

Exhibition Technical Manual

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the ESPID 2026 Exhibition.

The Exhibition will be held in conjunction with **the** 44th Annual Meeting of the European Society of Paediatric Infectious Diseases (ESPID), which will take place from 1 to 5 June 2026 in the beautiful and historic city of Bologna, Italy.

Venue:

Bologna Congress Center - Palazzo dei Congressi

Piazza della Costituzione 4/a, 40128 Bologna, Italy.

<https://maps.app.goo.gl/r1P17f2AuPzmLdUn6>

[Bolognafiere - BolognaFiere Group](#)

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

Please read all the information on 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 Meeting.

For further support, please do not hesitate to contact us at:

Oana Giurgiu

Exhibition Manager

E: ogiurgiu@kenes.com



Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for "Space Only" booths)

To access the Portal, please [click here](#).

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.

- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract should be submitted via the Portal. Items 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.

Exhibition - Key Dates & Deadlines

Action Item	Deadline
Hotel reservation for Staff	As soon as possible
Company logo and profile	As soon as possible and no later than Monday, 4 May 2026
Text for Fascia (Applicable for Shell Scheme booths only)	Monday, 4 May 2026
Booth design for approval (Applicable for 'Space Only' booths)	Monday, 20 April 2026
!! Mandatory Booth Insurance & Power connection (3Kw included)	Monday, 4 May 2026
Lead Retrieval App (Wireless Barcode Reader)	Friday, 15 May 2026 On-site rate will be applied for orders received after this deadline
Exhibitor Badge Registration and Additional Badge Order	Monday, 11 May 2026
Access info of Stand Builders	Monday, 11 May 2026

Contact Person

Hotels ESPID26

Milena Nedyalkova:

mnedyalkova@kenes.com

Via Kenes Exhibitors Portal

<https://exhibitorportal.kenes.com>

(log-in details are sent to the person signing the agreement)

Please submit [this form](#) to Exhibition Manager: Oana Giurgiu at ogiurgiu@kenes.com

Please [send these documents](#) - signed to ogiurgiu@kenes.com

Henoto:

f.schincaglia@henoto.com

Bologna Fiere webshop

***you need to register first**

Bologna Fiere

gestione@bolognafiere.it

!! Mandatory files requested by Bologna Fiere: [INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM](#)

Rigging (Applicable for 'Space Only' booths) Monday, 4 May 2026

Extra Power* (*check the note below*)/
Cleaning / Basic Catering for Booths / Hostess / Security Monday, 4 May 2026 (after this date, orders are subject to availability)

Customized Catering Monday, 4 May 2026

Furniture Rental/
Telecom. and AV
(Screens, Laptop,
Desktop)
Graphics / Signage

Monday, 4 May 2026 (after this
date, orders are subject to
availability)

For Graphics/signage:

Deadline order form: **13 April**

Deadline graphic files: **30 April**

send via email to:

expobologna@immaginazione.net

[Bologna Fiere webshop](#)

****you need to register first***

*Dedicated Wi-Fi /
Internet



**Important: SSID
options are very
LIMITED and it will be
offered based on the**

request timeline.

Monday, 4 May 2026

**For more information, please contact
Exhibition Manager
at ogiurgiu@kenes.com**

Shipment via warehouse

Pre-alert of your shipment to
warehouse: 19 May, 2026

Arrival of your shipment at
warehouse: 22 May, 2026

International shipments

International shipments must be
sent to Frankfurt Airport.

For shipments in connection with
customs clearance, please
contact Merkur.

Merkur Expo Logistics

Ian Heiringhoff - [ian.heiringhoff@merkur-](mailto:ian.heiringhoff@merkur-expo.com)

[expo.com](mailto:ian.heiringhoff@merkur-expo.com)

Mobile: +49 (0) 151 540 12 773

[Click here for Shipping instructions](#)

[Click here for labels and order forms](#)

Direct Deliveries (only full
truckloads of stand
materials can be delivered
directly to the venue)
starting by 31 May

Application of time slot: 19 May,
2026

Bologna Congress Center

Piazza della Costituzione, 4

IT - 40128 Bologna BO, Italy

***If your booth electrical system will be installed by a Non-Italian company, you need to:**

- 1. Purchase the verification of compliance of electrical system from [Bologna Fiere webshop](#) (under Systems - Electrical) or...**
- 2. Find/hire an Italian technician to make the declaration of conformity for you.**

Exhibition Timetable

Set-up

Sunday, 31 May
2026

09:00 - 21:00

For "Space only" stands

Safety shoes are mandatory

Monday, 1 June
2026

08:00 - 21:00

Continue Set-up: all stands

Safety shoes are mandatory

Tuesday, 2 June
2026

08:00-10:00

Continue Set-up: all stands

for Decoration only

Exhibition Opening Hours	Tuesday, 2 June 2026	12:00 - until end of Welcome Reception (approx. 21:00)
	Wednesday, 3 June 2026	09:30-16:30
	Thursday, 4 June 2026	09:00-16:15
	Friday, 5 June 2026	09:30-14:15
Dismantling		14:45-22:00
	Friday, 5 June 2026	Shell scheme booths must be empty by 15:30 <i>Safety shoes are mandatory</i>

*The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- Timetable is subject to possible changes in accordance with the scientific programme. Updates will follow in due time.
- Please note that all heavy work has to be completed **by 21:00 on Monday, 1 June**. After this time, only decoration is allowed.
- **Please note that no food will be provided by the venue or Organizer during the set-up days. Exhibitors/Stand builders are responsible for providing the food for their staff during the build-up.**
- All exhibitors should be in their booths 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed after set-up and no later than **21:00 on Monday, 1 June**.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **Dismantling of the booths before the official closing of the exhibition is not permitted.**
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- All shell scheme booths are required to be on time for dismantling since it starts, so they can pack their materials, and after that, the official builder is able to dismantle their booth.
- **Shell Scheme booths -> any equipment, display aid or other material left behind after Friday, 5 June 2026 by 15:30 will be considered discarded and abandoned.**
- **'Space Only' booths -> any equipment, display aid or other material left behind after Friday, 5 June 2026, by 22:00 will be considered discarded and abandoned.**
- **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any valuable articles visible at your stand.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths (you can order extra Security)**
- **Safety shoes are mandatory during exhibition setup and dismantling.**

Important Note: Please send these Mandatory files requested by Bologna Fiere to ogiurgiu@kenes.com once filled:
INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM

Welcome Reception at the Exhibition Area

On **Tuesday, 2 June 2026** you are cordially invited to the **Welcome Reception** held in

the **Exhibition Hall** from **20:00h**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibitor Representative Badge

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name.**

Exhibitor badges can be collected onsite, at the pre-paid kiosks (stations).

Please submit the list of individual names via the Exhibitors Portal no later than Monday, 11 May, 2026.

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €180.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

You can register your booth staff/name allocation for your free badges via the **Exhibitor Portal**: <https://exhibitorportal.kenes.com>

Additional Exhibitor badges can be ordered online via the **Exhibitor**

Portal: <https://exhibitorportal.kenes.com>

For any inquiries related to registration, please contact Angel Todorov , the Registration Specialist, at reg_espid26@kenes.com.

