

# **Exhibition Technical Manual**

Dear Exhibitors,

This Exhibition Technical Manual contains important information designed to assist you in preparing for the **MNF 2026** Exhibition.

The Exhibition will be held in conjunction with **the Micronutrient Forum 7<sup>th</sup> Global Conference**, which will take place **28 September - 1 October 2026 at Kempinski Hotel Gold Coast City in Accra, Ghana.**

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

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, as it contains useful information about the Conference.

We look forward to welcoming you to **Accra** and wish you a successful conference and exhibition!

Venue Address:

**Kempinski Hotel Gold Coast City, Accra, Ghana**

Ministries PMB, 66 Gamel Abdul Nasser Avenue, Accra, PMB 66, Ghana

[kempinski.com/en/hotel-gold-coast-city](https://kempinski.com/en/hotel-gold-coast-city)

**Anna Toloeva**

Exhibition & Industry Coordinator



E: [aapostolova@kenes.com](mailto:aapostolova@kenes.com) | M: +359 889333347

[Exhibitors and Supporters Portal](#)

The Portal enables Exhibitors and Supporters to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Submit a list of individual names for badges based on the number of badges specified in your sponsorship contract
- Order extra exhibitor badges
- Submit booth drawing (applicable for "Space Only" booths)
- Submit lettering for Fascia sign (applicable for "Shell Scheme" booths)

- Submit other deliverables as per the sponsorship contract

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

Login details to access the Portal have been sent to the company representative who signed the contract.

Kindly keep the Exhibitor's Portal link together with your login information on hand for future reference.

Notes:

- Each company received a single user account and a password. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.
- The contract holder will be charged with any purchase made by their employee, stand builder, or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only after submission of your company logo and profile.
- Please note that access to the portal allows the user to see information from previous transactions made by your company with Kenes Group.
- Only deliverables indicated in your contract should be submitted. Items that are not included in your contract will not be processed.

### Exhibition Timetable

|                           |                                   |                                                                                                                                                                                                          |
|---------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Set up</b>             | Sunday, 27 September              | 08:00 – 20:00                                                                                                                                                                                            |
|                           | <b>Exhibition Booths Set-up</b>   |                                                                                                                                                                                                          |
| <b>Exhibition Opening</b> | Monday, 28 September              | 08:00 – 09:30                                                                                                                                                                                            |
|                           | <b>Exhibition Decoration Only</b> | <i>Exhibitors are welcome to come and check their booth.</i>                                                                                                                                             |
|                           | Monday, 28 September              | 10:00 – end of Networking Reception                                                                                                                                                                      |
|                           | Tuesday, 29 September             | 08:30 – 16:00                                                                                                                                                                                            |
|                           | Wednesday, 30 September           | 09:30 – 17:00                                                                                                                                                                                            |
| <b>Dismantling</b>        | Thursday, 1 October               | 09:00 – 16:30                                                                                                                                                                                            |
|                           |                                   | 16:30 – 17:30 – Soft dismantling – materials may be packed and dismantled within the booth boundaries. No heavy machinery or motorized equipment is allowed.                                             |
|                           | Thursday, 1 October               | 17:30 – 23:00 – Hard dismantling – full-scale breakdown may start. Logistics agents will begin the distribution of empty crates to the booths, and heavy equipment such as forklifts may enter the hall. |
|                           |                                   | <b>No dismantling before 17:30 is allowed!</b>                                                                                                                                                           |

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

Updates to follow up in due time. Dismantling of the stands before the official hour is not permitted. All exhibitors should be in their Booth 30 minutes before the official opening hour. Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Sunday, 27 September at 20:00.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- Safety Items are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers) is on the space.
- No Safety Items are compulsory when: aisles are empty (no construction material); main set-up doors are closed, and no more machinery will be on the space (only transpallets allowed); during this time, stand builders can be working inside the booth; this time is for exhibitors to start decorating their booths.

### Off Exhibition Information

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- 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 **Thursday, 1 October at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

### Waste Removal

- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

### Welcome Reception at The Exhibition Area:

You are cordially invited to the **Welcome Reception** held in the Exhibition Hall on **Monday, 28 September from 19:00**. Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Hall.

