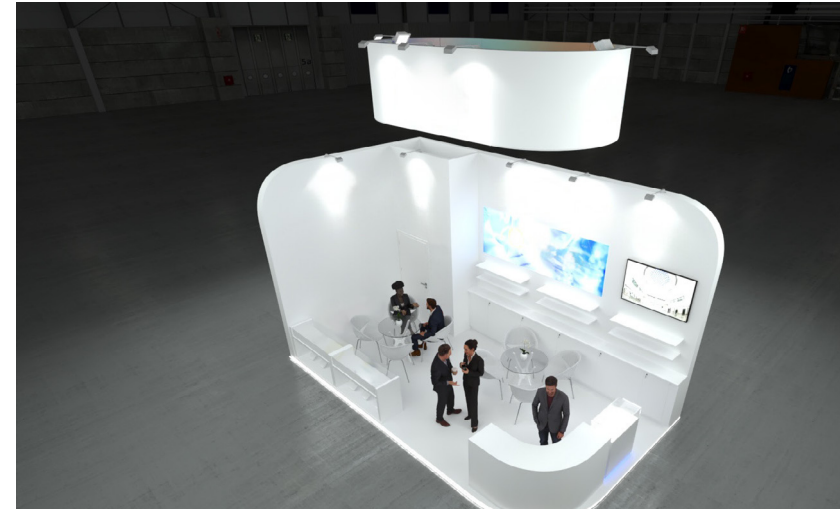
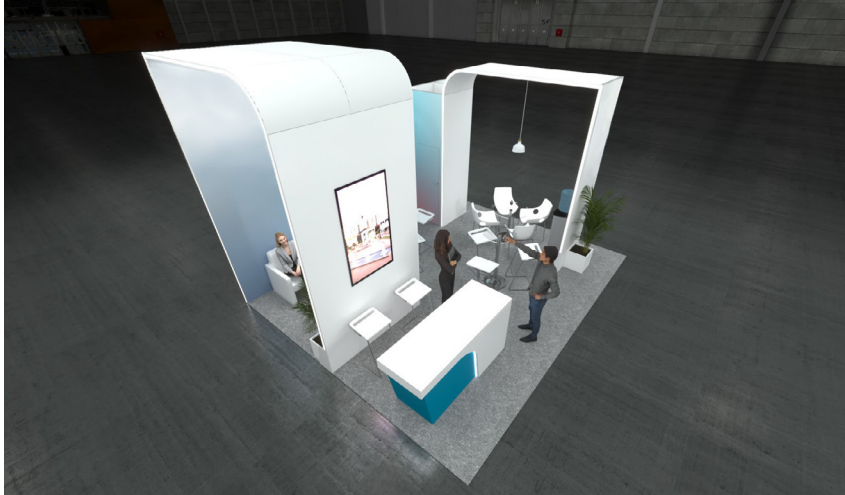
Please note that, depending on the location of the nearest electrical source, a distribution box may be mounted on your shell scheme wall.

This package is not suitable for stands located in Hall B.

# CUSTOMS STAND DESIGNS

Would you be interested in captivating the attention of all attendees at your exhibition stand? We can help you to transform your ideas into an unforgettable design!

Fill in the [online form](#) and find out what we can create for you. Together with our local supplier, we aim to design a personalised, beautiful and sustainable alternative for your company which will contribute to realise all your goals during ESCRS Copenhagen. The size of the stand does not matter; from 9 sqm to large exhibits, we are more than happy to submit a proposal! Contact [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com) for more information or a personalised quotation. Deadline for requests: **27 MAY 2025**.





# RIGGING / SUSPENSION WIRES

## Rigging order requirements

EA Exhibitions is responsible for the safety of all hanging items, rigging and connections to the building structure. Therefore the establishment of all rigging points and wiring may only be performed by authorised staff of the venue and its official rigging partner. The venue calculates rigging weight capacity based on all hanging elements in the hall, including neighbouring stands.

