

Exhibition Manual

Dear Exhibitor,

This webpage contains important information designed to help you prepare for the ICID 2026 Exhibition.

The Exhibition will be held in conjunction with the **21st International Congress on Infectious Diseases (ICID 2026)**, which will be held in **Madrid, Spain**, from **November 10-13, 2026**.

Venue:

PALACIO MUNICIPAL IFEMA MADRID,

Av. de la Capital de España, 5, Barajas, 28042

Madrid, Spain

The exhibition floor plan has been designed to maximise the exhibitor's exposure to the delegates. Please read all the information on this webpage. It will take you very little time now and could save you a great deal of time later.

Please forward this link to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For further support, please do not hesitate to contact us at:

Youcef Zaiter

Exhibitions Manager & Industry Coordinator

E: yzaiter@kenes.com | M: +34 657977165



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)

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. 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.

Exhibition – Deadlines and Key Dates

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	Click here to book your hotel or email us to: avillafaina@kenes.com
Company logo and profile	As soon as possible	
Designed Booth Approval	Wednesday, 07th October	
Text for Fascia (Shell Scheme stands only)	Friday, 23rd October	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Lead Retrieval Wireless Barcode Reader	Wednesday, 21st October	
Badge Order	Friday, 9th October	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Electrical Power Booth Construction & Fittings Furniture Hire AV Equipment Internet Hostesses & Temporary Staff Stand Cleaning	Early bird prices end 2nd October. Standard prices end 30th October. Limited onsite orders available and may incur additional late fees.	4foreverything 4foreverything Virtual Shop: Click here For queries, please contact: 4foreverything Exhibitor Services Department ICID@4foreverything.com
Mandatory Setup and Basic Power Fees (applicable for all booths)	Friday, 30th October	
In-booth Catering	Monday, 26th October	MICE Catering Javier Monasterio For the catering menu, Click Here javier.monasterio@micecatering.com +34 648 90 20 89
Delivery		
Air freight	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 7 days prior to move-in	DSV Olimpia Rodrigalvarez Email: olimpia.rodrigalvarez@dsv.com Mobile: +34 628930293 Office: +34 954325842
Road freight via warehouse	Pre-alert & Documents: 5 days prior to consignment arrival Cargo: 3 days prior to move-in	

Exhibition Timetable

Activity	Date	Hours
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	Sunday 8 November 2026	10:00 - 20:00 Space Only Safety shoes are mandatory
Set up	Monday 9 November 2026	08:00 - 20:00 All Stands Safety shoes are mandatory
	Tuesday 10 November 2026	08:00 - 12:00 Decoration only
	Tuesday 10 November 2026	18:00 - End of Welcome Reception
Exhibition	Wednesday 11 November 2026	09:45 - 16:00
Opening Hours	Thursday 12 November 2026	09:45 - 16:00
	Friday 13 November 2026	09:45 - 16:00
Dismantling	Friday 13 November 2026	16:00 - 21:00 Safety shoes are mandatory

All exhibitors should be in their Booth 30 minutes before the official opening.

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

Dismantling of the stands before the official hour is not permitted.

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Tuesday 12:00**.
- 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.
- **During setup and dismantling periods, safety shoes, high-visibility vests, and safety helmets are mandatory.**

Off Exhibition Information

- 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, 13th at 20:00** 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 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.

In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable items in your booths.

Welcome Reception at The Exhibition Area:

On **Tuesday, 10th** you are cordially invited to **the Welcome Reception** held in the **Exhibition Hall from 18:00**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibition Floor Plan and List of Exhibitors

List of Exhibitors

Please see all exhibitors listed [here](#)

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](#)

Exhibitor Badges

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalised i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Friday, 9th October.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €240.

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

Additional Exhibitor badges can be ordered online via the [Exhibitor Portal](#)

For any inquiries related to registration, please contact Niya Dimchevska, the Registration Specialist, at ndimchevska@kenes.com

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

Deadline: Friday, 9th October

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 on-site registration desk.

