IMRP2027 | GERMANY

12-16 April, 2027, Crowne Plaza Düsseldorf-Neuss

PRESENTED BY iia

EXHIBITOR GUIDE

AND

SERVICE MANUAL

www.imrp-iia.com

April 12-16, 2027
Crowne Plaza Düsseldorf-Neuss

Exhibit Hall:
Room Jupiter

EXHIBIT TIME TABLE	
Monday, April 12, 2027	16:00-19:00 Welcome Reception & Exhibition Opening
Tuesday, April 13, 2027	08:00-18:00
Wednesday, April 14, 2027	08:00-18:00 15:00-18:00 Posters Presentations & Exhibition Networking Event
Thursday, April 15, 2027	08:00-14:00

SECTION 1 – IMPORTANT DATES

SEPTEMBER 23	Hotel Accommodation at the Crowne Plaza Düsseldorf-Neuss ***Recommendation: Reserve early! Block will likely sell out prior to January, 2027***
FEBRUARY 15	Completion of Exhibitor Profile for Publication on Web App Exhibitor Stand Plan/Sketches (if customized set-up) Submission of Proof of Liability Insurance Registration of Sponsors and Exhibitors
MARCH 12	All DHL rental and construction services (artwork, graphics, signage, furnishing, customized booth, LCD screens etc.) A 50% surcharge applies to orders received after this date. Feasibility & availability must be assessed on a case-by-case basis.
MARCH 19	All DHL logistics handling services (custom clearance formalities, handling via forwarding warehouse, onsite storage or in- and outbound shipments) A 50% surcharge applies to orders received after this date. Feasibility & availability must be assessed on a case-by-case basis.
MARCH 29	Latest cargo arrival for **Non-EU shipped** items delivered to the DHL Forwarding Warehouse. **The Forwarding Warehouse opens from March 22.**
April 6	Latest cargo arrival for **EU shipped** items delivered to the DHL Forwarding Warehouse. **The Forwarding Warehouse opens from March 22.**

Hereafter, the International Meeting on Radiation Processing will be referred to as **IMRP 2027**;

Links (underlined text) are created throughout the Exhibitor Guide & Service Manual for your convenience:
- To get in touch with the various contractors,
- To access detailed information on specific items.

Should you not find the information you are looking for, please feel free to contact Stephanie Hussey by email at stephanie@iseventsolutions.com.

SECTION 2 – SUSTAINABILITY GUIDELINES

Even though we're not aiming for sustainability certification, we encourage you to join us in this effort by adhering to the following sustainability guidelines:

1. Materials and Products

- **Eco-Friendly Materials**: Use sustainable, recyclable, and biodegradable materials for booth construction, displays, and promotional items.
- **Reusable Elements**: Design your booth with reusable components to minimize waste for future events.
- **Avoid Single-Use Plastics**: Eliminate single-use plastics wherever possible, opting instead for reusable or compostable alternatives.

2. Energy Efficiency

- **Efficient Lighting**: Utilize energy-efficient lighting such as LEDs and ensure that all electrical equipment is turned off when not in use.
- **Power Consumption**: Use energy-efficient appliances and equipment to reduce overall power consumption.

3. Waste Reduction

- **Minimize Handouts**: Reduce paper waste by limiting the number of printed materials. Offer digital alternatives such as QR codes for downloading brochures and information.
- **Digital Business Cards**: Instead of having printed cards, your company representative could use digital cards.

4. Transportation and Logistics

- **Local Sourcing**: Source materials and products locally to reduce transportation emissions. Consider renting additional furnishings, accessories or printing on wall panels rather than shipping your booth.
- **Eco-Friendly Shipping**: Use environmentally friendly shipping methods and packaging materials.

5. Promotional Items

- **Sustainable Giveaways**: Choose promotional items that are sustainable, useful, and durable. Avoid items that are likely to be discarded quickly. Participants will receive sustainable swag including a delegate bag, notepad, pen and lanyard.
- **Digital Engagement**: Promote your products and services through digital channels rather than physical giveaways.

6. Engagement and Education

- **Educate Your Team**: Ensure that all staff members are aware of and committed to your sustainability practices.
- **Engage Attendees**: Inform attendees about your sustainability efforts and encourage them to participate in eco-friendly practices.

7. Collaboration

- **Work with the Organizers**: Coordinate with the conference secretariat IS Event Solutions to ensure that your sustainability practices align with conference policies and capabilities.
- **Share Best Practices**: Exchange ideas and strategies with other exhibitors to promote a culture of sustainability throughout the event.