### [Exhibition – Key Dates & Deadlines](#)

| Action Item                 | Deadline            | Contact                                                                                                                                                                                                    |
|-----------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hotel reservation for staff | As soon as possible | <a href="https://hotels.kenes.com/congress/MNF26">https://hotels.kenes.com/congress/MNF26</a><br>or email <b>Milena Nedyalkova</b> at:<br><a href="mailto:mnedyalkova@kenes.com">mnedyalkova@kenes.com</a> |
| Company profile and logo    | As soon as possible |                                                                                                                                                                                                            |

Via Kenes Exhibitor's Portal  
<https://exhibitorportal.kenes.com>

|                                                           |                        |                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Text for Fascia<br/>(Shell Scheme stands only)</b>     | September 10,<br>2026  |                                                                                                                                                                                                                                                                                                                                                |
| <b>Lead Retrieval Wireless<br/>Barcode Reader</b>         | September 10,<br>2026  |                                                                                                                                                                                                                                                                                                                                                |
| <b>Exhibitor Badge Order</b>                              | September 10,<br>2026  |                                                                                                                                                                                                                                                                                                                                                |
| <b>Telecommunications<br/>(Internet/Wi-Fi)*</b>           | August 31,<br>2026     | <b>Kenes Group</b><br>Anna Toloeva<br>Email: <a href="mailto:aapostolova@kenes.com">aapostolova@kenes.com</a>                                                                                                                                                                                                                                  |
| <b>Electricity</b>                                        |                        | <b>STIX EVOLUTION</b><br>Benjamin Dodoo<br>Email: <a href="mailto:benjamin@stixevolution.net">benjamin@stixevolution.net</a>                                                                                                                                                                                                                   |
| <b>Furniture</b>                                          |                        | <i>To place your orders, please complete the respective<br/>order form and send it by email.</i>                                                                                                                                                                                                                                               |
| <b>AV</b>                                                 | September 13,<br>2026  | <b>For Booth Branding</b> , please <a href="#">click here</a> .<br><b>For AV Orders</b> , please <a href="#">click here</a> .<br><b>For additional extras</b> , please <a href="#">click here</a> .<br><b>For Furniture Catalogue</b> , please <a href="#">click here</a> .<br><b>For Furniture orders</b> , please <a href="#">click here</a> |
| <b>Booth Graphic and Signage<br/>for stands only</b>      |                        |                                                                                                                                                                                                                                                                                                                                                |
| <b>Venue services: Cleaning,<br/>Catering</b>             | September 13,<br>2026  | <b>Kempinski Hotel Gold Coast City Accra</b><br>Favour Chimezie<br>Email: <a href="mailto:favour.chimezie@kempinski.com">favour.chimezie@kempinski.com</a>                                                                                                                                                                                     |
| <b>Freight Handling &amp;<br/>Customs Clearance Agent</b> | As soon as<br>possible | <b>DSV</b><br>Lorena Perdomo<br>Email: <a href="mailto:lorena.perdomo@dsv.com">lorena.perdomo@dsv.com</a><br><i>Please contact DSV for a tailored proposal.</i>                                                                                                                                                                                |

### [Exhibitor`s Badges](#)

All exhibitors are required to be registered and will receive a badge displaying **the exhibiting company name and individual participant name**.

Exhibitor badges will be given as per your contract.

Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for each 9 sqm after.

Any additional exhibitor badges will be charged an exhibitor registration fee of USD 130.

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

Additional Exhibitor badges can be ordered via Kenes Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Price for an extra exhibitor badge is USD 130.

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

Deadline: **Monday, 31 August**

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

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the self-checking kiosks.

## **REGISTRATION OF STAND PERSONNEL**

In order to be granted access to the exhibition area, each individual will need to wear a name badge.

This includes the regular staff from the exhibitor's company and any hired staff, e.g. hostesses, bar and service personnel etc. For security reasons, stand personnel must wear their name badges at all times.

