



**34<sup>th</sup> ECNP Congress**

2-5 October 2021 | Lisbon, Portugal **Hybrid**

*Welcome to the future  
of CNS treatments*



# ECNP Exhibition Guidelines Hybrid Congress



**ECNP**

*neuroscience applied*

[www.ecnp.eu/congress2021](http://www.ecnp.eu/congress2021)

*The Stichting 34<sup>th</sup> ECNP Congress is a Dutch public-interest-serving (“ANBI”) entity*



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The legal party organising the congress is the Stichting 34th ECNP Congress, hereafter called ECNP.

The 34<sup>th</sup> ECNP Congress will be a hybrid meeting with in-person participants in Lisbon and online participants joining in through an online platform.

The ECNP Congress is accompanied by an exhibition, which ECNP sees as an important factor in contributing to the congress’s educational function, by allowing participants to gain access to information and advice.

ECNP would like to invite companies and organisations involved in the clinical and pre-clinical research, diagnosis and treatment of disorders of the brain to present their services, products and/or literature at the exhibition, which will be held simultaneously with the congress from Sunday 3 October to Tuesday 5 October 2021.

The exhibition will take place in Hall 2 of the Centro de Congressos de Lisboa (CCL), Lisbon, Portugal and on the online congress platform.

During the registration process of the 34<sup>th</sup> ECNP Congress, participants are requested to indicate if they are healthcare professionals (HCP), company staff members or non-healthcare professionals (non-HCP). The information of non-HCP will be visible on the badge of the in-person participant or can be managed for the online platform .

For in-person participants coffee and lunch will be served around the exhibition area. Coffee and lunch will also be served around the poster area.

ECNP reserves the right to determine the eligibility of all exhibition-stand space applications, expecting that all exhibitions will conform to the educational and scientific goals of the 34<sup>th</sup> ECNP Congress. The allocation of stand space does not mean that the information provided at the exhibition stand is endorsed by ECNP.

## Deadlines exhibition

Industry activities	
01/03/2021	Exhibition application initial deadline
01/05/2021	Space assignment (exhibition Lisbon venue) for initial deadline applications
31/05/2021	ECNP Industry Manual published
01/07/2021	Final stand drawing (exhibition Lisbon venue)
01/07/2021	Final design banners, flyer and brochures (exhibition Lisbon venue)
01/07/2021	Exhibition application final deadline
01/09/2021	Final upload stand documents & video(s) (online platform)



## 1. Provisional opening hours

Date	Hours*
Sunday 3 October 2021	09.30-17.50
Monday 4 October 2021	09.30-17.50
Tuesday 5 October 2021	09.30-17.50

\* Final times will be confirmed in the ECNP Industry Manual to be released before 31 May 2021

## 2. Price overview

Options	Price excluding VAT		Included
	Price at venue	Additional price online platform	
Roll up banner	€ 1.250,00	not applicable	Free-standing roll up banner near the entrance within the exhibition area
Online banner		€ 1.000,00	Available in addition to exhibition stand venue
Brochures & flyers	€ 520,00	not applicable	Flyers and brochures displayed on the congress's information table
Shell scheme packages*			6, 9 or 12 m <sup>2</sup> stand space
6 m <sup>2</sup> shell scheme	€ 2.700,00		Shell scheme frame
9 m <sup>2</sup> shell scheme	€ 3.725,00		Fascia panel with standard lettering
12 m <sup>2</sup> shell scheme	€ 5.000,00		One socket and its electricity usage
			Carpeting (including daily vacuum cleaning)
			Cleaning of aisles and public areas within the exhibition area
			A number of free in-person exhibitor badges, depending on stand size (see chapter 8)
			Company name mentioned on the ECNP Congress app and ECNP congress website
Free build stand per m <sup>2</sup>	€ 830,00		Stand space only
			Cleaning of the aisles and public areas within the exhibition area
			A number of free in-person exhibitor badges, depending on stand size (see chapter 8)
Publishers/booksellers per m <sup>2</sup>	€ 360,00		A number of free in-person congress participant badges, depending on stand size (see chapter 8)
			Company name mentioned on the ECNP Congress app and ECNP congress website
Online package 1		€ 2.500,00	Available in addition to exhibition stand venue (See chapter 9)
Online package 2		€ 17.500,00	Available in addition to exhibition stand venue (See chapter 9)
Online package 3		€ 25.000,00	Available in addition to exhibition stand venue (See chapter 9)

\*Note that there is a minimum of 6 m<sup>2</sup> per order of exhibition space (Lisbon venue).