*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

The badge is indicating

Company name, individual name, country

This badge will give you access to

Exhibition area (including access before the official opening hours); Opening Ceremony; Welcome Reception

This badge is for

All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

Lead Retrieval Options

“K-Lead” Application - Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. 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 and capture participants’ contact information with a quick scan of their badge.

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 750 (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!

Deadline: Friday, 15 May 2025

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add EUR 350 and Upgrade your K-Lead app.

- **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 350

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 the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:



Instant API Access - Scan delegate badges using your own app and retrieve full attendee details.



Real-Time Sync - Automatically update your CRM.



CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.



Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.



Custom Mapping - Adapt data fields to fit your CRM's structure.



Secure & Compliant - Advanced encryption ensures data protection.



Analytics & Reporting - Gain insights on leads and engagement.

How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

1:1 Meeting Scheduler- Kenes Connect

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ESPID 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal



Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ESPID.

All you need to do is to login to the Exhibitor Portal and Order .

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

Launch Offer: 750 EUR

Photography Package



Booth Photography Package



Showcase your booth in the best light with a dedicated photoshoot.



Ideal for branding, PR, and post-event marketing.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



Session Photography Package



Capture the impact of your sponsored session with dynamic, high-quality images of key moments.



Up to 30 high-resolution images featuring speakers, stage, and engaged audience.



+



Combined Booth & Session Photo Package (Best Value!)



Get the full coverage experience with a special discounted package combining booth and session photography.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



up to 30 high-resolution images of your session featuring speakers, stage, and engaged audience



*Limited availability ! Book your photography package **in advance** to ensure your brand is captured at its best.*

To get a quote and place an order, please contact the Exhibition Manager directly at:

ogiurgiu@kenes.com

Access to the Exhibition hall during Set-up and Dismantling

Access to the **Bologna Fiere** will be granted based on list of names that will be provided to **the venue** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel who are required to be on-site during set-up and dismantling periods.

Please submit [this form](#) by email to the Exhibition Manager, Oana Giurgiu, at ogiurgiu@kenes.com, no later than Monday, 11 May 2026

Italian Regulations – AIFA Registration

IMPORTANT NOTE - ITALIAN REGULATIONS

Every pharmaceutical company (not applicable for medical device producers) that wishes to join ESPID 2026 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be completed by **23 April 2026** (no later than 70 days prior to the Meeting).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the Meeting.

PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.

Further details are available from AIFA
(Agenzia Italiana del Farmaco – Tel. +39 06 5978401)
Web: <https://www.aifa.gov.it/en/acc>

Our agent's details are:

TWT srl

Gianni Frontani / Anna Lupidi

Email: gfrontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

Exhibition Floor Plan & List of Exhibitors

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](#).

You can check the congress [Scientific Programme here](#).

Hall Specifications and Important Technical Information

The Exhibition is being held in **Padiglione 19**, which is **located** on the **Ground floor**.

Max Build-up height

Maximum build-up height from the ground is **3,5m**

- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- **Shell scheme** stand build-up is **2.5m**

Kindly note:

- Any part facing neighbouring stands that is above **2.5** meters in height needs to be designed with neutral Surfaces (white or grey).
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

Floor type: Reinforced concrete with quartz (tiles)

Maximum floor load is **2.000 kg/sqm**

Electricity ducts comes from the floor.

Exhibitors are required to have floor cover or carpeted floor within the stand area (note that shell scheme booths already come with carpet).

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing the floor covering to the hall floor may only be carried out using tape that don't leave any marks on the floor.

Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Organizers will invoice the exhibitors for any damages caused by the exhibitors.

Internet: Wi-Fi SSID:

!!Please note the SSID options are very LIMITED in the exhibition hall and it will be offered based on the request timeline.!!

Raised Floor/Platform

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

- The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard. The raised floor should have an outer edge/trim in a matte colour which contrasts with the colour of the aisle and any ramp. Sharp edges and corners should be avoided, potentially through the use of beveled edges. Floor

connections should have a smooth transition (no high thresholds).

- If a ramp is placed in the corner of a stand, a protection strip (raised edge) of around 4 cm should be placed in the longitudinal direction.
- For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy.

In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

Ceiling Rigging

Ceiling hanging is permitted - but depends on the position of your booth and needs to be approved by the venue.

Depending on the position of your booth, it's possible to use the truss for rigging. The venue is working with variable weight, depending on the position on the ceiling.

Rigging needs to be approved by **Bologna Fiere** and **Organizers** previously.

- For all rigging details and regulations, please contact Henoto - the official provider at: f.schincaglia@henoto.com
- **Bologna Fiere** must approve any rigging project; the exhibitor must provide their project at least 5 weeks before the first set-up day. Please submit your rigging plan **no later than Monday, 4 May 2026** via the Exhibitors Portal (or in case of any issues directly to ogiurgiu@kenes.com).
- The Rigging plan is subject to compliance with the conditions of use of the steel structure.
- All rigging must be done by **Bologna Fiere** together with the official provider: **Henoto**

Pillars

Please consider the pillars from the Exhibition Hall when designing your booth. Height: 4,12m Diameter: 1m approx 

Shell Scheme Booths - Technical Information and Regulations

To ensure the smooth and efficient installation and dismantling of your Booth, **Immaginazione** has been nominated as the **official stand contractor** for ESPID 2026.

Shell Schemes, which have been pre-booked with Kenes include the following:

- **Walling** - standard shell scheme system, 2.5m high
- Company name on **Fascia board** printed in black standard lettering and booth number
- **1 spotlight** per 3 m² - **Power is not included (please book the mandatory Power activation 3Kw and Insurance here: <https://exhibitorportal.kenes.com>)**
- **Basic furniture: 1 table** (140×70 cm), **3 chairs and 1 waste bin**
- **Carpet** (blue).



**Image shown is for illustration purposes only*

Booth Package does not include

- **Electricity** (please book the mandatory Power activation 3Kw and Insurance here: <https://exhibitorportal.kenes.com>)
- **Graphics**
- **Stand cleaning**

Panel Sizes:

W: 98 cm x H: 242 cm

Extra Electricity / Additional Furniture Rental / Graphics & Signage / Additional Booth Fittings / Plants & Flower Decorations / Other supporting services can be ordered directly via [Bologna Fiere webshop](#), by **Monday, 4 May 2026**.

Please note for Graphics and signage:

Deadline order form: 13 April

Deadline graphic files: 30 April

Files to be sent via email to: expobologna@immaginazione.net

Fascia Sign

- *Maximum of 21 characters (including spaces) may be written on your fascia. Please submit lettering for fascia via the Exhibitor's Portal by Monday, 4 May 2026.
- You can submit your Fascia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>
- Each exhibitor will be contacted with login details to access the Exhibitor's Portal.
- **If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.**

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost from [Bologna Fiere webshop](#).