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 several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

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

"K-Lead" Application - Barcode Scanner Application

"K-lead" Application - Badge Scanner

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. Supporters 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' 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 "Klead Pro"

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

Device is NOT included!

Deadline: Wednesday, 21st October

Onsite rate of EUR 850 will be applied for order 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 Euro

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 K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing](#)

[Agreement.](#)

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from 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.

If you are interested in the API Integration service, **These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>**

1:1 Meeting Scheduler – Kenes Connect

We are delighted to offer you an exciting opportunity to maximize your visibility and engagement at **ICID 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

Price: 750 Euro

Deadline for ordering the service: 10 days prior to the Congress

1:1 Meeting Scheduler is available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

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 ICID 2026.

Access to the Exhibition Hall during Set-up and Dismantling Times

Ensuring the health and safety of all the people working in a workplace is the legal obligation of the

workplace owners, and thus the aim of IFEMA management.

In accordance with current regulations, this addresses the contractors, subcontractors, freelancers and exhibitors carrying out work during the assembly and dismantling phases of fairs and events, working for themselves or others, in the IFEMA exhibition/meeting areas

Please fill this form here before the set up starts:

<https://www.ifema.es/en/support/labour-risks-form-fairgrounds>

Effective immediately, as a preventative measure, generally speaking, and due to the concurrence of activities, the obligation to wear **protective helmets, high-visibility vests and security footwear during setup and dismantle** periods of trade fairs and exhibition areas, has been established.

In no case will access to the halls be allowed without the aforementioned individual protection equipment; this instruction affects any person accessing, passing through, working or merely being present, in exhibition halls or outdoor exhibition areas during setup and dismantle periods.

This instruction sets forth minimal conditions and does not exempt the use of other protective gear that may be required for the execution of specific tasks to be carried out during the above-mentioned setup and dismantle periods.

Exhibition Hall and Technical Information

The exhibition will be held in Palacio Municipal IFEMA Madrid. A virtual tour can be seen [here](#).



Build-Up Height

- Maximum build-up height from the ground: **4m**
- Rigging from the ceiling is **NOT** permitted.
- Shell scheme stand build up is **2.5m**

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

Any part facing neighbouring booths that is above 2.50 m in height (in case of back-to-back wall) needs to be designed with neutral surfaces (white). Also, the reverse of the

structure must be nicely finished (no wiring, no graphics, no logo).

Floor

Take into account the maximum load weights of the floor slab of the Multi-purpose Room 1,000 kg/m² and never exceed them, the auditorium stage and the rest of the floors 400 kg/m².

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.



Mandatory Setup and Basic Power Fees (applicable for all booths)

At IFEMA, setup charges are mandatory and cover the following services provided during the setup and dismantling periods:

- *Paramedic.*
- *Inspection of electrical installations.*
- *Cleaning of common areas (aisles & bathrooms).*
- *Electrical connectivity and power for setup and dismantle tasks.*
- *Electrical consumption of 130W/m² during the event.*
- *Personalized Exhibitor Care Desk service.*

Mandatory fees for shell scheme booths: **18.23€/m²**

Mandatory fees for "Space only" booths: **22.77€/m²**

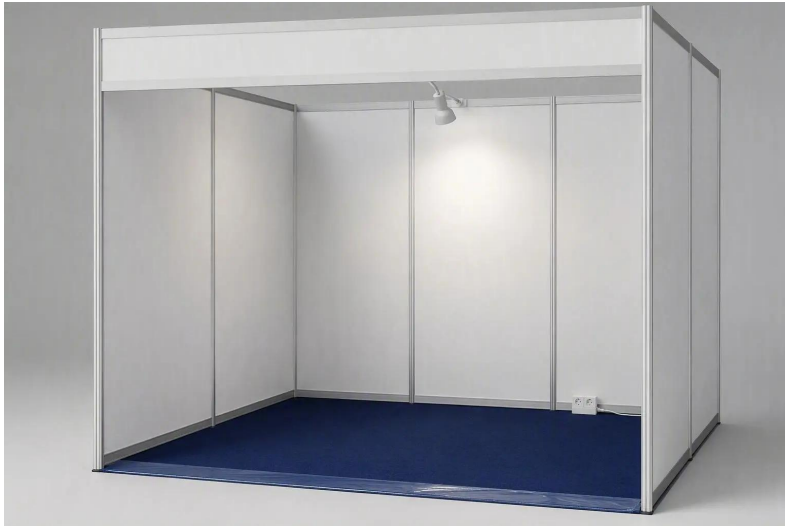
The mandatory setup fees should be paid through the **4foreverything Virtual Shop**.