### 3. How to apply

To be considered in the initial assignment of stand space, potential exhibitors must submit their application via the [application form](#), by 1 March 2021 at the latest.

If a bigger/smaller stand is required or stands need to be merged, the safety regulations need to be respected when filling in your space preferences.

On application companies can add the option of presence on the online platform with one of the extra packages offered.

Upon application, the company name, company address details and introduction text about the company for publication on the [ECNP Congress website](#) and app are requested. For companies selecting the additional option of an exhibition stand on the online platform, the above mentioned information will also be published on the online platform.

After ECNP has received the exhibition application form, the company will be issued an invoice for 50% which must be paid according to the payment terms specified.

After the initial stand space assignment has been finalised (see 4), the remaining space (if available) can be allocated to later applications. No applications will be accepted after 1 July 2021.

### 4. Stand space assignment Lisbon venue

ECNP will make initial stand space assignments for the exhibition in the Lisbon venue for applications received before 1 March 2021, taking into account the restrictions of the congress venue and, as much as possible, the applicant's preferences.

The stand assignment to applicants that have met the initial deadline will be sent before 1 May 2021. Please note that ECNP's decision in this regard is final. Companies are not allowed to sublet their assigned stand space.

### 5. Stand activities

It would be appreciated if companies endeavour to organise exhibits that are educationally, scientifically and/or medically oriented. Exhibitors are permitted to demonstrate the company's services and equipment and to make informational presentations regarding product lines or services within the stand.

Companies are not permitted to organise meet-the-expert sessions at their stands for a larger audience or use the phrase 'meet-the-expert'. A small desk on the stand in the Lisbon venue is, however allowed for book-signings, or for an expert to meet 2-3 congress participants at the same time.

Companies wishing to organise a session-room-style activity can apply to organise an Industry Satellite Symposium. For interactive sessions with a maximum 100 participants, an Industry Science Exchange or an Industry Product Theatre session can be organised, see [Industry Sessions Guidelines](#).

Only activities which, in the opinion of ECNP, are in line with the exhibition's educational, scientific and medical goals will be permitted. ECNP reserves the right to end activities or to close a stand.



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## 6. Floor plan

The provisional [exhibition floor plan of the Lisbon venue](#) is designed in accordance with the [Centro de Congressos de Lisboa \(CCL\) Rules and Regulations](#) and with the intention of maximising each individual stand's visibility to the participants of the 34<sup>th</sup> ECNP Congress. Please note that this will be a provisional floorplan and that this floorplan might be revised based on the actual stand sizes and/or to take into account escape routes and emergency exits.

## 7. Service Suppliers and ECNP Industry Manual

### 7.1 Official service providers and suppliers

Exhibition services at the 34<sup>th</sup> ECNP Congress are provided by ECNP, Centro de Congressos de Lisboa (CCL) and other designated official service suppliers. The complete list of official suppliers together with their contact details will be available in the ECNP Industry Manual, to be published before 31 May 2021.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ECNP. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ECNP does not accept any liability or responsibility for any act performed or committed by such suppliers.

### 7.2 ECNP Industry Manual

An Industry Manual containing complete exhibition and industry sessions information and order forms for all technical installations and services will be available through the [ECNP Congress website](#) before 31 May 2021. Confirmed exhibitors will also be notified by e-mail when the document is available.



## 8. Badges

Exhibitors are entitled to a certain number of in-person free exhibitor and in-person congress participant badges, depending on the size of their stand. Congress participants badges give also access to the online platform, but Exhibitor badges do not. Companies wishing to buy online access can use the registration form to buy extra online registrations.

Summary table outlining free exhibitor and congress participant badges.

