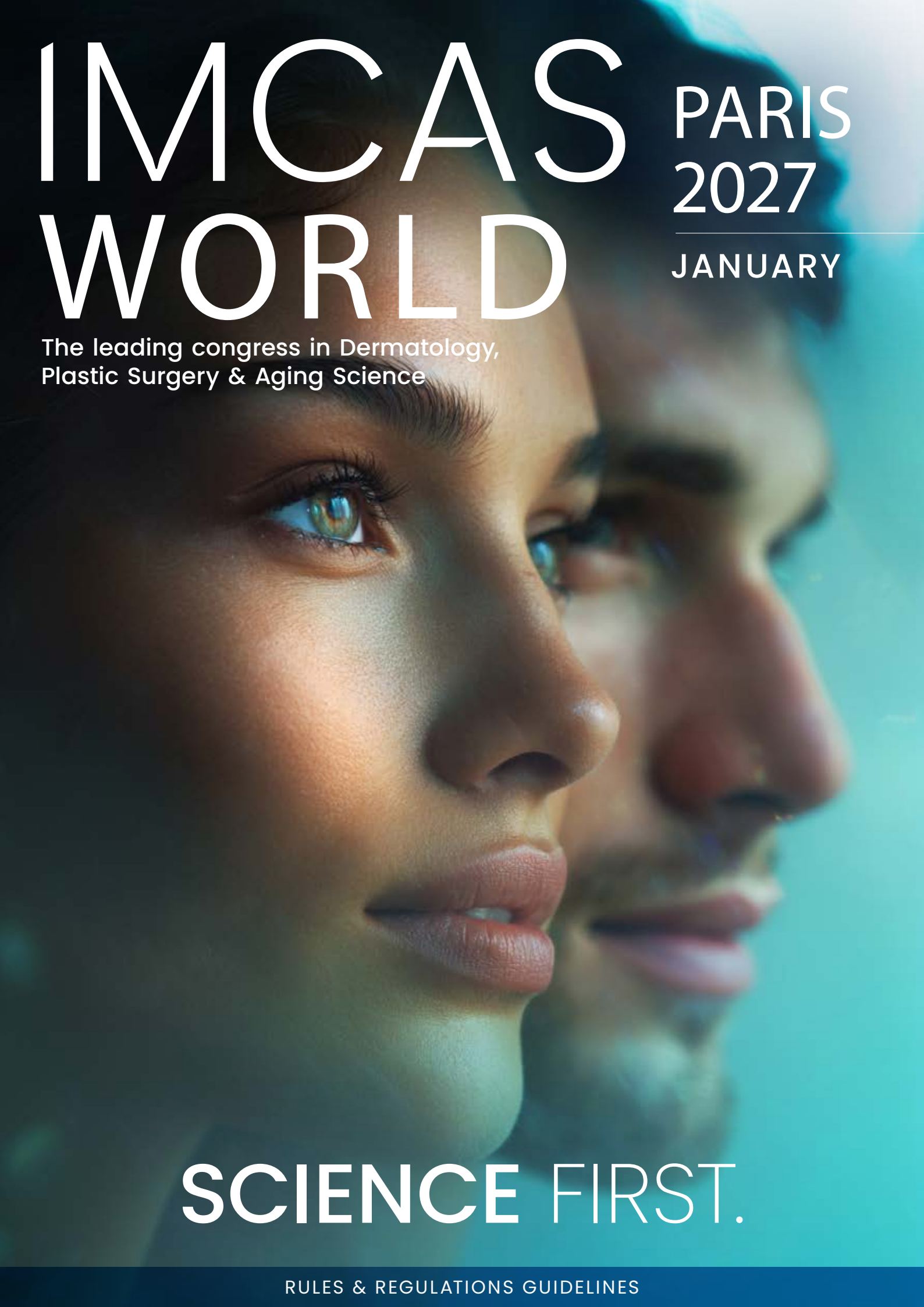




IMCAS WORLD

PARIS
2027

JANUARY

The leading congress in Dermatology,
Plastic Surgery & Aging Science

SCIENCE FIRST.

