



ISPOR Europe 2026 Exhibit Hall Meeting Room Guidelines

ISPOR Europe 2026 Exhibit Hall Meeting Rooms are reserved for ISPOR Corporate Partners and ISPOR Year-Round Conference Sponsors who wish to reserve private meeting space located on the Exhibit Hall show floor. Exhibit Hall Meeting Rooms are intended for small client and internal meetings with no more than 8 attendees. Exhibit Hall Meeting Rooms are not intended for educational presentations. **Meetings held in the Exhibit Hall Meeting Rooms must be scheduled during open exhibit hall hours ONLY.** Please ensure that your team members have approved access to the Exhibit Hall to attend your scheduled meetings. Please refer to the conference program for hours and updated schedule. **No Exhibit Hall Meeting Room access will be provided to attendees for entry before the opening or after the closing of the Exhibit Hall.**

Meeting space is limited and requests that comply with these guidelines will be considered on a first-come, first-served basis.

Approvals

ISPOR will review submission requests to determine whether the proposed Exhibit Hall meeting room meets ISPOR criteria. The Company contact on the submission form will be notified by email within ten (10) business days of receipt of the request if the Exhibit Hall meeting room has been approved or denied. Upon authorization, the ISPOR Global Events Team will inform the Venue of the approval and connect the Company contact with the venue and approved vendors directly. From that point forward, the approved organization will work directly with the Venue and approved vendors to plan and contract the event.

Once your Exhibit Hall meeting room has been approved, no changes (day, date, time, size, event type) of any kind are allowed without a secondary review of the proposed changes. For questions regarding the meeting space, please email sales@ispor.org. Exhibit Hall meeting rooms with modifications that are not approved are subject to cancellation.

Each Exhibit Hall Meeting Room Includes:

- 3m x 6m hard wall structure (Rooms do not have ceilings)
- 2 small round tables, 8 chairs and 1 wastebasket. Accommodates up to 8 attendees.
- One small company ID sign outside the meeting room door that identifies the company/organization. Additional signage or collateral materials in other areas of the venue are not permitted; all materials must remain inside the Exhibit Hall Meeting Room.
- Carpet and electricity are not provided. Corporate Partners and Year-Round Conference Sponsors can order carpet and electricity if desired at their own expense through the [Exhibitor Service Manual](#).

Exhibit Hall Meeting Room Access

- Exhibit Hall Meeting Rooms will be available for use from 9:30 on Monday November 9, 2026, through 11:30 on Wednesday, November 11, 2026, **during official Exhibit Hall hours ONLY.**
- Meeting Rooms will be available for setup on Monday, November 9 at 9:30
- Exhibit Hall dismantle will begin promptly at 11:30 on Wednesday, November 11 and all meetings must conclude on time. Attendees will be asked to leave the show floor immediately for their safety during dismantle.
- **No Exhibit Hall Meeting Room access will be provided to attendees (non-exhibitors) for entry before the opening or after the closing of the Exhibit Hall. No exceptions will be made. This includes your staff that do not have an Exhibitor or Exhibit Hall only badge.**

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- All Exhibit Hall Meeting Room attendees must have an ISPOR official conference badge to access the Exhibit floor and Exhibit Hall Meeting Rooms. ISPOR is not responsible for private property being left unattended in the reserved Exhibit Hall Meeting Room. Please be mindful of all personal property and valuables throughout the conference.

All participants in the Exhibit Hall Meeting Rooms **MUST** be registered to attend the ISPOR conference and must wear their name badges to gain access to the venue and all meeting areas at the venue.

Marketing efforts associated with the affiliate group function space shall include the following messaging: "This is not an official ISPOR event, not sponsored or endorsed by ISPOR."

PAYMENT TERMS

Upon receipt of the invoice the Partner and/or Sponsoring Company is required to submit payment in full within thirty (30) days of the invoice date unless otherwise noted. After thirty (30) days or the payment due date noted on the invoice, the Partnership and/or Sponsorship will be withdrawn. However, failure to make payment does not release the financial obligation of the Partner and/or Sponsor. All Exhibit Hall Meeting Rooms assignments executed sixty (60) to one (1) day (September 9, 2026 – November 8, 2026) prior to the event are required to submit payment in full upon invoice receipt.

CANCELLATIONS

In the event the Partner and/or Sponsoring Company cancels the room rental by providing written notice on or before September, 9, 2026, ISPOR shall refund the fee paid. The affiliate group's cancellation after September 9, 2026, shall result in the affiliate group's forfeiture of the full room rental fee.

TERMINATION OF CONFERENCE AND EXHIBITS

Should the premises in which the ISPOR Conference is to be held becomes, in the sole judgment of ISPOR, unfit for occupancy, or should the conference and exhibit be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of ISPOR, the Exhibit Space and/or Sponsorship may be terminated. ISPOR will not incur any liability for damages sustained by Partner and/or Sponsor as a result of such termination. In the event of such termination, the Partner and/or Sponsor expressly waives such liability and releases ISPOR of and from all claims for damages and agrees that ISPOR shall have no obligations except to refund to the Partner and/or Sponsor a prorated share of the aggregate amount received by ISPOR (as rental for exhibit space for said exhibit and/or for sponsorship), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the Partner and/or Sponsor.

ENFORCEMENT PROCESS

To ensure fairness and compliance with the Affiliate Meeting Room Guidelines, violations will be addressed according to the following enforcement process:

- **First Violation:** A written warning will be issued to the exhibiting company outlining the nature of the violation and the expected corrective action.
- **Second Violation:** The exhibiting company will receive a placement penalty, resulting in last priority for future Affiliate Meeting Room assignments or selections.
- **Third Violation:** The exhibiting company may forfeit eligibility for future Affiliate Meeting Rooms and/or exhibit space at future ISPOR conferences, at ISPOR's discretion.

DISCLAIMERS

Once your request is approved, contact information for all service providers will be forwarded with acceptance of your Exhibit Hall Meeting Room request. The Company contact is responsible for all costs for any additional services or labor required. ISPOR will invoice you directly for the room rental **ONLY**.

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All matters and questions not covered by the above guidelines are subject to the discretion of ISPOR. These guidelines may be amended at any time by ISPOR, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ISPOR to contracted parties.

The Corporate Partner and/or Conference Sponsoring company requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow the guidelines outlined. The Company shall protect, indemnify, hold harmless and defend ISPOR, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ISPOR, its officer, directors, agents or employees.