

Exhibitor Manual

International Congress of
Parkinson's Disease and
Movement Disorders®



International Parkinson and
Movement Disorder Society



October 4-8, 2026
Seoul, Korea



Exhibitor Manual

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Contacts

Official International Congress Name

International Congress of Parkinson's Disease and Movement Disorders®

Abbreviation: International Congress

International Congress Website

For updated information about the International Congress, please visit:

[International Congress of Parkinson's Disease and Movement Disorders®](https://www.internationalcongressofparkinsons.org/)

MDS Exhibitor/Sponsor Portal

The MDS Exhibitor/Sponsor Portal can be accessed [here](#).

International Congress Secretariat

For questions regarding exhibit and sponsorship deliverables, contact:

Aaron Raasch, Exhibits and Sponsorship Manager

International Parkinson and Movement Disorder Society

555 East Wells Street, Suite 1100, Milwaukee, WI 53202 USA

Phone: +1 414-276-2145

Email: araasch@movementdisorders.org

Official International Congress Venue

COEX Convention and Exhibition Center

513, Yeongdong-daero, Gangnam-gu

Seoul 06164, Korea

For general venue-related questions, contact:

Lynn Kwak, Senior Manager

Email: lynn.kwak@coex.co.kr

Decorator

For all your decorator needs, contact:

Rabbit Co., Ltd

Roy Jang, Project Manager

Email: roy@rabbitspace.co.kr

Phone: +82-10-7308-1785

[Furniture Catalogue](#)

[Order Form](#)

Logistics Partner (Including Shipping Needs)

For shipping, storage & warehousing, customs brokerage & compliance, and onsite handling, contact:

[Interflow Logistics](https://www.interflow.ie/)

Adriana Mello

Email: adriana.mello@interflow.ie

Phone: +35 387 479 6338



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Hostesses

DotPlanner

Email: ella@dotplanner.kr

[Order Form](#)

Photographer

Studio Nightrun

Jiwoong (Samuel) Han

Email: studionightrun@gmail.com

Housing and Accommodations

Visit the International Congress Housing page:

<https://www.mdscongress.org/Congress/Housing.htm>

Group Registration

Group registration information can be found by visiting:

<https://www.mdscongress.org/Attend/Register>

**A separate registration process is available for regular exhibitor registration.*

Exhibitor Registration

Exhibitor registration login access will be shared with all confirmed exhibitors and their primary contacts via email. Additional information is shared in the MDS Exhibitor/Sponsor Portal [here](#).

Registration Support

Registration is provided by Maritz Global Events. For assistance or questions, contact Maritz at

Email: MDSCongress@maritz.com

Phone: [+1 774-247-4069](tel:+17742474069)

Lead Retrieval

Lead Retrieval is available through our registration partner, Maritz, and can be purchased through the [Exhibitor Portal](#) or with this [order form](#).

To submit the order form or for assistance, contact: exhibitorservices@maritz.com.

Audio/Visual (AV)

For all Audio/Visual needs or questions, contact:

COEX Goodplan AV

Email: share@coexgoodplan.com

[Order Form](#)

Catering – Food and Beverage

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the caterer, Shinsegae Foods at COEX Banquet and Convention. Here is the link to the [catering order forms](#). If the desired catering is not offered by Shinsegae Foods, exhibitors are allowed to bring in outside catering after you receive approval.

Contact:

Shinsegae Foods at COEX Banquet and Convention

Daeho Shin

Email: dh.shin@gdgalleria.com



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Meeting Rooms/Hospitality Rooms

For Inquiries on Meeting Rooms/Hospitality Rooms, contact:

Sarah Smith, Congress Meetings Manager

Email: ssmith@movementdisorders.org

Phone: +1 414-276-2145

Additional Stand Cleaning

[Order Form](#)



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Exhibitor Information

Exhibit Hall Location

The E-Poster and Exhibit Hall will be located in **Hall D, Level 3**.



