



9-12TH SEPTEMBER 2020
PORTO › PORTUGAL



19TH CONGRESS OF THE EUROPEAN NEUROENDOCRINE ASSOCIATION



SPONSOR MANUAL

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WELCOME MESSAGE

On behalf of the Local Organizing Committee and of the President of ENEA, we would like to invite you to participate in the next ENEA Congress that will take place in Porto, from the 9th to the 12th of September, next year.

ENE A is the leading society in Europe for the study of neuroendocrinology, from basic to clinical aspects, especially in the field of pituitary disorders. The ENE A meeting will be a great opportunity for networking for translation scientists.

The city of Porto is known as the 'Invicta City', meaning "never defeated". The name of our country, Portugal, also originated from this city's name; in c. 200 BC, Porto was designated 'Portus Cale', later becoming the capital of the County of Portugal, or Portucale County, which then became Portugal.

Porto is also a city which is known worldwide for its wines, bridges, ancient and contemporary architecture, and historical centre, which is classified as World Heritage by UNESCO, as well as for its football club - FC Porto.

The nickname of the inhabitants of Porto is 'tripeiros'. This name originates from the story of the Porto inhabitants who donated all their meat to the sailors who were setting off on a voyage of discovery to Africa and India, and kept only the tripe ('tripa' in Portuguese) for themselves to eat.

This rich cultural background is a fitting setting to receive the 19th Congress of the European NeuroEndocrine Association and to enable the sharing of knowledge and the development of fruitful discussions. I hope that all the participants will enjoy the wonderful city of Porto and our hospitality, as well as a great scientific programme.

Yours Sincerely,

Davide Carvalho, MD, PhD
President of the Local Organizing Committee

Thierry Brue, MD, PhD
President of European Neuroendocrine Association



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ENEA

The European Neuroendocrine Association (ENEA) was founded in the early 1980's to promote, assist and integrate neuroendocrinology in all its aspects, both basic and clinical, throughout the European continent. It organizes biennial meetings in a European center to discuss and explore the latest research and concepts in current neuroendocrinology, and also to educate and enthuse endocrinologists in training. Previous meetings were held in Munich (2002), Sorrento (2004), Athens (2006), Antalya (2008), Liege (2010), Vienna (2012), Sofia (2014), Milan (2016), Wroclaw (2018) and for Porto we expect about 500 participants.

The scientific content of the congress has a very high standard and aims a programme that brings the latest of neuroendocrine research as well as discusses the most novel treatments in the field.

Executive committee

President

Thierry Brue (France) 2018-2020

President elect

Ilan Shimon (Israel) 2018-2020

Secretary

Maria Chiara Zatelli (Italy) 2018-2022

Treasurer

Patrick Petrossians (Belgium) 2016-2020

Officers

Davide Carvalho (Portugal) 2016-2020

Rosario Pivonello (Italy) 2016-2020

Lucio Vilar (Brazil) 2016-2020

Kristi Alexandraki (Greece) 2018-2022

Nienke Biermasz (NL) 2018-2022

Raul Luque (Spain) 2018-2022

Misa Pfeifer (Slovenia) 2018-2022

Luis Perez-Rivas, EYRC rep (Germany) 2018-2022



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MEETING INFORMATION

Title: 19th Congress of the European Neuroendocrine Association (ENE A 2020)

Date: September 9-12, 2020

Venue: Porto Palácio Congress Center, Porto, Portugal

Expected number of participants: around 500.

Hotel Accommodation: A list of recommendable hotels will be published on the Congress website.

For group bookings and the organization of social events you can contact our local partner in Porto.



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GENERAL INFORMATION

Organizing Secretariat & Registration

Sponsorship & Exhibition Management information:

NorahsEvents, Lda.

Email: eventos@norahsevents.pt

Mobile Number: +351 933 205 202

Phone Number: +351 220 164 206

PRELIMINARY KEY DATES

January 15 th , 2020	Call for Abstracts
May 1 st , 2020	Deadline for abstract submission
July 1 st , 2020	Deadline for early registration
August 20 th , 2020	Deadline for regular registration, after this deadline only on-site registration is possible



PORTO PALÁCIO CONGRESS CENTRE, PORTO, PORTUGAL



The Porto Palácio Congress Centre has a privileged location. Is situated in one of Porto's principal avenues, with great access, near to a lot of areas of interest and 16 km away from Porto airport (Francisco Sá Carneiro-OPO).

