



European  
Crohn's and Colitis  
Organisation

Vienna  
Austria

# Inflammatory Bowel Diseases 2020

## Exhibition Manual



15<sup>th</sup> Congress of ECCO  
Vienna, February 12-15, 2020

[www.ecco-ibd.eu](http://www.ecco-ibd.eu)



Inflammatory Bowel Diseases 2020  
15<sup>th</sup> Congress of ECCO

---

## **INFLAMMATORY BOWEL DISEASES 2020 15<sup>th</sup> CONGRESS OF ECCO**

**February 12-15, 2020**

### **Responsible organisation**

European Crohn's  
and Colitis Organisation  
ECCO Office  
Ungargasse 6/13,  
1030 Vienna, Austria  
[www.ecco-ibd.eu](http://www.ecco-ibd.eu)



**European  
Crohn's and Colitis  
Organisation**

### **Congress venue**

Reed Messe Wien  
(Entrance D)  
Trabrennstraße 7,  
1020 Vienna, Austria  
[www.messecongress.at](http://www.messecongress.at)



**Reed Exhibitions<sup>®</sup>  
Messe Wien**



## TABLE OF CONTENTS

1. MAIN CONTACTS .....	5
2. OVERVIEW OF CONGRESS VENUE .....	7
3. TIMING & DEADLINES .....	9
Congress dates .....	9
Exhibition deadlines .....	9
Registration deadlines .....	10
Deadlines of ordering services .....	10
4. EXHIBITOR/SPONSOR REGISTRATION .....	11
5. DELEGATE/GROUP REGISTRATION .....	12
6. BASICS OF EXHIBITION .....	16
General exhibition regulations .....	16
opening hours .....	16
Hall floor .....	16
Smoking .....	16
Disabled access .....	16
Currency .....	16
7. ACCESS & DELIVERY .....	17
Access for deliveries .....	17
Access to the exhibition hall .....	18
Delivery/storage .....	18
Delivery scheduling .....	18
Parking .....	19
8. BOOTH REGULATIONS .....	20
Allocation .....	20
Height limit of stands .....	20
Booth layout .....	20
Approval of booth design .....	21
Cancellation of booth .....	21
Demonstrations on stands .....	21
Onsite inspection by a civil engineer/complex structures .....	21
Dilapidations .....	22
9. SERVICES AND EQUIPMENT .....	23
Audio-visual equipment .....	23
Booth stand construction .....	23
Carpet .....	23
Cleaning .....	23
Electrical installations .....	23
F & B Services .....	23
Flowers .....	23



Furnishing.....	23
Hostesses.....	23
Internet, phone/fax line, printer .....	23
Rigging .....	24
Scanning of name badges .....	24
Security .....	24
Waste disposal .....	24
Water.....	24
10. HEALTH AND SAFETY .....	25
Health and safety regulations .....	25
Children on-site .....	25
Evacuation.....	25
Fire precautions.....	25
Gangways and aisles.....	25
Insurance.....	25
11. MISCELLANEOUS.....	26
ECCO 2020 Pocket Guide and ECCO App entry.....	26
Floor loads.....	26
Microphones.....	26
Social events .....	26
Sponsoring .....	26



## 1. MAIN CONTACTS

### **ECCO Office**

ECCO Office  
Ungargasse 6/13  
1030 Vienna, Austria  
Tel.: +43-(0)1-710 22 42  
Fax: +43-(0)1-710 22 42-001  
E-mail: [ecco-congress@ecco-ibd.eu](mailto:ecco-congress@ecco-ibd.eu)  
URL: [www.ecco-ibd.eu](http://www.ecco-ibd.eu)

### **Exhibition & Sponsorship management**

Senior Management  
Congress Project Manager  
Congress Project Manager

Mr. Julian Nitsov ([j.nitsov@ecco-ibd.eu](mailto:j.nitsov@ecco-ibd.eu))  
Mr. Marson Tare ([m.tare@ecco-ibd.eu](mailto:m.tare@ecco-ibd.eu))  
Ms. Nóra Forgó ([n.forgo@ecco-ibd.eu](mailto:n.forgo@ecco-ibd.eu))

### **Registration & Exhibitor Registration**

Junior Registration  
Project Manager

Mr. Patrick Simon ([ecco20@ecco-ibd.eu](mailto:ecco20@ecco-ibd.eu))

---

### **Congress Website**

<https://www.ecco-ibd.eu/ecco20>

### **Congress Venue**

Reed Messe Wien (Entrance D)  
Trabrennstraße 7, 1020  
Vienna, Austria  
[www.messecongress.at](http://www.messecongress.at)

---

### **Audi-visual equipment**

Steinerlive.com GmbH  
Gewerbegebiet 11  
2100 Stetten-Korneuburg  
Tel: +43 2262 733 33 -0  
  
E-Mail: [info@steinerlive.com](mailto:info@steinerlive.com)

### **Catering services**

Gerstner Catering  
Messeplatz 1  
1020, Vienna, Austria  
  
Catering for stands:  
Ms. Rita Neunteufl  
E-mail: [messe@gerstner.at](mailto:messe@gerstner.at)  
  
Catering for Satellite symposia:  
E-mail: [ecc@gerstner.at](mailto:ecc@gerstner.at)



**Exhibition services**

STANDout  
Messeplatz 1  
1020, Vienna, Austria

Main contact: Sandra Hittinger  
E-mail: [sandra.hittinger@standout.eu](mailto:sandra.hittinger@standout.eu)

Secondary contact: Julia Reith  
E-mail: [julia.reith@standout.eu](mailto:julia.reith@standout.eu)

**International Freight  
Forwarding Agent &  
On-site Handling Agent**

IML – Messe Logistik GmbH  
Bruno-Kreisky-Platz 1  
1220 Vienna, Austria  
Tel: +43 660 301 6004

Mr. Karma Knoll  
E-mail: [ecco@iml-vienna.at](mailto:ecco@iml-vienna.at)

**Internet provider**

Kapsch BusinessComm AG  
Wienerbergstrasse 53  
1120, Vienna, Austria  
Tel: +43 50 811 88933

E-mail: [inbox.messe@kapsch.net](mailto:inbox.messe@kapsch.net)

