Exhibition Technical Manual

Dear Exhibitor,

Thank you for partnering with the **International Gynecologic Cancer Society** by exhibiting at the IGCS 2026 Annual Global Meeting, being held **October 1-3, 2026, at Palais des Congrès de Montréal, Canada.**

The exhibitor service manual contains important information, deadlines, and next steps for your preparation to ensure a successful event.

Please read the manual thoroughly, and **share the manual** with your stand building, agency, and/or everyone working on this project.

We look forward to seeing you in Montreal in October.

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

Best Regards,

Oana Giurgiu

Exhibition Manager & Industry Coordinator

E: ogiurgiu@kenes.com | M: +34 659 064 921

Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners App)
- Submit booth drawing (for “Space Only” booths)
- Submit other deliverables as per contract

To access the Portal, please click here.

Important Notes:

- The login details have been sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed.
- Access to all Portal services will be available only after submission of your company profile and logo.
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.
- Keep the Exhibitor’s Portal link together with your login information on hand for future reference.

Exhibition – Key Dates & Deadlines

Action Item	**Deadline**	**Contact Person**
Hotel reservation for Staff	**As soon as possible**	Find Your IGCS Hotel | IGCS 2026 Gynecologic Cancer Congress or email us to: avillafaina@kenes.com
Company logo and profile	**As soon as possible**	
Booth design for approval (**For ‘Space Only’ booths**)	**Monday, August 24**	
Text for Fascia *(‘Personalized pack’ stands only)*	**Friday, September 4**	
Lead Retrieval App (Wireless Barcode Reader App)	**Thursday, September 17** *Onsite rate will be applied for orders received after the deadline*	**Via Kenes Exhibitor’s Portal** https://exhibitorportal.kenes.com
Extra Exhibitor Badge Order	**Thursday, September 17**	

Furniture Rental Sustainable booth (pre-booked with Kenes) Extras Graphics/Signage Telecommunications and AV Equip. *(Screens, Desktop, Laptop, etc)* Electricity *(Power, Plugs, Leds etc)* Daily Booth Cleaning Plants & floral decoration Security Internet, Wi-Fi Hostesses & Temporary Staff Hire	**Deadline:** **Monday, September 14** *Orders placed after the deadlines incur a late-order surcharge if availability.* *Payment is required in full by this date.*	**GES** (official builder) Webshop: Expresso by GES Email: serviceinfo@ges.com Exhibition Manager Ms. **Oana Giurgiu** Email: ogiurgiu@kenes.com
Catering for your booth* ***Sponsors are not permitted to distribute promotional items, product samples, gifts, prizes, meals and refreshments at their exhibitor booth.***	**Friday, September 4**	**Maestro Culinaire** *exclusive supplier at the Palais des congrès de Montréal)* Email: caroline.gendron@maestroculinaire.ca
	Delivery	
Road Freight Airfreight or via Warehouse Shipments *No onsite deliveries will be accepted before Tuesday, September 29th.*	**Please contact GES.** **GES & ConsultExpo** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the Meeting. All exhibitors are required to use **GES** to perform Material Handling services. Please click here for more information.	***GES/ConsultExpo – Customs & Logistics Department*** Expresso by GES Phone: 514-482-8886 Email: GES@consultexpoinc.com

Exhibition Timetable

EXHIBITION TIMETABLE

Exhibition Hours		
Exhibition Set-up	Tuesday, Sept 29	**9:00 – 20:00** Space only hard set-up
	Wednesday, Sept 30	**09:00 – 13:00** Space only hard set-up **13:00 – 17:00** decoration only all stands

	Thursday, Oct 1	**10:15 – 18:15 (end of welcome reception)** *10:40 & 14:15 Dedicated exhibition Coffee break* *13:05-14:15 Sponsored sessions* *17:00-18:15 Welcome Reception*
Exhibition Opening Hours	**Friday, Oct 2**	**09:15 – 15:30** *09:45 & 13:55 Dedicated exhibition Coffee break* *12:45-13:55 Sponsored sessions* (note: sessions running until 17:40, you can stay until end of sessions)
	Saturday, Oct 3	**10:00 – 16:30** *10:30 Dedicated exhibition Coffee break* *13:05-14:20 Sponsored sessions* *16:40 Closing Ceremony*
Dismantling / Breakdown	Saturday, Oct 3	**17:00 – 22:30 dismantling**

The timetable is subject to possible changes in accordance with the scientific program.

