



51st Annual Meeting

30 March-2 April 2025 | Florence

Exhibition Manual 2025

EBMT 2025

30 March-2 April 2025 | Florence | #EBMT25

www.ebmt.org/annual-meeting

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INTRODUCTION

DATES OF THE 51st ANNUAL MEETING

The 51st Annual Meeting of the EBMT will take place from Sunday, March 30- Wednesday April 02, 2025, in Florence, Italy.

Please note that the 51st Annual Meeting of the EBMT is a hybrid event allowing participation in-person and virtual.

DATES OF EXHIBITION

The exhibition will be held from **Sunday 30 March** until **Wednesday, 2 April 2025**.

VENUE

Firenze Fiera (Fortezza da Basso)

Viale Filippo Strozzi, 1, 50129 Florence, Italy

<https://www.firenzefiera.it/en>

EXHIBITION COORDINATOR

Hanna Safier will be responsible for the management of the exhibition being held in conjunction with the **51st ANNUAL MEETING of the EBMT**.

For all inquiries relating to the exhibition, please contact:

Ms. Hanna Safier

M: +972 54 6787820

Email: exhibition@ebmt.org

SPONSORSHIP COORDINATOR

For information regarding Operations of Sponsored Symposia, Meeting Rooms and Hospitality Suite:

Mari Fortuno

Tel: +34 93 548 08 11

Email: mari.fortuno@ebmt.org

REGISTRATION & ACCOMMODATION

CME Congresses

Tel: +44 20 328 99 552

Email Registration: registration@ebmt.org

Email Accommodation: accommodation@ebmt.org

51st ANNUAL MEETING WEBSITE

For further information and continuous updates regarding the 51st Annual Meeting of the EBMT please visit the [WEBSITE](#)

ITALIAN REGULATIONS FOR PHARMACEUTICAL COMPANIES PARTICIPATING TO INTERNATIONAL CONGRESSES

Any pharmaceutical company producing, selling, distributing and promoting medicine that wishes to join the 51st Annual Meeting of the EBMT as a sponsor/exhibitor or supporting with sponsored registrations, must submit a request of participation at the Italian Ministry of Health Agency (AIFA).

This request is mandatory for all drug companies producing, selling, distributing medicine and should be completed by December 2024 /beginning of January 2025 (in any case, no later than 75 days prior to the Meeting).

In order to apply, any pharma company needs a SIS code to communicate informatically with AIFA and to dispatch their request for the authorization process.

The participation process will take place with the support of a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the 51st Annual Meeting of the EBMT.

Applicants who do not yet have their SIS CODE, will need to request it and this additional process to obtain this information is taking no less than an additional 30 days. Therefore, please always keep this new deadline in mind and avoid, as far as possible, late submission, taking into account holiday periods.

We also inform you that pharma companies producing, selling, promoting medical devices are not requested to present any application to AIFA.

PLEASE NOTE: The EBMT is not involved in this procedure; it is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the nominated local agent.

Additional Information for Italian Non-HCPs:

Due to Italian Law restrictions, pharmaceutical company representatives should not interact with Italian non-HCP attendees on the exhibition floor at the EBMT 2025 congress. This policy ensures compliance with the EFPIA Code of Practice, Farmaindustria Code of Conduct, AIFA guidelines, and legislative decree nr. 219 from 24 April 2006 (Article 119.1), which mandates that promotional and scientific information be directed exclusively to healthcare professionals. In-person attendees' badges will specify whether they are an Italian non-HCP (according to the answers given during the registration process for the meeting).

For any additional detail on AIFA:

(Agenzia Italiana del Farmaco– Ph. +39 06 5978401)

Web: <https://www.aifa.gov.it/en/acc>

Agent for the coordination:

TWT srl

Email: g.frontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

CONTRACTORS CONTACTS

STAND CONSTRUCTION & FITTINGS, FURNITURE HIRE, CARPET, GRAPHIC, ELECTRICS, AUDIO VISUAL, INTERNET, STAND CLEANING, FLORAL

TEM Festival GmbH

Exhibitor Department

Tel : +49 30 577 0212 - 0

Email: ebmt2025@t-e-m.de

Webshop: <https://ebmt-2025-exhibitor-shop.paperform.co/>

Early Bird Deadline for submitting your order: **Monday, 24 February 24.**

Graphic for booth and **Fascia** name deadline: **Monday, 17 February.**

STAND CATERING

Gerist Ricevimenti

Tel : + 39 055 4633692

Email : info@gerist.it

www.geristricevimenti.it

SCANNER (badge reader) HIRE

fielddrive

Support Department

Tel : +32 483 48 15 04

Email : support@boabee.com

Online order: <https://shop.fielddrive.com/ebmt2025/>

HOSTESSES & TEMPORARY STAFF HIRE

ER Congressi

Roberta Pasquaroli

Email : r.pasquaroli@ercongressi.it

SPONSORSHIP COORDINATOR

For information regarding Operations of Sponsored Symposia, Meeting Rooms and Hospitality Suite:

Mari Fortuno

Tel: +34 93 548 08 11

Email: mari.fortuno@ebmt.org

CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES

Merkur Expo Logistics GmbH

Ms. Irit Sofer

Tel : + 49 6173 9669528

Mobile : +972 52 8890 129

Email : irit.sofer@merkur-expo.com

IMPORTANT DEADLINES

Please find below a timetable of important deadlines for the 51st Annual Meeting. Further information on each item can be found on the listed page within this manual.