**Security & Hostesses**

CAM Security GmbH  
Messeplatz 1  
1020, Vienna, Austria  
Tel: +43 1 72 99 09

E-mail: [messe@cam-security.at](mailto:messe@cam-security.at)

**Travel, Housing,  
Organisation of  
Social & Cultural Events**

Kuoni Destination Management Austria GmbH  
Lerchenfelder Gürtel 43  
1160 Vienna, Austria  
Tel: +43 1 319 76 90 44  
Fax: +43 1 319 11 80

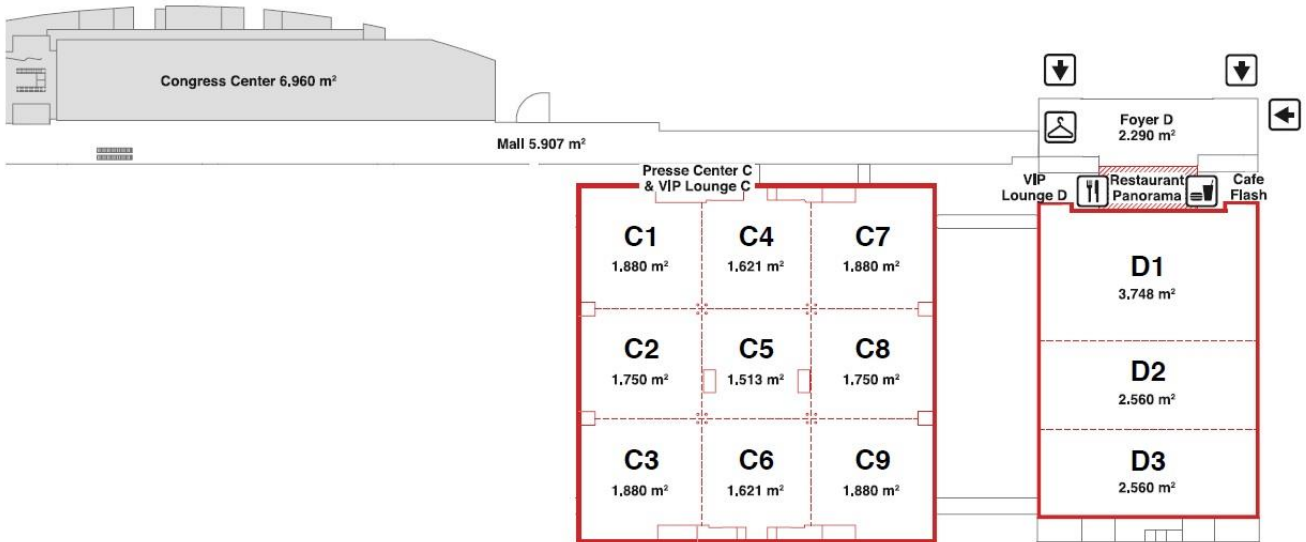
E-Mail: [ecco2020@kuoni-congress.com](mailto:ecco2020@kuoni-congress.com)

## 2. OVERVIEW OF CONGRESS VENUE

### Reed Messe Wien - Entrance D

Trabrennstraße 7, 1020, Vienna

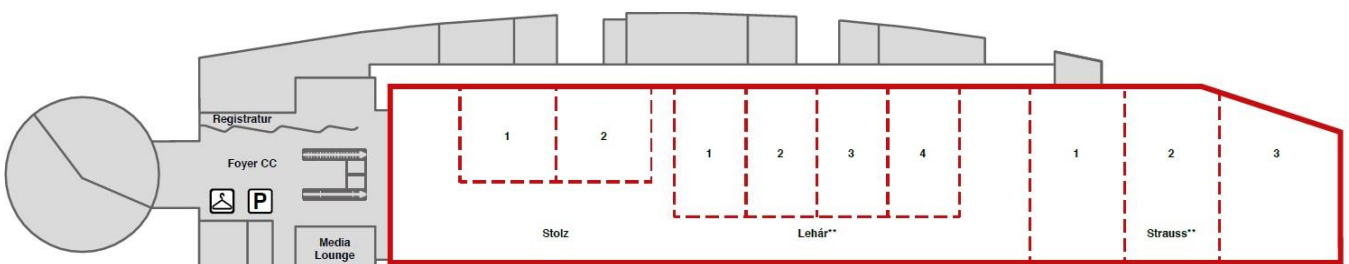
Congress Center & Exhibition Center: Hall C & Hall D