RULES & REGULATIONS GUIDELINES

TABLE OF CONTENT

- 1** SIGNATURE & CONTRACTUAL COMMITMENT
- 2** COMPLIANCE & LAW
- 3** BOOTH SETUP AND DISMANTLING
- 4** BOOTH OCCUPATION
- 5** PROGRAM
- 6** MEETING ROOMS / TRAINING LABS / SALON D'HONNEUR /
HOSPITALITY SUITES (1 DAY) / STORAGE ROOMS
- 7** CUSTOMIZED HOSPITALITY SUITES
- 8** PHONE RENTAL FOR BADGE SCANNING
- 9** FREQUENTLY ASKED QUESTIONS

Please fill in and sign

Page 4 : 1 – SIGNATURE & CONTRACTUAL COMMITMENT

Event Organizer: IMCAS c/o Comexposium Healthcare
Venue contractor: Palais des Congrès de Paris

Paris offices

COMEXPOSIUM HEALTHCARE SAS
10 avenue de Messine • 75008 Paris • France
Tel: +33 1 40 73 82 82
siret 39834035600029 • RCS Paris • id TVA fr
92398340356

Hong Kong offices

IMCAS Limited / 英卡思有限公司
Unit 806, 8/F., Tower 2 • South Seas Centre
75 Mody Road • Tsim Sha Tsui, Kowloon • Hong Kong
Tel: +852 6054 3312
certificate n° 59022293-000-09-II-2

NEW CALENDAR

– Monday, January 25th:

14:00–20:00 : Setup starts all levels.

*Please reserve your delivery slot via the venue's [Logipass platform](#) (see the instruction manual in the appendix) for the delivery of your equipment to the loading bay.

– Tuesday, January 26th:

08:00 – 20:00 : Setup all levels

20:00 : All empty boxes and pallets must be removed through the loading bay

– Wednesday, January 27th:

08:00 – 20:00 : Final setup, finishing and decoration

20:00 : End of setup. All booths must be fully completed by this time.

• I, or an authorized representative, will promptly proceed with the payment of any penalty fees if any of the following 15 points are not adhered to:

		Act	Cost in EUROS (excl tax)	Chapter
booth setup and dismantling (only applicable to raw space booth)	1	The setting up and dismantling schedule is exceeded (charged per hour per booth)	1 500 euros per hour per booth (payment onsite immediately)	3.3.c
	2	The booth space is not completely cleaned of any decor, hardware, carpet, etc. (charged per cubic meter of cleaning)	subject to the venue's penalty fees	3.3.b
	3	There is any damage to the booth space, floor, pillar/s, the venue's wall/s, etc.	subject to the venue's penalty fees	3.3.c
room key	4	There is late return of meeting room key(s)	100 euros per day	6.1.c
	5	There is loss of meeting room key(s)	300 euros per key	6.1.d
badge scanner	6	There is late return of the rental phone(s)	100 euros per day	8.1.c
	7	There is loss of the rental phone(s) (if any)	500 euros per device	8.1.d
other	8	Early tear-down of your booth before the official closing timeframe	Deduction of PPS points	
	9	Failure to comply with any following rules mentioned in the document	Deduction of PPS points	
	10	Any damages incurring fines from third party (venue, suppliers, etc.)	subject to the venue's penalty fees	
delivery	11	Boxes and all heavy construction is not removed or finished by Tuesday 8pm	1000 euros and penalty charged by the venue and/or the freight forwarder	
	12	Dimensions exceeding the freight lift capacities (see the dimensions of all freight lifts in the appendix).	500 euros per pallet and penalty from the venue and/or the freight forwarder	
	13	Pallet not labeled or unsafely wrapped	500 euros per pallet and penalty from the venue and/or the freight forwarder	4.f
	14	Obstruction of the loading bay will incur a penalty charge per hour.	1000 euros per hour and penalty from the venue and/or the freight forwarder	
	15	Penalty for obstruction of the aisles on Wednesday	1000 euros per hour and penalty from the venue and/or the freight forwarder	

• If the IMCAS staff can't find the owner of the pallet, the IMCAS team reserve the right to call the freight forwarder to remove the pallet and a penalty will be charged by them to get back the pallet.

1. SIGNATURE & CONTRACTUAL COMMITMENT

I, the undersigned

Last name : _____ First name : _____

as a legal representative for (company name) : _____

Position within the company : _____

Certify that :

• The company I'm representing, its employees or subcontractors will comply with all provisions mentioned in this [RULES and REGULATIONS](#) document.

I therefore accept :

- To sign this page (signature & contractual commitment)
- To be bound by the following rules & regulations
- To upload all related documents through my company account on [imcas.com](#).