Stand size venue Lisbon	Free in-person exhibitor badges	Free in-person congress participant badges
6 – 19 m <sup>2</sup>	2	0
20 – 24 m <sup>2</sup>	3	0
25 – 29 m <sup>2</sup>	3	1
30 – 39 m <sup>2</sup>	4	1
40 – 49 m <sup>2</sup>	5	1
50 – 59 m <sup>2</sup>	6	2
60 – 69 m <sup>2</sup>	7	2
70 – 74 m <sup>2</sup>	8	2
75 – 79 m <sup>2</sup>	8	3
80 – 89 m <sup>2</sup>	9	3
90 – 99 m <sup>2</sup>	10	3
100 – 109 m <sup>2</sup>	11	4
110 – 119 m <sup>2</sup>	12	4
120 – 124 m <sup>2</sup>	13	4
125 – 129 m <sup>2</sup>	13	5
130 – 139 m <sup>2</sup>	14	5
140 – 129 m <sup>2</sup>	15	6
150 – 160 m <sup>2</sup>	16	6
160 – 169 m <sup>2</sup>	17	6
170 – 179 m <sup>2</sup>	18	6
180 – 189 m <sup>2</sup>	19	6
190 – 199 m <sup>2</sup>	20	6
> - 200 m <sup>2</sup>	20	6



## 9. Stand information

A choice of banners, shell scheme or free-build (space only) stands and additional online packages are offered to exhibitors.

Allocated space for free-build stands is hired based on stand space only. Stand space is defined as square metres (m<sup>2</sup>) up to the maximum height as indicated under height restriction.

Stand constructions at the Lisbon venue should adhere to the following criteria:

- Stands must not be obstructive in any way (openness of individual stands and the exhibition in general is aimed for at all times).
- Stands should be transparent and openly constructed.
  - a maximum of 2 meters of the length of the stand is allowed to be a closed wall or similar, when the length of the side is equal or less than 6 meters
  - a maximum of 1/3 of the length of the stand is allowed to be a closed wall or similar, when the length of the side is above 6 meters.
- Only single-story stands are allowed.
- Shell scheme stands are available as packages of 6, 9 or 12 square meters and the type of stand (row or corner stand) will depend on the final location of the stand. The type of stand required will be mentioned in the final allocation letter.

The final approval of the stand design rests with ECNP.

### 9.1 Free-build stands

For exhibitors who choose to build their own stand (free-build stands) at the Lisbon venue, stand construction and stand services are at the exhibitor's expense.

Stands may not be constructed without ECNP's written approval. Details about the required documents and drawings needed for approval will be available in the ECNP Industry Manual, to be published before 31 May 2021.

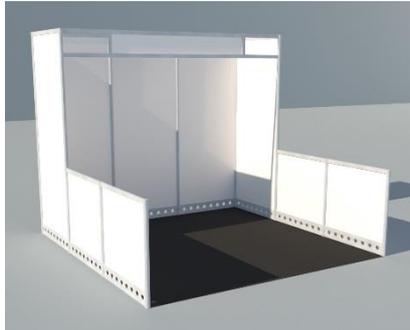
### 9.2 Shell scheme stands

Companies that order a shell scheme package at the Lisbon venue can choose 6, 9 or 12 square meters. All row stands will have a first side panel of 2.50 meters high, the next side panel is 1 meter high. The back panels are 2.50 meters high. For corner stands the 1-meter high panels on one side will be left out.

The package of 9 square meters will have an additional meter of 1-meter-high side panelling added to their stand. The package of 12 square metres will have an additional meter at the back wall. The side panels are the same as a 9-square-metre stands.

Shell scheme packages include the panels as described above, electricity usage, carpeting and fascia panelling with standard lettering. Furniture and other services can be ordered using the order information provided in the ECNP Industry Manual, to be published before 31 May 2021.

Drawing of 9 square metres shell scheme:



### 9.3 Additional Online packages

In addition to the ordered stands at the venue in Lisbon, companies can order, at an extra cost, packages on the online platform. The fixed stand design (walls, panels, furniture, people etc. and video screen(s) if applicable) will be available as an Photoshop document in which companies can add their own colour, logos, design of panels and text.

Details about the required documents to upload and their approval will be available in the ECNP Industry Manual, to be published before 31 May 2021.

