



14th International Conference on Health and Hepatitis in Substance Users

PRAGUE, CZECH REPUBLIC

6-9 OCTOBER 2026



Exhibition Guide

On behalf of the committee, we are delighted to welcome you as an exhibitor to 14th International Conference on Health and Hepatitis in Substance Users from Tuesday the 6th to Friday the 9th October 2026, at the Clarion Congress Hotel Prague, Czech Republic.

This guide will help you to plan a successful exhibition. Please view this guide to ensure smooth logistics in the lead-up to and during the conference. Please ensure all items are completed by the due dates listed within.

Please note that exhibitors will not be granted entry to set up their display without prior provision of:

- a current public liability insurance certificate of currency (or indemnity form). Please extend your public liability to cover your display, if necessary
- onsite contact details (name and mobile number for onsite booth coordinator)
- full payment for your participation

Please ensure you read through all the pages of this guide. If you have any questions, please contact Jeremy.cott@ashm.org.au.

CONTACTS

Key logistics contacts for the Conference

Category	Company	Contact Person	Phone No.	Email
Venue	Clarion Congress Hotel Prague	Linda Jánská	+420 211 131 153	l.janska@clarion-hotels.cz
Exhibition Builder	ExpoSale	Exhibition Team	+420 777 725 129	expo@exposale.cz
Conference Secretariat	ASHM Health	Jeremy Cott	+61 434 856 585	Jeremy.cott@ashm.org.au
AV	Rave AV	Jasiah Ulbricht	+61 416 468 838	jasiah@rave.solutions

IMPORTANT DOCUMENTS

- [Indemnity Form](#)
- [Exhibition Floorplan](#) – Subject to change
- [Conference Website](#)
- [Spread the Word](#) (Marketing assets)
- [Venue Map](#)
- [Clarion Congress Hotel Prague – Shipping Information](#)



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REQUIREMENTS CHECKLIST

Item	Deadline	Task Complete Y/N
Custom booth design plans to be sent for approval (if applicable)	Sunday 30 August	
Company logo and 50-word profile	Sunday 30 August	
Register staff online	Sunday 30 August	
Onsite contact information (name, email address and mobile)	Sunday 30 August	
Signage, furniture, power, equipment and stand information and upgrade requests to EXPOSale	Sunday 23 August	
Indemnity form or public liability cover (certificate of currency)	Sunday 30 August	
Send goods to venue Please familiarise yourself with the CCHP Shipping instructions document for information related to the delivery of goods to the venue Clarion Congress Hotel Prague – Shipping Information	The venue will accept delivery of goods no earlier than Wednesday 30 September.	

PUBLIC LIABILITY INSURANCE

Please note that exhibitors will not be granted entry to the exhibition without providing a certificate of currency for public liability insurance, onsite contact form and full payment for your participation.

Deadline: **30 August 2026**

Please complete one of the following

- Email a certificate of currency for public liability insurance
- Email the front cover of your policy
- Email a signed copy of the [Indemnity Form](#) in PDF format

MARKETING AND PROMOTION

A company profile of no more than 50 words and a company logo is required to promote your participation as an exhibitor in the conference app. Please email your company profile text and your logo (in hi-res EPS or jpeg format min 300DPI) to jeremy.cott@ashm.org.au before 30 August 2026.

We are excited you are participating in the conference. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference.

[Access the Digital Toolkit](#)



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EXHIBITION INCLUSIONS

Community Tabletop

- One complimentary exhibitor registration per table
- One trestle table and a chair
- One poster board

Shell Scheme Booth includes:

- Stand: 3m x 3m with walls (size and colour dependent on contracted exhibition company's stock)
- Fascia: 1 x company name and logo in black and white (with a maximum number of letters to be determined)
- Lighting: 2 x 150-watt track lights per booth
- Power: 1 x single power point (4 amp) per booth
- Flooring: Shell scheme booths will have carpet flooring
- Furniture: At the exhibitor's own expense

Custom Floor Space:

- A technical drawing with all dimensions of your stand and visuals must be submitted for approval by **Sunday 30 August 2026.**
- 3m x 3m total area (unless stated otherwise in agreement)
- Raw floor space will be designated by markings on the floor.
- Raw floor space does not include any accessories and equipment such as fascia, lights or power. If access to electric power is required, please request this with EXPOSale.
- All work must be carried out within the show timetable.
- It is each exhibitor's responsibility to familiarize themselves with any height or weight restrictions of the allocated space before designing the stand.
- All stands shall be entirely self-supporting, without either hanging from the roof or being attached to walls of the venue.
- It is not allowed to use shell scheme walls from neighboring stands for your own purposes
- If you have not chosen a stand builder for your space only stand yet, EXPOSale can provide you with a quotation for your stand.