The deadline to request rigging and/or submit your technical rigging plan is **17 JUNE 2025**

In order to process the rigging orders we require a detailed sketch of your stand including the following (**MANDATORY**) data:

- The exact placement of each rigging point with measurements compared to the edges of the stand (e.g.: x: 750 cm y: 350 cm below).
- The exact height of each rigging point.
- The weight attached to each rigging point.
- The weight of the whole construction to be hung.
- CAD drawing of your rigging points with coordinates in dwg format and PDF.
- Orientation of your stand indicating references such as location of aisles or neighboring stands.
- Static weight calculations signed by an engineer or someone that makes himself/herself responsible for what it will be suspended.

## Regulations

- Rigging weights per point are limited, and availability will be determined on a **FIRST-COME, FIRST-SERVED BASIS** once all required information has been received.
- It is important that the gap between the rigging/suspended banner and the walls/elements on the floor is a minimum of 1 meter. (Visual 1)
- The outermost part of your rigging must be positioned at least 1 meter from your neighbors allocated space.
- The minimum distance permitted between rigging points for hanging elements is 1 meter.
- It is not allowed to lift one truss grid with more than 6 manual chain hoists.
- Rigging points shall not bear a load exceeding 200 kg per point to ensure the structural stability of the ceiling [including truss, structure, safety steel, spotlights, banners, manual chain hoist (approx. 35 kg) or electrical chain hoist (approx. 50kg)]. If Bridling is required the weight of each point will be reduced. Bridling is not allowed between rigging points placed on adjacent beams. Load should be calculated according to the latest Eurocodes. Each rigging request is evaluated individually, considering the unique structural elements in the roof, such as ventilation.

There may be cases where columns or other infrastructure in the hall would require pre-rigging, or the request cannot be accommodated at all in your space. The venue reserves the right to make minor adjustments and/or do suggestions in order to enhance your rigging order.

Rigging may only be ordered via EA Exhibitions. You can access the online form to request rigging here [Rigging Request form](#). Any relocation of installation etc. either on late notice or on-site will be invoiced directly to the exhibitor.



The general supply points for water and drainage will be provided and connected by the venue. The connection will be connected to the nearest supply point of one of the utility channels in the floor. If your stand has a raised platform, the water pipe will be laid underneath. Please make sure that the connection can be easily accessed! The Water hose is 1/2 inch and the drain pipe is 1 inch.

Any additional activities or rentals on-site will be charged directly to the exhibitor.

Water connections ordered are only considered complete when accompanied by a [grid form](#) indicating the location of the connection.

In Hall C the ducts are placed at a distance of 6 meters apart.

In Hall E the ducts are placed at a distance of 15 meters apart. If the placement of the water connection is not by a duct, the pipes will be placed on top of the floor and be visible.



All exhibitors who require gas at their stand must fill in and submit [this form](#) to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

# EXHIBITION REGULATIONS

## COMPANY NETWORKING EVENTS

Social networking is an important part of the congress itself. It creates the opportunity for participants to meet outside of the busy scientific programme of the congress. Such events should take place outside of the official programme hours and are subject to approval of ESCRS - please send any requests to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

Transportation to networking events must not depart until the end of the official programme hours. All organisational & financial matters pertaining to non-official ESCRS networking events are the responsibility of the participating company in charge of the networking event.

## INDUSTRY COMPANY MEETING & EVENTS

It is strictly forbidden to hold company meetings and company events outside the congress venue during the official congress programme times. Non-compliance may affect the companies' participation at future ESCRS meetings. Company meetings can be held at the congress venue subject to available meeting spaces and their capacities.



## PRODUCT DISPLAY

All products displayed during the exhibition should be approved under the European Medical Device Directives and should display the Certificate of Compliance CE (CE Certificate of Conformity) mark. Products which have not been assessed under these Directives, or are currently undergoing assessment, must be clearly identified as not being approved to display the CE mark.

Further information is available on the European Commission website: [link](#). Failure to comply with these regulations will result in refusal of permission to exhibit.