Visual online lobby



Visual branded Online package 3





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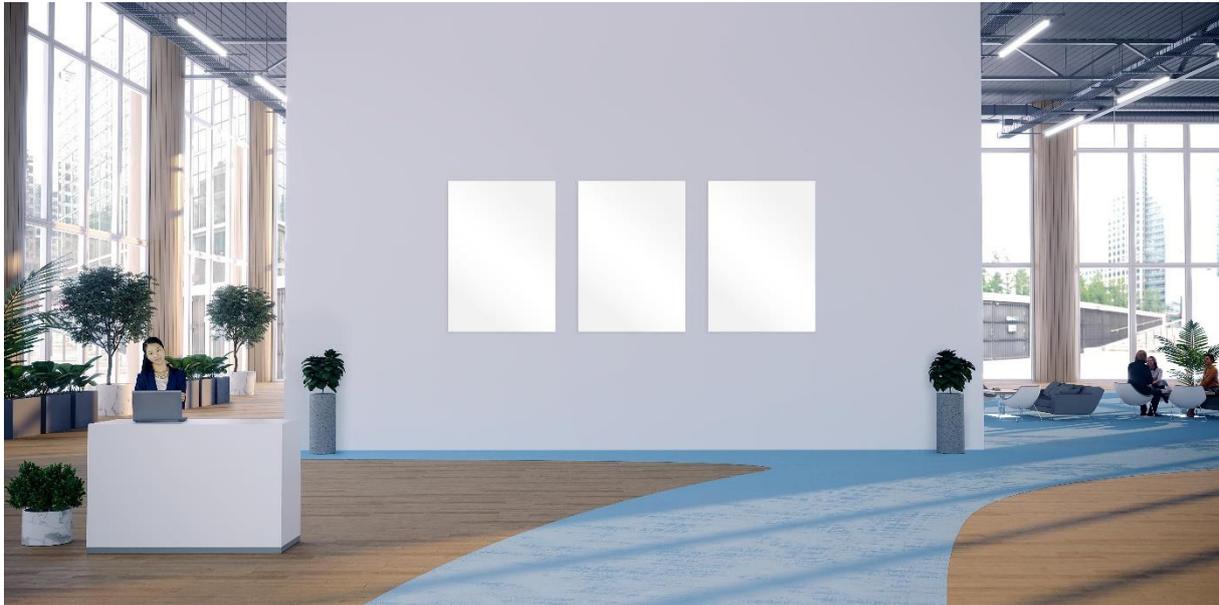
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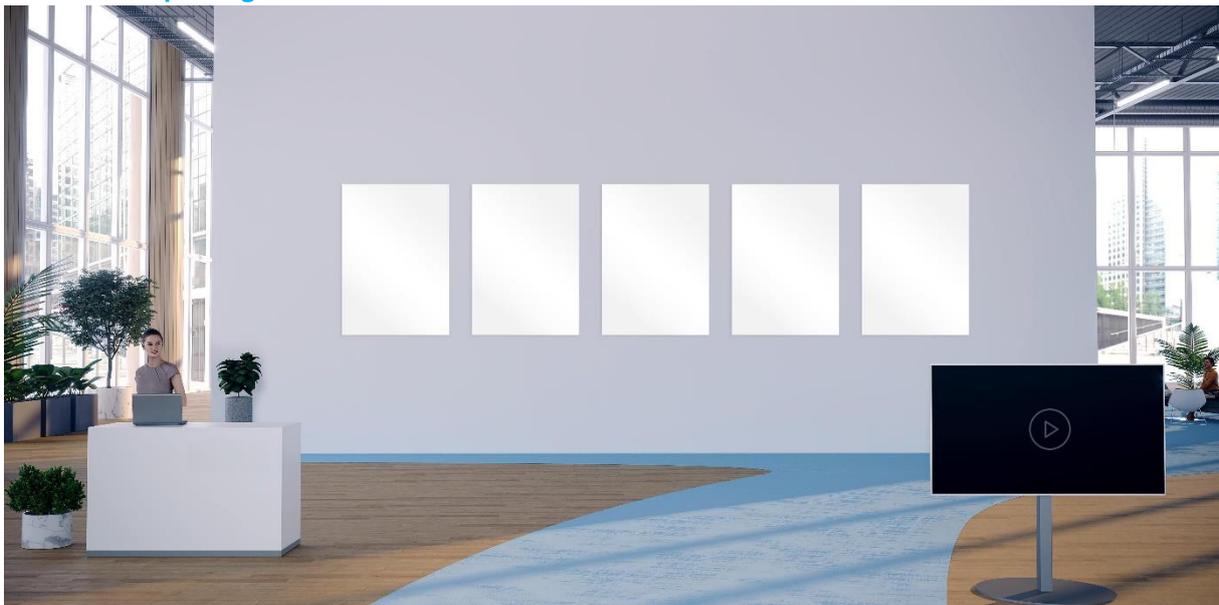
## 9.3.a Online package 1