By following these guidelines, you help us create a more sustainable and environmentally friendly event. Thank you for your cooperation and commitment to sustainability.

SECTION 3 – CONTACT INFORMATION AND SUPPLIERS

CONFERENCE ORGANIZER & SECRETARIAT (SPONSOR & EXHIBITOR SERVICING)

IS EVENT SOLUTIONS
Montreal, Canada

Ms. Stephanie Hussey
Tel: +1-514-373-4800 ext. 102
Email: stephanie@iseventsolutions.com

DECORATOR / AUDIOVISUAL (additional electricity, LCD screens, furniture, accessories, flowers, custom-booth design, printing on panels, etc.)

One 10amp/230V 3-way multi-socket outlet is included per 9 m² / 100 sq.ft. booth.

DHL Global Event Logistics GmbH
Köln (Cologne), Germany

Ms. Katja Zoellner
Tel: +49 172 4053521
E-mail: imrp@dhl.com

CUSTOMS CLEARANCE (shipping, customs clearing, material handling, advance shipping, etc.)

DHL Global Event Logistics GmbH
Köln (Cologne), Germany

Mr. Benedikt Normann
E-mail: benedikt.noormann@dhl.com
cc: congress@dhl.com

VENUE (Internet, stand catering etc.)

Crowne Plaza Düsseldorf-Neuss
Düsseldorf, Germany

Mr. Markus Zanders
Tel: +49 213 1771810
E-mail: markus.zanders@cphotelneuss.com

HOTEL RESERVATIONS (for group reservations only / individuals use booking link below)

Crowne Plaza Düsseldorf-Neuss
Düsseldorf, Germany

Ms. Laura Mennicken
Tel: +49 (0) 2131 77 1883
E-mail: laura.mennicken@blacklabelhotels.de

Address: Rheinallee 1, D-41460 Neuss
Phone: +49 -2131-7700

Online hotel room reservations at the Crowne Plaza Düsseldorf-Neuss Hotel:
https://imrp-iia.com/accommodation/
Rate: 145 single -165 double EUR

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AUDIO-VISUAL

AV equipment e.g. LCD screens, iPads, laptops etc. can be rented with DHL.

The order form for additional requirements may be found at this link: https://imrp-iia.com/sponsors-and-exhibitors/exhibitor-manual/
Costs will increase by 50% after March 12, 2027 deadline. Feasibility & availability must be assessed on a case-by-case basis.

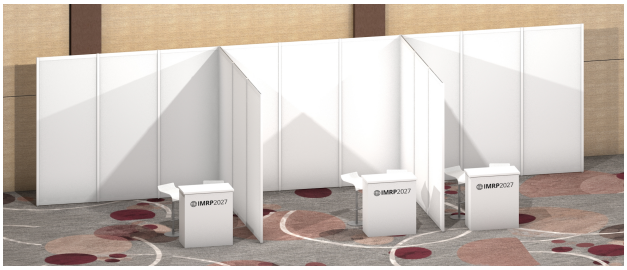
BOOTH FURNISHINGS AND PLANS

Discount Pricing Deadline: March 12, 2027

A hard wall booth structure is included in the exhibition fee. The offered booth structure may be customized by ordering additional furniture, plants, printing on panels etc.
Installation of a custom-booth is also possible but this service must be contracted with DHL.

Your booth package will be installed prior to your arrival on site.

Each regular 3m deep X 3m wide (approx. 10ft x 10ft) booth package includes:
3m wide x 3m high white hard wall sidewalls (panels of 1m)
1 lockable counter with company logo
2 high chairs
1 waste basket
1 3-way-muli-socket electrical outlet



N.B. These furnishings are approved by IMRP 2027 and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

Please note that the exhibit hall has wall-to-wall carpets as shown in the image above. We advise against laying carpet in your stand area as installing carpet on top of carpet may cause tripping hazards, wrinkling etc.

All additional requirements are the responsibility of the exhibitor. The DHL order form for additional requirements may be found at this link: https://imrp-iia.com/sponsors-and-exhibitors/exhibitor-manual/

Costs will increase by 50% after March 12, 2027 deadline. Feasibility & availability must be assessed on a case-by-case basis.

CATERING

Exhibitors may order food and beverages to their booths at any time. Some restrictions may apply. You must contact Markus Zanders – markus.zanders@cphotelneuss.com at the Crowne Plaza directly.

Daily breaks and dessert/coffee during lunches are served in the Exhibit Hall in room Jupiter.
Lunches will be served in the lower level of the hotel.

CUSTOMS BROKER & TRANSPORTATION

The hotel will not accept any shipments of any kind.

