



TOXINS 2026

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins

8th International Conference
14-17 January 2026
Madrid, Spain

T
20
26

Madrid Marriott Auditorium Hotel & Conference Center

Exhibitor's Manual

Exhibitor's Form

Please complete this form and email to:

Ivan Pimienta Scientiae, LLC

Ivan@scientiae.com

(212)-500-4613

Company _____

Address _____

Phone/Fax: _____

E-mail: _____

Contact Person: _____ Booth No.: _____

- The Exhibitor must present a copy of the booth design, including measurements, to the INA by e-mail to exhibits@neurotoxins.org by November 14, 2025 in order to obtain written approval and authorization.**

- We will bring our own booth and submit our booth design to the Organizing Committee – Exhibition Services with visible indication of the dimensions (length, width, height). Should we be interested in ordering additional items, we will order the desired items from the official suppliers via the corresponding order forms.**

By signing and submitting this form the Exhibitor agrees to and accepts without restriction the conditions mentioned on this form and the Exhibit Guidelines in this manual.

Date: _____

Print Name: _____

Signature: _____

Equipment, Furniture & Accessory Rentals

The designated supplier for the TOXINS 2026 conference is Nanook Agency. Exhibitors will be able to order products through the website below.

[Login TOXINS 2026](#)

To sign in to the website, exhibitors must have previously provided contact information for the person (or persons) responsible for ordering equipment. A profile and unique login credentials will have been created for the main contact and should be utilized to access the website.

Once products are selected, payments can be made via bank transfer, and Nanook will handle delivery.

If exhibitors have any further questions regarding products or supply not listed on the website, please email toxins@nanookagency.com or contact Ivan Pimienta at exhibits@neurotoxins.org

Electricity

For any requests or questions regarding electrical connections in the exhibit hall, exhibitors should contact:

LEANDRO JOSE ABARCA | EVENTS TECHNICAL COORDINATOR

Madrid Marriott Auditorium Hotel & Conference Center

leandro.abarca@marriottauditorium.com

P +34 91 400 44 72

Food and Beverage

Exhibitors wishing to dispense or serve any food or beverage from their assigned exhibit space must disclose this to the INA and have catering handled by the Madrid Marriott Auditorium Hotel & Conference Center catering department. Requests should be made by email to exhibits@neurotoxins.org by 1 December 2025

All items are limited to sample-size quantities and are to be dispensed in disposable containers using supplies purchased through the official caterer.

1. Exhibitors may not use imprinted containers or supplies of any kind.
2. For any requests or questions regarding food & beverage in the exhibit hall, exhibitors should contact:

ALEJANDRO ALVAREZ | EVENTS MANAGER

Madrid Marriott Auditorium Hotel & Conference Center

alejandro.alvarez@marriottauditorium.com

P +34 91 400 44 75

Exhibit Information

Exhibit Guidelines

1. The INA reserves the right to decline applications.
2. Exhibitor representatives are required to conduct themselves professionally.
3. All TOXINS 2026 registrants must be accorded equal treatment.
4. Exhibitors are required to abide by the guidelines and policies outlined in this publication and distribute the guidelines to exhibit personnel, display house personnel, and any other contractors working for the exhibiting organization.
5. All booths must be staffed during exhibit hours.
6. All exhibitors must have exhibit materials and handouts available throughout the exhibition. Breaking down or packing up materials earlier than 12:00 pm, 17 January 2026, is prohibited. Any booth vacated before the close of the show will be in violation of the Exhibit Contract and sanctions will be applied.
7. Exhibit personnel may not leave their booths to encourage attendees in the aisles to return with them to their booths. Noncompliance with this guideline will result in the prompt removal of the person and property from that area.
8. Persons, exhibitors, companies, or organizations may not display or demonstrate products, processes, or services; solicit orders; or distribute advertising materials anywhere in the exposition facility (outside of the exhibit hall) or in any hotel contracted by the INA.

PLEASE NOTE: It is the Exhibitor's responsibility to comply with the local authority's regulations, EFPIA European Federation of Pharmaceutical Industries and Associations (www.efpia.eu) and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations [www.ifpma.org]) Code of Practice on the Promotion of Medicines

Certificate of Insurance

The INA does not provide liability or property damage insurance for exhibitors' property. Exhibitors will be responsible for adequately insuring their indemnification liability and property damage risks, and will be required to submit a certificate of insurance to the INA. Externally appointed contractors will also be required to submit a certificate of insurance to the INA.

Exhibit Information (cont'd)

Indemnification

The exhibitor agrees to indemnify, hold harmless and defend the INA and, Madrid Marriott Auditorium Hotel & Conference Center, along with their respective members, officers, directors, agents and employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorneys' fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or resulting, in whole or in part, from any act, omission, negligence, fault, or violation of law or ordinance of the exhibitor or its employees, agents, subcontractors or invitees when installing, removing, maintaining, occupying or using the exhibition premises within the Madrid Marriott Auditorium Hotel & Conference Center.

Use of INA Property

The INA name, insignia, logo or acronym (INA) and the TOXINS 2026 conference logo and artwork may not be used in signs, advertising, or promotion in any media or on descriptive product literature either inside or outside the exhibit area. This applies before, after and during the conference. The TOXINS 2026 name and logo are registered trademarks of the INA. Those requesting use of the official TOXINS 2026 Conference logo must do so in writing to Rose Puleo at exhibits@neurotoxins.org.

Subletting

The subletting, reassignment or apportionment of any part of any exhibitor's space is prohibited.

Promotion

1. All booth activities and materials, with the exception of company literature, must include a disclosure statement describing the activities occurring in the contracted exhibit space. Details of booth activities must be submitted to Rose Puleo at exhibits@neurotoxins.org.

