

Exhibition Manual

Dear Exhibitor,

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

The Exhibition will be held in conjunction with **the 16th edition of the International Congress of Parasitology (ICOPA 2026)** which will take place **AUGUST 16-21 2026** at **Palais des congrès de Montréal**.

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

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

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

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you to **Montréal** and wish you a successful congress and exhibition!

Venue Address:

Palais des congrès de Montréal

1001 Place Jean-Paul-Riopelle Montreal,

<https://congresmtl.com/>

For any questions, please contact:

Aleksandra Sinapova

Exhibition & Industry Coordinator



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Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

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

- Submit lettering for Fascia sign (applicable for “Shell Scheme” booths)
- Submit other deliverables as per sponsorship contract

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

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

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

Notes:

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

Exhibition Timetable

Set up	Saturday, August 15	
	Exhibition Set-up- for All stands	10:00 – 20:00
	Sunday, August 16	
	Exhibition Set-up- for All Stands	08:00 – 12:00 12:00-15:00 <i>* By 15:00 all empty boxes, empty crates and packaging material should be removed, and all aisles should be cleared to allow cleaning and setting up the hall for the opening</i>
	Sunday, August 16	
Exhibition Opening	DECORATION ONLY	15:00-17:00 <i>* Decoration only! No boxes or empty are allowed in the hall</i>
	Sunday, August 16	18:00 – end of Welcome Reception
	Monday, August 17	09:00-17:00
	Tuesday, August 18	09:00-17:00
	Wednesday, August 19	09:00-15:00
	Thursday, August 20	09:00-17:00

Dismantling

Friday, 21 August

13:00-21:00

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

Updates to follow up in due time.

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

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

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Sunday, August 16 at 11am.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- Any equipment, display aid or other material left behind after **Friday, August 21 at 21:00** 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.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

Welcome Reception at The Exhibition Area

You are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** on **Sunday, August 16** from **19h00**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibition – Deadlines and Key Dates

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/ICOPA26 or email us to: kresnick@kenes.com
Company logo and profile	As soon as possible and no later than Tue, June 30	
Designed Booth Approval		
Text or logo for Fascia (Shell Scheme stands only)	Mon, July 13	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Lead Retrieval Wireless Barcode Reader	Thu, July 30	

Badge Order	Thu, July 23	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Furniture Rental		GES
Shell Scheme Extras	Wed, July 29	Email: serviceinfo@ges.com
Graphics/Signage		For all those services, please click here to go
Electricity (All booths)		inside GES Canada portal
Daily Booth Cleaning	Until Fri, July 31 *Anticipated price	
In Booth Security	Until Wed, August 12 *Regular price	Palais des congrès de Montréal portal: https://congresmtl.com/en/services/client-portal
WIFI or Wired Internet	Until Sun, August 16 *Late price	
In booth Catering	Thursday, July 30	Maestro Culinaire Email: pascal.maisonneuve@maestroculinaire.ca For Menus, please click here For order form, please click here
Hostesses & Temporary Staff Hire	Tuesday, July 21	BBW Email: sriddell@bbwinternational.com
Door to Door Shipments	Logistics, Shipping & Customs	
Air freight shipments & Customs Info	Please contact GES/ConsultExpo - Customs & Logistics Department	GES/ConsultExpo Please click here to go inside GES Canada portal Email: GES@consultexpoinc.com
Advance shipment to warehouse		
K-Lead (Badge Scanning)		

K-Lead application

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

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

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

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App."

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

Device is NOT included!

Deadline: Thursday, July 30

Onsite rate of 850 USD 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 USD

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

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus**? -> Please access the **Exhibitor's Portal** <https://exhibitorportal.kenes.com>

API Integration

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

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

How it works:

- **Instant API Access** - Scan delegate badges using your own app and retrieve full attendee details.
- **Real-Time Sync** - Automatically update your CRM.
- **CRM Compatibility** - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- **Data Accuracy** - Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- **Custom Mapping** - Adapt data fields to fit your CRM's structure.
- **Secure & Compliant** - Advanced encryption ensures data protection.
- **Analytics & Reporting** - Gain insights on leads and engagement.

Benefits of this solution?

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

To get a quote and place your order, please reach out to the Exhibition Manager at asinapova@kenes.com

Deadline: Thursday, July 30

Exhibitors' Badges

Exhibitors' Badges

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

Exhibitor badges will be given as per your contract.

