



# ifostanbul

September 09-13, 2026

XXIII. WORLD CONGRESS of  
OTORHINOLARYNGOLOGY

**EXHIBITOR MANUAL**



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September 09-13, 2026

**Dear IFOS Exhibitor,**

This *Exhibitor Services Manual* contains important information and is designed to assist you in preparing for the IFOS Exhibition. The exhibition will be held in conjunction with the **XXIII World Congress of Otorhinolaryngology – IFOS**, which will take place in **Istanbul, Türkiye**, from **September 9 to 13, 2026**.

Please read all the information in this manual carefully. It will take only a short time now but could save you a great deal of time later.

The floor plan has been designed to maximize exhibitors' exposure to delegates, with e-posters, lunches, and coffee breaks taking place in the exhibition area.

For your convenience, this manual has been divided into sections:

**Section 1:** General Information

**Section 2:** Exhibition Services

**Section 3:** Official Contractors

**Section 4:** Technical Information

**Section 5:** Rules & Regulations

We will be happy to assist you with any additional services you may require.

If there is anything we can do to facilitate your stand setup, please do not hesitate to contact us.

We wish you a successful World Congress and Exhibition.

Best regards,

**Serenas Group Official Secretariat**



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## Section 1: GENERAL INFORMATION

### Congress Dates

**Congress and Exhibition Dates:** Wednesday, September 9 – Sunday, September 13

### Venue Address

**Istanbul Congress Center (ICC)**



**Address:** İstanbul Kongre Merkezi Taşkışla Caddesi Harbiye 34367 İstanbul, Türkiye

**Phone:** +90 212 373 99 00 **Web:** [www.iccistanbul.com](http://www.iccistanbul.com)

### Congress Secretariat

**Sponsorship & Exhibition Sales, Registration & Accommodation & Airport Transfer, Tour**



**Serenas Uluslararası Turizm Kongre Organizasyon A.Ş.**

**Address:** Hilal Mahallesi Cezayir Caddesi No: 13 Yıldız, Çankaya, Ankara Türkiye

**Phone:** +90 312 440 50 11

**Fax:** +90 312 441 45 63

**E-mail:** [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)



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## Congress Website

Primary importance will be given to the website (<https://ifosistanbul2026.org/en/>), on every stage of preparation and operation of the meeting, including the scientific program, registration and accommodation.

## Exhibition Timetable At-A-Glance (subject to change) \*:

Set-up	Monday, <b>September 7, 2026</b>	Start by <b>09:00</b>
	Tuesday, <b>September 8, 2026</b>	Until <b>18:00</b>
Exhibition Opening Hours	Wednesday, <b>September 9, 2026</b>	<b>14:00-20:30</b>
	Thursday, <b>September 10, 2026</b>	<b>08:00-18:00</b>
	Friday, <b>September 11, 2026</b>	<b>08:00-18:00</b>
	Saturday, <b>September 12, 2026</b>	<b>08:00-18:00</b>
	Sunday, <b>September 13, 2026</b>	<b>08:00-13:00</b>
Dismantling / Breakdown	Sunday, <b>September 13, 2026</b>	<b>13:00-22:00</b>

### Please note:

All aisles must be clear of exhibits and packaging materials to enable cleaning.

Truck access to the venue will not be permitted after **13:00 on September 8, 2026.**

Companies must arrive at the exhibition area in accordance with their designated entry time published on the Sedef Portal.

**Empty crates and packaging materials must be removed after set-up and no later than Tuesday, September 8 at 18:00.**

Dismantling of the stands before the official closing of the Exhibition is not permitted.

Any equipment, display aid or other material left behind after Sunday, **September 13, at 22:00** will be considered discarded and abandoned.

If any stand materials are left in the area after dismantling, ICC will impose a penalty on the organization. This penalty will be invoiced to the exhibitor company that left the materials behind.



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## Smoking

Smoking is strictly prohibited at all times in the congress halls, exhibition areas, and restrooms. Your cooperation is greatly appreciated.

