



If you have any questions or queries, please do not hesitate to send an email to [partners@sport-science.org](mailto:partners@sport-science.org)

# SPORTEX

## EXHIBITOR MANUAL





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## Exhibitor's Checklist

### General Information

Check	Contact
<input type="checkbox"/> Exhibition floor plan	ECSS
<input type="checkbox"/> Partnership Catalogue	ECSS
<input type="checkbox"/> Exhibitor manual	ECSS
<input type="checkbox"/> Confirmation of your bookings	ECSS

### Your Orders

Check	Contact	Deadline
<input type="checkbox"/> Book your booth	ECSS	15 May
<input type="checkbox"/> Company logo in vector format	ECSS	15 May
<input type="checkbox"/> Declaration for special installations	ECSS	15 May
<input type="checkbox"/> e-commerce booking deadline	e-commerce	31 May
<input type="checkbox"/> Exhibitor registration	ECSS	2 June
<input type="checkbox"/> Sketch, risk assessment and method statement (if the booth is not ordered via Palacongressi e-commerce)	ECSS	6 June
<input type="checkbox"/> Goods delivery to Palaservip	Palaservip	24-30 June
<input type="checkbox"/> Congress bag insert to Palacongressi	ECSS	30 June, 8-12am
<input type="checkbox"/> Exhibition set-up	ECSS/Palaservip	30 June
<input type="checkbox"/> Exhibition opening days	ECSS	1 – 4 July
<input type="checkbox"/> Exhibition dismantling	ECSS/Palaservip	4 July
<input type="checkbox"/> Hotel booking		
<input type="checkbox"/> Catering		

### Your Booth

<b>Number</b>	
<b>Surface</b>	
<b>type</b>	<input type="checkbox"/> Shell scheme <input type="checkbox"/> Customised booth



[partners@sport-science.org](mailto:partners@sport-science.org)

**PALASER** VIP

[info@palaservip.it](mailto:info@palaservip.it)

**Palacongressi e-commerce**  
[commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it)

### European College of Sport Science

Am Sportpark Müngersdorf 6, 50933 Cologne, Germany  
[partners@sport-science.org](mailto:partners@sport-science.org)  
[ecss-congress.eu/2025](http://ecss-congress.eu/2025)



## Preamble

Dear Exhibitor,

Welcome to ECSS Rimini 2025 and on board our SportEx! Whether you are exhibiting with us for the first time or returning, we invite you to experience a unique and international sports science community to which you can present your products and services.

We are always looking to improve the exhibitor's and the congress participant's experience to the best of our ability and based on the last two year's feedback from congress delegates and exhibitors, we have made some changes for our SportEx. Similar to ECSS Glasgow 2024, the **set-up day** will take place on **Monday 30 June**, the first open day will be on Tuesday 1 July and the dismantling will start on Friday 4 July, after the lunch break at 13:15. In addition, we will provide all registered congress participants with our official ECSS Congress App that includes a virtual booth for all our exhibitors which is linked to the digital floor plan. You will have access to your individual virtual booth to customise the information provided, logos, contact details and more. If you wish, you can also purchase lead capture licences through your [ECSS partner account](#) to maximise the return on your onsite meetings and contacts including your own backend platform.

The app also allows for more sponsorship options, among others are banner ads on the app home screen or session sponsorships. If you are interested in app sponsorship options, please refer to the Partnership Catalogue 2025 for more information.

Please do not hesitate to contact us if you have any questions.

We look forward to welcoming you at ECSS Rimini 2025!

Yours in Sport Science,  
The ECSS

When		Where	Book now!
Congress	1 – 4 July	Palacongressi di Rimini	<a href="mailto:partners@sport-science.org">partners@sport-science.org</a>
Exhibition	1 – 4 July	<i>Via della Fiera, 23</i>	Phone: 0049221 9626 2776
Set-up	30 June	<i>47923 Rimini RN, Italy</i>	
Dismantling	4 July		

## 1. Important deadlines

**Early bird price** of €350/m<sup>2</sup> for exhibition booth space. €400/m<sup>2</sup> **after 15 April**.

**Order-Deadline: 15 May 2025.**

### 1.1. Terms of payment for exhibition space and partnership items

Your invoice for exhibition space/partnership item(s) must be paid in full by the date stated on the invoice. If payments are not fulfilled in time, the organiser reserves the right to cancel the exhibition space and partnership item(s).

