European
Crohn's and Colitis
Organisation

Exhibition Manual

22nd CONGRESS OF ECCO
- Causes of IBD -

Copenhagen, March 3-6, 2027

Responsible organisation
European Crohn's
and Colitis Organisation
ECCO Office
Ungargasse 6/13,
1030 Vienna, Austria
www.ecco-ibd.eu

contracting partner:
OCEAiN GmbH, the congress
business unit of ECCO

Congress venue
Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen
www.bellacenter.dk

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1. MAIN CONTACTS

ECCO Office

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

Exhibition & Sponsorship management

Senior Management	Mr. Julian Nitsov (j.nitsov@ecco-ibd.eu)
Senior Congress Project Manager	Ms. Nóra Forgó (n.forgo@ecco-ibd.eu)
Congress Project Manager	Mr. Danilo Bošković (D.Boskovic@ecco-ibd.eu)

Registration & Exhibitor Registration

Registration Team: ecco27@ecco-ibd.eu

Congress Website

https://www.ecco-ibd.eu/ecco27

Exhibition services (Catering, AV, Furniture, etc)

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen
E-Mail: ECCOexpo@bellacenter.dk

Catering

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen
E-Mail: ECCOexpo@bellacenter.dk

International Freight Forwarding Agent & On-site Handling Agent

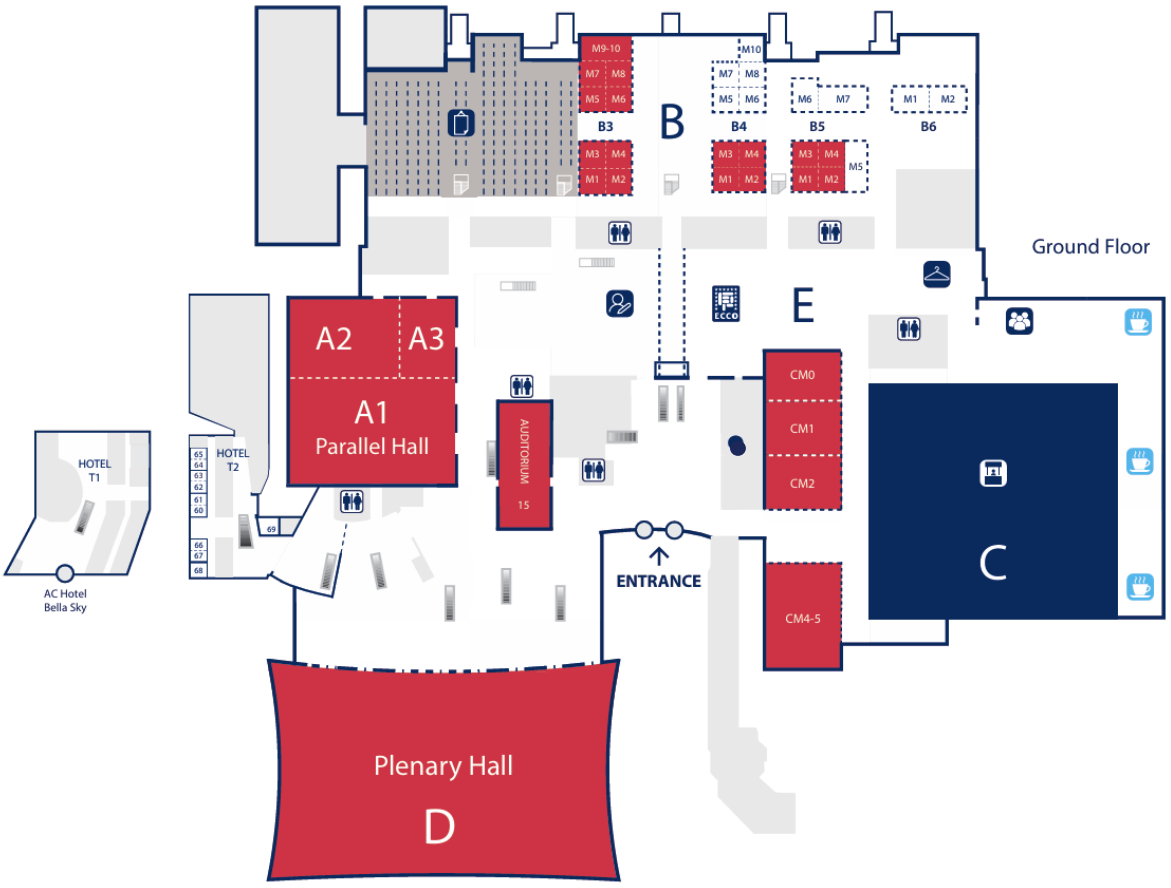
IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
1220 Vienna, Austria
Tel: +43 676 842118 203
Mr. Karma Knoll
E-mail: ecco@iml-vienna.at