Deadline: Friday, 30th October.

Shell Scheme Booths - Technical Information and Regulations

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

- **Walling** - standard shell scheme system, panel height 2.5m
- Company name on **Fascia board** printed in black standard lettering and booth number
- Carpet: Midnight blue carpet with protective foil (foil removal not included)
- 2 x electric outlets (**electricity is not included**)
- 1 spot per 3sqm booth size



Note: Corner shell scheme booths are provided with two open sides and 2 fascia panels with company name.

**Image shown is for illustration purposes only*

Booth Package does not include:

- Mandatory power consumption, assembly fee (cost: TBC€/m2)
- Furniture
- Graphics
- Daily cleaning
- Foil protection removal: Shell scheme booths are provided with foil protection on the carpet and plastic covering the furniture. Foil removal is not included in the standard package. If required, can be purchased directly from the builder.

Fascia Sign

Please submit lettering for fascia via the Exhibitor's Portal by **Friday, 23rd October**.

If you wish to print your company logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via 4foreverything - the official stand contractor.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per the company name in your application form.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booths will be designed and built by **4foreverything** - 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 shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager ASAP.
- No free-standing stand-fitting or display(s) may exceed a height of 2.50 m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances 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. **Booth must be returned in the same condition in which it was**

received. Any damage to booth structure will be invoiced to the exhibitor.

- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave a mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- 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 is not notified in writing before Friday, 16th October it will be assumed that the exhibitor will have opening on the additional side(s). Contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with blue carpet. If the exhibitor wishes to have a carpet in a different colour, an additional fee will be required. Please contact 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 visit the 4foreverything Virtual Shop or contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com

Space Booths – Technical Information and Regulations

Exhibitors using independent contractors are required to submit the following for the organizer approval:

- 1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- 2. Position of your booth on the floorplan with orientation**
- 3. Utility connections: electrical, water and drainage – a list of all appliances**
- 4. The name and contact details of their construction**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

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

Friday, 09th October

- The maximum building height for the top of all elements is **4m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the **Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.**
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.** You are only allowed to build walls that covers third of each side.
- **Island booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including rear sides.**
- **Raised floor/platform:** please note that if your booth has a raised floor/platform, **you are required to provide a ramp** for wheelchair access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible. Providing a ramp is a compulsory either for entire elevation or from one of the sides.

- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- **All structural back walls of neighbouring booths must be properly decorated.** Back Walls (reversed side) must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- 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 that they do not endanger life.
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- **Ceiling Rigging is not permitted.**

Kindly note:

- **The organisers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.**
- Production cannot commence until the booth drawings are approved by the organizer.
- The used spaces must be returned to IFEMA completely clear of all items and the Exhibition areas restored to their original state.

Electricity and Electrical Installations - Information for ALL booths

- Shell scheme stands: As part of the **Mandatory Setup and Basic Power Fees (applicable for all booths)** and you have 130W/m² included in your space; if you need more power, be sure to order your corresponding power box and add extra power to cover that power box.
- Space only stands: As part of the **Mandatory Setup and Basic Power Fees (applicable for all booths)** you have 130W/m² included in your space; be sure to hire a power box below that power. If you need more power, please hire as much extra power to cover your needs AND the power box you need.

The mandatory setup fees should be paid through the [**4foreverything Virtual Shop**](#). **Deadline: 30th October**

Electrical Connection + Fuse-board + Certification Packs: offered by 4foreverything. If you select this option, the fuse-board(s) hired will be installed at the beginning of setup in the location indicated on a stand floorplan to be sent to 4foreverything.