Exhibitor Installation

Friday, October 2 8:00 – 20:00 *All paid exhibitors (standalone and in-line)*
Saturday, October 3 8:00 – 20:00 *All paid exhibitors + nonprofit tabletops*

Exhibitor Dismantlement

Wednesday, October 7 16:00 – 20:00
Thursday, October 8 8:00 – 12:00

**Exhibitor Installation and Dismantlement hours are subject to change.*

Exhibit Hall Access and Hours

Exhibit Hall Hours

Sunday, October 4 9:00 – 16:00
Monday, October 5 9:00 – 16:00
Tuesday, October 6 9:00 – 16:00
Wednesday, October 7 9:00 – 16:00

Exhibitor/Meeting Suite Access

8:00 – 17:00
8:00 – 17:00
8:00 – 17:00
8:00 – 17:00

Construction Guidelines:

- The maximum building height is **4.5m** for island booths.
- All technical plans for custom build (space only) exhibits will need to be submitted for review by MDS and the Decorator by **July 29, 2026**. Email renderings to the MDS Secretariat, Aaron Raasch at araasch@movementdisorders.org
- **For island booths (aisles on all four sides):** Sufficient see-through areas must be provided to prevent blocking views of adjacent booths (i.e. 50% of the island must be open display and not completely enclosed). Not applicable to booths 18sqm or smaller.
- **Rigging/signage/bulkheads:** Rigging will not be available within the E-Poster and Exhibit Hall because of limited rigging points.



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Exhibiting Information

- Exhibitors must staff their exhibits during the above hours. Exhibit stands may not be left unattended for extended periods of time.
- Overnight security is provided, but all exhibitors are strongly encouraged to store and lock any valuables.
- *No packing of equipment, literature or dismantling of exhibits will be permitted before 16:00 on Wednesday, October 7.*
- Interflow Logistics and Kemi-Lee will begin returning empty containers as soon as the aisles are prepped for dismantlement.
- *Exhibit hours are subject to change. Exhibitors will be notified if a change in hours is necessary.*

Standard Booth Equipment – each 10'x10' booth includes:

- Three high walls (image shows a booth at the end of a row with only two walls)
- Spotlight
- Power Socket (220V)
- Carpet
- Name Fascia Sticker
- Reception Desk
- High Stool
- Waste basket



Installation Contents	Quantity	Note
Octa System Structure	1	3x3x2.5(m)
Floor(finetex)	1	3x3(m)
Spotlight	3	100W
Electrical Outlet(2 halls)	1	15A/220V(1 kW)
Company Signboard	1	3x0.25(m)
Information Desk/Chair	1 Desk+ 1 Chair	1x0.5x0.75(m)
Trash Can	1	

Exhibitors may order items for their booths, including upgrades to flooring at your own cost, via Rabbit order forms.



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Exhibitor Requirements for Independent Contractors

Exhibiting companies who plan to use the services of an exhibitor appointed contractor (EAC), display house/service firm other than the designated service contractor must abide by the following rules:

- The exhibitor must notify the MDS International Secretariat in writing no less than 30 days prior to the International Congress of the names of the display house/service firm, address, telephone number and contact person.
- The display house/service firm must furnish a copy of an insurance certificate to the MDS International Secretariat in the amount of \$1,000,000.00 USD per occurrence and \$2,000,000 total liability coverage to include property damage. This certificate must be submitted no less than 30 days prior to the meeting. The certificate must indicate full coverage for installation days, show days and dismantling days.
- EAC/display house/service firms may only be in the exhibit area during installation and dismantlement hours.
- EAC/display house/service firms may not solicit business on the exhibit floor at any time.
- EAC/display house/service firms must cooperate with the official designated contractors especially by not interfering with the efficient use of an official contractor's workers.

Submit your insurance documents [online here](#). Be sure that the name of the attachment reflects the name of the insured exhibiting company.

Need assistance securing liability insurance? Contact MDS for referral information.