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

|                                               |                                                                                                                                                                         |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The badge indicates                           | Company name, individual name, country                                                                                                                                  |
| This badge will give you access to            | Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception                                                      |
| This badge will <b>not</b> give you access to | Scientific and educational sessions; public transport pass; any offsite events                                                                                          |
| This badge is for                             | All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc. |

### [Exhibition Floor Plan & List of Exhibitors](#)

## **Exhibition Floor Plan**

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

## **List of Exhibitors**

Please see all the Exhibitors listed [click here](#)

You can check the congress [Interactive agenda here](#).

### ['K-Lead' Application - Barcode scanner App](#)

## **K-Lead (Badge Scanning)**

K-Lead is a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application. Exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

**Seamless Integration:** Download directly to your device; no extra hardware needed!

**Effortless Scanning:** Quickly scan attendee badges to capture leads.

**Customizable Notes:** Add personal comments to each lead for better follow-up.

**“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.

**Instant Access:** Get real-time lead information for immediate engagement.

**Universal Compatibility:** Download from the Apple Store or Google Play using “Kenes K-Lead App.”

**Cost per unit: 750 EUR** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: Thursday, 10 September**

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

**Unlock the Power of K-Lead Plus:**

**Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!

**Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.

**Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.

**Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you’re always improving.

**Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: 350 EUR**

**Key Notes for K-Lead and K-Lead Plus:**

**Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).

**Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.

**Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.

**Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

GDPR Compliance: We’ve updated our [privacy policy](#) in compliance with GDPR. Your personal data won’t be shared without consent. Presenting your badge for scanning implies consent to share your details.

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

**How to order K-Lead and K-Lead Plus? ->** Please access the **Exhibitor’s**

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

## API Integration

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

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

How it works:



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



Real-Time Sync - Automatically update your CRM.



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



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



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



Secure & Compliant - Advanced encryption ensures data protection.



Analytics & Reporting - Gain insights on leads and engagement.

Benefits of this solution?

- ☐ Saves time by eliminating manual entry
- ☐ Enhances lead accuracy and efficiency
- ☐ Integrates effortlessly with your existing tools

To get a quote and place your order, please reach out to the Exhibition Manager E-mail:

[aapostolova@kenes.com](mailto:aapostolova@kenes.com)

### Cost:

License per event: **€1800** invoiced before the event

API calls: invoiced after the event, based on the number of calls (scans) made:

- Up to 200 calls - calculated by €4 per call
- Up to 500 calls - calculated by €3 per call
- From 500 calls and up - calculated €2 per call

**Deadline: Thursday, 10 September**

[Exhibition Hall Specifications and Important Technical Information](#)

### Exhibition Area

The Exhibition is being held in **Adlon Forecourt**, located on **the Ground Level**.

## Build-up Height

- **The maximum build-up height** allowed for booth walls is **2.5 meters**.
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Shell scheme stand build-up is **2.5 meters**. Any part facing neighboring stands that is above 2.5 meters in height needs to be designed with neutral surfaces (white).
- If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):
- Any part facing the adjacent booth(s) that is above 2.5m in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth – over 2.5m in height – must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors/customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

## Floor

**Floor type:** Carpet/carpet finish on floor boards. Please do not use glue or other types of fasteners that leave marks

**Exhibitors are required to have floor cover or carpeted floor within the stand area.**

Every exhibitor has to cover the full rented surface (e.g., carpet or other flooring). Tape used to fix carpet must be fully removable. If tape is used which is not fully removable or leaves traces, additional cleaning costs will be incurred by **Kempinski Hotel Gold Coast City**. Oil, grease, paint, and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable. All additional costs for any kind of contamination will be charged upon actual expenditure by **Kempinski Hotel Gold Coast City**.

**Ceiling hanging is not permitted.**

## Raised Floor / Platform

- The organizers must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information, the will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the **Kempinski Hotel Gold Coast City** are in the right place. Access to the service points/water tramp/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform **edges** must be **safe, secured, and easily visible**.
- Please note that if your booth has a platform, you are required to provide a **ramp** to ensure access for people with disabilities.