If you choose the "own distribution board" option, be aware it is the stand-builder's responsibility to ensure that a Spanish-licensed electrician coordinates the Electrical Installation Certificate with the Regional Government of Madrid. You must then present the Electrical Installation Certificate to the IFEMA's official inspection company. They will then check the installation once it is in place, and if they agree that all is in order, give the OK for electricity to be turned on at the stand.

Booth Services

Booth Cleaning

The organiser 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).

Shell scheme booths are provided with foil protection on the carpet and plastic covering the furniture. Foil removal is **not** included in the standard package. If required, can be purchased directly from the builder.

Daily booth cleaning and foil removal (for shell scheme booths) can be ordered directly with the **4foreverything Virtual Shop** or contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com.

Booth Catering

MICE Catering exclusively offers food, beverage and catering services. Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via **MICE Catering**. The menu can be found [Here](#)

To order or discuss in further detail, please **contact Javier Monasterio at:**

Email: javier.monasterio@micecatering.com | **Tel:** +34 648 90 20 89.

Deadline: 29 October

Internet & Wi-Fi

Please be advised the **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas. This public Wi-Fi connection is limited to basic web browsing or checking emails.

If a dedicated wired or Wi-Fi line is needed for your booth, it can be purchased through the webshop [here](#).

Security

Coming soon

Storage

The **IFEMA** has NO storage facilities pre-Conference. Short-term storage of materials left over after assembly (empty boxes, crates, cases, pallets etc.) should be coordinated with **DSV** (payable service).

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

Please contact **DSV** with information on sizes and number of parcels, size, and storage period.

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

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

For access to the goods/ lorry entrance/ Lifts:

Venue Lift Dimensions • Door: 250 cm (W) × 259 cm (H) • Inside: 250 cm (W) × 500 cm (D) × 300 cm (H) • Max Load: 4000 kg

Getting to IFEMA

Getting to the IFEMA from both within and outside Madrid is easy. Simply choose the option that best suits your travel plans: <https://www.ifema.es/en/how-to-get-here>

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 and the service entrance.

Access for Deliveries

Please be advised that neither the Organisers nor the Venue 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.

Shipments sent directly to the venue prior to the set-up period will be refused by the venue. Once the event & dismantling are over, IFEMA shall not be held responsible for the safekeeping and/or storage of any items left in the building. If IFEMA takes care of the removal of these items, it will be charged to the exhibitor.

Shipments should arrive not earlier than Sunday, 08 November 2026 (during the official working hours, please check the Exhibition Timetable). Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries 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.

Parking

Detailed information regarding the parking at IFEMA is available here: <https://www.ifema.es/en/services/parking>

Rules and Regulations -Binding for all exhibitors and their subcontractors

Animals

It is not permitted to bring animals into **IFEMA**.

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

- 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 prohibited

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 organizer.

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

Use of screws, nails, paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In the event 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 IFEMA in removing this property will be charged to the exhibitor.

Fire Regulations

- 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 venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Partners **must** be insured against fire.

Smoke

It is not permitted to operate any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flame.

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 IFEMA 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
- Neither the organisers nor IFEMA, 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
- 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 a **public liability insurance** that covers all injuries to persons and damages that might cover 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
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition Please make arrangements for insurance coverage through your company's insurer.

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
- 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
- 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 IFEMA or any part thereof in any manner

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 neighbouring 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 **IFEMA** cannot accept liability for loss of or damage to private property or goods.
- Neither IFEMA nor the organizers can accept responsibility for the security of the booths and their contents. **IFEMA** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed.

Personal Transportation Vehicles

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

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition
- Advertising material and signs may not be distributed or displayed outside the exhibitor's
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed
- Exhibitors are allowed to film on 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, Congress 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 neighbouring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable 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.

Smoking Policy

IFEMA 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
- You are not allowed to discard any waste, including promotional material, please check the technical regulation below only what is allowed to be discarded.