By policy, IMCAS will charge additional fees **only if the Exhibitor commits one of the above requirements and/or fails to honor the original invoice** that is issued in strict respect with the binding contract.

For violation of any other following rules, Exhibitors, or their concerned suppliers, shall be subject to penalties **ranging from an eviction from the venue or bans on future IMCAS events to the deduction of their PPS points.**

Date (prior to 05 January 2027)

Signature preceded by the mention « Read and approved » :

Date :

Signature :

ESSENTIAL INFORMATION FOR ALL EXHIBITORS

- a. Contact information and the catalog of our official suppliers — including catering, freight forwarders, booth constructors, electricity providers, accommodation, and more — are available in the [SERVICES](#) section of your exhibitor portal.
- b. Detailed information and instructions on booth dimensions and height, onsite delivery, setup and dismantling, and onsite exhibitor services are published in the [LOGISTICS](#) section of your exhibitor portal.

2. COMPLIANCE & LAW

1. Raw spaces – Obligation to provide booth layout and equipment

- a. Submit the booth layout via [your exhibitor portal](#) before 15th December 2026 for approval.
Should you have any questions regarding your booth design, kindly contact our official partner CENTTHOR at s.guillerm@centthor.com.
- b. The booth layout must include the following:
 - Booth width and length
 - Booth maximum height including floorboard and signage, if any
 - Partition walls, if any
 - Booth coverage (Indicate if there is false ceiling. Should there be partial covering please indicate exact measures and materials to be used)
 - Thickness of floor covering and material use (e.g. carpet, floorboard)
 - Access ramp, if any
 - Added wall/s to cover pillar(s), if any
 - **Technical floor plan with ALL dimensions and 3D designs**

IMCAS reserves the right to refuse the booth installation of exhibitors who have not provided the layout within the time allotted. These plans may be submitted to the Safety Officer for validation if necessary.

c. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during setup. Should the booth building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.

d. Full ceiling coverings and mezzanines are NOT allowed to be included in the booth due to fire regulations and building codes. **False ceilings are only permitted on 25% of the total surface area of the stand.** Fireproof fabrics (e.g. velum) with a fire resistance certificate may be considered. Please indicate the material used in the design and attach the certificate to the booth layout.

*In regards of the booth covering fabric, **only certificate/safety report (legal document for fire testing) in French or of EUROCLASS is accepted.** It will be submitted to the Safety Officer for validation.

e. The pillar placed within the limits of your booth can be covered but should not include a construction going over the boundaries of your allocated space. Pillars should be covered with walls up to 3m high maximum, leaving at least 3cm space between the pillar and the added walls. No markings or deterioration may be left on the pillar.

f. Any booth with a standpipe hose system must remain easily accessible, only curtains on the side with standpipe hose system are allowed, no fixed walls will be permitted. The fire extinguisher can be taken off from the pillar within the Exhibitor's booth space and be put aside, but it must remain accessible at all times during the whole congress. It must be restored to the original location during dismantling.

g. The coverings for pillars and standpipes located on your booth can be branded as you wish, however any that are located outside or adjacent to your booth may not be marked or branded without a written agreement from IMCAS.

h. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the «Exit» sign or the fire services team.

i. Walls on any open side of a peninsular (3-side open booth) or island booth **should not exceed 50% coverage per side, with a maximum continuous length of 4 meters**, and must not affect the visibility of neighboring booths. Each opening onto an alley must remain clear, with no obstructions such as plants, glass, or half-height partitions. **Any closures over 50% must be set back 2 meters from the aisles.**

m. Door of storage room built in the booth must open inwards and not towards the aisle.

2. All-inclusive booths – rules to follow

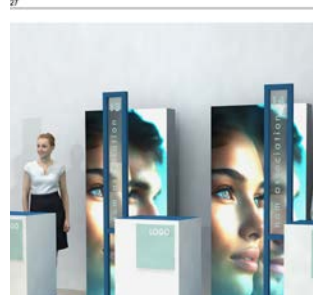
Mobile booth

see description on the invoice



Mobile booth PREMIUM

see description on the invoice



Construction CLASSIC

see detailed description HERE



Construction PREMIUM

see detailed description HERE



Construction DELUXE

see detailed description HERE



a. It is strictly forbidden to customize the mobile booth's counter. Booth signs are NOT allowed to be replaced with a company logo. Any violation will result in IMCAS removing the unauthorized customization without compensation. Failure to comply with these requirements may also lead to deductions from your PPS points.