Congress Center, 1<sup>st</sup> floor

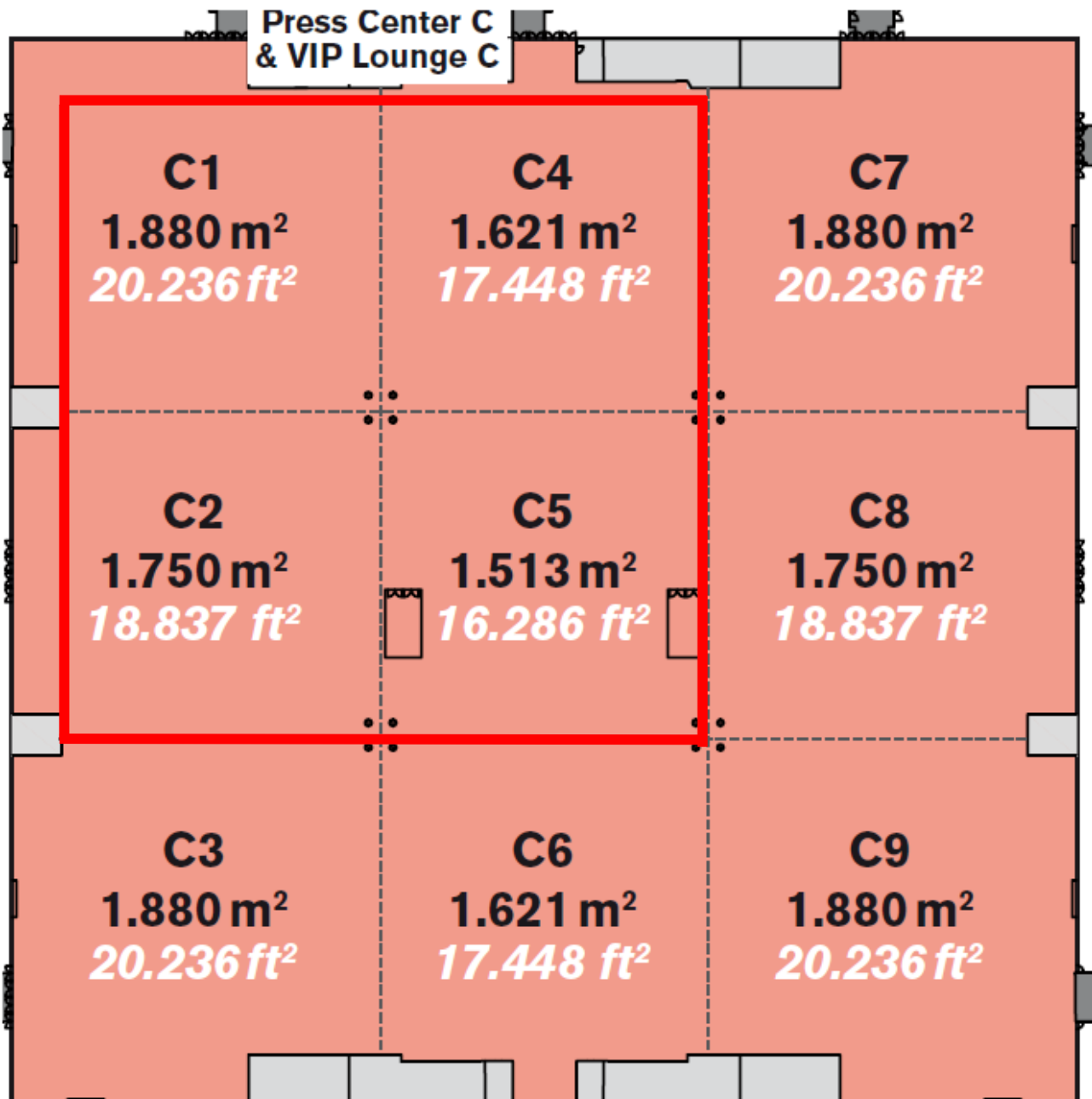


Congress Center, Ground floor



## EXHIBITION AREA

The industry exhibition will be held in Hall C in the exhibition area C1+C2+C4+C5 as indicated in the below image. The industry exhibition floor plan will be sent out around the middle of November to all exhibitors.





### 3. TIMING & DEADLINES

#### EXHIBITION TIME SCHEDULE

<b>Setup</b>	Monday, February 10, 2020 (against payment) Tuesday, February 11, 2020 <b>Note: only for stands <math>\geq</math> 40 sqm</b>	07:30-22:00
	Wednesday, February 12, 2020	07:30-22:00
	Thursday, February 13, 2020	07:30-10:00
	<b>Exhibition</b>	Thursday, February 13, 2020
	Friday, February 14, 2020	08:00-18:00
	Saturday, February 15, 2020	08:00-13:00
<b>Dismantling</b>	Saturday, February 15, 2020	13:00-22:00

Cost of Monday set-up: EUR 4200, - / booth

All empty boxes and tool boxes have to be removed from the aisles and all build-up must be completed by Wednesday at 22:00.

Dismantling after 22:00 on Saturday: EUR 750, - / hour for maximum two hours. Please inform ECCO at [ecco-congress@ecco-ibd.eu](mailto:ecco-congress@ecco-ibd.eu) if you expect to finish dismantling after 22:00.

---

#### CONGRESS DATES

June 7, 2019	⇒ Call for abstracts
November 21, 2019	⇒ Deadline for abstract submission (midnight, CET) <i>Note: No late-breaking abstract submission</i>
December 20, 2019	⇒ Notification of abstract acceptance
February 11-13, 2020	⇒ Setup of industry exhibition (3.5 days) <i>Note: February 10-11, 2020 only for stands <math>\geq</math>40 sqm</i>
<b>February 12-15, 2020</b>	⇒ <b>15<sup>th</sup> Congress of ECCO</b> <b>Inflammatory Bowel Diseases 2020</b>
February 15, 2020	⇒ Dismantling of industry exhibition (0.5 days)

---

#### EXHIBITION DEADLINES

<b>October 30, 2019</b>	⇒ <b>Deadline for booking exhibition space</b>
Within 30 days of invoice date	⇒ Receipt of balance payment
<b>December 4</b>	⇒ <b>Deadline for submitting booth designs.</b> Please include signed WIFI form! (page 27) Deadline for ordering special machinery (page 26)
February 5	⇒ Deadline for sending build-up staff list



---

### **REGISTRATION DEADLINES**

November 6, 2019

⇒ Deadline for early registration

January 29, 2020

⇒ Deadline for late registration

(after this date onsite registration only)

---

### **DEADLINES OF ORDERING SERVICES**

Reed Messe Wien cooperates with different companies to provide wide range of services for exhibitors. These companies have individual ordering deadlines so please check the overview on page 23-24. carefully.



## 4. EXHIBITOR/SPONSOR REGISTRATION

For any questions regarding registration please contact:

ECCO Office  
Tel: +43-(0)1-710 22 42  
Fax: +43-(0)1-710 22 42-001  
E-mail: [ecco20@ecco-ibd.eu](mailto:ecco20@ecco-ibd.eu)

To access the congress badges are required at all times except set-up and dismantling. All scientific and exhibitor badges will be distributed on-site at the registration counter. For access to the exhibition hall during official opening hours an exhibitor badge or a scientific badge must be presented. Scientific badges can be ordered at the cost of the published congress registration fees and will be invoiced to the exhibitor/sponsor before the congress. Regarding the access during set-up and dismantling time please see page 18.

