47TH ANNUAL MEETING

EUROPEAN THYROID ASSOCIATION (ETA)

5-8 SEPTEMBER 2026

ALFANDEGA PORTO CONGRESS CENTRE

PORTO, PORTUGAL

ETA European THYROID Association

Exhibition-Manual

Inhaltsverzeichnis

1. Welcome

On behalf of European Thyroid Association, we are delighted to welcome you as exhibitor during the 47th Annual Meeting.
This Exhibition Manual contains important information and will help you to plan a successful exhibition.
Please pass the exhibition manual on to all people involved in this exhibition.
We wish you every success for the upcoming event and
looking forward to meeting you in Porto in September 2026!

2. Contact Information

Role	Contact name	Contact number	E-mail	Company
Event Manager	Yvonne Brunotte	+49 9187 974 24 12	brunotte@endoscience.de	ETA
Sponsorship & Exhibition	Yvonne Brunotte	+49 9187 974 24 12	brunotte@endoscience.de	Endoscience

3. Additional items and costs

In addition to the items listed in the ETA 2026 Sponsorship Guide, there are other ways to support your brand awareness and congress participation that are detailed in this guide. For the sake of simplicity, these are listed below along with the associated costs.

Opportunity	Description	Cost
Lead Retrieval	It is possible to obtain the contact details (name and country) of participants on site. With portable devices, you can scan participants' badges to record their data.	Cost estimate based on the requirements
Catering	If you wish, you can provide catering at your stand - all catering will be provided by the caterer responsible for the venue.	Cost estimate based on the requirements

4. Dates and Deadlines

The deadlines listed below are intended to ensure that all elements of your sponsorship can be delivered. The implementation of requests and orders after the specified deadline cannot be guaranteed.

Deadline	Item	Send by	Sent to	Important information
31.12.2025	Confirmation of agency contact to the congress organizer	Exhibitor	Yvonne Brunotte brunotte@endoscience.de	We would like to keep the number of people we need to contact to a minimum to avoid confusion. Therefore, please only provide the most important contact details.
31.12.2025	Confirmation of booth builder contact to the congress organizer	Exhibitor	Yvonne Brunotte brunotte@endoscience.de	
31.03.2026	Draft session agenda proposal sent to	Sponsor	Yvonne Brunotte brunotte@endoscience.de	All companies must submit an initial proposal for their satellite symposium agenda, for review and approval by the ETA Excom. **NOTE:** Speakers should not be confirmed until the POC has provided feedback on the initial proposals.

31.05.2026	Binding registration of satellite symposia and exhibition space	Sponsor	Yvonne Brunotte brunotte@endoscience.de	
24.07.2026	Symposium Invitation	Sponsor	Yvonne Brunotte brunotte@endoscience.de	Please send the invitation flyer in pdf format.
31.07.2026	Final session agenda submitted	Sponsor	Yvonne Brunotte brunotte@endoscience.de	Please indicate clearly that this is the final version of the program and can be uploaded to the event web page and included in printed materials
14.08.2026	Catering	Exhibitor / Sponsor	Ana Costa ana.costa@norahsevents.pt	
14.08.2026	Internet access	Exhibitor	Anabela Rocha anabelarocha@ccalfandegaporto.com	
14.08.2026	booth cleaning	Exhibitor	Anabela Rocha anabelarocha@ccalfandegaporto.com	
14.08.2026	Booth security	Exhibitor	Anabela Rocha anabelarocha@ccalfandegaporto.com	
14.08.2026	Stand construction and furniture	Exhibitor	Sermail Logistica Integrada, Lda alberto.freire@sermail.pt telma.vieira@sermail.pt	
14.08.2026	Submission of stand construction plans (area only)	Exhibitor	Yvonne Brunotte brunotte@endoscience.de	All exhibitors must submit plans of their stands with all dimensions for approval.
14.08.2026	Free of charge: 1 table / 2 chairs	Exhibitor	Yvonne Brunotte brunotte@endoscience.de	1 conference table and 2 chairs are available free of charge per stand
14.08.2026	Registration	Exhibitor	Yvonne Brunotte brunotte@endoscience.de	
28.08.2026	Electricity order	Exhibitor	https://eventos.norahsevents.pt/geral/exhibitorETA.aspx	All exhibitor spaces have a 16 A single-phase socket available in their spot. Please use the material order tool
28.08.2026	Extra table and chairs	Exhibitor	https://eventos.norahsevents.pt/geral/exhibitorETA.aspx	Please use the material order tool
03.09.2026	Delivery of congress bag inserts	Exhibitor	Event venue Alfandega Congress Center	Please note delivery instructions.
05.-08.09.2026	Submission of the final presentation slides for the symposium.	Sponsor	Media-Check (on site)	All slides must be handed in 2 hours before the session.