Submission of Exhibition Forms	Deadlines	How to order
Hotel Reservation for Staff	As soon as possible	
Designed Stand Approval	Monday, August 17, 2026	<a href="https://ifos26.sedefportal.com/">https://ifos26.sedefportal.com/</a>
Name on Fascia of Standard Stand	Monday, August 17, 2026	<a href="https://ifos26.sedefportal.com/">https://ifos26.sedefportal.com/</a>
Electricity & Electrical Appliances	Monday, August 17, 2026	<a href="https://ifos26.sedefportal.com/">https://ifos26.sedefportal.com/</a>
Exhibitor badges	Monday, August 17, 2026	
Furniture Rental	Monday, August 17, 2026	<a href="https://ifos26.sedefportal.com/">https://ifos26.sedefportal.com/</a>
Internet	Monday, August 17, 2026	
Stand Cleaning	Monday, August 17, 2026	
Stand Catering	Monday, August 17, 2026	
Flowers and Plants	Monday, August 17, 2026	<a href="https://ifos26.sedefportal.com/">https://ifos26.sedefportal.com/</a>
Additional Surveillance	Monday, August 17, 2026	
Hostess & Security	Monday, August 17, 2026	
Payment of Invoice Balance	Must be received in full before exhibition opens	
Transport / Storage / Customs / Empties	As soon as possible	



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## Section 2: EXHIBITION SERVICES

### Exhibitor Registration/Badges

All exhibitors are required to register and will receive a badge displaying the exhibiting company's name. One exhibitor badge will be provided for the first 9 square meters booked for '**Raw Space**' and '**Premium Exhibitor**' categories, with one additional badge for every additional 9 square meters booked thereafter. No complimentary exhibitor badges will be provided for **Tabletop** exhibitors.

Any additional exhibitors will be charged an exhibitor registration fee of € 1.250 (Onsite fee).

Exhibitor badges allow access to the Exhibition area only and shall be used by company staff only.

To order additional exhibitor badges, please visit the congress web page address.

**Please refer:** <https://ifosistanbul2026.org/en/registration-and-accommodation>

### Service Passes

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. The ICC will provide entrance cards. Please send us in advance the names of your staff.

Service passes are free of charge and may be collected from the Exhibition Manager Desk onsite.

### Onsite Exhibition Manager's Desk

The Exhibition Manager's Desk will be open throughout the Exhibition set-up, opening and dismantling times. The desk will be located within the Exhibition area.

Prior to this time, if you have any queries regarding your participation at IFOS 2026, please feel free to contact organizing secretariat **Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)



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## Section 3: OFFICIAL CONTRACTORS

### Customs Clearance, Freight & Onsite Handling

ExpoLOGIST team is responsible and ready to assist you in terms of your shipments for "IFOSTANBUL 2026 İstanbul / Türkiye"



Please contact:

Mr. Ali ERDEM

: +90 506 683 2797 ([ali.erdem@expologist.com](mailto:ali.erdem@expologist.com))

Mr. Erkin ATALAY

: +90 506 683 2795 ([erkin.atalay@expologist.com](mailto:erkin.atalay@expologist.com))

### Technical Stand Fittings & Services: Furniture, Electricity, Custom booth construction



Please contact:

Ms. Esin BOLUT

: +90 533 599 0649 ([esinbolut@sedefgrup.com.tr](mailto:esinbolut@sedefgrup.com.tr))

### Stand Catering, Stand Cleaning, Internet, Temporary Staff

Serenas Uluslararası Turizm Kongre Organizasyon A.Ş.



Please contact:

Mr. Doruk GÖÇMEN

: +90 530 915 64 49 ([info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org))



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## Section 4: TECHNICAL INFORMATION

### Customs Clearance, Freight Handling & Onsite Logistic Services



For security, insurance, and efficiency reasons, **EXPOLOGIST** is the sole official agent for any onsite activities such as onsite handling.

Stand builders are prohibited from using trolleys during set-up and dismantling periods. However, exhibitors can hand carry their material in themselves at no charge.

Exhibitors are free to choose their own courier to delivery and pickup of their materials when sending to the warehouse (advance shipping) or to show site.

When shipping to show site, it must arrive starting from the day that we are present for move in and exhibitor set up on **Monday, September 7, 2026, at 09:00 AM.**

Shipments arriving earlier to the venue will be refused by the ICC Congress Center.

Advance shipping is highly recommended. **EXPOLOGIST** will accept your shipment at their warehouse and deliver it to your booth.



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## Section 4: TECHNICAL INFORMATION

Announcement about Customs & Logistics services for “IFOS 2026, 09-13.09.2026 - ISTANBUL / TÜRKİYE”



Dear Exhibitors / Sponsors,

ExpoLOGIST is elected to coordinate the international freight forwarding, import-export customs clearances, on-site handling/logistics coordination and delivery of overseas shipments for “**IFOS 2026 İstanbul / Türkiye**”

In order to secure the on-time delivery of your shipments please pay attention to the very important information given below:

**The goods should be consigned** according to the instructions given by **ExpoLOGIST**. Documents (ATA- Carnet, invoice, Air waybill ) should also be prepared according to these instructions. **Wrong shipping documents will cause delay in the customs.**

**All logistics services** such as loading, unloading, handling and storage in the venue/congress area **will be provided by ExpoLOGIST**. Besides in the venue are only ExpoLOGIST equipment and personnel available. It is possible for the exhibitors to have their own employee and work during build up period.

