



The 17th Annual Congress on
CONTROVERSIES IN OPHTHALMOLOGY
March 20–21, 2026 | Krakow, Poland



EXHIBITORS' TECHNICAL MANUAL



The 17th Annual Congress on

CONTROVERSIES IN OPHTHALMOLOGY

March 20–21, 2026 | Krakow, Poland





Dear Exhibitor,

This Exhibitor Technical Manual contains essential information designed to assist you in preparing for the **COPHy Krakow 2026** Exhibition.

The Exhibition will take place on **20 - 21 March 2026 at CKF_13
Fabryczna Conference Centre, 13 Fabryczna st. 31-553 Kraków, Poland.**

The exhibition floor plan has been designed to **give exhibitors maximum visibility** to all delegates.

A complete review of this manual is highly recommended. Taking the time to understand this information now will ensure the most efficient and successful experience.

Please ensure this manual is shared with all personnel working on your project, including your stand builder

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you to Prague and wish you a successful congress and exhibition.

Best Regards,

Erez Lachiany
Production Manager
Comtegroup

 **comtegroup**
It's all about people



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Section 1: General Information

Dates: Friday, 20 – Saturday, 21 March 2026

| | |
|--|---|
| <p>Organizer Comtecgroupp 53 Rothschild Boulevard PO Box 68 Tel Aviv, 6100001, Israel Tel: +972-3-5666166 cony@comtecint.com</p> | <p>Registration & Hotel Accommodation Ms. Gini Gat Comtecgroupp Email: Gini@comtecint.com</p> |
| <p>Exhibition Manager Comtecgroupp Mr. Erez Lachiany Tel: +972-50-7998320 Email: erez@comtecint.com</p> <p>Sponsorship and Exhibition Sales Ms. Yael Ziv Industry Liaison Manager Mobile: +972-54-5599821 Email: yael@comtecmed.com</p> <p>Venue Address: 13 Fabryczna st. 31-553 Kraków</p> | <p>Freight Handling & Onsite Logistic Agent Merkur Expo Logistics Ms. Irit Sofer Tel: +972-52-8890129 Email: irit.sofer@merkur-expo.com</p> <p>Booth signage/ Booth fittings/ Furniture/Electricity</p> <p>SPICE for SPACE Dominika Żak Brand Manager Dominika@spiceforspace.pl +48 609 918 700 www.spiceforspace.pl Order forms: click here</p> <p>Congress Website For updated information regarding congress, please visit the website https://cophy.comtecmed.com/</p> |



Contractors Contacts

| Action Item | Deadline | Contact Person |
|----------------------------------|--|--|
| Hotel reservation for Staff | As soon as possible | Ms. Gini Gat Email: Gini@comtecint.com |
| Company logo and profile | As soon as possible and no later than, Thursday 01st January | Ms. Yael Ziv Email: yael@comtecmed.com |
| Designed Booth Approval | Monday 23rd February | Mr. Erez Lachiany Email: erez@comtecint.com |
| Badge Order | Monday 23rd February | Ms. Yael Ziv Email: yael@comtecmed.com |
| Electricity | Monday, 2nd March *Orders after the deadline will be subject to a surcharge | SPICE for SPACE Dominika Żak Brand Manager Dominika@spiceforspace.pl +48 609 918 700 www.spiceforspace.pl |
| Furniture Rental | | |
| Shell Scheme | | |
| Audio Visual Equipment | | |
| Graphics | | |
| Signage | | |
| In-booth Catering & Cleaning | Wednesday, 4th March *Please note that for late orders, the catering company reserves the right not to accept them. | CKF_13 The Fabryczna Conference Centre Ms. Karolina Bednarz Mobile: +48 881 023 670 Email: karolina.bednarz@ckf13.pl |
| Hostesses & Temporary Staff Hire | Wednesday, 4th March | MOKA Models - Monika Szczęśniak Email: kontakt@mokamodels.pl |



Section 2: Exhibition Schedule, Exhibition Floorplan & List of Exhibitors

Exhibition Timetable – *subject to change*

| | | |
|----------------------------------|--|---|
| <i>Set up</i> | 19 th March Exhibition Set-up- for Space Only Stands | 08:00 – 20:00 |
| | 19 th March Exhibition Set-up- for Shell scheme | 12:00 – 20:00 |
| <i>Exhibition Opening</i> | 20 th March | 09:00 – 19:00 (end of Welcome Reception) |
| | 21 st March | 09:00 -18:00 |
| | | |
| <i>Dismantling</i> | 21 st March | 18:10 – 22:00 |

The timetable is subject to possible changes in accordance with the scientific program.
Updates to follow in due course

Dismantling of the stands before the official closing hour is not permitted.

Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, 19th March at 23:00.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booths 30 minutes before the official opening hour.

Off Exhibition Information

- Dismantling of the booths before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid, or other material left behind after **Saturday, 21st March at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.



Waste Removal & Security

- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any valuable articles in plain view at your stand.
- Please note that a security guard will be on duty from the moment the exhibition closes until the following day, when we reopen.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours if you have valuable equipment.**

Welcome Reception in the Exhibition Area

On **Friday, 20th March**, you are cordially invited to the **Networking Reception** held in the **Exhibition Hall from 18:00**. Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

List of Exhibitors

Please see all exhibitors listed here: <https://cophy.comtecmed.com/sponsors-and-exhibitors/>

Exhibition Floor Plan

The floor plan has been designed to give exhibitors maximum visibility to all delegates.
For the most updated floor plan and list of exhibitors, please [click here](#)



Section 3: Exhibition Services

Exhibitors' Badges

All exhibitors are required to register and will receive a badge **displaying their personal name** and The **exhibiting company's name**.

Exhibitor badges will be given as per your contract.

Any additional exhibitors will be charged an exhibitor registration fee.

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

Exhibitors' badges grant access to the exhibition area, refreshments, and the Welcome Reception.

Additional Exhibitor badges can be ordered via:

Ms. Yael Ziv

Industry Liaison Manager

Mobile: +972-54-5599821

Email: ziv.yael@gmail.com

The price for an extra exhibitor badge is **250 euros**

Please ensure your company profile is submitted before placing an order for an exhibitor badge.

Deadline: Monday 23rd February

All personnel must wear badges to access the Exhibition.

Company representatives who are not wearing their badges will not be allowed to access the Exhibition. Company name badges are for company personnel to use for booth staffing and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the on-site registration desk.

Registration and stand personnel

To gain access to the exhibition area, each individual must wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, such as hostesses, bar and service personnel. For security reasons, stand personnel must wear their name badges at all times.

| | |
|---|--|
| The badge is indicating | Company name, individual name, country |
| This badge will give you access to | Exhibition area (including access before the official opening hours); Congress Opening Ceremony; Welcome Reception |
| This badge will not give you access to | Scientific and educational sessions; any offsite events |
| This badge is for | All representatives and staff of the exhibitor; local staff (hired by an agency eg., hostesses); bar and service personnel, photographer, etc. |



Section 4: Technical Information

Exhibition Hall Details and Information

The Exhibition is being held in **Congress Foyer**, located on level -1.

*Please [click here](#) to take a 360-degree virtual tour, scroll down with the left-hand bar, and

select FOYER CKF_13

Important:

- The maximum build-up height allowed for booth walls is **2.75m**.
- **Exhibitors with stands taller than the maximum permitted height will not be allowed to set up.**
- Any part facing neighboring stands that is above **(2.75mm)** in height needs to be designed with neutral surfaces (white).
- **There are some spaces above 2.75m; please get in touch with the exhibition manager for approval.**

Structures installed for specific events, exhibition stands, installations, special structures and exhibits, and advertising displays must be sufficiently stable to avoid posing a threat to public safety and order, and, in particular, to endanger life or health.

Exhibitors/ customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

Floor

Floor type: Carpet

Exhibitors are required to have floor covering or carpeted floor within the stand area.

All floor coverings must be secured and maintained to prevent hazards. Fixing of floor covering to the hall floor may only be carried out using approved tape.

Mechanical damage or soiling that cannot be removed during regular cleaning and maintenance will be repaired at the expense of the person/company causing the damage.

Please note that when planning the pavilion, placing carpet over carpet isn't recommended because visibility will be poor; the appropriate flooring should be installed.

