

Exhibitor Manual

Contacts

Conference Officer

Hannah Barrs

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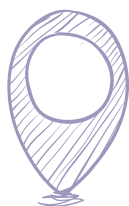
Marketing Officer

Steph Milsom

Email: stephanie.milsom@eacr.org



Venue



Centro Congressi Giovanni XXIII
Viale Papa Giovanni XXIII, 106
24121 Bergamo Italy



Venue Travel information

The conference centre is ideally located just 100 metres from Bergamo railway station, and 4 km from Orio al Serio Airport. Find out more about how to get there on the venue's website: www.centrocongressibergamo.com/en/dove-siamo

Venue contact

Chiara Vitali

Telephone: +39 334 6171167

URL: www.congresscenter.bg.it

Email: Chiara.Vitali@centrocongressibergamo.com

Conference Website

www.eacr.org/conference/markfoundation2025



/EACR.org



@EACRnews



@helloeacr



European Association
for Cancer Research

THE RISE OF EARLY-ONSET CANCERS

Biology, Causes and Detection

Bergamo, Italy

11 - 13 November 2025

Key Deadlines

13 October 2025

- Participant registration and payment deadline
- **Deadline to register your stand representatives**
- **Cut-off to book your representatives' conference dinner tickets**
(please note that tickets may run out before this date.)
- **Deadline to send Industry Symposia/Spotlight titles and speaker names**
- Deadline to send pocket programme advertisements and video advertisements

Monday 10 November 2025

- Please aim to have any item delivered **on this day only**. If this will not be possible, contact the venue (page 1) to discuss alternative arrangements.

Trade Exhibition

Exhibition times

- Trade exhibition opens: **13:00 on Tuesday 11 November 2025**
- Trade exhibition closes: **10:45 on Thursday 13 November 2025**

For key times and sessions, please visit the conference website (page 1).

Exhibition stand setup

- Set up date and time: **from 11:30 on Tuesday 11 November 2025**. The venue will store all materials once they arrive. Each exhibitor is responsible for moving their materials to their stand. EACR staff will be on hand to support.
- Dismantling date and time: **10:45 on Thursday 13 November 2025**
- Stand equipment collection deadline: **No later than 14:00 on Thursday 13 November**

If an early dismantling time is required for logistical reasons then please contact the Conference Officer (see page 1) at least two weeks before the meeting.

Accommodation

The exhibitor packages do not include accommodation. Bergamo is a historic city in the Lombardi region of Italy. For suggestions of where to stay, as well as further travel information, we recommend that you go to www.visitbergamo.net/en.

WARNING: Targeting of participants & exhibitors by 'housing services' or 'travel agents'

Third-party companies may target EACR conference speakers, participants, and exhibitors. These companies may call or email you, falsely claiming to be the official accommodation partner and making false claims about themselves in order to obtain your credit card information. Please note that the EACR has no agreement or affiliation with these providers and we recommend that you do not give any information to them.

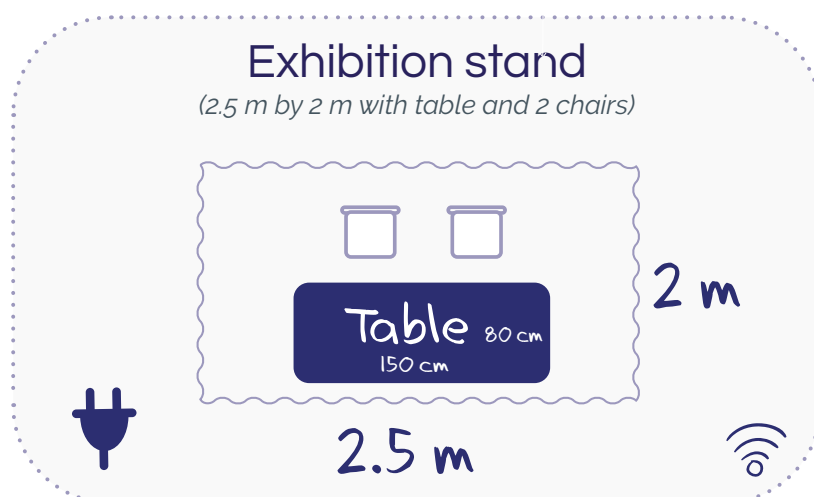
Exhibition stand

Final stand numbers are as published [on the sponsors page](#) of the conference website. Stand positions may be moved at the discretion of the organisers.