b. Any promotional materials, furniture, or AV equipment must be displayed within the allotted booth space and may not extend beyond the space limits.

c. No exchange of furniture is permitted. However, the removal of some furniture is allowed before January 5, 2027. If you wish to remove furniture, please email us at logistics@imcas.com.

d. The number of wall(s) to be built (except for mobile booths) is indicated on the exhibit map available online in the **LOGISTICS** section of your company account.

e. For the CLASSIC, PREMIUM, and DELUXE construction packages, any additional requests for booth personalization (e.g., adding a storage room, covering a pillar, changing carpet or partition fabric color, etc.) must be coordinated through our official constructor.

f. Power supply is not included with any booth space, with the exception of mobile booths. Electricity should be ordered directly by the exhibitor through the Viparis Store platform (see the **SERVICES** section).

3. Obligation to comply with the regulations enforced by the following legal institutions

a. Labor laws

b. Customs (for materials or products from abroad)

c. Hygiene (for food or animal species)

d. Products licenses: it is the Exhibitors' responsibility to obtain the corresponding marketing and commercialization licenses of the products that are displayed, promoted, or utilized during the event. All products and devices must be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted. Please refer to [Sponsors' FAQ chapter 7.4. Does my product need to be registered to exhibit?](#) for further details.

e. Medical licenses: any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the laws and regulations of the country where the event takes place. For more information, please visit our [Sponsors' FAQs : 4.4. How can I perform a live demonstration?](#)

f. Live treatments are not permitted at booths. A demonstration at a booth is permitted only if it is a non-invasive procedure and/or no-invasive action of the device used. Therefore, only light cosmetic treatments dedicated to the surface of the skin are allowed, after prior approval of the Scientific Committee.

If you would like to demonstrate such a product or device, please refer to [Sponsors' FAQ chapter 4.4 How can I perform a live demonstration?](#) for further details on medical licences and live treatments.

g. Onsite Sales Policy: All onsite purchases by attendees must be accompanied by an official invoice. To issue invoices, the exhibiting company must be legally registered in the country where the congress is held. If your company is not registered locally, you may proceed with one of the following alternatives:

- Accept written orders from attendees, or
- Facilitate purchases through an authorized local distributor.

Direct onsite sales are strongly discouraged. Should an exhibitor choose to conduct direct sales at their booth, it is done entirely at their own risk. IMCAS and its partners assume no responsibility or liability for any resulting issues or disputes.

3. BOOTH SETUP AND DISMANTLING

1. Date, time of installation, decoration, and dismantling information:

a. Raw space booth construction:

ALL LEVELS: Monday, January 25th from 2pm to 8pm

Tuesday, January 26th from 8am to 8pm

NOTA: Heavy works must be finished by 26 January 2027 at 8pm.

b. Finishing and decoration :

ALL LEVELS : Wednesday, January 27th from 8am to 8pm

c. ALL INCLUSIVE BOOTHS (mobile booth/premium, construction CLASSIC/PREMIUM/DELUXE) decoration:
Wednesday, January 27th from 8am to 8pm

d. General booth dismantling: **Saturday, 30 January from 5:30pm to Sunday, 31 January 6am**

2. Gaining access to the venue for constructors

a. Exhibitors must fill in the information of their booth constructor and onsite person in charge of setup and dismantling on their company account (Booth section).

b. Constructors will be given wrist bracelets upon entrance. The venue will be open:

- i. Setup days: Monday, 25 January from 8am to 2pm **(for exhibitors who were granted access)**
Monday, 25 January from 2pm to 8pm **(for all raw spaces)**
Tuesday & Wednesday, 26 - 27 January from 8am to 8pm
- ii. Dismantling time: Saturday, 30 January from 5:30pm to Sunday, 31 January 6am

c. All constructors must wear their company uniform AND wrist bracelet given by IMCAS team at the venue. Should the personnel has no identifiable item on their person, IMCAS reserves the right to evict them from the venue.

d. The use of safety shoes and protection equipment during setup and dismantling is compulsory at all times and will be checked by the IMCAS booth team. IMCAS reserves the right to deny access to anyone not wearing safety shoes, and denies any liability for events or injury involving improper dress and/or the failure to follow correct job site dress.

