

 **EBMT 52<sup>nd</sup> Annual Meeting**  
22-25 March 2026 | Madrid

# Exhibitor Technical Manual

*Advancing the Art of Patient Care*

Dear Exhibitor,

This Exhibitor Technical Manual contains essential information to assist you in preparing for your participation as an exhibitor.

The exhibition will take place during the 52nd Annual Meeting of the EBMT, from Sunday, 22 March to Wednesday, 25 March 2026, in Madrid, Spain.

**EXHIBITION VENUE**

IFEMA – Feria de Madrid  
Main Access North Entrance  
Avda. del Parténon, 5  
28042 Madrid, Spain  
Tel. +34 917 22 30 00

[Venue website](#)

The exhibition floor plan has been carefully designed to maximize your visibility to delegates, with coffee breaks, lunches, poster sessions, and the Product Theatre all located within the exhibition area.

We kindly ask you to review the entire manual. Taking a few minutes now may save you considerable time and effort later.

Please make sure to share this manual with everyone involved in your participation, including your stand builder, as it contains key logistical and technical details.

Should you need any further assistance or information, please don't hesitate to contact us.

We look forward to welcoming you to Madrid and wish you a successful meeting and exhibition!

For support, please contact :

**Hanna Safier**

Email: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

W  
e  
l  
c  
o  
m  
e

# Index

<a href="#">Welcome</a>	2
<a href="#">1. Contact Information</a>	4
<a href="#">2. Deadlines</a>	7
<a href="#">3. General Information</a>	10
<a href="#">4. Build Regulations</a>	16
<a href="#">5. Electricity</a>	22
<a href="#">6. Additional Services</a>	24
<a href="#">7. Exhibitor Participation</a>	30
<a href="#">8. Miscellaneous</a>	35

# 1

# Contact Information



# Section 1: Contact Information

## EBMT Contacts:

**Exhibition Manager**

***Hanna Safier***

+972 54 6787820

exhibition@ebmt.org

**Sponsorship Operations & On-Site Coordinator**

***Mari Fortuño***

mari.fortuno@ebmt.org

**Sponsorship Unit Manager**

***Irati Tomas***

Irati.tomas@ebmt.org

**Registration & Accommodation Manager**

***Einat Gassner Gutman***

registration@ebmt.com

accommodation@ebmt.org

# Section 1: Contact Information

## Supplier Contacts:

Stand Construction & Fitting, Furniture Hire, Graphic Electrics, Audio Visual, Internet, Stand Cleaning,  
Floral, Hostesses & Temporary Staff Hire

**IFEMA Technical Secretariat**

**+34 91 722 5400**

[customerservice@ifema.es](mailto:customerservice@ifema.es)

IFEMA e-commerce platform [HERE](#)

**Telecommunications services**

[telecomunicaciones@ifema.es](mailto:telecomunicaciones@ifema.es)

**Rigging projects**

[inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@ifema.es)

**Invoicing**

[customerservice@ifema.es](mailto:customerservice@ifema.es)

**Stand Catering**

**MICE Catering**

[paula.luis@micecatering.com](mailto:paula.luis@micecatering.com)

**Stand Security**

**SASEGUR**

**+34 672 21 44 05**

[isomontes@sasegur.com](mailto:isomontes@sasegur.com)

**LEAD RETRIEVAL SYSTEM (badge reader) HIRE**

**Fielddrive**

**+32 483 48 15 04**

[support@fielddrive.com](mailto:support@fielddrive.com)

Online order [HERE](#)

**CUSTOMS CLEARANCE, FREIGHT HANDLING & ONSITE LOGISTIC SERVICES**

**Merkur Expo Logistics GmbH**

**Ms. Irit Sofer**

**+972 52 8890 129**

[Irit.sofer@merkur-expo.com](mailto:Irit.sofer@merkur-expo.com)

# 2

# Deadlines



## Section 2: Deadlines

ITEM	DEADLINES	CONTACT PERSON	EMAIL
Annual Meeting Registration, Order of Extra badges <a href="#">HERE</a>	Friday, 6 March 2026	Registration Dep.	<a href="mailto:registration@ebmt.org">registration@ebmt.org</a>
Exhibitor badges-submitting company name	Friday, 20 February 2026	Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
Hotel Accommodation	ASAP	Accommodation	<a href="mailto:accommodation@ebmt.org">accommodation@ebmt.org</a>
Stand Construction & Fittings, Furniture Hire, Audio Visual, Hostesses, Stand Cleaning - <b>Via IFEMA e-commerce: <a href="#">HERE</a></b>	<p>Wednesday, 11 March 2026</p> <p>A 25% surcharge will be applied for orders placed after 11 March</p> <p>Orders can be submitted online until March 19 via the e-commerce platform, or on-site at the Exhibitor Care Desk, located between Halls 8 and 10.</p>	IFEMA Exhibitor Care Service office	<a href="mailto:customerservice@ifema.es">customerservice@ifema.es</a>
Electricity, Water, Internet Compressed Air - <b>Via IFEMA e-commerce: <a href="#">HERE</a></b>	<p>Wednesday, 11 March 2026</p> <p>A 25% surcharge will be applied for orders placed from 11 March</p> <p>Orders can be submitted online by Wednesday, 18<sup>th</sup> March 2026</p> <p>After 18<sup>th</sup> March, orders are <u>NOT</u> available.</p>	IFEMA Exhibitor Care Service office	<a href="mailto:customerservice@ifema.es">customerservice@ifema.es</a>
Shell Booth Branding - <b>Via IFEMA e-commerce: <a href="#">HERE</a></b>	<p>Wednesday, 11 March 2026</p> <p>Graphic order is not possible after 11 March 2026</p>	SERVIS Group	<a href="mailto:ebmt26@servisgroup.es">ebmt26@servisgroup.es</a>
Rigging Order - <b>Via IFEMA e-commerce: <a href="#">Application for hanging structures / rigging</a></b>	<p>Wednesday, 11 March 2026</p> <p>Rigging order is not possible after 11 March 2026</p>	IFEMA Exhibitor Care Service office	<a href="mailto:rigging@ifema.es">rigging@ifema.es</a>

