



ANNA-EU 2026 Bologna - September 6th to 11th 2026

Conference Policies

Access to the Conference

ANNA-EU Exhibitors and the ANNA-EU Executive reserve the right to deny access to any company or individual with outstanding invoices from previous ANNA Conferences (USA or EU). Access may also be denied if past behaviour is considered inappropriate by the ANNA-EU Executive or the ANNA-EU Exhibitors Group.

Events During Conference Dates

Once the ANNA Conference dates are published, companies and individuals may not organise separate events on those dates. This includes hospitality suites, dinners involving more than six Producers, and extracurricular activities with more than six Producers. Any activity planned outside the official ANNA-EU agenda must be approved by the ANNA-EU Exhibitors Group.

Refund Policy

Please note that no refunds will be issued.

Exhibitor Access

Only exhibitor personnel who have completed their registration and paid all applicable fees will be allowed in the conference hall and exhibition areas. Exhibitors who have not completed payment will be asked to leave these areas.

Return Shipping Support

ANNA-EU staff will gladly help where possible with return shipping of booth materials, but all related costs remain the responsibility of the exhibitor.

During Technical Meetings

- Mobile phones must be turned off or set to silent mode in the conference rooms and nearby exhibit areas.
- Private conversations should be avoided in these spaces during technical sessions.
- Product presentations are not permitted during technical sessions in the conference rooms or adjoining areas.

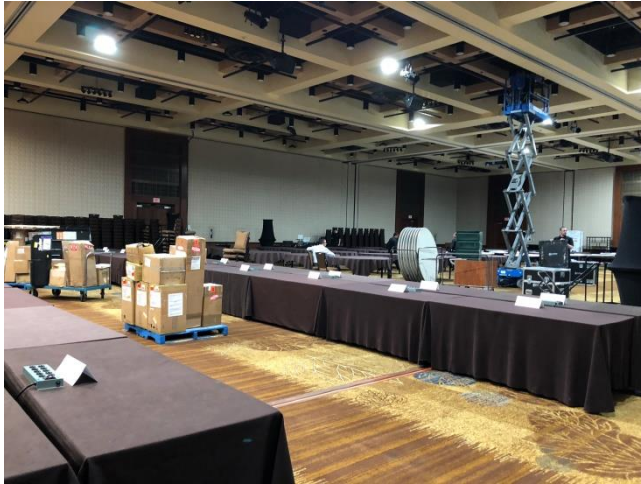
Exhibitor Courtesy

We kindly ask all exhibitors to treat one another with the consideration and respect they would expect for themselves.

Registration

Registered attendees may pick up their materials at the conference registration desk, located on the ground floor of the Savoia Hotel Regency in the Auditorium Dehors. Name badges will be provided and should be worn at all conference events.

Vendor Booth Details



Each exhibitor will receive a booth space consisting of a 180 cm × 70 cm table and an electrical outlet. A floor plan indicating booth numbers will be posted at the exhibition room entrance from Saturday, 5 September.

Free-standing displays are not allowed. All displays must fit on the table, and nothing may be attached to the surrounding walls. Items that do not meet these requirements will not be permitted on the exhibition floor. These rules will be applied strictly.

Set-Up and Tear-Down Schedule

Set-Up Hours:

- Saturday, 5 September: 08:00–18:00
- Sunday, 6 September: 08:00–13:00

Please ensure your display is ready, and all crates or boxes are stored under your table, by **13:00 on Sunday, 6 September**.

The hall will also be accessible during breaks and lunch.

ANNA-EU staff will be available to guide exhibitors and assist with booth allocation.

Exhibition Break-Down:

Booths must be dismantled by **19:00 on 11 September**.



Before departing, please ensure your materials are packed, correctly labelled according to your courier's requirements, and placed in the designated area at the Savoia Hotel Regency. Hotel staff will then move the parcels to the storage area.

Please bring your own packing tape and prepare all return-shipping documents in advance.

ANNA-EU staff will review shipping paperwork on Thursday evening. Exhibitors shipping materials must have their packages and documents checked and approved before leaving the hall.

Important Reminder:

Packages left without proper labelling or instructions will be considered abandoned and may be discarded. Any additional handling charges will be billed to the vendor using the credit card provided at registration.

Shipping Instructions

The Savoia Hotel Regency receiving department will manage all incoming and outgoing vendor shipments.

Shipping IN

- Shipping must be done via **FedEx, UPS, or DHL** only.
- Packages may not exceed **60 lbs (27 kg)**. No pallets, crates, or heavy equipment will be accepted.
- All packages must have the attached labels.
- Deliveries should be arranged from **Wednesday, 2 September to Friday, 4 September, between 09:00 and 13:00**.

Delivery Address:

Savoia Hotel Regency
Via del Pilastro 2
40127 Bologna
ITALY
Ref: ANNA Conference 5–11.9.26
Attn: Ms. Elisabetta Sardelli

All shipments must be prepaid; collect shipments will be refused.

Shipping OUT

- Outbound shipping must also be via **FedEx, UPS, or DHL**.
- Courier labels must be properly attached to all outgoing packages; otherwise, couriers will not collect them and the parcels may be discarded.
- Pick-up should be scheduled for **Monday, 14 September, between 09:00 and 13:00**.

**Pick-Up Address:**

Savoia Hotel Regency
Via del Pilastro 2
40127 Bologna
ITALY

All shipments must be prepaid; collect shipments will be refused.

Required Forms

Please bring all necessary documentation for return shipments, including tracking numbers. International shipments require:

- **International Air Waybill** – the main document containing the tracking number.
- **Commercial Invoice** – listing all package contents for customs purposes.
Suggested wording for returning display materials:
"This personal property will be returning to [country] following a one-week conference in Italy."

Depending on your country's customs requirements, additional documents may be needed. We recommend consulting your courier's international representative in advance.

All incoming packages must also include the attached ANNA-EU shipment label.

Dress Code

Conference activities follow a **business casual** dress code, such as slacks paired with golf shirts or button-down shirts.

For the Golf Tournament, please wear dress shorts or slacks and collared shirts. Denim, cut-off shorts, and T-shirts are not permitted.

Passports for Prize Drawings

This year, a digital passport will be used for Thursday evening's grand prize drawing. Producers will access their passports via a mobile app. Exhibitors will need to virtually stamp these passports on Monday, Tuesday, Wednesday, and Thursday evenings. Completed passports will be entered into the prize draw.



Contact

For any questions or additional information, please reach out to **Muriel Merchiers** before the conference:

Email: mme@gemaco-piping.com

Phone: +32 496 87 20 04 (09:00–18:00, GMT+1)

We look forward to welcoming you to the ANNA-EU Conference and to an enjoyable and productive experience for all exhibitors and producers.

Thank you for your continued support of the ANNA-EU Conference!