## [Exhibition Booths -Technical Information and Regulations](#)

### **Shell Scheme Booths**

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed – **STIX Evolution**.

Shell Scheme which has been **pre-booked with Kenes** includes the following:

- Modular MDF board with brown finish
- Company name on Fascia board printed in standard lettering and booth number
- Folding chairs (2)
- Round table
- Bar Stool (1)
- 150W spotlights with extended arm
- 13A square-pin British-type power socket
- Wastepaper basket
- Cool Gray Carpet



Booth Package does not include:

- In-booth daily cleaning

### **Booth Catering and cleaning:**

**Kempinski Hotel Gold Coast City Accra**

Favour Chimezie

Email: [favour.chimezie@kempinski.com](mailto:favour.chimezie@kempinski.com)

**Furniture, booth extras, booth branding, AV equipment, Electricity:**

### **STIX Evolution**

Please refer to the order forms below or contact STIX Evolution directly by email:

[benjamin@stixevolution.net](mailto:benjamin@stixevolution.net)

For Booth Branding, please [click here](#).

For AV Orders, please [click here](#).

For additional extras, please [click here](#)

For Furniture Catalogue, please [click here](#).

For Furniture orders, please [click here](#)

## Fascia Sign

\*Maximum of 21 characters (including spaces) may be written on your fascia.

Please submit lettering for fascia via the Exhibitor's Portal by **Thursday, 10 September**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

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

*\***Note regarding fascia:** except for spelling, pay attention to the use of capital and lowercase characters. If your fascia text is not received by this date, we will provide you with a fascia title as per your company name submitted with your profile. If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.*

## Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booths will be designed and built by **STIX Evolution** – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Thursday, 10 September**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Under no circumstances is it allowed to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The booth **must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures, etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager are not notified in writing before **Thursday, 10 September**, it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.

- Shell scheme booths will be provided with **grey**. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **STIX Evolution** – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact **STIX Evolution** – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

## [Electricity and Electrical Installations for all booths](#)

### **Electricity and Electrical Installations for All booths**

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by **STIX Evolution**.

The **STIX Evolution** is the only company allowed to connect any kind of device directly to the main power sources.

Only **STIX Evolution** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from **STIX Evolution** and to pay for the electrical consumption according to his power needs.

- **STIX Evolution** will check that the official electrical switchboard is not removed from the booth.
- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charged to the company that has ordered it.
- **STIX Evolution** staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

### **Please note the following:**

- Electrical switchboard and/or various power outputs will ALWAYS be delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by the **STIX Evolution**.
- **STIX Evolution** only provides electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box, and the exhibitor/stand builder will have to place on the space they need them.

**STIX Evolution** provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and prevent any accidents overnight.

At the end of the day the booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecological reasons. **STIX Evolution** won't be liable for any damages caused by this action.

In case that the stand builder brings their own electrical switchboard, (it has to be connected to **STIX Evolution** switchboard it is mandatory to indicate which power line goes to the booth lights, in order that the booth manager knows which switch/button has to be turned off at the end of the day.

In case that you need 24h electrical connection for some devices (excluding the booth general light), a second electrical switchboard will have to be ordered. Booth managers will have to make sure the general lights are turned off.

## [Booth Services](#)

### **Booth Cleaning**

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please contact the hotel.

No other company can clean the venue facilities surfaces to avoid damage.

### **Internet & Wi-Fi**

For internet, please contact [aapostolova@kenes.com](mailto:aapostolova@kenes.com)

Important:

Please be advised that the installation of private Wi-Fi networks in the stand is not allowed.

The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

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

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

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

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

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

### **Security**

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

Neither **Kempinski Hotel Gold Coast City** nor the organizers can accept responsibility for the security of the stands and their contents. **Kempinski Hotel Gold Coast City** as well as the organizers are not liable for any possible loss, theft and/or damage that may occur during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

### **Booth Catering**

Food & Beverages service is an **exclusivity** of the **Kempinski Hotel Gold Coast City**.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the hotel.