The Congress Center is divided into two floors with independent entrance, serving as a multiplatform for one or several events.

12 Meeting Rooms for Events

1.590m² Total space for events



COMMITTEES

Program Organizing Committee

Niki Karavitaki (chair) – United Kingdom
Auli Karhu - Finland
Davide Carvalho - Portugal
Federico Gatto - Italy
Frederic Castinetti - France
Jens Otto Jorgensen - Denmark
Manuel Gahete - Spain
Marily Theodoropoulou – Germany
Nienke Biermasz - Netherlands
Olivera Casar-Borota - Sweden
Vera Popovics - Serbia

Local Organizing Committee

Davide Carvalho (Chair) - Porto
Cláudia Amaral (General secretary) - Porto
Albino Maia - Lisboa
Daniela Seixas - Porto
José Manuel Lopes - Porto
Josué Pereira - Porto
Leonor Gomes - Coimbra
Manuel Fontoura - Porto
Manuel Lemos - Covilhã
Mário Mascarenhas - Lisboa



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REGISTRATION

REGISTRATION FEES AND IMPORTANT DATES

ENE A 2020 Registration

	Until July 1 st , 2020	From July 2 nd – August 20 th , 2020	On site
ENE A Members	450€	500€	600€
Non-members	550€	600€	700€
Trainees/ Students / Allied health professionals	200€	250€	300€
Accompanying person	200€	200€	200€

All prices in Euro and excl. VAT and local taxes, if applicable

Special “Group booking” rates available (see Registration Packages for further information)

Registration Cancellation penalty:

- Registration cancellation up to July 1st, 2020: free of charge.
- Registration cancellation between August 1, 2020 and August 14th, 2020: 50% of registration fee.

Registration cancellation on or after August 15, 2020: 100% of registration fee.

TYPES OF PARTICIPATION / SPONSORSHIP OPPORTUNITIES

Application

Applications for sponsorship and/or exhibition must be made for the following email:
eventos@norahsevents.pt

Acknowledgements

All sponsors will be acknowledged in the Final Program, on-site and on the meeting website.

Exhibition

The exhibition will take place in the foyers of the Porto Palacio Congress Center. The whole area provides approximately 600 sqm gross. The organization reserves the right of changing the floorplan if deemed necessary.

Space allocation is according to total sponsorship contribution, booth size, date of application and payment of first deposit. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate so on their exhibition application form. Careful consideration will be given to all requests. ENEA reserves the right to relocate or reassign booths at any time for the overall benefit of the meeting.

Exhibitor Registration

One exhibitor badge per 3 sqm rented exhibition space will be given (access to scientific sessions included). For any additional exhibitors an exhibitor registration fee of € 65 will be charged. An exhibitor registration form will be included in the Exhibitors' Technical Manual.

Exhibitors' Technical Manual

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be circulated in late spring 2020. It will include:

- Technical details about the Venue and booth construction details
- Final exhibition details and information
- Services available to exhibitors and order forms



EXHIBITION SPACE PRICING

STANDS – SPACE ONLY*

Space rental does not include any furniture or stand cleaning. All these services and others will be available in the Exhibitors' Technical Manual and can be ordered.

* All prices in Euro and excl. VAT and local taxes, if applicable

Stand	Price
3x2m = 6sqm	5 000€
3x3m = 9sqm	8 000€
6x2m = 12sqm	10 000€
Roll up or commercial space (1x1m)	2 500€
Price per additional sqm exhibition space More than 9 sqm	650€

Exhibition Space Rental includes the following services:

- Net stand area / floor space only
- Exhibition Technical Manual
- Product/company description entry to be published in the Final Programme Book
- 1 free exhibitor registration per 3 sqm



EDUCATIONAL SPONSORSHIPS

(All prices in Euro and excl. VAT and local taxes, if applicable)

Satellite Symposium*: 40.000,00 €

A Satellite Symposium is a program of 60 or 90 minutes, the content needs to be approved by the programme organizing committee. It may be a morning, lunch or evening symposium.