### EXHIBITOR BADGES

**Exhibitor registrations** may be ordered free of charge through the **ECCO Portal**. Please follow these steps to register your exhibitors for the Congress:

1. To set up a registration, you must have an **account** with ECCO.
  - If you do not have one yet, please enter your e-mail address in the provided field under "Create a new account".
  - If you have forgotten your log in information, please use the field provided on the portal start page.
2. Once you have logged in, please check and complete **your contact information** by clicking on "**UPDATE MY ACCOUNT**".
3. To start your exhibitor registration, please select "**CONGRESS REGISTRATION**" and then click on "**REGISTER EXHIBITORS**".
4. Now please re-confirm your contact details, and enter the correct invoice address (incl. VAT number/Tax ID, if applicable).
5. You can now register yourself and/or as many exhibitors as needed.

**"ECCO Interaction: Hearts and Minds"** is THE networking event at the 15<sup>th</sup> Congress of ECCO. All delegates are cordially invited to participate in this evening event.

**Date:** Friday, February 14, 2020  
**Start time:** 20:00  
**Venue:** Wiener Konzerthaus, Lothringerstrasse 20, 1030 Wien

This event is open to all congress delegates with ticket. The price of an entrance ticket for exhibitors and sponsors is EUR 95.- (non-members of ECCO). Tickets can be purchased when registering for the congress, as described above.

Please note that there is a limited amount of tickets available and these are sold on a first come, first served basis.

Access to the event is strictly limited to those with ECCO Interaction tickets only. Please make sure that you bring your ticket with you. **NO TICKET SALES ON-SITE** at the venue.

## 5. DELEGATE/GROUP REGISTRATION

The registration counter will be located in the entrance hall in Foyer D of Reed Messe Wien. The ECCO Booth can likewise be found in the entrance hall. The ECCO Congress Office will be located in VIP Lounge C (Hall C).

Opening Hours - Registration Counter		
Tuesday	February 11, 2020	13:00-18:00
Wednesday	February 12, 2020	07:00-19:00
Thursday	February 13, 2020	07:00-19:00
Friday	February 14, 2020	07:00-19:00
Saturday	February 15, 2020	08:00-13:00

### REGISTRATION FEES – SCIENTIFIC PROGRAMME

FEE IN EUR (INCL. 20% AUSTRIAN VAT)	EARLY REGISTRATION UNTIL NOVEMBER 06, 2019	LATE REGISTRATION UNTIL January 29, 2020	ONSITE REGISTRATION AFTER January 29, 2020
<b>ECCO Member Congress registration fees</b>			
Regular/Regular (Y-ECCO) Member Congress fee	250.-	320.-	400.-
Nurse Member Congress fee	55.-	95.-	145.-
Affiliate Member Congress fee <sup>1</sup>	55.-	95.-	145.-
<b>Non-Member Congress registration fees</b>			
Non-Member Congress fee	605.-	685.-	770.-
Nurse Non-Member Congress fee <sup>2</sup>	355.-	395.-	545.-
Affiliate Non-Member Congress fee <sup>3</sup>	355.-	395.-	545.-
Patient Advocate Congress fee <sup>4</sup>	55.-	55.-	55.-

*1 Students/PhD Students registering at the Affiliate Member Congress fee must upload a certificate of their Student/PhD Student status during the registration process. If no certificate is being uploaded, the registration process cannot be completed.*

*2 Nurses registering at the Nurse Non-Member Congress fee must upload a certificate of their current nurse status and registration number during the registration process. If no certificate is being uploaded, the registration process cannot be completed.*

*3 Students/PhD Students, and delegates with the following professions may register for the Affiliate Non-Member Congress fee: Dietitian, Pharmacist, Psychologist. All delegates registering at this fee must upload a certificate of their professional status/Student or PhD Student status during the registration process. If no certificate is being uploaded, the registration process cannot be completed.*

*4 Patient Advocates registering at this fee must upload a proof of their membership of a Patient Advocate Association during the registration process. If no certificate is being uploaded, the registration process cannot be completed. Please note that you might not have access to industry sponsored satellite symposia*

**Note: ECCO Members 2020 save between approx. EUR 250.- and EUR 400.- on their registration. [Become a member now!](#) ECCO Members – please make sure you have paid up your ECCO Membership fee 2020 before registering (no refunds). After paying the membership fee for 2020 please allow up to 5 working days before trying to register as an ECCO Member for the Congress.**

**Registration fee for the scientific programme includes:**

- Access to all scientific sessions
- Access to poster exhibition
- Access to industry exhibition
- Free copy of all congress documentation
- Certificate of attendance
- Access to congress abstracts
- Congress bag
- Coffee breaks

**Important note for Industry Partners:**

**ECCO will not provide a free luncheon for delegates on Friday, February 14, 2020 during the official lunch break. Instead, there will be cash catering stations. Exhibitors are welcome to provide catering for delegates at their booths subject to the Code of Practice – refer to p. 45 of the [ECCO'20 Exhibitor & Sponsor Prospectus](#). Please note that all your catering orders need to go through the official exclusive ECCO'20 caterer.**

**REGISTRATION FEES – EDUCATIONAL PROGRAMME**

EDUCATIONAL ACTIVITY	REGISTRATION FEE IN EUR (incl. 20% AUSTRIAN VAT)
2 <sup>nd</sup> ECCO-ESGAR Basic Imaging Workshop <sup>1</sup> Group 1	150.-
2 <sup>nd</sup> ECCO-ESGAR Basic Imaging Workshop <sup>1</sup> Group 2	150.-
5 <sup>th</sup> D-ECCO Workshop	50.-
5 <sup>th</sup> EpiCom Workshop <sup>1</sup>	80.-
5 <sup>th</sup> H-ECCO IBD Masterclass <sup>1</sup>	80.-
5 <sup>th</sup> Basic ECCO: EduCational COurse for Industry <sup>2</sup>	750.-
6 <sup>th</sup> Y-ECCO Basic Science Workshop <sup>1</sup>	80.-
6 <sup>th</sup> N-ECCO Research Forum	15.-
7 <sup>th</sup> ECCO-ESGAR Ultrasound Workshop Advanced <sup>1</sup>	100.-
7 <sup>th</sup> P-ECCO Educational Course <sup>1</sup>	80.-
7 <sup>th</sup> ClinCom Workshop <sup>1</sup>	80.-
8 <sup>th</sup> SciCom Workshop <sup>1</sup>	80.-
9 <sup>th</sup> S-ECCO IBD Masterclass <sup>1</sup>	150.-
11 <sup>th</sup> N-ECCO School	n.a.
14 <sup>th</sup> N-ECCO Network Meeting	25.-
18 <sup>th</sup> IBD Intensive Advanced Course	n.a.