Each exhibitor will be allocated a 2.5 x 2 m area that features:

- 1 undraped table (150 cm x 80 cm)
- two chairs
- access to a low voltage power supply

Any equipment you bring must fit into the allocated space (see below). We reserve the right to remove anything outside the allocated space. Please contact the Marketing Officer if you need more information about stand space .



Stand representative registration

All stand representatives should be registered via this link: [share.hsforms.com/1V6CRtAolTaiSEH7PDRScIQ22kxi](https://hsforms.com/1V6CRtAolTaiSEH7PDRScIQ22kxi). The short online form will need to be completed for each exhibitor you are sending to the conference.



- **Symposium packages** include 2 registrations, plus 1 additional ticket for the speaker
- **Spotlight packages** include 1 registration, plus 1 additional ticket for the speaker
- **Classic packages** include 1 registration
- A maximum of **1 additional exhibitor registration per company may also be purchased for €300**. Any further registrations should be made at the industry rate directly through the conference website.

You can contact the Marketing Officer (page 1) to purchase an additional exhibitor registration or conference dinner tickets. The deadline to send all information regarding your representatives is **13 October 2025**.

Other useful information

Exhibitor Introductions – Tuesday 11 November at 14:35

One representative from each company will be invited on stage for a **60-second ice-breaker**. This is an informal introduction of your company designed to boost interaction between delegates and exhibitors and does not require any slides or abstract. The EACR team will brief the representatives shortly before the session.

Pocket Programme

One printed Pocket Programme will be provided to each exhibiting company (please ask if more copies are required). **Full-page adverts in the pocket programme can be purchased**; contact the Marketing Officer (page 1) for more information.

Participants' contact details

A checkbox is available at registration where participants can agree to share their details with exhibitors. **The EACR will send you the full list of participants who 'opted in' a few days before the conference.**

We will send you the following information: first name, last name, and email where available. Your company is responsible for ensuring that any use of this data, and any further data collected on site, complies with all applicable data protection legislation. Badge scanners are not available.



Wi-Fi

Free Wi-Fi is available throughout the venue. Please look out for signs showing the access details.

Refreshments

All stand representatives will receive tea/coffee, refreshments, and light lunches. We ask the caterers to bring out food and refreshments early; exhibitors are invited to help themselves before the participants leave the lecture hall.

Conference dinner



The conference dinner will take place at **19:30 on Wednesday 12 November** at the atmospheric Ristorante Taverna Valtellinese, which is just a short walk from the conference venue.

Tickets are not included in exhibitor packages and can be purchased for €70 each. The cut-off date to buy Conference Dinner Tickets is **13 October 2025**.

Parking

Paid parking is available onsite; please see the venue website (page 1) to learn more.

Shipping

Please contact Centro Congressi Giovanni XXIII (page 1) to organise a delivery.

Clearly labelled parcels should arrive on **10 November 2025** at the latest.

As this is a table-top exhibition, **you should not bring heavy equipment**.

If you feel this is essential for your exhibition, **you must contact the venue for approval no later than 1 month before the conference start date**. It is your responsibility to arrange delivery (including offloading upon arrival) with the venue directly. Please note that the venue reserves the right to refuse unapproved deliveries.


Parcels containing sponsored pens, notepads, or flyers for the literature table should be **clearly identified and sent separately from stand equipment**. See page 7 for specifications for these items.

Shipping address



Centro Congressi Giovanni XXIII
EACR-Mark Foundation Conference:
The Rise of Early-Onset Cancers
11-13 November 2025

<Name of your company>
<stand number>
Viale Papa Giovanni XXIII, 106
24121 Bergamo
Italy



Delivery of stand equipment

The venue reserves the right to refuse deliveries on days other than those agreed in advance. Deliveries will only be accepted during office hours. All items delivered must be clearly marked with the name of the consignee, the event name, and the date of the event. Goods received will remain at consignor's own risk; the venue accepts no liability for items delivered.

Every effort will be made by the venue to place stripped materials/equipment as close to the designated stand as possible. However, in circumstances where this is not possible, it will be the responsibility of the exhibitor to organise this with the EACR Conference Officer (page 1) onsite.

Symposium & Spotlight Sponsors

Industry Symposia (Symposium package) are **30-minute sessions**. This is comprised of a **20-minute talk followed by 10 minutes for questions**.

Industry Spotlights (Spotlight package) are **15-minute sessions**. This does not include a separate Q&A section, though you are welcome to take questions if time permits.