ITEM	DEADLINES	CONTACT PERSON	EMAIL
Stand Catering – Menu attached	Monday, 16 March  Orders Submitted after the deadline will be provided based upon availability and will incur a 25% extra charge	MICE Catering	<a href="mailto:paula.luis@micecatering.com">paula.luis@micecatering.com</a>
Stand plan – “Space Only” booths with rigging	Thursday, 19 February 2026	Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
Stand plan - “Space Only” booths with no rigging	Thursday, 26 February 2026	Hanna Safier	<a href="mailto:exhibition@ebmt.org">exhibition@ebmt.org</a>
Risk Prevention and Coordination of Activities  Online order <a href="#">HERE</a>	Friday, 6 March 2026	IFEMA	<a href="mailto:customerservice@ifema.es">customerservice@ifema.es</a>
Badge Reader Hire	Early bird rates are valid until Friday, 6 February 2026  Last order for:  Device: 02 March 2026 Licenses: 25 March 2026	Support Dep.	<a href="mailto:support@fielddrive.com">support@fielddrive.com</a>

### Customs Clearance, Freight handling & Onsite logistic services:

Door to door shipments	Deadline upon request	Ms. Irit Sofer	<a href="mailto:Irit.sofer@merkur-expo.com">Irit.sofer@merkur-expo.com</a>
Airfreight shipments - Arrival to Madrid Airport	Please contact Merkur Expo		
<b>Pre-alert</b> of your shipment to the German Warehouse	Monday, 9 March, 2026		
<b>Arrival</b> of your shipment to German Warehouse	Friday, 13 March 2026		
Exhibition goods - Direct deliveries to venue	Please coordinate unloading time slot by Thursday, 12 March 2026		

# 3

# General Information



## Section 3: General Information

### Exhibition Timetable

ACTIVITY	DATES	HOURS
<b>SET-UP</b>  <b>PPE is Mandatory</b>	Thursday, 19 March 2026  For "Space Only" Stands - 25 sqm and above	10:00-21:00
	Friday, 20 March 2026 - Space Only Stands  - Shell Scheme Booths	08:00-21:00 16:00-21:00
	Saturday, 21 March 2026- All Stands  - Decoration Only	08:00-18:00 18:00-21:00
<b>EXHIBIT HOURS</b>  <b>Subject to change</b>	Sunday, 22 March 2026	09:00-17:00
	Monday, 23 March 2026	09:00-17:00
	Tuesday, 24 March 2026	09:00-17:00
	Wednesday, 25 March 2026	09:00-13:00
<b>DISMANTLING</b>  <b>PPE is Mandatory</b>	Wednesday, 25 March 2026- Light Dismantling (no tools)	13:00-15:00 15:00-22:00
	- Full Dismantling	

#### Important notes:

- Empty crates and packaging material must be removed/stored no later than Saturday, 21 March 2026, at 18:00. 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, 25 March 2026.
- Empties will not be returned to the stands before 15:00 on 25 March.
- Any equipment, display items, or materials left behind after 22:00 on Wednesday, 25 March 2026 will be considered discarded and abandoned. In such cases, the Stand Builder and/or the Exhibitor will forfeit any right to claim loss or damages. Additionally, they will be held responsible for the removal costs, which will be invoiced by IFEMA MADRID at a rate of €100/m<sup>2</sup> for the entire space assigned.

### **Personal Protective equipment during move-in and move-out**

During move-in and move-out, the show floor is regarded as “construction zones”. Please note that any one on the show floor needs to be properly protected with Personal Protective Equipment for safety reasons. It is mandatory to wear a helmet, high-visibility vest and safety shoes.

You may purchase a vest and helmet for €10 each pack. The packs are sold in IFEMA Exhibitor Service Desk located between halls 8 and 10.

### **Black out Policy**

Industry is welcome to organize meetings during the dates of the 52nd 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, 22 March 2026, and the EBMT Networking Event taking place on Tuesday, 24 March 2026.