Please note: Satellite symposia can be arranged in accordance with the programme schedule. The Sponsor of a Satellite Symposium is granted the use of the lecture hall with stage and AV-Equipment, inclusion in the meeting programme, putting up posters about the symposium on its scheduled day. Sponsors of this category should bear in mind that preparation of the content for the symposium, speaker liaisons, travel and accommodation expenses as well as preparation and publishing of printed materials about Satellite Symposia will be within their responsibility.

The speakers of the symposium will be registered by the organizer free of charge.

*** Organized by the sponsor in consultation with the Congress Organizer. Duration: 60 or 90 minutes.**

- Price includes:
- Hiring of the room
- Microphones for speakers and audience
- Single projection
- Audiovisual technician
- Publication of the Symposium Programme in the Programme Book and on the website
- Use of the slide preview rooms
- Sponsors may print posters for the Symposium and display these in the Congress Center on the scheduled day
- Sponsors may publish their own Programme, Abstracts and Proceedings
- Registration of the speakers free of charge



Dinner Symposium*: 60.000,00 €

A Dinner Symposium is a program of 60 minutes, the content needs to be approved by the programme organizing committee.

Please note: The dinner will be on Thursday, 10th September. The Sponsor of a Dinner Symposium is granted the use of the lecture hall with stage and AV-Equipment, inclusion in the meeting programme, putting up posters about the symposium on its scheduled day. Sponsors of this category should bear in mind that preparation of the content for the symposium, speaker liaisons, travel and accommodation expenses as well as preparation and publishing of printed materials about Dinner Symposia will be within their responsibility. The speakers of the symposium will be registered by the organizer free of charge.

*** Organized by the sponsor in consultation with the Congress Organizer. Duration: 60 minutes.**

Price includes:

- Hiring of the restaurant
- The F&B service
- Microphones for speakers and audience
- Single projection
- Audiovisual technician
- Publication of the Symposium Programme in the Programme Book and on the website
- Use of the slide preview rooms
- Sponsors may print posters for the Symposium and display these in the Congress Center on the scheduled day
- Sponsors may publish their own Programme, Abstracts and Proceedings
- Registration of the speakers free of charge



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Poster Sessions – 12 000€

Over 200 posters will be presented throughout the congress, on electronic posters. Sponsor logos will be placed on the screens for maximum exposure and the support will be published in to all printed materials.

Scientific Awards

The Organizing Committee will award 4 prizes, 2 basic and 2 clinical for the best oral communications and poster presentations.

The awards will be announced during the closing ceremony.

Award of your choice including lecture awards may also be presented in the opening or closing ceremony or awards session. Further details are to be discussed with the Congress Secretariat and the Organizing Committee.

Registration packages / Group bookings

(All prices in Euro and excl. VAT and local taxes, if applicable)

A special registration fee is granted to the Industries, which have a certain minimum amount of registrations.

	30 - 49	50 - 99	100 - 200
ENE A Members	430€	405€	385€
Non-members	520€	500€	475€
Trainees/ Students / Allied health professionals	190€	180€	170€



EDUCATIONAL SPONSORSHIPS

(All prices in Euro and excl. VAT and local taxes, if applicable)

Type of sponsorship	Price	Includes
Congress bags with sponsor logo	10 000€	Bags with the event branding and "Supported by..." + company logo the production costs are included
Congress bag insert (1 page, A4)	3 000€	Material produced by the sponsor distributed to all congress delegates
Congress bag insert (4 pages, A4)	5 000€	Material produced by the sponsor distributed to all congress delegates
Notepads and pens	5 000€	Material produced by the sponsor distributed to all congress delegates
Name Badges and Lanyards (Name badges with lanyards distributed at the registration will bear the company name and logo.)	5 000€	Lanyards provided by the sponsor, with the company logo
Pocket Program	5 500€	Inserted in name badge holder
Laminated book mark in the Final Program/Abstract Book	3 000€	A laminated book mark to be inserted in the final program or abstract book
Congress APP	10 000€	Application with information of the congress with the company logo
Coffee-break	4 000€	Company logo on the tables
Congress Dinner	20 000€	Company logo printed in the menu or invitation provided by the sponsor