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

Any additional exhibitor's badges will be charged an exhibitor registration fee of **150 USD**

Companies can purchase a maximum number of exhibitor registrations as follows:

- Stands of up to 650 sq ft - 15 exhibitor registrations
- Stands larger than 650 sq ft - 25 exhibitor registrations

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

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

<https://exhibitorportal.kenes.com>

Price for extra exhibitor badge is **150 USD**

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

Deadline: **Thursday, July 23**

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

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite 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 a number of 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); Congress Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

Exhibition Floorplan and List of Exhibitors

List of Exhibitors

Please see all exhibitors listed here: <https://icopa2026.org/confirmed-sponsors-and-exhibitors/>

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](#)

Exhibition Hall Specifications and Important Technical Information

Exhibition Area

The Exhibition is being held in **Hall 517CD**, located on **Level 5**.

For virtual tour of the hall, please [here](#)

Build up Height

- **The maximum build up height** allowed for booth walls is **13'12" (4 m)**.
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Electricity comes from the ceiling and floor if necessary.
- Shell scheme stand build up is **8'(2.5m)**. Any part facing neighboring stands that is above 8'(2.5m) in height needs to be designed with neutral surfaces (white).
- If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):
- Any part facing the adjacent booth(s) that is above 8'(2.5m) in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth - over 8'(2.5m) in height - must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

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

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

Floor

Floor type: Carpet

Maximum floor load: 100 lbs/sq.ft.

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

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging

Ceiling hanging is permitted.

Please contact GES for availability and price quotations. Email: serviceinfo@ges.com

Exhibit fixtures, components, and identification signs are permitted to a maximum height of 13'12" (4m).

Hanging sign must be raised no higher than 18' 04" (5.5m)

Kindly note that the hanging points are spread randomly throughout the Exhibition Hall and may not be available above your booth location.

Stand builders cannot hang any item directly to the venue ceiling hanging points.

GES needs to build pre-rigging in order to provide a point.

Raised Floor / Platform

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

Shell Scheme Booths – Technical Information and Regulations

Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

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

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering and booth number
- Basic lighting (spotlights, one per meter, only on one wall on corner stands) – Please note that you need to order electricity in order to have the lights on)
- Light grey carpet

Booth Package does not include:

- In-booth daily cleaning
- Electricity
- Furniture

Electricity, cleaning, furniture, graphics and other products and supporting services can be ordered via the GES Canada portal:

Please [click here](#)

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

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths).

On corner stands it is possible to choose lettering on one side and logo for the other.

Deadline: Monday, July 13

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

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

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

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the **GES** - the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any

standard equipment within the booth should indicate clearly the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, July 13**.

- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Under any circumstances, it is not allowed to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying **a booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, July 13**- it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with **grey** If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **GES**- the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.

Exhibitors requiring additional equipment may contact **GES** - the official stand contractor - as per published deadlines (see section "Deadlines & Key dates").

Space Booths

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, a list of all appliances
3. The name and contact details of their construction company.
4. Any modifications to an approved booth design, no matter how minor, require prior notice and additional review. Booth design must strictly adhere to the original approved layout

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.

Deadline: Monday, July 13

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- 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 cover 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.

- 360-degree suspended banner/logos are only permitted for **island booths**.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Please note that if your booth has a platform, you are required to provide a ramp to ensure access for people with disabilities.
- 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 traffic.
- 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).
- Coffee bars or other F&B-stations have to 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.
- 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 and health.
- For booths sharing a border with another booth: the reverse side of any hanging banner must be plain white or gray, without any logos, graphics, or wiring. Hanging logos and advertisements must not face neighboring booths. Be sure to check this when approving booth designs.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- **Ceiling Rigging** is **permitted** and must be authorized in advance by the **Palais des congrès de Montréal**.
- 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. Advertising on the boundary with other stands is prohibited.
- ****For our reference, see below an image showing sloped edging.**



Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the booth drawings are approved by the organizers.
- The used spaces must be returned to the Palais des congrès de Montréal completely clear of

all items and the Exhibition areas restored to their original state.

Electricity and Electrical Installations for All Booths

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the **Palais des congrès de Montréal**.

The **Palais des congrès de Montréal** is the only entity allowed to provide and connect any kind of device directly to the main power sources.

Exhibitors must place orders for any electrical requirements via the GES Portal:

<https://ordering.ges.com/CA-00071184> and they are responsible for payment of such services.

- Electrical outlets/power supplied by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **Palais des congrès de Montréal staff** are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

Please note the following:

- Power requirements will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supplied from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to confirm the placement of the electrical installations within the booth. All electrical installations are carried out by the **Palais des congrès de Montréal**.
- **Palais des congrès de Montréal** only could provide electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical supply and the exhibitor/stand builder will have to place on the space they need them.

The Palais des congrès de Montréal provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and prevent any accidents overnight.

At the end of the day the booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The **Palais des congrès de Montréal** won't be liable for any damages caused from this action.

