

EXHIBITOR SERVICE MANUAL



08-11 June 2026

Budapest, Hungary

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1 USEFUL LINKS

ONLINE
EXHIBITOR
INTERFACE

EVENT
WEBSITE

PUBLIC
INTEREST
CONTACTS

RULES AND
REGULATIONS
OF OPERATION

GENERAL
BUSINESS
TERMS AND
CONDITIONS

HALLS'
SPECIFICATIONS

HELLOPAY

VIRTUAL
VENUE TOUR

CATERING

2 EVENT INFORMATION

2.1 Location

Venue of the event:

HUNEGXPO Budapest Congress and Exhibition Center

Address: 1101 Budapest, Albertirsai út 10.

Halls: Hall H - Exhibition
 Hall C Congress Center - Conference

2.2 Timing



2.3 Contacts

Hungexpo Team

Exhibition

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EACR Team

Exhibition

Michael Podt
eacr@newway-management.com

2.4 Rules and Regulations of Operation

By signing and returning the application form all exhibitors accept the Rules and Regulations of Operation. We ask that all exhibitors and contractors fully comply with its provisions in the future.

The document [can be downloaded](#) HERE.

3 EXHIBITOR ENTRY

3.1 Online exhibitor interface

Functions of the Exhibitor **Online System**:

- ordering services

The access codes required to use the system will be sent to you by e-mail.

You can access the user manual of the system at the following [link](#), as shown in this video:



3.2 [Service desk](#)

Hungexpo will be operating a service desk in Hall H during set-up and the operation of the event. Exhibitors may order additional services at the service desk and receive up to date information about the operative part of the event. Please kindly note that on site orders should be paid for upon ordering.

4 [DETAILED INFORMATION](#)

4.1 [Deadlines](#)

⚠ Deadline for ordering services:

- Discounted: 15 May 2026
- Base price (discounted price + 20%): from 16 May until 1 June 2026
- On-site price (basic price + 20%): during the construction period or during operation, instant payment by card on site

Payment deadline for ordered services: 5 June 2026

Final invoice payment deadline: the last day of operation

4.2 [Opening hours](#)

Please kindly refer to the exhibitor manual's timetable provided by EACR on page 5. Hall opening hours **for exhibitors**:

Period	Date	Date
Set-up	7 June 2026	08:00-20:00
Dismantling	10 June 2026	20:00-00:00
	11 June 2026	08:00-12:00

⚠ Please leave the interior of the hall before the closing time to ensure that the closure can take place on time.

4.3 Gates, access

Rules of entry to the HUNGEXPO **premises**:

Person (pedestrian) entry:

- construction and dismantling: Hall C Congress Center
- during the operating period: Hall C Congress Center

Vehicle entry:

- during the construction and dismantling period: Gate II
- during the operating period: Gate II
- Parking: Hall C Congress Center and Hall H depot

Rules **for entering the Halls**:

Vehicles with a total weight of less than 3.5 tonnes **may only enter the halls** for the duration of unloading. When loading is completed, it is necessary to immediately leave the halls.

Parking on the traffic path inside the halls is strictly PROHIBITED, due to blocking the escape route and obstructing traffic in the halls.

- **Construction period**
 - On the **last day of construction**, it is FORBIDDEN to enter the hall by car.
- **Operating period**
 - It is FORBIDDEN to enter the hall with a vehicle!
- **Dismantling period:**
 - On the last day of operation, it is forbidden to enter the hall with a vehicle. Therefore, we recommend that you bring a handcart for the dismantling

5 STAND INFORMATION

5.1 Shell-scheme stand/Custom stand/Self-build stand

In the case of a shell-scheme stand order, the stand is built by HUNGEXPO.

In case of custom stand orders, the structure is provided by HUNGEXPO based on a pre-approved price offer.

The stands built by HUNGEXPO are exempt from the stand documentation approval.

If you need more information, please contact your organizer using the [contact details above](#).

In the case of space only stands, HUNGEXPO provides the empty space of the ordered size as well as other services ordered in the web shop (e.g. electrical connection, furniture, etc.). In the case of these stands, it is mandatory to obtain prior approval of the stand construction plans.

Detailed information: [Chapter II, Section 2.4 of the RULES and REGULATIONS](#).

5.2 Approval of construction plans

The condition for the construction of space only stands (including stands without structure) is the prior approval of the construction plans of the stands. HUNGEXPO checks and approves the plans of the structures from a fire and occupational safety and technical point of view.

The stand plans must be sent to the Hungexpo team via email.