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **Immaginazione**, the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any

standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, 4 May 2026**

- No free-standing stand-fitting or display(s) may exceed a height of 2.5 m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags, and logos provided by the exhibitor.
- **It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, 4 May 2026**, it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with blue carpet and basic furniture. If an exhibitor wishes to have alternative colour of the carpet inside the booth, additional cost will be incurred. You can directly book it via the webshop. The exhibitor will be invoiced directly.
- Excess stock, literature or packing cases **may not be stored on, around or behind booths**, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact [Bologna Fiere webshop](#) - as per published deadlines (see section "Deadlines & Key dates").
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

Space Only Booths - Technical Information and Regulations

Important: **please check here the [Italian Regulation - AIFA registration!](#)**

Exhibitors using independent contractors are required to submit the following for the **organizer and Bologna Fiere's** approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built and Position of your booth on the floorplan with orientation;**
2. **Detailed rigging plan (only applicable for booths with rigging);**
3. **Utility connections: electrical, water and drainage - a list of all appliances and location of each utility within the booth;**
4. **The name and contact details of the construction company: please use [this form](#)**
5. **Signed Mandatory Files (requested by Bologna Fiere): [INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM](#)**
6. **[Declaration of conformity of the electrical system - use this template if needed](#) (to be handed onsite to the venue, before the Power connection) Please upload all these files via the [Exhibitor's Portal](#), or directly send it to ogiurgiu@kenes.com**
Important: the document has to be signed by an electrician subscribed to an Italian chamber of commerce

!!Important note: If your booth electrical system will be installed by a Non-Italian company, you need to:

1. **Purchase the verification of compliance of electrical system from [Bologna Fiere webshop](#) (under Systems - Electrical) or...**
2. **Find/hire an Italian technician to make the declaration of conformity for you.**

Deadline: Monday 20 April, for the booth design detailed plan.

Monday 4 May, for the Mandatory files.

Please note the following:

- Delegate badges will clearly identify whether a participant is an HCP or a non-HCP.
- Exhibitors are responsible for ensuring that all booth content, materials, and interactions comply with applicable laws, regulations, and compliance codes.

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Important Regulations:

- Maximum build-up height from the ground: **3,5 m**
- **Ceiling Rigging** is **permitted (done by Henoto)** and must be authorized in advance by the **venue and organizers**. For detailed information regarding heights and measuring, please contact Henoto at: f.schincaglia@henoto.com as they will **analyze each case in particular**.
- Any part facing neighbouring stands that is above 2.5 m in height needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **You are only allowed to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **max 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide a ramp or sloped edging around the entire booth** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.

* The organizers and **Bologna Fiere** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the Official Contractor will not be able to provide the requested service(s), and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/electricity trunk are compulsory when a platform is installed (**keep those points accessible!**). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands **is prohibited**.
- **Multilevel** structures are **not permitted**.
- **Booths more than 18sqm** are required to have at least **one fire extinguisher**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly**

on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.

- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- All structural back walls of neighbouring booths must be properly decorated. Back Walls (reversed side) over 2.5 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations (catering exclusive to the venue) have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organizers 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 organizers.**
- The used spaces must be returned to **Bologna Fiere** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager.

Electricity and Electrical Installations for all booths

If Electricity is needed at your booth, it is mandatory to book the Power connection (3Kw included) and Insurance from the venue: <https://exhibitorportal.kenes.com>

Power supplies will be supplied into your booth via the floor.

- Every stand may be connected to the mains power supply in the exhibition areas according to the instructions given by technical personnel from Bologna Fiere S.p.A. It is strictly forbidden for Exhibitors to connect up the power supply under their own initiative or to alter or tamper with the mains electricity system of Palazzo dei Congressi. Exhibitors may connect to the CEE sockets made available by technical personnel appointed by Bologna Fiere S.p.A. only after presenting a copy of the declaration of conformity required by Ministerial Decree 37/08. Special needs will be assessed and priced on a case-by-case basis.
- In the case of electrical systems installed by foreign companies, the Exhibitor shall be responsible for verifying compliance of the systems with the applicable IEC-CENELEC-CEI Laws and Standard; **such conformity must be declared through a conformity declaration signed by an electrician registered to an Italian chamber of commerce or proved by an inspection of the system carried out by a qualified technician appointed by Bologna Fiere - in this case you can request this service from [Bologna Fiere webshop](#)**
- In the event that any non-compliance with current regulations is observed, the Exhibitor will be obliged to adapt the system according to the instructions provided by the technician

appointed by BolognaFiere in order

to ensure that the electrical systems comply with Legislative Decree 81/08, as amended and supplemented, and the relevant CEI regulations.

For the purposes of safety, the electrical systems at the service of exhibitors should be considered live at all times, even though they may momentarily be disconnected.

Declaration of conformity of the electrical system - use this template if needed

- Upon completion of the stand set-up operations, for each installed stand the **Exhibitor must provide Bologna Fiere S.p.A. with the declaration of conformity of the electrical system** (pursuant to Ministerial Decree 37/08) for the section falling under the responsibility of the stand fitter (from the point of delivery by Bologna Fiere S.p.A.) drawn up by the installation company.
Said declaration of conformity may be delivered by hand to a representative of Bologna Fiere.
In the absence of this declaration, it will not be possible to connect the stand to the electricity supply.

The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.

The exhibitor may order one or more electrical connection points. Connection may only be made to the designated connection point.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

No installations may be made to or in an energised facility.

The venue's electrical distribution system is live at the latest from the day prior to the opening of the exhibition until an hour after the closure of the exhibition on its last day but must always be treated as being live.

If an exhibitor requires electricity at other times, the exhibitor should contact the organiser in advance.

Exhibitors shall switch off their lighting at the end of the day.

In the event of damage or faults to an electrical connection or installation, the exhibitor shall immediately contact the organiser and/or venue representatives.

All electrical set up must be approved by Bologna Fiere and the links to the general mains can only be made by same services. **Bologna Fiere** will not be responsible for connecting to the mains apparatus that do not correspond to the information provided, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitors give the power needed in the booth.

- For **Mandatory Booth Insurance & Power connection** (3Kw included) – click here: <https://exhibitorportal.kenes.com> (log-in details were sent to the person signing the booth agreement)
- For **Extra Electricity services**, visit the [Bologna Fiere webshop](#)

Booth Services

Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of the exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

Additional special cleaning /inside booth cleaning can be ordered via the [Bologna Fiere webshop](#)

Internet & Wi-Fi

Please be advised that **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated wired internet connection for your stand to guarantee a consistent internet connection, inclusive of technical support.

Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand.

Note regarding technical support: We will ensure that the service you purchased is functioning as it should, however, we cannot troubleshoot or repair issues with client-provided equipment.

The Venue and the organizers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to internet foundation.

Please submit your request for internet connection in advance, by email to the Exhibition Manager – Oana Giurgiu at ogiurgiu@kenes.com

Note: SSID options are very LIMITED and it will be offered based on the request timeline.



Deadline: Monday, 4 May 2026

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Bologna Fiere** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

Individual stand security may be ordered directly from [Bologna Fiere webshop contact](#)

In-Booth Catering

Bologna Fiere is the exclusive provider for food, beverage and catering services.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via the [Bologna Fiere webshop](#)

Deadline: Monday, 4 May 2026.

Stock upon availability.

Important:

- Bologna Fiere exclusively offers food, beverage and catering services.
- Absolutely no food or beverage from outside the venue is allowed into the premises **without prior written approval from the venue**.
- In case you want to bring your own **coffee machine/ barista for your booth**, it is allowed, but please inform the Exhibition Manager before, at: ogiurgiu@kenes.com
- **Bologna Fiere** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

Hostesses & Temporary Staff Hire

In case hostess and temporary staff hire needed, check the [Bologna Fiere webshop](#)

Waste Removal

Please note that you may NOT leave any material, waste etc. behind you!

Please book this service from [Bologna Fiere webshop](#) if needed.

Storage

We don't count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact Merkur with information on sizes and number of parcels, size, and storage period. Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the venue takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/lorry entrance/lifts

The access to the Exhibition hall - Padiglione 19 (groundfloor) is through **the entrances available at the ground floor** - [click here to see the location](#)

The entrance doors are 350cm width x 450cm height.

Parking of Private Cars

Vehicles may be parked only in authorised car parks. It is strictly prohibited to park in the areas reserved for emergency vehicles. Offending vehicles will be towed away immediately and the resulting expenses will be charged to the offender.

11.02 Long-term or overnight parking (campers, caravans and motor vehicles in general) is not permitted in the areas belonging to Bologna Fiere S.p.A.

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Please be advised that neither the Organizers nor the **venue** can accept deliveries on an exhibitor's

behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the deliveries details.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.

Information, pictures, location and rates are available on the hotel accommodation page: [Hotels ESPID26](#)

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Milena Nedyalkova**. Email: mnedyalkova@kenes.com. Different payment and cancellation conditions apply.

Rules and Regulations

Rules and Regulations –*Binding for all exhibitors and their subcontractors*

For **Bologna Fiere Congress Regulation**, please [click here](#).

Animals

It is not permitted to bring animals into **Bologna Fiere** .

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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as safety shoes, helmets, eye protection, and hand protection required by the specific work activity, with special attention to the **safety shoes**/boots inside the facilities for your own safety.
- **The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.**

Health & Safety

- **Please book here the Mandatory Booth Insurance** & Power connection (3Kw included): <https://exhibitorportal.kenes.com>
- It is the responsibility of the booth 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 booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders.

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

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are **not allowed**. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

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 **Bologna Fiere** in removing this property will be charged to the exhibitor.

Fire Regulations

The venue is furnished in accordance with fire regulations. The devices provided (fire extinguishers, hydrants/hose reels, etc.) are suitably marked.

Booths bigger than 50 m² must equip themselves with at least one portable fire extinguisher.

If the stand is **not equipped with fire extinguishers**, the Bologna Fiere Firefighting Service will provide fire extinguishers at the **exhibitor's expense**.

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are **prohibited**.
- Storage paint liquids, gas or other inflammable substances in the booth space is **forbidden**.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers.

In addition to this, Bologna Fiere fire regulation:

- The set-up materials used for the stand must comply with fire prevention regulations and in all cases must be naturally fireproof or rendered fireproof **using suitable products** as required by law. The use of incombustible, naturally fireproof or fireproofed material with a European fire reaction class as per Ministerial Decree 15/03/2005, as amended and supplemented, corresponding to the relevant "class 1" or "class 0" of the national regulations will be permitted for stand set-up.
- Any fireproofing treatments on combustible materials that are introduced for stand set-up purposes must be performed **prior to installation** on the stands.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the **venue** will be provided with a detailed

project describing the unloading procedure inside the exhibition area:

- Exhibition access used.
- Transportation used to bring the element inside **Bologna Fiere** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.
How the element is going to be unloaded and how is going to be brought inside the exhibition area.
- Once **Bologna Fiere** has the complete information, the unloading of the element will be **approved or rejected**.

Hanging of Posters, Banner, 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 **Bologna Fiere** are **not allowed**.

Insurance (compulsory)

- Exhibitors are required to take **book the Mandatory Booth Insurance** & Power connection (3Kw included) here: <https://exhibitorportal.kenes.com>
- Neither the organizers nor Bologna Fiere, 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 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 organizers 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 organizers 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 organizers 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 organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers 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.

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.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers 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 organizers 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 organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the venue cannot accept liability for loss of or damage to private property or goods.
- Neither Bologna Fiere nor the organizers can accept responsibility for the security of the booths and their contents. The **Bologna Fiere** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via Bologna Fiere **Web Shop**.

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

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 booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the

photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

Bologna Fiere operates a **NO SMOKING** policy in the whole venue.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. 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. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance, via the [Bologna Fiere webshop](#)

Bologna Fiere reserves the right to access inside the booth in order to check compliance with the venue regulations.

At all times, you must consider the staff's logistics, Bologna Fiere indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Exhibitors must comply with **Bologna Fiere** technical guidelines, including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Shipping Instructions

Delivery & Logistic Services

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ESPID 2026.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons, **Merkur** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with **Merkur**.

ESPID 2026 Shipping instruction: [Click here for Shipping instructions](#)

For security, insurance, and efficiency reasons, **Merkur** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

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

[Click here for Shipping instructions](#)

[Click here for labels and order forms](#)

For Tariff, please [click here](#).

Freight Handling & Customs Clearance Agent

Merkur Expo Logistics

Ian Heiringhoff - ian.heiringhoff@merkur-expo.com

Mobile: +49 (0) 151 540 12 773

Contact information - General

Meeting Organizer**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Venue Address**Bologna Fiere**

Viale della Fiera, 20 - 40127 Bologna, Italy.

[Bolognafiere - BolognaFiere Group](#)

Exhibition Manager**Oana Giurgiu**

E-mail: ogiurgiu@kenes.com

Industry Liaison and Sales**Nikol Karabelova**

E-mail: nkarabelova@kenes.com

Registration Specialist**Angel Todorov**

E-mail: reg_espid26@kenes.com

Hotel Accommodation**Milena Nedyalkova**

E-mail: mnedyalkova@kenes.com

[Hotels ESPID26](#)

Contact Information - Official Contractors

➔ **Mandatory Booth Insurance & Power connection** (3Kw included)

Kenes Exhibitors Portal: <https://exhibitorportal.kenes.com>

➔ **Extra Electricity*/Booth Cleaning*/In-Booth Catering*/Graphics & Signage/Additional Booth Fittings/AV/Plants & Flower Decorations/Furniture Rental/Waste Removal/ Hostesses & Temporary Staff Hire**

**Exclusive to Bologna Fiere*

[Bologna Fiere webshop](#)

You will need to create an account and input your booth details.

➔ **Rigging*** *Exclusive to Bologna Fiere*

Henoto: f.schincaglia@henoto.com

➔ **Deadlines:**

For Graphics/signage:

Deadline order form: 13 April

Deadline graphic files: 30 April

- Send the files via email to: expobologna@immaginazione.net

Deadline for rest of services: Monday, 4 May 2026

Stock upon availability.

➔ **Questions & support**

For questions related to the Web Shop and any subsequent orders for your booth, please contact Bologna Fiere team directly at: vendite@bolognafiere.it

Sales office phone number: +39 051282816

➔ **Freight Handling & Customs Clearance Agent**

Merkur Expo Logistics

Ian Heiringhoff - ian.heiringhoff@merkur-expo.com

Mobile: +49 (0) 151 540 12 773

[Click here for Shipping instructions](#)

[Click here for labels and order forms](#)

Sustainability- Tips & Tricks for Exhibitors

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.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following [form](#)

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for “Space Only” booths)

To access the Portal, please [click here](#).