The INA has the right to request the exhibitor immediately discontinue an activity or cease distribution of materials deemed inappropriate by the INA.

2. The following promotional practices are prohibited (this list is not exhaustive):

- Press conferences or filming in exhibit area
- Operating x-ray equipment
- Use of microphones
- Distribution of any materials featuring paid job advertisements
- Distribution of lanyards
- Illegal raffles and drawings
- Promotion of INA education and/or science programs
- Use of magicians, fortune tellers, dancers, mimes, puppet shows, balloons (helium or otherwise), or other entertainment
- Entering the nonpublic area of another exhibitor's booth without permission
- Photography of any kind unless requested in writing before 3 November, 2025
- Unofficial door drops at INA hotels
- Live music
- Excessive noise levels for prerecorded music or presentations

Exhibit Information (cont'd)

Compliance

Exhibitors must comply with all applicable European, national, and local laws.

Food and Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from their assigned exhibit space must disclose this to the INA and have catering handled by the Madrid Marriott Auditorium Hotel & Conference Center catering department. Requests should be made by email to exhibits@neurotoxins.org by 1 December, 2025.

1. All items are limited to sample-size quantities and are to be dispensed in disposable containers using supplies purchased through the official caterer.
2. Exhibitors may not use imprinted containers or supplies of any kind.

Sanctions

The INA reserves the right to refuse exhibits, curtail activities, or close exhibits or parts of exhibits that do not comply with the TOXINS 2026 Exhibit Guidelines. Exhibitors who violate these guidelines may be dismissed from the meeting without refund. The TOXINS 2026 Exhibit Guidelines will be enforced without exception.

Exhibitor Registration

Online registration for exhibitors will be available from 10 April, 2025, through 5 January, 2026. Admission to the exhibit hall is by badge only. Security guards will monitor entrances for proper badges. Badges for preregistered exhibit personnel will be available for pick up at the exhibitor registration counters in the registration area.

Badges will not be mailed in advance. Exhibitor badges must be worn at all times.

Photo identification and a company business card are required on site for badge pick up.

Installation

All exhibits must be set up and the aisles cleared by 17:00 on Wednesday, 14 January, 2026, without exception.

Dismantling

The official exhibit closing time is 12:00 noon on Saturday, 17 January, 2026. All exhibit material must be packed and ready for removal from the exhibit hall by 17:00 on Saturday, 17 January, 2026.

Booth Relocation

If it becomes necessary to relocate an exhibitor after a contract has been accepted, the INA will contact the company involved. Every effort will be made to reassign the exhibitor to a similar space.

Cancellation and Downsizing Policy

Cancellation

If written cancellation is received by the INA on or before 20 October, 2026, a full refund will be granted, less €500 to be withheld as a cancellation fee. If the exhibiting company cancels after 20 October, 2025, the exhibiting company will forfeit all payments made to the INA under this agreement, and the company will be held liable for the full amount of the cost of exhibit space. The INA shall have the right to use cancelled space to suit its own convenience, including the selling of space to another exhibitor without any rebate to the exhibiting company.

Exhibit Information (cont'd)

Downsizing

If a written downsizing request is received by the INA on or before 20 October, 2025, a full refund will be granted. All notifications of downsizing received after 20 October, 2025, will not receive a refund. The INA has the right to relocate the exhibiting company after downsizing.

Security

Security service will be provided during move-in, move-out and show hours, as well as after daily exhibit hours. The INA, Madrid Marriott Auditorium Hotel & Conference Center, and the official security company are not responsible for any loss or damage to exhibitor property.

Giveaways

Exhibitors must limit promotional "giveaway" items to products that can be used during the conference or in the professional activity of the attendees. All giveaways are subject to the approval of the INA and may not exceed the AMA/EACCME Guidelines regarding gifts to physicians. If exhibitors wishing to have giveaways must email exhibits@neurotoxins.org.

Prizes and Drawings

Prizes, sponsored contests and drawings are permitted as long as permission is received in advance from the INA. The contest must be open to all attendees and be conducted in a professional manner. All exhibitors wishing to conduct contest and drawings must email exhibits@neurotoxins.org.

Exhibit Floor Plan



PROCESS OF SENDING MATERIAL TO THE HOTEL:

Within European Union:

If you need to send material to the hotel prior the event, please contact your events coordinator to arrange a storage

Please use the material label (Following Page)

Outside the European Union:

Please be inform the hotel and its employees are not importers of any material and at any case will dispatch or clear anything from customs (ask your shipping company at your country)

For this case, you must contact RESA EXPO LOGISTIC company at:

Contact: Barbara Helguero
Telephone: +34 91 669 40 79
Email: bhelguero@resaexpo.com

Event Information / Información Evento**Shipped By / Enviado Por****Date of the event / Fecha del evento**

13/01/2025 – 18/01/2025

Name of the Event / Nombre del Evento**TOXINS 2026 – ID777033****Meeting Room / Salón Almacén**

Almacen del hotel

Company Name / Empresa**Contact / Contacto****# of boxes / N° Cajas****Intention / Finalidad***Fill in / A rellenar*

- EXHIBITION. Please, specify*
- OTHER. Please, specify*

Shipped To / Enviar A

MARRIOTT
MADRID AUDITORIUM

Madrid Marriott Auditorium Hotel & Conference Center

Avda. de Aragón 400
28022 Madrid (ESPAÑA)

Att: Alejandro Alvarez +34914004475
Conventions & Congress Coordinator of the event



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						
	if yes, describe under DESCRIPTION OF OPERATIONS below						
							<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
							WC STATUTORY LIMITS OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

ADDITIONAL INSURED:

CERTIFICATE HOLDER **CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE