

Exhibition Manual

Dear Exhibitor,

This webpage contains important information designed to assist you in preparing for the IFSO 2025 Exhibition.

The Exhibition will be held in conjunction with **13th Congress of the International Federation for the Surgery of Obesity (IFSO EC) European Chapter, which will take place from 14-17 May 2025 in Venice, Italy.**

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this webpage. It will take you very little time now and could save you a great deal of time later.

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

For further support please contact us at:

Ivette Sabau

Exhibition & Industry Coordinator



E: isabau@kenes.com Each exhibitor/supporter has received an **e-mail with login details** to access the Portal to the company

representative who signed the contract.

The Portal enables Exhibitors and Supporters to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Submit a list of individual names for badges and order extra exhibitor badges
- Submit booth drawing (applicable for “Space Only” booths)
- Submit lettering for Fascia sign (applicable for “Shell Scheme” booths)
- Submit other deliverables as per sponsorship agreement

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

- **Login credentials to the Portal have been sent to the primary contact listed on the contractual agreement.** This person is responsible for passing on the login details to any third party if necessary.
- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- **Only deliverables indicated in your contract,** should be submitted. Items that are not included in your contract will not be processed.
- Keep the Exhibitor’s Portal link together with your login information on hand for future reference.

| | | |
|---------------|------------------------------------|----------------------|
| Set up | Wednesday, May 14, 2025 | 20:00 – 23:59 |
|---------------|------------------------------------|----------------------|

| | | |
|---|-----------------------------------|----------------------|
| Exhibition Opening Hours | Thursday, May 15, 2025 | 10:00 – 19:30 |
| | Friday, May 16, 2025 | 10:00 – 17:00 |
| | Saturday, May 17, 2025 | 10:00 – 13:00 |
| Dismantling | Saturday, May 17, 2025 | 13:00 – 20:00 |

Important notes for exhibitors:

- **Timetable is subject to change.**
- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, May 14, at 23:30.**
All aisles must be clear of exhibits and packaging materials **by 23:00** to enable cleaning.
- All exhibitors should be at their booth 30 minutes before the official opening hour.
- **Please note that poster presenters and delegates will be in the exhibition area to reach the Posters area which will be active before and after the exhibition opening hours.**
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before\after exhibition operating hours if needed.
- Dismantling of the booth before the official hour is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling, any equipment, display aid or other material left behind after **Saturday, May 17, 2025 at 20:00** will be considered discarded and abandoned.
Any charges incurred for waste removal will be sent to the exhibitor.

Welcome Reception

You are cordially invited to the Welcome Reception which will be held on **Sala Perla** on **Thursday, May 15**.

Exhibitors are asked to please man their booth during the Welcome Reception in the exhibition area.

| Action Item | Deadline | Contact Person |
|--|--|---|
| Company logo and profile | As soon as possible and no later than Tuesday, April 15 | Exhibition Manager Ivette Sabau E-mail: isabau@kenes.com or Kenes Exhibitor's Portal |
| Booth design for approval (Applicable for 'Space Only' booths) | Monday, April 20 | |
| Lead Retrieval Barcode Readers Order | Thursday, May 1 <i>Onsite rate will be applied for orders received after this deadline</i> | |
| Order Lead retrieval App (Badge scanners mobile app) | Thursday, May 1 | |
| Text for Fascia (Applicable for Shell Scheme booths only) | Thursday, April 17 | |
| Hostesses & Temporary Staff Hire | Wednesday, April 23 <i>Please contact directly the Agency</i> | Gaia Borghi Servizi Gaia Borghi M: +39 338 5665 217 E-mail: servizi.gaiaborghi@gmail.com |
| Plants & Floral decorations | Tuesday, April 15 <i>Please contact directly the Agency</i> | Munaretto Flowers M: +39 041 731 527 E-mail: info@munarettoflowers.com |
| Daily Booth Cleaning | Wednesday, April 16 | Exhibition Manager Ivette Sabau E-mail: isabau@kenes.com |
| Electricity <i>The Electricity cost will be invoiced after the request is made and billed at a later date</i> | | |
| Telecommunications and AV Equip. (Screens, Laptop, Desktop) | | |
| Security | | |
| Graphics/Signage | Friday, April 25 | FLEXUS Cosimo Andreoni M: +39 0558876696 / +39 3512025980 E-mail: cosimo@flexus.space Online Shop Password : ifso25 |
| Furniture Rental | Friday, April 25 | FLEXUS Cosimo Andreoni M: +39 0558876696 / +39 3512025980 E-mail: cosimo@flexus.space Online Shop Password : ifso25 |
| Shell Scheme Extras | | |

| | | |
|--|--|--|
| In-booth Catering | Tuesday, April 15 <i>Please contact directly the Agency</i> | Villa Mabapa Antonella Regazzo M: +39 041 526 05 90 / +39 041 526 94 41 E-mail: catering@villamabapa.com |
| Delivery Information | | |
| Door to Door Shipments | <i>Please contact Merkur directly</i> | Merkur Expo Logistics GmbH Markus Meyer M: +49 (0) 173 7925787 E-mail: Markus.Meyer@merkur-expo.com |
| Airfreight Shipments | | |
| Shipment via Warehouse | No later than Friday, May 9 | |
| Exhibition goods – Direct Deliveries to Conference Venue | Subject to time slot | |

K-Lead Application (no device is included)

What is K-Lead App

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

How does it work?

Exhibitors and supporters can download the K-Lead app onto ***their own smart phone or tablet*** and transform their device into an instant, easy lead retrieval system, capturing participants' contact information with a quick scan of their badge. (Exact **operational guidelines will be shared** in due course.)

Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for

immediate engagement.

- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using “Kenes K-Lead App.”

Cost per unit:

EUR 700 (excluding 4% credit card charge fees, excluding VAT if applicable). **Device is NOT included.**

Deadline: 2 weeks prior to the meeting

How to place an order?

To order the “K-Lead” application, please access the **Exhibitor’s Portal:** <https://exhibitorportal.kenes.com>.

Login details to the portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

Unlock the Power of K-Lead Plus:

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

Cost for K-Lead Plus: EUR 750

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included**: The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data**: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility**: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation**: Secure your Wireless Barcode Reader in the **Exhibitor's Portal**: <https://exhibitorportal.kenes.com>.
- **GDPR Compliance**: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing K-Lead and K-Lead Plus, exhibitors and sponsors agree to the [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus?

Please access the **Exhibitor's Portal**: <https://exhibitorportal.kenes.com>

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders and staff must wear service passes during the entire set-up and dismantling period

- Each exhibiting company is entitled to free exhibitor badges. The number of free exhibitor badges **is stated in your contract and determined by your booth size**.

- **Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.**
- **The exhibitor badges allow access to the exhibition area, and attendance at the Welcome Reception.**
- **Exhibitor badges will be available for collection at the on-site registration desk during registration hours. Please note that badges will not be mailed in advance.**
- **Additional exhibitor badges may be purchased online through the Exhibitor's Portal at the rate of EUR 150 per badge, or via email at: reg_ifsoec25@kenes.com**

Companies may purchase a maximum number of exhibitor badges as follows:

Booths of up to 60 sqm – 15 exhibitor badges

Booths larger than 60 sqm – 25 exhibitor badges

Key Notes:

Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **April 27.**

Link to access the Portal: <https://exhibitorportal.kenes.com>

All company representatives are required to wear exhibitor badges to access the exhibition. **Company representatives not wearing their badges will not be allowed to access the exhibition.** Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the exhibition.

For any inquiries related to registration, please contact the Registration Manager, **Ms. Sandra Silva**, by email at: ssilva@kenes.com **The exhibition floor plan**

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

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

List of Exhibitors

For full list of exhibitors and supporters, please [click here](#). **Exhibition Area**

The exhibition will be held in **Atrio**, located on the first floor, and **Salone Adriatico**, located on the third floor. Kindly note that the hall name, as displayed in all publications and onsite signage, will be **“Exhibition”**.



First Floor: Atrio (Left) | Third Floor: Salone Adriatico (Right)

Floor

Maximum floor load: 200kg/sqm

Floor finish SALONE ADRIATICO: Marble

Floor finish ATRIO: Marble

Important

- **Exhibitors are required to have floor cover** or carpeted flooring within their booth space (note that shell scheme booths already come with carpet).
- For space-only booths, please use double-sided tape (not difficult to remove) to avoid leaving marks on the floor.
- All floor coverings must be secured and maintained to prevent any hazards.
- Fixing the floor covering to the hall floor is only permitted if using approved tape.
- Exhibitors and stand builders must ensure the exhibition floor is left in the same condition as found. **Any damage or soiling that cannot be removed during routine cleaning will be charged to the exhibitor or stand builder.**

Build-Up Height

Atrio and Salone Adriatico: The maximum building height for all elements is **3.5 meters**.

Shell scheme booths have a default build-up height of **2.5 meters** (built by the official builder).

Exhibitors with booths exceeding the maximum permitted height will not be allowed to set up their booths.

For space-only booths: Any part facing adjacent booths above 2.5m in height (back-to-back wall) must be designed in neutral tones (preferably white).

The back walls (reverse side) of any booth adjacent to another booth, exceeding 2.5m in height, must be neatly finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

Ceiling Rigging

Ceiling hanging is not permitted.

Raised Floor / Platform

If your booth has a raised floor/platform, you must provide a **RAMP** or **sloped/ramped edging** for handicapped access.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible. (Please see the "Space Only" section.)

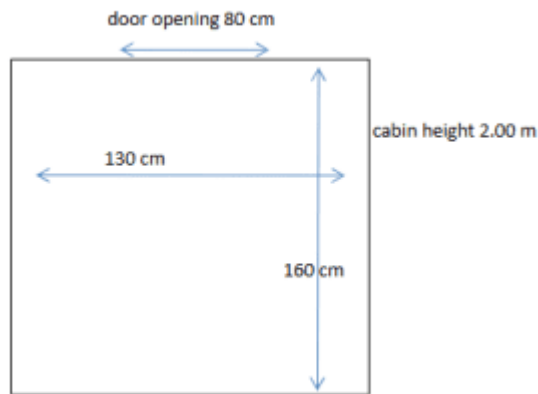
Before installing the booth floor, exhibitors or stand builders must verify that the utilities provided by the official contractor (electricity, water, cables, Internet, etc.) are in the appropriate positions. Access to service points, water traps, and electricity traps is mandatory when a floor is installed. Ensure these points remain accessible. **Once the floor is installed, we will NOT accept any additional service requests requiring placement beneath the raised floor.**

Loading Bay

For information regarding the loading bay, please refer to the Shipping Instructions at the end of this manual. Only **Merkur** can operate machinery (e.g., forklifts) inside to unload/load trucks. Security at the entrance will allow access to the loading bay based on capacity.

Entry to the loading area is subject to a confirmed time slot and pre-alert. **The elevator will be operated by MERKUR only.**

Please take into account the dimensions of the forklift:



Parking

Night parking in the Conference Terminal area must be authorized in advance by Venice Convention. Please submit your request at least 5 days in advance. Trucks and vehicles higher than 2m may only park in designated areas, subject to approval by Venice Convention. These vehicles must be positioned in the most space-saving manner.

Vehicles and cars lower than 2m must use the parking facilities assigned by Venice Convention.

If transporting materials requires access to public areas of the venue (e.g., the foyer or staircase), prior approval must be obtained from Venice Convention.

Any violations of parking rules may result in fines or vehicle removal. **Pre-booked shell schemes through Kenes include**

- Shell scheme structure, 2.5m-high
- Company name on **Fascia board** printed in standard black & white lettering
- **Lighting** – 1 spot per 3 m² (power not included, to order please contact isabau@kenes.com)
- **Grey Carpet**

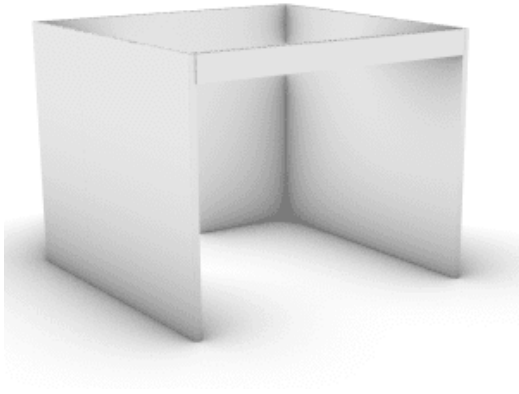


Image shown is for illustration purposes only

Shell Scheme booths do NOT include:

- Furniture
- Booth cleaning
- Electricity

Electricity, WIFI order directly with the exhibition manager **Ivette Sabau** at isabau@kenes.com.