### **Exhibition Hall**

The exhibition will be held at Hall #9.  
Interactive tour of Hall 9: [HERE](#)

### **Flooring and Utilities information**

The exhibition floor is made of concrete. We recommend that exhibitors install carpet or suitable floor covering within their booth for comfort and aesthetics.

- Load Capacity: 15,000 kg/m<sup>2</sup>
- Utilities: Power supply and other utilities will be delivered through floor ducts (channels) located throughout the hall.

#### **Please note:**

- These ducts can be covered but must remain accessible upon request.
- We recommend creating a hollow space of at least 5 cm underneath your flooring to accommodate this requirement.
- Carpet is included only for Shell Scheme booths. Exhibitors with Space Only stands should arrange their own flooring.

## Getting there

Thanks to its excellent transport connections, IFEMA can be reached quickly and easily by air, train or car. You can see detailed information by clicking [HERE](#).

## Access to Hall 9

Exhibition goods must be delivered via the bay area located at the North Access of the venue.

Specific gate numbers and detailed access instructions will be provided closer to the Meeting date.

Please refer to the next page for the North Convention Centre Location Map found [HERE](#)

## Unloading & Parking Instructions

Upon entering the venue, all vehicles will receive a ticket indicating the maximum allowed time in the loading bay (1, 2, or 3 hours), depending on the vehicle's size and weight.

- All materials must be unloaded or loaded within this time.
- Once finished, vehicles must exit the venue or park in the truck parking lot located behind Halls 1 & 3.

### Penalties for Overtime:

- Vehicles exceeding the allotted time in the loading bay will be charged €20 per hour, up to a maximum of €100 per day.
- Truck parking fee: €30 per truck per 24 hours.

### Important Notes:

- Loading bays are not parking areas.
- Only one loading or unloading operation is permitted per vehicle.
- During the exhibition, access and parking in these areas is strictly prohibited without IFEMA authorization.

For more details, please read the Rules for Vehicle Access & Stay at IFEMA Madrid during Assembly and Dismantling Periods [HERE](#).

### PARKING

IFEMA has a wide range of parking Spaces. Parking services can be ordered via IFEMA e-commerce.

The “exhibitor parking Space” option is a parking ticket valid for all duration of the assembly, exhibition days and dismantle.

The “courtesy car parking card” is a ticket valid for a single day stay. You may use it for your guests.

The Fair map and parking lots is accessible [HERE](#).



## **Protocol on Pharmaceutical Promotion and Access Control Measures**

In line with European and Spanish legislation, specific restrictions apply to the promotion of prescription-only medicines. We kindly ask all exhibitors to carefully review and adhere to the requirements outlined in the protocol to ensure full compliance throughout the Meeting.

The document is accessible via the two links below:

**Protocol document:**

<https://www.ebmt.org/ebmt/documents/protocol-pharmaceutical-promotion-and-hcp-non-hcp-access>

**Exhibitor Manual & Supplier Resources Page:**

<https://www.ebmt.org/annual-meeting/exhibitor-manual-supplier-resources>

# 4

# Build Regulations

The bottom half of the page features an abstract graphic composed of several overlapping, curved shapes. The colors used are a vibrant orange, a muted purple, and a soft blue. The shapes are layered, with the orange shape being the most prominent in the foreground, partially overlapping the purple and blue shapes behind it. The overall effect is a modern, layered design that complements the dark blue background.

## Section 4: Build Regulations

**Important note:** Space Only stands do not include walling, stand dividers, stand fittings, electrics, carpet or floor coverings and you are responsible for organizing all of this at your own cost.

Each Exhibitor must read the IFEMA Regulations for Exhibitors found [HERE](#)

### Build Up Height

Maximum stand height from the ground: 4 m

Suspension from the ceiling is permitted:

Maximum rigging height is 6m - measuring from the floor to the top of the suspended banner/object.

Double-decker stands are not permitted.

The maximum allowed building height is 4m and 6m for rigging.

### Rigging Guidelines and Submission Process

- The placement of all rigging points is exclusively carried out by IFEMA, and these points will be available to exhibitors and builders from the first day of setup.
- Exhibitors or their stand builders must submit the rigging project in accordance with IFEMA's Rigging Regulations.
- The pricing for rigging points, which includes inspection fees, is available via the IFEMA e-commerce platform.
- To avoid delays, rigging points will be charged directly by IFEMA once the project is approved by IFEMA-certified companies.
- The installation of manual/motorized hoists, trusses, and other rigging elements can be performed by:
  - IFEMA (please indicate this requirement in the submission form), or
  - Any other company that follows the official inspection process.
- All rigging projects are subject to IFEMA's approval. Submission of the form does not guarantee that services can or will be provided.
- For technical questions, please contact: [rigging@ifema.es](mailto:rigging@ifema.es)

**Important:** It is mandatory to submit all rigging projects to IFEMA at least one month prior to the start of the setup period, as stated in the Rigging Regulations.

Please submit the Application for hanging structures / rigging. The application should be submitted online via this [link](#).