NB! Please read carefully what is allowed to be discarded as waste as all other types which are not mentioned in the document have to be collected and discharged in your own country.

IFEMA reserves the right to access inside the booth in order to check the compliance with **IFEMA** regulations.

At all times you must respect the logistics staff and IFEMA indications. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Shipping Instructions

Delivery & Logistics

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ICID 2026.

Failure to comply with these instructions and deadlines may cause unnecessary delays in handling/clearance and additional expenses being incurred.

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

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

ICID 2026 Shipping instructions: [available here](#)

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move-in and move-out of the venue.

Insurance of Goods

All cargo should be insured from the point of origin.

Exhibition Goods and Display Materials

Please note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

For shipping instructions, please [click here](#).

For the quotation form, please [click here](#).

Freight Handling & Customs Clearance Agent

DSV

Olimpia Rodrigalvarez

olimpia.rodrigalvarez@dsv.com | Mobile +34 628930293 | Office: +34 954325842 | www.dsv.com

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)

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. 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.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	Click here to book your hotel or email us to: avillafaina@kenes.com
Company logo and profile	As soon as possible	
Designed Booth Approval	Wednesday, 07th October	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Text for Fascia (Shell Scheme stands only)	Friday, 23rd October	
Lead Retrieval Wireless Barcode Reader	Wednesday, 21st October	
Badge Order	Friday, 9th October	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com

Electrical Power
Booth Construction & Fittings
Furniture Hire
AV Equipment
Internet
Hostesses & Temporary Staff
Stand Cleaning

Mandatory Setup and Basic Power Fees

(applicable for all booths)

Early bird prices end 2nd October. Standard prices end 30th October. Limited onsite orders available and may incur additional late fees.

Friday, 30th October

4foreverything

4foreverything Virtual Shop: [Click here](#)

For queries, please contact:

4foreverything Exhibitor Services Department

ICID@4foreverything.com

In-booth Catering

Monday, 26th October

MICE Catering

Javier Monasterio

For the catering menu, [Click Here](#)

javier.monasterio@micecatering.com

+34 648 90 20 89

Delivery

Air freight

Pre-alert & Documents: 7 days

prior to consignment arrival

Cargo: 7 days prior to move-in

DSV

Olimpia Rodrigalvarez

Email: olimpia.rodrigalvarez@dsv.com

Mobile: +34 628930293

Office: +34 954325842

Road freight via warehouse

Pre-alert & Documents: 5 days

prior to consignment arrival

Cargo: 3 days prior to move-in

Activity	Date	Hours
	Sunday 8 November 2026	10:00 - 20:00 Space Only Safety shoes are mandatory
Set up	Monday 9 November 2026	08:00 - 20:00 All Stands Safety shoes are mandatory
	Tuesday 10 November 2026	08:00 - 12:00 Decoration only
	Tuesday 10 November 2026	18:00 - End of Welcome Reception
Exhibition	Wednesday 11 November 2026	09:45 - 16:00
Opening Hours	Thursday 12 November 2026	09:45 - 16:00
	Friday 13 November 2026	09:45 - 16:00
Dismantling	Friday 13 November 2026	16:00 - 21:00 Safety shoes are mandatory

All exhibitors should be in their Booth 30 minutes before the official opening.

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

Dismantling of the stands before the official hour is not permitted.

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Tuesday 12:00**.
- 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.
- **During setup and dismantling periods, safety shoes, high-visibility vests, and safety helmets are mandatory.**

Off Exhibition Information

- 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, 13th at 20:00** 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 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.

In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable items in your booths.

Welcome Reception at The Exhibition Area:

On **Tuesday, 10th** you are cordially invited to **the Welcome Reception** held in the **Exhibition Hall from 18:00**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

List of Exhibitors

Please see all exhibitors listed [here](#)

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](#)

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalised i.e. they will include the name of the badge holder as well as the company name. Please submit the list of individual names via the Exhibitors Portal no later than Friday, 9th October.**

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of €240.