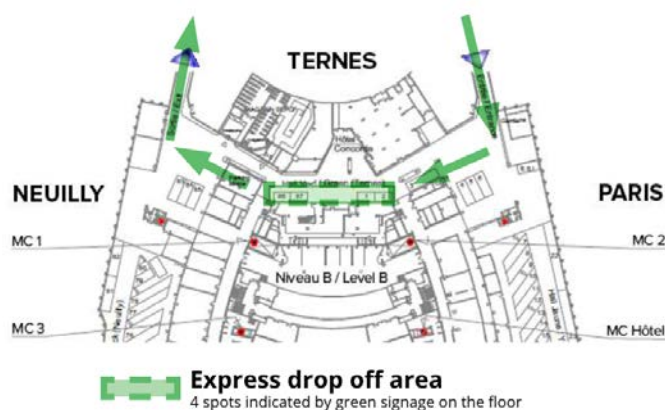
3. Setup and dismantling departure forms (only applicable to raw space booth)

- a. Exhibitors or their contractors must complete their installation by the date and time limits set. If exceeded, access to the venue will not be granted for any packing, machinery, vehicle transports, or external contractors under any circumstance, regardless of the impairment it may cause for the Exhibitor. Constructors remaining onsite after the allocated schedule will be subject to a penalty fee (as specified in chapter 3.2.c).
- b. At the end of booth setup and dismantling, the person in charge (either booth constructor or Exhibitor) must sign the SETUP DEPARTURE FORM & DISMANTLING DEPARTURE FORM by presenting themselves **to the IMCAS booth managing team or the Exhibitor Services room (located on level 1 space H120)** before leaving the venue. The objective is to ensure that the booth construction and dismantling comply with our rules and regulations.
Should the SETUP and/or DISMANTLING DEPARTURE FORM not be signed, no appeal can be made in the event of any findings of deterioration of the space and/or garbage left at your booth. Penalty fees will be imposed accordingly.
- c. Any excess setup or dismantling time will be billed as follow:
1 500 euros (exclusive tax) per hour exceeded per booth (payment must be made onsite immediately)

4. Delivery and consignment

Please refer to the guidelines published on your company account for detailed instructions (logistics planning --> Delivery to the venue).

- a. For small deliveries, Exhibitors with handheld carry may access the parking lot INDIGO with a parking fee:
 Address: 2 Place de la Porte Maillot, 75017 Paris, France
 The ceiling height is limited to 1.90m
- b. Receiving your goods by courier
 - i. **The consignee whom will accept your goods must be a person from your company. IMCAS and its partners will not be responsible for reception of your goods and materials on your behalf.**
 - ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of packages, and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, IMCAS and its partners will not receive it and reserves the right to store, unwrap, or return it to the sender, subjecting the Exhibitor to all costs.
- c. **Express drop-off** of small amounts of materials by LCV that do not require more than 30 minutes at the loading bay can be accepted. Please note that there are only 4 spaces for "express drop-off". If you exceed the time-limit, you will be invoiced by the venue after 15 minutes. To access the zone, a request must be submitted on [LOGIPASS](#). Parking is not permitted at the loading bay.



- d. In order to optimize the circulation and reduce waiting time at the loading bay, **three options are available for large deliveries such as setup and exhibit materials** (ex. huge machinery, building materials, etc.):
 - Use the service of the venue's appointed loading bay management— ESI —for the entire delivery process from your location to your booth.
 - Deliver your shipment to ESI's warehouse, where it will be transferred directly to your booth.
 - Use a freight company of your choice to deliver your shipment directly to the venue's loading bay. Once docked, unloading/reloading must be handled exclusively by ESI employees. To access the loading bay, a request must be submitted on [LOGIPASS](#), which will be validated by ESI 7 days before the start of setup and each day during the congress before 4 p.m.

Direct access to the Congress Centre is coordinated through ESI's scheduling system, depending on the volume of goods to be handled.

Deliveries of up to 30 m³: Mandatory routing through the ESI logistic platform:

- Reception at the ESI logistic platform (please see address below)
- Delivery directly to the stand

Volumes exceeding 30 m³: direct access to the PCP by the stand contractor, coordinated in advance with ESI, with the Logipass validated by ESI. Unloading and reloading operations are carried out by ESI teams.