Travel, Housing, Organisation of Social & Cultural Events

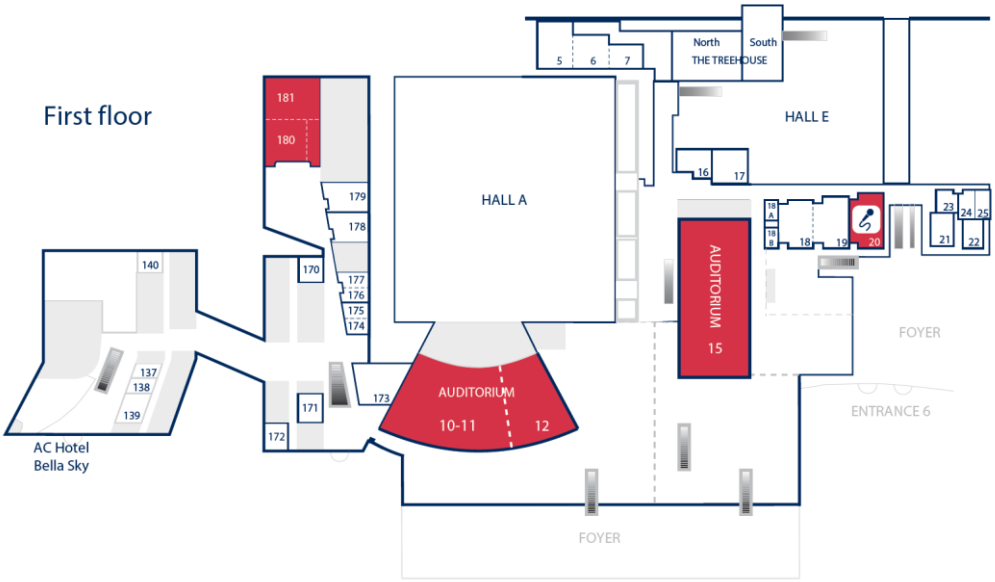
Kuoni Tumlare Congress
Anna Fornells & Karin Amstler
Tel: +34 93 505 2500
E-Mail: ecco2027@kuonitumlare.com
Kuoni Destination Management Austria GmbH
Am Modenapark 10/9
1030 Vienna, Austria

2. OVERVIEW OF CONGRESS VENUE

Bella Center Copenhagen - Center Boulevard 5, DK-2300 Copenhagen
Congress Center & Exhibition (Hall C), ground floor



Congress Center, 1st floor



Cloakroom
Registration Desk
Speakers' Centre
Poster Exhibition
Industry Exhibition
Members' Lounge
ECCO Booth
Causes of IBD Exhibition (TBC)
Silent Room
Pack your own Congress bag (TBC)
Satellite Symposia Catering (TBC)
Scientific Coffee Break

3. TIMING & DEADLINES

EXHIBITION TIME SCHEDULE

Setup	Sunday, February 28, 2027 Monday, March 01, 2027 **Note: only for stands ≥ 50 sqm**	07:30-22:00
	Tuesday, March 2, 2027	07:30-22:00
	Wednesday, March 3, 2027	07:30-22:00
	Thursday, March 4, 2027 Note: empties must be removed from the hall on Wednesday and on Thursday only light decoration work is allowed.	07:30-10:00
Exhibition	Thursday, March 4, 2027	10:30-18:00
	Friday, March 5, 2027	08:00-18:00
	Saturday, March 6, 2027	09:00-13:30
Dismantling	Saturday, March 6, 2027 Note: empties can only be taken into the hall once chain hoists have come down. Estimated: an hour after closing of the event (~ 14:30)	13:30-22:00

Costs of additional set-up and dismantling:
Cost of Sunday set-up: EUR 5900, - / booth
Cost of Monday set-up: EUR 4900, - / booth
Dismantling after 22:00 on Saturday: EUR 900,- / hour for a maximum of two hours.
Booking of these extra days/hours works via the **ECCO Industry Webshop**.

Early access:
The official opening of the industry exhibition is Thursday, March 4, 2027, at 10:30 am. Only delegates holding an "Exhibition access only" or "Industry congress fee" badges have early access to the exhibition hall on Wednesday, Thursday and Friday from 7:30 and on Saturday from 8:30.

Exhibition hall cleaning and maintenance:
All empties must be removed from the hall on Wednesday and on Thursday only light decoration work is allowed. Vacuum cleaning of aisles and booths will be provided during the night of Wednesday March 3, 2027. If you wish to have additional cleaning, please order it via the Bella Center webshop (see page 19-20).