The deadline for receiving projects is **11 March 2026**. Any applications received thereafter will not be considered.

For information on permissible loads, please check [HERE](#).

## Rigging Load Limitations & Approval Requirements

Due to structural load limitations of the venue's ceilings, rigging points are subject to a maximum load capacity.

If a project is submitted after this capacity has already been allocated to adjacent stands, the requested rigging may not be feasible. In such cases, clients will still have time to explore alternative solutions. Please note that IFEMA will not be held responsible for the inability to proceed with the original rigging plan.

Additionally, the beam plan must include both the client's beams and any adjacent beams, clearly indicating their positions and connection points (knots). Without this information, the rigging project cannot be approved.

## Stand Partitions

All Space Only stands must provide their own self-supportive back walling where backing onto a neighboring stand or perimeter walling with the minimum height being 2.5m. Any partition wall above 2.5m in height that overlooks neighbor stands must be dressed from the rear using a plain white finish, without logos, branding or cabling. The clear height of inside areas must be at least 2.50 m.

All Shell Scheme stands are permitted to decorate their stands up to 293cm height.

## Openings onto Aisles

Each side of the stand facing an aisle must have at least 40% open frontage. This requirement applies to all open sides of the stand.

Stand design and decorations must ensure clear access to aisles, avoid obstructing visibility for neighboring stands, and maintain an open view across the exhibition space.

The only **exception** to this rule is when compliance regulations require a full partition wall to separate the commercial and scientific areas within the same booth.

## 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 40% open. Lengthy, enclosed stand structures bordering on aisles are not permitted and must be interrupted by display cases, niches, displays or similar. The rear sides of stands adjacent to neighboring stands must be kept smooth and white in colour from a height of 250cm or must be positioned at least 1.00 m from the border of the neighboring stand, so as not to impair the design of the neighboring stand.

To ensure a fair and balanced experience for all participants, each exhibitor is asked to consider the impact of their stand construction on neighboring 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.

**Carpet / Floor Coverings**

All carpets or other floor coverings must be safely installed to avoid any risk of slipping, tripping, or falling. They must be secured in a manner that prevents accidents, using only tape that leaves no residue upon removal.

Self-adhesive carpet tiles are strictly prohibited.

All materials used, including carpets, tapes, and any substances such as oil, grease, or paint, must be fully removed after the event without leaving any residue. Please note that hall floors may not be painted under any circumstances.

The congress organizer will not supply floor coverings for space-only booths (only shell scheme booths include carpet).

Important: IFEMA does not provide carpet hire for space-only booths. Exhibitors must make their own arrangements if floor covering is required.

**Balloons Filled with Gas**

The use of balloons filled with combustible gas in the exhibition halls or outdoor areas is prohibited.

Balloons inflated with light gases as decoration for stands or events may be used, after consultation with IFEMA Fair Services Management. The balloon must be attached to a structural element of the stand or filled with innocuous heavy gases which prevent them from rising.

The distribution of gas-filled balloons is prohibited.

**Disabled Access**

Stands that are built on top of wooden flooring, with a height of more than 19mm, must have at least one disabled access ramp that is at least 1.20m wide.

### **Personal Protective Equipment During move-in and move-out**

During move-in and move-out, the show floor is regarded as “construction zones”. Please note that any one on the show floor needs to be properly protected with Personal Protective Equipment for safety reasons. It is mandatory to wear a helmet, high-visibility vest and safety shoes.

You may purchase a vest and helmet for €10 each pack. The packs are sold in IFEMA Exhibitor Service Desk located between halls 8 and 10.

### **Risk Prevention and Coordination of Activities**

All companies carrying out work in the contracted space on behalf of the Exhibitor must fill in, sign and present to IFEMA the “Risk Prevention and Coordination of Activities” form available on the IFEMA website [HERE](#).

Assembly cannot begin until this Protocol is filled online.

### **Fire Prevention**

The materials used for the different facilities of the Fair or Event, constructions (stands, marquees, etc.) must comply with current regulations. Regarding flammability of material, the material used in the floor covering will be EFL, and in the construction of walls and ceilings it will be C-s2, d0; suspended textile elements, such as backcloths, curtains or drapes will be class 1, in accordance with the UNE-EN 13773: 2003 standard. In addition, the decoration elements must comply with the same characteristics as those for construction, and may not contain any type of material or product that is easily combustible, such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves, etc. Likewise, to carry out construction, demonstrations or place decorations that use an open flame, the Exhibitor must request the corresponding license from the Trade Show Services Department of IFEMA. The competent Official Bodies, as well as the staff of the IFEMA’s Exhibition Services Department, may carry out an inspection to check for compliance with the regulations.

### **Fire Procedures:**

Waste, paper, cardboard, empty packaging and other combustible materials for disposal must be removed from the stands and their surrounding areas daily

No materials may be stored behind stands

Any waste materials should be contained within the exhibitors assigned Space

It is strictly prohibited to place any waste or other items in the aisles

### **Doors:**

All exits must be kept unlocked during the opening hours of the exhibition. Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be always kept unobstructed.