5. About the Venue

5.1 Venue Address

Alfandega Congress Center
EDIFÍCIO DA ALFÂNDEGA
R. Nova da Alfândega
4050-430 Porto
Portugal
https://www.ccalfandegaporto.com/en/

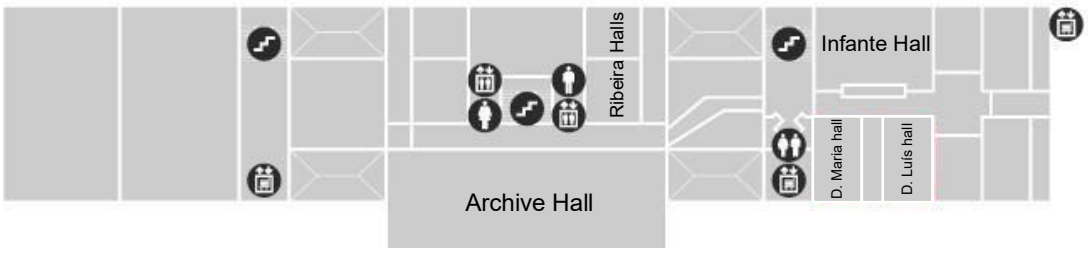
5.2 How to get there

https://www.ccalfandegaporto.com/en/location/

5.3 Venue layout

https://www.ccalfandegaporto.com/en/spaces/

Second Floor

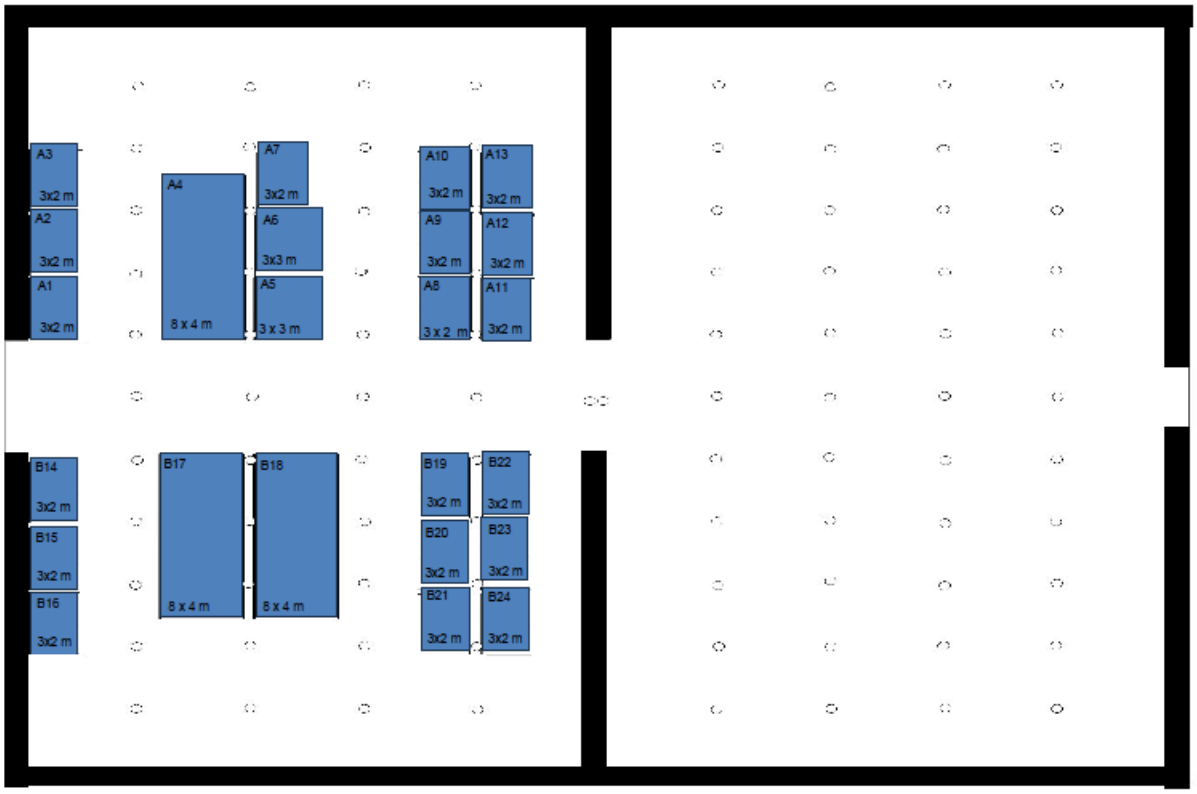


Ground Floor