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract should be submitted via the Portal. Items 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.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	Hotels ESPID26 Milena Nedyalkova: mnedyalkova@kenes.com
Company logo and profile	As soon as possible and no later than Monday, 4 May 2026	
Text for Fascia (Applicable for Shell Scheme booths only)	Monday, 4 May 2026	
Booth design for approval (Applicable for ‘Space Only’ booths)	Monday, 20 April 2026	
!! Mandatory Booth Insurance & Power connection (3Kw included)	Monday, 4 May 2026	Via Kenes Exhibitors Portal https://exhibitorportal.kenes.com (log-in details are sent to the person signing the agreement)
Lead Retrieval App (Wireless Barcode Reader)	Friday, 15 May 2026 On-site rate will be applied for orders received after this deadline	
Exhibitor Badge Registration and Additional Badge Order	Monday, 11 May 2026	
Access info of Stand Builders	Monday, 11 May 2026	Please submit this form to Exhibition Manager: Oana Giurgiu at ogiurgiu@kenes.com
!! Mandatory files requested by Bologna Fiere: INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM	Friday, 15 May 2026	Please send these documents - signed to ogiurgiu@kenes.com

Rigging (Applicable for 'Space Only' booths)	Monday, 4 May 2026	Henoto: f.schincaglia@henoto.com
Extra Power* (<i>check the note below</i>)/ Cleaning / Basic Catering for Booths / Hostess / Security	Monday, 4 May 2026 (after this date, orders are subject to availability)	Bologna Fiere webshop *you need to register first
Customized Catering	Monday, 4 May 2026	Bologna Fiere gestioneffb@bolognafiere.it
Furniture Rental/ Telecom. and AV (Screens, Laptop, Desktop) Graphics / Signage	Monday, 4 May 2026 (after this date, orders are subject to availability) For Graphics/signage: Deadline order form: 13 April Deadline graphic files: 30 April send via email to: expobologna@immaginazione.net	Bologna Fiere webshop *you need to register first
*Dedicated Wi-Fi / Internet		
!! Important: SSID options are very LIMITED and it will be offered based on the request timeline. !!	Monday, 4 May 2026	For more information, please contact Exhibition Manager at oggiurgiu@kenes.com
Shipment via warehouse	Pre-alert of your shipment to warehouse: 19 May, 2026 Arrival of your shipment at warehouse: 22 May, 2026	
International shipments	International shipments must be sent to Frankfurt Airport. For shipments in connection with customs clearance, please contact Merkur.	Merkur Expo Logistics Ian Heiringhoff - ian.heiringhoff@merkur-expo.com Mobile: +49 (0) 151 540 12 773 Click here for Shipping instructions Click here for labels and order forms
Direct Deliveries (only full truckloads of stand materials can be delivered directly to the venue) <i>starting by 31 May</i>	Application of time slot: 19 May, 2026 Bologna Congress Center Piazza della Costituzione, 4 IT - 40128 Bologna BO, Italy	

***If your booth electrical system will be installed by a Non-Italian company, you need to:**

- 1. Purchase the verification of compliance of electrical system from [Bologna Fiere webshop](#) (under Systems - Electrical) or...**
- 2. Find/hire an Italian technician to make the declaration of conformity for you.**

Set-up	Sunday, 31 May 2026	09:00 - 21:00 For "Space only" stands <i>Safety shoes are mandatory</i>
	Monday, 1 June 2026	08:00 - 21:00 Continue Set-up: all stands <i>Safety shoes are mandatory</i>
	Tuesday, 2 June 2026	08:00-10:00 Continue Set-up: all stands for Decoration only
	Tuesday, 2 June 2026	12:00 - until end of Welcome Reception (approx. 21:00)
	Wednesday, 3 June 2026	09:30-16:30
Exhibition Opening Hours	Thursday, 4 June 2026	09:00-16:15
	Friday, 5 June 2026	09:30-14:15
		14:45-22:00 Shell scheme booths must be empty by 15:30 <i>Safety shoes are mandatory</i>
Dismantling	Friday, 5 June 2026	

*The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- Timetable is subject to possible changes in accordance with the scientific programme. Updates will follow in due time.
- Please note that all heavy work has to be completed **by 21:00 on Monday, 1 June**. After this time, only decoration is allowed.
- **Please note that no food will be provided by the venue or Organizer during the set-up days. Exhibitors/Stand builders are responsible for providing the food for their staff during the build-up.**
- All exhibitors should be in their booths 30 minutes before the official opening hour.
- Empty crates and packaging material must be removed after set-up and no later than **21:00 on Monday, 1 June**.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **Dismantling of the booths before the official closing of the exhibition is not permitted.**
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- All shell scheme booths are required to be on time for dismantling since it starts, so they can pack their materials, and after that, the official builder is able to dismantle their booth.
- **Shell Scheme booths -> any equipment, display aid or other material left behind after Friday, 5 June 2026 by 15:30 will be considered discarded and abandoned.**
- **'Space Only' booths -> any equipment, display aid or other material left behind after Friday, 5 June 2026, by 22:00 will be considered discarded and abandoned.**
- **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please do not leave any valuable articles visible at your stand.
- **In addition, please consider hiring extra security for your Booth before/ after**

Exhibition Operating hours in case you have valuable stuff in your booths (you can order extra Security)

- **Safety shoes are mandatory during exhibition setup and dismantling.**

Important Note: Please send these Mandatory files requested by Bologna Fiere to ogiurgiu@kenes.com once filled:
INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM

Welcome Reception at the Exhibition Area

On **Tuesday, 2 June 2026** you are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** from **20:00h**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name.**

Exhibitor badges can be collected onsite, at the pre-paid kiosks (stations).

Please submit the list of individual names via the Exhibitors Portal no later than Monday, 11 May, 2026.

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €180.

The Exhibitors' badges allow access to the exhibition area, refreshments, and the Welcome Reception.

You can register your booth staff/name allocation for your free badges via the **Exhibitor Portal**: <https://exhibitorportal.kenes.com>

Additional Exhibitor badges can be ordered online via the **Exhibitor Portal**: <https://exhibitorportal.kenes.com>

For any inquiries related to registration, please contact Angel Todorov , the Registration Specialist, at reg_espid26@kenes.com.

*Please make sure that your Company Profile has been submitted before placing an order for an exhibitor badge.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of

the exhibition stand as stated in their contract.

The badge is indicating	Company name, individual name, country
This badge will give you access to	Exhibition area (including access before the official opening hours); Opening Ceremony; Welcome Reception
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg, hostesses, bar and service personnel, photographer), etc.

“K-Lead” Application - Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. 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 and capture participants’ contact information with a quick scan of their badge.

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 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Friday, 15 May 2025

Onsite rate of EUR 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add EUR 350 and Upgrade your K-Lead app.

- **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 350

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 the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:



Instant API Access - Scan delegate badges using your own app and retrieve full attendee details.