### Submission of Booth Plans

All exhibitors are required to submit detailed stand plans and descriptions, along with the exact dimensions of their booth. All documents must be provided in English and include the following:

- \* A scaled top-view drawing
- \* A scaled side-view drawing
- \* A 3D rendering or photograph of the stand
- \* A written description of the design, listing the materials used and fire reaction certificates for each material

The drawings must clearly indicate:

- Stand layout, equipment, and furnishings
- Signage and visuals
- Locations of power outlets, cabling, moving parts
- Raised flooring details
- Water, telephone, and ventilation installations
- Heights and open/transparent spaces

If your stand includes special elements (e.g. information towers, moving parts, etc.), please include additional specifications.

**Deadlines** for Booth Plan Submission:

- Space-Only booths with rigging: Thursday, 19 February 2026
- Space-Only booths without rigging: Thursday, 26 February 2026

Please send your plans to: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

# 5

# Electricity



## Section 5: Electricity

### **For Shell Scheme Booths:**

Your booth includes 130 W of power consumption per sqm.

If additional power is needed beyond this minimum, it must be ordered via IFEMA e-commerce.

Example: For a 50 m<sup>2</sup> stand requiring 30 kW total:

Included power:  $50 \times 130 \text{ W} = 6.5 \text{ kW}$

Additional to order:  $30 \text{ kW} - 6.5 \text{ kW} = 23.5 \text{ kW}$

Also order: 2 main electrical connections if you need two separate supplies.

### **For Free Design Stands (Space Only):**

The 130 W/sqm minimum is invoiced directly by IFEMA.

Additional consumption must also be ordered via IFEMA e-commerce.

### **Important Notes:**

Fuse boards and sockets must be ordered separately. Electrical consumption or main connection orders do not include fuseboards or services.

You may order Electrical Connection + Fuse board + Certification Packs, which include:

A fuse board (several kW options available)

Madrid Electrical Installation Certificate

### **If you do not order a pack or certificate:**

- Your stand builder must ensure a licensed Spanish electrician handles the certification process with the Madrid Regional Government.

- You must then present the certificate to IFEMA's inspection company.

### **Minimum Electrical Consumption**

Please note that there is a minimum electrical consumption requirement based on the size of your stand, calculated at a rate of 130w/sqm. The cost of the minimum electrical consumption is 7.65 € per 1sqm + applicable VAT.

This mandatory charge applies only to space-only booths. For shell scheme booths, EBMT will cover this cost.

This charge will not appear in the e-commerce system. Instead, IFEMA will contact you directly to coordinate the payment.

### **Electrical Connection**

All electrical connections shall be undertaken by the installer of the stand, under the supervision of IFEMA's Technical Department. This shall be done from the distribution point established by IFEMA for optimal use of the network and shall consist of a power socket manufactured by MARECHAL, with the following characteristics:

- Supply up to 32 A: "DS" type connector 380/400 V-50 Hz 3P+N+T
- Supply up to 63 A: "DS" type connector 380/400 V-50 Hz 3P+N+T

For consumption more than 63 A, the stand board must be connected directly to IFEMA's electrical supply.

# 6

# Additional services



## Section 6: Additional services

Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with occupational health and safety and industrial regulations.

### **Insurance**

Neither the Organizers, nor IFEMA, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

IFEMA automatically issues multifare insurance for each exhibitor. The cost for this insurance is covered by EBMT.

### **Public Liability Insurance**

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 all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have public liability insurance covering all injuries to persons and damage that might cover in connection with the exhibition.

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.

### **Access to IFEMA E-commerce Platform**

Exhibitors can order all technical and booth-related services (electricity, internet, furniture, rigging, etc.) via the IFEMA E-commerce platform [HERE](#).

To access the platform and place your orders, please follow the step-by-step instructions provided [HERE](#).

We recommend completing your orders well in advance to avoid delays or surcharges.

**Internet Access**

The Annual Meeting of the EBMT offers free Wi-Fi access to all visitors, suitable for basic web browsing.

Exhibitors can order Wi-Fi and wired Internet connection access and other IT facilities for their stands via IFEMA e-commerce.

**Stand Cleaning**

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

Exhibitors can order cleaning services for their stands in the IFEMA e-commerce.

Stand Cleaning Type A, included in shell scheme booth package only.

**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 catering services are Exclusive to MICE Catering. You can find the catalog to order catering to your stand [HERE](#).

Send your request by email to: [paula.luis@micecatering.com](mailto:paula.luis@micecatering.com)

MICE Catering will respond within 48 hours.

**Please note:**

- The minimum order is 150€ per day.
- Orders must be placed before Monday, 16 March 2026.
- Late orders will only be accepted subject to availability and will be charged at the late order rate.
- Onsite orders will be available only for soft drinks, water, juices and milk. Subject to availability.
- Late Orders and Onsite orders will incur 25% surcharge.

If you need any special requests or have any questions, please contact Mice at: [paula.luis@micecatering.com](mailto:paula.luis@micecatering.com)

## Hostesses and Temporary Staff Hire

If you wish to hire hostesses or temporary booth staff, please place your order via the IFEMA e-commerce platform.