Please note:

In Canada it is used the following types of electricity plugs: **Type A & B**

The ungrounded type A (NEMA 1-15) and the grounded type B (NEMA 5-15) For more information you can [click here](#)

Booth Services

Booth Cleaning

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

daily stand cleaning, please refer to the **Palais des congrès de Montréal portal**:

<https://congresmtl.com/en/services/client-portal>

Outside companies are not permitted to clean the venue facilities surfaces to avoid damage.

Internet & Wi-Fi

For internet ,please refer to the **Palais des congrès de Montréal portal**:

<https://congresmtl.com/en/services/client-portal>

Important:

Please be advised the Private Wi-Fi networks installations in the stand is not allowed.

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

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

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

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

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

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

Security

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

Neither the **Palais des congrès de Montréal** nor the organizers can accept responsibility for the security of the stands and their contents. The **Palais des congrès de Montréal** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **Palais des congrès de Montréal portal**: <https://congresmtl.com/en/services/client-portal>.

Booth Catering

Food & Beverages service is exclusive of the **Maestro Culinaire**.

Email: pascal.maisonneuve@maestroculinaire.ca

For Menus, please click [here](#)

For order form, please click [here](#)

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with **Maestro Culinaire**.

If you would like to order a coffee machine or barista, please contact: **Maestro Culinaire** at pascal.maisonneuve@maestroculinaire.ca

Important:

- Food & Beverage from outside the venue is not permitted.
- This exclusivity also includes all types of catering equipment such as juicers, popcorn machines, etc.
- Maestro Culinaire reserves the right to charge for any F&B products not supplied by the venue (pre-authorization is necessary from Maestro Culinaire).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

For any F&B questions, please contact the organizers or Maestro Culinaire at pascal.maisonneuve@maestroculinaire.ca to avoid misunderstandings once the event started.

Storage

The **Palais des congrès de Montréal** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **GES** (payable service).

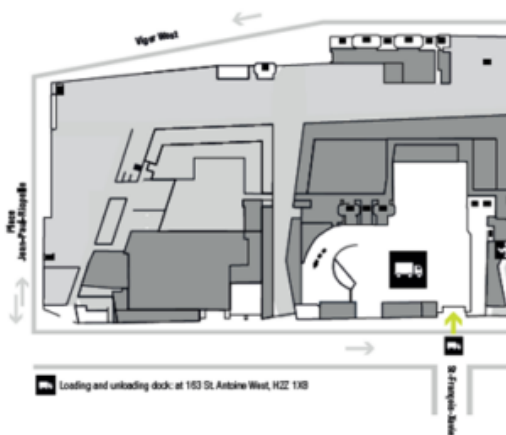
Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact **GES** 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 **Palais des congrès de Montréal** shall not be held responsible for the safekeeping and/or storage of any items left in the building.

Loading Dock



Entry procedure during set-up:

Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.

A maximum of 15 minutes is permitted to unload your vehicle.

Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.

To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantling:

Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle.

Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.

The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.

Blue trolleys will be available from the loading dock once the doors are opened.

Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible, once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.

A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.

If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.

Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

Freight Elevators:

Freight-Elevator MC-2	Car	3,017 meters 9 ft 10 in	7,858 meters 25 ft 9 in	3,655 meters 11 ft 11 in	8 165kg 17 963 lbs.
	Door	3,101 meters 10 ft 2 in		3,663 meters 12 ft	

Parking

Temporary parking is permitted at the loading dock for a period of 15 minutes. Car parking is available at 1025 rue Chenneville (see rates below).

VIGER PARKING
1025 Chenneville Street (400 places)

Every 30 minutes	\$5,75
Maximum for 12 hours	\$25
Maximum for 24 hours	\$30
Event rate	\$27

→ Method of payment: cash, Visa and MasterCard credit card

→ Clearance height: 6 ft 2 in (1.88 m)

→ Taxes included

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 **GES**.

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

Access for Deliveries

Please be advised that neither the Organizers nor the **Palais des congrès de Montréal** 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.

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

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

Accommodation

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

Information, pictures, location and rates are available on the hotel accommodation page:
<https://icopa2026.org/icopa-hotels/> or email us to: booking@kenes.com

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

For **group booking** (10 rooms and more) please contact Ms. Karen Resnick at kresnick@kenes.com

Different payment and cancellation conditions apply.

Rules and Regulations - Binding for all exhibitors and their subcontractors

Rules and Regulations -

Animals

It is not permitted to bring animals into the Palais des congrès de Montréal.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

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

Children

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

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

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

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Palais des congrès de Montréal in removing this property will be charged to the exhibitor.