Important Information

- **Sponsors are not permitted to distribute promotional items, product samples, gifts, prizes or food at their exhibitor booth.** ***Examples of prohibited meals and refreshments: coffee, cappuccino, smoothies, tea, water, candies, food of any kind, even in a self-service station. In line with Section 10.1.3.2.3 of the Code – "Gifts, offers or enticements provided by a Member to encourage a Stakeholder to visit a display are prohibited."***
- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, Sept 30 at 13:00.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- **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, Oct 3 at 22:30** will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**
- Please note that no F&B will be provided by the venue or Organizer during the **set-up days**. Exhibitors/Stand builders are responsible for providing the food for their staff during the build-up.
- **No food or beverage from outside (other than Maestro Culinaire) can be brought to or consumed in the exhibit hall at any times.**
- Please do not leave any visible valuable articles at your booth. In addition, **please consider hiring extra security for your booth** after Exhibition Operating Hours. IGCS, the Congress organizer or the venue will not take any responsibility.
- Please note we will have a security guard for the building 24/7.
- **In addition, please consider hiring extra security for your Booth before/ after Exhibition Operating hours in case you have valuable stuff in your booths.**
- The exhibitors and all companies contracted by them are responsible for operating following the regulations on their booth area.
- Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulation. Exhibitors/ customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work.

Welcome Reception at The Exhibition Area

On **Thursday, October 1,** you are cordially invited to the **Welcome Reception,** held in the **Exhibition Hall** (**517AB**) from **17:00**.

Exhibitors are asked to please man their booths during the Welcome Reception in the Exhibition Hall.

Exhibitor Representative Badge

Exhibitor Representative Badge

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name.**

Exhibitor badges can be collected onsite, at the pre-paid kiosks (stations).

Please submit the list of individual names via the Exhibitors Portal no later than Tuesday, September 1, 2026.

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee of **250 USD.**

The Exhibitors' badges allow access to the exhibition area, refreshments, Opening Ceremony and the Welcome Reception.

You can register your booth staff/name allocation for your free badges via the **Exhibitor Portal: https://exhibitorportal.kenes.com** *(please make sure that your Company Profile has been submitted before placing an order for exhibitor badge)*

For any enquiries related to registration, please contact the Registration Specialist, Melissa at: reg_igcs26@kenes.com

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition.
Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will be mailed in advance and may be printed onsite on the pre-registration stations.

Registration of Stand Personnel

In order to be granted access to the exhibition area, each individual will need to wear a name badge. This includes the regular staff from the exhibitor's company and any hired staff, e.g., hostesses, bar and service personnel, etc. For security reasons, stand personnel must wear their name badges at all times.

Each exhibitor is entitled to several complimentary exhibitor badges in accordance with the size of the exhibition stand as stated in their contract.

Exhibition Floor Plan & List of Exhibitors

Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.
For most updated floor plan and list of exhibitors, please click here

List of Exhibitors

Please see all exhibitors listed here: Confirmed Sponsors and Exhibitors | IGCS 2026 Gynecologic Cancer Congress

You can check the Meeting Agenda here.

Lead Retrieval Options

K-Lead Application (no device is included)

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!
- **Effortless Scanning**: Quickly scan attendee badges to capture leads.
- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App.

Cost per unit: USD 750 (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!
Deadline: Thursday, September 17

Onsite rate of USD 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add USD 350 and Upgrade your K-Lead app.

- **Automated Follow-up Emails**: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization**: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement**: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights**: Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility**: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: USD 350

Key Notes for K-Lead and K-Lead Plus:

- ***Device Not Included*:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*
- *Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.*
- *Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal https://exhibitorportal.kenes.com.*
- *GDPR Compliance: We've updated our privacy policy in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync – Automatically update your CRM.
- CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics
- Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping – Adapt data fields to fit your CRM's structure.
- Secure & Compliant – Advanced encryption ensures data protection.
- Analytics & Reporting – Gain insights on leads and engagement.