Admission to Exhibit Hall

- Each exhibitor will be granted three (3) complimentary Exhibitor Badges per 9sqm (10x10) of space purchased for access to the Exhibit Hall only. Additional Exhibit-only Badges can be purchased at \$150 USD each in advance via the registration portal or in person.
- Exhibitor Badges **do not** grant access to any portion of the International Congress. Exhibitors attending scientific sessions must register separately for a Full International Congress Badge at the regular delegate rate. Full International Congress Badges already grant access to the Exhibit Hall thus a separate Exhibit Badge is not needed.
- Any/all personnel working any part of your exhibit booth during run of show **must** have an Exhibitor Badge, including non-staff service personnel.
- Information on how to register for exhibit booth personnel will be emailed to the exhibiting company's primary contact.

Badge Policy

Admission to the Exhibit Hall will be by name badge only. Security guards will monitor the Exhibit Hall entrances for proper identification.

Exhibitor Registration

Advanced exhibitor badge registration (for anyone working an exhibit booth during run of show) is provided through a separate exhibitor registration process. Details and information will be sent to primary contacts via email and as well as shared in the MDS Exhibitor/Sponsor Portal.

General International Congress Registration information is available on the International Congress website: <https://www.mdscongress.org/Congress/Registration.htm>.



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For full access to the International Congress, attendees must be registered on the attendee site but it is important to note that anyone with a full access badge does not also need an exhibitor badge (full access badges grant *full access* to the International Congress, which includes the Exhibit Hall).

Onsite Registration Desk

All badges will be available for pick up at the **MDS Registration Desk** in the **North Gate of the COEX Convention and Exhibition Center** during the following times:

Registration Hours*

**Onsite registration hours are subject to change.*

Saturday, October 3	16:00 – 18:00
Sunday, October 4	7:00 – 18:00
Monday, October 5	7:00 – 16:30
Tuesday, October 6	7:00 – 17:00
Wednesday, October 7	7:00 – 16:30
Thursday, October 8	7:00 – 12:00

Exhibitor - Promotional Items Approval Due by August 7, 2026

Please send via email the following information along with a sample, photo, or written description of each item to the MDS International Secretariat at arasch@movementdisorders.org.

Distribution of descriptive product literature, notepads, pens, and pencils is permitted and does not have to be approved. For those companies who comply with the PhRMa or EFPIA Code, please refer to the Code with regards to promotional items.

- Name, company and address
- Exhibitor booth name and number
- Phone number and email address
- Description of item(s), photo, and/or digital sample
- Place “Promotional Items Approval” somewhere in the email subject line



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Sponsor/Exhibitor Regulations

Agreement Terms and Conditions

The Sponsor and/or Exhibitor shall be fully responsible to pay for any and all damages to property owned by the COEX Convention and Exhibition Center and its owners or managers, which result from any act or omission of the exhibitor. The Sponsor and/or Exhibitor agrees to defend, indemnify and hold harmless, the International Parkinson and Movement Disorder Society®, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the Sponsor and/or Exhibitor's use of the property. The Sponsor and/or Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Sponsor and/or Exhibitor, its agents, employees and business invitees which arise from or out of the Sponsor and/or Exhibitor's occupancy and use of the exhibition premises, the COEX Convention and Exhibition Center or any part thereof.

In addition, the Sponsor and/or Exhibitor acknowledges that the International Parkinson and Movement Disorder Society, COEX Convention and Exhibition Center and all other service providers do not maintain insurance covering the Sponsor and/or Exhibitor's property and that it is the sole responsibility of the Sponsor and/or Exhibitor to obtain business interruption and property damage insurance covering such losses by the Sponsor and/or Exhibitor.

You must observe the rules of the exhibition as set in the "Sponsor/Exhibitor Regulations" section of the Support Opportunities and Exhibitor Prospectus for the International Congress of Parkinson's Disease and Movement Disorders in Seoul. Acceptance of this application by the organizer converts this into a contract for exhibit space.