Fire Regulations

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

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

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

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Palais des congrès de Montréal will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Palais des congrès de Montréal and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Palais des congrès de Montréal has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Palais des congrès de Montréal are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Palais des congrès de Montréal their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have 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 provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Noise

- Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors.
- The volume level must not exceed 70dB (A) at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at

the stand are not permitted without prior approval from the organisers.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Palais des congrès de Montréal or any part thereof in any manner whatsoever.

Sound equipment and Music

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

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

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

Further guidelines:

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

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Palais des congrès de Montréal cannot accept liability for loss of or damage to private property or goods.
- Neither Palais des congrès de Montréal nor the organizers can accept responsibility for the security of the booths and their contents. The Palais des congrès de Montréal as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.

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 booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film in their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, 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 neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Recording

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

Give-aways and Printed Material

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

Exhibitor's Participation in Sessions

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

Smoking Policy

The **Palais des congrès de Montréal** 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

- Palais des congrès de Montréal is responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- Any discarded waste, including promotional material, left behind will be removed by the **Palais des congrès de Montréal** and/or the organizers at the expense of the exhibitor concerned.

The Palais des congrès de Montréal reserves the right to access inside the booth in order to check the compliance with the Palais des congrès de Montréal regulations.

At all times you must consider the staff's logistics Palais des congrès de Montréal indications.

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

Shipping Instructions

GES/CONSULTEXPO, has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for ICOPA 2026

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

GES/ConsultExpo offers the following services:

- Transport, national and international
 - Temporary or permanent customs clearances
 - Coordination of deliveries, delivery time and slot management
 - Unloading, delivery to exhibition-stands, forklifting
 - Storage of empty boxes and crates during the event
 - On-site assistance and supervision

CONSULTEXPO CUSTOMS CLEARANCE SERVICES

ConsultExpo Inc., has been selected as official Customs Broker and will be pleased to assist with the customs clearance and/or shipping of your display material one-way or round-trip. Please complete their forms **ConsultExpo Order Form** and **Canada Customs Invoice**

www.consultexpoinc.com/forms and return to them to ConsultExpo, **prior to shipping your materials to Montreal**. Once they receive your completed forms, they will provide a quote for the services requested, if the quote is accepted, they will proceed.

COURIER SHIPMENT TIPS**If shipping via a courier such as FedEx, UPS, or DHL **you will still require customs clearance services therefore please complete the ConsultExpo PDF Order Form and Canada Customs Invoice and return to ConsultExpo along with your tracking number.**

For assistance, please feel free to contact ConsultExpo: Glen Anderson glena@consultexpoinc.com
Tel: 514-482-8886 ext. 4 Mobile: 514-709-0945

Insurance of Goods

All cargo should be insured from point of origin.

GES/ConsultExpo - Customs & Logistics Department

Email: GES@consultexpoinc.com For shipping instructions and tariff please [click here](#).

Contact Information

Kenes Group Contacts

Exhibition Manager

Aleksandra Sinapova

Kenes Group

Tel: +41 22 9080488 Ext: 217

Email: asinapova@kenes.com

Registration

Angel Todorov

Email: reg_icopa26@kenes.com

Sponsorship and Exhibition Sales

Cristobal Bozdogan Kenes Group

Email: cbozdogan@kenes.com

Hotel Accommodation

Karen Resnick

Kenes Group

Email: kresnick@kenes.com

<https://hotels.kenes.com/congress/ICOPA26>

Freight Shipments, Customs Information & Onsite Logistic Agent

GES/ConsultExpo

Phone: 514-482-8886

Email: GES@consultexpoinc.com

Official Contractors:

Materials Handling/Electricity/Booth signage/ Booth fittings/ Furniture

GES

Email: serviceinfo@ges.com

Phone: (514) 367-4848 / 1-877-399-3976.

Available Monday – Friday 8:00 AM – 4:00 PM EST

For all those services, please click here to go inside GES Canada portal

Cleaning/In Booth Security

Palais des congrès

Please complete your order via the Palais des congrès de Montréal portal prior to July 31 to benefit from the preferential rate at:

<https://congresmtl.com/en/services/client-portal>

Congress Website

For updated information regarding Congress, please visit the website: <https://icopa2026.org/>

The Portal enables Exhibitors and Supporters to:

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

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

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

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

Notes:

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

Saturday, August 15

Exhibition Set-up- for All stands

10:00 – 20:00

Sunday, August 16

Exhibition Set-up- for All Stands

08:00 – 12:00

12:00-15:00

** By 15:00 all empty boxes, empty crates and packaging material should be removed, and all aisles should be cleared to allow cleaning and setting up the hall for the opening*

Sunday, August 16

DECORATION ONLY

15:00-17:00

** Decoration only! No boxes or empty are allowed in the hall*

Set up

Exhibition Opening	Sunday, August 16	18:00 – end of Welcome Reception
	Monday, August 17	09:00-17:00
	Tuesday, August 18	09:00-17:00
	Wednesday, August 19	09:00-15:00
	Thursday, August 20	09:00-17:00
Dismantling	Friday, 21 August	13:00-21:00

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

Updates to follow up in due time.