6. ETA 2026 Room overview (Status at the time of printing)

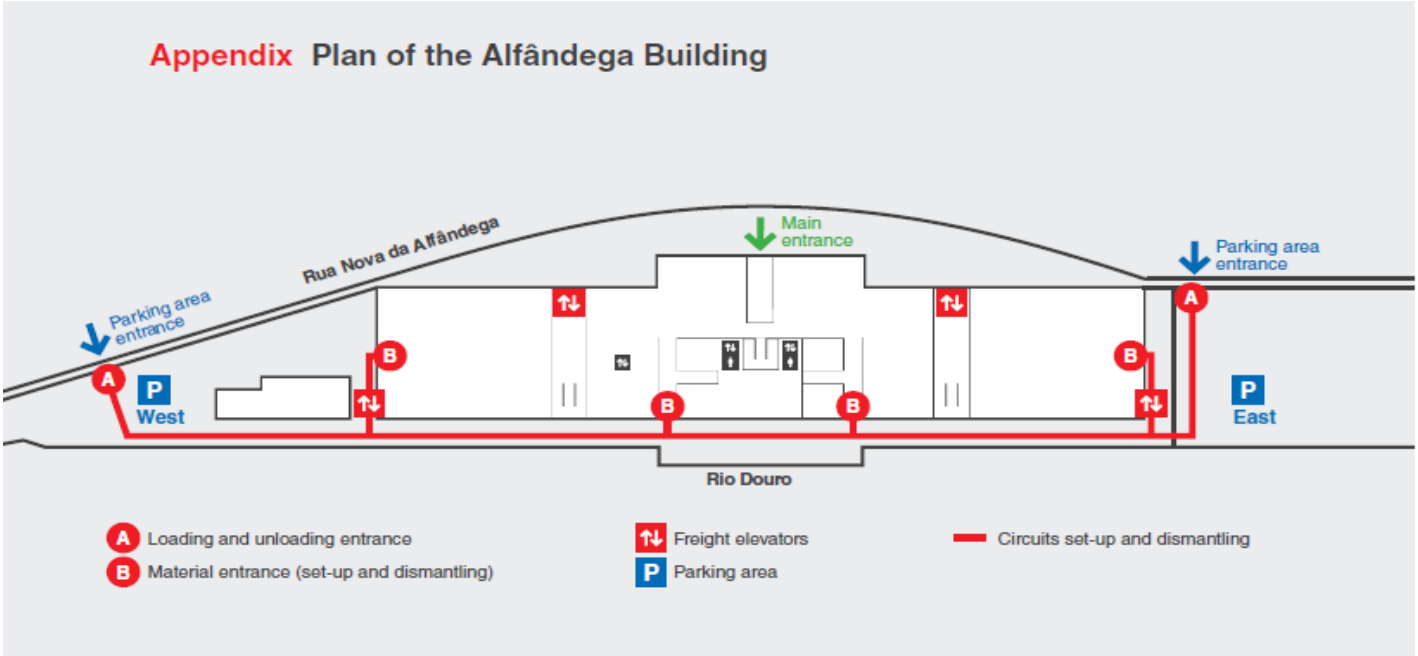
Lecture halls:	2. Floor:	Auditorium
	2. Floor:	Archive Hall, Infante Hall, D. Maria Hall, D. Luis Hall
Poster Area:	Ground Floor:	West Ground Floor
Industrial Exhibition:	Ground Floor:	West Ground Floor
Media Check:	2. Floor:	Ribeira Hall
Conference office / registration:	2. Floor	
Congress bag counter:	Ground Floor	
Cloak room:		

