



European  
Society of  
Pathology

## 36<sup>th</sup> European Congress of Pathology

*Multidimensional Pathology –  
Cornerstone of modern diagnostics*

**7–11 September 2024**

Fortezza da Basso, Florence, Italy

### Host Organisation

European Society of Pathology  
Square de Meeûs 18  
1000 Brussels, Belgium  
[www.esp-pathology.org](http://www.esp-pathology.org)

### Congress Venue

Fortezza da Basso  
Viale Filippo Strozzi 1  
50129 Florence, Italy  
[www.firenzefiera.it](http://www.firenzefiera.it)

### Congress and Exhibition Office

CPO HANSER SERVICE GmbH

**CPO HANSER**<sup>®</sup>  
SERVICE

Paulsborner Str. 44

14193 Berlin, Germany

Phone: +49-30-300 669-0

Email: [ecp-florence@cpo-hanser.de](mailto:ecp-florence@cpo-hanser.de)

**Exhibition  
Manual**



## Access for deliveries

The congress venue is  
**Fortezza da Basso**  
Viale Filippo Strozzi 1  
50129 Florence, Italy

The exhibition will take place on the Ground Floor of Spadolini Pavilion of the Fortezza da Basso. On arrival the area will be controlled by Traffic Marshalls who will direct exhibitors and contractors to the loading/unloading places. Please find here additional information:

[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

For loading and unloading we recommend to contact:

### **DHL Trade Fairs & Events (UK) Limited**

Mrs. Lucy Ireland  
Unit 17 & 9  
2nd Exhibition Avenue  
N.E.C. Birmingham  
B40 1 PJ, United Kingdom  
Phone: + 44 – 7866 – 312 970  
Fax: + 44 – 121 – 782 4680  
Email: [lucy@dhl-exh.com](mailto:lucy@dhl-exh.com)

## Approval of booth

Every contractor who is building a physical stand must supply Risk Assessment, Method Statement, Insurance and Technical Booth Sketch no matter the size by **30 June 2024** to:

[verifiche.lombardini@virgilio.it](mailto:verifiche.lombardini@virgilio.it) and [parrini@firenzefera.it](mailto:parrini@firenzefera.it).

## Audio-Visual equipment

Should you require IT or projection equipment please click here: [www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

## Badges/Passes

Exhibitors will get free exhibitor badges for staff members according to their booth space:

Booth Size	Exhibitor badges free of charge	Exhibitor badges Optional Extra (EUR 150)
6 sqm	2	1
7 – 11 sqm	3	2
12 – 18 sqm	4	3
19 – 30 sqm	5	5
31 – 50 sqm	6	9
> 50 sqm	10	15

Premium, Major and Main Sponsors will get free exhibitor badges for staff members according to their sponsorship level (not according to their booth size) upon request as follows:


Sponsor Level	Exhibitor badges free of charge
Premium Sponsor	20
Major Sponsor	15
Main Sponsor	10

Optional extra exhibitor badges as listed can be ordered at EUR 150,00 (plus VAT) per badge. More exhibitor badges can be ordered at EUR 500 (plus VAT) per badge. These badges include access to the exhibition, lunch and coffee breaks. The lunch and coffee breaks will be provided in the exhibition area.

Please send an email with the requested amount of exhibitor badges to: Claudia Günzl, [cguenzl@cpo-hanser.de](mailto:cguenzl@cpo-hanser.de) by **7 August 2024**.

After sending this order you will receive login data for the company portal of CPO HANSER SERVICE GmbH via email. There you can fill in the names of the persons, who should receive exhibitor badges. The completion and changes if necessary are possible until **21 August 2024**.





Badges are only to be used by company employed booth crew members and cannot be transferred to other persons. Moreover, the badges do not entitle the holder to receive a congress bag and access the scientific sessions. If you would like to attend the scientific sessions, please see chapter 'Congress Registration' on page 4.

### Working passes

During set-up and dismantling we will provide working passes for your booth builders. The working passes are not personalised, free of charge and only valid during set-up and dismantling times. Please send an email with the requested amount of working passes to Claudia Günzl, [cguenzl@cpo-hanser.de](mailto:cguenzl@cpo-hanser.de) by **7 August 2024**.

### Pick up

Exhibitor badges can be picked up at the exhibition help desk located in the exhibition area from **6 September 2024, 07:00** onwards.

### Booth construction

The weight load for the Exhibition Hall is 5kN/m<sup>2</sup>. The maximum booth height is limited to **2,8m** (exhibition hall is 3m).