Ceiling Rigging - Ceiling hanging is not permitted.

Raised Floor / Platform

The organizers must be informed if the booth has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time).

Without this information, the **congress organizer** will not be able to provide the requested service(s), and the prepayment will not be refunded.



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

Access to the service points (water and electricity tramps) is required when a platform is installed (keep those points accessible).

Once the platform is installed, no new services will be accepted under it.

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 elevation or platform, you are required to provide a ramp to ensure access for people with disabilities.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will be connected to the power supply only after being checked and approved by **SPICE for SPACE**, the only company authorized to connect any device directly to the primary power sources.

SPICE for SPACE provides 230V at up to 1kW per stand and **costs 70 euros**.

Exhibitors must provide their own extension cords/switches or 3F distribution boards, or request from the SPICE for SPACE **a splitter for 40 euros**, as you can see in the order forms.

Exhibitors are required to connect only to the sockets designated by CKF_13's technical staff. If the exhibitor fails to comply with this requirement, CKF_13 is not responsible for any problems with the stand's power supply.

For ordering, please refer to **Exhibitor Order forms**– please [click here](#).

***The deadline for the order is: Monday, 2nd March**

The CKF_13 and SPICE for SPACE teams will verify that the official electrical switchboard has not been removed from the booth.

- Electrical switchboards provided by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charged to the company that has ordered it.
- **The CKF_13 and SPICE for SPACE teams** staff are authorized to disconnect the entire booth's electrical installation if they detect that it has not been correctly installed and poses a potential hazard.

Please note the following:

- Electrical switchboard and/or various power outputs will always be delivered on the Booth floor. Exhibitor/Stand Builder must determine how to place it in the booth so it is hidden yet accessible.
- Electricity supply from the neighboring stand is not allowed!
- It is the exhibitor/stand builder/electrician's responsibility to advise how to connect your box provided by **SPICE for SPACE**.
- 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 must place them in the required locations.



CKF_13 Fabryczna Conference Centre & **SPICE for SPACE** provides electrical service in the Exhibition area only during the official exhibition hours.

At the end of the day, we recommend switching off your primary electrical sources to save energy and prevent accidents overnight.

At the end of the day, the Booth manager must verify that the booth spotlights are switched off before leaving the venue, for security and environmental reasons. **CKF_13 Fabryczna Conference Centre & SPICE for SPACE** won't be liable for any damages caused by this action.

In case the stand builder brings their own electrical switchboard (it has to be connected to **CKF_13, Fabryczna Conference Centre** switchboard), it is mandatory to indicate which power line goes to the booth lights, so that the booth manager knows which switch/button has to be turned off at the end of the day.

If you need a 24-hour electrical connection for any devices (excluding the booth's general lighting), please let us know.

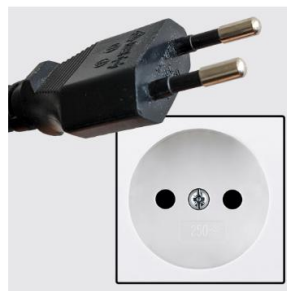
Booth managers must ensure the general lights are turned off.

Please note:

In Poland, use the following Power plug & outlet Type: [Link for details](#)



Type E



Type C

Shell Scheme Booths (required extra payment)

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

SHELL-SCHEME STAND

- Shell-scheme stand construction: silver construction, white boards, height 250cm
- Fascia board: name of company, max. 20 characters (letters only, not the logo)
- 1x spotlight per 3sqm
- 1x extension cable with 3 sockets per 6sqm
- 1x waste basket



Space Booth

The Booth Package does not include:

- Furniture
- Stand cleaning
- Electricity
- Panel graphics
- Covering by floor

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia. Please submit lettering for fascia via the Exhibitor's Portal **by Monday, 2nd February**.

You can submit your design/fascia to Dominika@spiceforspace.pl

If you wish to print your logo on the board, either instead of your company name or in addition to it, this can be ordered at an additional cost through the official contractor.