Including:

- Fixed stand design as above. Through a Photoshop document companies can add their own colours, logos, design of panels and text.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, email address, website
- Three panels: the panels can have an image or text. Each panel is hyperlinked, and can redirect either to a document or URL to be uploaded by the company
- Statistics on number of participants by country visiting your stand

## 9.3.b Online package 2

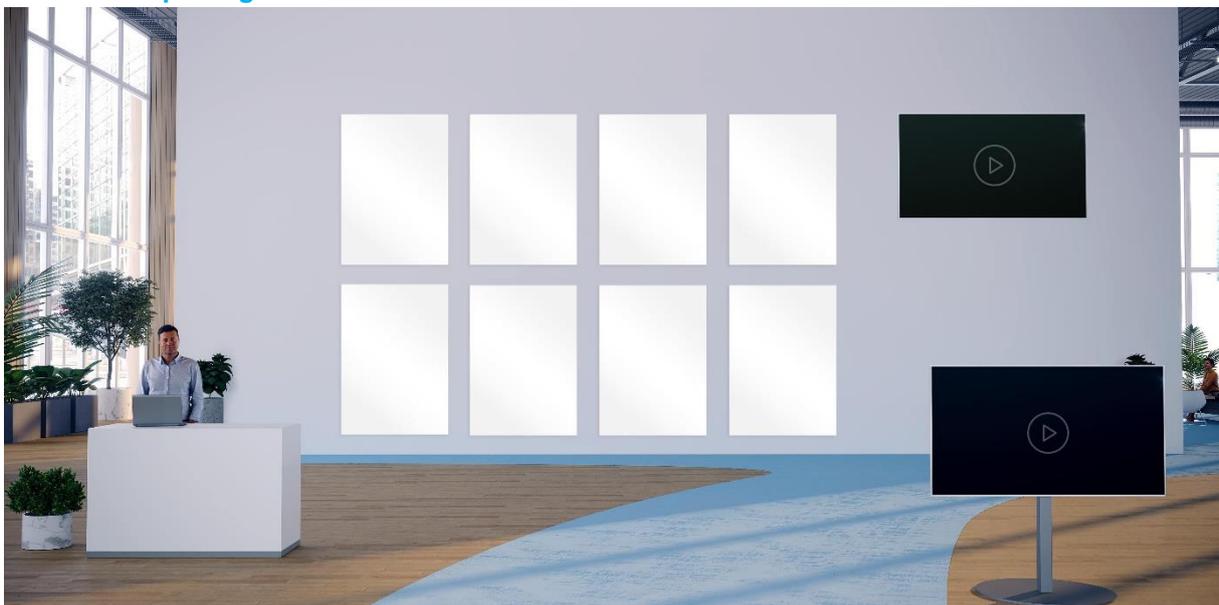




## Including:

- Fixed stand design as above. Through a Photoshop document companies can add their own colours, logos, design of panels and text.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, email address, website
- Five panels: the panels can have an image or text. Each panel is hyperlinked, and can redirect either to a document or URL to be uploaded by the company
- One screen with video that starts when clicked on
- Statistics on number of participants by country visiting your stand

### 9.3.c Online package 3



## Including:

- Fixed stand design as above. Through a Photoshop document companies can add their own colours, logos, design of panels and text.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, email address, website
- Eight panels: the panels can have an image or text. Each panel is hyperlinked, and can redirect either to a document or URL to be uploaded by the company
- Two screens with videos that start when clicked on
- Statistics on number of participants by country visiting your stand



## 9.4 Banners & flyers

To provide visibility for your congress activities, or as stand-alone promotional or brand-awareness vehicles, free-standing banners are available near the entrance within the exhibition area at the Lisbon venue. These can be used for any kind of information or messaging, with the exception of explicitly product-related content. The design of a banner should be sent to and approved by ECNP. ECNP will produce and place the banner at the exhibition area.