We refer to the General Exhibition Conditions of The Fortezza da Basso which can be found on the following website:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

If your booth is part of an island booth with other exhibitors, please note that you have to cover your back wall, so it looks neutral in case your neighbor builds lower than you. To create an open environment in the exhibition, only 1 / 3 of each stand's side facing an aisle may be covered by a wall. To order stand construction / shell schemes / packages, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Carpet

The Spadolini Pavilion has a beige resin floor. Carpet is not mandatory, if desired, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Carrier

The recommended official carrier/onsite handling partner for the ECP 2024 is:

#### DHL Trade Fairs & Events (UK) Limited

Mrs. Lucy Ireland  
Unit 17 & 9  
2nd Exhibition Avenue  
N.E.C. Birmingham  
B40 1 PJ, United Kingdom  
Phone: + 44 – 7866 – 312 970  
Fax: + 44 – 121 – 782 4680  
Email: [lucy@dhl-exh.com](mailto:lucy@dhl-exh.com)

Please find the DHL Shipping Guidelines and order forms here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Catering

The exclusive caterer for events and exhibition at the Fortezza da Basso is the GERIST Ricevimenti.

Should you require catering please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Cleaning

**General:** The cleaning of the aisles will be arranged by CPO HANSER SERVICE GmbH once a day.

**Booth:** The exhibitors are responsible for the cleaning of their booths. Should you require booth cleaning please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Computer equipment

Should you require any computer equipment please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)



## Congress registration

Persons who would like to participate in the scientific programme can register online at the official fees at:

[www.esp-congress.org](http://www.esp-congress.org)

Sponsors and exhibitors receive free congress registrations according to their exhibition space (valid only for full-paying exhibitors with a minimum of 19 sqm):

- 19 – 30 sqm: 1 free congress registration
- 31 – 49 sqm: 2 free congress registrations
- > 50 sqm: 3 free congress registrations

The registration counter for congress participants will be located in the foyer of the Spadolini Pavilion.

## Currency

The official congress currency is Euro (EUR).

## Customs clearance

For any assistance and timelines please contact:

### DHL Trade Fairs & Events (UK) Limited

Mrs. Lucy Ireland  
Unit 17 & 9  
2nd Exhibition Avenue  
N.E.C. Birmingham  
B40 1 PJ, United Kingdom  
Phone: + 44 – 7866 – 312 970  
Fax: + 44 – 121 – 782 4680  
Email: [lucy@dhl-exh.com](mailto:lucy@dhl-exh.com)

## Deadlines

The deadline for ordering any stand material, service or catering at the Fortezza da Basso is **20 June 2024**.

## Delivery, storage, onsite handling

For deliveries, forwarding services, storage services or rental of forklifts, please contact our recommended official handling partner:

### DHL Trade Fairs & Events (UK) Limited

Mrs. Lucy Ireland  
Unit 17 & 9  
2nd Exhibition Avenue  
N.E.C. Birmingham  
B40 1 PJ, United Kingdom  
Phone: + 44 – 7866 – 312 970  
Fax: + 44 – 121 – 782 4680  
Email: [lucy@dhl-exh.com](mailto:lucy@dhl-exh.com)

Please find the DHL Shipping Guidelines and order forms here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

## Electrical installations

Should you require any electrical installation please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

## Exhibition help desk

During set-up and exhibition opening hours the exhibition help desk will be located at the registration area of the Spadolini Pavilion.

## Exhibition hours

- Sat 7 Sept 2024** ▶ 20:00 – 22:00 Networking Reception  
*(It is recommended for all exhibitors to have their booths manned during the Networking Reception, which will take place in the exhibition area.)*
- Sun 8 Sept 2024** ▶ 09:00 – 17:15
- Mon 9 Sept 2024** ▶ 09:00 – 17:15
- Tue 10 Sept 2024** ▶ 09:00 – 17:15

The scientific sessions will start at 8:30 and end at 19:15. If you decide to book booth security please see chapter 'Security' on page 6.





### Exhibition area

The technical exhibition will take place on the Ground Floor of Spadolini Pavilion of the Fortezza da Basso. All exhibition space will be measured out and marked with booth numbers.

#### The stand rental includes:

- ▶ net stand area
- ▶ listing of name in the exhibitors' list: on the congress webpage, final programme and congress app
- ▶ company profile of 100 words in the congress app
- ▶ minimum 2 free exhibitor badges
- ▶ lunches and coffee breaks

### Exhibition venue

#### Fortezza da Basso

Viale Filippo Strozzi 1  
50129 Florence, Italy  
[www.firenzefiera.it](http://www.firenzefiera.it)

### Flowers

Should you require flowers and plants, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Forwarding services

See chapter 'Delivery'.

### Furnishings

Should you require furniture, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### General exhibition conditions and safety rules

We refer to the General Exhibition Conditions and Safety Rules of the Fortezza da Basso and CPO HANSER SERVICE GmbH which can be downloaded on the following website:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Hall floor

The Spadolini Pavilion has a beige resin floor.