CONGRESS DATES

February 28, March 4, 2027	Setup of industry exhibition (2,5 days)
	Note: Feb. 28 and March 1, 2027 only for booths larger than 50sqm
March 3-6, 2027	**22nd Congress of ECCO**
March 6, 2027	Dismantling of industry exhibition (0,5 days)

EXHIBITION DEADLINES

September 30, 2026	Deadline for booking exhibition space
Within 30 days of invoice date	Receipt of balance payment
October 31, 2026	Providing the name of the main contact person handling complimentary badges
November 15, 2026	Providing the name and contact of exhibition agency, if employed.
January 8, 2027	**Deadline for submitting booth designs to ECCO**
January 25, 2027	Deadline to book early set-up days & late dismantling (ECCO Webshop)
January 25, 2027	Order deadline of badge scanners (ECCO Webshop)
February 1, 2027	Special catering orders exceeding webshop availability
February 3, 2027	Order deadline of several services of Bella Center (see on page 19-20)

REGISTRATION DEADLINES

September, 2026	Registration Opens
November 18, 2026	Deadline for early registration
February 10, 2027	Deadline for late registration
	(after this date, onsite registration fee only)

4. EXHIBITOR/SPONSOR REGISTRATION

For any questions regarding registration please, contact:

ECCO Office
Tel: +43-(0)1-710 22 42
E-mail: ecco27@ecco-ibd.eu

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

Industry registration fee:
We would like to draw your attention to the **Industry congress & early exhibition access fee,** including access to the Scientific Programme and early access to the exhibition.

Below the two types of industry fees that you can choose from:

Exhibitor registration fees* (including VAT)	Early registration until November 18, 2026	Standard registration until February 10, 2027	Late registration after February 10, 2027
Exhibition access only	250.-	250.-	250.-
Industry congress & early exhibition access	850.-	890.-	980.-

*Access to on-demand congress platform included

Exhibition access only: Early access to the exhibition hall on Wednesday, Thursday and Friday from 7:30 am and on Saturday from 8:30 am.

Industry congress & early exhibition access: Access to the Scientific Programme and early access to the exhibition hall on Wednesday, Thursday and Friday from 7:30 am and on Saturday from 8:30 am.

Company representatives who have a delegate's scientific badge or an educational activity only will **NOT** be allowed to enter the industry exhibition outside of the official opening hours below, neither for walking through nor team meetings or any internal company gatherings. No exception will be allowed.

Official opening hours of the Industry Exhibition:

- Thursday, March 4, 2027: 10:30-18:00
- Friday, March 5, 2027: 8:00-18:00
- Saturday, March 6, 2027: 9:00-13:30

5. HOW TO REGISTER

1. **Exhibition access only / Industry congress & early exhibition access** may be ordered through the **ECCO Portal**.

   Please follow these steps to register **yourself** for the Congress:
   - ➔ To set up a registration, you must have an **account** with ECCO.
     - If you do not have one yet, please enter your general information in the provided fields under "Sign up".
     - If you have forgotten your log in information, please click "Don't remember your password?".
   - ➔ Once you have logged in, please check and complete your contact information by clicking on "UPDATE MY ACCOUNT"
   - ➔ To start your exhibitor registration, please select "CONGRESS REGISTRATION" and then click on "REGISTER MYSELF"
   - ➔ Now please re-confirm your contact details, and enter the correct invoice address (incl. VAT number/Tax ID, if applicable). You can now register yourself

2. Free "Exhibitor access only" Registrations:
ECCO offers complimentary "Exhibition access only" badges, based on the size of the booth:

- 8-25 sqm = 4 free exhibitor badges
- 26-49 sqm = 6 free exhibitor badges
- 50-99 sqm = 10 free exhibitor badges
- + 100 sqm = 14 free exhibitor badges
- + 200 sqm = 18 free exhibitor badges

ECCO does NOT offer any complimentary scientific congress badges.
Free "Exhibitor access only" badge will include: access to the exhibition hall, industry sponsored satellite symposia, congress abstracts and certificate of attendance but NO access to the Scientific Programme.

- ➔ To receive these free "Exhibitor access only" badges please email the name of the main contact person to Danilo Bošković (D.Boskovic@ecco-ibd.eu) **by November 16, 2026** the latest.
- ➔ The registration team will create a group registration on behalf of your coordinator responsible for handling the complimentary registrations.
- ➔ All names and details to be entered by February 17, 2027, using the link provided.

3. Delegate / Group registration may be ordered through the **ECCO Portal.**
Please follow these steps to register **on behalf of a delegate or a group**
- ➔ All fees for delegates can be found here
- ➔ How to buy e-Vouchers
  https://ecco-ibd.eu/ecco27/register/group-e-vouchers
- ➔ How a sponsored delegate activates his/her individual e-Voucher
  Activate your e-Voucher - ECCO - European Crohn's and Colitis Organisation

Prior to the congress, all exhibitors/delegates will receive by email their individual QR Code to print their badge onsite. Group badge pickup is not offered.