How to order any of these solutions? **-> These services are available to purchase from the**

Exhibitor's Portal https://exhibitorportal.kenes.com

Hall Specifications and Important Technical Information

Venue Address

Palais des congrès de Montréal (1001 Place Jean-Paul Riopelle, Montréal)

How to get there

Exhibition Area

The Exhibition is being held in **Hall 517AB**, located at Level 5.

Maximum Build-up height

Maximum build-up height from the ground is **3,5m**

- **Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.**
- 'Personalized' shell scheme package build-up is **2.35m** (91,5")

Kindly note:

- Any part facing neighbouring stands that is above **2.35** meters in height needs to be designed with neutral Surfaces (white or grey).
- 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, in particular, that they do not endanger life and health. **Exhibitors are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

Floor

The floor is carpeted.

Maximum floor load is 488 kg/m2 (100lbs / sq.ft)

All floor coverings must be secured and maintained so that they do not cause any hazard. Fixing the floor covering to the hall floor may only be carried out using tape that don't leave any marks on the floor.

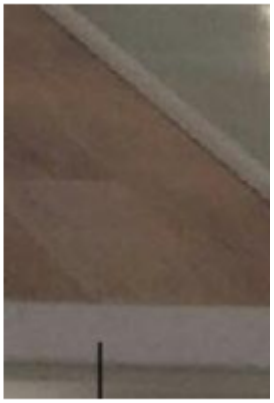
Mechanical damage or soiling that cannot be removed during the normal cleaning and maintenance of the floor will be repaired at the expense of the person/company causing the damage.
Organizers will invoice the exhibitors for any damages caused by the exhibitors.

Raised Floor/Platform

Please note that if your booth has a platform/raised floor, you are required to provide sloped edging around the entire booth, or a ramp to ensure access for people with

disabilities.

- The platform sides must be **closed and finished neatly**. The platform edges must be **safe, secured, and easily visible to avoid trip hazard**. The raised floor should have an outer edge/trim in a matte colour which c**ontrasts with the colour of the aisle and any ramp**. Sharp edges and corners should be avoided, potentially through the use of beveled edges. Floor connections should have a smooth transition (no high thresholds).
- If a ramp is placed in the corner of a stand, a protection strip (raised edge) of around 4 cm should be placed in the longitudinal direction.
- For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy.
In the event that a raised platform booth l**acks a ramp or sloped edging, we regret to inform you that your booth will not be approved** for operation until the access issue is rectified.

Rigging

Ceiling hanging is **permitted only in designated areas** and must be exclusively carried out by the Palais des congrès de Montréal personnel: TKNL (venue's exclusive partner).

In locations where no rigging points exist, structures or other event identification elements must be freestanding without impacting the infrastructure.

Rigging needs to be approved by **Palais des congrès** and **Organizers** previously.

- For all rigging details and regulations, please contact **TKNL** – the official provider at: **servicestechniques@tknl.com**
- The exhibitor must provide their project by **Monday, August 24 the latest**. Please submit your rigging plan via the Exhibitors Portal (or directly to ogiurgiu@kenes.com).
- The Rigging plan is subject to compliance with the conditions of use of the steel structure.

'Personalized' Booth Pack – Technical Information and Regulations

To ensure the smooth and efficient installation and dismantling of your Booth, **GES** has been nominated as the **official stand contractor** for IGCS 2026.

Personalized booth Package which have been pre-booked with Kenes includes the following:

Booth Structure

 Printing of panel A and B on foamcore (91”H) – you need to provide the artwork.

 1 – 6′ table, with black skirt

 2 – Grey fabric side chairs

 1 – Plastic waste paper basket

 3 – Arm lights

 1 – 15A Electrical Outlet

Booth Package does not include:

- **other electricity but the 15A Electrical Outlet mentioned above**
- **other furniture than mentioned above**
- **Carpet** (the hall is carpeted)
- **Stand cleaning**

Extra Electricity / Additional Furniture Rental / Graphics & Signage / Carpet Additional Booth Fittings / Plants & Flower Decorations / Other supporting services can be ordered directly via **GES webshop**, by **Monday, September 14.**

For any queries, please contact: serviceinfo@ges.com

Graphics on your booth walls:

Please note that you can **personalize the graphics** on the back-wall booth, as per it's dimensions (mentioned in your agreement).

