

Terms and Conditions for Congress Sponsors EHEDG World Congress 2026



Definitions and Parties

Congress Organiser
(Organiser)

EHEDG Stichting
Karspeldreef 8, 1101 CJ Amsterdam,
The Netherlands

Contact details: EHEDG Head Office

Telephone +31 (6) 10 21 69 58
E-mail events@ehedg.org

Congress Centre

Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220
Vienna, Austria

Registration

Completing and submitting a sponsorship application form on the [Congress website](#).

Event Manager

Congress Centre representative, responsible for the project at the venue.

Sponsor

A company or institute, that is a current member of EHEDG and who submits a sponsor registration form and pays the sponsorship fee in full.

Participant

Individual or company/institute representative who is registered to participate in the Congress and pays the Participant fee in full.

Sponsorship Timeline

July 2025

As of July 2025	Registration
	*Registration includes a commitment to payment, with invoicing in January 2026.

January 2026

As of January 2026	Invoicing Sponsorship Fee
Upon 30 days of receipt of the invoice	Payment Sponsorship Fee

February 2026

Until 29 February 2026	Administrative Fees for Cancellations	0%
Until 31 May 2026	Administrative Fees for Cancellations	50%
After 31 May 2026	Administrative Fees for Cancellations	100%

August 2026

Until 15 August 2026	The layout of the graphic walls and company logos provided Company Information – latest appointment to submit the material
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September 2026

Until 1 September 2026	All booth Sponsor Participants registered
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October 2026

06 October 2026	*Booth assembly: 2:00 pm – 6:00 pm
08 October 2026	*Booth dismantling: 5:00 pm – 6:00 pm
	*Indicative timing; exact date to be confirmed closer to the event.

General Requirements

Registration as a Sponsor:

Participation in the Congress is subject to registration on our website. The Sponsor's application is a contractual offer to the Organiser. Upon registration, the Sponsor accepts the General Terms & Conditions as well as all conditions of participation detailed below. They are also liable for their staff's adherence to these Terms & Conditions while working on their behalf at the Congress.

The decision to accept a Sponsor's application is taken by the Organiser by sending out written confirmation by email in the form of an invoice for the payment amount. If confirmation is sent out, a contract is established between the Sponsor and the Organiser.

The Organiser will be allowed to turn down Sponsors for justifiable reasons, especially if the floor space is fully booked.

The Organiser is allowed to focus on specific target groups of Sponsor segments. The Organiser is entitled to limit the trade fair exhibits and to change the registered booth spaces. The products and services offered by the Sponsor must be classifiable under one of the bookable areas or topics of the Congress listed on our website. The details are described in the applicable website sections. Service providers in the fields of education and training, further education, as well as any kind of Congress agencies, are not permitted to take part.

Upon registration, a Sponsor will be automatically added to the EHEDG database, resulting in the creation of a company profile that will be displayed as a company account. By registering, the Sponsor grants the Organiser the right to publicly use any company licenses and brands within the company profiles. It is the Sponsor's responsibility to maintain their profile and associated communication in a manner that complies with legal requirements, demonstrates common decency, and does not infringe upon the rights of third-party users. In the Congress of any knowledge or evidence of legal violations on the part of the Sponsor, the Organiser reserves the right to block and/or delete the Sponsor's account.

Payment and Cancellation Terms

The Sponsor fee must be paid in full within 14 days of receipt of the invoice. Sponsorship status will only become effective once full payment has been received. Please note that confirmation of receipt of payment will not be provided.

Cancellations must be communicated in writing to events@ehedg.org. In the event of a cancellation, the following administration fees will be charged:

Until 31 December 2025	Administrative Fees for Cancellations	0%
Until 31 May 2026	Administrative Fees for Cancellations	50%
After 31 May 2026	Administrative Fees for Cancellations	100%

The Congress Organiser reserves the right to cancel the Congress should there be an insufficient number of bookings. If the Organiser cancels the Congress, any Sponsor fees that have already been paid will be fully refunded. No further claims can be made against the Congress Organiser. Please note that if the Congress has to be terminated prematurely or cancelled due to force majeure, the Sponsor is not eligible for a refund or reduction of the booth rental fee.

Booth Assignment / Booth Location

Booth assignments will be made by the Congress Organiser starting from January 1, 2026. The Organiser will take into consideration any special requests provided by the Sponsor to the best of their ability. However, booth assignments are only confirmed upon receipt of payment. The Congress Organiser reserves the right to make changes to the booth, including location, type, dimensions, and size, if necessary for safety reasons or to comply with public order regulations. The Sponsor acknowledges that such changes may occur and agrees not to claim any compensation as a result. It is possible that the location of other booth spaces may have changed since they were initially approved by the Sponsor.

