Exhibition & Sponsorship Prospectus

EUROSPINE 2015

September 2–4, 2015
Bella Center Copenhagen, Denmark
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Dear Colleagues,
Dear Ladies and Gentlemen,

The Congress of the Spine Society of Europe, the EUROSPINE, is the most important platform for exchanging the latest research results and innovations in the prevention and treatment of spinal disorders. The aim is to combine existing knowledge with the development and implementation of improved concepts for the benefit of patients across Europe. Continuing this successful path with you is the formulated wish of the EUROSPINE 2015 from September 2 – 4, 2015 in Copenhagen.

To encourage and promote the interdisciplinary dialogue between health care professionals and the industry is of particular interest to us. Without the industry’s help and active participation the EUROSPINE 2015 could not take place, we have therefore planned the area in such way that the congress is based around the industrial exhibition. The idea is to provide maximum focus on all our exhibitors not only at the congress venue level, but throughout the entire EUROSPINE concept.

We especially want to welcome novel start-up companies to present their businesses and products in our newly created “Innovative Corner”. It provides young companies with the unique opportunity to network with other companies and to receive direct feedback from experts.

This year, we are planning the official EUROSPINE 2015 evening as a large gathering of the entire spine community. As a consequence, we would like to welcome scientists, physicians and industry representatives equally at this function. With the Opera House, we have booked an impressive and suitable location which offers us the possibility to provide space for up to 750 participants. An impressive view and culinary pleasures promise a special night - please support this event with your participation!

We look forward to the further organization and the progress of the EUROSPINE 2015 and would like to take this opportunity to invite you to Copenhagen. We would also like to thank all those, who joined us on the long and extensive path of preparation of the congress.

We are looking forward to meet you all in Copenhagen!

Finn Bjarke Christensen & Martin Gehrchen
Dear friends, colleagues and spine specialists,

20 years! It will be the twentieth anniversary of the “EUROSPINE” congress in 2015, Copenhagen. EUROSPINE was the name used at the first conjoined meeting before the merging of two spine societies, European Spinal Deformity Society and European Spine Society. Since then the society has grown tremendously and achieved many successful activities.

It is my great honour and pride to invite you to participate with EUROSPINE, the Spine Society of Europe, at its annual scientific meeting in Copenhagen, Denmark to be held from 2 to 4 September 2015.

The congress will include pre-meeting instructional courses, blindly selected best abstracts, debates, lunch symposia and e-posters. We aim to offer an open academic forum that will stimulate discussions on the latest scientific developments on prevention and treatment of spinal disorders. It will further generate new ideas in the field of spinal research. It is professional development and part of life-long learning and education. The EUROSPINE programme committee is working very hard to achieve and surpass the academic standards that have been improved over the last 20 years. Participants will have the opportunity to meet and interact with our partners in the Spine Industry through exhibits and lunch industry workshops.

Our local hosts Finn Christensen and Martin Gerchen have been working hard to assure the high quality and integrity already set in our flagship annual meeting.

On behalf of the local hosts and the Eurospine society, I look forward to welcoming you to our annual meeting in Copenhagen from 2 to 4 September 2015. I strongly encourage you to become a member of the society to reap the many benefits of membership. You can become part of the future of leading edge knowledge and skills within the society.

Haluk Berk M.D.
Eurospine president 2015
CONTACTS

Organiser
EUROSPINE – The Spine Society of Europe
www.eurospine.org

Official Congress Website, for all updates and documents
www.eurospine2015.eu

Local Organising Committee
Finn Bjarke Christensen
Department of Clinical Medicine
Orthopaedic Research Laboratory
Aarhus (Denmark)

Martin Gehrchen
Department of Orthopaedic Surgery
Rigshospitalet
National University Hospital of Copenhagen
Copenhagen (Denmark)

Administrative & Scientific Secretariat
EUROSPINE, the Spine Society of Europe
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Fax. +41 44 994 14 03
info@eurospine.org

Membership & Marketing Coordinator
Claudia Ortner
ortner@eurospine.org

Organising Secretariat, Sponsorship & Exhibition Management
Conventus Congressmanagement & Marketing GmbH
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www.eurospine2015.eu
www.conventus.de

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EUROSPINE, the Spine Society of Europe
Founded: June 26, 1998 in Innsbruck, Austria
Formerly: European Spine Society (ESS); European Spinal Deformity Society (ESDS)

The aims of EUROSPINE, the Spine Society of Europe are to stimulate the exchange of knowledge and ideas in the field of research, prevention and treatment of spine diseases and related problems and to coordinate efforts undertaken in European countries for further development in this field.