We highly recomend you to integrate your logo on 'Panel A', for a good visibility.

Technical Information and Regulations for Personalized Booths:

- All basic Personalized booths will be built by **GES,** 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 **September 1, 2026.**
- **No** free-standing stand-fitting or display(s) may exceed a height of 2.35 m 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, floor, or ceiling.**
- **Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. The 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.
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- 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 **GES webshop** – as per published deadlines (see section "Deadlines & Key dates").
- Exhibitors are requested to switch off the Booth light at the end of the day.

Space Only Booths – Technical Information and Regulations

Exhibitors using independent contractors are required to submit the following for approval by **Monday, August 24**

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Detailed rigging plan (only applicable for booths with rigging)
- The name and contact details of their construction company (stand builder).
- Other utility connections are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.

Please submit the files through the Kenes Exhibitor's Portal: **Click here**

Please note the following:

- Delegate badges will clearly identify whether a participant is an HCP or a non-HCP.
- Exhibitors are responsible for ensuring that all booth content, materials, and interactions comply with applicable laws, regulations, and compliance codes.

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Important Regulations:

- Maximum build-up height from the ground: **3,5 m**
- **Ceiling Rigging** is **permitted** (**done by TKNL – venue's exclusive partner)** and must be authorized in advance by the **venue and organizers**. For detailed information regarding heights and measuring, please contact **servicestechniques@tknl.com** as they will **analize each case in particular**.
- Any part facing neighbouring stands that is above **2.35 m** in height needs to be designed with neutral surfaces (white or grey).
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to **allow sufficient see-through areas** that ensure clear views of surrounding exhibits. **Entire sideway walls will not be approved.**
- **Island Booths** should be partly accessible on all "open" sides. We try to keep the exhibition as open and inviting as possible. **You are only allowed to build walls that covers up to 30% of each side.** We try to keep the exhibition as open and inviting as possible. Wall construction alongside aisle must be approved by Kenes, **max 30% of side to side may be covered.**
- **Construction finish must be perfect in all the stand's visible areas, including the rear sides.**
- **Raised Floor/Platform:** Please note that if your booth has a platform/raised floor, **you are required to provide sloped edging around the entire booth or a ramp** to ensure access for people with disabilities. The platform sides must be closed and finished neatly. **The platform edges must be safe, secured, and easily visible to avoid trip hazard.**

* The organizers and **Palais des congrès** must be informed **if the booth has a platform** (when submitting the drawings for approval), as well as the s**cheduled set-up** (day and time). Without this information, the Official Contractor 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 service(s) provided by the Official Contractor (electricity, cables, Internet, etc.) are in the right place. Access to the service points/electricity tramp are compulsory when a platform is installed (**keep those points accessible!**). Once the platform is installed, no new services that need to go under it will be accepted.

- Advertising on the boundary with other stands **is prohibited.**
- **Multilevel** structures are **not permitted**.
- All enclosed (parts of) booths must be equipped with an ABC **portable extinguisher** and emergency lighting in case of a power outage.
- 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 neighbouring booths must be properly decorated. Back Walls (reversed side) over 2.35 m in height 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 'Personalized' shell scheme pack 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.
- Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.
- Coffee bars or other F&B-stations (catering exclussive to the venue) have to 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.

Kindly note:

- The organizers will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organizers.**
- The used spaces must be returned to **the venue** completely clear of all items and the Exhibition areas restored to their original state.
- We recommend Exhibitors using independent booth contractors to include **a site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager.

Electricity and Electrical Installations for all booths

The Electricity is exclusive to Palais des congrès and managed by **GES;** every **'space-only' booth should order electricity according to its power needs from the Webshop: Expresso by GES**

Power supplies will be supplied into your booth via the floor.

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor. Only the official contractor is authorized to provide the electrical switchboard for the power points.

It is essential that exhibitor give the power needed for the stand. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors.