DHL is the appointed customs broker and freight forwarder. Materials can be delivered to DHL forwarding warehouse. DHL will bring all shipments to the hotel and deliver them directly to the exhibitor's booth. The advance warehouse opens on March 22, 2027. The closing deadline differs according to EU and non-EU shipments.

For more information, refer to the shipping section.

ELECTRICAL SERVICES/LIGHTING

Temporary electrical and lighting services will be provided by DHL.

One 10amp/230V 3-way multi-socket outlet is included per 9 m² (approx. 100 sq.ft.) booth.

Please note that the exhibit hall has a standard ceiling light system. The stands therefore do not have any dedicated stand lighting. Stand lighting in the form of wall-clip-on LED spotlights can be ordered via DHL.

If you choose to add spotlights to your booth, please consider a consumption of approx. 150 watts.

Costs will increase by 50% after March 12, 2027 deadline. Feasibility & availability must be assessed on a case-by-case basis

EXHIBITOR LISTINGS Deadline: February 15, 2027

All IMRP exhibiting organizations are entitled to a listing in the on-line Exhibit Directory.

In an effort to make this international meeting as sustainable as possible, IMRP 2027 will provide all congress information in a Web App. A printed pocket guide will be provided.

In order to be included in the IMRP Web App, please provide a 50-word description of your product(s) or service(s) in English by February 15, 2027 by use of the IMRP 2027 Exhibitor Portal. **Login details will be provided by Stephanie Hussey in early January.**

Should you exceed the 50-word limit, the first 50 words will be used; the descriptions will not be edited, and will appear as written. The purpose of this listing is for exhibitors to provide delegates with more information on their organization and what to expect at the booth.

EXHIBITOR REGISTRATION

The following benefits are included with the purchase of exhibit space:

- Two (2) exhibitor staff badges for each booth module that was purchased. This badge does **not** include access to the technical sessions or the gala dinner.
- The exhibitor staff badge includes food and beverages in the exhibit area for the duration of the exhibits. The exhibitor badge allows access to the exhibit hall, welcome reception, luncheons and breaks. The networking gala is not included.
- A company listing and a 50-word description in the Exhibit Directory on the IMRP 2027 Web App

Additional exhibitor badges above the company's allowance may be obtained at a cost of €350 + taxes.

The Congress Secretariat will contact you with detailed instructions for exhibitor registration.

EXHIBIT TIMETABLE

A company representative should be present in the booth at all times. It is not recommended to leave the booth unattended.

MOVE-IN & SET-UP:
Monday, April 12, 2027 08:00-15:00
**The Exhibit Hall will be open from 16:00 to 19:00 on Monday, April 12 for the official opening of the Exhibition and the Welcome Reception.*

All crates and boxes must be removed from the exhibit floor by 15:00 on Monday, April 12. If the booth space is not occupied by 16:00 on Monday, April 12, the Conference Organizer reserves the right to use such space as it deems appropriate. All exhibits must be completely set up and ready for inspection by IMRP officials by 16:00 on Monday, April 12.

Exhibitors will be allowed in the exhibit hall 30 minutes before it opens, and may also leave 30 minutes after closing. Please check with the Conference Organizers if additional time is required.

DISMANTLE & MOVE-OUT:
Thursday, April 15, 2027 14:00-18:30

Should an exhibitor fail to remove their exhibit, the Conference Organizer reserves the right to remove such exhibit at the exhibitor's expense.

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Wednesday, April 14, 2027	08:00-18:00 *15:00-18:00* *Posters & Exhibition Networking Event*
Thursday, April 15, 2027	08:00-14:00

FLOOR PLAN

The floor plan showing the actual booth locations can be found in section 6 of this document. The Congress Organizer, for the overall benefit of the exhibition, may modify general layout and booth allocations.

FLORAL ARRANGEMENTS

Exhibitors may order flowers / plants for their booths directly with DHL via their order form kit. Orders must be placed prior to March 19 to avoid higher pricing.

HOTEL ACCOMMODATION

Hotel cut-off date: February 12, 2027

Sponsors and exhibitors are encouraged to reserve their hotel rooms at the Crowne Plaza Düsseldorf-Neuss as soon as possible.

Full details are available on the IMRP website:
https://imrp-iia.com/accommodation/

Sponsors and exhibitors who wish to reserve more than 5 rooms, please contact Ms. Laura Mennicken directly at laura.mennicken@blacklabelhotels.de . For less than 5 rooms, please make individual reservations via the group booking link on the IMRP website.

INSURANCE

Deadline: February 15, 2027

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its staff first enters the exhibitor grounds, and to continue until all his exhibits and property have been removed.