**ExpoLOGIST is approved to clear goods in the Turkish Customs** which are shipped for the “**IFOS 2026**” and consigned according to their shipping instructions. **If a third part is involved** with customs clearance and has trouble with the Turkish Customs Authorities, **neither ExpoLOGIST nor the organizing committee will be responsible** for delayed or none delivered shipments.

Please note that also **currier shipments are subject to customs examination** in Türkiye. In fact, most part of **currier shipments are getting stuck in the customs** upon arrival in Türkiye. Shipments with a value of over € 30,00 are definitely going to be hold by the customs. Therefore, it is very important to **not consign your currier shipment to the hotel-venue or to any person!** To ensure that your currier shipments will be released from the customs in such a case it **MUST be consigned to ExpoLOGIST**, as **otherwise they will not be able to assist you** with the clearance of your shipment.

ExpoLOGIST team is responsible and ready to assist you in terms of your shipments for “**IFOS 2026 İstanbul / Türkiye**”

You may contact;

Mr. Ali Erdem : +90 506 683 2797 ([ali.erdem@expologist.com](mailto:ali.erdem@expologist.com))

Mr. Erkin ATALAY : +90 506 683 2795 ([erkin.atalay@expologist.com](mailto:erkin.atalay@expologist.com))



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## Section 4: TECHNICAL INFORMATION

### Additional Stand Fittings & Rental Furniture

You will be provided with a username and password, which will be sent to you via email, to sign in to the Sedef Platform. Please log in to the platform and send us your requirements.

**Sedef Online Portal Link:** <https://ifos26.sedefportal.com/>

### Electricity

According to the regulations, electrical installations for the exhibition will only be connected to the power supply after being inspected and approved by ICC. To ensure maximum safety, all connections to the power supply must be carried out exclusively by the official contractor.

To order electricity, please visit the **Sedef Online Portal**.

**Sedef Online Portal Link:** <https://ifos26.sedefportal.com/>

### Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.

Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

### Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.



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## Section 4: TECHNICAL INFORMATION

### General Fire Regulations

Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

### Damage to the Premises

Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

### Disposal of Material

It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

### Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue are not allowed without a prior written authorization.



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## Section 4: TECHNICAL INFORMATION

### Insurance (compulsory)

Neither the organizers nor the ICC, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

The organizers do not provide insurance for exhibitors and their property.

The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.

We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

### Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.



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## Section 4: TECHNICAL INFORMATION

### Exhibition Hall

Please note that the Exhibition will be held in **Hall B4** and **Hall B5** which are also called Exhibition Floor, found on the **5<sup>th</sup> floor**.

### Floor

The floor in hall B5 is epoxy (see photo below).



### Flowers & Plants

To order flowers and plants, please visit the **Sedef Online Portal**. **Sedef Online Portal Link:** <https://ifos26.sedefportal.com/>

### Hostesses

If you require hostesses, please contact **Official Secretariat Serenas** at [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)

### Internet

Free Wi-Fi will be available in the Exhibition Hall. Please note that the Wi-Fi connection may not be of high quality. Wired internet connection may be ordered through **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)

### Loading Doors

Please note that the size of the loading door into the exhibition hall is: 4.45m wide X 4.95m high.



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## Section 4: TECHNICAL INFORMATION

### Parking

Parking of private cars is available at the ICC car park. The parking lot of Istanbul Congress Center is a two-floor facility, with a capacity of 850 vehicles. They will charge their standard parking fee.

There are also parking areas specially designed for the vehicles of mobility-restricted guests. The secure parking lot is open 24 / 7.

### Security

The Organizers will provide general security guard services in the Exhibition Hall during closing hours. The exhibition booths are located near the poster area.

Neither The ICC nor the Organizers can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.

### Site Inspections

Exhibitors and Sponsors are free to visit the Congress Center at their convenience. To arrange a site inspection, please contact **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)



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## Section 4: TECHNICAL INFORMATION

### Shell Scheme Stands

Shell scheme stands include:

- White shell scheme frame and panel structure
- Fascia panel, with standard lettering of exhibitor.
- Dark grey RIP Carpet
- One information counter (Code:209)
- Two bar stools (Code:155B)
- One round table (Code: 103)
- Two leather chairs (Code: 309-S)
- Extension cord with 3 sockets
- Basic lighting (100W spot per 3 m2) (Code: 420)
- Waste basket
- Cleaning of public areas and gangways
- Tea/coffee/lunch for registered exhibitors
- Invitation to the Welcome Reception for registered exhibitors.