- Electrical switchboards provide by the venue cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- All electrical connections and installations are subject to inspection and approval by the Master Electrician of the Palais des congrès de Montréal.

- The venue/GES reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

- The exhibitor may order one or more electrical connection points. Connection may only be made to the designated connection point.
- Only extension cords with a grounded connection are permitted.

Important information for International (European) Exhibitors: please be reminded that in Canada, the power plug sockets are type A and B so you might need an adaptor. The Venue does not rent nor supply power conversion equipment; the exhibitors are required to bring their own.

Booth Services

Internet & Wi-Fi

Please submit your request for internet connection by **Friday, September 4**, to the Exhibition Manager – Oana Giurgiu at ogiurgiu@kenes.com

Important notes:

- 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 Meeting during official meeting 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.

Booth Cleaning

- The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).
- If you wish to hire cleaning for your booth, you can order via the Webshop: Expresso by GES

Deadline: **Monday, September 14**

Orders placed after the deadlines incur a late-order surcharge (if availability).

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 **venue** nor the organizers can accept responsibility for the security of the stands and their contents. The **venue,** 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.

Individual stand security may be ordered by emailing the Exhibition Manager, Ms. **Oana Giurgiu at:** ogiurgiu@kenes.com

In-Booth Catering

Please note that Sponsors are not permitted to distribute promotional items, product samples, gifts, prizes or food at their exhibitor booth. ***Examples of prohibited meals and refreshments: coffee, cappuccino, smoothies, tea, water, candies, food of any kind, even in a self-service station. In line with Section 10.1.3.2.3 of the Code – "Gifts, offers or enticements provided by a Member to encourage a Stakeholder to visit a display are prohibited."***

Maestro Culinaire is the exclusive supplier for F&B at the Palais des congrès de Montréal.

Exhibitors who wish to order food and beverages for their booth (but not to distribute it) can do so directly via email to: caroline.gendron@maestroculinaire.ca **by Friday, September 4.** *Stock upon availability.*

Important:

- **Maestro Culinaire** exclusively offers food, beverage and catering services.
- **Absolutely no food or beverage from outside the venue is allowed into the premises, without prior written approval from the venue**.
- In case you want to bring your own **coffee machine/ barista for your booth,** please inform the Exhibition Manager at: ogiurgiu@kenes.com
- **Palais des congrès** reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue).
- The exhibitor must consider the space available in the booth to store and display the requested deliveries.