ITEM	DEADLINES	CONTACT PERSON	EMAIL
Exhibitor badges- submitting company name	Monday, 3 March	Hanna Safier	exhibition@ebmt.org
Order of Extra Exhibitor Badges HERE	Friday, 14 March	Registration Dep.	registration@ebmt.org
Annual Meeting Registration- complimentary scientific badges	Monday, 3 March	Registration Dep.	registration@ebmt.org
Hotel Accommodation	ASAP	Accommodation	accommodation@ebmt.org
Company name for fascia board Via TEM Online webshop HERE	Monday, 17 February	TEM	ebmt2025@t-e-m.de
Graphic - branding booth panels and any printing for the booth Via TEM Online webshop HERE	Monday, 17 February	TEM	ebmt2025@t-e-m.de
Stand Construction & Fittings, Furniture Hire, Carpet, Electrics, Audio Visual, Internet, Stand Cleaning, Floral, Orders Via TEM Online webshop HERE	Monday, 24 February Early bird prices (25% discount) From 24.02.25 until 08.03 – Standard prices A 30% surcharge will be applied for orders placed after 10 March. Onsite Orders will be supplied upon availability.	TEM-Exhibitor Department	Tel: +49 30 577 0212 - 0 ebmt2025@t-e-m.de
Mandatory Insurance Via Online webshop HERE	Monday, 24 February	Hanna Safier	exhibition@ebmt.org
Stand plan- "Space only" booths	Monday, 3 March	Hanna Safier	exhibition@ebmt.org
Mandatory Form A - All stands	Monday, 3 March	Hanna Safier	exhibition@ebmt.org
Forms B , C , D , E – Optional	Monday, 3 March	Hanna Safier	exhibition@ebmt.org
Hostesses– Via order form HERE	Monday, February 10 Late requests are subject to availability	ER Congressi	r.pasquaroli@ercongressi.it
Stand Catering Catering Menu click HERE Catering Order Form click HERE	Friday, 7 March Late orders or onsite orders will be subject to availability.	Gerist Ricevimenti	info@gerist.it
Badge Reader Hire via link: https://shop.fielddrive.com/ebmt2025/	Early bird rates are valid until Friday, 14 February . Last order for: Device: 07/03/2025 Licenses: 02/04/2025	Support Dep.	support@fielddrive.com

CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES DEADLINES

ITEM	DEADLINE	CONTACT PERSON	EMAIL
Door to door shipments	Deadline upon request	Ms. Irit Sofer	Irit.sofer@merkur-expo.com
Airfreight shipments - Arrival to Prague Airport	Please contact Merkur Expo		
Shipment via German Warehouse	No later than Thursday, 20 March		
Exhibition goods - Direct deliveries to venue	Please coordinate unloading time slot by Thursday, 20 March		

For **SHIPPING INSTRUCTIONS** click [HERE](#)

EXHIBITION TIMETABLE:

ACTIVITY	DATES	HOURS
SET-UP	Friday, 28 March– raw stands only <i>Safety Shoes are mandatory</i>	10:00-22:00
	Saturday, 29 March– all stands <i>Safety Shoes are mandatory- heavy building</i>	08:00-16:00
	Saturday, 29 March– all stands <i>Safety Shoes are NOT mandatory for exhibitors- Decoration</i>	16:00-22:00
EXHIBIT HOURS	Sunday, 30 March	09:00-17:00
	Monday, 31 March	09:00-17:00
	Tuesday, 1 April	09:00-17:00
	Wednesday, 2 April	09:00-13:00
DISMANTLING	Wednesday, 2 April	13:00-15:00 (quiet dismantling)
	Wednesday, 2 April <i>Safety Shoes are mandatory</i>	15:00-22:00 (heavy breakdown)

Access Time to Exhibition Hall for Exhibitors:

Access hours to EXHIBITORS	Sunday, 30 March	08:00-17:30
	Monday, 31 March	08:00-17:30
	Tuesday, 1 April	08:00-17:30
	Wednesday, 2 April	08:00-13:00

Please note:

- **Empty crates and packaging material** must be removed/stored no later than **Saturday, 29 March at 22:00**. Please contact the Official Freight agent for available storage.
- Exhibits must not be disturbed, dismantled, or removed prior to the official dismantling time of **13:00 on Wednesday, 2 April**.
- Any equipment, display aid or other material left behind on Wednesday, **2 April after 22:00** will be considered discarded and abandoned.
- **SAFETY SHOES ARE A “MUST”** during set-up dates: 28, and 29 March and Dismantling day on 2 April. Safety shoes are mandatory for **stand builders** for the entire setup and dismantling times. Access to the exhibition hall will NOT be allowed without safety shoes.
- Access **without SAFETY SHOES** for **Exhibitors** is allowed only during the decoration time – **29 March** from **16:00 -22:00**.
- **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.

EBMT Blackout Policy

Industry is welcome to organize meetings during the dates of the 51st Annual Meeting of the EBMT after the conclusion of the Scientific Programme of that day. No meetings or events involving HCPs are to be scheduled during the Scientific Programme hours, during the Opening Ceremony and Welcome Reception taking place on Sunday, 30 March, and the EBMT Networking Event taking place on Tuesday, 1 April.