Executive Committee 2014
President: Philip J. Sell
Vice President: Haluk Berk
Past President: Ferran Pellisé Urquiza
Secretary: Everard Munting
Member at Large: Michael Ogon
Treasurer: Frank Kandziora
Chair Programme Committee: Thomas R. Blattert
Chair Educational Committee: Jörg Franke
Assistant Treasurer: Finn Bjarke Christensen

EUROSPINE 2015 Local Hosts Finn Bjarke Christensen, Martin Gehrchen

Previous EUROSPINE Congresses

<table>
<thead>
<tr>
<th>Congress</th>
<th>Total no. of attendees</th>
<th>Exhibition sqm net sold</th>
<th>Total no. of companies</th>
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<tbody>
<tr>
<td>Barcelona 2005</td>
<td>1607</td>
<td>1467</td>
<td>42</td>
</tr>
<tr>
<td>Istanbul 2006</td>
<td>1886</td>
<td>2185</td>
<td>86</td>
</tr>
<tr>
<td>Brussels 2007</td>
<td>1693</td>
<td>2820</td>
<td>120</td>
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<tr>
<td>Warsaw 2009</td>
<td>1800</td>
<td>1893</td>
<td>104</td>
</tr>
<tr>
<td>Vienna 2010</td>
<td>2150</td>
<td>2500</td>
<td>135</td>
</tr>
<tr>
<td>Milan 2011</td>
<td>2400</td>
<td>2668</td>
<td>140</td>
</tr>
<tr>
<td>Liverpool 2013</td>
<td>2156</td>
<td>2604</td>
<td>125</td>
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IMPORTANT DATES TO REMEMBER

First Deadline for Sponsoring & Exhibition Application
Friday, November 14, 2014, 12:00 (CET)
Deadline for Abstract Submission
Sunday, March 1, 2015
Availability of Exhibitors’ Technical Manual
Spring 2015
Settlement of Final Payment for Sponsoring & Exhibition
Friday, May 9, 2015
Last Date for Cancellations with Partial Refund
Friday, May 9, 2015

For more Information, please refer to the congress website
www.eurospine2015.eu
CONGRESS DATE AND VENUE

**Date**
September 2 – 4, 2015

**Address**
Bella Center A/S
Center Boulevard 5
DK – 2300 Copenhagen
Denmark

Bella Center is Scandinavia’s largest exhibition and conference center. Located in Ørestad between the city centre and Copenhagen Airport, it offers an indoor area of 121,800 m² and has a capacity of 20,000 people.

Among a large list of international conferences, the Bella Center already hosted prestigious events such as the MTV Europe Music Awards 2006, the 13th Olympic Congress (2009) and the United Nations Climate Change Conference in 2009.

Bella Center & Bella Sky Hotel has been nominated for the title of “Best Overseas Conference Centre” at the Meetings & Incentive Travel Industry Awards 2014 in London.

The customers have chosen Bella Center & Bella Sky Hotel as a finalist in the light of the high service level and the great focus on details that they experience in the centre in the context of holding meetings.

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**Industry Meeting/Site Inspections**
A general site inspection in Copenhagen with all interested exhibitors and sponsors will be organised on 27 January 2015. However, exhibitors and sponsors are free to contact Conventus Congressmanagement & Marketing GmbH at eurospine@conventus.de to make an appointment for individual site inspections at the congress venue.
CONGRESS DATE AND VENUE

City Map

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Copenhagen – Worlds Happiest City
Copenhagen, the royal capital of Denmark with over 1.1 million citizens, belongs to Europe’s oldest and most beautiful capitals. It’s location in the most dynamic region of Northern Europe, the Øresund region, makes a visit even more exciting.

The city has a long history well integrated with today’s modern life. Copenhagen is a multicultural centre thanks to yesterday’s and today’s immigration, a fact that contributes to Copenhagen’s international atmosphere.

Theatres, museums, art galleries and musical entertainment are other attractions which will make your stay in royal Copenhagen memorable.