Hostesses & Temporaty Staff Hire

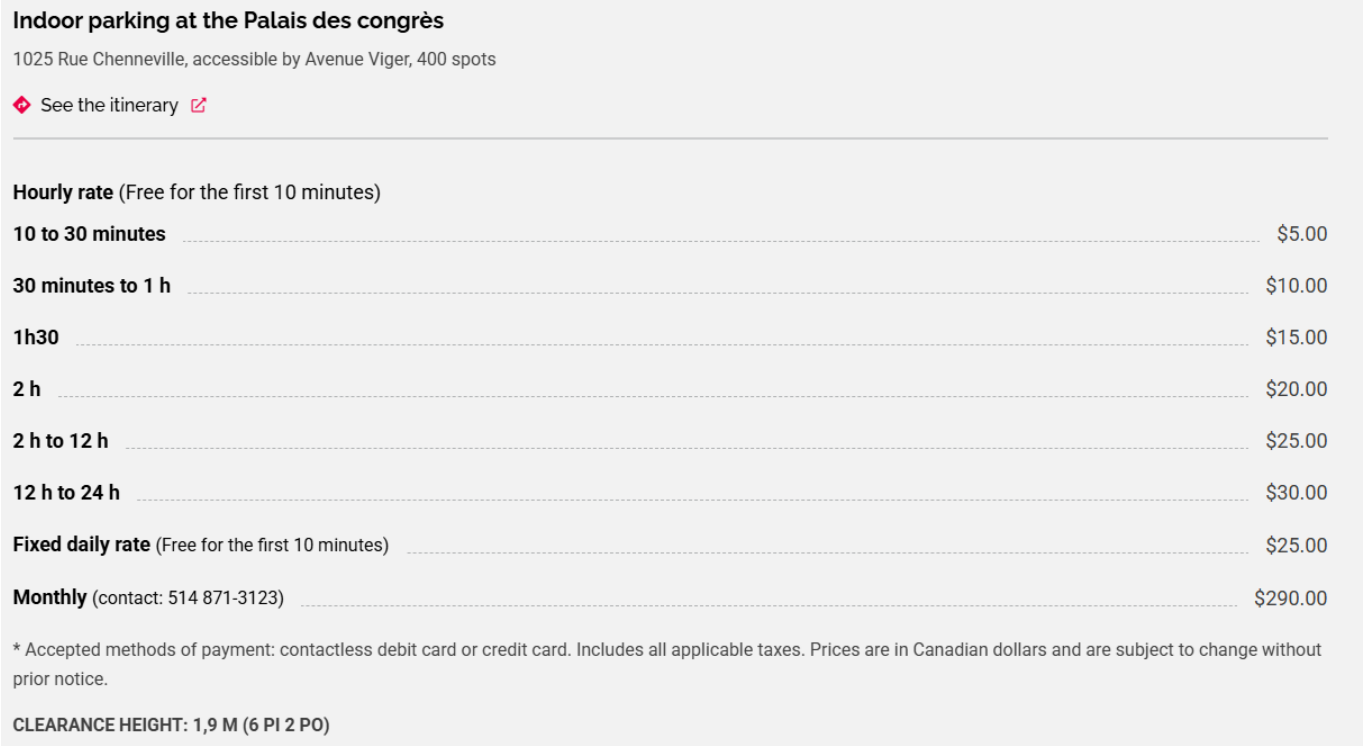
In case hostess and temporary staff hire needed, please email the Exhibition Manager, Ms. **Oana Giurgiu at:** ogiurgiu@kenes.com

Storage

We don´t count with storage facilities. Storage of empties (empty boxes, crates, cases, palettes etc.) should be coordinated with **GES** team (payable service, see Section Shipping Instructions).
Under no circumstances may packed materials of any kind be left in the aisles, on the stands, around or behind the stands.
Please contact GES with information on sizes and number of parcels, size, and storage period.
Once the event & dismantling are over, the venue shall not be held responsible for the safekeeping and/or storage of any items left in the building. If the venue takes care of the removal of these items, **it will be charged to the exhibitor.**

Parking

Palais des congrès offers indoor parking for cars, with the below rates:



Indoor parking at the Palais des congrès

1025 Rue Chenneville, accessible by Avenue Viger, 400 spots

See the itinerary

Hourly rate (Free for the first 10 minutes)

10 to 30 minutes	$5.00
30 minutes to 1 h	$10.00
1h30	$15.00
2 h	$20.00
2 h to 12 h	$25.00
12 h to 24 h	$30.00
Fixed daily rate (Free for the first 10 minutes)	$25.00
Monthly (contact: 514 871-3123)	$290.00

* Accepted methods of payment: contactless debit card or credit card. Includes all applicable taxes. Prices are in Canadian dollars and are subject to change without prior notice.

CLEARANCE HEIGHT: 1,9 M (6 PI 2 PO)

Accommodation

Kenes International is offering exhibitors specially reduced rates for various hotels around the Meeting venue.
Information, pictures, location and rates are available on the hotel accommodation page: [Find Your IGCS Hotel | IGCS 2026 Gynecologic Cancer Congress]

For **group booking** (10 rooms and more) please contact Ms.Alejandra at: avillafaina@kenes.com *(different payment and cancellation conditions apply).*

[1:1 Meeting Scheduler- Kenes Connect]

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at IGCS 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

✨ **Don’t miss out!We are offering *1:1* Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at IGCS.**

All you need to do is to login to the Exhibitor Portal and Order .
Link to access the Portal https://exhibitorportal.kenes.com
Launch Offer: 750 USD

Photography Package

📸 **Booth Photography Package**

✔️ Showcase your booth in the best light with a dedicated photoshoot.

✔️ Ideal for branding, PR, and post-event marketing.

✔️ up to 15 high-resolution images of your booth from all angles, both with and without attendee interaction.