<sup>1</sup> 50% reduction for Y-ECCO, Affiliate & IBD nurse Members

<sup>2</sup> EUR 500.- for ECCO Corporate Members

Please note that **ECCO Membership** (paid membership fee 2020) is a **pre-requisite for most educational activities** (please sign up [here](#)).

Please register for these educational activities in advance within the online ECCO Congress registration (no onsite registration possible). The number of participants for each educational activity is limited. Registration will be on a first come, first served basis.

To register for the **5<sup>th</sup> Basic ECCO: EduCational COurse for Industry**, please contact the ECCO Office ([ecco20@ecco-ibd.eu](mailto:ecco20@ecco-ibd.eu)).

**Note: Please bear in mind that the registration deadline for the educational activities is January 29, 2020.**



## GROUP REGISTRATION

To guide you through the process, the ECCO Office has produced these [Registration Tutorial Videos](#), and we also invite you to consult the [Registration FAQ](#).

To register your delegate(s) for ECCO'20 please log in onto the [ECCO Portal](#), select "**CONGRESS REGISTRATION**" and then "**REGISTER A GROUP**".

To register a group of exhibitors for ECCO'20 please refer to the information on page 12., or contact the ECCO Office at [ecco20@ecco-ibd.eu](mailto:ecco20@ecco-ibd.eu) for more information.

- **Early no-name registration for groups - by November 13, 2019**

It is now possible to buy a certain number of **early non-member registrations online** (without providing delegate details at this stage) and profit from the early registration fee by paying in full before November 13, 2019. You can purchase the quantity of registrations you need directly online, however, the delegate details do not need to be provided before January 15, 2020. To register a no-name group at the non-member fee, please log in on the [ECCO Portal](#), select "**CONGRESS REGISTRATION**" and then "**Buy Early, Non-Member Registrations (without names)**".

- **Early Member/ Late Member & Non-Member registration for groups**

If you only wish to purchase **Member congress registrations and Non-Member late congress registrations**, please use the regular "**REGISTER A GROUP**" option. These registrations **can be added directly online by the group leader**. Please select "Add participant" and follow the step by step process.

To purchase **early member registrations** the delegates' **ECCO Membership fee 2020** must have been already paid and confirmed before their congress registration! Please allow approx. 5 business days between the membership fee payment and the date of the congress registration. We strongly advise to pay the membership fee well in advance to avoid trouble when registering close to the congress registration deadlines. If you have any questions regarding the payment of the membership fee of your delegates, please contact the ECCO Office at [ecco@ecco-ibd.eu](mailto:ecco@ecco-ibd.eu).

During the registration process we will ask you for the following information:

- Your personal contact details
- The invoice details for this registration
- Delegate details
  - Full name and title
  - Personal address of **each delegate** (institute/company or private address including city and country)
  - Personal e-mail address of each delegate (individual e-mail address for each delegate – the same e-mail address cannot be used twice)
  - Profession
  - Member ID (if applicable, to benefit from the reduced member congress fees)

Agency address and agency email address as registration data for the delegates cannot be accepted.



- **Registration Payment deadlines**

<b>EARLY REGISTRATION FEES</b>	<b>Deadline:</b> November 6, 2019, 23:59 CET	
<b>EARLY REGISTRATION FEE PAYMENT</b>	<b>Deadline:</b> November 13, 2019, 23:59 CET	In case the full amount of the Early Registration fee has not been received, the late registration fee will automatically become effective.
<b>LATE REGISTRATION FEES</b>	<b>Deadline:</b> January 29, 2020, 23:59 CET	
<b>LATE REGISTRATION FEE PAYMENT</b>	<b>Deadline:</b> February 3, 2020, 23:59 CET	In case the full amount of the Late Registration fee has not been received, the onsite registration fee will automatically become effective.



## 6. BASICS OF EXHIBITION

---

### GENERAL EXHIBITION REGULATIONS

We refer to the ["General regulations of exhibition in the Reed Messe Wien"](#) which can be downloaded from the congress website.

**Please note that all exhibitors are required to comply with the guidelines stipulated by Reed Messe Wien.**

We also refer to the terms and conditions outlined in the ["ECCO'20 Exhibitor & Sponsor Prospectus"](#).

### Codes & compliance

It is the exhibitor's/sponsor's responsibility to consult and comply with guidelines and codes of practice applicable to Austria, Pharmig Code of Conduct [www.pharmig.at](http://www.pharmig.at), EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.eu](http://www.efpia.eu), IFPMA (International Federation of Pharmaceuticals Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) and EUCOMED [www.eucomed.be](http://www.eucomed.be) Code of Practice with regard to the promotion of medicines, as well as the regulations of EACCME (The European Accreditation Council for CME) [www.uems.eu/uems-activities/accreditation/eaccme](http://www.uems.eu/uems-activities/accreditation/eaccme).

All of the submitted application forms to exhibit at or sponsor the 15<sup>th</sup> Congress of ECCO imply that the exhibitor/sponsor has reviewed the applicable guidelines and codes, will adhere to these and accepts sole liability in case of non-compliance with the prevalent codes.

---

### OPENING HOURS

Thursday: 10:30-18:00  
Friday: 07:15-18:00  
Saturday: 08:00-13:00

Exhibitors must ensure that their stand is ready for display by the opening time on the first day of the event. Any stand that is not ready by this time will be asked to cease building until it is deemed safe for the building of the stand to continue. Exhibition stands are not permitted to be dismantled before the closing time on the final day of the exhibition. Build-up & dismantling staff will not be granted access to the exhibition hall during open times. Regarding access of the stands please check page 18.

---

### HALL FLOOR

The floor in the exhibition hall of the Reed Messe Wien is made of mastic asphalt (black). The use of carpet in the booths is highly recommendable. Please see the details on on page 23.

---

### SMOKING

Please be advised that the entire Messe Wien Exhibition & Congress Center is completely smoke free.