BOOTH REQUIREMENTS

EXPOSale are the official stand builders for the exhibition.

You will receive a link to the Online Exhibitor Kit (OEK) from EXPOSale where you will be able to confirm the requirements of your booth including fascia, signage, branding and printing, furniture, power, stand upgrades and equipment.

Please register yourself as an exhibitor through the online exhibitor kit - <https://inhsu2026.exposale.shop/>

For any enquiries, please contact Linda Janska using the information at the beginning of this document

STAFF REGISTRATION

Instructions on how to register your staff for the conference were included in the email when you were sent the exhibition manual.



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VENUE INFORMATION – DELIVERIES AND COLLECTION

The exhibition will be held in the Meridian Room of the Clarion Congress Hotel Prague. Catering will be included in the exhibition space for morning tea, lunch, and afternoon tea.

Please familiarise yourself with the CCHP Shipping instructions document for information related to the delivery of goods to the venue

[Clarion Congress Hotel Prague – Shipping Information](#)

The venue will accept delivery of goods no earlier than Wednesday 30 September.

SET UP & DISMANTLE

- Bump in: **Tuesday 6 October**
 - 4:00am – 4:30am: **Exhibition Markup**
 - 4:00am – 7:30am: **Posterboards built** – Foyer area
 - 4:30am – 5:00pm: **Shell scheme, discussion space, community village, and custom stands build** – Meridian Room
 - 5:00pm – 6:00pm: **Staff dress stands**

(please note these are subject to change)
- Bump out: **Friday 9 October**
 - 3:30pm – 4:00pm: **Staff pack down stands, poster presenters to collect posters**
 - 4:00pm – 11:00pm: **Shell scheme and custom stands dismantle** – Meridian Room
 - 5:00pm: **Conference Close**
 - 5:30pm – 11:00pm: **Posterboards dismantle** – Foyer area

All organisers, contractors and exhibitors and their staff must wear safety vests and fully closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

EXHIBITION OPENING HOURS

Note: All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods.

Times are subject to change. Please view the online program [HERE](#) for the most up-to-date timings.

Please ensure you always keep valuable items with you; do not leave unattended on your booth.



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SECURITY

Exhibitors are fully responsible for the total management of their exhibit. The organiser will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings and exhibits.

The Clarion Congress Hotel Prague will not accept responsibility for damages or loss of goods and property left in the hotel prior to, during or after the exhibition. All goods belonging to exhibitors must be claimed and removed from the hotel on the last day of the exhibition. Adequate insurance coverage of exhibits is recommended.

During the set-up, dismantle and exhibition operation times the area will be open, and we suggest you take care of your goods and that your booth is not left unattended. **Please do not ever leave any valuables on your stand.** Whilst every precaution is taken, both the Clarion Congress Hotel Prague and ASHM Health as an agent of INHSU do not accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

FLOOR PLAN

Please note the floor plan is subject to change, however the Conference Organisers will make every effort not to move allocated spaces and will advise exhibitors of any significant changes.

- [Exhibition Floorplan](#) – Subject to change

PACKING

Please ensure you allow enough time for freight to arrive on time. Please check with your freight forwarder to confirm when you need to arrange delivery to be sent. The following is a list of items we suggest you pack into your **'Exhibition Survival Kit'**, because you never know when you might need them!

- Scissors
- Sticky tape (for packing cases)
- Stapler (staples)
- Blu-tack or Velcro (hook & loop)
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference
- Pens and permanent markers
- Writing pads
- Courier consignment notes for sending goods back to the office
- Phone and electronics charges