EXHIBITION HALL

The Exhibition is being held on the Ground floor of Spadolini Pavilion.

Please click [HERE](#) to take 360-degree virtual tour.

For photos of the hall visit: <https://www.firenzefiera.it/en/spaces/fortezza-da-basso/spadolini-pavilion>

BUILD REGULATIONS:

- Maximum **height** for raw stands: **3m**
- **Shell scheme** stands build up is **2.5m**
- **Double-Decker** stands are not permitted.
- **Suspension** from the ceiling is **not** possible.

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands. Any part facing neighbouring stands that is above 2.50m in height needs to be designed with neutral Surfaces (white or beige).

Pillars:

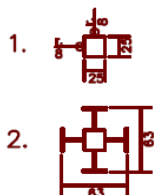
Please note that there are pillars spread all over the hall with 2 different sizes.

The bigger pillar size is: 63X63cm. The smaller pillar size is: 25X25cm+8cm.

If you are not sure about the size of the pillar in your booth, please contact exhibition@ebmt.org

You are allowed to brand the pillar only if you build a structure around it.

Dimensioni Colonne



Openings onto Aisles

Stand sides opening onto an aisle must have a minimal opening of 50%. You may have a wall more than 50% closed only if it's not adjacent to the aisles. If the wall is in the middle of the booth and is required to separate the commercial part from the scientific part, it will be approved. Each open stand side must comply with this requirement for walls just next to the aisles. Decoration and installations must be designed to allow a full access to aisles and to avoid visibility problems for neighbouring stands as well as allowing a maximum amount of the visibility of the show through the stands.

Gangways / Aisles

- All gangways must always remain unobstructed and accessible
- Under no circumstances will any part of your stand, furniture, exhibits, or displays be allowed to project beyond the boundary of your stand
- No doors or windows shall open outwards onto a gangway
- Building across gangways is not permitted

Stand Appearance

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event shall apply. Stand construction shall be such that their edges bordering on aisles shall be as transparent as

practicable. The target should be a frontage that is 50% open. Lengthy, enclosed stand structures bordering on aisles are not permitted and must be interrupted by display cases, niches, displays or similar.

To ensure a fair and balanced experience for all participants, each exhibitor is asked to consider the impact of their stand construction on neighbouring exhibits to ensure transparency. If there is a risk of unfairly blocking another stand from view, even when all the guidelines are respected, the organizer will retain all rights of approval of the final stand design.

The congress organizer will not supply any floor covering (except for shell scheme booths) or any booth material unless ordered through the official contractor.

FLOORING/FLOOR LOADING

Floor finish: Concrete with epoxy resin.

Maximum Floor Load: 500 kg/m²

Carpet is only provided for Shell Scheme booths.

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.

Raised Floor/Platform

The organizers and the Firenze Fiera must be informed if the booth has a platform (when submitting the drawings for approval).

Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the Official Contractor (electricity, water, cables, Internet, etc.) are in the right place.

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 any kind of elevation/platform, you are required to provide a ramp to ensure access for people with disabilities.

Disabled Accessibility to Stands

Platforms higher than 2.5 cm must be connected to the floor of the pavilion, with at least one slide with a slope of no more than 8% according to the safety regulations for disabled accessibility. This connection must be inside the stand and cannot obstruct the external aisles.

ELECTRICITY AND ELECTRICAL INSTALLATIONS

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by Firenze Fiera team.

Firenze Fiera team is the only company allowed to connect any kind of device directly to the main power sources.

Only Firenze Fiera team is authorized to provide the electrical plug for the power points. Thus, every exhibitor should order an electrical switchboard from the TEM and to pay for the electrical consumption according to his power needs.

For ordering please refer to TEM Exhibitor Webshop– please click [HERE](#)

Firenze Fiera team will check that the official electrical switchboard is not removed from the booth.

Firenze Fiera doesn't supply electrical switchboards but only plugs on the ceiling.

Please note the following:

- Electrical plugs provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical plug will be charge to the company who has ordered it.
- Firenze Fiera team staff are authorized to unplug the whole booth electrical installation if they detect that it is not properly done, with a possible danger.
- Electrical switchboard and/or various power outputs realized by Exhibitor/Stand Builder 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 supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician responsibility to advise how to connect your box provided by **TEM**.
- It is compulsory to use plastic protectors to hide electrical cables (at the exhibitors' expense).
- Electrical extensions ordered will be supplied next to the electrical box and the exhibitor/ stand builder will have to place them in the space they need them.
- Electricity is coming from the ceiling.

Firenze Fiera & TEM provides an 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 to prevent any accidents overnight.

At the end of the day, booth manager must check before leaving the venue that the booth spotlights are switched off for security and ecologic reasons. **Firenze Fiera team & TEM** won't be liable for any damages caused from this action.

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

In case that you need 24h electrical connection for some devices (excluding booth general light), a second electrical switchboard will have to be ordered, please contact TEM in order to advise them for such cases.

Booth managers will have to make sure the general lights are turned off.

Please note:

The Italians use the following Power plug & outlet Type: <https://www.worldstandards.eu/electricity/plugs-and-sockets/f/>

They also still use their older Italian Type L plugs: <https://www.worldstandards.eu/electricity/plugs-and-sockets/l/>

The Italians therefore often use a socket system that combines both types, so that both plug types F and L can be plugged in.