Advertising Material

Canvassing or distributing of advertising material by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor's assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the MDS International Secretariat. Unauthorized signage will be removed.

Audiovisual Equipment

Sound systems must be kept at a reasonable level and may not interfere with other exhibitors.

Demonstrations

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor's assigned space.

Facility Regulations

Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations is [available here](#).

Food And Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the caterer, Shinsegae Foods at COEX Banquet and Convention. Here is the link to the [catering order forms](#). If the desired catering is not offered by Shinsegae Foods, exhibitors are allowed to bring in outside catering with approval.



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Hospitality Suites and Special Events

Company-sponsored special events must be approved by the MDS International Secretariat. Please contact the MDS International Secretariat for more information.

Liability

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the COEX Convention and Exhibition Center and its owners or managers, which result from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify and hold harmless, the International Parkinson and Movement Disorder Society, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor's use of the property. The exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the COEX Convention and Exhibition Center or any part thereof. In addition, the exhibitor acknowledges that the International Parkinson and Movement Disorder Society, the COEX Convention and Exhibition Center, and all other service providers do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Meeting Space

Permission is required for all ancillary events during the International Congress. Complete a separate application for each individual event. Meeting suites on the Exhibit Hall floor may only be reserved by companies sponsoring the Congress; meeting space within the COEX is limited. Non-sponsors must also complete the application, and may to be directed to hotels nearby.

Review the [Ancillary Events policy](#) and complete the [2026 application](#).

Market Research

Surveys or market research of any kind is prohibited.

Marketing in Conjunction with Accredited Continuing Education

As an accredited provider, the International Parkinson and Movement Disorder Society has the responsibility to ensure that education is separate from marketing by ineligible companies. The ACCME defines an ineligible company as an entity whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. Ineligible refers to the definition of the company and not its ability to market or exhibit in association with the accredited event.

Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:

1. Influence any decisions related to the planning, delivery, and evaluation of the education
2. Interfere with the presentation of the education
3. Be a condition of the provision of financial or in-kind support from ineligible companies for the education



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No Smoking

Smoking in all public spaces in the COEX Convention and Exhibition Center is prohibited.

Prizes and Lotteries

Prizes, sponsored contests and prize drawings will not be permitted.

Products and Services

Only those products and services detailed on the Sponsor and Exhibitor Reservation Form or in writing prior to the International Congress and approved by the MDS International Secretariat may be exhibited or advertised.

Promotional Items

A sample, photo, or written description of promotional items must be submitted to the MDS International Secretariat. Other items may be distributed from the exhibitor booth only with prior written approval. All items to be distributed must be useful to the attendees during the International Congress or in the professional activities of the booth visitor. Any exhibitor found distributing materials which have not been officially approved may be required to cease distribution immediately. For those companies who comply with the PhRMA or EFPIA Code, please refer to the Code with regard to promotional items.

Relocation

The MDS International Secretariat reserves the right to relocate exhibitors. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the MDS International Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

Restriction of Exhibits

The MDS International Secretariat reserves the right to: (a) reject for any reason any exhibit application submitted for the MDS International Congress; (b) reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and (c) evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason. Violation of any regulations on the part of the exhibitor, their employees or agents shall annul the right to occupy space and such exhibitor will forfeit to the MDS International Secretariat all monies which may have been paid. Upon evidence of violation, the MDS International Secretariat may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which the MDS International Secretariat may thereby incur.

Security

A professional security guard service will be provided throughout installation and dismantlement as well as after daily Exhibit Hall hours. Neither the security service, MDS, the exhibitor service contractor, nor the COEX Convention and Exhibition Center is responsible for any loss or damage to exhibitor property.

Selling From Exhibit Booth

Selling merchandise is prohibited at the 2026 International Congress. Order forms may be distributed. The only exception to this is that book publishers may sell their publications.



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Subletting

Exhibit Space Subletting exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.