Real-Time Sync - Automatically update your CRM.



CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.



Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.



Custom Mapping - Adapt data fields to fit your CRM's structure.



Secure & Compliant - Advanced encryption ensures data protection.



Analytics & Reporting - Gain insights on leads and engagement.

How to order any of these solutions? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ESPID 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility

- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal



Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ESPID.

All you need to do is to login to the Exhibitor Portal and Order .

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

Launch Offer: 750 EUR



Booth Photography Package



Showcase your booth in the best light with a dedicated photoshoot.



Ideal for branding, PR, and post-event marketing.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



Session Photography Package



Capture the impact of your sponsored session with dynamic, high-quality images of key moments.



Up to 30 high-resolution images featuring speakers, stage, and engaged audience.



Combined Booth & Session Photo Package (Best Value!)



Get the full coverage experience with a special discounted package combining booth and session photography.



up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



up to 30 high-resolution images of your session featuring speakers, stage, and engaged audience



Limited availability ! Book your photography package **in advance** to ensure your brand is captured at its best.

To get a quote and place an order, please contact the Exhibition Manager directly at:

ogiurgiu@kenes.com

Access to the **Bologna Fiere** will be granted based on list of names that will be provided to **the venue** by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel who are required to be on-site during set-up and dismantling periods.

Please submit [this form](#) by email to the Exhibition Manager, Oana Giurgiu, at ogiurgiu@kenes.com, no later than Monday, 11 May 2026

IMPORTANT NOTE - ITALIAN REGULATIONS

Every pharmaceutical company (not applicable for medical device producers) that wishes to join ESPID 2026 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be completed by **23 April 2026** (no later than 70 days prior to the Meeting).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the Meeting.

PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.

Further details are available from AIFA
(Agenzia Italiana del Farmaco - Tel. +39 06 5978401)
Web: <https://www.aifa.gov.it/en/acc>

Our agent's details are:

TWT srl

Gianni Frontani / Anna Lupidi

Email: gfrontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME - Italy

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](#).

You can check the congress [Scientific Programme here](#).

The Exhibition is being held in **Padiglione 19**, which is **located** on the **Ground floor**.

Max Build-up height

Maximum build-up height from the ground is **3,5m**

- **Exhibitors who have stands higher than the maximum permitted height will not be**

allowed to set up their stands.

- **Shell scheme** stand build-up is **2.5m**

Kindly note:

- Any part facing neighbouring stands that is above **2.5** meters in height needs to be designed with neutral Surfaces (white or grey).
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

Floor type: Reinforced concrete with quartz (tiles)

Maximum floor load is **2.000 kg/sqm**

Electricity ducts comes from the floor.

Exhibitors are required to have floor cover or carpeted floor within the stand area (note that shell scheme booths already come with carpet).

All floor coverings must be secured and maintained so that they do not cause any hazard.

Fixing the floor covering to the hall floor may only be carried out using tape that don't leave any marks on the floor.

Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage. Organizers will invoice the exhibitors for any damages caused by the exhibitors.

Internet: Wi-Fi SSID:

!!Please note the SSID options are very LIMITED in the exhibition hall and it will be offered based on the request timeline.!!

Raised Floor/Platform

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

- The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard. The raised floor should have an outer edge/trim in a matte colour which contrasts with the colour of the aisle and any ramp. Sharp edges and corners should be avoided, potentially through the use of beveled edges. Floor connections should have a smooth transition (no high thresholds).
- If a ramp is placed in the corner of a stand, a protection strip (raised edge) of around 4 cm should be placed in the longitudinal direction.
- For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy.

In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

Ceiling Rigging

Ceiling hanging is permitted - but depends on the position of your booth and needs to be approved by the venue.

Depending on the position of your booth, it's possible to use the truss for rigging. The venue is working with variable weight, depending on the position on the ceiling.

Rigging needs to be approved by **Bologna Fiere** and **Organizers** previously.

- For all rigging details and regulations, please contact Henoto - the official provider at: f.schincaglia@henoto.com
- **Bologna Fiere** must approve any rigging project; the exhibitor must provide their project at least 5 weeks before the first set-up day. Please submit your rigging plan **no later than Monday, 4 May 2026** via the Exhibitors Portal (or in case of any issues directly to ogiurgiu@kenes.com).
- The Rigging plan is subject to compliance with the conditions of use of the steel structure.
- All rigging must be done by **Bologna Fiere** together with the official provider: **Henoto**

Pillars

Please consider the pillars from the Exhibition Hall when designing your booth. Height:

4,12m Diameter: 1m approx 

To ensure the smooth and efficient installation and dismantling of your Booth, **Immaginazione** has been nominated as the **official stand contractor** for ESPID 2026.

Shell Schemes, which have been pre-booked with Kenes include the following:

- **Walling** - standard shell scheme system, 2.5m high
- Company name on **Fascia board** printed in black standard lettering and booth number
- **1 spotlight** per 3 m² - **Power is not included (please book the mandatory Power activation 3Kw and Insurance here: <https://exhibitorportal.kenes.com>)**
- **Basic furniture: 1 table** (140×70 cm), **3 chairs and 1 waste bin**
- **Carpet** (blue).



**Image shown is for illustration purposes only*

Booth Package does not include

- **Electricity** (please book the mandatory Power activation 3Kw and Insurance here: <https://exhibitorportal.kenes.com>)
- **Graphics**
- **Stand cleaning**

Panel Sizes:

W: 98 cm x H: 242 cm

Extra Electricity / Additional Furniture Rental / Graphics & Signage / Additional Booth Fittings / Plants & Flower Decorations / Other supporting services can be ordered directly via [Bologna Fiere webshop](#), by **Monday, 4 May 2026**.

Please note for Graphics and signage:

Deadline order form: 13 April

Deadline graphic files: 30 April

Files to be sent via email to: expobologna@immaginazione.net

Fascia Sign

- *Maximum of 21 characters (including spaces) may be written on your fascia. Please submit lettering for fascia via the Exhibitor's Portal by Monday, 4 May 2026.
- You can submit your Fascia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>
- Each exhibitor will be contacted with login details to access the Exhibitor's Portal.
- **If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.**

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost from [Bologna Fiere webshop](#).

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **Immaginazione**, the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any

standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, 4 May 2026**

- No free-standing stand-fitting or display(s) may exceed a height of 2.5 m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags, and logos provided by the exhibitor.
- **It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, 4 May 2026**, it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with blue carpet and basic furniture. If an exhibitor wishes to have alternative colour of the carpet inside the booth, additional cost will be incurred. You can directly book it via the webshop. The exhibitor will be invoiced directly.
- Excess stock, literature or packing cases **may not be stored on, around or behind booths**, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact [Bologna Fiere webshop](#) - as per published deadlines (see section "Deadlines & Key dates").
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the Booth light at the end of the day.