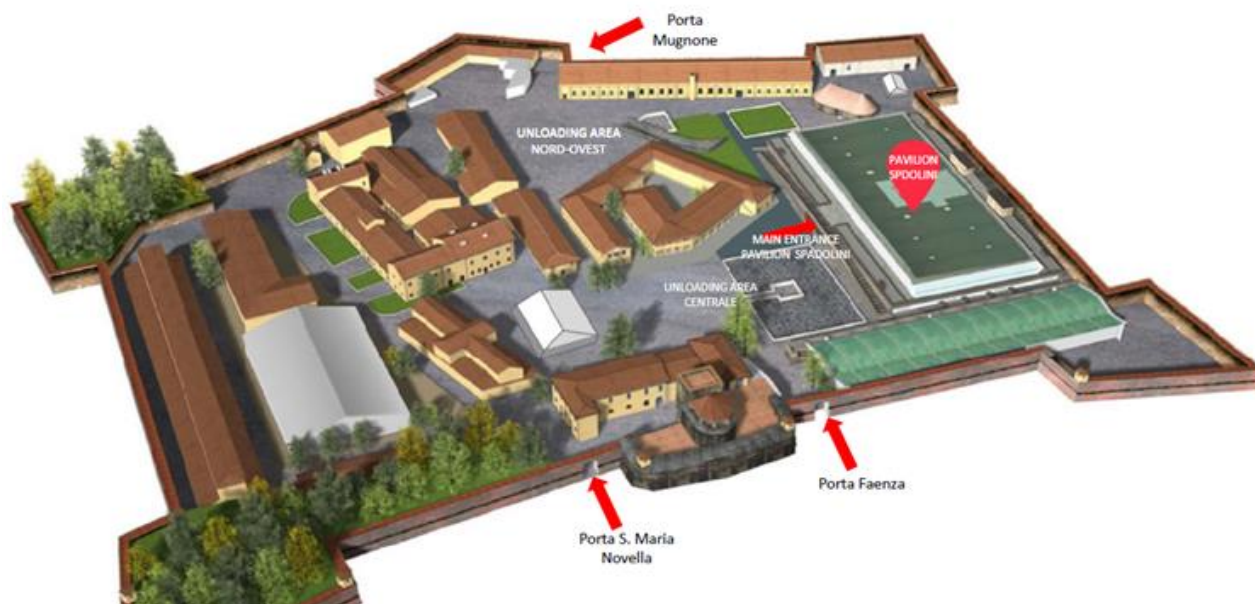
The plug and socket system for CEE 5p is the same. (CEE 16A 5p, CEE 32A 5p etc.)

In case the space booths order CEE supplies, they will either bring their own plug boxes / distribution boards with CEE plug or can order one via the shop.

GETTING THERE

How to get there? Please click [HERE](#)

FOR ACCESS TO THE GOODS/ LORRY ENTRANCE/ LIFTS:



Fortezza da Basso has 2 main gates and the 2 principal unloading areas.

Please note that one month before the conference MERKUR Expo Logistics GmbH will be able to advise you which gate we will be using. At that time, your contractor, suppliers and any other stand builder will have to register with them directly to receive pass, time slot etc. on that occasion they will receive information on gates, unloading areas, etc.

Porta Faenza is a pedestrian access

Porta Santa Maria Novella is the main entrance (for all vehicles including big trucks), Porta Mugnone is an alternative entrance for vans and small trucks

Porta Santa Maria Novella is the main entrance (for all vehicles including big trucks), Porta Mugnone is an alternative entrance for vans and small trucks

Loading doors:

Sliding doors: one on each side of Spadolini Pavilion Ground floor.

Measurement: cm 290 x 330 h

Please note that goods can also be carried inside the pavilion through the regular doors (not specifically used for freight).

Measurements: cm 180 x 248 h

The loading area is for loading and unloading only; vehicle parking is strictly forbidden at all times of the day and night.

Freight Elevators:

There are 2 elevators towards the upper floor situated at the end of the Spadolini pavilion Ground floor.

Measurement:

Doors cm. 130 x 200 h

Cabin cm. 144 x 280 x 217 h

Max Lifting capacity 1.000 kg

Parking is not permitted at the loading area. You may park your vehicle at the Indigo car park once your delivery is completed.

For all other requests regarding transport, logistics, handling, storage of empty packaging and on-site unloading/reloading or courier services, please contact Merkur. They can provide the right service for you at the right price. Requests for services will be examined based on your detailed requirements.

STAND APPEARANCE

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event shall apply. Stand construction shall be such that their edges bordering on aisles shall be as transparent as scheme booths) or any booth material unless ordered through the official contractor.

TEM WEBSHOP

Streamlined presentation and ordering, and a simplified user experience – Exhibitor Services has updated its online ordering system. Create your new customer account in just minutes and discover what TEM Store has to offer.

Use this link to create your account today: <https://ebmt-2025-exhibitor-shop.paperform.co/>

Online shop deadlines:

- Until Monday 24 February Early bird prices (25% discount).
- From 25.02.25 until 08.03.25 Standard pricing.
- From 10.03.25 on site – a 30% to 50% surcharge.

Print file deadline: Monday, 17 February.

The following fees will be charged for cancellation:

- From 17.02.2025: 30,00 % of the order value.
- From 03.03.2025: 60,00 % of the order value.
- From 17.03.2025: 100,00 % of the order value.