6.1 Exhibition plan



7. Delivery / Pick-up

Loading and unloading



All necessary goods for an event should enter the building by the accesses identified in the attached plan with the letter B.
Please note that deliveries must always be made directly to the stand area. The Congress Center and the organizer do not accept any deliveries and assume no liability for deliveries: all deliveries are at your own risk.
No means of transportation are available on site. Forklift trucks must have plastic wheels. Only electric forklifts are permitted.
For space reasons, transport vehicles must be unloaded and driven away as quickly as possible. Vehicles may not remain on the Congress Center grounds for more than 1 hour.

7.1 Delivery of exhibition stands

Friday, 04.09.2026 from 08:00 to 20:00 hrs

7.2 Delivery of advertising material

Delivery is only possible from Wednesday, 02.09.2026 during business hours.

Delivery labels have to be indicated as following:

Alfandega Congress Center
C/O Anabela Rocha
ETA 2026 – 05.-08.09.2026
Exhibitor name / "Material for exhibition space" or “secretariat desk material”
EDIFÍCIO DA ALFÂNDEGA
R. Nova da Alfândega
4050-430 Porto
Portugal

All shipments made by the exhibitors or by their shipping companies or through the exhibition organizers must be cleared by customs. It is the responsibility of the sender to assure that all taxes and customs for the shipments have been paid.

Dismantling of the exhibition

Dismantling is NOT possible before the end of the Congress on Tuesday at 12:00 hrs.

7.3 Delivery of congress bag inserts

Please deliver 1200 flyers by 12:00 noon on 04.09.206 at the latest.

Delivery is only possible from Wednesday, 02.09.2026 during business hours.

The delivery address for stand material is:

Alfandega Congress Center
C/O Anabela Rocha
ETA 2026 – 05.-08.09.2026
Exhibitor name / Bag Insert
EDIFÍCIO DA ALFÂNDEGA
R. Nova da Alfândega
4050-430 Porto
Portugal

Alfandega accepts no liability for material delivered.

7.4 Pick-up of materials

Please have all materials collected by Tuesday, 08.09.2026 07:00 pm at the latest. Any material still on site after this time will be disposed of at the exhibitor's expense. The costs will be invoiced to the respective exhibitor afterwards.

8. Exhibition

8.1 Exhibition stand equipment

Booking a pitch includes the following services:

- Booked exhibition space net
- Entry into exhibitors list in the final program
- Lunches/coffee breaks as indicated in the program

- 1 conference table and 2 chairs (must be ordered separately from Endoscience)
- 1 conference guide per stand
- Cleaning of public areas and aisles, excluding stand cleaning
- Free congress registration(s) from a stand area of 3 square meters (for the number of registrations, see under “Registrations”)

8.2 Floor

The exhibition area is Epoxy.

The floor load capacity is 500 kg/m².

8.3 Installation height

The maximum clear height is generally 4,30 m.

8.4 Suspensions

Suspensions within the exhibition area are NOT possible.

8.5 Door Dimension

The stand area is on the Ground Floor.

Door Dimensions: W 2,96 m / H 3,47 m

8.6 Stand construction and furniture

Sermail Logistica Integrada, Lda

alberto.freire@sermail.pt
telma.vieira@sermail.pt

Included furniture

If required, 1 conference table and 2 chairs can be ordered free of charge until 06.08.2026 at:

Yvonne Brunotte
brunotte@endoscience.de

Additional tables and chairs can be ordered via the material order form:

https://eventos.norahsevents.pt/geral/exhibitorETA.aspx

8.7 Electricity

All exhibitor spaces have a 16 A single-phase socket available in their spot. Please order via the material order form:

https://eventos.norahsevents.pt/geral/exhibitorETA.aspx

9. Exhibition Stand Construction – Self Build

Exhibitors who wish to build their own stand must send their drawings to Yvonne Brunotte (brunotte@endoscience.de) for approval. These must be submitted no later than 06.08.2026. Please indicate your stand number and the dimensions of your stand on the plan.