Given the volume of deliveries and the limited availability at the unloading area, please ensure that all parties using direct access are clearly informed that passing through the traffic regulation area will be mandatory, with access and routing coordinated by the on-site teams.

e. Contact information for the appointed IMCAS Official Freight Forwarder:

ESI - Gaelle BASTARAUD
 12, avenue du Noyer à la Malice – 95380 Louvres
 Phone : +33787679668
 Email: Imcas@group-esi.com
 Website: TBD

f. Pallets destined for levels 1, 2, and 3 of the Palais des Congrès must not exceed:

- » Weight: 400 kg
- » Maximum dimensions: 2.50 m (length) x 1.20 m (width) x 1.80 m (height)

Pallets or packages for level 4 must not exceed:

- » Weight: 400 kg
- » Maximum dimensions: 2.40 m (length) x 1.30 m (width) x 1.80 m (height)



Compliant pallet



Non-compliant pallet OR No pallet – Not allowed

****ALL PALLETS MUST BE EQUIPPED WITH A FORK SLOT.**

Please ensure that all pallets are wrapped, strapped, and labeled (with ESI label) properly for setup and dismantling. Otherwise ESI reserves the right to not handle. Moreover, any re-palletizing or re-labeling required to bring a pallet into compliance will be invoiced.

5. Setup

a. Attendance is compulsory at the booth during all installations. The Exhibitor or his duly accredited representative should be present during the visit of all services and is responsible for safety of all parties involved. All persons must comply with security measures imposed by the event venue, IMCAS, and the government throughout the duration of the event.

b. Installation of the booth is to be done by a qualified constructor (constructor registration must be able to be provided on request). All interior booth equipment falls under the responsibility of the Exhibitor. The installing company is responsible for all risks incurred from the provided booth materials and any damage that may be caused within the space.

c. IMCAS will not be responsible for slight differences that could be observed between the dimensions shown during the booking and dimensions in actual location, nor changes within the exhibition environment of the booths (modification of neighboring booths, alleys reconfiguration, etc.).

d. The Exhibitor is responsible for any water installation within the booth and any damage it may cause (e.g. water damage).

- e. Booth construction must remain within the limit of the allocated space. Any modification to the existing onsite structures (stringers, panels, curtains, etc.), to occupy the spaces reserved for visitor traffic or another company's booth is prohibited. Any attachment to the booth frames and/or partitions is strictly prohibited.
- f. All goods and products presented are subject to review by the IMCAS team. Any goods that may be deemed as dangerous or unappealing must be removed upon request.
- g. All fire exits and venue entrances must remain clear and free of obstruction at all time in accordance with the conference venue fire regulations.
- h. The maximum height partitions or separating elements, and all decorations including the top advertising signs and floorboard, can be found on the bottom of the exhibit map on the company account ([logistics planning > chapter 1](#)). Please note that the maximum heights include floorboard and fascia, if any.
 - i. For under the alcoves (picture below) on LEVEL 2 - 2,40 meters for booths
 - ii. Booth K200 & K216 - maximum height 2.2m; Booth E119 maximum height 2.8m for the back wall
 - iii. 3 meters for most booths (mandatory walls marked with blue color) + ALL customized hospitality suites
 - iv. Please refer to the exhibit map for all remarks for specific booths

Alcove booths



The Organizer can stop the setup at any time if the booth height does NOT comply with this rule.

- i. No hanging, rigging, or slinging requested by Exhibitors is permitted in the booth spaces or exhibition hall.
- j. Any promotional support displayed must be placed within the allotted booth space and may not cross space limits and walls.
- k. All plants and flowers must be placed in waterproof flowerpots.
- l. Walls or elements blocking visibility on contiguous booth lines will not be permitted.
- m. Electrical outlets: links or power cords connecting the power supply of one booth to another is strictly forbidden. Any operations to move or remove the electrical box must involve Viparis' personnel. Penalties will be issued if any damages.
- n. Specific case of a "raw space" booth (built and decorated by an external designer/constructor):
 - i. Raw space booths are provided with only the floor markings (no further equipment or walls are provided). Therefore the Exhibitor and their set designer must provide the floor coverings and dividing walls. All materials used over carpeted or hard floor areas must be nonslip.
 - ii. Wall coverings: every wall built must be properly covered on both sides (**inner and outer**); outer walls should not be left raw/uncovered, In addition to both sides, it is required to neatly cover any protruding part of the walls that may be visible to the public.
 - iii. **Floor covering is mandatory**
 - 1. All exhibition spaces must include floorboard or carpet (provided by the Exhibitor) to prevent any damage to the venue's marble or carpeted surfaces. In case of damage, responsible parties will be charged depending on the charges of the venue and extent of the damages. Failure to comply with these requirements may result in deductions of the PPS.
 - 2. In compliance with the French law, should the floor covering, floorboard, or podium exceed 20 millimetres (20 mm) in thickness, there must be a slanted ramp or inclined borders (infinity edge, see image below) connecting the exhibition floor and the booth floor on all open edges. The ramp must be 0,90m large, entirely incorporated into the stand with its slope graded between 2% and 5%. This ramp cannot exceed the space limits allowed for the Exhibitor.