### PRODUCT DISCLAIMER

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

## PRODUCT SALES

Direct sales are allowed on the exhibition floor. All companies participating in this event are solely liable and responsible for handling any onsite transactions in accordance with the laws and regulations of the host country. Companies must ensure that all transactions are declared appropriately and comply with local legal requirements. The event organizers are not responsible for any transactions conducted between companies and individuals.

## STAND ACTIVITIES

“Meet the Expert” sessions and stand activities such as product presentations and demonstrations, DryLabs, quizzes, contests, etc. can take place on rented exhibition space. These type of stand activities should be submitted for validation to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

Please ensure you have enough space on your rented exhibition space to host the participants as it is strictly forbidden for them to block the aisles or neighboring stands.

## LEGAL ISSUES

Each participating company is responsible for the material and information they make available at the congress. Companies and their mandated organisations should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress. The organisers will not intervene or arbitrate in case of any legal issues.



## PHOTO AND FILM RECORDING

Taking videos and pictures of your stand and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you have explicitly asked for their consent.

Exhibitors are only permitted to take photographs of their own booth and displays. It is strictly forbidden to reproduce, draw, photograph or video products or displays owned by other Exhibitors without their prior written consent.

Use of video recording equipment within the venue is strictly forbidden unless written approval has been granted by the ESCRS Exhibition Department prior to the Congress. Please submit your request for validation to [escrs.sponex@mci-group.com](mailto:escrs.sponex@mci-group.com).

## INSURANCE REQUIREMENTS

The Sponsor/Exhibitor renounces to take recourse against the Organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the company's local rules regarding travelling.

All Exhibitors are required to have Public / General Liability insurance with a minimum Limit of Indemnity of 2 Million Euro in aggregate in order to participate in the Congress and associated Exhibition.

The Exhibitor shall be liable for personal injury and damage to property caused by the Exhibitor, his or her servants or agents, or by his or her equipment and activities. All Risks cover against damage and theft to the Exhibitors own property, and also to property rented/leased by the Exhibitor, shall also be arranged by each Exhibitor. Cover shall also be arranged for injury to exhibitors own employees, where applicable.

Exhibitors shall ensure that any subcontractors engaged by them have similar and commercially reasonable insurances in place. It is the responsibility of each Exhibitor to ensure that they have the required insurance policies in place and the ESCRS is only responsible for damages arising from the wilful neglect of its permanent staff. Each Exhibitor is responsible for ensuring that they have the required level of insurance in place and that each external (non-venue) contractor engaged to provide services for their booth also have the required level of insurance cover in places for the duration of the exhibition buildup, open days and dismantle. All relevant documentation must be available for inspection on-site at the booth. In any case, the insurance protection will not be given to the exhibitors by the Organisers.

No responsibility can be accepted by ESCRS/MCI Suisse SA/EA Exhibitions/Bella Center for injury, loss of life, theft or damage to property.

## GIVEAWAYS AND PRINTED MATERIAL

Giveaways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, at their satellite symposia, in hospitality suites and/or meeting rooms rented by the exhibitor. No such material may be distributed in the rest of the congress center or any hotels used by ESCRS.

Companies may provide inexpensive educational items and/or gifts, in accordance with national laws, regulations and industry and professional codes of conduct of the country where the healthcare professional is licensed to practice. Contests, lotteries, raffles are subject to approval by ESCRS.

## NOISE / LIGHTS

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. Illumination on the booth must remain within stand space and can not interfere with vision of neighboring stands or on the aisles. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

If you wish to play music on your stand you are required to inform Koda and Grammix. This is the responsibility of the exhibitor.

[www.koda.dk](http://www.koda.dk)

[www.grammex.dk](http://www.grammex.dk)

## PARTITION WALLS

Every exhibitor should take care of their own partition walls directly bordering to neighbouring stands. Partition walls that are visible from the back side and walls that are higher than 2.50m should be clean and finished in solid white. It is not permitted to use (shell scheme) walls from neighbouring stands for your own purposes.

## SAFETY & FIRE REGULATIONS

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other pieces of safety equipment, including their signs or markings, shall be kept free from obstructions. Their operation must not be impaired and remain clearly visible and identifiable, and always remain fully functional.