---

### DISABLED ACCESS

The Messe Wien Exhibition & Congress Center is disabled friendly. Regarding booth design please refer to the content on page 20.

---

### CURRENCY

Payments will be accepted in EUR.



## 7. ACCESS & DELIVERY

### ACCESS FOR DELIVERIES

The congress venue is Reed Messe Wien.

Reed Messe Wien – Entrance D  
Trabrennstraße 7, A-1020,  
Vienna, Austria

The exhibition will take place in Hall C of the Reed Messe Wien in the exhibition halls C1, C2, C4, C5.

**For deliveries please use Gate 1 at Trabrennstraße at the back of the building** (see map below).

**Build-up staff members** should also use **Gate 1** to get their accreditation (see page 18).



Vehicles are granted access to the exhibition grounds with official time-slots depending on the exhibit size. Every truck driver gets a ticket to open the gate when entering the fairground. **The ticket is valid for 3 hours.** If the truck driver **stays more than 3 hours** on the premises a **fine of EUR 100 will be charged.** Therefore, as soon as loading/unloading is finalized, the vehicles must leave the loading bay.

**Vehicles are not allowed inside the exhibit halls.** Only forklift trucks operated by the official logistics partner IML are permitted within the loading bay and halls.



### **Truck driving bans in Austria:**

- Weekend driving ban: This applies throughout Austria from Saturday, 15:00 to Sunday, 22:00 and on public holidays from midnight until 22:00 applies to
  - Lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
  - Lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.
- General night-time driving ban: This applies on all Austrian roads for heavy goods vehicles with more than 7.5 t mpw between 22:00 and 05:00.

---

### **ACCESS TO THE EXHIBITION HALL**

During set-up and dismantling the build-up staff members need to wear special accreditation. Any person without accreditation is not permitted to access the exhibition area.

- Distribution of accreditation: Gate 1, upon arrival
- List of staff: Please send the list of the build-up staff members including the main contact person and his/her phone number to the ECCO Office at [ecco-congress@ecco-ibd.eu](mailto:ecco-congress@ecco-ibd.eu) by **February 5, 2020**.
- Additional accreditation request on site: Only the main contact person has the right to ask for additional accreditation on site if it is necessary due to last minute staff changes.

Starting from the beginning of the exhibition (10:30 on Thursday, February 13, 2020) the access to the exhibition area is possible only with an exhibitor badge, so please consider carefully which staff members are required only during the build-up & dismantling and who should be there during the exhibition.

Exhibitors can pick up exhibitor badges during the opening hours of the registration counter starting from 07:00 on Wednesday, February 12, 2020. You can find the opening hours of the registration counter on page 12.

---

### **DELIVERY/STORAGE**

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

#### **IML**

Internationale Messe Logistik  
Austria Center Vienna  
Bruno-Kreisky-Platz 1  
A-1220 Vienna, Austria  
Cell: +43 660 2647582

Contact Person:

Mr. Karma Knoll ([ecco@iml-vienna.at](mailto:ecco@iml-vienna.at))

Please find information on storage in the [exhibitor shipping kit](#).

Please kindly note that the Reed Messe Wien will not accept any kind of delivery. Similarly, there is no storage available at the Reed Messe Wien.

---

### **DELIVERY SCHEDULING**

Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML - Messe Logistik GmbH in advance and not later than 15.01.2020 with the following information:-

- Name of Exhibitor and/or stand contractor
- Size of shipment
- Requested date and time of delivery



After reconfirmation we ask you for the following information:

- On-site contact name and ID-number
- cell phone number and Truck plate number
- Carrier's name
- Driver's contact name, ID-number and cell phone number

---

#### **PARKING**

Parking will not be available at Reed Messe Wien. Parking space for lorries needs to be arranged individually by each exhibitor. Exhibitors are encouraged to refer to the [Austrian motorway operator's smartphone application](#) in order to check the availability and other matters related to lorry parking.

## 8. BOOTH REGULATIONS

---

### ALLOCATION

ECCO will endeavour to meet the exhibitor's wishes regarding stand allocation.

Should it be considered necessary in terms of the subject of the event, ECCO or the organisers shall be entitled to divide off the individual exhibition areas by means of stable partitions (2.5m high, 1.5m wide).

The industry exhibition floor plan will be sent out around the middle of November to all exhibitors.

---

### HEIGHT LIMIT OF STANDS

A stand height limit of **4.5 metres** has been set by ECCO and must not be exceeded in the entire exhibition hall. This means that construction cannot exceed this height while elements that are hanging on rigging have to be below.

This limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor.

Please note that multi-deck stands are not allowed.

Stands with a height over 4.5 metres arriving on site will NOT be permitted to be built.

---

### BOOTH LAYOUT

The stand should be identified by an accurate company name.

For island (4 open sides) and peninsula (3 open sides) stand types, ECCO imposes that a line of sight through the stand from aisle to aisle is possible from each open side.

Walls, towers and solid structures cannot be erected across the entire open side of a booth. The maximum percentage such structures can cover is 50%.

The design and furnishings of the stand must not offend against good taste; nor must they have a political character or disturb any persons or other furnishings and equipment.

Exhibitors should ensure that their stands are fully accessible to allow unrestricted access to disabled visitors.

Exhibitors shall not extend their stand beyond the agreed size without written permission from ECCO.

Where permission has been given, the additional dimensions of the stand shall be taken into consideration to calculate the final revised rental charges. Permission granted to exceed the normal height of the partitions shall in all cases be subject to approval of the lessees of all adjacent stands.

The congress organiser maintains the right to deviate from the stand confirmation and to allocate a stand in a different spot, to amend the size of the booth, to alter entrances and to carry out similar structural changes should unforeseen circumstances make this necessary. Alterations to an agreement will be made after mutual consultation.

---

## APPROVAL OF BOOTH DESIGN

Each design will be examined by the ECCO Office and will be subject to approval. All stand designs are subject to ECCO's approval in the interests of designing a well-designed and open exhibition and the principle of fairness to all exhibitors.

