

**International Congress of
Parkinson's Disease and
Movement Disorders®**



International Parkinson and
Movement Disorder Society

MDS Exhibitor Guidelines



**October 5-9, 2025
Honolulu, Hawaii, USA**



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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.mdscongress.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:

Andrea Hunter, 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: ahunter@movementdisorders.org

Official International Congress Venue

Hawaii Convention Center

1801 Kalākaua Avenue

Honolulu, HI 96815

For general venue-related questions, contact:

Hawaii Convention Center

Contact: Sisilia Po'oi *Senior Event Manager*

Email: spooi@hccasm.com

Decorator (Includes Shipping Needs)

For all your decorator and shipping needs, contact:

Freeman

US/Canada: +1-888-508-5054

International: +1-817-210-4869 or internationalsupport@freeman.com

Hostesses

HiEmployment

Contact:

Sarah Pou, Staffing Manager

1-808-695-3974 (call or text)

Housing and Accommodations

Visit the International Congress Housing page: mdscongress.org/Attend/Housing-travel



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Group Registration

Group registration information can be found by visiting:

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

Lead Retrieval

Lead Retrieval is available for purchase through your exhibitor registration portal or by visiting xpressleadpro.com and entering show code mdsc1025. Discounted rates are available until July 17 and August 28, 2025. For Maritz XPress Lead Retrieval assistance or questions, contact Maritz at xpressleadpro@maritz.com. A physical XPress Connect handheld device is available upon request.

Companies sponsoring Corporate Therapeutic Symposia during the Congress receive two complimentary XPress Connect App licenses for easy lead capture and management. Companies may purchase additional licenses prior to checkout; these will be at your cost. Any Lead Retrieval licenses may also be used for your exhibit booth for the duration of the Congress.

Audio/Visual (AV)

For all Audio/Visual needs or questions, contact:

Projection

Phone: +1-808-943-3041

Email: hccadmin@projection.com

Catering – Food and Beverage

For any/all Hawaii Convention Center food and beverage catering needs, you must contact Levy Restaurants, the exclusive caterer for the Hawaii Convention Center. **Absolutely no food or beverage including candy, logo water, etc., are allowed in the Hawaii Convention Center without approval from a Levy Restaurant representative (This includes bottled water).**

Contact:

Gina Meyer, *Catering Sales Manager* at Levy Restaurants

Email: GMeyer@Levyrestaurants.com

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



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Exhibitor Information

E-Poster and Exhibit Hall Location

The Exhibit Hall will be located in **HALL 1** on the ground level/first floor of the Hawaii Convention Center.

Exhibitor Installation

Friday, October 3 8:00 – 17:00 *All paid exhibitors (standalone and in-line)*
Saturday, October 4 8:00 – 17:00 *All paid exhibitors + nonprofit tabletops*

*Exhibitors can stay until 23:00 to continue setup with in/out privileges to the hall. Freeman staff will not be available after 17:00.

E-Poster and Exhibit Hall Hours

Sunday, October 5 9:00 – 16:00
Monday, October 6 9:00 – 15:00
Tuesday, October 7 9:00 – 17:00
Wednesday, October 8 9:00 – 17:00

Exhibitor/Meeting Suite Access

7:00 – 17:00
7:00 – 16:00
7:00 – 18:00
7:00 – 18:00

Exhibitor Dismantlement

Wednesday, October 8 17:00 – 20:00
Thursday, October 9 8:00 – 12:00

Construction Guidelines:

- The maximum building height is **4.5m** (15 feet) for island booths and **2.5m** (8 feet) for Standard inline booths.
- All technical plans for custom build (space only) exhibits will need to be submitted for review by MDS and the Decorator prior to approval, **no later than Monday, June 23** unless an extension is granted by MDS. Send email renderings to the MDS Secretariat, care of Andrea Hunter, at ahunter@movementdisorders.org
- **For island booths (aisles on all four sides):** transparency must be ensured to prevent blocking views of adjacent booths (i.e. 50% of the island must be open display and not completely enclosed). This restriction is not applicable to Standard inline booths 18sqm or smaller.
- **For Standard booths (inline/immediately adjacent to other exhibits),** the back drape is 2.5m (8 feet) high, and any components, custom displays or backgrounds, pop-up banners or other branded graphics or displays placed inside the Standard booth set (see next page) must not exceed 8 feet. Any fully custom inline builds should not include full side walls, but half walls not exceeding 4 feet are acceptable.
- **Rigging/signage/bulkheads:** (see graphic on next page) The bottom of the rigged items must be set **0.5m** above the highest point of the booth. The height restriction for the top of the sign is **6.5m** in **Hall A**. Banners must not be hung closer than **three feet (0.9144m)** from a shared wall with other exhibitors. Please refer any questions regarding rigging to **Freeman**.