Example :



3. Spacers must be placed at the bottom of any system poles in order to prevent damage to the existing carpet or venue's floor.

4. Carpets or protection sheets must also be laid in any areas where the Exhibitor is installing booth material during construction. All these protection measures must be done before the commencement of any setup.

5. Color reference at IMCAS WORLD CONGRESS 2027 (TO BE CONFIRMED)



Night blue – ref : 3114 (carpet color of all IMCAS **pre-equipped** booths)

6. Dismantling

a. The Exhibitor, or their duly accredited representative, is required to be present at their booth from the beginning of the dismantling process through its completion. Note that all Exhibitors are required to verify dismantled spaces and check out with a member of IMCAS staff before departing the venue to ensure there is no damage and waste left at the booth space. Failure to do so may result in charges for any damage or waste found later, which will be billed to the Exhibitor.

b. The initiation of booth breakdown or removal of any exhibition materials prior to the closure of the event or exhibition hall is prohibited. No pallets are allowed in the exhibition halls before the dismantling time. If the Exhibitor has no private storage room, and has not enough space for storage at booth, they may contact IMCAS to reserve a space in the shared storage room at no cost. Each Exhibitor is allocated about 2 sqm (2-3 boxes and/or 1 device). Please note that the space is submitted to availability. Booking is processed on a first-come, first-served basis.

c. Booth breakdown (including the removal of all goods, company items, specific decorations, waste, and building materials) must be completed by the Exhibitor within the timeframe established by the IMCAS team. IMCAS maintains the rights to move or dispose of any materials left in violation of this. Any materials that are transferred to a storage facility will be fully at the cost and risk of the Exhibitor. IMCAS bears no responsibility for any damages, partial, or total losses that may occur in this process.

d. The Exhibitor must leave the space, decor, and hardware used in the state that it was initially provided. Any undisposed materials or venue deterioration resulting from their installments or distribution of goods before, during, or after the event will be evaluated by both the IMCAS team and the venue. Responsible parties will be charged depending on the charges of the venue and extent of the damages.

e. All booth materials must be superintended by a company representative until it is retrieved by their freight forwarder. IMCAS is not liable for any unattended booth or exhibitor materials.

7. Cleaning

General cleaning will be provided in common areas by the Organizer during the show days. It includes vacuuming in aisles and emptying waste bins. However, Exhibitors are responsible for the daily cleaning of their booths. **IMCAS also maintains the right to impose additional Exhibitors fees for necessary venue cleaning services depending on the charges of the venue.** All charges will be accompanied by visual evidence of the unattended materials.

4. BOOTH OCCUPATION

1. Respect of the booth renting contract

a. No subleasing

i. The Exhibitor cannot sublease the space it has reserved to another society that is not a division of the same

company or a legally authorized agent. They will be required to deliver to IMCAS an authorization or presentation of valid evidence (authorized agent contract or society status).

ii. The violation of this agreement will result in the immediate expulsion of one or both parties.

b. The distribution of both direct and indirect promotional signage, brands, flyers, and products outside of the operational scope of the participating Exhibitor is also prohibited.

c. Any items that do not conform within these standards will be removed immediately without compensation. IMCAS maintains all rights to determine the validity of the product(s) in question and to take further penalty action in accordance with IMCAS regulations and the extent of the violation.