Please note that all exhibitors are obliged to send their booth designs to ECCO ([ecco-congress@ecco-ibd.eu](mailto:ecco-congress@ecco-ibd.eu)) by **December 4, 2019**.

Approval of your booth design can only be given when the WIFI agreement has been submitted. Please find the form in the annex enclosed.

---

## CANCELLATION OF BOOTH

No exhibitor may repudiate the exhibitor's contract once application has been submitted and accepted in writing. In the exceptional case that ECCO agrees to a cancellation of the rental agreement, the exhibitor shall be liable to pay the agreed charge for the reserved exhibition space in full.

---

## DEMONSTRATIONS ON STANDS

Please contact the exhibition organiser as soon as possible if you wish to hold any live demonstrations on your stand, including any loud electrical appliances or displays requiring the use of heat, naked lights, lamps, gas, etc.

---

## ONSITE INSPECTION BY A CIVIL ENGINEER/COMPLEX STRUCTURES

Following the rules of Reed Messe Wien, for safety purposes, all structures which could endanger life and limb if improperly assembled will be inspected by a civil engineer during exhibition set-up. The inspection is prearranged by the congress organizer. Structures that will be inspected are:

- **Rule 1** All overhead structures, i.e. all structures suspended from the ceiling, roof, suspension points, etc., with the exception of fabric decorations which would not endanger life and limb in the event of collapse.
- **Rule 2** All stands with an accessible level higher than 40cm above hall finished floor level (FFL). Exception: Surfaces consisting of approved platform elements with an approved distributed load of at least 500kg/m<sup>2</sup> and a maximum height of 80cm.
- **Rule 3** All exhibition stand and truss structures with a constructed area of over 25m<sup>2</sup> and a height of over 4m.
- **Rule 4** All exhibition stand and truss structures with a constructed area of less than 25m<sup>2</sup> and a height of less than 4m where the aspect ratio of the floor area of the stand to the height is greater than 1:3, even if this only applies to one relevant side (danger of tipping over).
- **Rule 5** All free-standing uprights, e.g. truss uprights on steel plinths with lighting rigging that are over 2.5m high, where they would endanger life and limb if they tipped over. The same applies to free-standing pillars and similar structures.
- **Rule 6** All free-standing single walls that are not adequately secured by the use of suspension points, where tipping over would endanger life and limb.
- **Rule 7** All structures, the erection of which calls for an extensive knowledge of structural engineering.
- **Rule 8** All structures for which the licensing authority requires an individual acceptance report.

All other constructions that do not fall into those categories still have to be built in a stable manner and must be state of the art.



During the inspection construction plans, certification of the structural elements, truss spreadsheets etc., as well as static calculations for free standing elements and multi-storey stands must be presented to the civil engineer upon request. The constructions and their calculations have to align with the European Norm EN13814 - Fairground and amusement park machinery and structures – Safety (in their currently valid version).

Please make sure to have the documentation ready at the booth during set-up to be sure of a favorable report.

---

### **DILAPIDATIONS**

You are reminded that you will be charged for damages caused by your staff or contractors to the hall or stand area, including the floor. Any tape used to secure flooring must be removed at the end of the exhibition. All stands must be entirely self-supporting; under no circumstances should anything be attached to the fabric of the venue. Nails and screws must not be used in either the floors or the walls of the venue, nor must anything be attached to roof bars or trusses.

## 9. SERVICES AND EQUIPMENT

Item	Supplier	Contact	Ordering	Deadline
<b>Audio-visual equipment</b>	Steiner	<a href="mailto:info@steinerlive.com">info@steinerlive.com</a>	<a href="#">form</a>	12.01.2020
<b>Booth stand construction</b>	STANDout	Sandra Hittinger +43-1-72720-6231 <a href="mailto:sandra.hittinger@standout.eu">sandra.hittinger@standout.eu</a>  Julia Reith +43-1-72720-6224 <a href="mailto:julia.reith@standout.eu">julia.reith@standout.eu</a>	<a href="#">form</a>  <a href="#">webshop*</a>	Regular: 08.01.2020  Late: 25% surcharge Delivery may depend on stock availability.  On-site: until exhibition starts with 25% surcharge. On site orders, will not be guaranteed before the opening.
<b>Carpet</b> The floor in the exhibition hall is made of mastic asphalt (black). The use of carpet in the booths is strongly recommended.				
<b>Cleaning</b> General cleaning of the aisles on congress days will be arranged by ECCO. Exhibitors are responsible for the cleaning of their booths.				
<b>Electrical installations</b> The main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections.				
<b>F &amp; B Services</b> Gerstner Catering has the sole rights to all food and beverages consumed at the Reed Messe Wien. All food and beverages and any associated catering equipment must be ordered through Gerstner. The sale of food and beverages at the stands is not authorized.	Gerstner Catering	Catering for stands: Rita Neunteufl E-mail: <a href="mailto:messe@gerstner.at">messe@gerstner.at</a>  Catering for Satellite symposia: E-mail: <a href="mailto:ecc@gerstner.at">ecc@gerstner.at</a>	<a href="#">Booth catering online form</a>  <a href="#">Satellite symposia catering document</a>  <a href="#">Meeting room and symposia catering online form</a>	Booth catering: complex order 3 weeks prior event, only drinks 2 weeks prior  Satellite symposia: 3 weeks prior event
<b>Flowers</b>	STANDout	Sandra Hittinger Julia Reith	<a href="#">form</a>  <a href="#">webshop*</a>	Regular: 08.01.2020 Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
<b>Furnishing</b>				
<b>Hostesses</b>	CAM	<a href="mailto:messe@cam-security.at">messe@cam-security.at</a>	<a href="#">form</a>	29.01.2019
<b>Internet, phone/fax line, printer</b> Exhibitors are not allowed to install and use their own WIFI connection due to possible disturbances and disruptions to	Kapsch	<a href="mailto:inbox.messe@kapsch.n">inbox.messe@kapsch.n</a>	<a href="#">Online ordering</a>	Regular: 22.01.2020  Late: 07.02.2020



the official WIFI provided by KAPSCH. Please sign the Agreement to use only the WIFI provided by KAPSCH (see Annex) and return it together with the booth design by December 4, 2019.		<a href="#">et</a>		On-site: call to check possibilities
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------	--	-----------------------------------------