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

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

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Sunday, August 16 at 11am.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

Off Exhibition Information

- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth after Exhibition Operating Hours.
- Dismantling of the booths before the official closing of the exhibition is not permitted.
- Any equipment, display aid or other material left behind after **Friday, August 21 at 21:00** 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.
- Please note we will have a security guard at night from the moment the exhibition is closed until the following day when we open.

Welcome Reception at The Exhibition Area

You are cordially invited to the **Welcome Reception** held in the **Exhibition Hall** on **Sunday, August 16** from **19h00**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Action Item	Deadline	Contact Person
Hotel reservation for Staff	As soon as possible	https://hotels.kenes.com/congress/ICOPA26 or email us to: kresnick@kenes.com

Company logo and profile	As soon as possible and no later than Tue, June 30	
Designed Booth Approval		
Text or logo for Fascia (Shell Scheme stands only)	Mon, July 13	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Lead Retrieval Wireless Barcode Reader	Thu, July 30	
Badge Order	Thu, July 23	Via Kenes Exhibitor's Portal https://exhibitorportal.kenes.com
Furniture Rental		GES
Shell Scheme Extras	Wed, July 29	Email: serviceinfo@ges.com
Graphics/Signage		For all those services, please click here to go inside GES Canada portal
Electricity (All booths)		
Daily Booth Cleaning	Until Fri, July 31 *Anticipated price	
In Booth Security	Until Wed, August 12 *Regular price	Palais des congrès de Montréal portal: https://congresmtl.com/en/services/client-portal
WIFI or Wired Internet	Until Sun, August 16 *Late price	
In booth Catering	Thursday, July 30	Maestro Culinaire Email: pascal.maisonneuve@maestroculinaire.ca For Menus, please click here For order form, please click here
Hostesses & Temporary Staff Hire	Tuesday, July 21	BBW Email: sriddell@bbwinternational.com
	Logistics, Shipping & Customs	
Door to Door Shipments		
Air freight shipments & Customs Info	Please contact GES/ConsultExpo - Customs & Logistics Department	GES/ConsultExpo Please click here to go inside GES Canada portal Email: GES@consultexpoinc.com
Advance shipment to warehouse		

K-Lead application

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

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

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

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App."

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

Device is NOT included!

Deadline: Thursday, July 30

Onsite rate of 850 USD 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 USD

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

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus**? -> Please access the **Exhibitor's Portal**
<https://exhibitorportal.kenes.com>

API Integration

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

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

How it works:

- **Instant API Access** - Scan delegate badges using your own app and retrieve full attendee details.
- **Real-Time Sync** - Automatically update your CRM.
- **CRM Compatibility** - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- **Data Accuracy** - Ensure accurate, up-to-date delegate info, reducing manual entry errors.

- Custom Mapping – Adapt data fields to fit your CRM’s structure.
- Secure & Compliant – Advanced encryption ensures data protection.
- Analytics & Reporting – Gain insights on leads and engagement.

Benefits of this solution?

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

To get a quote and place your order, please reach out to the Exhibition Manager at asinapova@kenes.com

Deadline: Thursday, July 30

Exhibitors’ Badges

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

Exhibitor badges will be given as per your contract.

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

Any additional exhibitor’s badges will be charged an exhibitor registration fee of **150 USD**

Companies can purchase a maximum number of exhibitor registrations as follows:

- ☐ Stands of up to 650 sq ft – 15 exhibitor registrations
- ☐ Stands larger than 650 sq ft – 25 exhibitor registrations

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

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

<https://exhibitorportal.kenes.com>

Price for extra exhibitor badge is **150 USD**

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

Deadline: Thursday, July 23

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

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite 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 a number of 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); Congress Opening Ceremony; Welcome Reception
This badge will not give you access to	Scientific and educational sessions; public transport pass; any offsite events
This badge is for	All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); guests of the exhibitor, bar and service personnel, photographer, etc.

List of Exhibitors

Please see all exhibitors listed here: <https://icopa2026.org/confirmed-sponsors-and-exhibitors/>

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](#)

Exhibition Area

The Exhibition is being held in **Hall 517CD**, located on **Level 5**.