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by **SPICE for SPACE** - the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, 2nd February**.
- No free-standing stand-fitting or display(s) may exceed a **height of 2.75m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor, or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to the booth structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix light-weight items as long as it does not leave a mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a corner booth may request that the additional side(s) be closed. If the official stand contractor and the Exhibition Manager are not being notified in writing before **Monday, 9th February**, it will be assumed that the exhibitor will have opening on the additional side(s).
- **Other exhibitors cannot use the back wall of a booth (any booth type).**
- Shell scheme booths will be provided without carpet. If an exhibitor wishes to change the carpet color in the booth, additional costs may apply. Please contact **SPICE for SPACE**. The official stand contractor.



- Excess stock, literature, or packing cases may not be stored on, around, or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the official stand contractor as per published deadlines (see section “Deadlines & Key dates”).
- Electrical switchboards must be accessible, and the Exhibitor must switch off the booth light at the end of the day.

For furniture, graphics, and supporting services, please contact:

SPICE for SPACE

Dominika Żak

Brand Manager

Dominika@spiceforspace.pl

+48 609 918 700

Order forms: Please [click here](#) to download the order forms.

Deadline to submit any graphics: Monday, 2nd March

*Orders after the deadline will be subject to asurcharge

Technical Information and Regulations for Space-Only Booths

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. A scaled drawing (scaled 1:200 DWG/PDF), including elevation views of the proposed booth to be built.
2. Position of your booth on the floor plan with orientation
3. Utility connections: electrical, water, and drainage - a list of all appliances
4. The name and contact details of their construction company.

*****Please submit the files to:** erez@comtecint.com

Deadline: Monday, 23rd February 2026

- The maximum building height for all elements is **2.75m**.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises. **Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.**
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideways walls will not be approved.** You are only allowed to build walls that covers third of each side.
- **Island booths** should be partly accessible on all “open” sides. We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle is allowed but **max 1/3 of side to side may be covered.**



- **Construction finish must be perfect in all the stand's visible areas, including rear sides.**
- **Raised floor/platform:** please note that if your booth has a raised floor/platform, **you are required to provide a ramp** for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible. Providing a ramp is a compulsory either for entire elevation or from one of the sides.
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Booths are not permitted.
- Screens or any kind of equipment to be shown or demonstrated may **not** be placed **directly on the edge** of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
- Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
- **All structural back walls of neighboring booths must be properly decorated.** Back Walls (reversed side) must be finished in white: no wiring, no graphics, no logo. Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell booths) cannot be used by other exhibitors.
- Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and that they do not endanger life and health.
- Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- **Ceiling Rigging is not permitted.**

Kindly note:

- **The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.**
- **Production cannot commence until the organizers approve the booth drawings.**
- **The used spaces must be returned to CKF_13 Conference Centre completely clear of all items, and the Exhibition areas restored to their original state.**



Booth Services:

Booth Cleaning

The organizers will coordinate general cleaning of the exhibition premises before the opening, after the opening, and daily thereafter, excluding exhibit booths and displays.

Exhibiting companies must not clean the venue's surfaces to avoid damaging them.

If you wish to order booth cleaning for your booth, please contact:

CKF_13 The Fabryczna Conference Centre

Ms. Karolina Bednarz

Mobile: +48 881 023 670

Email: karolina.bednarz@ckf13.pl

Internet & Wi-Fi

For wired internet and Wi-Fi connection, please contact erez@comtecint.com

Important:

Please be advised the Private Wi-Fi networks installations in the stand is **not allowed**.

The Venue and the organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

The Venue and the organizers must be informed in advance when the stand has a platform as well as the scheduled set-up day and time due to internet foundation.

Complimentary Wi-Fi will be provided by the Conference during official Conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the **CKF_13 Conference Centre** nor the organizers can accept responsibility for the security of the stands and their contents. The **CKF_13 Conference Centre** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

For additional security orders please contact: karolina.bednarz@ckf13.pl



Booth Catering

Food & Beverages service is an **exclusivity** of the **CKF_13 Conference Centre**.

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

karolina.bednarz@ckf13.pl

You are allowed to bring your own coffee machine. Please inform the exhibition manager: ltai@comtecint.com

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their booth are welcome to do so directly with the Hostesses Company.