Both sessions take place in the main auditorium and are integrated into the scientific programme.

Pocket Programme announcement

The EACR offers promotional support to assist in obtaining good attendance at each Industry Symposium and Industry Spotlight.

Please send the title of your Industry Symposium/Spotlight and the name of the speaker no later than **13 October 2025** in order for these details to be included in the printed Pocket Programme. Session titles are subject to approval by the Scientific Programme Committee.

Note: These sessions should be scientific talks rather than marketing pitches. You can send us the content of the talk if you are unsure of its suitability.

Advertising

Pocket Programme Advert

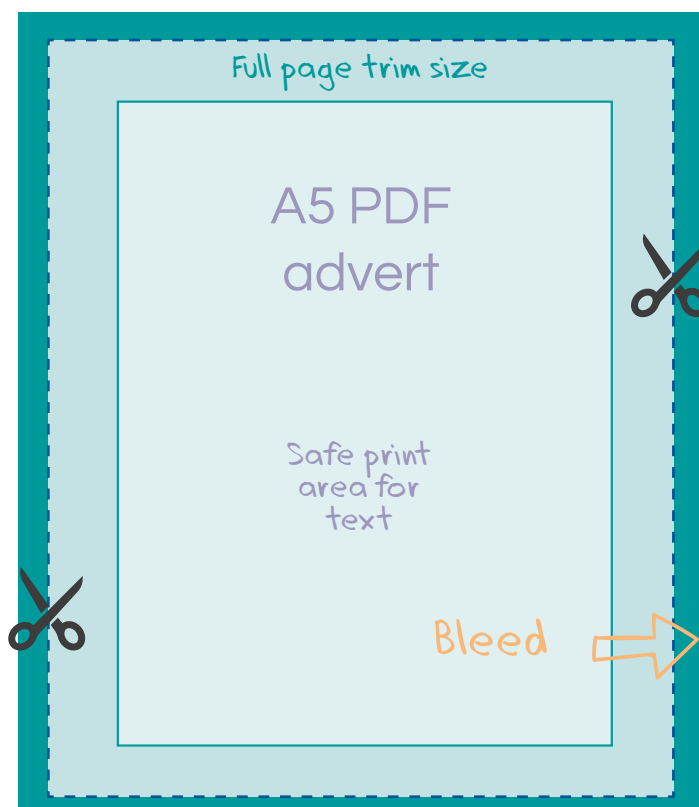
Advertisements in the Pocket Programme are not included in exhibitor packages and are **available to purchase as an optional extra for €500**.

Advertisements should be A5 colour portrait in high-resolution PDF format with the following specifications:

- Advert area trim: 148 mm x 210 mm
- With bleed: 154 mm x 216 mm (3 mm bleed)
- Safe print area for text: 128 mm x 190 mm

Artwork should be sent to the Marketing Officer (page 1) no later than **13 October 2025**.

Advert specifications



THE RISE OF EARLY-ONSET CANCERS

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Video Advertising

Video advertisements are not included in exhibitor packages and are **available to purchase as an optional extra for €500** per 30 seconds, with a maximum length of 5 minutes. This will be played three times during the conference.

Each advertising break will take place directly before or after a scientific session and will be a maximum of 5 minutes long, grouping videos together as required.

Videos should be sent as an **MP4 with H. 264 video codec and AAC audio codec** and sent to the EACR via a file sharing service i.e. Dropbox or WeTransfer.

Video advertisements should be sent directly to the Marketing Officer (page 1) no later than **13 October 2025**.

Additional advertising opportunities

Advertising opportunities are available to purchase and recommended for **maximising your exhibition experience**. Contact the Marketing Officer (page 1) for more information about the available options.

The following specifications are required for branded sponsorship items:

- **Notepads:** A4 or A5 in size, at least 10 pages each, with at least 80-90% of each page free from design/branding.
- **Flyers for literature table:** Maximum size accepted is a single sheet of A3 to be folded in to A4.

After the registration deadline, we will inform you of the approximate number of participants so you can send an appropriate amount of material.

Booking terms

General information about your booking, including terms regarding cancellation, can be found in the Registration Terms & Conditions, which are agreed by submitting a completed booking form: www.eacr.org/service-terms

See you soon!

We look forward to seeing your team in Bergamo and wish you every success for this meeting. In preparation, you may like to read [our guide for making your exhibition a success](#).

Feel free to contact the conference team (page 1) if you have any questions that are not answered by this document.