For any questions or assistance, you may contact IFEMA directly at:

[customerservice@ifema.es](mailto:customerservice@ifema.es)

## Waste Removal

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.

Once the established time for the removal of goods and decorative materials and for dismantling the installations including stands has elapsed, all remaining materials in the exhibition areas of the halls shall be considered to have been discarded and IFEMA shall remove them without further notice.

The Exhibitor shall lose all rights to claim damages or loss of said materials and shall also bear all costs related to their removal, which shall be invoiced by IFEMA MADRID at the rate of €100/m<sup>2</sup> for the entire space assigned.

You can procure the necessary containers from IFEMA MADRID. Consult the rates in the Services Catalogue.

All waste must be segregated. If there are different types, a container must be hired for each waste type:

PAPER  
CARDBOARD  
PLASTIC  
ORGANIC  
GLASS  
OTHERS

### **Please note:**

Disposal of externally supplied carpet in IFEMA MADRID bins or containers is strictly prohibited.

Exhibitors and contractors are fully responsible for the complete removal of any externally provided carpet from all areas — including exhibition floors, rooms, halls, and loading bays.

Failure to comply will result in additional charges by the venue.

If the container does not contain the waste for which it has been requested, it will not be removed until its contents conform.

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. IFEMA cleaning services will remove any object deposited in these areas, with the Exhibitor having no right to claim for damages.

During the exhibition, no samples, packaging or any other items can be placed in the aisles or other communal areas. There is a service available to have merchandise and packaging collected, stored and delivered.

Please check the [IFEMA Regulation for Exhibitors](#) in Section 31.- Removal of waste and assembly and display.

### **Poster and E-Posters Area**

Posters and E-Posters will be displayed in Hall 9 and will be available to view during all Meeting days (specific open times apply).

### **Exhibition Service Desk**

You will find the Exhibition service desk onsite in the Exhibition Hall 9. The desk is located on the right side of the Hall just at the entrance to Hall 9.

The desk will be manned by the Exhibition Manager and by Merkur Expo representative during set-up, dismantling and throughout the opening hours of the Exhibition.

### **“SHELL SCHEME” BOOTH**

A system consisting of high silver-grey panel walls with vertical aluminum columns. These allow a maximum display of 2.84m height x 0.95m width. The maximum height to build inside the shell scheme is 2.93m. Corner stands will be open on two sides with two fascia boards carrying the company name.

You may order to print your logo on the board, instead of the name or in addition to the name.

This can be ordered at additional cost through IFEMA e-commerce. The logo must be sent to SERVIS.

Shell scheme booth includes the following:

- Silver color aluminium structure 293cm high.
- White color melamine wall panels.
- One exhibitor name on fascia for each open side (193cm x 45cm)\*.
- Fuse board or single-phase socket.
- One 20w LED spotlights for each 4 sqm.
- Main electric connection 130w/sqm incl. power consumption.
- Jaspersed grey carpet layered to the floor. Color change option will be available through IFEMA's e-commerce at additional charge\*\*.
- 1 round table white (Dome- ø 80cm, 73cm high); 2 white chairs (Madrid); 1 small waste bin.
- First cleaning and daily stand cleaning.

\*The maximum recommended number of characters that can be printed on the fascia board is

20. You may exceed this limit a bit but please note that the longer the company name, the smaller the font size. Please send the company name by February 20th to:

[ebmt26@servisgroup.es](mailto:ebmt26@servisgroup.es)

\*\* To change the carpet color please go to [Stand assembly](#) > [Stand accessories](#) > Carpet color change (sqm)

No items may be screwed, nailed or glued to the panel walls, nor may any part of the shell scheme be damaged or disfigured in any way. The exhibitor will be invoiced for any dilapidation costs incurred. Velcro or sticky pads are the best options for fixing materials to the panels.

### **Branding of Shell Booth**

For any inquiries or to submit final artwork for graphics on the shell booth panels and/or your logo on the fascia panel, please contact SERVIS at: [ebmt26@servisgroup.es](mailto:ebmt26@servisgroup.es)

*The shell scheme provided will look like the image below:*



# 7

# Exhibitor Participation



# Section 7: Exhibitor participation

## EXHIBITOR LIST (as of 11 February 2026)

Exhibitor	Booth No.
Airinspace S.E.	12B
American Society for Transplantation and Cellular Therapy	42
Anthony Nolan	40
Arog Pharmaceuticals Inc	53
clinigen group	48
Daiichi Sankyo Europe GmbH	08B
DKMS	38
European Hematology Association	56
FamiCord Group	52
Fresenius Kabi Deutschland GmbH	24
GAPP-PRO	55
Gilead Sciences Europe Ltd	02
HistoGenetics	50
Incyte Biosciences International Sàrl	11
Jazz Pharmaceuticals	17
Maat Pharma	49
medac GmbH	19
Miltenyi Biotec B.V. & Co. KG	09
MSD	08A
National Marrow Donor Program	41
Neovii Pharmaceuticals AG	10
Omeros Corporation	14
OriGen Biomedical	43
Ossium Health	39
Pelham Crescent Srl	13
Pfizer INC	6
Pierre Fabre	12A
QuidelOrtho	46
SANOVI	03
Saudi Scientific Society of Blood and Marrow Transplantation (SS-BMT)	44
StafaCT, Inc	45
Takeda Pharmaceuticals	01
Terumo Blood and Cell Technologies	4
Therakos	7A
Viska AI AB	51
Wisepress Medical Bookshop	54