Opening Hours - Registration Counter		
Tuesday	March 2, 2027	14:00-18:00
Wednesday	March 3, 2027	07:00-18:00
Thursday	March 4, 2027	07:00-19:00
Friday	March 5, 2027	07:00-19:00
Saturday	March 6, 2027	07:30-15:30

Regarding the access during set-up and dismantling time, please see page 14.

"ECCO Interaction: Hearts and Minds" is the networking event at the 22nd Congress of ECCO. All delegates are cordially invited to participate in this evening event.

Date: Friday, March 5, 2027
Start time: 20:00
Venue: Øksnehallen **-** Halmtorvet 11, 1700 Copenhagen, Denmark

Tickets can be purchased online in combination of a congress registration or/and exhibitor access only.

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

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

6. BASICS OF EXHIBITION

GENERAL EXHIBITION REGULATIONS:

Please note that all exhibitors are required to comply with the rules & regulations stipulated by Bella Center, that you can find online in the Exhibitor Terms & Technical Information documents.

We also refer to the terms and conditions outlined in the **ECCO Industry Guidelines**.

CODES & COMPLIANCE

It is the exhibitor's/sponsor's responsibility to consult and comply with European Legislation relating to medicinal products for human use (Directive 2001/83/CE), guidelines and codes of practice applicable to Denmark, ENLI Code of Conduct, EFPIA (European Federation of Pharmaceuticals Industries & Associations), IFPMA (International Federation of Pharmaceuticals Manufacturers & Associations) and EUCOMED Code of Practice with regard to the promotion of medicines.

Submission of the relevant application forms to exhibit at or sponsor the 22nd Congress of ECCO imply that the exhibitor/sponsor has reviewed the applicable guidelines and codes, and will adhere to these and accepts sole liability in case of non-compliance with the prevalent codes.

OPENING HOURS

Thursday: 10:30-18:00
Friday: 08:00-18:00
Saturday: 09:00-13:30

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 14.

HALL FLOOR

The floor in the exhibition hall (Hall C) of the Bella Center is concrete painted grey, and can withstand a maximum load of 4,000 kg/m2. The use of a carpet in the booths is highly recommended. Please find more details here concerning Hall C.

SMOKING

Please be advised that the entire Bella Center is completely smoke free. Anyone found smoking inside the venue will be approached by security, who are authorised to take appropriate action, including requiring the individual to leave the venue.

ACCESSIBILITY

Bella Center is access friendly. According to Danish building legislation, a ramp is required for height differences exceeding 2.5 cm in floor structures. This ensures accessibility and safety for all users, promoting inclusion and mobility in building design.
The ramp should have a 1:20 drop (equivalent to 5cm per meter) and a minimum width of 77cm to allow sufficient space for manoeuvring.
Additionally, health and safety protocols require clear marking at the edge of elevated floor areas to prevent fall injuries.
Regarding booth design please refer to the content on pages 16-17.

7. ACCESS & DELIVERY

ACCESS FOR DELIVERIES

The congress venue is Bella Center Copenhagen.

Bella Center Copenhagen
Center Boulevard 5
DK-2300 Copenhagen

The exhibition will take place in Hall C of Bella Center.

Procedure to access the venue:

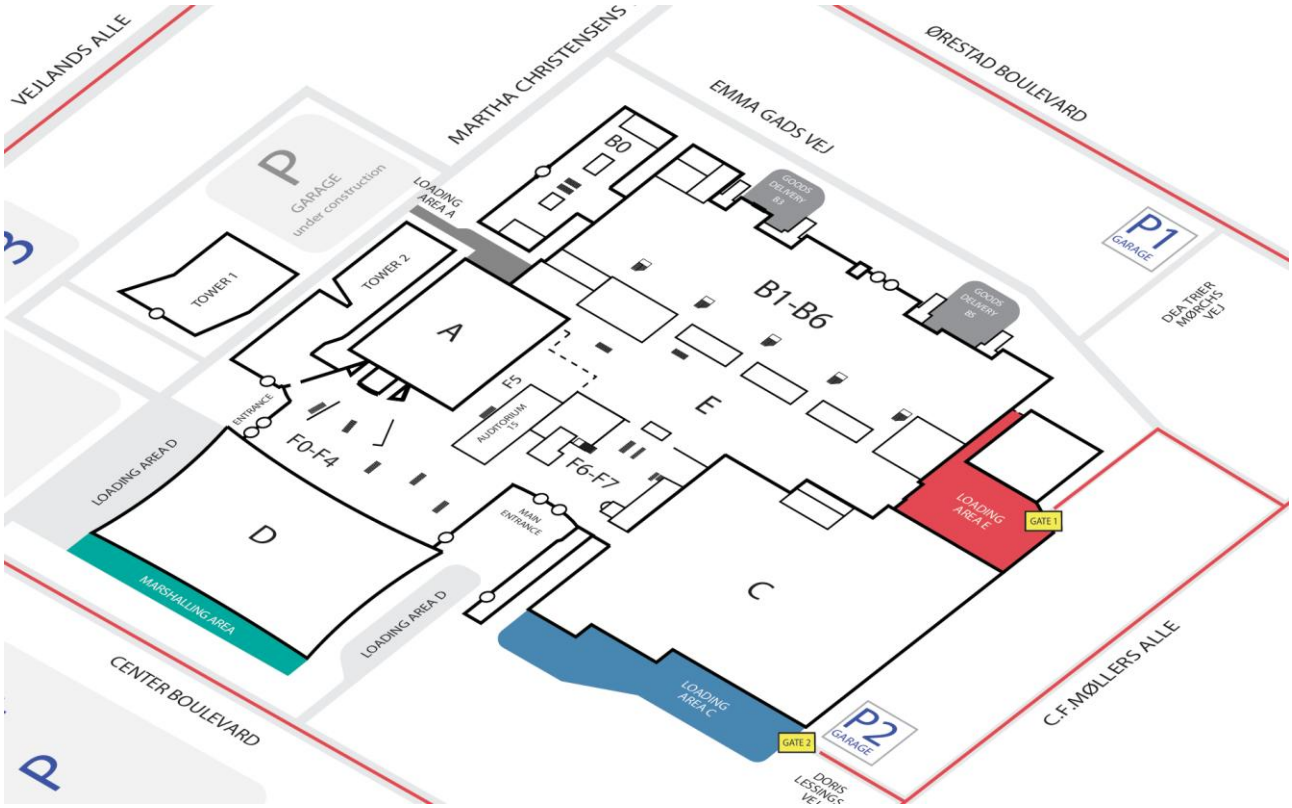
- All trucks arriving for loading or unloading must have a pre-booked time slot, which must be arranged through IML, the Freight Forwarding and On-site Handling Agent. Access to the loading/unloading area is permitted only in accordance with IML's instructions. For booking arrangements and further information, please refer to IML's subpage (see page 15).
- On Saturday, March 6th, we kindly encourage you to plan truck arrival **after the exhibition closes**. Upon arrival on Saturday, March 6th, you must first report to the designated standby (marshalling) area behind Hall D (see map below) and wait for IML to confirm when you may proceed and provide your assigned gate number. Please do not proceed to the loading area until you have received authorization from IML.
- All trucks which are not reported at the standby area on Saturday, March 6th are seen as not arrived for loading. Trucks driving directly to the loading place on Saturday, March 6th without registration at the standby area will be send back to standby area again for registration and have to wait there.
- Vehicles are not allowed to enter inside the halls, vehicles are to enter no further than the loading areas.

Note: only forklift trucks operated by the official logistics partner IML are permitted within the loading bay and halls.

Truck driving in Denmark:

- The carrier/operator is responsible for ensuring that each vehicle and driver complies with all applicable Danish and EU requirements, including driving and rest-time rules, tachograph requirements, vehicle weight and dimension limits, road-safety requirements, and any applicable ADR requirements for dangerous goods, particularly when using the Øresund Bridge.
- Copenhagen's low-emission-zone requirements apply to relevant heavy vehicles, including non-Danish vehicles. Operators should verify that the vehicle meets all applicable emission and registration requirements before entering the relevant zone.
- Bella Center is in the Ørestad area. Operators should verify the current access requirements applicable to the particular vehicle and delivery, use suitable HGV routes, and avoid restricted roads where applicable. Any required permit, exemption or special authorization should be obtained before the vehicle enters the restricted area.
- Information concerning routes, access restrictions, emissions requirements, permits, vehicle compliance and traffic rules should be independently verified by the carrier/operator against the applicable official Danish and EU requirements before each journey.

Further information on access to the venue and driving will be provided by the official logistics partner IML via their subpage (see page 15).



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. Bella Center security staff will distribute this special accreditation upon entry.

Starting from the beginning of the exhibition (10:30 on Thursday, March 4, 2027) the access to the exhibition area is **possible only with a registered exhibitor badge** (EUR 250.-) or the **"Industry congress fee & early exhibition access" badge** and **other congress registrations** (educational course or scientific programme registration), so please consider carefully which staff members are required only during the build-up & dismantling and who should be there during the exhibition hours.