Co-Sponsors / Partner Companies

Co-Sponsorship is not permitted.

Booth Set-Up and Dismantling Guidelines

Sponsors are permitted to work within the exhibition halls during the official set-up and dismantling hours, unless otherwise directed by security. Outside of these designated times, access to the exhibition area will be restricted for safety reasons.

Once the official installation period has ended, only final adjustments within the Sponsor's own booth space will be allowed. All visitor aisles must be cleared by this time to ensure smooth attendee movement and event readiness.

Preliminary Schedule (subject to confirmation):

- 06 October 2026 (Booth Assembly): 2:00 PM – 6:00 PM
- 08 October 2026 (Booth Dismantling): 5:00 PM – 6:00 PM

Booth Design and Construction Rules

Booth set-up and design will be managed by the Congress Center or its appointed partners. Detailed information about booth specifications and included equipment can be found in a separate section.

Sponsors must ensure that all advertising and structural elements remain within the boundaries of their allocated booth space. Under no circumstances may materials extend into neighboring booths.

The reverse sides of walls facing adjacent booths must be kept neutral and covered in white. Whenever possible, any additional rented space should be used to present exhibits.

Advertising materials, including lettering or logos, may not exceed the official booth height. Additional constructions or stand extensions are not permitted. Please use only the provided monitors (if included in your sponsorship package) and the designated wall areas for any promotional content.

The affixing of posters, signs, or additional lettering directly onto the booth walls is not allowed. All materials used must comply with fire safety regulations.

The Organiser reserves the right to remove any materials or items that violate technical guidelines, present a hazard or nuisance, or infringe on industrial property rights. Non-compliance with instructions may result in the removal of the exhibits at the Sponsor's expense.

In the case of serious or repeated violations, the Organiser may shut down or remove the entire booth. In such instances, the Sponsor remains liable for the full exhibition fee and any additional costs incurred.

Terms of Use

a. Sponsors must adhere to all rules and regulations governing the use of the exhibition grounds. Overnight stays in the halls or open areas are strictly prohibited. Sponsors are expected to act respectfully toward other Congress participants and avoid using their presence at the Congress for ideological, political, or unrelated promotional purposes.

b. Activities that disrupt the Congress—such as placing exhibits or materials outside the assigned exhibition area, generating excessive noise beyond booth boundaries, displaying offensive content, or similar disruptive behaviour—may prompt intervention by the Congress Organiser. In serious cases, the Organiser reserves the right to exclude violators from the event.

Booth Maintenance

Sponsors are responsible for maintaining their booths in good condition and ensuring they are properly equipped and staffed by qualified personnel throughout the entire duration of the Congress and during all designated opening hours. Booths must be fully staffed and operational by the time the Congress officially opens.

Early removal of exhibits or dismantling of booths before the official close of the Congress is not permitted. Any violation of this rule may result in a contractual penalty of €2,000, as stipulated by the Congress Organiser.

Advertising and the Press

Advertising of any kind within the rented booth area is only permitted for the Sponsor's own company and its products or services. Visual or acoustic advertising equipment must receive written approval from the Congress Organiser. Promotional activities outside the booth require the Congress Organiser's approval.

The Congress Organiser has the right to create and publish PR materials regarding the Congress and trade fair activities. This right applies to all media channels, including print, online, radio, and television.

Photography and other Video Recordings

All types of visual recordings, especially photography and film/video recordings, are prohibited throughout the entire venue, unless expressly approved in writing by the Organiser.

a. Exceptions for Photography

The Sponsor is allowed to take photographs or make drawings of their own booth or products exhibited during the Congress's opening hours. However, photographing other Sponsors' booths is prohibited.

b. Exceptions for Other Visual Recordings

Other visual recordings require the express written approval of the Organiser. The initial approval granted by the Organiser is preliminary and subject to further review and approval of the recordings made.

c. Utilisation by the Organiser

The Organiser has the right to produce or commission video or audio recordings, as well as drawings of exhibits or individual exhibits, for documentation purposes or for their own publications. This provision also applies to recordings of individuals.

d. Press and Media

Activities of the media, including radio, television, film, daily, and trade press, for the purpose of press coverage, are not affected by this provision.

Termination

The Congress Organiser reserves the right to terminate the contract if the Sponsor sublets or transfers their exhibition space to a third party without obtaining permission. In such cases, the Sponsor is still obligated to pay the full Sponsorship fee.