For virtual tour of the hall, please [here](#)

Build up Height

- **The maximum build up height** allowed for booth walls is **13'12" (4 m)**.
- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- Electricity comes from the ceiling and floor if necessary.
- Shell scheme stand build up is **8'(2.5m)**. Any part facing neighboring stands that is above 8'(2.5m) in height needs to be designed with neutral surfaces (white).
- If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):
- Any part facing the adjacent booth(s) that is above 8'(2.5m) in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth - over 8'(2.5m) in height - must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

Structures installed for specific events, exhibition stands including installations, special structures

and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

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

Floor

Floor type: Carpet

Maximum floor load: 100 lbs/sq.ft.

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

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling which cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.

Ceiling Rigging

Ceiling hanging is permitted.

Please contact GES for availability and price quotations. Email: serviceinfo@ges.com

Exhibit fixtures, components, and identification signs are permitted to a maximum height of 13'12" (4m).

Hanging sign must be raised no higher than 18' 04" (5.5m)

Kindly note that the hanging points are spread randomly throughout the Exhibition Hall and may not be available above your booth location.

Stand builders cannot hang any item directly to the venue ceiling hanging points.

GES needs to build pre-rigging in order to provide a point.

Raised Floor / Platform

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

Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

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

- Shell Scheme Panels
- Company name on Fascia board printed in standard lettering and booth number
- Basic lighting (spotlights, one per meter, only on one wall on corner stands) – Please note that you need to order electricity in order to have the lights on)
- Light grey carpet

Booth Package does not include:

- In-booth daily cleaning
- Electricity
- Furniture

Electricity, cleaning, furniture, graphics and other products and supporting services can be ordered via the GES Canada portal:

Please [click here](#)

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

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm booths).

On corner stands it is possible to choose lettering on one side and logo for the other.

Deadline: Monday, July 13

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

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

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

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the **GES** - the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager

before **Monday, July 13.**

- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- Under any circumstances, it is not allowed to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying **a booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, July 13**- it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with **grey** If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact **GES**- the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.

Exhibitors requiring additional equipment may contact **GES** - the official stand contractor - as per published deadlines (see section "Deadlines & Key dates").

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

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, a list of all appliances
3. The name and contact details of their construction company.
4. Any modifications to an approved booth design, no matter how minor, require prior notice and additional review. Booth design must strictly adhere to the original approved layout

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.

Deadline: Monday, July 13

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- 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 cover 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.
- 360-degree suspended banner/logos are only permitted for **island booths.**
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- Please note that if your booth has a platform, you are required to provide a ramp to ensure access for people with disabilities.

- 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 traffic.
- 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).
- Coffee bars or other F&B-stations have to 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.
- 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 and health.
- For booths sharing a border with another booth: the reverse side of any hanging banner must be plain white or gray, without any logos, graphics, or wiring. Hanging logos and advertisements must not face neighboring booths. Be sure to check this when approving booth designs.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- **Ceiling Rigging** is **permitted** and must be authorized in advance by the **Palais des congrès de Montréal**.
- 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. Advertising on the boundary with other stands is prohibited.
- ****For our reference, see below an image showing sloped edging.**



Raised floor (4cm) with sloping edges,
finished with wooden laminate.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- Work cannot commence until the booth drawings are approved by the organizers.
- The used spaces must be returned to the Palais des congrès de Montréal completely clear of all items and the Exhibition areas restored to their original state.

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the **Palais des congrès de Montréal**.

The **Palais des congrès de Montréal** is the only entity allowed to provide and connect any kind of device directly to the main power sources.

Exhibitors must place orders for any electrical requirements via the GES Portal:

<https://ordering.ges.com/CA-00071184> and they are responsible for payment of such services.

- Electrical outlets/power supplied by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- **Palais des congrès de Montréal staff** are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.

Please note the following:

- Power requirements will be ALWAYS delivered on the booth floor. Exhibitor/Stand Builder must check how to place it inside the booth to be hidden and accessible.
- Electricity supplied from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to confirm the placement of the electrical installations within the booth. All electrical installations are carried out by the **Palais des congrès de Montréal**.
- **Palais des congrès de Montréal** only could provide electricity from the electrical ducts on the floor.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical supply and the exhibitor/stand builder will have to place on the space they need them.

The Palais des congrès de Montréal provides electric service in the Exhibition area during the official exhibition times only. At the end of the day, we recommend switching off your main electrical sources in order to save energy and prevent any accidents overnight.

At the end of the day the booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. The **Palais des congrès de Montréal** won't be liable for any damages caused from this action.

Please note:

In Canada it is used the following types of electricity plugs: **Type A & B**

The ungrounded type A (NEMA 1-15) and the grounded type B (NEMA 5-15) For more information you can [click here](#)

Booth Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays). For ordering daily stand cleaning, please refer to the **Palais des congrès de Montréal portal**:

<https://congresmtl.com/en/services/client-portal>

Outside companies are not permitted to clean the venue facilities surfaces to avoid damage.