No doubt that you are going to love royal Copenhagen with its friendly people and colorful atmosphere which are only one of many reasons why the Danes repeatedly ranked world’s happiest people.

Some more interesting facts about Copenhagen:
2010 – The sixth most popular conference city in the world (ICCA)
2010 – The world’s best Bike City (Discovery)
2010 – The world’s best metro (Metrorail)
2010 – Europe’s most punctual airline, SAS (Flightstats)
2011 – Copenhagen is the second biggest trade-show-city in the world (FashionUnited)
2011 – Europe’s most reliable airport (FlightStats)
2012 – Europe’s best cruise harbor (3rd time in a row) (World Travel Awards)
2012 – Best Northern European airport (World Airport Awards)
2013 – Copenhagen is the most walkable city (Walk21)
2013 – The eighth most popular conference city in the world (ICCA)
SPONSORS

Major Sponsor Levels
To calculate the sponsorship level, the total sponsoring and exhibition contributions are considered.

Gold Sponsor
EUR 100.000 and above
Limited to 3 supporters
In addition to the benefits of your sponsoring and/or exhibition support, your organisation will receive significant exposure and recognition through the following core benefits:

- Your company name and logo will be displayed on the congress website with hyperlink to your company website
- Your company will be listed as Gold Sponsor in the final programme
- Your company will be listed as Gold Sponsor in the EUROSPINE App
- Your company is granted the permission to use the congress logo on related materials prior to and during the congress
- You will get the preferred choice of date, time and location for industry sessions
- You will have the first choice of exhibition space
- 6 complimentary full congress registrations included
- 2 tickets for the Official Congress Evening

Silver Sponsor
EUR 75.000 to EUR 99.999
Limited to 4 supporters
In addition to the benefits of your sponsoring and/or exhibition support, your organisation, as one of the Silver sponsors, will receive a good level of exposure through a range of core benefits:

- Your company name and logo will be displayed on the congress website with hyperlink to your company website
- Your company will be listed as Silver Sponsor in the final programme
- Your company will be listed as Silver Sponsor in the EUROSPINE App
- Your company is granted the permission to use the congress logo on related materials prior to and during the congress
- You will get the second choice of exhibition space directly after Gold Level sponsors
- You will have the second choice of exhibition space directly after Gold Level sponsors
- 4 complimentary full congress registrations included
- 1 ticket for the Official Congress Evening

Contributor
EUR 50.000 to EUR 74.999
- Your company name and logo will be displayed on the congress website with hyperlink to your company website
- Your company will be listed as Contributor in the final programme
- Your company will be listed as Contributor in the EUROSPINE App
- Your company is granted the permission to use the congress logo on related materials prior to and during the congress
- You will get the preferred choice of date, time and location for industry sessions after Gold and Silver sponsor levels
- You will have preferred choice of exhibition space directly after Gold and Silver sponsor levels
- 2 complimentary full congress registrations included

To ensure that the sponsorship package meets all their specific marketing needs, sponsors are invited to create individual packages. Any additional ideas for promoting products and services are welcome for consideration.

Please contact Justus G. Appelt/ Nadia Al-Hamadi:
Tel: +49 3641 311 63 15 or Email: europine@conventus.de.

All prices quoted are in EUR and are excl. local VAT (statutory regulations apply for VAT calculation).
Sponsorship Opportunities
All prices quoted are in EUR and are excl. VAT (statutory regulations apply for VAT calculation).

Education Topic
Keynotes and/or Debates: to help cover travel and accommodation of invited faculty. Faculty and topics are entirely appointed by the meeting's scientific organizing committee. Supporters will be acknowledged in the final programme's Sponsors & Exhibitors section and via the meeting's break slides. No direct association to specific faculty members will be drawn.
EUR 5.000

Industry Workshops
Companies are invited to schedule industry sessions within the framework of the official scientific programme of the congress. Please indicate the principal topic of the session and the Organising Committee will endeavour to allocate sessions with divergent topics to the same time slots.