⚠ Deadline of submitting the plans: 15 May 2026

Documents to be sent:

- ✓ Furnished, scaled floor plans and cross-sections (indicating electricity and water supply points)
- ✓ Rigging plans
- ✓ Designer's statement
- ✓ Technical description
- ✓ Fire and occupational safety description

In the case of a two-storey stand and a stand higher than 2.5 meters, it is necessary:

- to inform the neighbouring booths
- a side wall higher than 2.5 m towards the neighbour can only have a white, solid, homogeneous surface; at the request of the neighbour, a company creative can be placed, at their own expense

Suspension:

- subject to prior authorisation
- can only be placed on the space grid above the installation
- the rigging can only be done by HUNGEXPO
- installation without a permit may be removed by HUNGEXPO at the expense of the exhibitor

Detailed information: [Chapter II, Section 4 of the RULES and REGULATIONS](#).

⚠ Deadline of submitting fascia inscriptions and info counter logos: 15 May 2026

- Please note that shell scheme installations include fascia inscriptions on all open sides and a logo on the info counter
- Please submit the inscription and the logo via the following email address: eacr.2026@hungexpo.hu until the above-mentioned deadline

5.3 Unplugging the Stand

The installation of the electrical connection is a service exclusively provided by HUNGEXPO Ltd.

During the event period, the exhibitor is obliged to ensure that the stand lights are switched off and the electrical equipment and machines on the stand are disconnected before leaving. In case of failure to do so, for safety reasons, HUNGEXPO Ltd. will completely disconnect the electrical systems in the public utility tunnel, so the sections providing the night-time power supply will also be disconnected.

As a result, the exhibitor who fails to switch off is liable for any damage caused to the exhibitor's own stand and to the stands of neighbouring exhibitors connected to the same section. For devices that require a night-time power supply (e.g. refrigerator), a separate circuit must be built in front of the main switch.

5.4 Rules of construction

The processing of raw materials (cutting, grinding, varnishing, etc.) is prohibited in the halls, as well as the use of woodworking machines, welding equipment, any kind of open flame or combustion engine machinery (e.g. compressors).

Detailed information: [Chapter II, Section 4 of the RULES and REGULATIONS](#).

6 OTHER INFORMATION

6.1 Freight forwarding, logistics

Kristal has been appointed as the official freight forwarder, customs clearance agent, and drayage contractor for the EACR 2026 Congress.

For queries, please contact Maria Papantoniou:

Email: maria.papantoniou@kristal-logistics.com

Mobile: +32 2 7514680

It is not possible to store empties on your stand or in the exhibition hall, other than in areas under supervision by Kristal.

6.2 Catering, tasting

HUNGEXPO Ltd. has an exclusive agreement for CATERING (stand and party service, catering) services. We do not allow external catering service providers to enter the area. You can request a quote via the.catering@hungexpo.hu email address.

If the exhibitor does not wish to use the catering services provided by HUNGEXPO but provides food or beverages for its guests within the area of the stand (without the involvement of a subcontractor), it shall notify HUNGEXPO in writing, which HUNGEXPO shall submit to the competent authority. The form to be filled is available by the catering@hungexpo.hu email address.

Further rules of tasting are regulated by [Chapter I, Section 2.1 of the RULES and REGULATIONS](#).

6.3 [HelloPay](#)

A cashless payment system is operating **on the premises of HUNGEXPO** for the following services:

- Hospitality
- Parking

More information about the HelloPay system is [available HERE](#).

6.4 [Liability insurance and property protection](#)

Property protection:

The night guarding of the halls is provided by HUNGEXPO, but no one (not even their own guard) is allowed inside after closing. During the opening hours of the hall, the exhibitor is responsible for the safekeeping of his exhibits. If the exhibitor wishes, they can order security services to the stand during operation hours. We ask all exhibitors to ensure the removal of all movable objects on their stand before starting the dismantling works.

Any damage must be reported immediately to the on-site security staff. The halls do not provide security for valuables. The halls are protected by a camera system, but no footage of the stands can be released.

Detailed information: [Chapter I, Sections 3.4 and 3.5 of the RULES and REGULATIONS](#).

6.5 [Noise protection](#)

If you plan to have a program with amplification at the stand during opening hours, please send the program plan agreed with the neighbouring exhibitors to the organizers. The speakers should be directed towards the inside of the stand. If the sound pressure reaches or exceeds 80 dBA at the stand boundary and 75 dBA in the meeting rooms, HUNGEXPO Ltd. is entitled to terminate the energy supply.

Noise protection rules apply not only in stalls and halls, but also in open areas, so we ask that the rules be followed in all areas.

Detailed information: [Chapter I, Section 3.9 of the RULES and REGULATIONS](#).

6.6 [Smoking](#)

Smoking, open flames and the use of devices imitating smoking are prohibited in the halls and on the construction site. Smoking is only allowed in designated areas.

Detailed information: [Chapter IV., Section 9 of the RULES and REGULATIONS](#).