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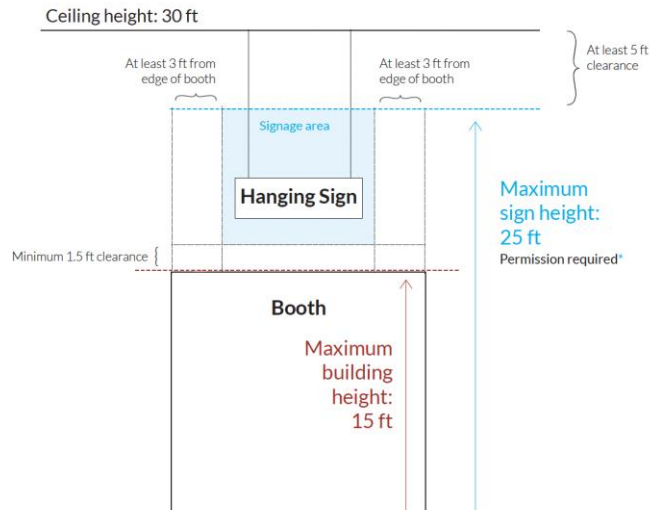
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The maximum build height is 15ft.

*Hanging signs are permitted with prior approval from Show Management

- 25 ft maximum height allowance
- Must maintain a 1.5 ft space between the bottom of the sign and the top of your booth
- 3 ft gutter on both sides



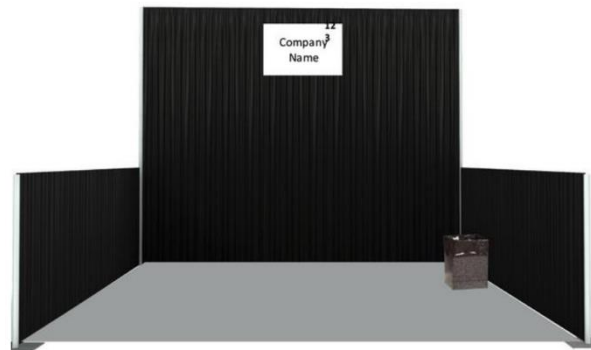
Exhibiting Information

- 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 17:00 on Wednesday, October 8.*
- Freeman 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:

- 8' high back drape and (2) 3' high side drape in Black
- Gray booth carpet
- 5amp electrical plus labor
- One line identification (ID) sign
- Wastebasket

Exhibits of 300 ft² or less receive a one-line identification sign; exhibits larger than 300 ft² may receive a sign upon request



Most of the aisles in the e-Poster and Exhibit Hall will not be carpeted. All booth flooring must be secured to the Hall floor with double-sided tape.

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



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Exhibitor Requirements for Independent Contractors

Exhibiting companies who plan to use the services of a 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.
- Display house/service firms may only be in the exhibit area during installation and dismantlement hours.
- Display house/service firms may not solicit business on the exhibit floor at any time.
- 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

- Non-profit exhibitors will be granted (2) complimentary Exhibitor Badges per each non-profit table. Paid exhibitors will be granted three (3) complimentary Exhibitor Badges per 9sqm (10x10 feet) 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.



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General International Congress Registration information is available on the International Congress website: mdscongress.org/Attend/Register.

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 **Main Lobby of the Hawaii Convention Center** during the following times:

Registration Hours*

**Onsite registration hours are subject to change.*

Saturday, October 4	16:00 – 20:00
Sunday, October 5	7:00 – 18:00
Monday, October 6	7:00 – 16:00
Tuesday, October 7	7:00 – 17:00
Wednesday, October 8	7:00 – 17:00
Thursday, October 9	7:00 – 12:00

Exhibitor - Promotional Items Approval Due by August 1, 2025

Please send via email the following information along with a sample, photo, or written description of each item to the MDS International Secretariat at: ahunter@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 title

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 Hawaii Convention 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



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the Sponsor and/or Exhibitor's occupancy and use of the exhibition premises, the Hawaii Convention Center or any part thereof.

In addition, the Sponsor and/or Exhibitor acknowledges that the International Parkinson and Movement Disorder Society, Hawaii Convention 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 Honolulu. Acceptance of this application by the organizer converts this into a contract for exhibit space.

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

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 will be listed in the Freeman Online Kit.



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Food And Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify Levy Restaurants, the exclusive caterer for the Hawaii Convention Center.

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 Hawaii Convention 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 Hawaii Convention Center or any part thereof. In addition, the exhibitor acknowledges that the International Parkinson and Movement Disorder Society, the Hawaii Convention 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

Sponsors (exhibiting and non-exhibiting companies) may not schedule meetings or events during the official dates of the International Congress without the written consent of the MDS International Secretariat. Companies sponsoring the International Congress at or above the Silver Level (\$50,000+) may request meeting space for company-sponsored sales meetings and MDS-approved activities. Any available Premium Meeting Spaces are offered first to supporters at or above the Platinum Level, then offered to Gold and Silver sponsors after the date outlined in the policy that will be shared. Space requests should be submitted in writing to the MDS International Secretariat, to the attention of the Meetings Manager.

Market Research

Surveys or market research of any kind is prohibited.

No Smoking

Smoking in all public spaces in the Hawaii Convention 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.



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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 Hawaii Convention Center is responsible for any loss or damage to exhibitor property.

Selling From Exhibit Booth

Selling merchandise is prohibited at the 2025 International Congress. Order forms may be distributed. The only exception to this is that book publishers may sell their publications.

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.