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

Additional Exhibitor badges can be ordered online via the [Exhibitor Portal](#)

For any inquiries related to registration, please contact Niya Dimchevska, the Registration Specialist, at ndimchevska@kenes.com

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

Deadline: Friday, 9th October

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 on-site registration desk.

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 several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

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

"K-lead" Application - Badge Scanner

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. Supporters 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' 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 "Klead Pro"

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

Device is NOT included!

Deadline: Wednesday, 21st October

Onsite rate of EUR 850 will be applied for order 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 Euro

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

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from 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.

If you are interested in the API Integration service, **These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>**

We are delighted to offer you an exciting opportunity to maximize your visibility and engagement at **ICID 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

Price: 750 Euro

Deadline for ordering the service: 10 days prior to the Congress

1:1 Meeting Scheduler is available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

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 ICID 2026.

Ensuring the health and safety of all the people working in a workplace is the legal obligation of the workplace owners, and thus the aim of IFEMA management.

In accordance with current regulations, this addresses the contractors, subcontractors, freelancers and exhibitors carrying out work during the assembly and dismantling phases of fairs and events, working for themselves or others, in the IFEMA exhibition/meeting areas

Please fill this form here before the set up starts:

<https://www.ifema.es/en/support/labour-risks-form-fairgrounds>

Effective immediately, as a preventative measure, generally speaking, and due to the concurrence of activities, the obligation to wear **protective helmets, high-visibility vests and security footwear during setup and dismantle** periods of trade fairs and exhibition areas, has been established.

In no case will access to the halls be allowed without the aforementioned individual protection equipment; this instruction affects any person accessing, passing through, working or merely being present, in exhibition halls or outdoor exhibition areas during setup and dismantle periods.

This instruction sets forth minimal conditions and does not exempt the use of other protective gear that may be required for the execution of specific tasks to be carried out during the above-mentioned setup and dismantle periods.

The exhibition will be held in Palacio Municipal IFEMA Madrid. A virtual tour can be seen [here](#).



Build-Up Height

- Maximum build-up height from the ground: **4m**
- Rigging from the ceiling is NOT permitted.
- Shell scheme stand build up is **2.5m**

Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

Any part facing neighbouring booths that is above 2.50 m in height (in case of back-to-back wall) needs to be designed with neutral surfaces (white). Also, the reverse of the structure must be nicely finished (no wiring, no graphics, no logo).

Floor

Take into account the maximum load weights of the floor slab of the Multi-purpose Room 1,000 kg/m² and never exceed them, the auditorium stage and the rest of the floors 400 kg/m².

Please note that if your booth has a platform/raised floor, you are required to provide a ramp or sloped edging around the entire booth to ensure access for people with disabilities.

The platform sides must be closed and finished neatly. The platform edges must be safe, secured, and easily visible to avoid trip hazard.



Mandatory Setup and Basic Power Fees (applicable for all booths)

At IFEMA, setup charges are mandatory and cover the following services provided during the setup and dismantling periods:

- **Paramedic.**
- **Inspection of electrical installations.**
- **Cleaning of common areas (aisles & bathrooms).**
- **Electrical connectivity and power for setup and dismantle tasks.**
- **Electrical consumption of 130W/m2 during the event.**
- **Personalized Exhibitor Care Desk service.**

Mandatory fees for shell scheme booths: **18.23€/m2**

Mandatory fees for "Space only" booths: **22.77€/m2**

The mandatory setup fees should be paid through the **4foreverything Virtual Shop**.

Deadline: Friday, 30th October.

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

- **Walling** - standard shell scheme system, panel height 2.5m
- Company name on **Fascia board** printed in black standard lettering and booth number
- Carpet: Midnight blue carpet with protective foil (foil removal not included)
- 2 x electric outlets (**electricity is not included**)
- 1 spot per 3sqm booth size



Note: Corner shell scheme booths are provided with two open sides and 2 fascia panels with company name.

