

EXPO TECHNICAL REGULATION

1. CONGRESS VENUE AND EXHIBITION AREA

Congress venue: San Raffaele Congress Centre - Via Olgettina, 58 - 20132 Milano - Italy

2. EXHIBITION AREA

Located on -1 level in the foyer leading to Aula Pinta & Nina.

COMPANY:

Space nr. Floor

Maximum height for fitting out: 2,50 mt.

Maximum electric power: 1 KW, single-phase 10A socket. No additional Kw could be allowed. Each exhibitor should come equipped with his own reducers and/or extensions if required.

All exhibitors are strictly obliged to respect the exhibition area's lines of demarcation. San Raffaele Congress Centre has the right to inspect those booth structures that for reasons of size, possible danger, etc., do not comply with traditional display standards. The exhibit structures and their installation must be in accordance with the Italian laws in force regarding safety and prevention against injuries and environment protection.

The exhibitor is legally responsible for display/booth stability and erection as well as for any damage or injury to persons or property delivered or in the custody of San Raffaele Congress Centre.

The use of audio-visual equipment, the use of equipment for the diffusion of messages and information, the projection of films and the playing of music are subject to the payment of royalties. Detailed information regarding procedures to be followed and fees to be paid shall be provided by the S.I.A.E. (Società Italiana Autori ed Editori), with whom the exhibitor must come to an agreement in advance. The exhibitor must be in possession of a permit issued by S.I.A.E. prior to the event.

San Raffaele Congress Centre is not responsible for the property left inside or outside the congress structure.

The name, the trademark and the telephone number of San Raffaele Congress Centre may not be used illegally or without written authorization from the Management.

It is forbidden to hang posters, panels, signs, or any graphic or illustrative material on the walls, columns, or doors of the rooms.

3. DELIVERY OF MATERIAL OF HEAVY MATERIAL**Monday, July 13th, 2026, from 2.00 pm to 6.00 pm**

The exhibition area has to be reached from the entrance gate of RICEVIMENTO MERCI- DIMER, VIA OLGETTINA 48.

The San Raffaele Congress Centre declines any responsibility for the material sent at different days/times. All materials should be packaged on pallets of 1200x800 mm max. In case of hulking materials, please advise in advance the Congress Centre.

Shipping address:

San Raffaele Congress Center

c/o RICEVIMENTO MERCI – DIMER

Via Olgettina 48 – 20132 Milano

Please quote on each package "ICLE26 Congress"

4. BUILDING UP & DISMANTLING**BUILDING UP FOR SPACE ONLY BOOTHS:**

MONDAY, JULY 13TH, 2026, 2.00 PM TO 6.00 PM

TUESDAY, JULY 14TH, 2026, 9.00 AM TO 6.00 PM

BUILDING UP FOR BACKDROP BOOTHS BOOTHS:

TUESDAY, JULY 14TH, 2026, 1.00 PM TO 6.00 PM

DECORATION FOR ALL BOOTHS:

WEDNESDAY, JULY 15TH, 2026, 08.00 AM TO 12.00 AM

- PLEASE NOTE TIMES ARE SUBJECT TO CHANGE!

DISMANTLING FOR ALL BOOTHS:

FRIDAY, JULY 17TH, 2026, 2.30 PM TO 8.00 PM

Off EXHIBITION INFORMATION:

- Therefore, please do not leave any visible valuable articles at your booth.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after Friday, July 17th at 20:00 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

On Sunday July 19th, the Congress Centre is closed.

COURIERS PACKAGE COLLECTION:

MONDAY, JULY 20TH, 2026, 9.00 AM TO 1.00 PM

Each Company should leave all packages with address labels and courier bills in the booth area.

The person in charge for pick up should go to the Congress Centre, Via Olgettina 58, with trolleys if necessary; once arrived they should contact Congress Centre staff. No material has to be left for pick up at the Ricevimento Merci area.

San Raffaele Congress Centre will not be responsible for those material left beyond the package collection day above mentioned.

5. DURATION OF THE EXHIBITION

The exhibition will be open during the scientific sessions.

During the exhibition, it is strictly forbidden to carry out activities that are incompatible with the aims of the event itself.

6. Welcome Reception at The Exhibition Area

On Wednesday, July 15th you are cordially invited to the Welcome Address held in the Plenary Hall (Santa Maria Caravelli), located in -2 level at 14:00 and to the Networking Reception held in the Exhibition Hall (foyer of -1 level) from 18:20, Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Hall.

7. List of Exhibitors

Please see all exhibitors listed here:

<https://attd.kenes.com/confirmed-sponsors-and-exhibitors/>

8. Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates. For most updated floor plan and list of exhibitors, please [click here](#)

9. BACKDROP BOOTHS/ SHELL SCHEME

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed:

CERNOTTI SUSANNA

Via Sant'Alessandro 5

20900 Monza

cell +39 3475423422

allestimenti@cernotti.it

www.cernotti.it

Backdrop booths which has been pre-booked with Kenes includes the following:

- Backdrop Panel with print on it
- 1 rectangular table
- 2 chairs
- trash bin
- electricity

BACKDROP 204X200H cm

File: 204x200H cm

BACKDROP 302,5X200H cm

File: 302,5x200H cm

**NB: PLEASE SUBMIT YOUR DESIGN
NO LATER THAN 19th OF JUNE!**



10. FIRE REGULATIONS, DANGEROUS MATERIALS AND ACTIONS

In the process of building up and using the booth, the exhibitor shall carefully conform to the legislation in force as regards the prevention of fire in public premises and shall present a certification of approval for all materials used, including electrical installations that must comply with CEI norms. It is strictly forbidden to introduce materials that could be in any way dangerous and/or harmful to people, things or structures.

Inside the San Raffaele Congress Centre **SMOKING IS FORBIDDEN**, pursuant to Law nr. 3, art. 51 of January 16, 2003.

The exhibiting company shall, as from now, exempt the San Raffaele Congress Centre from all responsibility (including the involvement of third parties) for actions and/or behaviours that could be attributed to the firm itself and/or its staff in whatever grounds.

**WE HEREBY DECLARE THAT WE HAVE TAKEN NOTE OF ALL THE CONTENTS OF THIS
REGULATION AND APPROVE THEM.**

(STAMP AND SIGNATURE OF THE EXHIBITOR)

(STAMP AND SIGNATURE OF THE SET UP COMPANY)