Internet & Wi-Fi

For internet ,please refer to the **Palais des congrès de Montréal portal**:

<https://congresmtl.com/en/services/client-portal>

Important:

Please be advised the Private Wi-Fi networks installations in the stand is not allowed.

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

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

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

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

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

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

Security

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

Neither the **Palais des congrès de Montréal** nor the organizers can accept responsibility for the security of the stands and their contents. The **Palais des congrès de Montréal** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the **Palais des congrès de Montréal portal**: <https://congresmtl.com/en/services/client-portal>.

Booth Catering

Food & Beverages service is exclusive of the **Maestro Culinaire**.

Email: pascal.maisonneuve@maestroculinaire.ca

For Menus, please click [here](#)

For order form, please click [here](#)

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with **Maestro Culinaire**.

If you would like to order a coffee machine or barista, please contact: **Maestro Culinaire** at pascal.maisonneuve@maestroculinaire.ca

Important:

- Food & Beverage from outside the venue is not permitted.
- This exclusivity also includes all types of catering equipment such as juicers, popcorn

machines, etc.

- Maestro Culinaire reserves the right to charge for any F&B products not supplied by the venue (pre-authorization is necessary from Maestro Culinaire).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

For any F&B questions, please contact the organizers or Maestro Culinaire at pascal.maisonneuve@maestroculinaire.ca to avoid misunderstandings once the event started.

Storage

The **Palais des congrès de Montréal** has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **GES** (payable service).

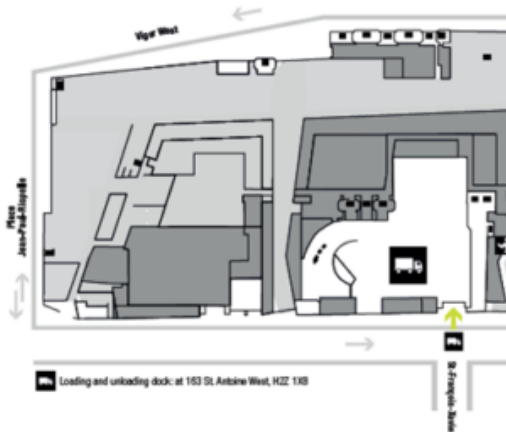
Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact **GES** 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 **Palais des congrès de Montréal** shall not be held responsible for the safekeeping and/or storage of any items left in the building.

Loading Dock



Entry procedure during set-up:

Upon arrival, please obtain a mandatory pass from the attendant at the loading dock.

A maximum of 15 minutes is permitted to unload your vehicle.

Any vehicles left at the loading dock for more than 15 minutes are subject to towing or applicable parking fees.

To assist in transporting materials, blue trolleys are readily available at the loading dock.

Exit procedure during dismantling:

Smaller vehicles have exclusive and priority access to the loading dock at the start of dismantle.

Trucks with trailers, cube trucks and heavier vehicles will have access thereafter.

The doors, between Level 2 (exhibit) and the loading dock will remain closed until all aisle carpeting is completely removed.

Blue trolleys will be available from the loading dock once the doors are opened.

Empty boxes will be brought to booths by Palais des congrès de Montréal personnel as promptly as possible, once the visitors have vacated the room and all aisle carpet is completely removed. Under no circumstances will exhibitors have direct access to storage facilities.

A pass will be given to you by the attendant at the loading dock once all materials have been delivered to your booth. You must obtain this pass to have access to the loading dock with your vehicle.

If your materials can be transported manually without the use of trolleys, it is possible to leave the premises via the exit doors or pedestrian access doors of the exhibit room.

Blue trolleys or other heavy transport equipment are not permitted in the common or public areas of the Palais des congrès de Montréal, including the public elevators and escalators.

Freight Elevators:

Freight-Elevator MC-2	Car	3,017 meters 9 ft 10 in	7,858 meters 25 ft 9 in	3,655 meters 11 ft 11 in	8 165kg 17 963 lbs.
	Door	3,101 meters 10 ft 2 in		3,663 meters 12 ft	

Parking

Temporary parking is permitted at the loading dock for a period of 15 minutes. Car parking is available at 1025 rue Chenneville (see rates below).

VIGER PARKING 1025 Chenneville Street (400 places)

Every 30 minutes	\$5,75
Maximum for 12 hours	\$25
Maximum for 24 hours	\$30
Event rate	\$27

- Method of payment: cash, Visa and MasterCard credit card
- Clearance height: 6 ft 2 in (1.88 m)
- Taxes included

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 **GES**.

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

Access for Deliveries

Please be advised that neither the Organizers nor the **Palais des congrès de Montréal** 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.

