



32ND ECNP 7-10 SEPTEMBER 2019
CONGRESS COPENHAGEN

*The future of
CNS treatments*



ECNP Exhibition Guidelines



ECNP

european college of
neuropsychopharmacology

<https://2019.ecnp.eu>



The mission of the ECNP Congress is to bring together under one roof all the many pieces that go to make up the CNS treatment puzzle – from the lab all the way to the pharmacy and clinic. The Congress is accompanied by an exhibition; an important factor in contributing to the congress's educational function, by allowing participants to gain access to high-quality information and advice.

ECNP would therefore like to invite companies and organisations involved in 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 8 September to Tuesday 10 September 2019.

The exhibition organiser is the 32nd ECNP Congress Foundation called organisers hereafter.

The exhibition will take place in Hall E of the Bella Center Copenhagen, Denmark.

Coffee and lunch will be served in the exhibition area, thus ensuring maximum contact between exhibitors and participants. Coffee and lunch will also be served in the poster area.

The organisers reserve the right to determine the eligibility of all exhibition stand space applications, expecting that all exhibitions will conform to the educative and scientific goals of the 32nd ECNP Congress. The allocation of stand space does not mean that the information provided at the exhibition stand is endorsed by the organisers.

Deadlines exhibition

Industry activities	
15/12/2018	Exhibition application initial deadline
01/03/2019	Space assignment (exhibition) for initial deadline applications
01/04/2019	ECNP Industry Manual
01/06/2019	Final stand drawing
01/06/2019	Final design banner
01/07/2019	Exhibition application final deadline



Contact details 32nd ECNP Congress

Details 32nd ECNP Congress Foundation		
<p>Stichting 32nd ECNP Congress Bolognalaan 28 3584 CJ Utrecht The Netherlands</p>	<p>Chamber of Commerce: 67794378</p> <p>RSIN: 857176249</p> <p>VAT NL: NL8571.76.249.B01</p>	<p>IBAN: NL20 INGB 0008 3714 39</p> <p>BIC: INGBNL2A</p>
Details Scientific and organising secretariat		
<p>ECNP Office The Netherlands T: +31 88 7569 555</p> <p>congress2019@ecnp.eu http://2019.ecnp.eu www.ecnp.eu</p>	<p>Iris Allebrandi Director Congresses & Meetings</p> <p>Melinda Spitzer Project Manager Congresses & Meetings</p>	<p>Exhibition & industry sessions applications</p> <p>Exhibition logistics</p> <p>Rules and regulations</p> <p>Scientific secretariat</p>
Details Bella Center Copenhagen (Congress venue)		
<p>Bella Center Copenhagen Boulevard 5 S-2300 Copenhagen T: +45 3247 3247 sen@bellacenter.dk</p>	<p>Steen Enemark Senior Project Manager</p>	<p>Site visits</p>
Details c'accommodation (Official housing agency)		
<p>c'accommodation 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 h.desmazieres@caccommodation.com</p>	<p>Hélène Desmazières</p>	<p>Hotel bookings Please note that the nearest hotel is the AC Hotel Bella Sky: A special rate of 1800 DKK per single room, per night, breakfast included has been negotiated.</p>
Details CPO HANSER SERVICES GmbH (Official registration agency)		
<p>CPO HANSER SERVICE GmbH Berlin, Germany T: +49 30 300 66 90 registrationsecretariat@ecnp-congress.eu</p>		<p>Group registration is available to register a minimum of 5 participants. The online form will be available from October 2018.</p>



1. Opening hours*

Date	Hours
Sunday 8 September 2019	09.00-17.00
Monday 9 September 2019	09.00-17.00
Tuesday 10 September 2019	09.00-17.00

2. Price overview

Type of exhibition service	Price	Services included
1 Roll up banner	EUR 1,200 (excl. VAT)	Free-standing banner near the entrance within the exhibition area
Brochures & flyers	EUR 500 (excl. VAT)	Flyers and brochures displayed on the congress's information table
Shell scheme stand*: 6 m ² package 9 m ² package 12 m ² package	EUR 2,600 (excl. VAT) EUR 3,600 (excl. VAT) EUR 4,800 (excl. VAT)	<ul style="list-style-type: none"> • 6, 9 or 12 m² stand space • Shell scheme frame • Fascia panel with standard lettering • One socket and its electrical usage • Carpeting (including daily vacuum cleaning) • Cleaning of aisles and public areas within the exhibition area • A number of free exhibitor badges, depending on stand size (see chapter 9) • Company details mentioned on the ECNP app, congress website and printed matters
Free build stand	EUR 800 / m ² (excl. VAT)	<ul style="list-style-type: none"> • Stand space only • Cleaning of the aisles and public areas within the exhibition area
Publishers/booksellers	EUR 350 / m ² (excl. VAT)	<ul style="list-style-type: none"> • A number of free exhibitor badges, depending on stand size (see chapter 9) • A number of free congress participant badges, depending on stand size (see chapter 9) • Company details mentioned in the ECNP app, congress website and printed matters

*Note that there is a minimum of 6 m² per order of exhibition space.



3. Application procedure

To be considered in the initial assignment of stand space, potential exhibitors must submit their application via the [online application form](#), by 15 December 2018 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.

Upon application the company name, company address details and introduction text about the company for publication on the website, the final programme and congress app are requested. 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.

4. Stand space assignment

The organisers will make initial stand space assignments for applications received before 15 December 2018, taking into account the restrictions of the congress venue and, as much as possible, the applicant's preferences.

After the initial stand space assignment has been finalised, the remaining space (if available) will be allocated to later applications. No applications will be accepted after 1 July 2019.