2. Rules to obey

a. The fire extinguishers (as provided by the technical services of the congress venue) that are at or nearby booth areas must be accessible at all times.

b. Any light or sound advertisements, animations, showcases, or demonstrations that could provoke crowding within walkways must be submitted and previously approved by IMCAS. The IMCAS team maintains the right to cancel the authorization granted if the shows or promotional devices disturb the circulation of the event.

c. Pathways must not be under any case blocked or encroached.

d. Any remaining packaging, display covers, staff belongings, or items not intended in the booth presentations must be placed out of the sight of attendees. During opening hours of the exhibition hall, exhibit items should not remain covered. In such a case, IMCAS will remove any covering on exposed items without being held responsible for damages or loss which could result from such action.

e. Exhibitors cannot empty their booth or pack up before the end of the exhibition hours on the last day. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration is strictly forbidden.

f. No smoking within the congress venue. In accordance with the decree of May, 29th, 1992, **smoking is forbidden within exhibition halls and/or public opened spaces, as well as within the booth space and staircases.**

g. No food and beverage supplier or caterer, other than the official appointed caterer by the venue (or approved contractor(s) by venue), is allowed to supply or cater food and beverage at the congress venue.

h. Any equipment or decoration (eg. helium balloons or gaz tanks) that could be a potential security risk will be denied and must be removed from the venue.

5. PROGRAM

1. Program Modification

Please note that while speakers, exhibitions and sessions were confirmed at the time of publishing, circumstances beyond the control of the Organizer may necessitate substitutions, alterations or cancellations.

As such, IMCAS reserves the right to alter or modify the advertised speakers, exhibitions and sessions if necessary, without liability. Any substitutions or alterations will be updated on our portal and notified as soon as possible.

2. Speakers

Speakers who are speaking within sponsored sessions may be considered by the IMCAS Scientific Board to speak or chair within other scientific session(s). IMCAS considers that such scientific sessions do not enter in conflict with any other sponsorship agreement and that speakers should not be restricted to speak only within designated sponsored sessions.

6. MEETING ROOMS / TRAINING LABS / SALON D'HONNEUR / HOSPITALITY SUITES (1 DAY) / STORAGE ROOMS

1. Important information

- a.** All rented spaces will be accessible through the venue's personnel, so keys are not required by default. For rooms rented by the same exhibitor for the entire duration of the congress, keys can be collected and returned at IMCAS Exhibitor Services, located on Level 1, Space H120, upon signing the Keys Management Form. Specific instructions and opening hours will be sent via email prior to the congress.
- c.** Any late return of the key(s) will be fined at 100 euros (exclusive of tax) per day.
- d.** In the event of the loss of the key(s), a fee of 300 euros (exclusive of tax) will be charged per key.
- e.** No construction is permitted. Only promotional materials, furniture, and equipment that can be easily set up and removed are allowed. Soliciting participants near the rented space is strictly prohibited.

7. CUSTOMIZED HOSPITALITY SUITES

1. Important information

- a.** All rented spaces will be opened during congress days by the venue's personnel and no keys are required.
- b.** Specific construction rules and instructions will be sent by email. It is compulsory to send us the floor plan and 3D design for validation. IMCAS is given the right to refuse the installation of exhibitors who have not submitted the layout within the time allotted for approval.
- c.** In order to verify that the structure being built onsite corresponds to the design previously sent, this layout will be checked during setup. Should the building not coincide with your layout, IMCAS reserves the right to amend or stop the construction.

8. PHONE RENTAL FOR BADGE SCANNING

1. Badge scanning onsite

- a.** We strongly recommend to use our system on your own phone, so it can turn into a badge scanner during the congress. However, if you have requested a rental phone through the exhibitor before the deadline, it can be collected from and returned to the IMCAS Exhibitor Services, located on Level 1, Space H120, upon signing the Lead Retrieval Form. Specific instructions and opening hours will be sent via email prior to the congress.
- b.** Issued phone(s) become the responsibility of the company representatives to whom the scanner(s) is provided.
- c.** Any late return of the phone(s) will be subject to fines at 100 euros (exclusive of tax) per day.
- d.** In the event of the loss of the phone(s), a fee of 500 euros (exclusive of tax) will be charged per phone.

9. FREQUENTLY ASKED QUESTIONS

Supplementary information relevant to the congress and its activities can be found online through the [IMCAS Sponsor Frequently Asked Questions \(FAQs\)](#).

IMCAS reserves the right to change the terms and conditions at any time without prior notice. In the event that changes are made, the revised terms and conditions shall be posted on sponsors' FAQ/exhibitor portal and the updated version of rules & regulations document will be posted online. Please refer to the latest information on our website <https://www.imcas.com/en> to stay informed on any changes.