Important: **please check here the [Italian Regulation - AIFA registration!](#)**

Exhibitors using independent contractors are required to submit the following for the **organizer and Bologna Fiere's** approval:

1. **A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built and Position of your booth on the floorplan with orientation;**
2. **Detailed rigging plan (only applicable for booths with rigging);**
3. **Utility connections: electrical, water and drainage - a list of all appliances and location of each utility within the booth;**
4. **The name and contact details of the construction company: please use [this form](#)**
5. **Signed Mandatory Files (requested by Bologna Fiere): [INSTALLATION DECLARATION & CONFORMITY OF ELECTRICAL SYSTEM](#)**
6. **[Declaration of conformity of the electrical system - use this template if needed](#) (to be handed onsite to the venue, before the Power connection) Please upload all these files via the [Exhibitor's Portal](#), or directly send it to ogiurgiu@kenes.com**
Important: the document has to be signed by an electrician subscribed to an Italian chamber of commerce

!!Important note: If your booth electrical system will be installed by a Non-Italian company, you need to:

1. **Purchase the verification of compliance of electrical system from [Bologna Fiere](#)**

[webshop](#) (under Systems - Electrical) or...

2. Find/hire an Italian technician to make the declaration of conformity for you.

Deadline: Monday 20 April, for the booth design detailed plan.

Monday 4 May, for the Mandatory files.

Please note the following:

- Delegate badges will clearly identify whether a participant is an HCP or a non-HCP.
- Exhibitors are responsible for ensuring that all booth content, materials, and interactions comply with applicable laws, regulations, and compliance codes.

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Important Regulations:

- Maximum build-up height from the ground: **3,5 m**
- **Ceiling Rigging** is **permitted (done by Henoto)** and must be authorized in advance by the **venue and organizers**. For detailed information regarding heights and measuring, please contact Henoto at: f.schincaglia@henoto.com as they will **analyze each case in particular**.
- Any part facing neighbouring stands that is above 2.5 m in height needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **You are only allowed to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **max 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide a ramp or sloped edging around the entire booth** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.

* The organizers and **Bologna Fiere** must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the Official Contractor will not be able to provide the requested service(s), and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place. Access to the service points/electricity tramp are compulsory when a platform is installed (**keep those points accessible!**). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands **is prohibited**.
- **Multilevel** structures are **not permitted**.
- **Booths more than 18sqm** are required to have at least **one fire extinguisher**
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the

screens/equipment will be inside the booth and not blocking aisle traffic.

- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- All structural back walls of neighbouring booths must be properly decorated. Back Walls (reversed side) over 2.5 m in height must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations (catering exclusive to the venue) have to be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.

Kindly note:

- The organizers 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 organizers.**
- The used spaces must be returned to **Bologna Fiere** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager.

If Electricity is needed at your booth, it is mandatory to book the Power connection (3Kw included) and Insurance from the venue: <https://exhibitorportal.kenes.com>

Power supplies will be supplied into your booth via the floor.

- Every stand may be connected to the mains power supply in the exhibition areas according to the instructions given by technical personnel from Bologna Fiere S.p.A. It is strictly forbidden for Exhibitors to connect up the power supply under their own initiative or to alter or tamper with the mains electricity system of Palazzo dei Congressi. Exhibitors may connect to the CEE sockets made available by technical personnel appointed by Bologna Fiere S.p.A. only after presenting a copy of the declaration of conformity required by Ministerial Decree 37/08. Special needs will be assessed and priced on a case-by-case basis.
- In the case of electrical systems installed by foreign companies, the Exhibitor shall be responsible for verifying compliance of the systems with the applicable IEC-CENELEC-CEI Laws and Standard; **such conformity must be declared through a conformity declaration signed by an electrician registered to an Italian chamber of commerce or proved by an inspection of the system carried out by a qualified technician appointed by Bologna Fiere - in this case you can request this service from [Bologna Fiere webshop](#)**
- In the event that any non-compliance with current regulations is observed, the Exhibitor will be obliged to adapt the system according to the instructions provided by the technician appointed by BolognaFiere in order to ensure that the electrical systems comply with Legislative Decree 81/08, as amended and supplemented, and the relevant CEI regulations.

For the purposes of safety, the electrical systems at the service of exhibitors should be considered live at all times, even though they may momentarily be disconnected.

Declaration of conformity of the electrical system - use this template if needed

- Upon completion of the stand set-up operations, for each installed stand the **Exhibitor must provide Bologna Fiere S.p.A. with the declaration of conformity of the electrical system** (pursuant to Ministerial Decree 37/08) for the section falling under the responsibility of the stand fitter (from the point of delivery by Bologna Fiere S.p.A.) drawn up by the installation company.
Said declaration of conformity may be delivered by hand to a representative of Bologna Fiere.
In the absence of this declaration, it will not be possible to connect the stand to the electricity supply.

The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors.

The exhibitor may order one or more electrical connection points. Connection may only be made to the designated connection point.

The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

No installations may be made to or in an energised facility.

The venue's electrical distribution system is live at the latest from the day prior to the opening of the exhibition until an hour after the closure of the exhibition on its last day but must always be treated as being live.

If an exhibitor requires electricity at other times, the exhibitor should contact the organiser in advance.

Exhibitors shall switch off their lighting at the end of the day.

In the event of damage or faults to an electrical connection or installation, the exhibitor shall immediately contact the organiser and/or venue representatives.

All electrical set up must be approved by Bologna Fiere and the links to the general mains can only be made by same services. **Bologna Fiere** will not be responsible for connecting to the mains apparatus that do not correspond to the information provided, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitors give the power needed in the booth.

- For **Mandatory Booth Insurance & Power connection** (3Kw included) - click here: <https://exhibitorportal.kenes.com> (log-in details were sent to the person signing the booth agreement)
- For **Extra Electricity services**, visit the [Bologna Fiere webshop](#)

Booth Cleaning

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of the

exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).
Additional special cleaning /inside booth cleaning can be ordered via the [Bologna Fiere webshop](#)

Internet & Wi-Fi

Please be advised that **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated wired internet connection for your stand to guarantee a consistent internet connection, inclusive of technical support.

Kindly specify what kind of internet-based activities are planned, how much Bandwidth will be required for your stand.

Note regarding technical support: We will ensure that the service you purchased is functioning as it should, however, we cannot troubleshoot or repair issues with client-provided equipment.

The Venue and the organizers must be informed in advance when the stand has a platform, as well as the scheduled set-up day and time, due to internet foundation.

Please submit your request for internet connection in advance, by email to the Exhibition Manager – Oana Giurgiu at ogiurgiu@kenes.com

Note: SSID options are very LIMITED and it will be offered based on the request timeline.



Deadline: Monday, 4 May 2026

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **Bologna Fiere** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

Individual stand security may be ordered directly from [Bologna Fiere webshop contact](#)

In-Booth Catering

Bologna Fiere is the exclusive provider for food, beverage and catering services.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via the [Bologna Fiere webshop](#)

Deadline: Monday, 4 May 2026.

Stock upon availability.

Important:

- Bologna Fiere exclusively offers food, beverage and catering services.
- Absolutely no food or beverage from outside the venue is allowed into the premises **without prior written approval from the venue**.
- In case you want to bring your own **coffee machine/ barista for your booth**, it is allowed,

but please inform the Exhibition Manager before, at: ogiurgiu@kenes.com

- **Bologna Fiere** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

Hostesses & Temporary Staff Hire

In case hostess and temporary staff hire needed, check the [Bologna Fiere webshop](#)

Waste Removal

Please note that you may NOT leave any material, waste etc. behind you!