MOKA Models - Monika Szczęśniak

Email: kontakt@mokamodels.pl

Storage

The **CKF_13 Conference Centre** has storage facilities for 2 days pre-Conference only. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **Merkur** (payable service).

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

Please contact **Merkur** with information on sizes and number of parcels, size, and storage period.

Shipments sent directly to the venue 2 days before the set-up period will be refused by the venue.

Once the event & dismantling are over, the **CKF_13 Conference Centre** shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the **CKF_13 Conference Centre** takes care of the removal of these items, it will be charged to the exhibitor.

Please see more details in Section 7 (Delivery Regulations & Instructions).



Access to the goods/ lorry entrance/ lifts:

Venue address:

CKF_13 The Fabryczna Conference Centre
13 Fabryczna st.31-553 Kraków, Poland

FABRYCZNA



DELIVERY OF STAND MATERIALS/ELEMENTS:

FLOOR PLAN





Please find below the possible ways to transport equipment and deliver materials for exhibition area:

1. Main entrance - level 0
2. Passenger and goods elevator at the main entrance (from level 0 to level -1);
Elevator dimensions (width/depth/height): 100 cm / 200 cm / 210 cm
Elevator door dimensions (width/height): 90 cm / 200 cm
3. Direct entrance to the IDEA Hall (level -2) from the underground parking lot.

ATTENTION! Maximum car height in the underground parking lot: 2 m.

4. Freight elevator between levels -1 and -2.
Elevator dimensions (width/depth/height): 98 cm / 162 cm / approx. 300 cm
Elevator door dimensions (width/height): 109 cm / 204 cm
5. Passenger and goods elevator from the external parking lot on level 0 to level -2, entrance from the elevator to the IDEA room.
Elevator dimensions (width/depth/height): 109 cm / 210 cm / 211 cm
Elevator door dimensions (width/height): 90 cm / 197 cm

6. Entrance from the passage on level -1, accessible from level -1 of the underground parking lot. 8 steps from the entrance to the foyer.

***ATTENTION!** Maximum car height in the underground parking lot: 2 m

- Each exhibitor's car must be marked. Please place in a visible place, preferably on the windshield of your car, an A4 sheet of paper with the inscription "MEETING NAME" on which you will include the driver's contact telephone number.
- Transport inside CKF_13 may only take place on trolleys with rubber wheels and the weight may not exceed 200 KG.
- All materials and special products used by the Exhibitor must have appropriate certificates and approvals for their use.
- After completing the construction of the stand, the company carrying out the construction is obliged to take out the garbage and vacuum the carpet within the stand.
- It is strictly prohibited to bring external catering into the Conference Center, unless arrangements with the CKF_13 Coordinator state otherwise.

PARKING:

- Within the Fabryczna 13 complex, you can use surface and underground parking lots
- Surface parking lots - approximately 150 parking spaces. Paid parking from Monday to Saturday, 10:00-20:00, 4 PLN/h - paid at the parking meter or via the application

(name of the city in the application: KRAKÓW FABRYCZNA CITY)

Underground parking - approximately 160 parking spaces. Paid parking 24/7, PLN 5/per hour or PLN 70/day. **ATTENTION!** The entrance height to the underground parking lot is 200 cm.

Access for Deliveries

Please note that the organizers cannot accept deliveries from exhibitors and CKF_13 does agree to accept two days before the start of the conference by prior arrangement, please see further details in section 7.

As a sign of respect for participants and your fellow exhibitors, deliveries or removal of any equipment to or from the stands must be made 30 minutes before or after the opening hours of the exhibition.

It is recommended that all contractors, drivers and exhibitors bring their own carts to transport goods to and from the stand.



Accommodation

For booking, don't hesitate to get in touch with **Ms. Gini Gat** at Gini@comtecmed.com
Payment and cancellation conditions apply.

Section 5: Rules and Regulations

Binding for all exhibitors and their subcontractors

GENERAL RULES

- Exhibitors are allocated a stand area in accordance with the map prepared by the Organizer and approved by CKF_13
- Please adhere to the designated stand areas and do not go beyond the stand area
- The demand for electricity for each stand and the necessary equipment from the CKF_13 website (tables, chairs) should be reported no later than 14 days before the start of the event
- Additional demand for electricity and other connections/equipment may incur additional costs
- It is prohibited to connect machines and devices without the supervision of a technical employee from CKF_13. Failure to comply with the above will result in their disconnection. The costs of reconnection in accordance with the safety conditions of
- CKF_13 may be charged to the Exhibitor according to the CKF_13 price list.