The stand assignment to applicants that met the initial deadline will be sent before 1 March 2019. Please note that the organisers' 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 educational, scientific or medically oriented exhibits. Exhibitors are permitted to demonstrate the company's services and equipment and to make informational presentations regarding the product line or service 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 is however allowed for book signing, quiz 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 expert science exchange or a product theatre session, see [Industry Sessions Guidelines](#).

Only activities which, in the opinion of the organisers, are in line with educational, scientific and medically oriented exhibits will be permitted. The organisers reserve the right to end activities or to close a stand.

6. Floor plan

The provisional [exhibition floor plan](#) has been designed in accordance with the Rules and Regulations Bella Center Copenhagen and with the intention of maximising each individual stand's exposure to the participants of the 32nd ECNP Congress. Please note this is a provisional floorplan, this floorplan might be revised based on the actual stand sizes, taking 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 32nd ECNP Congress are provided by the ECNP Office, the Bella Center Copenhagen 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 in April 2019.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organisers. 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, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

7.2 Suppliers appointed by exhibitors

With the exception of some compulsory services/suppliers (such as electricity, water, catering etc.) the use of other suppliers/agencies for logistical and technical purposes is permitted, provided that the exhibitor informs the ECNP Office, through the [Agency reply form](#), of the name of the appointed agency and which activities will be performed. Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency.

It is the exhibitor's responsibility to ensure that all the relevant ECNP Industry Guidelines, rules and regulations as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

7.3 ECNP Industry Manual

An Industry Manual containing complete exhibition & industry sessions information and order forms for all technical installations and services will be available through the [ECNP Congress website](#) in April 2019. Confirmed exhibitors will also be notified by e-mail when the document is available.



8. Stand information

A choice of banner, shell scheme or free-build (space only) stands is offered to exhibitors.

Allocated space for free-build stands is hired based on stand space only. Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction.

Stand constructions 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 open structured.
A maximum of 1/3 of the length of each side of the stand is allowed to be a closed wall or similar.
- 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.

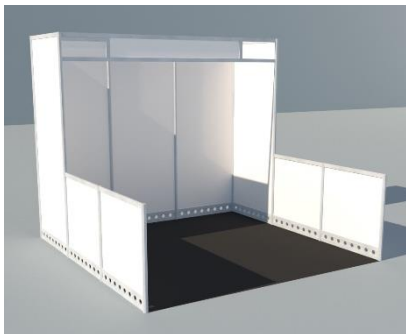
The final decision rests with the organisers.

8.1 Free-build stands

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

Stands may not be constructed without the organisers' written approval. Details about the required documents and drawings needed for approval will be available in the ECNP Industry Manual, to be published 1 May 2019.

8.2 Shell scheme stands



Companies that order a shell scheme package 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. The package of 9 square meters will have an additional meter of 1 meter high added to their stand. Corner stands will only have one panelled side of 2 meters with a first side panel of 2,50 meters high, the next side panel is 1 meter high. 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 metres stand.

Shell scheme packages include the panels as described above, electricity usage, carpeting and fascia panel with standard lettering. Furniture and other services can be ordered using the order information provided in the ECNP Industry Manual, to be published 1 May 2019.

8.3 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. 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 approved by the ECNP Office. The organisers will produce and place the banner at the exhibition. The price for a banner is EUR 1200.

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 the ECNP Office. The company will produce the flyers and brochures. The organiser will place it at the congress information table. The price is EUR 500.

Please use the [online application form](#) to order these services.

8.4 Height restrictions

Free-build stands: The maximum stand height in the exhibition area is 4.00 meters. However, 25% of the stand construction may exceed this maximum with an ultimate height of 5 metres. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures, and any other kind of hangings.

Shell scheme stands: The height of the shell scheme stands is 2.50 meters.

8.5 Provisional build up and dismantling schedule

Build up*		Dismantling*	
Friday 6 September 2019 <i>(free build stands only)</i>	08.00 – 22.00	Tuesday 10 September 2019 <i>(free build stands and shell scheme stands)</i>	17.00 – 22.00
Saturday 7 September 2019 <i>(free build stands and shell scheme stands)</i>	08.00 – 19.00**	Wednesday 11 September 2019 <i>(free build stands only)</i>	07.00 – 16.00

* Final times will be confirmed in the ECNP Industry Manual to be released 1 May 2019.

** 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 1 May 2019. The extra time is subject to availability and at the costs of the exhibitor.



9. Badges

Exhibitors are entitled to a certain number of free exhibitor and congress participant badges, depending on the size of their stand.

Summary table outlining free exhibitor and congress participant badges.

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



10. Payment and cancellation policy

10.1 Payment terms and conditions

For exhibition a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2019. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated stand space may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned stand space unless the fee has been settled in full.

Companies participating in the exhibition are required to observe all payment deadlines as stated in these ECNP Exhibition Guidelines and/or on the invoices. The 32nd ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

10.2 VAT

Dutch VAT will be charged in accordance with European legislation.

10.3 Cancellations

Cancellations of exhibition space must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

A cancellation will result in the release of the stand space.

In the event of cancellation or reduction of exhibition space, the following policy will apply:

- 50% of the total amount will be refunded for cancellations or reduction made before 1 March 2019
- 30% of the total amount will be refunded for cancellations or reduction made on or after 1 March 2019 and until 1 May 2019
- No refund for cancellations or reduction made on or after 1 May 2019

Refunds will be made after the congress.

11. Rules and regulations

All companies involved in the 32nd ECNP Congress should adhere to this ECNP Exhibition Guidelines document, the [ECNP Industry Rules and Regulations](#), the [ECNP Industry Session Guidelines](#), as well as the [Rules and Regulations of the Bella Center Copenhagen](#) and the [ECNP privacy and data security policy](#).