**Image shown is for illustration purposes only*

Booth Package does not include:

- Mandatory power consumption, assembly fee (cost: TBC€/m2)
- Furniture
- Graphics
- Daily cleaning
- Foil protection removal: Shell scheme booths are provided with foil protection on the carpet and plastic covering the furniture. Foil removal is not included in the standard package. If required, can be purchased directly from the builder.

Fascia Sign

Please submit lettering for fascia via the Exhibitor's Portal by **Friday, 23rd October**.

If you wish to print your company logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via 4foreverything - the official stand contractor.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per the company name in your application form.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booths will be designed and built by **4foreverything** - 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 shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager ASAP.
- No free-standing stand-fitting or display(s) may exceed a height of 2.50 m or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances 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. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave a mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- 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 is not notified in writing before Friday, 16th October it will be assumed that the exhibitor will have opening on the additional side(s). Contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with blue carpet. If the exhibitor wishes to have a carpet in a different colour, an additional fee will be required. Please contact 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 visit the 4foreverything Virtual Shop or contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com

Exhibitors using independent contractors are required to submit the following for the organizer approval:

- 1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.**
- 2. Position of your booth on the floorplan with orientation**
- 3. Utility connections: electrical, water and drainage - a list of all appliances**
- 4. The name and contact details of their construction**

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>

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

Friday, 09th October

- The maximum building height for the top of all elements is **4m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the **Exhibition material that is placed outside the booth will be removed at the exhibitor's expense**.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved**. You are only allowed to build walls that covers third of each side.
- **Island booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered**.
- **Construction finish must be perfect in all the stand's visible areas, including rear sides**.
- **Raised floor/platform**: please note that if your booth has a raised floor/platform, **you are required to provide a ramp** for wheelchair access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible. Providing a ramp is a compulsory either for entire elevation or from one of the sides.
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- **All structural back walls of neighbouring booths must be properly decorated**. Back Walls (reversed side) must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- 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 that they do not endanger life.
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- **Ceiling Rigging is not permitted**.

Kindly note:

- **The organisers will not approve booths that do not comply with the accepted standards until the necessary changes have been made**.
- Production cannot commence until the booth drawings are approved by the organizer.
- The used spaces must be returned to IFEMA completely clear of all items and the Exhibition areas restored to their original state.
- Shell scheme stands: As part of the **Mandatory Setup and Basic Power Fees (applicable**

for all booths) and you have 130W/m² included in your space; if you need more power, be sure to order your corresponding power box and add extra power to cover that power box.

- Space only stands: As part of the **Mandatory Setup and Basic Power Fees (applicable for all booths)** you have 130W/m² included in your space; be sure to hire a power box below that power. If you need more power, please hire as much extra power to cover your needs AND the power box you need.

The mandatory setup fees should be paid through the [4foreverything Virtual Shop](#). **Deadline: 30th October**

Electrical Connection + Fuse-board + Certification Packs: offered by 4foreverything. If you select this option, the fuse-board(s) hired will be installed at the beginning of setup in the location indicated on a stand floorplan to be sent to 4foreverything.

If you choose the “own distribution board” option, be aware it is the stand-builder’s responsibility to ensure that a Spanish-licensed electrician coordinates the Electrical Installation Certificate with the Regional Government of Madrid. You must then present the Electrical Installation Certificate to the IFEMA’s official inspection company. They will then check the installation once it is in place, and if they agree that all is in order, give the OK for electricity to be turned on at the stand.

Booth Cleaning

The organiser 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).

Shell scheme booths are provided with foil protection on the carpet and plastic covering the furniture. Foil removal is **not** included in the standard package. If required, can be purchased directly from the builder.

Daily booth cleaning and foil removal (for shell scheme booths) can be ordered directly with the **4foreverything Virtual Shop** or contact the official stand contractor 4foreverything at E-mail: icid@4foreverything.com.

Booth Catering

MICE Catering exclusively offers food, beverage and catering services. Exhibitors who wish to order food and beverages for their booth are welcome to do so directly via **MICE Catering**. The menu can be found [Here](#)

To order or discuss in further detail, please **contact Javier Monasterio at:**

Email: javier.monasterio@micecatering.com | **Tel:** +34 648 90 20 89.