Lunch Industry Workshops
scheduled from September 2–4, 2015
- Room for approx. 30-55 pax EUR 5.000
- Room for approx. 80-150 pax EUR 6.500
- Room for approx. 150-250 pax EUR 7.500

The Fee for Workshops includes
- Timeslot
- Room rental with theatre style set-up
- Standard audio/visual equipment (beamer, laptop, screen)
- Publication of the workshop programme in a special section of the final programme and at the congress website
- Opportunity to display a poster announcing the Workshop on a designated poster board

General Guidelines for Workshops
- Companies must accept financial responsibility for all the aspects of their workshop
- EUROSPINE 2015 Logo may be used only after written authorisation of the organising secretariat
- Companies are requested to provide lunches
- Set-up and dismantling must take place within the time slot booked

Congress Bags
All delegates will be provided with an official EUROSPINE congress bag. This will include sponsor’s company logo (EUROSPINE 2015 logo as well), which is a powerful way to promote your company and will continue to serve as a reminder long after the event.
Please inquire via eurospine@conventus.de.

Bag Inserts
Promotional leaflet/gadget will be inserted into delegates’ congress bags and distributed to all delegates when registering. The insert is to be provided by the sponsor.
EUR 2.000

Notepad and Pen
Early registrants will be provided with a pen and paper set. This will include sponsor’s company logo and the EUROSPINE 2015 logo, which is a prominent way to promote your company and act as a reminder after the meeting.
Please inquire via eurospine@conventus.de.
Lanyards
All delegates will be provided with a lanyard for their name badge printed with the company logo upon registration. Delegates must wear their name badge and lanyard throughout the meeting. Lanyards to be provided by the sponsor.
Please inquire via eurospine@conventus.de.

Advertisements — Final Programme
The final programme for the EUROSPINE 2015 meeting will be distributed on-site to all participants and represents the major information source during the whole meeting.

1/1 Inside Page Ad  EUR 3.000
1/2 Inside Page Ad  EUR 1.900
Front Inside Cover Ad  EUR 4.500
Back Inside Cover Ad  EUR 4.000
Back Cover Ad  EUR 5.000

Bookmark
This is an exclusive advertising opportunity distributed with the final programme to all congress attendees. Bookmarks to be provided by the company.
Please inquire via eurospine@conventus.de.

Internet Corner/Business Lounge
The internet corner will operate in a central area and will be used by delegates, speakers and exhibitors. The corner will provide several computers and internet access. Acknowledgement will be made in the final programme.
Please inquire via eurospine@conventus.de.

E-Poster Area
The E-poster area will operate in a central area and will be used by delegates, speakers and exhibitors. The area will provide several computers. The company is free to customise the area. Acknowledgement will be made in the final programme.
EUR 15.000

Speakers Preview Area
The speakers preview area will operate in a central area and will be used by speakers to send their presentations to the meeting rooms. The centre will provide several computers. The company can have its logo on the PCs. Acknowledgement will be made in the final programme.
Please inquire via eurospine@conventus.de.

Wi-Fi
All delegates will be provided with freely accessible internet connection. Sponsor will be acknowledged in the final programme.
EUR 8.000

Message Board
The message board will be centrally located and will be used for daily announcements. The company's logo will be displayed next to the congress logo on the board.
Please inquire via eurospine@conventus.de.

EUROSPINE Member Lounge
A cosy place for EUROSPINE society members to get together. The sponsor will be acknowledged in the final programme and on signage.
Please inquire via eurospine@conventus.de.

Water Dispensers
Several water dispensers will be placed at strategic points throughout the exhibition area and the conference center. The company's logo will be displayed on the water dispensers.
EUR 5.000
Virtual Communication Package
Your company will receive the following benefits
- Listed as Supporter (name, logo and hyperlink) on the Meeting website
- Acknowledged as Supporter (name and logo) in the Marketing Newsletters (2 issues in the last quarter before the meeting)
- Acknowledged as Supporter in the final programme
- 1/1 Inside Page Ad in the final programme
- Company logo with Supporter status on break slides onsite
EUR 6.000

Travel Grants
EUR 1.000 each
With the aim to provide all colleagues from Europe and beyond the opportunity to attend this meeting, regardless of his/her individual economic situation. The responsibility for selection rests with the organizing committee. Financial support and waived registration fee will be made available for applicants who fulfill the following criteria: age is 35 years or below, a current CV must be submitted. Supporters will be acknowledged in the final programme’s Sponsors & Exhibitors section and via the meeting’s break slides.