INTERNET ACCESS

The Meeting offers free WIFI access to all visitors, suitable for basic web browsing.

Exhibitors can order a Wi-Fi and wired Internet connection access and other IT facilities for their stands via the **TEM online store**. Internet cables come from the floor.

STAND CLEANING

At the end of each day common areas such as aisles and the entrance lobbies to the hall will be cleaned.

Exhibitors can order cleaning services for their stands via **TEM online store**. The stand cleaning services consist of a first cleaning and one daily maintenance (or three daily maintenances) of floors and emptying of rubbish bins.

STAND CATERING

Please note that you may bring your own food & beverage **samples** and branded bottles of water to serve at your stand. Bringing your own Barista is also permitted.

Additional Food & Beverages service is an exclusivity of the Gerist Ricevimenti.

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

Catering Menu click [HERE](#)

Catering Order Form click [HERE](#)

ORDER CONDITIONS: please fill the order form in each part and send it to info@gerist.it, by **7 March**. Late orders or onsite orders will be subject to availability.

The minimum order is EUR 100,00 + V.A.T. at the statutory rate for the first delivery, EUR 40,00 for the following deliveries; for any delivery less than these amounts we have a fixed service charge of EUR 30,00 .

PAYMENT CONDITIONS: advance payment before the fair/congress **by credit card or by bank transfer**. Any further order on site should be paid by credit card or cash. The prices above mentioned are not VAT included. Unperishable goods not used may be taken back only if the packing is complete and however no more than 10% of the total quantity ordered.

The order of equipment is possible only together with a daily minimum order of food or beverage for at least EUR 50,00 . Waiter/bartender service may be requested only together with an order of items for at least EUR 500,00 per day.

Please send your orders by email info@gerist.it by 7 March.

For any assistance with your order, please contact Gerist Ricevimenti.

HOSTESSES & TEMPORARY STAFF HIRE

Supporters who wish to contract hostesses' services please contact the 51st Annual Meeting exclusive hostesses company: ER Congressi, Roberta Pasquaroli (Ms.) at: r.pasquaroli@ercongressi.it

Hostess and temporary staff services are exclusive to the chosen provider and needs are to be requested before Monday, 10 February 2025.

Requests received past that date will be subject to availability of staff.

For Hostesses and temporary staff hire, please find **order form** [HERE](#)

SECURITY

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or unidentified articles should be reported immediately to the Exhibition Manager at the Exhibitor Services Desk.

If you wish to order security guard for the booth, please contact Hanna Safier exhibition@ebmt.org

SUBMISSION OF BOOTH PLANS

Every exhibitor must submit an exact statement of the dimensions of its stand as well as plans and descriptions of the stand to be approved by EBMT organization and its appointed Security officer.

The drawings must clearly indicate, in English, the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated.

To proceed with verification and validation, please provide the below info by **Monday, 3 March**:

- a scaled top view drawing
- a scaled side view drawing
- a three-dimensional drawing (or photograph)
- Indicating the various heights and the open/transparent Spaces is required.
- If a special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.
- a description of the design with the materials used and a fire reaction certificate of these material. The Fire certificate for all the materials used must come from approved body: Euroclass fire certificate from a European approved laboratory or from an approved body (from interior ministry).

WASTE REMOVAL

Exhibitors and stand builders are responsible for removal of their waste, during move-in and move-out. Waste must be removed from the venue. There will be containers to dispose of waste onsite. Additional costs resulting from improper waste disposal will be charged to the exhibitor.

Aisles must be always kept clear including during assembly and dismantling. All material must be kept within the limits of the stand, leaving aisles and other communal areas completely clear.

During the exhibition, no samples, packaging, or any other items can be placed in the aisles or other communal areas. The exhibitor is responsible for the removal of decorative elements, stands or constructed areas as well as signage and publicity elements. Exhibitors are obliged to dismantle the stand and remove all materials used in its creation (flooring, walling, carpeting) etc.

For **TECHNICAL REGULATIONS FOR ENVIRONMENTAL PROTECTION** document, please click [HERE](#). Please make sure to read the file to be aware of the regulations to operate in full compliance with the environment protection, in particular ensuring a correct management of processing waste and residues produced during the set-up and dismantling.

STORAGE

The Firenze Fiera has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with Merkur team (payable service).

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

Please contact Merkur with information on sizes and number of parcels, size, and storage period. E-mail: irit.sofer@merkur-expo.com

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

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

FIRENZE FIERA SECURITY TECHNICAL REGULATIONS

IMPORTANT TO READ:

Please read carefully the **SECURITY TECHNICAL REGULATIONS** (which includes Safety and Fire Prevention regulation) - please click [HERE](#) to access the pdf file.

In addition to that it is required for every type of personal material that **the exhibitor bring and use, a document with all the specs provided by the manufacturer that should contain the material fire reaction properties in line with those** accepted in the technical regulation (**page 8, art. 17 from the Safety and Fire Prevention Guide**) and not older than 5 years.

Note:

All Stand builders and exhibitors must complete [Form A](#) - CERTIFICATE OF COMPLIANCE WITH REGULATIONS. (in the file above).