ID BADGES FOR EXHIBITORS

- Each person working for the Exhibitor during assembly and disassembly is obliged to have a congress/conference/meeting assembly ID approved by the Organizer and CKF_13 in a visible place. Security will ask people without this ID to leave the premises
- Assembly badges for people building/dismantling stands become invalid for the duration of the meeting.

ORDER REGULATIONS

- Each time assembly work is performed, the team performing these works is obliged to secure the space and equipment included in CKF_13.
- It is prohibited to make changes to the Subject of the lease that interfere with the structure of CKF_13, in particular: electrical installation, walls, floors, etc.
- On the premises of CKF_13, work related to: welding, sanding wood and plaster, and other work causing dust and permanent dirt on the surface used or posing a risk of fire or starting a fire is prohibited.
- Before starting the installation, the exhibitor and entities acting on his orders are obliged to protect the carpet and other elements of the CKF_13 decor against moisture, sand, mud and atmospheric factors.
- Assembly companies / Exhibitors moving any goods around the halls and foyer space of CKF_13 will not drive on floor boxes located on the floor.
- Designated communication and evacuation routes must be kept clear at all times. Parking vehicles and storing goods is prohibited there. Vehicles and goods left on these roads will be removed at the owner's expense.
- All fire protection devices and emergency doors and their markings must be accessible and visible at all times and must not be obstructed. In particular, the following is prohibited on the CKF_13 area:
 1. carrying out elements of equipment CKF_13;
 2. moving CKF_13 equipment items outside their designated places;
 3. destroying any elements of CKF_13 equipment;
 4. entering areas that are not permitted for event participants (e.g. any service rooms, server room, kitchen facilities, warehouse);
 5. placing any of your own signs on the premises of CKF_13 without the consent of the CKF_13 Coordinator;
 6. blocking or obstructing the use of evacuation routes in the area of CKF_13;
 7. bring and use on the premises of CKF_13 any items that may trigger smoke detectors, e.g. smoke machines, fog screens, dry ice, except for cases where the rules of their use have been agreed with CKF_13.



ADDITIONAL PROVISIONS

A monitoring system is installed in the CKF_13 area. CKF_13 video monitoring enables real-time viewing and records places, people and the course of events on the premises of CKF_13 in the form of video material, including viewing and recording images of people staying on the premises of CKF_13.

Animals

It is not permitted to bring animals into the CKF_13 area.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs, or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the safety shoes/boots inside the facilities for your own safety.
- The use of cutting machines, welding machines, sanders, and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the booth holders appoint a supervisor for the booth, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the booth and submitted to the organizers.

Children

No person under the age of 18 can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Use of screws, nails, paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In the event of damage to the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind.

Any costs incurred by the CKF_13 in removing this property will be charged to the exhibitor.



Fire Regulations

- Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. (at least DIN4102 B1 or EN13501-1 A2/B/C -s3 d2)
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the booth space is forbidden.
- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances, contact the organizers or the CKF_13.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Smoke

It is not permitted to operate any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flame.

Heavy Weight Element / Large Machinery

In case the exhibitor/stand builder brings large machinery, any kind of heavy weight element or structure inside the exhibition area it is mandatory that **the CKF_13** will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access used
- Transportation used to bring the element inside **the CKF_13** and the weight
- Plan for weight distribution (number of platforms, dimensions, and weight resistance)
- Forklifts, cranes, or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how it is going to be brought inside the exhibition area.

Once **the CKF_13** has the complete information, the unloading of the element will be approved or rejected.

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 CKF_13** is not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third-party liability insurance is obligatory. It remains the exhibitor's full responsibility to ensure themselves appropriately.
- Neither the organizers nor the **CKF_13**, 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.
- 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 any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.

- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- 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.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If, for any reason whatsoever, the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages, or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the **CKF_13** or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Smoking Policy

The **CKF_13** operates a **NO SMOKING** policy in ALL halls.

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.



Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. The used space must be returned completely clear of all items and restored to its original state.
- You are not allowed to discard any waste, including promotional material, please check the technical regulation below only what is allowed to be discarded.

NB! Please read carefully what is allowed to be discarded as waste as all other types which are no mentioned in the document has to be collected and discharged in your own country.

The **CKF_13** reserves the right to access inside the booth in order to check compliance with the **CKF_13 regulations**.

At all times, you must respect the logistics staff and the CKF_13 indications. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated here in.

IMPORTANT:

Please note that these regulations are in addition to the exhibition Rules and Regulations found in **Section 4**.

Exhibitors must comply with **CKF_13** technical guidelines, including operation, fire safety, construction, and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health safety laws.

These technical guidelines are contractually binding and are to be followed by the Organizers and exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site.



Section 6: Official Contractors

Electricity \ Stand fitting \ Graphics and Signage\ Booth construction\
Furniture

Official builder contacts:

SPICE for SPACE

Dominika Żak

Brand Manager

Dominika@spiceforspace.pl

+48 609 918 700

www.spiceforspace.pl

Order forms: [click here](#)

Hostesses & Temporary Staff Hire

MOKA Models - Monika Szczęśniak

Email: kontakt@mokamodels.pl

Catering, Cleaning & Security

CKF_13 The Fabryczna Conference Centre

Ms. Karolina Bednarz

Mobile: +48 881 023 670

Email: karolina.bednarz@ckf13.pl

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics Ms. Irit Sofer

Tel: +972-52-8890129

Email: irit.sofer@merkur-expo.com



Section 7: Delivery Regulations & Instructions

For direct shipping please see below:

Packages can be delivered to the Conference Center only with the consent of the coordinator from CKF_13, no earlier than 2 days before the start of the Event. Shipments before this date will not be accepted by the Center, unless arrangements with the CKF_13 Coordinator state otherwise.

Parcels must be addressed as follows:

CENTRUM KONFERENCYJNE FABRYCZNA
UL. FABRYCZNA 13, 31-533 KRAKÓW, POLAND
(MATERIALS FOR <**COPHy Krakow**> – NAME OF EXHIBITOR)

SENDER:

xxxxxxx (Name of the exhibiting Company)
xxxxxxx (name of the company representative who will be present at the event)
xxxxxxx (mobile phone number of the Exhibitor's representative who is responsible for
collecting materials for the stand)

- All parcels for a given event are stored in one room, which is accessible to every person who sent a parcel to a given event.

CKF_13 team is not responsible for the safety of parcels and their receipt by unauthorized persons. Exhibitors send packages solely at their own risk.

**** CKF_13 The Fabryczna Conference Centre will refuse shipments sent directly to the venue before 17th March.**

The exhibitor is obliged to order a courier within the time designated for disassembly and hand over the package directly to an employee of the transport company. It is not possible to leave parcels in the building and order a courier to pick them up at a later date, unless arrangements with the CKF_13 coordinator state otherwise. Each event has a specific time for dismantling. CKF_13 is not responsible for the materials left behind and is not obliged to secure them in any way. If the Exhibitor fails to collect the materials referred to above within the set deadline, the Center reserves the right to send them back by courier to the address and expense of the Organizer or the right to dispose of the items left behind at the Organizer's expense, and the Organizer hereby consents to this. In such a case, CKF_13 will charge the Exhibitor for the costs of preparing the materials for shipment and/or disposal.

CKF_13 team does not receive shipments on pallets. If you need to send a pallet of materials, you must purchase a pallet unloading service from a courier company.

For Freight Handling & Onsite Logistic Agent see below:

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision



For any questions/clarifications, please contact:

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics

Ms. Irit Sofer

Tel: +972-52-8890129

Email: irit.sofer@merkur-expo.com

Please confirm receipt of the above and verify implementation.

Date: _____

Company: _____

Signature: _____

We appreciate your cooperation and look forward to your participation at the COPHy 2026 congress.

Best regards,

Erez Lachiany
Production Manager
Comtegroup