Companies organising an exhibition stand for in-person participants can in addition order a digital banner for the online platform at the partners page.

Flyers and brochures can be displayed on the congress's highly visited information table for distribution to congress participants. Items can be up to A4 size. The design of a flyer or brochure should be approved by ECNP. The company will produce the flyers and brochures. ECNP will place it at the congress information table.

Please use the [Banner application form](#) and/or the [Flyers and brochures application form](#) to order these services.

## 9.5 Provisional build up and dismantling schedule Lisbon venue

Build up*		Dismantling*	
Friday 1 October 2021 <i>(free build stands only)</i>	08.00 – 22.00	Tuesday 5 October 2021 <i>(free build stands and shell scheme stands)</i>	18.00 – 22.00
Saturday 2 October 2021 <i>(free build stands and shell scheme stands)</i>	08.00 – 22.00**	Wednesday 6 October 2021 <i>(free build stands only)</i>	07.00 – 16.00

\* Final times will be confirmed in the ECNP Industry Manual to be released before 31 May 2021.

\*\* Stands must be built up and aisles clear of boxes before 19.00 – when cleaning of stands and aisles will start.

The times indicated above should be sufficient for build-up and dismantling. However, exhibitors who expect to need more time to build up/dismantle can officially request this after receipt of the ECNP Industry Manual in May 2021. The extra time is subject to availability and at the costs of the exhibitor.

## 10. Rules and regulations

All companies involved in the 34<sup>th</sup> ECNP Congress should adhere to this ECNP Exhibition Guidelines document, the [ECNP Industry Rules and Regulations](#), the [Centro de Congressos de Lisboa \(CCL\) Rules and Regulations](#) and the [ECNP Privacy and Data Security Policy](#).



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## 11. Contact details

34 <sup>th</sup> ECNP Congress		
<b>Stichting 34th ECNP Congress</b> Daltonlaan 400 3584 BK Utrecht The Netherlands	Chamber of Commerce: 73641715  RSIN: 859611693  VAT NL: NL8596.116.93.B01	IBAN: NL73 FVLB 0225 0782 79  BIC: FVLBNL22
ECNP Office		
<b>ECNP Office</b> The Netherlands T: +31 85 7826 680  <a href="mailto:congress2021@ecnp.eu">congress2021@ecnp.eu</a> <a href="https://www.ecnp.eu/Congress2021">https://www.ecnp.eu/Congress2021</a> <a href="http://www.ecnp.eu">www.ecnp.eu</a>  <a href="mailto:registration@ecnp.eu">registration@ecnp.eu</a>	<b>Iris Allebrandi</b> Director Congresses & Meetings  <b>Melinda Spitzer</b> Project Manager Congresses & Meetings  <b>Jevgenija Kiknavelidze</b> Assistant Manager Registration	<b>Rules and regulations</b>  <b>Industry applications and logistics</b>  <b>Group registration</b>
Centro de Congressos de Lisboa (CCL) (Congress venue)		
<b>Centro de Congressos de Lisboa (CCL)</b> Praça das Indústrias 1300-307 Lisboa Portugal <a href="mailto:mariajoao.cruz@ccl.fil.pt">mariajoao.cruz@ccl.fil.pt</a> <a href="http://www.lisbonvenues.pt">www.lisbonvenues.pt</a>	<b>Maria João Cruz</b> Event Manager	<b>Site visits</b>
c'accommodation (Official housing agency)		
<b>c'accommodation</b> 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 <a href="mailto:h.desmazieres@caccommodation.com">h.desmazieres@caccommodation.com</a> <a href="http://booking.accommodationbooking.eu/en/21ECNP/1">booking.accommodationbooking.eu/en/21ECNP/1</a>	<b>Hélène Desmazières</b>	<b>Hotel bookings</b>