### 1.2. Company logo in vector format

If not having exhibited at an ECSS congress in 2023 and 2024, please send a **vector format file** (.eps, .ai, .pdf) of your company's logo to [partners@sport-science.org](mailto:partners@sport-science.org) as soon as your booking is confirmed.

### 1.3. Exhibitor registration and badges – Deadline: 2 June 2025

As an exhibitor at ECSS Rimini 2025, you qualify for a minimum of two free exhibitor registrations. For  $\geq 18\text{m}^2$  we provide three, for  $\geq 24\text{m}^2$  four free registrations. You have access to all functions, coffee breaks and lunches. However, access to scientific sessions and social events (except opening/farewell reception) is not granted. In addition, you can order a maximum of four additional registrations at a reduced fee of €150 via your [ECSS partner account](#). The same restrictions apply for these tickets. For selected access to scientific sessions please contact [partners@sport-science.org](mailto:partners@sport-science.org).

To secure your registrations, **each company representative** must create an ECSS participants account (**NOT** a company partner account) at [www.ecss.de/ASP/MOBI/MobiLogin.asp](http://www.ecss.de/ASP/MOBI/MobiLogin.asp) or log in to their existing account. Please report account IDs of your delegates to [partners@sport-science.org](mailto:partners@sport-science.org) by **2 June 2025** so that ECSS can register them for the Congress and that each representative can still register for the lunch catering. Catering can no longer be guaranteed for registrations received after 2 June 2025.

**Please note, badges will NOT be mailed in advance. Please collect your congress badge at the registration desk. The registration desk opens on Tuesday, 1 July 2025 at 8:00 am.**

### 1.4. Congress bag inserts (2,500 copies) Deadline: 30 June 2025

We will contact you well in advance of the Congress if 2,500 copies or giveaways are no longer sufficient. Once registered with Palaservip, congress bag materials can be delivered to the Palacongressi di Rimini between **24 and 30 June until 12.00**. Please refer to the [Logistics & Shipping](#)

[Information](#) for further details and the Palaservi parcel order form. The parcels will be delivered to your stand on Monday, 30 June. Please note that bag inserts delivered after 12:00 on 30 June cannot be packed into the bags anymore.

**Packages that are not clearly labelled, are delivered before 24 June or after the deadline to the Palacongressi, will not be considered.**

## 2. Your Exhibition Booth

If you have booked your exhibition space at SportEx, please note, it **only** includes space rental and booth mark-out on the floor. Booth structure, furniture, digital printing, electricity, internet, cleaning, insurance and other extras are **not** included. Please order your desired items via the Palacongressi e-commerce. The e-commerce booking platform will **open around early February and close on 31 May**. The platform access code will be shared via e-mail from the Palacongressi once the platform is opened and the exhibition space booking confirmed by ECSS. **An exhibitor user guide for the e-commerce platform can be found [here](#)**. An FAQ list can be found [here](#). Please have your allocated booth ID at hand. Please contact the e-commerce support team via [commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it) if you have any questions. Late orders after 31 May are upon request and subject to availability.

### 2.1 Set up and construction of booths: **Monday, 30 June 2025; 8:00 – 22:00**

The exhibition set-up takes place on Monday, 30 June. **Each person** requiring access to the venue must register with Palacongressi to receive an individual entrance ID. The link to the registration portal will be shared via E-mail around **20 June**. **Without this ID, no access** will be granted to the venue. Please note the different registration options of contractor and exhibitor: *Contractors* are persons involved in building the booth structure or setting up heavy items such as treadmills or similar equipment. These persons will have access between 08:00 and 18:00. *Exhibitors* are people who are finishing up the already built booth by setting up smaller items that are not directly connected to any building or construction tasks. These persons will have access between 18:00 and 22:00 to do so. Please consider the relevant tasks of your personnel when registering them for the access ID and carefully review the Palacongressi [General Information](#) for further details.

#### 2.1.1 Opening hours of the exhibition

Tuesday, 1 July	10:30 – 15:30 CEST
Tuesday, 1 July	18:30 – 20:00 CEST Opening reception in exhibition area (optional)
Wednesday, 2 July	09:00 – 16:30 CEST
Thursday, 3 July	09:30 – 17:00 CEST
Friday, 4 July	09:00 – 13:15 CEST

Please note that the congress times differ from the official exhibition opening hours. The Congress starts at 08:00 each day, already allowing access to the exhibition hall as the catering self-service stations and posters are located in the same hall. Exhibitors are therefore invited to be present at their booths beyond the official SportEx opening hours.