Self-built stands must not exceed the dimensions of the booked area, subject to approval by the organizers, the height limit for self-built stands is 4,00 m including platform floors.

9.1 Pillars

There are various iron columns within the exhibition area. No columns are position directly on the designated booth area.

9.2 Materials

The application of glue or any other fixing system is not allowed if it will damage the floor, direct or indirectly. The attachment of any type of material on the walls or ceilings of the rented spaces or its accesses with any type of system that will damage the building is not allowed, namely screws, plugs, glue, duct tape or others. Drilling or screwing walls, ceilings or pavement as well as any structure of the building is expressly prohibited. The use of paint or any similar product on the walls, ceilings, pavements or any structure of the building is expressly forbidden. The use of flammable and/ or toxic products on stand construction is not allowed.

10. General information for exhibitors

10.1 Internet / WiFi

There will be password-protected WLAN throughout the building during the congress. The access data will be communicated on site.

For a dedicated internet access please contact:

Anabela Rocha
anabelarocha@ccalfandegaporto.com

10.2 Storage

The venue has no storage facilities for empties and other materials required for the exhibition.
Goods should be stored on your stand and empty boxes disposed of.

10.3 Garbage Disposal

The Congress venue provides a waste container for the disposal of waste. The exhibition area must be completely cleared at the end of the dismantling period. It is not permitted to leave materials behind in the Venue. Any materials left behind will be disposed of at the exhibitor's expense at an increased charge without checking their value.

10.4 Booth Cleaning

For stand cleaning, please contact:

Anabela Rocha
anabelarocha@ccalfandegaporto.com

10.5 Insurance

The exhibitor shall be liable for any personal injury or damage to property caused by the operation of the exhibition stand and goods used by him. Exhibitors are advised to ensure that they have adequate insurance cover.

10.6 Booth surveillance

The organizer assumes general supervision without liability for loss or damage. No liability is accepted for items brought into the building. The exhibitor is responsible for the separate security of the stand and exhibits. The organizer does not plan to provide security during the congress, including the set-up and dismantling periods. Please do not leave any valuable items visible on the stand and lock up your valuables overnight.
overnight. Stand guards can be hired at your own expense:

Anabela Rocha
anabelarocha@ccalfandegaporto.com

10.7 Catering

Please note that lunch, tea and coffee will be provided in the exhibition hall during scheduled breaks. Should you wish to provide separate catering for delegates. Catering can be booked by emailing the venue supplier. Please address catering inquiries to:

Ana Costa
ana.costa@norahsevents.pt

10.8 Pallet trucks and forklifts

No trolleys or forklift trucks are available.

11. Exhibition-Schedule

The trade exhibition will take place from 05.-08.09.2026 at the West Ground Floor.

Set up		Exhibition Time:	
Friday, 04.09.2026	08:00 – 20:00	Saturday, 05.09.2026	10:00 – 18:00
		Sunday, 06.09.2026	07:00 – 18:00
Dismantling:		Monday, 07.09.2026	07:00 – 17:00
Tuesday, 08.09.2026	12:00 – 19:00	Tuesday, 08.09.2026	08:30 – 12:00

Dismantling before the end of the congress on Tuesday afternoon is NOT possible.

The complete and updated congress program can be found on the ETA 2026 website:
http://www.eta2026.de/programm.html

12. Registration

Registration quotes are available to sponsors/exhibitors of ETA 2026 and will be allocated according to the level of support. All badges must be named - it is not possible to issue generic company badges.

Complimentary passes can be ordered by completing the registration form and returning it to Yvonne Brunotte (brunotte@endsocience.de) by 14.08.2026 at the latest. Late submission of registration forms may result in a delay in processing.

All passes allow access to the exhibition, poster exhibition and scientific program.

Tickets that only allow access to the exhibition are not available.

12.1 Registration Entitlements

Complimentary passes are available according to the sponsorship:

	Complimentary tickets	Reduced tickets (150 € / Person)
per 3 sqm Exhibition space	**1**	**Number of complimentary tickets x 2**
Satellite symposium € 15.000,00	**2**	**Number of complimentary tickets x 2**
Satellite symposium € 20.000,00	**3**	**Number of complimentary tickets x 2**
Satellite symposium € 30.000,00	**4**	**Number of complimentary tickets x 2**

Additional tickets can be booked at the regular ticket price via the registration portal.