Whereas:

- **Form B**, only necessary if the stand builder also realize the internal electrical distribution of the booth and must be completed by all stand builders of the Space Only Booths.
- **Form C**, necessary as a description of the materials used for the booth, must be completed by all stand builders of the Space Only Booths.
- **Forms D and E** are only necessary if ex post fire retardant treated materials are used during setup and must be completed by all stand builders of the Space Only Booths.

INSURANCE CERTIFICATE REQUIREMENT (compulsory)

As an Exhibitor participating in the exhibition, you must purchase the venue Liability Insurance at the cost of 100 Euro to protect the exhibitors, the attending public, the Meeting organizer and yourself.

Please purchase the insurance via the TEM online shop [HERE](#)

AUTHORIZATION TO ACCESS THE VENUE AS EXHIBITORS AND STAND BUILDERS

Please, find below the instructions for Exhibitors to obtain a special license authorization to access and move inside the Congress & Exhibition Centre (Fortezza da Basso) of Firenze Fiera during set-up/dismantling days. The system is accessed via a link received in the email with the subject "Registrazione al Polo Espositivo di Firenze per l'accredito del personale/mezzi per i giorni di allestimento/Registration at the Florence Exhibition Center for the accreditation of staff/vehicles for the setting up days" or from <https://pass.firenzefiera.it> with the credentials received in the email with the subject "Comunicazione credenziali Utente - Polo Espositivo Firenze/User Credentials - Florence Exhibition Center".

Once logged in, click on the Event for which you have been accredited. A page opens with the exhibitor's company name and the status of their position (not approved/to be verified/approved).

If the status is "approved", it is possible to download/print passes.

If the status is "not approved", click on the blue button to check your position and view/upload the required documents.

The administrator will proceed with the approval.

With the status "not approved" or "to be verified" it is possible to accredit the staff and the data of the vehicles, but it is not possible to download/print passes and permits, which can be printed only after approval.

Stand builder accreditation

To credit a stand builder company, please click on ADD STAND BUILDER at the bottom right; the *Stand Builder Choice* form appears.

Please, enter the name (or part of it) of the fitter's company, or the VAT number, and click on SEARCH; if the company is already included in the list, flag the name and click on ASSIGN. If it is not, click on the button +1 CREATE STAND BUILDER. The form *Choose Stand builder* will appear; please, complete it with the details of the stand-builder company; once you have inserted the details, click on the button CREATE STAND BUILDER – you will then be redirected back to the previous page; search for the STAND-BUILDER company, select it and click on ASSIGN.

Stand-builder will receive an e-mail with the accreditation from the exhibitor, along with the credentials to access its own private area and can autonomously proceed to print its own personal passes and vehicle permits.

To accredit another stand-builder, repeat the above-mentioned procedure.

If, during the activity, you no longer employ the accredited company, please contact the competent department of Firenze Fiera accessi@firenzefiera.it to request the cancellation.

Staff accreditation

This procedure permits the registration of the staff who must access the Exhibition Center.

On the Operations Menu on the left, click on REGISTRY and then on STAFF.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the staff name and surname, click on the SAVE button.

If you make a mistake entering the name of the staff, you can always edit/delete it.

Repeat the procedure for all names of the staff.

Printing staff pass

To print pass valid during setting up/dismantling period, you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

Flag the names you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry.

To download/print the pass click on the printer symbol near the name and then on the PRINT PASS button at the bottom left.

Vehicles accreditation

This procedure permits the registration of the vehicles who must access the Exhibition Center.

On the Operations Menu, click on REGISTRY and then on VEHICLES.

Click on the +1 NEW button at the bottom right.

A form opens in which you enter the data relating to the vehicle (the license plate, the mobile phone of a contact person and the length of the vehicle are mandatory data) however, we invite you to fill entirely the form and click on the SAVE button.

Repeat the procedure for all vehicles

Printing vehicles permits

To print permits valid during setting up/dismantling period you have to click on Manage → Set-up on menu on the left, you find the printing area in the bottom:

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Flag the vehicles you wish to credit for the event.

If you remove the flag, the printed pass will no longer be enabled for entry

To download/print permits click on the printer symbol near the plate number and then on the PRINT PASS button at the bottom left.

Slot Parking Selection

It is possible that organizational needs require choosing a definite parking area to park vehicles inside Exhibition Center (*parking area slot*), a definite day or time to park in the Exhibition Centre (*timetable slot*). You should reference the unloading/uploading area near the pavilion where you have to exhibit, to choose the *parking area slot*. For a right choice you should consult the file *Parking areas and pavilions* in your Documents Area.

Timetable slot bounds the time that the vehicle can stay inside the Exhibition Centre.

A slot that starts at 08.00 am and ends 10.00 am implies that the vehicle could access from 08.00 am and must necessarily exit within 10.00 am.

When you select vehicles to download and print the permits, you can select the interested slot in the *Slot Parking Selection* page, choosing, if required, the day to access the Exhibition Centre, the time and the parking area. To book a slot, click on BOOK and then on CONFIRM.

We remind that reservations must be determined by the actual needs of access to the Exhibition Centre; the access office will check reservations and will contact the user in case of anomalous bookings.

In case of more bookings (for different hours or days or parking areas) slots have to be booked at the same time: a single permit will be printed, and it is valid for all the booked slots.

If you remove the flag, the booking is deleted.

Bookings cannot be modified.