Liability

The Congress Organiser is liable for any personal or property damage only if they act with gross negligence or intent. Liability on the part of the Congress Organiser for damages to trade and exhibition goods, as well as booth furnishings, is excluded to the extent permitted by law.

It is the duty of the Sponsor to ensure that they have adequate insurance coverage. The Organiser recommends obtaining Sponsor insurance to cover transport and exhibition risks, particularly if such coverage is not included in the Sponsor's standard company insurance policy.

Verbal Agreement

All verbal agreements, individual consent, and special rulings are only valid upon written confirmation from the Congress Organiser.

Sponsor's Claims, Written Form, Place of Fulfilment, Place of Jurisdiction

All claims against the Organiser must be submitted in writing. The statute of limitations begins on the last day of the event. Any agreements that deviate from these Terms & Conditions must be made in writing. The English version of these Terms & Conditions is binding, and Dutch law shall exclusively govern the meaning and interpretation of the terms used herein.

The place of fulfilment is Vienna (Austria), and the place of jurisdiction is The Hague, Netherlands.

The Organiser reserves the right to assert their claims in the district court where the Sponsor's registered office is located.

Event Manager

The event manager has the authority to exercise their domiciliary right on the trade fair premises. He is responsible for ensuring compliance with public safety regulations. The event manager is also empowered to suspend or terminate the Congress if necessary. All instructions provided by the event manager must be promptly followed. In the Congress of any exceptional incidents that may impact the safety of the Congress, immediate notification should be given to the event manager.

Detailed Requirements / information

Congress location

Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220
Vienna, Austria

Business Hours

1st day: 07 October 2026 8:00 a.m. – 5:00 p.m.

2nd day: 08 October 2026 8:30 a.m. – 5:00 p.m.

Booth personnel entry time: 7:45 am

*Indicative timing; exact date to be confirmed closer to the event.

Themes / Topics

For further information on the theme and topics, please visit the Congress website.

Exhibition Booth

An exhibition booth may be booked on the website of the Congress under 'Sponsorship'.

4.1 Sponsorship packages and pricing information

We offer a selection of Sponsorship packages, each of which includes the necessary booth equipment and also various advertisement and visibility opportunities as described below.

Please note that the number of available booths in each category is fixed. Allocation of exhibition booths will be done strictly upon receipt of a completed registration form. Sponsors do not have an automatic entitlement to a specific booth model.

Booth reservations can only be made under exceptional circumstances, for a maximum period of 2 weeks. After this period, the booth will automatically become available for booking by other Sponsors. It is important to understand that making a reservation does not guarantee the claim to the reserved booth. No booth reservations will be accepted after July 31, 2026.

To secure an exhibition booth, please visit the Congress website and navigate to the 'Sponsorship' section. Please be aware that Sponsorship opportunities are exclusively available to EHEDG Member Companies.

The deadline for Sponsor registration is July 31, 2026, subject to availability.

Sponsorship Packages

Sponsorship packages fees:

During the EHEDG World Congress 2026		Gold	Silver	Bronze
		€12,995	€10,495	€8,995
Booth		8m2	6m2	4m2
	Tv monitor at the booth	●		
Complementary registrations	Staff Members	2	2	1
	Early bird ticket pricing for additional Congress registration(s)	●	●	●
EHEDG website promotion	Logo listed in the Congress area of the EHEDG website, leading to a dedicated landing page with sales material	●	●	
	Logo listed in the Congress area of the EHEDG website			●
On-site promotion	1/4 page in the online Congress pocket programme book, with QR code leading to your website	●	●	
	Logo listed in the online and printed Congress pocket programme book	●	●	●
	60"clip (provided by the sponsor), played during the Congress	●		
	Logo displayed on signage at the Congress venue	●	●	●
	Logo displayed on projection screen on the main stage during the breaks	●	●	●
	Your giveaway for the delegates that has to fit in on A4 bag	●	●	

Before the EHEDG World Congress 2026		Gold	Silver	Bronze
Booth	Virtual booth/room at the EHEDG Online Congress 2025*	●	●	●
EHEDG website, social media, publication, and e-mail promotion	Inclusion in the EHEDG Online Congress 2025 related mailings, starting in Q3-2025*	●	●	●
	Inclusion in the Q4-2025, Q1, Q2 and Q3-2026 EHEDG newsletter to 6,000+ recipients	●		
	Inclusion in the Q4-2025 and Q2-2026 EHEDG newsletter to 6,000+ recipients		●	●
	Inclusion in the EHEDG World Congress 2026 press releases (pre-event and post-event)	●	●	●
	One repost on LinkedIn of your organisation's post mentioning that you are one of our Gold sponsors	●		
	Periodic generic sponsors post on LinkedIn	●	●	●
	Featured 4-page spread interview in the EHEDG Yearbook published March 2026	●		
	Featured 2-page spread interview in the EHEDG Yearbook published March 2026		●	
	Featured 1-page interview EHEDG Yearbook published in March 2026			●

* Complimentary if you register before the 29th of September 2025

The quoted prices are shown excluding the statutory VAT.