### **Kempinski Hotel Gold Coast City**

Favour Chimezie

Email: [favour.chimezie@kempinski.com](mailto:favour.chimezie@kempinski.com)

If you would like to bring a coffee machine or barista, please consult with the Exhibition Manager - [aapostolova@kenes.com](mailto:aapostolova@kenes.com).

### **Important:**

- It is not allowed to enter any kind of Food & Beverages from outside the venue.
- This exclusivity also includes all types of catering equipment such as juicers, popcorn machines, etc.
- The **Kempinski Hotel Gold Coast City** itself reserves the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- The exhibitor must consider the space available in the booth store and display the requested deliveries.

In case to have any other doubts about F&B please contact the organizers or the **Kempinski Hotel Gold Coast City** to avoid misunderstandings once the event starts.

### **Storage**

**Kempinski Hotel Gold Coast City** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palletes, etc.) should be coordinated with DSVH team (payable service).

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

Please contact DSV with information on sizes and number of parcels, size, and storage period. **E-mail: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)**

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, **Kempinski Hotel Gold Coast City** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If **Kempinski Hotel Gold Coast City** takes care of the removal of these items, it will be charged to the exhibitor.

## Access to the exhibition area

The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

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

## Access for Deliveries

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

Deliveries may not be made before **Monday, 28 September**. Any deliveries prior to this date, or outside official working hours, will not be accepted. Please refer to the Shipping Instructions for the delivery address.

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

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand.

## Accommodation

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

Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/MNF26>.

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

For **group booking** (10 rooms and more) please contact **Ms. Milena Nedyalkova** Email: [mnedylakova@kenes.com](mailto:mnedylakova@kenes.com)

## [Rules and Regulations](#)

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

#### **Animals**

It is not permitted to bring animals into the Lille Grand Palais.

#### **Build-Up & Dismantling Period**

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol,

drugs or any other type of substances that could alter the perception of risk.

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

## **Health & Safety**

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

## **Children**

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## **Compressed Gases**

Use of compressed gases is not allowed.

## **Damage to the Building**

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

## **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the **Kempinski Hotel Gold Coast City** in removing this property will be charged to the exhibitor.

## **Fire Regulations**

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

## **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

## **Smoke**

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

## **Heavy Weight Element / Large Machinery**

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

- Exhibition access used
- Transportation used to bring the element inside the **Kempinski Hotel Gold Coast City** and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading/uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the **Kempinski Hotel Gold Coast City** has the complete information, the unloading of the element will be approved or rejected.

### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the **Kempinski Hotel Gold Coast City** are not allowed.

### **Insurance (compulsory)**

- Exhibitors are required to take out appropriate Insurance. Third-party liability insurance is obligatory. It remains the Exhibitors' full responsibility to insure themselves appropriately.
- Neither the organizers nor the **Kempinski Hotel Gold Coast City**, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have **public liability insurance** that covers all injuries to persons and damages that might occur in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provided.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### **Noise**

- Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors.
- The volume level must not exceed 70dB (A) at the boundaries of the stand. The organizers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organizers.

### **Liability**

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the **Kempinski Hotel Gold Coast City** or any part thereof in any manner whatsoever.

### **Sound equipment and Music**

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third-party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company. Proper dispensation must be obtained and any royalties due paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages sustained by any exhibitor or third party.

### **Security**

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

### **Personal Transportation Vehicles**

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

### **Stand Activities**

- "Meet the expert" sessions or press briefings at the stand are not allowed during the official scientific program. Activities for a **maximum of 15 participants** during coffee breaks are

accepted. A request to hold such sessions must be submitted to Kenes International for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours with a limitation of 15 simultaneous participants. Companies must provide headphones or soundproofing for activities to ensure no disruption to neighboring booths. Activities must be conducted within the company's booth space only, and the company is responsible for accommodating all participants inside their booth.

### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film in their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, meeting features, or any sessions is expressly forbidden unless permission has been given by the exhibitor or the organizer, respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates/staff visiting or working in the exhibition hall.
- All filming must be used solely for educational purposes, and the copyright will be owned by MNF unless agreed otherwise in writing. The company should, in writing, inform the organizers of their intention to film, describing the subject and the purpose of the activity. Filming and audio-recording will only be allowed once written confirmation is received by the applicant from the organizers.