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Printed Matters for the Congress

Type of sponsorship	Price	Includes
2nd Announcement Advertisement – Back cover Ad	5 000€	2nd announcements will be distributed at selected conferences covering subjects of neuroendocrinology and sent to the congress participants. Around 10.000 copies are planned to be distributed.
2nd Announcement Advertisement – Inside Ad	3 000€	2nd announcements will be distributed at selected conferences covering subjects of neuroendocrinology and sent to the congress participants. Around 10.000 copies are planned to be distributed.
Final Program/Abstract Book Advertisement	5 000€ - 8 000€	8 000€ full page back cover 6 000€ front inside cover 5 000€ back inside cover 5 000€ full inside page

Any additional ideas for promoting products and services are welcome for consideration.



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PAYMENT CONDITIONS, CANCELATION POLICY

Payment conditions

- To guarantee your spot, it is mandatory to pay 50% of the total amount by the time of the confirmation.
- One month before the Congress, 25% of the total amount must be paid.
- By the time of the Congress, your participation must be paid in 100%.
- Payment must be made to this account:
Beneficiary: NorahsEvents,Lda
Bank Name: Novo Banco
City: Matosinhos
IBAN:PT50 0007 0000 00325508042 23
SWIFT Code / BIC:BESCPTPL
- All prices in Euro and excl. VAT and local taxes, if applicable

Cancellation Policy

In case of cancellation of the participation by the company, these are the conditions that apply:

- Cancellations until June 09, 2020: 60% devolution of the total amount paid by then.
- Cancellations from June 10, 2020: No refund.



SPONSORSHIP LEVELS

All prices in Euro and excl. VAT and local taxes, if applicable

Gold sponsors

Sponsors supporting the ENEA 2020 with a revenue of 60000€

Benefits:

- 18 sqm exhibition space (6*3)
- Special price for additional exhibition space at 250 EUR / sqm
- 4 complimentary conference registrations
- 4 complimentary exhibitor registrations
- 4 complimentary Gala Dinner tickets
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress website as Gold Sponsor
- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the abstract book
- First choice of a Satellite Symposium slot (60 minutes), see Point 8 for more details
- 1 free insert in the participants' congress bags (max. of 4 pages, A4)
- Gold sponsor visibility on Sponsors slide displayed between scientific sessions

Silver sponsors

Sponsors supporting the ENEA 2020 with a revenue of 40000€

Benefits:

- 12 sqm exhibition space (4*3 | 6*2)
- Special price for additional exhibition space at 250 EUR / sqm
- 3 complimentary conference registrations
- 3 complimentary exhibitor registrations
- 3 complimentary Gala Dinner tickets
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress web site as Silver Sponsor



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- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the abstract book
- 1 free insert in the participants' congress bags (max. of 4 pages, A4)
- Silver sponsor visibility on Sponsors slide displayed between scientific sessions

Bronze sponsors

Sponsors supporting the ENEA 2020 with a revenue of 25000€

Benefits:

- 6 sqm exhibition area (3*2)
- Special price for additional exhibition area at 250 EUR / sqm
- 2 complimentary conference registrations
- 2 complimentary exhibitor registrations
- 2 complimentary Gala Dinner tickets
- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress web site as Bronze Sponsor
- 1 free insert in the participants' congress bags (1 page, A4)
- Company name and logo printed in the abstract book
- Bronze sponsor visibility on Sponsors slide displayed between scientific sessions



TERMS AND CONDITIONS EXHIBITION/SPONSORING

1. Application for Exhibition/Sponsoring: In order to be considered for Exhibition/Sponsoring, the application form must be filled in, completed with a legally competent signature, and delivered to us on time. However, mailing or delivering of the Application Form for Exhibition/Sponsoring to the Organizing Secretariat does not constitute a formal agreement that the Exhibitor/Sponsor will be admitted to participate. Contractual conditions are constituted only after the Organizing Secretariat has sent written confirmation of acceptance to the Exhibitor/Sponsor. In case of acceptance, Exhibitor/Sponsor will be bound by the Terms and Conditions listed in the Sponsorship & Exhibition Brochure and in the Application Forms for Exhibition and Sponsorship. The Organizing Secretariat reserves the right to refuse any application to exhibit/sponsor without giving cause. Exhibition space and sponsorship items are allotted according to the terms and conditions as listed in the Exhibition/Sponsorship Brochure. Any company which disobeys the directives of the