Registered exhibitors can print their **badge** onsite with their individual QR code voucher emailed to them prior to the congress.

Company representatives who have an Exhibitor badge and arrive through the main entrances can also access the exhibition during the setup days. You can find the opening hours of the registration counter on page 10.

Hostesses:
Please note, that it is also necessary for hostesses to have an exhibitor badge.

Complimentary exhibitor badge
("Exhibition only badge" – see more details in registration section, page 10) based on the size of the booth.

DELIVERY/STORAGE

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

IML - Messe Logistik GmbH
Bruno-Kreisky-Platz 1
A-1220 Vienna, Austria
Cell: +43 676 842 118 203

Contact Person:
Mr. Karma Knoll (ecco@iml-vienna.at)

Please find information on storage on the related subpage of IML. You can access it by clicking on the Logistics & Shipping button at the **ECCO Exhibitor & Sponsor** page.

Please kindly note that the Bella Center will not accept any kind of delivery.

DELIVERY SCHEDULING

Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML - Messe Logistik GmbH in advance and not later than 3 weeks before the congress. IML will provide a form that needs to be submitted for the booking.

PARKING AND TRANSPORT TO VENUE

Here you will find information on transport and parking facilities for private cars and vans max. 3.500 kg:

Getting here: Bella Center transport, parking, and access

Parking space for trucks is not available.

8. BOOTH REGULATIONS

ALLOCATION

Exhibitors have the opportunity to indicate their location preferences in the comment fields during the exhibition booking process, however choosing exact booth placement options is not possible.
The final booth placements will be determined based on the order of bookings. Additionally, a range of logistical considerations, including visitor flow, emergency exit access, the regulations of the congress centre, etc. will also be considered.
Should it be considered necessary in terms of the subject of the event, ECCO shall be entitled to divide off the individual exhibition areas.

HEIGHT LIMIT OF STANDS

A stand height limit of **5.8 metres** has been set after consulting the congress venue and must not be exceeded in the entire exhibition hall. This means that construction cannot exceed this height while elements that are hanging on rigging have to be below.
This limit includes the overall height of the stand fitting; any branding and all raised platforms as measured from the hall floor.

Stands with a height **over 5.8 metres** arriving on site will NOT be permitted to be built.

In exceptional cases (due to height limitations of the congress centre in certain areas) ECCO might request exhibitors with smaller space booked to build a lower than 5.8 metres stand construction. Companies will be notified in due time.

Please note that multi-deck stands are not allowed.

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 **70%**. ECCO reserves the right to grant exceptions to the rule based on individual booth locations.

For booths larger than 250 sqm, a free passage of at least 1.3 metres wide must be included to divide the booth into sections, each not exceeding 250 sqm. The passage may have the same flooring or carpet as the rest of the booth. The location of the passage must be indicated in the booth plans.

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 for visitors with accessibility needs.

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 will 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.
Please note that ECCO does not provide walls to separate smaller exhibition stands. The exhibition booking means the rental of the space. Walls have to be ordered from Bella Center or a stand construction must be built by an external provider.

APPROVAL OF BOOTH DESIGN

All stand designs are subject to the approval of ECCO and Bella Center, in the interest of creating a well-designed and open exhibition and ensuring fairness to all exhibitors.

All exhibitors are obliged to send their booth designs to ECCO (spo-exh@ecco-ibd.eu) by **January 8, 2027**.

When checking the booth designs ECCO focuses on the visibility rule, so please make sure that **all measurements are clearly indicated on the plans.**

Please note, that in special cases (e.g. rigging) Bella Center needs to receive the stand design to approve from a legal and technical perspective. Please also check the Exhibitor Terms of Bella Center: "Exhibitor Terms and Conditions".

If you want to establish your own wireless network on the stand, it must be approved by Bella Center Copenhagen IT. IT connections supplied by Bella Center Copenhagen must not be shared with a third party.

RIGGING

Please consider the rigging points of Hall C, when you are planning the rigging and contact Bella Center (Pernille Staal: ECCOexpo@bellacenter.dk) in case of questions. Here you can find all the information on rigging points of Hall C from Bella Center.

CANCELLATION OF BOOTH

No exhibitor may repudiate the exhibitor's contract once application has been submitted and accepted in writing.
In case of a cancellation of the rental agreement by the exhibitor, the exhibitor shall be liable to pay the agreed rental fee for the reserved exhibition space in full, unless the agreement is cancelled at the latest by the exhibition space booking deadline.
Exhibitors are not authorized to reduce the size of their booth after the booking in the webshop.
For cancellation terms of goods and services ordered from Bella Center or their providers please ask the appointed contact persons.