### **Recording**

- Taking pictures, filming and audio-recording in the exhibition halls is not allowed for exhibitors. Exhibitors may take pictures of their own stands but not of the stands of other exhibitors. All filming must be used solely for educational purposes, and the copyright will be owned by MNF unless agreed otherwise in writing. The company should, in writing, inform the organizers (Kenes International) of their intention to film, describing the subject and the purpose of the activity. Filming and audio-recording will only be allowed once written confirmation is received by the applicant from the organizers.

### **Give-aways and Printed Material**

- Give-aways and printed material may only be distributed within the space rented by the exhibitor in the exhibition hall or at satellite symposia. No such material may be distributed in any hotel used by the organizers (Kenes International). Printed announcements of sponsored events or other material may only be distributed beyond the exhibitor's booth space with prior written agreement by the organizers (Kenes International).

### **Exhibitor's Participation in Sessions**

- Participants registered as exhibitors will not be permitted to attend scientific sessions at the congress. Exhibitors interested in attending any scientific session must register as regular congress participants.

### **Smoking Policy**

The **Kempinski Hotel Gold Coast City** operates a **NO SMOKING** policy in ALL halls.

### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the booths. No permission will be given for projection in the aisles or on the walls of the hall.

### **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- In case exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the **Kempinski Hotel Gold Coast City** and/or the organizers at the expense of the exhibitor concerned.

The **Kempinski Hotel Gold Coast City** reserves the right to access inside the booth in order to check the compliance with the **Kempinski Hotel Gold Coast City** regulations.

At all times, you must consider the staff's logistics **Kempinski Hotel Gold Coast City** indications.

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

### [1:1 Meeting Scheduler- Kenes Connect](#)

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

#### **With 1:1 Meeting Scheduler, you can:**

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



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

All you need to do is to login to the Exhibitor Portal and Order .  
Link to access the Portal <https://exhibitorportal.kenes.com>

**Cost: 750 EUR**

### [Shipping Information](#)

### **Delivery & Logistic Services**

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

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

### **Freight Handling & Customs Clearance Agent**

**DSV**

**Email:** [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

**Name:** Lorena Perdomo

*Please contact DSV for a tailored proposal.*

### [Contact information](#)

### **Kenes Group Contacts:**

#### **Exhibition Manager**

Anna Toloeva

Email: [aapostolova@kenes.com](mailto:aapostolova@kenes.com)

#### **Sponsorship and Exhibition Sales**

Cristobal Bozdogan

Email: [cbozdogan@kenes.com](mailto:cbozdogan@kenes.com)

#### **Hotel Accommodation**

Milena Nedyalkova

Email: [mnedyalkovakenes.com](mailto:mnedyalkovakenes.com)

<https://hotels.kenes.com/congress/MNF26>

## **Registration**

Anna Jopek

Email: [reg\\_mnf26@kenes.com](mailto:reg_mnf26@kenes.com)

## **Official Contractors:**

### ***Cleaning Services In-Booth Catering***

#### **Kempinski Hotel Gold Coast City**

Favour Chimezie

Email: [favour.chimezie@kempinski.com](mailto:favour.chimezie@kempinski.com)

### ***Stand fitting Graphics and Signage Booth construction Furniture, Electricity***

#### **STIX EVOLUTION**

Benjamin Dodoo

Email: [benjamin@stixevolution.net](mailto:benjamin@stixevolution.net)

*To place your orders, please complete the respective order form and send it by email.*

**For Booth Branding**, please [click here](#).

**For AV Orders**, please [click here](#).

**For additional extras**, please [click here](#)

**For Furniture Catalogue**, please [click here](#).

**For Furniture orders**, please [click here](#)

### ***Freight Handling & Customs Clearance Agent***

#### **DSV**

Email: [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

Name: Lorena Perdomo

*Please contact DSV for a tailored proposa*