#### 2.1.2 Dismantling of booths: **Friday, 4 July 2025; 13:15 – 22:00**

Exhibitors should remove their own structures, equipment and/or products before 22:00 on Friday, 4 July. Similar as for the set up day, each person requiring access to the venue must register



with Palacongressi to receive an entrance ID. Without this ID, no access will be granted to the hall during dismantling. Goods, particularly fragile ones must be packed appropriately and accordingly. Exhibitors who have arranged for external couriers to pick up goods must ensure that all items are clearly labelled with destinations, company name, courier name and authorisation code. As with exhibitor access, courier access authorisation will need to be arranged to ensure delivery/pick-up is possible.

Exhibitors are not allowed to break down their booth before **Friday 4 July, 13:15**. For security reasons the hall must be cleared from congress participants, thus the loading bay opens and the dismantling of heavy items start at **14:30**.

### 2.1.3 Booth occupation

**Please note, that booth location and/or size may change slightly considering the final floor plan and after its last security check.** In any case exhibitors will be informed the earliest possible. In addition, exhibitors are advised:

- To not leave their booth unattended during the exhibition opening.
- To be present during set-up, breakdown and when receiving deliveries.
- ECSS takes no responsibility for any items that might be lost, damaged or misplaced from your booth.
- Exhibitors must leave the Palacongressi in the same condition as it was found initially. It is prohibited to nail, screw or stick items on the structure. Any damage will be charged to the exhibitor.
- It is absolutely prohibited to carry out: works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, aerials etc.

## 2.2 Lead Capture

ECSS Rimini 2025 partners with Cvent for our official ECSS Congress App which also allows for lead capture. The app will be free of charge and can be downloaded for [iOS](#) and [Android](#) in the respective app stores by all registered congress participants. Every registered congress participant having downloaded the app has access to all congress information, schedule, contact details, exhibitor profiles and much more. When purchased the lead capture, your dedicated staff person has to download the lead capture app ([iOS](#) and [Android](#); different app than the ECSS Congress app!). Please be aware that each licence can be activated only **once** on a mobile device and be used for the lead capture scan and meeting management. It cannot be changed afterwards. This app allows to scan the included QR-code within the ECSS Congress App of the participants, receiving all necessary contact details from your customer. These data will be promptly stored within your exhibitor backend and can be used to share information from another employee at your facilities directly. Beside several sponsoring options within the app, exhibitors can purchase as many lead capture licences as required. One licences comes at €275 for the early bird price (€375 each after 15 April). Please get in touch with [partners@sport-science.org](mailto:partners@sport-science.org) for further information and package prices. After the payment the ECSS will provide you with the respective access and licence details.

You will also be provided with access to your virtual booth in the congress app to adjust your profile. You can add logos, contact details and upload documents or videos to showcase your both and company in the best possible way.

### 2.3 Shell scheme

The Palacongressi e-commerce is the exhibition handling partner for ECSS Rimini 2025 and the exclusive provider of shell schemes, offering different options for different needs. A detailed example on the shell scheme options can be found [here](#). Please note that the shell scheme options are not limited to this example but are modularly customisable. Please order your desired booth structure directly online via the e-commerce.



A basic [shell scheme package](#) includes (9m<sup>2</sup> open on two sides non contractual picture):

- 2.50m high shell scheme structures with white panels
- Navy blue carpet (other colours are subject to availability and be chosen online)
- 30cm high white company nameboard
- 2 LED spotlights, 30W
- 1 x 220V electrical panel
- 1 x 220V power strip
- 1 fire extinguisher

### 2.4 Customised booth

There is no exclusive partner for custom-built booths but the Palacongressi e-commerce also offers customised solutions which can be quoted via the e-commerce or e-mail ([commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it)). When using an external stand builder, please make sure to provide this exhibitor manual and that the [safety rules](#) from the Palacongressi are adhered. **Please note that each booth requires a mandatory fire extinguisher!** Quoted projects from Palacongressi e-commerce include it, but it can also be rented when contracting external suppliers for the booth. Booths containing any kind of built structure require a mandatory floor protection such as carpet, elevated floor or similar, which can be booked via the e-commerce. Please carefully review [2.6 Construction Rules](#) and make sure to adhere to.