Please forward the registration confirmation to the relevant person and use the printed QR code to print out the name badge on site.

Booth Constructor

No registration is required for the set-up day. Stand constructors register via the organizer's reception desk on site.

13. Industry-Symposium

Satellite symposia are allocated according to the principle of priority booking. As far as possible, we try to allocate sessions according to the preferences of the sponsors.

13.1 Lecture-Times

There are seven (7) possible dates for satellite symposia, as follows:

Date	Time	Set up
Saturday 05.09.2026:	15:30 – 16:30 hrs (60 min)	Stand-alone
Sunday 06.09.2026:	07:00 – 08:00 hrs (60 min)	Early Morning
Sunday 06.09.2026:	11:10 – 12:10 hrs (60 min)	Parallel to MTE
Sunday 06.09.2026:	15:40 – 16:40 hrs (60 min)	Parallel to MTE
Monday 07.09.2026:	07:00 – 08:00 hrs (60 min)	Early Morning
Monday 07.09.2026:	11:10 – 12:10 hrs (60 min)	Stand-alone
Monday 07.09.2026:	14:40 – 15:40 hrs (60 min)	Stand-alone

Status at the time of printing – set up and time subject to change due to program adjustment

13.2 Satellite Symposium Benefits

Booking a satellite symposium includes the following services:

- Provision of the conference room
- Microphone for one speaker

- Chair table for 3 people incl. microphone
- Microphones in the audience
- Standard technology (loudspeaker and microphone system, screen, projector, laptop, laser pointer)
- AV technician and hostess during the session
- complimentary congress registrations according to booking
- Registration of your speakers
- Free program insert in the congress bag (provided by sponsor)
- Publication of the invitation flyer on the event website
- Sending the invitation flyer by e-mail to all registered participants as part of a reference to all industry symposia approx. 1 week before the event
- up to 5 guest passes for employees working on the session, not for speakers or chairpersons
- Permission to place an advertising banner (invitation) in the registration area on the day of the symposium (to be removed by the sponsor immediately after the end of the symposium)
- Permission to put up an advertising banner (invitation) in front of the lecture room where the symposium takes place 30 minutes before the session (to be removed by the sponsor immediately after the end of the symposium)

13.3 Lead Retrieval

Lead retrieval systems to record details (name and place of origin) of participants can be booked. To obtain the booking form, please contact: Yvonne Brunotte brunotte@endoscience.de.

Advertising banner

Sponsors of satellite symposia may display advertising banners on the day of their session. Sponsors are responsible for all design, production, shipping and design costs (no product advertising) of the banners.

The sponsoring company is solely responsible for the placement and removal of the banners.

14. General information about the event

14.1 Parking

The venue has limited parking facilities available (no pre-order possible).

14.2 House rules

Please note included file: General Rules for Rental and Use of Rented Spaces_rev1

14.3 Terms of Payment

The invoice amount is due within 30 days of receipt of the invoice. The invoice will be issued after the event by the ETA office / EndoScience Endokrinologie Service GmbH.

14.4 Compliance

Please note: It is the responsibility of the sponsoring company to comply with all relevant regulations when providing content for satellite symposia. All content, promotional materials and signage must, as a minimum, comply with the EFPIA Code of Practice.

This responsibility also extends to the activities carried out by companies or agencies engaged by the sponsoring company to support its presence at ETA 2026.

14.5 Cancellation

Symposia and exhibition stands can be canceled free of charge until 31.05.2026. After this deadline, 100% of the agreed costs must be paid.

15. NonCommercial Exhibition

Noncommercial institutions will be provided a booth space within the venue. The set up will include one table and two chairs.

16. Social Programm

You are kindly invited to the various evening events.

Welcome Reception

Saturday, 05.09.2026

Venue: Alfandega Congress Center
Dress Code: Business Casual
Time: 19:35-21:30
Price: Free for participants, registration is necessary!

NETWORK DINNER

Monday, 07.09.2026

Venue: tba
Dress Code: Lounge Suite / Formal
Time: 19:30-23:00
Price: tba €

All evening events are subject to booking and payment. Tickets can only be booked online via the congress website www.eta2026.de.

Limited number of spaces available – please book early to avoid disappointment!