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

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

Accommodation

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

Information, pictures, location and rates are available on the hotel accommodation page: <https://icopa2026.org/icopa-hotels/> or email us to: booking@kenes.com

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

For **group booking** (10 rooms and more) please contact Ms. Karen Resnick at kresnick@kenes.com

Different payment and cancellation conditions apply.

Rules and Regulations -

Animals

It is not permitted to bring animals into the Palais des congrès de Montréal.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment** (PPE) such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

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

Children

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

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

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

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the Palais des congrès de Montréal in removing this property will be charged to the exhibitor.

Fire Regulations

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

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

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

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that the Palais des congrès de Montréal will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside the Palais des congrès de Montréal and weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area.

Once the Palais des congrès de Montréal has the complete information, the unloading of the element will be approved or rejected.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the Palais des congrès de Montréal are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the Palais des congrès de Montréal their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have 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 provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Noise

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

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the Palais des congrès de Montréal or any part thereof in any manner whatsoever.

Sound equipment and Music

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

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

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

source is too loud.

Further guidelines:

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

Security

- Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area. The organizers and the Palais des congrès de Montréal cannot accept liability for loss of or damage to private property or goods.
- Neither Palais des congrès de Montréal nor the organizers can accept responsibility for the security of the booths and their contents. The Palais des congrès de Montréal as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.

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 booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film in their own booth, staff and material, but all equipment and camera crew must stay within the exhibition booth. Filming of other exhibitors and their materials, 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 neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Recording

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

Give-aways and Printed Material

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

Exhibitor's Participation in Sessions

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

Smoking Policy

The **Palais des congrès de Montréal** 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

- Palais des congrès de Montréal is responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- Any discarded waste, including promotional material, left behind will be removed by the **Palais des congrès de Montréal** and/or the organizers at the expense of the exhibitor concerned.

The Palais des congrès de Montréal reserves the right to access inside the booth in order to check the compliance with the Palais des congrès de Montréal regulations.

At all times you must consider the staff's logistics Palais des congrès de Montréal indications.

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

GES/CONSULTEXPO, has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for ICOPA 2026

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

GES/ConsultExpo offers the following services:

- Transport, national and international

- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

CONSULTEXPO CUSTOMS CLEARANCE SERVICES

ConsultExpo Inc., has been selected as official Customs Broker and will be pleased to assist with the customs clearance and/or shipping of your display material one-way or round-trip. Please complete their forms **ConsultExpo Order Form** and **Canada Customs Invoice** www.consultexpoinc.com/forms and return to them to ConsultExpo, **prior to shipping your materials to Montreal**. Once they receive your completed forms, they will provide a quote for the services requested, if the quote is accepted, they will proceed.

COURIER SHIPMENT TIPS**If shipping via a courier such as FedEx, UPS, or DHL **you will still require customs clearance services therefore please complete the ConsultExpo PDF Order Form and Canada Customs Invoice and return to ConsultExpo along with your tracking number.**

For assistance, please feel free to contact ConsultExpo: Glen Anderson glena@consultexpoinc.com
Tel: 514-482-8886 ext. 4 Mobile: 514-709-0945

Insurance of Goods

All cargo should be insured from point of origin.

GES/ConsultExpo - Customs & Logistics Department

Email: GES@consultexpoinc.com For shipping instructions and tariff please [click here](#).

Kenes Group Contacts

Exhibition Manager

Aleksandra Sinapova

Kenes Group

Tel: +41 22 9080488 Ext: 217

Email: asinapova@kenes.com

Registration

Angel Todorov

Email: reg_icopa26@kenes.com

Sponsorship and Exhibition Sales

Cristobal Bozdogan Kenes Group

Email: cbozdogan@kenes.com

Hotel Accommodation

Karen Resnick

Kenes Group

Email: kresnick@kenes.com

<https://hotels.kenes.com/congress/ICOPA26>

Freight Shipments, Customs Information & Onsite Logistic Agent

GES/ConsultExpo

Phone: 514-482-8886

Email: GES@consultexpoinc.com

Official Contractors:**Materials Handling/Electricity/Booth signage/ Booth fittings/ Furniture****GES**

Email: serviceinfo@ges.com

Phone: (514) 367-4848 / 1-877-399-3976.

Available Monday - Friday 8:00 AM - 4:00 PM EST

For all those services, please click here to go inside GES Canada portal

Cleaning/In Booth Security**Palais des congrès**

Please complete your order via the Palais des congrès de Montréal portal prior to July 31 to benefit from the preferential rate at:

<https://congresmtl.com/en/services/client-portal>

Congress Website

For updated information regarding Congress, please visit the website: <https://icopa2026.org/>