Deadline: 29 October

Internet & Wi-Fi

Please be advised the **Private Wi-Fi network installations in the stand are not allowed**. The Venue and the organizers reserve the right to discontinue any activity which interferes with the hall Wi-Fi coverage.

Complimentary Wi-Fi will be provided by the Meeting during official Meeting days at most areas. This public Wi-Fi connection is limited to basic web browsing or checking emails.

If a dedicated wired or Wi-Fi line is needed for your booth, it can be purchased through the webshop [here](#).

Security

Coming soon

Storage

The **IFEMA** has NO storage facilities pre-Conference. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **DSV** (payable service).

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

Please contact **DSV** with information on sizes and number of parcels, size, and storage period.

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

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

For access to the goods/ lorry entrance/ Lifts:

Venue Lift Dimensions • Door: 250 cm (W) × 259 cm (H) • Inside: 250 cm (W) × 500 cm (D) × 300 cm (H) • Max Load: 4000 kg

Getting to IFEMA

Getting to the IFEMA from both within and outside Madrid is easy. Simply choose the option that best suits your travel plans: <https://www.ifema.es/en/how-to-get-here>

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 and the service entrance.

Access for Deliveries

Please be advised that neither the Organisers nor the Venue 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.

Shipments sent directly to the venue prior to the set-up period will be refused by the venue. Once the event & dismantling are over, IFEMA shall not be held responsible for the safekeeping and/or storage of any items left in the building. If IFEMA takes care of the removal of these items, it will be charged to the exhibitor.

Shipments should arrive not earlier than Sunday, 08 November 2026 (during the official working hours, please check the Exhibition Timetable). Any deliveries prior to this date, or off the official working hours, will not be accepted. Please refer to the Shipping Instructions for the deliveries

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.

Parking

Detailed information regarding the parking at IFEMA is available here:

<https://www.ifema.es/en/services/parking>

Animals

It is not permitted to bring animals into **IFEMA**.

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
- 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 prohibited

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 organizer.

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

Use of screws, nails, paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In the event 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 IFEMA in removing this property will be charged to the exhibitor.

Fire Regulations

- 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 venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Partners **must** be insured against fire.

Smoke

It is not permitted to operate any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flame.

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 IFEMA 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
- Neither the organisers nor IFEMA, 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
- 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 a **public liability insurance** that covers all injuries to persons and damages that might cover 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
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition Please make arrangements for insurance coverage through your company's insurer.

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
- 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

- 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 IFEMA or any part thereof in any manner

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 neighbouring 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 **IFEMA** cannot accept liability for loss of or damage to private property or goods.
- Neither IFEMA nor the organizers can accept responsibility for the security of the booths and their contents. **IFEMA** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed.

Personal Transportation Vehicles

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

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition
- Advertising material and signs may not be distributed or displayed outside the exhibitor's
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity,

noise, or music that is deemed

- Exhibitors are allowed to film on 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, Congress 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 neighbouring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable 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.

Smoking Policy

IFEMA 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
- You are not allowed to discard any waste, including promotional material, please check the technical regulation below only what is allowed to be discarded.

NB! Please read carefully what is allowed to be discarded as waste as all other types which are not mentioned in the document have to be collected and discharged in your own country.

IFEMA reserves the right to access inside the booth in order to check the compliance with **IFEMA** regulations.

At all times you must respect the logistics staff and IFEMA indications. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Delivery & Logistics

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ICID 2026.

Failure to comply with these instructions and deadlines may cause unnecessary delays in handling/clearance and additional expenses being incurred.

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

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

ICID 2026 Shipping instructions: [available here](#)

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside

the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move-in and move-out of the venue.

Insurance of Goods

All cargo should be insured from the point of origin.

Exhibition Goods and Display Materials

Please note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

For shipping instructions, please [click here](#).

For the quotation form, please [click here](#).

Freight Handling & Customs Clearance Agent

DSV

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