The International Irradiation Association (iia), IMRP Organizing Committees, Congress Organizer & Secretariat IS Event Solutions, the Crowne Plaza Düsseldorf-Neuss, DHL or its agents assume no responsibility for bodily loss of, or damage to products, booths, and equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors must insure themselves against property loss/damage and liability for injury. Therefore, the exhibitor will provide IMRP by February 15, 2027, with satisfactory **proof of liability insurance in the limit of $2,000,000 each and every occurrence.**

LIABILITY

Neither the International Irradiation Association, the Conference Organizer IS Event Solutions, the Crowne Plaza Düsseldorf-Neuss, any suppliers, their employees or representatives, nor any member of the IMRP Organizing Committee is responsible for any injury that may occur to the Exhibitor or to the Exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

SECURITY & STAFFING

The International Irradiation Association, the Conference Organizer IS Event Solutions and the Crowne Plaza Düsseldorf-Neuss will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

We ask for your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- Exhibit move-in or move-out of the hall is not permitted during the exhibition opening hours.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary approvals from the IMRP Organizers, for these individuals to gain admittance to the exhibit hall.
- Please keep your giveaways out of sight after exhibit hours. Alcohol giveaways are prohibited.
- Never leave laptop computers or any valuable items in your booth unattended.
- Please do not schedule any meetings in your booth outside of exhibit hours, or contact the Organizers ahead of time for approval.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

SHIPPING/HANDLING OF MATERIALS

!!! NO SHIPPING DIRECTLY TO VENUE !!!

Shipments must NOT be shipped directly to the Crowne Plaza Düsseldorf-Neuss hotel!

Delivery via forwarding warehouse in Cologne

DHL has a forwarding warehouse in Cologne where they can safely receive your consignment and store it temporarily. Following the exhibition, your materials will be stored until collected by your designated shipping provider. Please note that the earliest collection date is the next working day after the event concludes – April 16, 2027.

Deadlines:

ORDER FORM	March 19, 2027
CARGO ARRIVAL AT WAREHOUSE **(NON-EU)**	March 22, 2027 to April 6, 2027
CARGO ARRIVAL AT WAREHOUSE **(EU)**	March 22, 2027 to March 29, 2027

SUBMIT YOUR ORDER TO: benedikt.noormann@dhl.com and cc: congress@dhl.com

Delivery address:

DHL Global Event Logistics GmbH
c/o IMRP 2027
Exhibitor: [Company Name] / Stand No.: [Booth Number]
Welserstr. 10 D
D-51149 Cologne

Opening hours:

Monday – Friday 8.00 a.m. – 4:00 p.m.

Please send your dispatch notification including all customs documents at least 5 working days prior delivery to congress@dhl.com.

Storage Onsite
DHL offers storage for empty packaging and other materials after booth setup.

For fire safety reasons, empty boxes, crates, and packaging materials cannot be stored on or behind your booth.

Transport with DHL
DHL can arrange transportation of your exhibition materials.

To request a quote, please provide:

- Shipment dimensions and weight
- Collection address
- Preferred collection date

Using DHL allows you to coordinate your exhibition shipping, handling, and storage through one provider.

The DHL order form for all logistic requirements may be found at this link: https://imrp-iia.com/sponsors-and-exhibitors/exhibitor-manual/

Outbound Shipping
All return shipments must be arranged before the exhibition closes. DHL can temporarily store your materials at its Cologne warehouse after the event until your shipping provider collects them. The earliest collection date is April 16, 2027.

SIGNAGE/BRANDING

DHL has an in-house signage department.

Please specify your requirements with the order form may be found at this link: https://imrp-iia.com/sponsors-and-exhibitors/exhibitor-manual/

On-site orders for branding or signage will not be available.

Costs will increase by 50% after March 12, 2027 deadline. Feasibility & availability must be assessed on a case-by-case basis

SIGN INSTALLATION

No materials of any kind may be affixed to the ceiling or to any walls whether painted, wooden, brick, vinyl, or cement by any method whatsoever unless approved by IMRP 2027. Touch-up of exhibits, etc., must be done in such manner as not to deface or damage the property. Proper precautions must be taken; otherwise repairs and cleaning will be carried out at the expense of the exhibitor.

SOCIAL EVENTS

Official Opening of the Exhibit/ Welcome Reception:	Monday, April 12	16:00-19:00
Posters & Exhibition Networking Event	Wednesday, April 14	15:00-18:00
Networking Gala	Thursday, April 15	19:00-23:00

VENUE

Crowne Plaza Düsseldorf-Neuss
Address: Rheinallee 1, D-41460 Neuss
Phone: +49 -2131-7700

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PART OF CONTRACT

The policies stated herein as well as in the Sponsorship Prospectus constitute a *bona fide* part of the contract for exhibit space. The iia reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the exposition. All matters and questions not covered in these policies are subject to the final judgment and decision of the Association.