## Exhibitor Badges

All exhibitors are required to wear a badge displaying their exhibiting company name. Badges will be prepared in advance for all registered exhibitor personnel and will grant access to the exhibition and catering areas.

### Badge Entitlement:

- Two complimentary badges for the first 9 sqm of booth space.
- One additional badge for every additional 9 sqm.
- Additional badges (beyond the entitlement) can be purchased at a fee of €275.00 per badge.
- Onsite badge orders will be charged €295.00 per badge.

### Badge Details:

- Only your company name will be printed on the badges (no individual names).
- Please submit the company name to appear on your badges by Friday, 20 February 2026, via email to: [exhibition@ebmt.org](mailto:exhibition@ebmt.org)

To purchase additional exhibitor badges, please complete the online registration form [HERE](#)

All personnel must wear badges to access the exhibition area. Exhibitor badges are intended exclusively for company personnel manning the booth and may not be used to bring visitors into the exhibition or for access to scientific sessions.

### Badge Collection:

Badges can be collected at the Registration Desk located at the North Convention Center, Ground Floor, during official registration desk opening hours as listed below:

Saturday, 21 March 2026	10:00 - 18:00 (Group Pick-up by Scheduled Time)
Sunday, 22 March 2026	07:00 - 19:30
Monday, 23 March 2026	07:00 - 18:30
Tuesday, 24 March 2026	07:00 - 18:30
Wednesday, 25 March 2026	07:30 - 12:00

*Times subject to changes*

For access to the stand prior to the opening time of Exhibition (e.g., for setup crews, baristas, or service providers), please contact [exhibition@ebmt.org](mailto:exhibition@ebmt.org) in advance with all relevant details to coordinate entry.

## Lunch And Coffee Breaks

Lunch and coffee will be served in the Exhibition Hall during the official Meeting breaks, as listed in the [program](#).

Please note that lunch will NOT be provided on Sunday, 22 March 2026.

MICE Catering offers lunch boxes and other food & beverage options for staff orders. Additionally, various restaurants and coffee spots are available within the IFEMA venue.

## Registration for Annual Meeting

Sponsors who are entitled to complimentary full registrations, please fill in the Group Registration Form. If you do not have the registration form, please contact [registration@ebmt.org](mailto:registration@ebmt.org)

Name changes will be permitted free of charge until **Monday, 16 February 2026**. After this date, any name change will be subject to **EUR 75** charge per name.  
For any inquiry, regarding registration please contact: [registration@ebmt.org](mailto:registration@ebmt.org)

Exhibitors wishing to attend the Scientific Sessions at EBMT should register to the Meeting as Physician Non-member. Please check the website for registration fees, and click [HERE](#) to register on-line.

## Hotel Accommodation

CME-Congresses Company is the official Professional Congress Organizer (PCO) for the 52nd Annual Meeting of the EBMT Hotel Accommodations.

Please note that hotel options offered have been booked in advance to ensure that delegates have enough rooms available for the duration of the meeting. We strongly advise all participants to reserve hotel accommodation as soon as possible 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](mailto:accommodation@ebmt.org)

## Printing Services – WORKCENTER

Make your participation at the EBMT 52nd Annual Meeting smooth and hassle-free.

EBMT has partnered with Workcenter to offer exhibitors and sponsors professional and reliable onsite printing services.

### Services include:

- \* On-site delivery to your booth starting Saturday, 21 March 2026
- \* Onsite collection at the Workcenter booth near the Exhibition Area
- \* Daily deliveries for urgent or last-minute orders
- \* Pre-event delivery across Spain and Europe
- \* Wide range of printing options: booth branding (self-adhesive vinyls, roll-ups), flyers, brochures, business cards, and more

### Contact & Orders:

Email: [ebmt2026@workcenter.es](mailto:ebmt2026@workcenter.es)

Online info & catalogue: <https://www.workcenter.es/en/>

### Important Deadline:

- \* Order by 6 March 2026
- \* Orders after this date are subject to availability and late order fees

## **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](#)**

With Fielddrive Leads you get:

Effortless Lead Capture

Live Leads Data

Comprehensive Lead Qualification

Customizable Lead Qualification Forms

On-the-fly Asset Sharing

Seamless User Experience

If you need support, please contact: [support@fielddrive.com](mailto:support@fielddrive.com)

### **Deadlines:**

Early bird rates are applicable to all the products until Friday, 6 February 2026

Deadline for ordering scanner + license is Monday 2 March 2026

Deadline for ordering licenses and additional licenses: Wednesday 25 March 2026 (webstore closed)

Prices:

<b>Product</b>	<b>Early Bird Rate</b>	<b>Standard rate</b>
fielddrive Lead App – License only	€240	€290
fielddrive Lead App – extra App License	€120	€150
fielddrive Lead App with scanning device	€340	€390

# 8

# Miscellaneous



## Section 8: Miscellaneous

### STORAGE

As the IFEMA has no storage facilities, no deliveries will be accepted PRIOR to the Meeting. Merkur offers advance shipment to their warehouses in Madrid. Information can be found in the shipping instructions found at the end of this manual.