For furniture, wall graphics printing, and **other products and supporting services**, can be ordered directly through **FLEXUS** , the official contractor, please refer to published deadlines.

Branding & Panel Size

- Actual panel size: 1 m wide x 2.5 m high
- Branding Pannel size: 1m wide x 2.5 m high with 1 cm bleed
- Branding instructions: [WebShop](#) Password : ifso25

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

Booth Structure

- All **shell scheme booths** will be designed and built by **Flexus**, the official stand contractor.
- Exhibitors **cannot alter the booth structure** or remove any integral parts.

- **Free-standing stand-fitting or displays** cannot exceed **2.5m in height** or extend beyond the booth boundaries.
 - This includes **company names, advertising materials, flags, and logos.**

Fascia Sign

- Maximum of **20 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths). Please submit lettering for fascia via the [Exhibitor's Portal](#).
- **If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.**
- The standard **fascia lettering is black and white**. If you would like to print your company logo on the fascia board, in place of or in addition to your company name, or have custom graphics printed on the fascia board, this can be ordered at an additional cost through the official stand contractor.

Construction Restrictions

- **No drilling, nailing, or cutting** is allowed on walls, fascia, floors, or ceilings.
- **Painting is prohibited.**
- **No nails or screws** may be used.
- **Adhesives that may leave marks or cause damage are not allowed.**
- **Allowed fixing methods:**
 - **Double-sided tape** (if it does not damage the structure).
 - **Velcro (male & female).**
 - **Fishing line (nylon) for hanging pictures.**

Carpet & Flooring

- The **shell scheme includes a grey carpet.**
- If the exhibitor prefers a **different carpet color, an**

additional fee will apply.

- **Excess stock, literature, or packing cases** must not be stored around or behind booths unless in a **lockable storeroom**.

Booth Boundaries

- A **booth's back wall** cannot be used by other exhibitors.
- Exhibitors with **corner booths** may request to close **additional sides**.

Electrical & Equipment Guidelines

- **Electrical switchboards** must remain accessible.
- Exhibitors must **switch off booth lights** at the end of each day.
- For **additional equipment orders**, exhibitors should:
 - **Check the order form**.
 - **Contact the official stand contractor** before the deadline (see *Deadlines & Key Dates* and *Booth Services* sections).

Submission Requirements

Exhibitors using independent contractors must **submit the following documents for approval by Monday, April 20:**

- A **scaled drawing (1:200 DWG)**, including elevation views of the proposed booth.
- **Electrical connections** – a complete list of all appliances.
- **Other utility connections** such as **water and drainage** (subject to availability, must be checked with the Exhibition Manager before submitting designs).
- **Name and contact details** of the stand construction company (stand builder).

All required documents must be submitted through the **Kenes Exhibitor's Portal**: <https://exhibitorportal.kenes.com>

Height & Construction

- The **maximum** building height for all elements in **Salone Adriatico and Atrio** is **3.5 meters**.
- The maximum height of any booth structure must comply with the limits specified in the official floor plan.
- Any part of a booth facing adjacent booths that exceeds **2.5 meters in height** (back-to-back walls) must be designed with **neutral tones (preferably white)**.
- The back walls (reverse sides) of any booth adjacent to another booth – over 2.5m in height – must be **neatly finished**, free of exposed wiring, graphics, or logos, to maintain a **clean and professional appearance**.
- A booth's **back wall (including shell scheme booths)** **cannot be used by other exhibitors**.
- **Ceiling rigging is not permitted**.

Design & Visibility

- All exhibits must be displayed in a way that avoids blocking aisles, obstructing adjacent booths, or damaging the premises.
- Entire sideway walls will not be approved. Exhibitors are encouraged to include sufficient see-through areas to ensure clear views of surrounding exhibits.
- Island booths must be partially accessible on all open sides. Walls can only cover up to 30% of each side.
- Wall constructions along the aisles must be approved by Kenes. A maximum of 30% coverage per side is permitted.
- The construction finish must be perfect in all visible areas of the booth, including the rear sides and ceiling.