- Escape routes shall always be kept clear.
- Emergency exits should not be obstructed, obscured, have anything hung over them, or otherwise be rendered unrecognisable.
- Aisles and walkways shall not be constricted by objects deposited herein or extending into them. All exhibits and furniture must remain within the allocated stand area. Items must not be placed in aisles.
- All enclosed spaces including meeting rooms and storage space must have a hand held fire extinguisher present.
- Based on the danish Emergency management act, a fine will be given to any individual who fails to exercise proper caution with regards to fire or flammable materials.

All exhibitors, as well as their personnel, are subject to the [EMERGENCY ACTIVATION PLAN](#).

# STAND APPROVAL – SPACE ONLY

Space only stands contain raw space only.

Every space only stand design needs to be approved by EA Exhibitions before build-up. In order to approve your design, we need to receive:

- Technical drawings (floor plans, perspective views, sectioned views and top view).
- Building description specifying materials used.

Submission of your stand plan is possible until **27 MAY 2025 CET**. Please submit your stand approval request to [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com).

## General

- We aim to encourage the most effective use of island spaces (4 open/aisle sides). This means maintaining visibility and transparency throughout the exhibition by ensuring that your stand design allows for unobstructed views from aisle to aisle, while also keeping open-sided stands as accessible to exhibition traffic as possible.
- Stands must maintain a 50% visibility therefore it is not allowed to close off more than 50% of an open side (i.e. an open side of 3 meters may only be closed off with a wall of 1.5 meter maximum). The overall visibility of the stand will be considered during the approval process. (Visual 4)
- All stands that exceed 250sqm must incorporate an emergency aisle of 1.3 meters into their design. The aisle must be placed in a way that the maximum distance to an emergency aisle is 7 meters.
- The construction of a double-decker stand is not permitted.
- Maximum construction height of the stands:

Hall B	2.5 meters maximum wall height	No Rigging
Hall C1	3.5 meters maximum wall height	No Rigging
Hall C2	3 meters maximum wall height	Top of truss 5 meters (Rigging difficult)
Hall C3	4 meters maximum wall height	Top of truss 6.5 meters
Hall C4	4 meters maximum wall height	Top of truss 6.5 meters
Hall E	4 meters maximum wall height	Top of truss 6.5 meters

- All stands shall be entirely self-supporting. Nothing can be hanged from the roof or be attached to walls of the venue.
- The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.
- According to Danish building legislation, a ramp is required for height differences exceeding 2.5 cm in floor structures. This ensures accessibility and safety for all users, promoting inclusion and mobility- in building design.
- All stands must be designed and constructed as sustainable as possible (i.e. reusable materials).
- All stands with rigging structures must accomplish the rigging information detailed in this manual.
- All health and safety certificates must be made available for both onsite and ahead of congress.
- All closed spaces, including meeting rooms and storage must contain CO2 Hand-held extinguisher. (min 5kg) which is visible and accessible.

## COVERED STANDS

As the halls have an automatic sprinkler system, there are limits to how you can cover your stand.

The venue reserves the right to prohibit covering if it conflicts with the fire strategy in the hall. Therefore, you must inform EA Exhibitions about the type of covering, size and materials.

If the fire strategical conditions allows it, you may cover your stand. Coverings of more than 9sqm should be constructed with water permeable materials. You can also construct a firm coverings, such as wooden panels, as long as the total firm covering does not extend more than 40% of the covered areas.

If you have a firm covering of more than 9sqm, you are obliged to establish extra sprinklers on the stand. Dispensation for Covered stands can only be given by the venue based on a specific evaluation of the stand, area and present risks. The Exhibitor must apply for dispensation eight weeks before the event start, as the venue may need to apply to the authorities.