Item	Supplier	Contact	Ordering	Deadline
<b>Rigging</b> If you are planning to do rigging at your booth, please contact the ECCO Office at: <a href="mailto:ecco-congress@ecco-ibd.eu">ecco-congress@ecco-ibd.eu</a>	STANDout	Sandra Hittinger Julia Reith	<a href="#">form</a> <a href="#">webshop*</a>	Regular: 08.01.2020 Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
<b>Scanning of name badges</b> The scanners can be picked up at the registration counter and need to be returned to the registration by the end of the congress. Upon return of the scanners ECCO will provide industry with statistical information (gender, country and profession). The scanners can be used for statistical information only and NO delegate data will be decoded and provided. Price: EUR 450,- / scanner	Via ECCO Office	<a href="mailto:ecco-congress@ecco-ibd.eu">ecco-congress@ecco-ibd.eu</a>	<a href="#">form</a>	03.01.2019
<b>Security</b> A general security service (not stand security) will be provided by the ECCO Congress organizer during the opening hours but not provided during the night. If you require special stand security and/or night security, please order it.	CAM	<a href="mailto:messe@cam-security.at">messe@cam-security.at</a>	<a href="#">form</a>	29.01.2019
<b>Waste disposal</b> Exhibitors are responsible for correct and environmentally friendly waste disposal during setup, exhibition and dismantling. Any materials left behind will be disposed of without ascertaining their value, and at the exhibitor's expense, and this will incur a higher charge.	STANDout	Julia Reith Sandra Hittinger	<a href="#">form</a> <a href="#">webshop*</a>	Regular: 08.01.2020 Late: 25% surcharge On-site: until exhibition starts, 25% surcharge
<b>Water</b> Only a few spaces have the possibility to get a water connection. Given an existing water connection, please refer to the STANDout order form.				

**\*Online orders:**

Please be aware that you have to register an account to order via the STANDout webshop – please enter your full company's details – especially the VAT number in the registration process. The processing of your registration can take up to 72 hours – please consider this time frame in connection with the order deadline. Online orders will be processed individually; you will receive an official order confirmation.





## 10. HEALTH AND SAFETY

---

### HEALTH AND SAFETY REGULATIONS

Please pay particular attention to guidelines on health and safety as outlined in ["General regulations of exhibition in the Reed Messe Wien"](#).

---

### CHILDREN ON-SITE

For health and safety reasons it is not permitted to allow children and adolescents under the age of 18 on-site during an exhibition build or breakdown period.

---

### EVACUATION

Please keep the corridors and emergency exits clear.

---

### FIRE PRECAUTIONS

Fire, candles, welding, hot works, sparks and flammable products are forbidden on the premises of Reed Messe Wien.

---

### GANGWAYS AND AISLES

Under no circumstances should exhibition stands, materials, furniture or the like encroach into the aisles and gangways of the exhibition. These aisles are pre-determined and act as a means of escape in the event of an emergency.

---

### INSURANCE

Exhibitors are kindly asked to acquire sufficient insurance. Exhibitors are obliged to have a public liability insurance which covers all injuries to persons and damages that might occur in connection with the exhibition.

The exhibition organisers accept no responsibility for the damage or loss of any materials introduced into the venue by exhibitors and/or their contractors. Every step should be taken to ensure the security of your stand and the items contained within, with the recommendation that insurance by undertaken where applicable.



## 11. MISCELLANEOUS

---

### **ECCO 2020 POCKET GUIDE AND ECCO APP ENTRY**

The ECCO 2020 Pocket Guide will be available at the congress and will feature information on the exhibition. As exhibitor, your company name and booth number will be displayed in the Pocket Guide. This holds true for the ECCO App that debuts for the 15<sup>th</sup> Congress of ECCO.

---

### **FLOOR LOADS**

The weight load of the exhibition hall (areas C1, C2, C4, C5) in use is 1,600 kg/m<sup>2</sup>. Special requirements, such as special machinery, including loading and unloading need to be communicated to the congress organiser in advance, by **December 4, 2019** ([ecco-congress@ecco-ibd.eu](mailto:ecco-congress@ecco-ibd.eu)) so that the congress organiser can study the eventual technical solutions to allocate the element.

---

### **MICROPHONES**

The use of microphones is permitted only after receiving prior approval from the exhibition organiser and should not be at a volume that disturbs other exhibitors.

---

### **SOCIAL EVENTS**

ECCO Interaction: Hearts and Minds is THE social event at the ECCO congress and open to all congress delegates. Read more on page 11.

---

### **SPONSORING**

If you would like to become a sponsor of the 15<sup>th</sup> Congress of ECCO, please see the [ECCO'20 Exhibitor & Sponsor Prospectus](#).



**Exhibitor agreement to use only the WIFI provided by the official supplier  
at the 15<sup>th</sup> Congress of ECCO – Inflammatory Bowel Diseases 2020 in Vienna**

Please note that it is an exhibition requirement to sign this form and return it together with your booth design by December 4, 2019. Approval of your booth design can only be given when this WIFI agreement has been submitted.

- I will not use WIFI, and will not set up my own WIFI connection
- I require WIFI and agree to order it with KAPSCH and will not use my own WIFI connection

**The undersigned**

**Contact Person Name:** \_\_\_\_\_ (hereinafter referred to as "representative"),

Phone number: \_\_\_\_\_, email: \_\_\_\_\_

Declares and warrants on behalf of

**Company Name:**

\_\_\_\_\_ (hereinafter referred to as "exhibitor")

that the exhibitor will refrain from installing and using a Wireless Network but will only use the one provided by KAPSCH (hereinafter referred to as "supplier").

The ECCO'20 Congress organiser will provide contact details of the supplier to enable the exhibitor to order WIFI/internet and all technical equipment necessary, directly with the supplier, so that all requirements and needs of the exhibitor are met.

Should the exhibitor be found to violate this agreement by setting up their own WIFI connection and/or cause disturbances in the performance of any official WIFI provided by the supplier, then this exhibitor will be charged with a fee of EUR 2.000.-, and is asked to immediately shut down their own WIFI connection.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_