Advertising & Use of Space

- Advertising **on the boundary with other booths** is **strictly prohibited**.
- Exhibition materials placed **outside the designated booth**

space will be removed at the exhibitor's expense.

- Before installing the booth floor, exhibitors or stand builders must **verify** that utilities provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the correct locations.
- Access to **service points, water tramp, and electricity tramp is mandatory** when installing a raised floor. These points **must remain accessible** at all times.
- **Once the floor is installed, no additional service requests will be accepted** if they require placement beneath the raised floor.
- Additionally, exhibitors must **inform us of the scheduled platform setup (date and time)** in advance. Failure to do so will prevent the Official Contractor from providing the requested services, and **prepaid fees will not be refunded**.

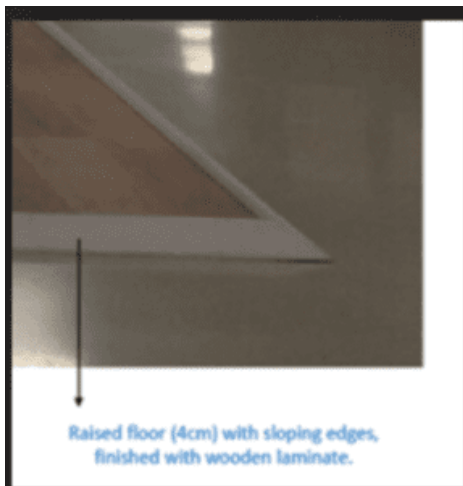
Accessibility & Safety

- Multilevel structures are **not permitted**.
- Arches, bridges, or similar constructions **connecting two or more booths** are **not allowed**.
- All temporary structures, exhibition stands, installations, special exhibits, and advertising displays must be **stable and secure**, preventing any risk to public safety.
- Special care must be taken to ensure visitors remain **inside the booth** and do not block aisle traffic. For example:
 - **Screens or demonstration equipment** should not be placed at the very edge of the booth to prevent visitors from standing in the aisles.
 - **Counters, desks, iPads, touchscreens, or any interactive devices** must be positioned **at a reasonable distance** from the booth's borders.
 - **Coffee bars or other F&B stations** must be located within the booth area to prevent visitors from

queuing in the aisles.

- If your booth includes a **raised floor/platform**, it is **mandatory** to provide a **ramp or sloped edging** for wheelchair access.
- The **platform sides must be closed and neatly finished**, with edges that are **safe, secure, and easily visible**.

For your reference, see below an image showing sloped edging:



Note: if your booth has a sloped edging around its entire perimeter, a separate ramp is not required.

Kindly note:

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

Electricity services at the Palazzo del Casinò are managed exclusively by Venice Convention Center. Exhibitors must request their electrical connection and pay for their

consumption according to their power needs, **directly** to the exhibitor manager i.sabau@kenes.com.

The Electricity cost will be invoiced after the request is made and billed at a later date

Power supplies and other utilities are supplied into the Booths via the floor. Per the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by Venice Convention staff.

Only the Venice Convention staff is authorized to provide the electrical switchboard for the power points.

Important Notes

- It is prohibited to manipulate, adjust, or damage electrical switchboards provided by the venue. Any costs associated with damages to these units will be charged to the respective exhibitor.
- Exhibitors are reminded that in Europe, **standard power plug sockets are European-style**. The venue does not supply power conversion equipment, so exhibitors must bring their own converters if needed.
- The Venice Convention staff reserves the right to disconnect any electrical installation deemed unsafe or non-compliant.

Electricity / Internet / Cleaning / Security

Exhibition Manager

Ivette Sabau

E-mail: isabau@kenes.com

Internet:

- For ordering a Wired Connection, please contact **Ivette Sabau** at: isabau@kenes.com
- IFSO EC will provide free Wi-Fi access to all visitors,

suitable for basic web browsing. Should you require an internet connection for product demonstrations at your exhibition booth, we recommend ordering a wireless or wired connection, at an extra cost, to ensure high-quality service including technical support.

- For ordering a wireless connection, please contact: isabau@kenes.com

Stand Construction / Additional Stand Fittings / Furniture Rental / Graphic & Signage

FLEXUS SPACE

Cosimo Andreoni

M: +39 0558876696 / +39 3512025980

E-mail: cosimo@flexus.space

- Please note that **FLEXUS** is the official Booth Contractor.
- You may contact **FLEXUS** to upgrade/modify your shell scheme booth pre-booked with Kenes.
- **FLEXUS** can provide exhibitors with designs and custom-built booths.