DEMONSTRATIONS ON STANDS

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

EMPLOYMENT OF AGENCIES

Please contact ECCO (spo-exh@ecco-ibd.eu) no later than **November 30, 2026** if you are employing an agency for the exhibition, and please provide the company name and the contact details of the responsible persons.

MEETING ROOMS AND MEETINGS IN THE BOOTH

It is possible to build meeting rooms within the booth. Please be aware, that meetings can take place during the Scientific coffee breaks and also during the symposia. Please see the timing of the coffee breaks in the next section "Meet the Expert Session".

MEET THE EXPERT SESSIONS

It is possible to organise Meet the Expert sessions at the booth with considering the following:
- videos and talks should not be too loud and should not disturb the neighbouring stands.
- abstract topics should not be presented before the time of presentation at the congress. Embargo policy of ECCO:

"Data from abstracts accepted to the 22nd Congress of ECCO are under media embargo from abstract acceptance, December 21, 2026, up to the following deadlines:

- Oral Presentation – date and time of their presentation as part of the official scientific sessions (Time zone: CET).
- Digital Oral Presentation - date and time of their presentation as part of the official scientific sessions (Time zone: CET).
- Posters – date and time of the release of the Congress Platform (Time zone: CET).

The media embargo includes, but is not limited to, all media channels, such as print media channels, broadcasting media channels, digital media channels & social media channels.
All abstracts will be available ca. 1 month prior to the Congress on the ECCO publication channels.
Please contact ECCO if you have further questions about the abstracts and the embargo policy (abstracts@ecco-ibd.eu).

As companies prefer to have Meet the Expert session in the breaks, please see below the timings of the session breaks:

Thursday, March 4, 2027	**Friday, March 5, 2027**	**Saturday, March 6, 2027**
12:00-12:15 Break	09:00-09:15 Break	09:00-09:15 Break
14:00-14:30 Coffee Break	10:05-10:35 Coffee Break	10:05-10:35 Coffee Break
16:00-16:10 Break	12:00-13:30 Break	12:00-13:30 Break
17:30-17:45 Break	15:00-15:30 Coffee Break	
	16:20-16:25 Break	
	17:30-17:45 Break	

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.

Please note:
If you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. You can purchase DuploColl as well as wall hooks for lightweight items such as poster frames at the exhibitor desk, opening times are:

- **Sunday, February 28, 2027:** 08:00-16:00
- **Monday, March 1, 2027:** 08:00-18:00
- **Tuesday, March 2, 2027:** 08:00-20:00
- **Wednesday, March 3, 2027:** 07:30-09:30

Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

9. SERVICES AND EQUIPMENT

Item	Supplier	Contact	Deadline
Audio-visual equipment	**Bella Center (Webshop)**	Pernille Staal ECCOexpo@bellacenter.dk	Regular: 03.02.2027 Late: 25% surcharge From 18.02.2027: 50% surcharge
Booth stand construction	**Bella Center (Webshop)**		
Carpet The floor in the exhibition hall of the Bella Center Copenhagen is concrete, painted light grey. The use of carpet in the booths is strongly recommended.			Regular: 03.02.2027 Late: 25% surcharge From 18.02.2027: 50% surcharge
Cleaning Vacuum of the aisles and booths on congress days will be arranged by Bella Center. Exhibitors are responsible for the cleaning of their booths.			
Electrical installations The main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections.			
F & B Services Bella Center has the sole rights to all food and beverages consumed. All food and beverages and any associated catering equipment must be ordered through Bella Center. The sale of food and beverages at the stands is not authorized.			Complex orders must be submitted by 01.02.2027. If the (complex) order consists only of beverages, the submission deadline is 15.02.2027. No surcharge applies to orders placed onsite via the webshop.
Flowers			Regular: 03.02.2027 Late: 25% surcharge From 18.02.2027: 50% surcharge
Furnishing			
Internet, phone/fax line, printer Exhibitors are not allowed to install and use their own WIFI connection without approval by Bella Center IT. The number of WIFI connections is limited to ensure a good quality of service.			
Waste disposal Order of waste containers is obligatory – see on pages 22-23			Regular: 03.02.2027 Late: 25% surcharge From 18.02.2027: 50% surcharge
Water Only a few spaces have the possibility to get a water connection.			