Please book this service from [Bologna Fiere webshop](#) if needed.

Storage

We don't count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service, see Section Shipping Instructions).

Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact Merkur with information on sizes and number of parcels, size, and storage period. Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the venue takes care of the removal of these items, it will be charged to the exhibitor.

For access to the goods/lorry entrance/lifts

The access to the Exhibition hall - Padiglione 19 (groundfloor) is through **the entrances available at the ground floor** - [click here to see the location](#)

The entrance doors are 350cm width x 450cm height.

Parking of Private Cars

Vehicles may be parked only in authorised car parks. It is strictly prohibited to park in the areas reserved for emergency vehicles. Offending vehicles will be towed away immediately and the resulting expenses will be charged to the offender.

11.02 Long-term or overnight parking (campers, caravans and motor vehicles in general) is not permitted in the areas belonging to Bologna Fiere S.p.A.

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.

Please be advised that neither the Organizers nor the **venue** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the deliveries details.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.

Information, pictures, location and rates are available on the hotel accommodation page: [Hotels ESPID26](#)

You may also book a room online through the above link.

For **group booking** (10 rooms and more) please contact **Ms. Milena Nedyalkova**. Email: mnedyalkova@kenes.com. Different payment and cancellation conditions apply.

Rules and Regulations -Binding for all exhibitors and their subcontractors

For **Bologna Fiere Congress Regulation**, please [click here](#).

Animals

It is not permitted to bring animals into **Bologna Fiere** .

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, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment**(PPE) such as safety shoes, helmets, eye protection, and hand protection required by the specific work activity, with special attention to the **safety shoes**/boots inside the facilities for your own safety.
- **The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.**

Health & Safety

- **Please book here the Mandatory Booth Insurance** & Power connection (3Kw included): <https://exhibitorportal.kenes.com>
- It is the responsibility of the booth 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 booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders.

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

Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are

not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

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 **Bologna Fiere** in removing this property will be charged to the exhibitor.

Fire Regulations

The venue is furnished in accordance with fire regulations. The devices provided (fire extinguishers, hydrants/hose reels, etc.) are suitably marked.

Booths bigger than 50 m2 must equip themselves with at least one portable fire extinguisher. If the stand is **not equipped with fire extinguishers**, the Bologna Fiere Firefighting Service will provide fire extinguishers at the **exhibitor's expense**.

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are **prohibited**.
- Storage paint liquids, gas or other inflammable substances in the booth space is **forbidden**.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers.

In addition to this, Bologna Fiere fire regulation:

- The set-up materials used for the stand must comply with fire prevention regulations and in all cases must be naturally fireproof or rendered fireproof **using suitable products** as required by law. The use of incombustible, naturally fireproof or fireproofed material with a European fire reaction class as per Ministerial Decree 15/03/2005, as amended and supplemented, corresponding to the relevant "class 1" or "class 0" of the national regulations will be permitted for stand set-up.
- Any fireproofing treatments on combustible materials that are introduced for stand set-up purposes must be performed **prior to installation** on the stands.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the **venue** will be provided with a detailed project describing the unloading procedure inside the exhibition area:

- Exhibition access used.
- Transportation used to bring the element inside **Bologna Fiere** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element.

How the element is going to be unloaded and how is going to be brought inside the exhibition area.

- Once **Bologna Fiere** has the complete information, the unloading of the element will be **approved or rejected**.

Hanging of Posters, Banner, 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 **Bologna Fiere** are **not allowed**.

Insurance (compulsory)

- Exhibitors are required to take **book the Mandatory Booth Insurance** & Power connection (3Kw included) here: <https://exhibitorportal.kenes.com>
- Neither the organizers nor Bologna Fiere, 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 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 organizers 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 organizers 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 organizers 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 organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers 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.

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.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers 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 organizers 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 organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the venue cannot accept liability for loss of or damage to private property or goods.
- Neither Bologna Fiere nor the organizers can accept responsibility for the security of the booths and their contents. The **Bologna Fiere** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via Bologna Fiere **Web Shop**.

Personal Transportation Vehicles

Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

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 booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

Bologna Fiere operates a **NO SMOKING** policy in the whole venue.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the booths. 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. The used space must be returned completely clear of all items and restored to its original state.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance, via the [Bologna Fiere webshop](#)

Bologna Fiere reserves the right to access inside the booth in order to check compliance with the venue regulations.

At all times, you must consider the staff's logistics, Bologna Fiere indications.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Exhibitors must comply with **Bologna Fiere** technical guidelines, including operation, fire safety, construction and other security regulations.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Delivery & Logistic Services

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ESPID 2026.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons, **Merkur** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with **Merkur**.

ESPID 2026 Shipping instruction: [Click here for Shipping instructions](#)

For security, insurance, and efficiency reasons, **Merkur** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

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

[Click here for Shipping instructions](#)

[Click here for labels and order forms](#)

For Tariff, please [click here](#).

Freight Handling & Customs Clearance Agent

Merkur Expo Logistics

Ian Heiringhoff - ian.heiringhoff@merkur-expo.com

Mobile: +49 (0) 151 540 12 773

Meeting Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Venue Address

Bologna Fiere

Viale della Fiera, 20 - 40127 Bologna, Italy.

[Bolognafiere - BolognaFiere Group](#)

Exhibition Manager

Oana Giurgiu

E-mail: ogiurgiu@kenes.com

Industry Liaison and Sales

Nikol Karabelova

E-mail: nkarabelova@kenes.com

Registration Specialist

Angel Todorov

E-mail: reg_esp26@kenes.com

Hotel Accommodation

Milena Nedyalkova

E-mail: mnedyalkova@kenes.com

[Hotels ESPID26](#)

➔ **Mandatory Booth Insurance & Power connection** (3Kw included)

Kenes Exhibitors Portal: <https://exhibitorportal.kenes.com>

➔ **Extra Electricity*/Booth Cleaning*/In-Booth Catering*/Graphics & Signage/Additional Booth Fittings/AV/Plants & Flower Decorations/Furniture Rental/Waste Removal/ Hostesses & Temporary Staff Hire**

**Exclusive to Bologna Fiere*

[Bologna Fiere webshop](#)

You will need to create an account and input your booth details.

➔ **Rigging*** *Exclusive to Bologna Fiere*

Henoto: f.schincaglia@henoto.com

➔Deadlines:

For Graphics/signage:

Deadline order form: 13 April

Deadline graphic files: 30 April

- Send the files via email to: expobologna@immaginazione.net

Deadline for rest of services: Monday, 4 May 2026

Stock upon availability.

➔Questions & support

For questions related to the Web Shop and any subsequent orders for your booth, please contact Bologna Fiere team directly at: vendite@bolognafiere.it

Sales office phone number: +39 051282816

➔Freight Handling & Customs Clearance Agent

Merkur Expo Logistics

Ian Heiringhoff - ian.heiringhoff@merkur-expo.com

Mobile: +49 (0) 151 540 12 773

[Click here for Shipping instructions](#)

[Click here for labels and order forms](#)

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.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following [form](#)