Organizing Secretariat may be excluded from the exhibition/sponsoring with immediate effect by the Organizing Secretariat. Such companies are liable for the whole rental sum, for the registration fee(s) and for all incidental expenses including the legal value added tax. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

2. Obligations and Rights of the Exhibitor: The booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden (such as Working Acts, distributing flyers etc.).

The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited.

The Organizing Secretariat reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours. Prior written permission from the Organizing Secretariat is obligatory for the presentation of advertising lectures, advertising films, slide projections, for the distribution of samples, beverages or food. It is strictly forbidden for companies which are not exhibitors/sponsors to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.



3. Obligations and Rights of Organizing Secretariat: The Organizing Secretariat reserves the right to revise the time and location of the exhibition, to shorten the duration of the exhibition and to cancel the exhibition altogether. Any change regarding the exhibition's time and duration neither entitles the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

4. Liability Insurance: The Organizer provides general guard service and third party insurance at the Congress site. Equipment and all related display materials installed by exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The Exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended- coverage policy.

5. Set-up of booths: To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Organizing Secretariat regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths. Before setting up their booths/displays/installations, Exhibitors must first contact the Organizing Secretariat and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Standard side and back walls of booths are to be 2.5 (2 and a half) meters high. For any variation from this norm, specific permission must be obtained in advance from the Organizing Secretariat. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to the rented objects. Booths must be set up and completed during the timeframe designated. An Exhibitor or advertising company contracted by the Exhibitor who wishes to set up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or exhibit to the Organizing Secretariat. The Organizing Secretariat reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Organizing Secretariat, so require. The side and back walls of all stands should be finished on the outside as well as the inside. Exhibitors must avoid obstructing the view of or access to neighboring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighboring booths. Should an exhibitor not follow the directives of the Organising Secretariat or not carry out such directives punctually, the Organizing Secretariat reserves the right to take the necessary steps at the cost of the Exhibitor.

The Organizing Secretariat reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements. Organizing Secretariat also reserves the right to rent floor



space of a booth not finished on time to another applicant. In such a case, the Exhibitor is responsible for all costs arising from cancellation.

6. Maintenance of booths and exhibition area: Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the Organizing Secretariat. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls.

Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to the Organizing Secretariat.

Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

7. Electrical Installations – Power consumption: The cost of electricity will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are at the Exhibitor's expense; however, such installations may only be carried out by an electrician appointed by the Organizing Secretariat.

The Organizing Secretariat however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

8. Dismantling of booths: The Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the Organizing Secretariat, and no reimbursement will be made for such items. The Organizing Secretariat can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away his/her exhibit in a timely manner, these items will be removed



by the Organizing Secretariat at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the Organizing Secretariat for such removals of abandoned exhibits. Rented Items which were originally accepted as satisfactory for rental by the exhibitor are to be returned undamaged and in satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the Organizing Secretariat is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

9. Payments – Breach of contract: Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Exhibition/Sponsoring Sponsorship & Exhibition Brochure and the application forms for Exhibition/Sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The Organizing Secretariat reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths/sponsorship items will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor/Sponsor. Furthermore, Organizing Secretariat reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizing Secretariat to any suits or demands by the Sponsor/Exhibitor/any third party. The Exhibitor bears the costs of the Contract Fee which is one per cent (1%) of the rental costs, as well as all other taxes, fees or official charges on the rental sum, if applicable. A special fee is charged for decorating rented items in special material of the Exhibitor's choice. Also, Exhibitors must bear the cost of any special installations. In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses.

In case of cancellation of the exhibition, the Organizing Secretariat will return the part payments received less the sum equivalent to the costs which have arisen for the Organizing Secretariat up to the time of cancellation; the registration fee will not be returned.

This agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.