ADMISSION TO THE IMRP EXHIBIT

The Conference Organizer reserves the right to refuse admission to the exhibit to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

ALLOCATION OF SPACE

The Conference Organizer reserves the right to allocate space to the exhibitor according to the total exhibit design and overall space constraints.

BOOTH DESIGN AND CONSTRUCTION

IMRP is providing standard furnished booths spaces. Exhibitors may enhance the standard furnished booth packages (see DHL Catalogue) or can build a custom booth in the Exhibit Hall provided they use the services of DHL.

CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the Conference Organizer. Exhibitors may not put signs on the walls of the exhibit hall without written permission from the Conference Organizer.

CONDITIONS OF PARTICIPATION

The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the “Exhibitor Guide & Service Manual” issued by the Conference Organizer and such other rules and regulations or operating procedures as the Conference Organizer may reasonably require for orderly construction, conduct and dismantling of the exhibition from move-in through move-out.

DANGEROUS MATERIALS

No naked lights and lamps or temporary gas or electrical fittings may be used in the exhibition halls without prior permission from the Conference Organizer. No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the hall. No radioactive materials are to be used.

ENTERTAINMENT OR SOCIAL FUNCTIONS

No entertainment or social functions may be scheduled to conflict with the official IMRP program or exhibit hours.

FIREPROOFING

Local regulations require that all objects or materials used for decoration are non-flammable. All decorations and displays must be non-flammable or flame proofed by approved methods. All fabric, cellulose and cardboard display materials must be flame proofed and are subject to inspection by the Fire Department. No flammable fluids or similar substances may be used or displayed in booths. No hazardous display of any nature will be permitted in the venue.

FLOORS – WEIGHT BEARING CAPACITY

Exhibitors may not place objects weighing more than 450 kg per square meter on the floor of the Exhibit Hall. Any damage caused by excess weight or by the setting up, installation, use, exhibition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

INSPECTION OF LEASED PREMISES

The Conference Organizer will inspect the leased areas with a representative of the Crowne Plaza and DHL. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

KEEPING EXITS CLEAR

Display material may not block:

- Emergency Exits
- Fire-hose Cabinets
- Fire Alarms
- Fire Alarm Rooms
- Electrical Rooms
- Signs
- Cleaning Stations

PHOTOGRAPHY / VIDEOGRAPHY IN THE EXHIBITION HALL

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

The iia has engaged a third-party videography and photography partner. Companies who do not wish to be photographed or videorecorded should notify the Congress Organizer prior to the commencement of the event.

PROHIBITION OF STICKERS

Stickers of any kind are prohibited at the Crowne Plaza because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

RESTRICTIONS

Management reserves the right to restrict exhibits which, because of the nature of the activity taking place at the booth, noise level or for any other reason, become objectionable, and also to close, without indemnity, the exhibit of any Exhibitor who refuses, after notification, to comply with the stated rules and regulations.

A company representative should be present in the booth at all times. It is forbidden to leave the booth unattended. The rights and privileges of any Exhibitor shall not be infringed upon by any other Exhibitor.

The aisles must be kept clear of exhibits. All interviews, demonstrations, distribution of literature, etc., must be made inside the Exhibitor's booth during scheduled show times.

Unethical conduct or infraction of rules by the Exhibitor or his representatives will subject the Exhibitor and/or his representatives to immediate dismissal from the Exhibit Hall. In such an event, it is agreed that no refund shall be made by the International Meeting on Radiation Processing or by the Crowne Plaza Düsseldorf-Neuss and, further, that no demand for redress will be made by the Exhibitor or his representatives.

The following restrictions are applicable to exhibitors and helpers used during move-in and move-out of the exhibition.

Animals: with the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted without prior written approval of the Conference Organizer.

General: possession or usage of prohibited substances; no horseplay or other activities that can create accidents.

SOLICITING AND PROMOTIONAL ACTIVITIES

Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall as well as in the Crowne Plaza Düsseldorf-Neuss.

SOUND TRANSMISSION

The prescribed standard is as follows: sound level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The Conference Organizer will be the sole judge in this matter.

SUBLETTING

It is strictly forbidden for an exhibitor to sublet the whole or any part of his booth space without prior written permission of the Conference Organizer.

SECTION 6 – FLOOR PLANS