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

For accessible storage in the exhibit hall, please contact Hanna Safier at [exhibition@ebmt.org](mailto:exhibition@ebmt.org) to check availability and pricing.

### 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 52nd Annual Meeting of the EBMT is English.

### SECURITY AND SAFETY GUIDELINES

Exhibitors are required to observe general safety precautions at all times and ensure all stand personnel wear their badges visibly while on-site.

Any suspicious or unidentified objects must be reported immediately to the staff at the Registration Desk. Stand managers must ensure that no one touches or approaches such items until security personnel, the organizers, or police arrive.

The congress organizers provide general hall security but not stand-specific security. Neither the organizers nor IFEMA MADRID shall be held responsible for theft, loss, or damage to any items left at booths during the day or overnight.

Security services are provided by **SASEGUR**, the official venue security company. Contact details can be found within the IFEMA e-commerce.

To complete the process, exhibitors must also fill in the Security at Stands Order Form and send it to the email address provided in the form:

Tel: +34 672 21 44 05

Email: [isomontes@sasegur.com](mailto:isomontes@sasegur.com)

### SMOKING

The 52nd Annual Meeting of the EBMT is a non-smoking event, and smoking is prohibited throughout the venue, including the exhibition hall.

## SHIPPING AND LOGISTICS SERVICES

Merkur Expo Logistics GmbH has been appointed the official freight forwarder and customs clearance agent for the EBMT 2026 Meeting. Their services include:

- Customs clearance
- Delivery to booth
- Freight forwarding
- Manpower and trolleys for unloading/loading during build-up and dismantling
- Storage of empty crates
- Transportation to and from the Exhibition Hall

For security, insurance, and efficiency, Merkur is the exclusive agent authorized by the organizer for the handling of empty materials during move-in and move-out.

Exhibitors and booth builders may deliver or collect their goods directly outside the venue. However, those who handle their own transportation to the venue must coordinate their time schedule and unload with Merkur.

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

Contact Details:

Merkur Expo Logistics GmbH

Ms. Irit Sofer

Mobile: +972 52 8890 129

Email: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

## SHIPPING DEADLINES:

Door to door shipments	Deadline upon request
Airfreight shipments - Arrival to Madrid Airport	Please contact Merkur Expo
<b>Pre-alert</b> of your shipment to the German Warehouse	Monday, 9 <sup>th</sup> March, 2026
<b>Arrival</b> of your shipment to German Warehouse	Friday, 13 <sup>th</sup> March 2026
Exhibition goods - Direct deliveries to venue	Please coordinate unloading time slot by Thursday, 12 <sup>th</sup> March 2026

## Force Majeure

The celebration of the Event shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, strikes, inevitable accident, the non-availability of stable internet connection or any digital malfunction, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control or local government authority or health agencies (including but not limited to the health threats of COVID-19 or similar infectious diseases), also by circumstances in connection with the military aggression of the Russian Federation against Ukraine and other military actions, general military mobilization, declared or undeclared war and several other events that may arise between the Russian Federation and the European Union (EU) and/or any member of the North Atlantic Treaty Organization (NATO) either directly or indirectly through any type of irregular and unidentified military formations including different methods of warfare and/or hybrid forms of aggressions such as cyberattacks, disinformation operations and local acts of sabotage that could affect transportation facilities, closure of facilities, non-availability of the event premises, reduction of available personnel, limitation of events capacity or travel restrictions or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or delay a reasonable percentage of prospective Event attendees from appearing at the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the Event as originally planned.

For any one or more of the above reasons, the event may be modified, canceled, abandoned, suspended in whole or in part, or transformed into a different format by the Organiser, without any liability, damages, fees, or penalty. In these cases, the Organiser may at its entire discretion repay the relevant fee or deposit/service charge paid by the delegate or attendees, or part thereof, but shall be under no obligation to repay the whole or part of such amount, and shall be under no liability to the delegate or attendees in respect to any actions, claims, losses (including consequential losses, costs or expenses whatsoever) which may be brought against or suffered or incurred by the delegate or attendees, as the result of the happening of any such event.

The background features a large, stylized graphic of a DNA double helix. The two strands are represented by thick, curved bands in shades of orange and blue, spiraling around each other. The overall color palette is a mix of deep blues and warm oranges.

# EBMT 2026

22-25 March 2026 | Madrid | #EBMT26

[www.ebmt.org/annual-meeting](http://www.ebmt.org/annual-meeting)