🎤 **Session Photography Package**

✔️ Capture the impact of your sponsored session with dynamic, high-quality images of key moments.

✔️ Up to 15 high-resolution images featuring speakers, stage, and engaged audience.

📸+🎤 **Combined Booth & Session Photo Package** (Best Value!)

✔️ Get the full coverage experience with a special discounted package combining booth and session photography.

✔️ up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

✔️ up to 30 high-resolution images of your session featuring speakers, stage, and engaged audience

💡 *Limited availability !* Book your photography package **in advance** to ensure your brand is captured at its best.
To get a quote and place an order, please contact the Exhibition Manager directly at: ogiurgiu@kenes.com

Accesses and Traffic regulations

For access to the goods/lorry entrance/lifts

The access to the Exhibition hall – **517AB** (Level 5) is through **the loading dock located at Level 2 of the building:** https://tourmkr.com/G1n19XKTnT/34516166p&310.08h&83.93t

The entrance on street level is located at: **163, Saint-Antoine Street West, Montréal (Québec) H2Z 1X8.**

The Freight elevator to use is MC2:

Dimensions		Width	Depth	Height	Capacity
Freight-Elevator MC-1		2,96 meters 9 ft 7 in	7 meters 22 ft 9 in	2,41 meters 7 ft 11 in	5 443 kg 12 000 lbs.
Freight-Elevator MC-2	Car	3,017 meters 9 ft 10 in	7,858 meters 25 ft 9 in	3,655 meters 11 ft 11 in	8 165kg 17 963 lbs.
	Door	3,101 meters 10 ft 2 in		3,663 meters 12 ft	

Access for deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder- GES.
Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance and the lifts.
Please be advised that neither the Organizers nor the **venue** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the deliveries details.
As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

Rules and Regulations

Rules and Regulations –***Binding for all exhibitors and their subcontractors***

Please **click here** to see **Palais des congrès de Montréal Rules and Requirements.**

Animals

It is not permitted to bring animals into the Palais des congrès de Montréal.

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 Partners 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.
- 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.

Children

No person under the age of 18 years can be admitted to the Exhibition Area, 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 Area.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building
Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars, etc.) are not allowed. In case of damage of 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 builder and venue in removing this property will be charged to the exhibitor.

Fire Regulations

All exhibitors need to adhere to the venue's rules & requirements: **click here** to see it.

- Material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- 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 venue.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

In addition to this, **booths must be made of:**
• Non-combustible or fire-resistant materials
• Wood with a standard thickness of more than 0.6 centimeters (1/4 inches) (if the wood does not have the thickness required, it must be coated in CAN/ULC-S102-M compliant fireretardant paint, with supporting documents provided)
• Fire-retardant fabric in accordance with CAN/ULC-S109-M (Flame Tests of Flame-Resistant Fabrics and Films). Certificates of compliance issued by an accredited body must be presented upon request to the Palais des congrès Security and Prevention Department. The tenant is responsible for re-applying fire-retardant treatments as needed to ensure the materials comply with NFPA 701. The Palais des congrès Security and Prevention Department reserves the right to test the materials at any time to ensure they are fire-resistant (the fabric will be exposed to direct flame for 12 seconds, and must extinguish itself within 2 seconds once the flame is removed). Note: wallpaper is permitted if it is securely adhered to the wall.
Decoration: the following materials must be fire-resistant if they are intended for decoration:
• Artificial plants and flowers.
• Curtains, fabric, drapery, carpets and other decorations must be non-combustible or fireresistant according to standards CAN/ULC-S109-3 or NFPA 705-2009. Certificates of compliance must be presented upon request.

Fire Insurance (compulsory)
Exhibitors must be insured against fire.