“SHELL SCHEME” BOOTH

Shell Scheme stands will be built using a system consisting of 2400mm high white laminated panel walls with vertical aluminum columns. These allow a maximum display width 980mm x height 2360mm, covered by frames: 10mm on all sides, panels are separated in the framework by 20mm.

The maximum height to build inside the shell scheme is 2.4 meters.

Corner stands will be open on two sides with two fascia boards carrying the company name.

Shell Scheme booth, which has been pre-booked with EBMT, includes the following:

- Shell Scheme Panels.
- Nameboard per side- **Deadline** to submit name on fascia board: **Monday, 17 February**
- 1 x furniture package consisting of 1 x table (120Lx70Dx73H cm.), 2 chairs, small waste bin.
- 1 x electrical package consisting of 1 x 500w twin socket outlet.
- Lighting (1 LED light every 4.5 sqm).
- Dark Blue carpet (2527 BLUE).

Booth Package does not include:

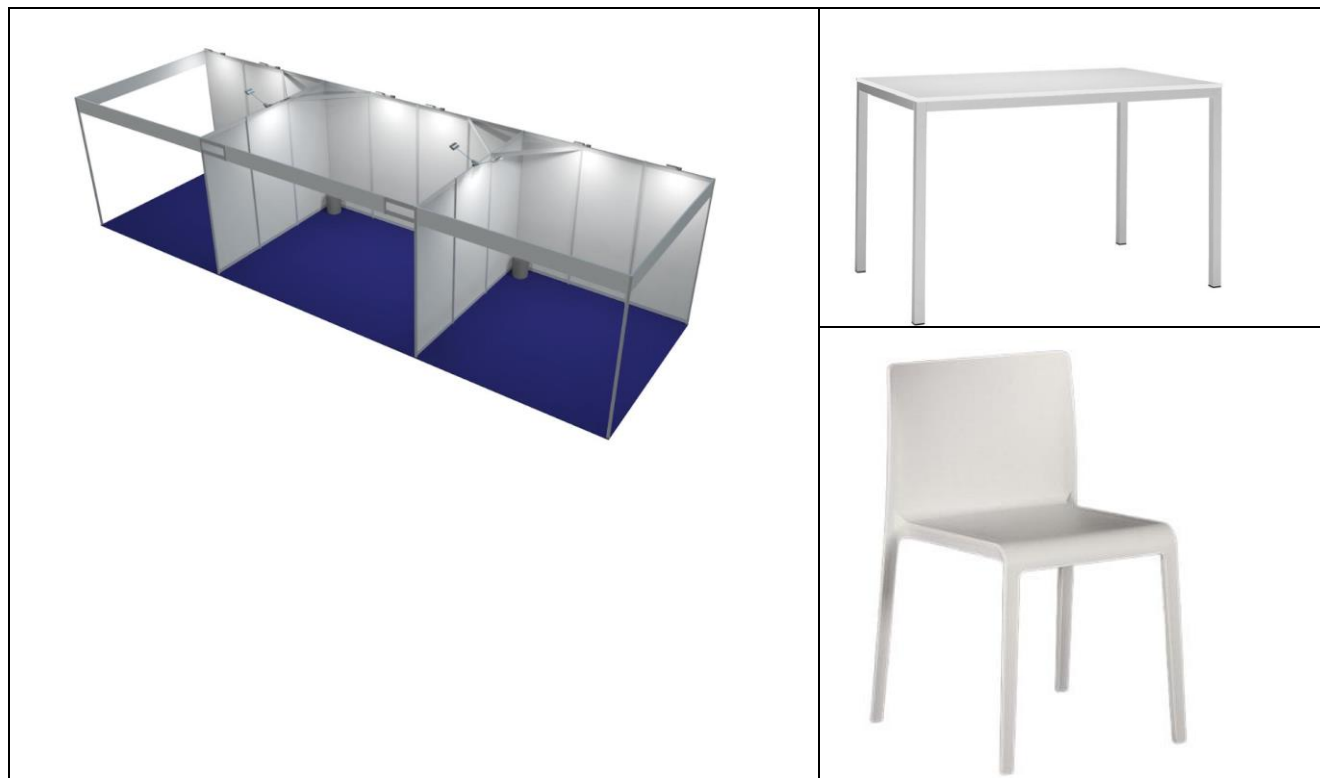
- Stand cleaning.
- Panel graphics.

Graphic Info:

- Print file guidelines can be found here: [LINK](#)
- Sample images of fully printed booths or counters: [LINK](#)
- Deadline to submit any graphics: **Monday, 17 February**.

For furniture, graphics and supporting services please contact TEM at ebmt2025@t-e-m.de

Webshop: Please click [HERE](#) for orders.



Fascia Name Board

All shell scheme stands have fascia name boards with their company name included free of charge. 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 TEM online store.

Branding the Booth Panels/Counters

Please contact TEM to order graphic for the booth by **Monday, 17 February**.

- Print file guidelines can be found here: [LINK](#)
- Sample images of fully printed booths or counters: [LINK](#)

EXHIBITOR PARTICIPATION

Exhibitor Badges

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition areas.

Please note that only your company name will be printed on your exhibitor badges. Please submit your **company name** to be displayed on the badges via email to exhibition@ebmt.org no later than Monday, 3 March.

Additional stand personnel will be charged a registration fee of **€250.00**.

Badges ordered **onsite** will be charged **€295.00**.