#### Please note 2:

You can order graphics via Sedef Platform additionally.

If you would like to work with an external supplier for the graphics, you may find below the panel size information:

**Panel Size:** Actual size (gross size including the aluminum frames): 100 cm wide x 250 cm high.

**Visible size** (net size without the aluminum frames): 94,5 cm wide x 234 cm high.



**The visual is for illustrative purposes only.**

#### Please note 1:

- The number of open sides of your stand will be determined based on your location in the exhibition area.
- Stand cleaning is not included.
- Graphics is not included.



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## Section 4: TECHNICAL INFORMATION

### Stand Catering

The catering in the ICC is exclusive and needs to be requested in advance. Exhibitors may bring their own chocolate & candies. You may also bring a small number of branded bottles of water to be served at your booth. However, you may not bring your own coffee machines to serve at your stand.

For all enquiries, please contact **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org) or fill in the **stand service price list form**.

Please submit your orders by **Monday, August 17, 2026**.

### Stand Cleaning

The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.

For all enquiries, please contact **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org) or fill in the **stand service price list form**.



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## Section 4: TECHNICAL INFORMATION

### Stand Design

Exhibitors who build their own stands are required to upload a scale drawing, including elevation views, to **Sedef Platform** for approval by **Monday, August 17, 2026**.

The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Each exhibiting company should let us know the name and details of their construction company in advance. Please send this information via e-mail to **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)

Work cannot commence until the exhibitor's layout is approved by the Organizers.

### Storage

The ICC does not have storage rooms at the fifth floor, where the Exhibition is held.

However, the ICC can offer lockable meeting rooms located in Floor B5 to be used as storage rooms. They can offer 20 sqm or 125 sqm rooms at the below cost:

- 20 sqm room – 300 Euro + 20 % VAT
- 125 sqm room – 1.875 Euro + 20 % VAT

If you wish to rent a storage room, please contact **Official Secretariat Serenas** at: [info@ifosistanbul2026.org](mailto:info@ifosistanbul2026.org)

### Visa

Some participants may require a visa to travel to Türkiye. Participants are requested to check with the Turkish consulate or diplomatic mission in their home country. It is the responsibility of the participant to obtain a visa with no commitment from the organizers to provide any financial support.



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## Section 5: RULES AND REGULATIONS

These rules are binding for all exhibitors and their subcontractors.

### Build-Up Height

The maximum building height for the top of all elements in the booth is 5 meters.

Please note that the ceiling height is not unified, therefore the maximum builds up height is not the same for all booths.

Please refer to the Sedef Online Portal in order to clarify and confirm the maximum build up height for your booth. Shell scheme booths are built to a maximum height of 2.5 meters.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Exhibitors who have stands higher than the maximum permitted height will not be allowed to set up their stands.

### Exhibits

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths or damaging the premises.

Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

If you have a platform, please note that if its height is higher than 4.5 cm, you are required to provide a ramp for handicap access.



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## Section 5: RULES AND REGULATIONS

### Corridor Facade Openings and Ceiling

The stands will not be pulled with a long wall along the sides opening to the aisles.

On the walls leading to the corridor **50% openness requirement will be applied.**

(Only 50% of one side opening to the corridor can be made whole wall or fixed, the remaining 50% should be accessible)

As an exception, only 100% transparent panel or glass can be made, but it cannot be coloured, frosted, graphics or blinds can not be added.

Even if it's like this, **50% openness requirement will be applied.**

(Since it continues to block the view, it is forbidden to create closed meeting rooms more than 50% of the length on the side of the stand opening to the corridor, whether with transparent panels or with glass.)

**It is forbidden to use completely closed ceilings.** To provide protection against fire **More than 50% of the total stand area should be open.** Ceiling materials may be fabric with combustion retardant properties and structure that will not prevent the operation of the fire extinguishing system.

The wall panels facing the open corridors should be decorated with graphics, not left bare.

### Ceiling Suspensions

Ceiling hanging is not permitted.

### Pillars in the Exhibition Hall

Please note that the exhibition hall contains multiple columns. If your booth is located adjacent to or includes a column, please request the exact dimensions from the official contractor before proceeding with your booth construction.

Any construction elements surrounding the columns must maintain a minimum clearance of 10 cm from the column, and the height of such structures must not exceed 350 cm. All fire cabinets must remain accessible at all time.

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Bringing the members of the  
**Oto-Rhino-Laryngological Societies**  
Together