Webshop link: [HERE](#)

Password : ifso25

Catering Services

Villa Mabapa

Antonella Regazzo

M: +39 041 526 05 90 / +39 041 526 94 41

E-mail: catering@villamabapa.com

- Bringing your own Barista is also permitted.
- Additional catering services are **exclusive** to Mabapa and should be ordered in advance, **before Tuesday, April 15.**
- Exhibitors who wish to order food and beverages for their exhibition booth are welcome to contact the

caterer directly.

Freight Handling & Customs Clearance Agent

Merkour Expo Logistics GmbH

Markus Meyer

M: +49 (0) 173 7925787

E-mail: Markus.Meyer@merkur-expo.com

Hostesses and Temporary Staff

Gaia Borghi Servizi

Gaia Borghi

M: +39 338 5665 217

E-mail: servizi.gaiaborghi@gmail.com

Merkur Expo Logistics GmbH has been appointed by Kenes as the sole official freight forwarder, customs broker, and handling agent for **IFS0 EC 2025**. For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

- [Official Handling Tariff](#)
- [Label exhibition goods](#)
- [Shipping Instructions](#)

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

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

Deliveries and logistic Services

The delivery and removal of materials and goods for exhibition booths is allowed exclusively by the official freight forwarder, Merkur Expo Logistics GmbH.

- Only full truckloads of stand construction materials can be delivered directly to the venue, subject to a confirmed time slot and within the official set-up times.
- Due to limited space and a tight schedule, all unloading operations will be carried out exclusively by Merkur Expo Logistics GmbH using a 3-ton forklift.
- You can arrange transport independently or contact Merkur for a door-to-door trucking service quote.
- Please ensure you register for a time slot for your truck within the specified deadlines.
- Handling costs will apply as per the official tariff.

Important: Neither the organizer or the venue can accept deliveries on behalf of exhibitors. It is mandatory for a booth/company representative to be present when deliveries are made.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.

Merkur Expo Logistics GmbH

Markus Meyer

M: + 49 (0) 173 7925787

E-mail: Markus.Meyer@merkur-expo.com

Please note that these regulations are in addition to the exhibition Rules and Regulations listed below.

Exhibitors must comply with **Palazzo del Casinò** rules and regulations including operation, fire safety, construction and other security regulations.

These rules and regulations are contractually binding and must

be adhered to by all Organizers, exhibitors, and their contractors, including exhibition service providers and stand construction companies engaged to execute work on-site.

Animals

It is not permitted to bring animals into the venue.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

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

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

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

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or

outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

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

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property,

agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.

- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.
- Speakers and other sound devices should be positioned to

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

- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Filming

- Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
- Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.

Photography

- Photography within booths is not permitted during exhibition setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.
- During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands.

No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the

expense of the exhibitor concerned.

We are committed to sustainability and we encourage all of our exhibitors to do the same. [CLICK HERE](#) for some practical tips and tricks that you can implement right away.

Official Contractors:

Furniture / Graphics & Signage / Shell Scheme Extras

FLEXUS

Cosimo Andreoni

M: +39 0558876696 / +39 3512025980

E-mail: cosimo@flexus.space

Online Shop: [Click here](#)

Password : ifso2025

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Markus Meyer

M: + 49 (0) 173 7925787

E-mail: Markus.Meyer@merkur-expo.com

Merkur is the exclusive handler inside the venue.

Hostesses & Temporary Staff Hire

Gaia Borghi Servizi

Gaia Borghi

M: + 39 338 5665 217

E-mail: servizi.gaiaborghi@gmail.com

Catering

Villa Mabapa

Antonella Regazzo

M: +39 041 526 05 90 / +39 041 526 94 41

E-mail: catering@villamabapa.com

Plants & Flowers

Munaretto Flowers

M: +39 041 731 527

E-mail: info@munarettoflowers.com

Please contact directly the Agency

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<https://ifso-ec2025.com/>

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to represent CORA. For any questions about sponsorship please contact

Marieta Tseneva, Industry Liaison & Sales Associate, at mtseneva@kenes.com

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