The following items are **not included** in the package price:

- Set-up and dismantling by the Sponsor
- Storage before and after the Congress
- Transportation
- On-site staff assistance
- Additional power connections
- Extra booth equipment

Special Sponsorship Terms for Austrian Companies (Not Yet EHEDG Members)

A specific sponsorship package is available to Austrian-based companies that are not currently members of EHEDG. Under this arrangement:

- A fee of **€7,500** applies for a **3-year engagement** with EHEDG
- Includes a **4 m² booth** and **2 staff passes** for the EHEDG World congress 2026
- All standard benefits associated with the **Bronze sponsorship package** apply
- **EHEDG membership is granted free of charge until 31 December 2026**
- For 2027 and 2028, the **standard membership fee applies**, based on the company's annual food-related turnover

This option is subject to the same general terms as other sponsorship arrangements unless otherwise specified.

Additional Booth Equipment

Additional equipment to complete your booth fittings may be booked via events@ehedg.org until 31 July 2026 at the latest. Booth equipment that is part of a booth model package may not be changed for other equipment.

Mounting your own additional booth equipment is possible under certain circumstances. Special requests must be submitted to the exhibition Organiser by 31 July 2026 at the latest. These will be taken into consideration as far as possible.

The erection of additional advertising material is not permitted. Please use only the monitors provided (if included in your booked booth model) and the designated area on the walls for your advertising.

Please note that sticking posters, advertisements, or additional advertising lettering on the booth walls is not permitted.

In case of a violation of these rules on the part of the Sponsor, the Congress Organiser reserves the right to shut down the booth or have the additional unauthorised equipment removed. The Organiser also reserves the right to impose a contractual penalty of 1000, - Euro.

Exhibits in your Booth

Exhibits with a height of more than 2.00 m (maximum height of the booth/side walls) are only permitted after presentation of the appropriate plans and receipt of the Organiser's approval. The reverse sides of the booth walls facing the neighbouring booth must be neutral (covered in white). Ideally, the rentable additional space will be used to present such exhibits. The exhibits may feature the usual company logos or product names for the purpose of identifying the product, but not for advertising purposes. Placement of additional lettering on exhibits is not permitted if it exceeds the booth height of 2.00 m.

Design and Layout of Walls

IMPORTANT notice: please ensure that the design and layout of the exhibition booth walls conform to the specifications provided. In case you have any queries, please contact us directly in order to avoid any misunderstandings. Please note walls, which do not conform to the specifications, may not be constructed.

Detailed information on designing the walls can be requested via events@ehedg.org

The layout of the walls and your company logo must be submitted no later than 31 July 2026.

Attendees

Your attendees must be registered by 15 September 2026 at the latest on the EHEDG website.

Food and Beverages

Food and beverages may only be served in the areas designated by the organizer. Serving food or beverages in the booked exhibition booth is not permitted.

Exhibition Hall Floor Plan

The exhibition hall floor plan will be available by 31 January 2026.

Deliveries and Storage

With the exception of goods carried by hand or transported via trolley, all transportation of goods within the Austria Center Vienna must be conducted exclusively through the official freight forwarding partner:

IML - Messe Logistik GmbH

Bruno-Kreisky-Platz 1, A-1220 Vienna

Contact: Mr. Wolfgang Unzeitig

Tel: +43 1 997 41 33 0

Email: office@iml-vienna.at

Please note that deliveries and removals inside the venue are permitted **only** through IML. Sponsors are required to ensure that any advance shipments are sent exclusively to IML and clearly marked with the name of the event.

Deliveries and removals via the main entrance, as well as parking on the ramp, are strictly prohibited.

Shipping Information & Handling Rates for freight services are available [here](#).

Food and Beverages

Food and beverages will be provided free of charge to Sponsors and Participants.

Privacy Policy

The personal information provided by Congress Sponsors will be used solely for congress-related communication purposes. Only basic contact details, such as full name, position, name of the company/organization, and corporate email address, will be shared with other Congress Participants.