To apply for dispensation please email [escrs@eaexhibitions.com](mailto:escrs@eaexhibitions.com)

## FLOORING

- Floor covering is mandatory.
- Carpet can only be placed when using approved carpet tape. All tape must be removed at the end of the exhibition. Failure to do so will result in exhibitors being charged for its removal by the organisers.
- In case of a raised floor / platform, the stand contractor must confirm that the technical services are placed at the right location before setting up the platform. No complaints will be accepted nor refunds given in the case the stand contractor does not check it prior to set-up. New services will not be accepted or installed when the platform is set-up.
- Installations/Electrical ducts must be accessible.
- Wooden floors laid out as gratings with gaps and especially with cavities are not allowed.
- According to Danish building legislation, a ramp is required for height differences exceeding 2.5 cm in floor structures. This ensures accessibility and safety for all users, promoting inclusion and mobility in building design.
- Any floorcovering must have one of the following approvals:
  - A. Class G flooring as in DS-1063.2, in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
  - B. Class Dfl- s1 flooring after EN 13501 Fire classification of construction products and building elements
  - C. NT fire 007 (Scandinavian approval)

## WALLING

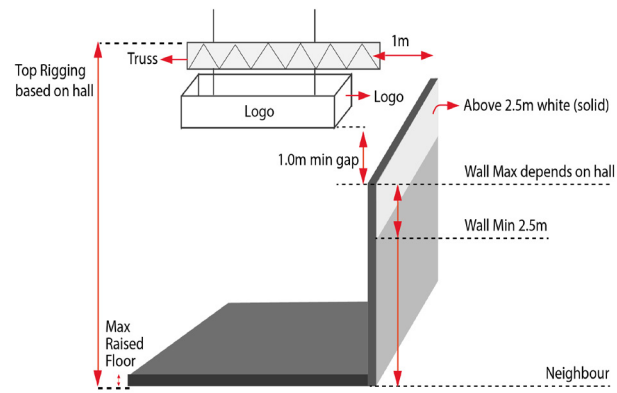
Stands with 3 open sides or less are obliged to erect a wall (minimum height 2.50m) between themselves and any direct bordering stand(s):

- A row stand requires walls on three sides (one back wall and two side walls)
- A corner stand requires walls on two sides (one back wall and one side wall)
- A peninsula stand requires only one wall (one back wall).
- An island stand does not require any walls (please check the regulations regarding closing off sides).
- It is not allowed to use walls from neighbouring stands for your own purposes.
- Exhibitors and/or stand contractors are responsible to leave any face of a partition wall higher than 2.50 meters in a clean, solid white finish (no graphics or logo's).

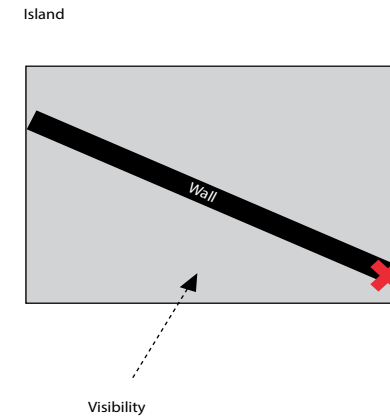
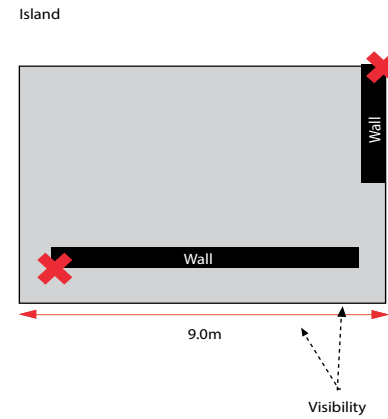
## TRANSPARENCY & VISIBILITY

- It is not allowed to close off more 1/2 of an open side (i.e. an open side of 3 meters may only be closed off with a wall of 1.5 meter maximum). This applies to each open side!
- The design must be open and welcoming, and will not be approved if deemed to have a detrimental effect on neighbouring stands or the overall layout.

Visual 1 Side View



Visual 4 Top view – what is not allowed?



# GENERAL RULES & REGULATIONS

Please find the General Rules & Regulations of the venue under [downloads](#) in your dashboard.

Please find the General Rules and Regulations of EA Exhibitions in the exhibitor portal under [downloads](#) in your dashboard.