To purchase additional badges please click [HERE](#)

For any assistance, please contact: registration@ebmt.org

Deadline: **Monday, 3 March**.

Number of complimentary badges will be given to exhibitors according to the rented space, as calculated on the below table:

Size of Booth	No. of Exhibitor Badges
6sqm - 17sqm	2 passes
18sqm - 30sqm	3 passes
31sqm - 40sqm	4 passes
41sqm - 50sqm	5 passes
51sqm - 60sqm	6 passes
61sqm - 70sqm	7 passes
71sqm - 80sqm	8 passes
81sqm - 90sqm	9 passes
91sqm - 100sqm	10 passes
101sqm - 120sqm	11 passes

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition or to attend scientific sessions.

Exhibitor badges may be collected from the Registration Desk during set-up and official exhibition opening hours.

Lunch and Coffee Breaks

Lunch and coffee will be served at the Exhibition Hall for all Meeting participants, including registered exhibitors, according to the official Meeting breaks as listed in the [Scientific Program](#) online.

Please note that lunch will **NOT** be served on **Sunday, 30 March**.

Registration for the 51st Annual Meeting

Sponsors who are entitled to complimentary scientific registrations, please contact directly the Registration Department registration@ebmt.org

Name changes will be permitted free of charge until Monday, 3 March. After this date, any name change will be subject to 75EUR charge per name.

Exhibitors wishing to attend the Scientific Sessions at EBMT should register to the Meeting as Representative Non-member.

Please check the website for registration fees. Click [HERE](#) to register on-line.

For any inquiry, regarding registration please contact: registration@ebmt.org

HOTEL ACCOMMODATION

CME-Congresses Company is the official Professional Congress Organizer (PCO) for the EBMT 2025 Hotel Accommodations.

Please note that hotel options offered have been booked in advance to ensure that EBMT 2025 delegates have enough rooms available for the duration of the meeting.

We strongly advise all participants to reserve hotel accommodation as soon as possible in order to benefit from the special rates.

To view the full list of selected hotels in detail, please click the following link: <https://www.ebmt.org/annual-meeting/accommodation>

For any inquiry regarding accommodation, please contact accommodation@ebmt.org

POSTER AND E-POSTERS AREA

Posters and ePosters will be displayed in the Spadolini Pavilion Level 1 and will be available to view during all Meeting days (specific open times apply).

BADGE READER - Exhibitor Lead Retrieval

EBMT is working with fielddrive to offer exhibitors the app to easily collect contact information from participants visiting their stand and follow up with them.

After purchasing a license and installing the app, simply scan a participant's badge with the camera on your device to capture their contact information and add notes on the spot.

All collected leads are stored in your own password-protected portal where you can access and export them from any device at any time.

Please note that scanners ordered for the booth should be used only at the booth. Scanners for your session should be ordered separately.

[IMPORTANT: Please read the Disclaimer before placing your order](#)

Please order [HERE](#)

- Seamless lead scanning
- In-depth lead analytics
- Real-time lead data visibility
- Online & offline operation modes
- Immediate digital marketing material sharing
- Powerful lead qualification tools
- Custom lead qualifiers for high-value, business-specific leads
- Contact us: support@fielddrive.com

Deadlines:

Early Bird Rates for all products: until 14/02/2025

Last order for:

- ✓ Lead Retrieval Scanning **Device**: 07/03/2025
- ✓ **Licences** only: 02/04/2025

SHIPPING INSTRUCTIONS

Full Shipping Instructions including tariff, material handling form, slot request form and shipping labels can be found [HERE](#)

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2025 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out handling of empties for the Meeting.

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

Contact Details:

Merkur Expo Logistics GmbH

Ms. Irit Sofer

Tel : + 49 6173 9669528

Mobile : +972 52 8890 129

Email : irit.sofer@merkur-expo.com

Please note these important dates:

Build-up	28-29 March
Exhibition	30 March - 2 April
Breakdown	2 April

SHIPPING DEADLINES:

ITEM	DEADLINES
Door to door shipments	Deadline upon request
Airfreight shipments - Arrival to Prague Airport	Please contact Merkur Expo
Shipment via German Warehouse	No later than Thursday, 20 March
Exhibition goods - Direct deliveries to venue	Please coordinate unloading time slot by Thursday, 20 March

GENERAL & ADDITIONAL SERVICES

STORAGE

As the venue has no storage facilities, no deliveries will be accepted **PRIOR** to the Meeting. Merkur offers advance shipment to their warehouses in Germany. Information can be found in the shipping instructions.

Storage of empties - Empties should be stored directly with Merkur.

FIRST AID

In the event of an emergency or illness, please contact a member of the venue staff or the Registration Desk.

LANGUAGE

The official language of the 51st Annual Meeting is English.

SECURITY

Exhibitors are requested to always use common sense precautions and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk.

SMOKING

The EBMT 51st Annual Meeting is a non-smoking event, and smoking is prohibited throughout the venue, including the exhibition hall.

PROMOTIONAL ACTIVITIES

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and used as headsets within the stand so that it does not disturb neighbouring exhibits.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Distribution of balloons filled with a gas that is lighter than air is not allowed.

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 venue are strictly forbidden.

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.

EBMT 2025

30 March-2 April 2025 | Florence | #EBMT25

www.ebmt.org/annual-meeting