Stand builders can enter the main entrance by foot or via the gatehouse by car.

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Please note that for all booths that are not booked via the Palacongressi e-commerce and if you are bringing your own booth construction to SportEx, **a scale drawing including risk assessment and method statement must be submitted to [commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it) by 6 June at the latest for approval**. Please refer to 2.6. *Construction rules* and the [General Information](#), page 2.

## 2.5 Construction rules

Please carefully read the following construction rules and pay special attention to the [Facility Rules & Regulations](#) from Palacongressi di Rimini. For booth orders please follow the Palacongressi e-commerce.

### • The booth structure

- Two-story exhibition stands are prohibited.
- Any kind of flooring (carpet or floor structure) is mandatorily required from the venue to protect the floor, for booths containing any kind of built booth structure.
- Limited to **3m in height**, including flooring, panels, and signage.
- A dividing wall built between your own booth space and any neighbouring booth.
- Roofs and any hangings are not allowed.
- Exhibitors are requested to use a transparent stand construction method that does not block the view of other stands. It is strictly forbidden to hide more than 60% of the neighbouring stand.
- If a booth wall exceeds the height of an adjoining booth, the exhibitor is responsible for making sure that back walls facing other exhibitors and open areas are to be clad and finished with white paint or cloth. The backs of these walls cannot carry any advertising, company names or company logos. ECSS Rimini 2025 reserves the right to have advertising, company names and logos removed or restored at the cost of the respective exhibitor.
- Sign projection and suspended signs are not allowed. Stand signs cannot be higher than booths maximum height of 3m.
- Please display the name of your company and booth number at the front of your booth and at every other open area.
- It is prohibited for any part of your booth or exhibition to project onto the gangways or onto an adjacent booth.
- All exhibitors must show strict observance of the demarcation lines of the exhibition area, marked on the floor hall. It is strictly forbidden to display any information outside your booth area without the explicit approval from ECSS.
- If you need special installations please get in touch with [partners@sport-science.org](mailto:partners@sport-science.org) no later than **15 May 2025**.
- **For customised booths and complex stands that are not ordered via Palacongressi e-commerce or booth structures that are brought to the venue by the exhibitor, a scale drawing including risk assessment and method statement must be submitted to [commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it) by 6 June at the latest for approval**. Please refer to the [General Information](#), page 2.
- ECSS Rimini 2025 reserves the right to have any booth, not respecting the construction rules and safety specifications, modified by a company of its choice and at the exhibitor's own expense.
- The exhibitor is responsible for all of its valuables at any time. The exhibition will be situated in the Palacongressi di Rimini and the area is directly accessible. Outside of opening hours we recommend to take all of your valuables off-site.

- At any given time exhibitors are advised to keep their noise level to a minimum to not disturb other exhibitors.
- Please make sure you take care of the following or you will receive a follow-up invoice:
  - The collection and disposal of waste generated during working demonstrations of exhibits that are part of the exhibition.
  - The removal and disposal of packing cases and booth fitting materials associated with an exhibition.
  - The removal of any waste that requires special handling to ensure its safe disposal.
- It is imperative that exhibitors and contractors keep all gangways adjacent to their booth clear during set-up and dismantling. This is to allow for access in case of an emergency and to enable other exhibitors access to their booths.

## 2.6 Insurance

Exhibitors are responsible for leaving the event site in good order and condition. If any damage has occurred it must be reported to ECSS immediately. Exhibitors are liable for any damage caused. The exhibitor waives the right to appeal against the organisers or against the owners of the premises and commits to underwrite insurance policies covering all the risks involved by the exhibited material (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the company, delegates or any participant at the event. In any case, insurance cover will NOT be given to the exhibitors by the organisers. Exhibitors' liability starts from the moment the exhibitor or any of its staff, agents or contractors first enter the exhibition hall and continues until all its exhibits and properties have been removed. The exhibiting firms, physical or moral representatives acting on their behalf agree to renounce any possible legal action against:

- **ECSS**
- **Their insurance agents**
- **And their staff, employees**

## 2.7 Force Majeure

In case of force majeure or any other exterior event in particular of a political, social, sanitary, economical kind, exceeding the control of the organiser and forcing the latter to cancel the event, and lacking the possibility of determent of such event, the organiser shall definitively keep the stand deposit payments already paid and they shall not be held liable for this cancellation.