Item	Supplier	Contact	Deadline
Rigging If you are planning to do rigging at your booth, please contact Bella Center.	**Bella Center (Webshop)**	Pernille Staal ECCOexpo@bellacenter.dk	Regular: 19.01.2027 Late: 25% surcharge From 18.02.2027: 50% surcharge
Security A general security service (not stand security) will be provided by the ECCO Congress organizer during the opening hours but not provided during the night. If you require special stand security and/or night security, please order it.	**Bella Center (Webshop)**		Deadline: 03.02.2027
Scanning of name badges The scanners can be picked up at the registration counter and need to be returned to the registration by the end of the congress. During the registration process, delegates will have the option to indicate whether they consent to have their contact details shared with industry partners. ECCO will only share the information of those who have given their consent. Additionally, ECCO will provide statistical data: country and profession. Price: EUR 650,- / scanner	**ECCO Office**	spo-exh@ecco-ibd.eu	Deadline: 25.01.2027

CORKAGE FEE

Exhibitors and sponsors wishing to bring their own F&B must obtain prior approval from the Bella Center team with requests assessed individually and subject to applicable corkage fees, Danish food regulations, and venue policies.

ACCESS TO THE BELLA CENTER WEBSHOP

Bella Center Copenhagen offers exhibitors access to a webshop where they can order all the items and services needed for a successful exhibition. You can access the webshop via the **ECCO Sponsor & Exhibitor** page by clicking on the Bella Center Webshop button. To create an account, click on the sign up button at the Bella Center Webshop login page.

10. HEALTH AND SAFETY

SAFETY

The following safety standard is introduced from the 1st of March 2022 with the purpose of enhancing safety while working in lifts in Bella Center: For all types of work in lifts, a safety helmet must be worn, regardless of lift-type, task or work-duration. This is in effect from the 1st of March 2022. This safety standard is introduced as an internal tightening of the rules in relation to the Working Environment Regulations, with the purpose of removing any doubt or dispute regarding the use of safety helmets during lift-operations. If you do not have a safety-helmet available, one may be borrowed at SOC or through Dan Rasmussen (dara@bellagroup.dk). Group Security will be conducting regular supervision with lift-operations.

CHILDREN ON-SITE

For health and safety reasons it is not permitted to allow children and adolescents under the age of 16 on-site during an exhibition build or breakdown period.

EVACUATION

Please keep the corridors and emergency exits clear.

FIRE PRECAUTIONS

Fire, candles, welding, hot works, sparks and flammable products are forbidden on the premises of Bella Center Copenhagen. Please also see the section about Fire in the Exhibitor Terms of Bella Center.

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 and must be cleared to ensure free passage for others.

INSURANCE

Exhibitors are 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

ELECTRICITY

Ordering the main electric switchboard is compulsory. Orders should be accompanied by a sketch of the booth layout, showing the required positions of the connections.
Please carefully consider the electric appliances (e.g. coffee machine - must be ordered through the catering company of Bella Center), decoration and information elements (e.g. screens) you will be using at your booth and order enough power supply. Please be aware that your machines and utility items must be earthed.
Please note that all power ordered are on 24 hours a day.

FLOOR LOADS

The single point weight load of the exhibition hall in use is 4,000 kg per 15x15cm. Special requirements, such as special machinery, including loading and unloading need to be communicated to the congress organiser in advance, by **December 15, 2026** (spo-exh@ecco-ibd.eu) so that the congress organiser can study the eventual technical solutions to allocate the element.

MICROPHONES

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

STORAGE SPACE RENT - DURING BUILD UP AND EXHIBITION

If you require storage space for materials during build-up or the exhibition, please contact IML, who offers storage services. E-mail: ecco@iml-vienna.at

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 22nd Congress of ECCO, please see the **ECCO'27 Industry Webshop**.

VISA AND WORKING PERMITS

Everyone working at Bella Center Copenhagen must comply with the rules of the Danish Working Environment Authority at: www.arbejdstilsynet.dk (tel.: +45 70 12 12 88).
A foreign national (from non-EU countries) who is going to be working in Denmark, must have a work permit. However, certain event and conference employees can be exempt from the requirement of having a work permit if they are working in Denmark short term in relation to the organisation of an international closed indoors congress, trade fair, conference or a company event with the possibility of having at least 400 registered participants attend.
Read more on New to Denmark if the exemption applies, and how to apply for a work permit. Please remember to register all work by foreign workers in Denmark via Register of Foreign Service Providers (RUT).

WASTE DISPOSAL

Exhibitors are required to order a minimum number of waste containers based on their stand size, as outlined below:

- 10-25 sqm: 2 containers
- 26-49 sqm: 3 containers
- 50-99 sqm: 4 containers

- 100-149 sqm: 7 containers
- 150-199 sqm: 9 containers
- 200-249 sqm: 10 containers
- 250-299 sqm: 11 containers
- 300 sqm and above: 12 containers

Please note that the number of containers ordered does not necessarily correspond to the number of containers physically delivered to your stand or nearby. Instead, this mandatory order should be regarded as a flat-rate contribution towards the overall waste management and disposal costs incurred during build-up, the exhibition itself, and dismantling.