Smoke
It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

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 Palais des congrès **are not allowed.**

Insurance (compulsory)

- **Exhibitors are required to have an appropriate Insurance**. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the venue, 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 an **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 venue 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 (10 ft.) of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

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. The organizers and the venue cannot accept liability for loss of or damage to private property or goods.
- Neither Palais des congrès , nor the organizers can accept responsibility for the security of the booths and their contents. The **venue,** as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any goods. Exhibitors are fully responsible for the security of their booth and equipment.
- Please consider hiring extra security for your booth if needed. This can be done via the web shop

Personal Transportation Vehicles

Bikes, skates, electric scooter, and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booths.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are allowed to film on their **own booth**, staff and material, but all equipment and camera crew must **stay within the exhibition booth**. Filming of other exhibitors and their materials, Meeting features or any sessions is expressly **forbidden** unless permission has been given by the exhibitor or the organizer respectively.
- The photographing of booths is not permitted during the setup/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighboring booths. Photography during the opening times of the exhibition of all aspects of the event is allowable in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates / staff visiting or working in the exhibition hall.

Smoking Policy

The Palais des congrès operates a **NO SMOKING** policy anywhere inside the building.

Special Effects

Special effects lighting, live music, smoke and laser projection can't be used in the booths.
No permission will be given for projection in the aisles or on the walls of the booths.

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.
- In case that exhibitors wish to leave any kind of waste material during set-up/dismantling, they should order a waste container in advance.
- Any discarded waste, including promotional material, left behind will be removed by the venue and/or the organizers at the expense of the exhibitor concerned.

The Palais des congrès reserves the right to access inside the booth in order to check the compliance with the venue regulations.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Exhibitors must comply with the Palais des congrès technical guidelines including operation, fire safety, construction and other security regulations.

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.

Blackout Policy

Blackout Policy

We respectfully request that all supporters comply with the Meeting Blackout Policy and refrain from holding organized meetings or events in parallel to the scientific program.

Blackout times include both **Scientific sessions** (plenary sessions) and **industry supported symposia**.

Click here to check the meeting program, and to ensure that your meeting time does not conflict with one of the blackout times.

Shipping Instructions

The Shipping details can be checked on the webshop: Expresso by GES and are designed to assist you with the movement of exhibits and stand materials for IGCS 2026.

GES and ConsultExpo is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the Meeting. Therefore, all exhibitors are required to use **GES** to perform Material Handling services.

Please visit https://ordering.ges.com/CA-00070103/Material_handling for more information.

All cargo should be insured from point of origin.

Please Note: All advanced shipments and deliveries to the **GES** warehouse, including by courier, must be coordinated with GES.

Webshop: Expresso by GES

Phone: 514-482-8886
Email: GES@consultexpoinc.com

Contact information & Contractors

Meeting Organizer
Kenes Group & IGCS
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140

Venue Address
Palais des congrès de Montréal (201 Viger Avenue West, Montréal OR; 1001 Place Jean-Paul Riopelle, Montréal) – **How to get there**

Exhibition Manager
Oana Giurgiu
Email: ogiurgiu@kenes.com

Industry Liaison and Sales
Marieta Tseneva
Email: mtseneva@kenes.com

Registration
Melissa Gynesh
Email: reg_igcs26@kenes.com

Hotel Accommodation
Alejandra Villafaina
Email: avillafaina@kenes.com
Find Your IGCS Hotel | IGCS 2026 Gynecologic Cancer Congress

Official Contractors

Booth constructionAdditional Booth FittingsEquipment, AVPowerCleaningPlantsFurniture Rental Graphics and signage

GES (official builder)
Webshop: Expresso by GES
Email: serviceinfo@ges.com

Rigging – exclusive to Palais des congrès de Montréal
TKNL (the official partner)
Email: **servicestechniques@tknl.com**

SecurityInternetHostess service
Kindly contact the Exhibition Manager, **Oana Giurgiu at:** ogiurgiu@kenes.com

In-booth Catering
Maestro Culinaire – *exclusive supplier*
at the Palais des congrès de Montréal
Email: caroline.gendron@maestroculinaire.ca

Freight Handling & Customs Clearance Agent
GES/ConsultExpo – Customs & Logistics Department
Phone: 514-482-8886
Email: GES@consultexpoinc.com
Webshop: Expresso by GES

Sustainability- Tips & Tricks for Exhibitors

We are committed to sustainability and we encourage all of our exhibitors to do the same. **CLICK HERE** for some practical tips and tricks that you can implement right away.

In order to allow us to learn more about exhibition booth materials, logistics, and waste management by the industry Please fill the following **form**