## 2.8 Accessibility

Due to security reasons, any person entering the congress venue during the congress hours must wear a name badge. Please collect your congress badge from congress registration, opening Tuesday, 1 July at 8:00 am.

## 3. Logistics

There is no exclusive logistic partner at Palacongressi but the onsite handling and storing of goods is exclusive to Palaservip. The vehicle entrance C will be used for delivery. Please familiarise yourself with the Palacongressi [Logistic & Shipping Information](#) including delivery deadlines, shipping addresses, as well as shipping and handling prices applying per exhibitor. For quotation, please fill in the order forms on the pages 4-6 and send it to [info@palaservip.it](mailto:info@palaservip.it) by **16 June** at the latest. For any small deliveries by car, please refer to *4.1. Travel and on-site parking facilities*.

### 3.1 Delivery, storage and pick-up of goods

Each exhibitor has to take care of the goods delivery and pick-up at the venue with their preferred logistic partner themselves. Palaservip will coordinate the onsite handling and parcels shipped to the venue between 24-30 June, will be delivered to the respective booth.

Throughout set up and dismantling, Palaservip support personnel will be present in the exhibition hall. Please consult these persons directly for any queries and questions.

## 4. General information

### 4.1 Travel and on-site parking facilities

Please note that most non-EU countries need a visa to enter Italy. For all EU and Schengen area members, a national ID card or passport is sufficient. Please refer to our [visa and travel information](#) website for further details.

Please refer to our [visa and travel information](#) for details on how to get to Rimini and the Palacongressi. The venue has its own underground car park with around 500 spots which does not require prior registration.

### 4.2 Accommodation

The ECSS has collaborated with AIA Palas in order to provide a large number of hotel rooms at best possible rates for 3-4 star hotels. These rates will only be available through the [congress website](#). Please note that July is a holiday high season in Rimini and hotels are fully booked fast. Please contact [prenotazioni@aiapalas.it](mailto:prenotazioni@aiapalas.it) for group bookings.

### 4.3 Catering

The Palacongressi works with Summertrade as exclusive in-house catering supplier. Personalised catering can directly be ordered via the e-commerce. Special requests or questions should be directed to Elisa Mastrorilli ([commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it)).

### 4.4 A green meeting

Only reusable dishes are allowed. Waste produced at the congress venue must be disposed of according to the waste management system. All materials used at the responsibility of the exhibitor (booth, roll-up, decoration etc.) are reusable and will be reused. No cans and only reusable bottles as give-aways. Decrease give-aways at the booth and use products without extra packaging.

### 4.5 Further recommendations

- Distribution of give-aways should be made from ecologically accepted material and/or with a quality label and are restricted to sample size.
- Reduction of printed material.
- Usage of refillable packaging.
- Utilization or reusable materials for the booth construction wherever possible. Avoidance of coffee machines with a capsule system, cans, and plastic bottles.

**We very much appreciate your contribution, your support, and your efforts to make ECSS Rimini 2025 a green congress as best as possible!**



## 5. Contact details



### ECSS Exhibition Management

Elena Jacobi  
+49(0)221 9626 2776  
[partners@sport-science.org](mailto:partners@sport-science.org)  
[www.ecss-congress.eu/2024](http://www.ecss-congress.eu/2024)



### Exhibition Handling Company

Mr. Fillippo Bortoletto  
[info@palaservip.it](mailto:info@palaservip.it)

### Contact person on-site

Please consult the Palaservip  
personnel on-site

### Palacongressi e-commerce

Elisa Mastrorilli  
[commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it)



**PALACONGRESSI  
DI RIMINI**

### Congress Venue

[Palacongressi di Rimini](http://Palacongressi di Rimini)  
Via della Fiera 23  
47923 Rimini, Italy

### Congress bag insert shipment

*Only on 30 June, 08:00 – 12:00*  
Stand name  
Stand number  
ECSS, Piazza Hall  
Palacongressi di Rimini  
Via della Fiera 23  
47923 Rimini, Italy



### Catering

Elisa Mastrorilli  
[commerciale3palas@iegexpo.it](mailto:commerciale3palas@iegexpo.it)