### Hanging and slings

Hangings and slings are not possible.

### Hostesses

Should you require hostesses, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)

### Hotel reservation

Hotel allotments have been secured in several hotels in the city centre of Florence – the majority of them being located within walking distance of the congress venue Fortezza da Basso. You can book your hotel room online. The booking portal is available at the following link:  
<https://booking.destinationflorence.com/en/>

For group allotments (groups of 10 or more), please follow the instruction on the website at  
[www.esp-congress.org/registration/accommodation.html](http://www.esp-congress.org/registration/accommodation.html)

### Insurance

You are kindly asked to acquire sufficient insurance as exhibitor. You are obliged to have a public liability insurance, which covers all injuries to persons and damages that might occur in connection with the exhibition. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

### Internet

Should you require internet access, please click here:  
[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)



## Observance of statutory rules and regulations

With respect to the use of the agreed exhibit space, the content of an industry sponsored symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located. It is being agreed that CPO shall not be under any obligation to inform the Sponsoring / Exhibiting company of such legal provisions.

## Parking

There are no internal parking lots at Fortezza da Bassa, trucks should leave the premises before the venue is closed. There are several parking areas nearby, mainly for cars and small vehicles. Please, have a look here: <https://www.fipark.com/parcheggi/>

## Scanning of name badges

### Renting a hand-held scanner

This service includes a hand-held scanner which can be rented at a price of EUR 300,00 (+ VAT) via CPO HANSER SERVICE GmbH. With the scanners you can scan the delegate badges and separate them in max. three different categories. The categories can be defined by the exhibitors. After the congress the exhibitors will receive an excel sheet with the participants' contact details via email, sorted by category, if the latter used. If you would like to book this service, please find the order form here: [www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html) and send it to Claudia Günzl at [cguenzl@cpo-hanser.de](mailto:cguenzl@cpo-hanser.de) by **7 August 2024**.

## Using Scan App with your own device

Scan App – a tailor-made feature in our congress mobile app which allows you to scan the bar code on delegate badges with your own device. CPO HANSER SERVICE offers purchase of a login token for the app that provides secure communication with our database in real time. After having downloaded the mobile app from iTunes App Store or Google Play Store and started it, the user is prompted to identify himself by entering login details. The login can be purchased at EUR 400,00 (+ VAT) per token and is valid for one device for the duration of the congress. Access via multiple devices can be purchased at EUR 300,00 (+VAT) for each additional device. We also offer discounted package rates for 5 devices = EUR 1.400,00 (+ VAT) and 10 devices = EUR 2.300,00 (+ VAT).

When scanning the delegate badge, the user is provided with the participant's personal data as stored in our database. Apart from the personal details the App offers the possibility to categorize and insert notes for each scanned person as well as to display a list of all delegates who have been scanned. A data export can be generated and sent as attachment to any email address at any time.

This tool has a high security level based on API token via HTTPS.

If you would like to book the Scan App, please find the order form here: [www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html) and send it to Claudia Günzl at [cguenzl@cpo-hanser.de](mailto:cguenzl@cpo-hanser.de) by **7 August 2024**.

## Security

General security (not stand security) will be provided by CPO HANSER SERVICE GmbH. Should you require special booth security, please click here:

[www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)







## Set-up and dismantling

### Set-up

Fri 6 Sept 2024 ▶ 07:00 – 22:00

Sat 7 Sept 2024 ▶ 07:00 – 16:00

### Dismantling

Tue 10 Sept 2024 ▶ 20:00 – 02:00\*

\*Please note that scientific sessions will last until 19:30 in the lower floor of the Spadolini Pavilion and therefore dismantling cannot start before 20:00.

## Social activities industry

It is not permitted for the sponsors / exhibitors to organise any social or other activity during the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.

## Sponsoring

For further information on additional sponsorship options (inserts, advertisements) please contact Thomas Grohs, [tgrohs@cpo-hanser.de](mailto:tgrohs@cpo-hanser.de)

## Storage

See chapter 'Delivery'.

## Waste disposal

Exhibitors are responsible for correct and environmentally conscious waste disposal during construction, the duration of the event, and dismantling of their stands. Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

Each exhibitor is responsible for waste disposal during construction and dismantling.

## Water

If you need water connections please click here: [www.esp-congress.org/sponsors/exhibitors-area.html](http://www.esp-congress.org/sponsors/exhibitors-area.html)



## Congress and Exhibition Office

If you have any further questions please do not hesitate to contact us.

**CPO HANSER**  
SERVICE

Office Berlin

**CPO HANSER SERVICE GmbH**

Paulsborner Str. 44

14193 Berlin, Germany

**Claudia Günzl**

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Phone: +49-30-300 669-38