There is no limit to the amount of Travel Grants that companies can provide. Contribution for industry-supported travel grants: EUR 1.000 (covers registration fee, accommodation for 3 nights, EUR 100 travel support).
Application for Exhibition

Application for exhibition can be done online via the congress website: www.eurospine2015.eu or can be made in writing until Friday, November 14, 2014 with the downloadable exhibition order form, signed with a legally competent signature and delivered to:

Conventus Congressmanagement & Marketing GmbH
Justus G. Appelt/ Nadia Al-Hamadi
Carl-Pulfrich-Strasse 1, 07745 Jena (Germany)
Tel. +49 3641 311 63 15
Fax. +49 3641 311 61 42
Email: eurospine@conventus.de

! Please note: Surveys among EUROSPINE congress participants are not allowed!

Submission of an application does not guarantee space availability, nor does it guarantee size or location. By submitting an Exhibitors’ Application Form, companies agree on the rules and conditions outlined in this prospectus and on any others issued at any time by the Organising Secretariat for the good management of the EUROSPINE congress.

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

“Space only” rental (min. of 9 sqm)
The price for floor space only
up to 27 sqm EUR 616/sqm
as of 28 sqm EUR 560/sqm

All prices quoted are in EUR and are excl. VAT (statutory regulations apply for VAT calculation).

This fee includes:
• Exhibition floor space only
• One complimentary full congress registration per 18 sqm rented exhibition space (access to scientific sessions)
• Two exhibitor badges per 9 sqm rented exhibition space (no access to scientific sessions)
• Cleaning of public areas and gangways
• Acknowledgement on the EUROSPINE 2015 meeting website and in the final programme
• Exhibitors’ Technical Manual

“Space only” rental does not include:
• partition walls
• furniture
• electrical usage
• stand cleaning
• anything that is not expressly listed under “This fee includes”.

All these services and more services can be ordered at extra cost and will be available in the Exhibitors’ Technical Manual.

“Innovative corner”
For the first time we would like to welcome novel start-up companies to present their business and products in our newly created “Innovative Corner”. It provides young companies with the unique opportunity to network with other companies and to receive a direct feedback from experts.

The price for floor space only
For 6 sqm EUR 2.500

The provided space is limited to 10 exhibitors in Hall B and a special price of EUR 2.500.

All prices quoted are in EUR and are excl. VAT (statutory regulations apply for VAT calculation).

This fee includes:
• Exhibition floor space only (incl. 1 table, 2 chairs)
• Two exhibitor badges (no access to scientific sessions)
• Cleaning of public areas and gangways
• Acknowledgement on the EUROSPINE 2015 meeting website and in the final programme
• Exhibitors’ Technical Manual
Assignment of Space/Allocation of Space
Initial space allocation of exhibition space will be made after the above mentioned deadline and according to 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 order form. Careful consideration will be given to all requests. However, neither EUROSPINE nor its onsite meeting manager, Conventus Congressmanagement & Marketing GmbH, can guarantee that all such requests can be met. EUROSPINE reserves the right to relocate or reassign booths at any time for the overall benefit of the meeting.

Exhibitor Registration
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges per 9 sqm rented exhibition space will be given (no access to scientific sessions). Any additional personnel will be charged an exhibitor registration fee of EUR 60 per day. An exhibitor registration form will be included in the Exhibitors’ Technical Manual. Distributors visiting companies have to obtain a regular day ticket.

Exhibitors’ Technical Manual
An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated in spring 2015. It will include:
- Technical details about the venue
- Shipping instructions
- Final exhibition details and information
- Services available to exhibitors and order forms

Product Disclaimer
EUROSPINE does not, in any manner, endorse any of the company product claims displayed or services provided in the exhibition during the congress.

Exhibition Layout
Exhibitors occupying space-only booths are required to submit a detailed plan of their booth including height indications for approval to the meeting’s exhibition management company Conventus Congressmanagement & Marketing GmbH. While every effort will be made to preserve the published layout of the exhibition, the Organisers shall be entitled to vary the layout if this is in the general interest of the exhibition. All booths must adhere to the rules and regulations of the Bella Center Copenhagen and those mentioned in the Exhibitors’ Technical Manual.
EXHIBITION

Main catering areas and the plenary hall will be adjacent to the exhibition area to maximise the exhibitors’ exposure to delegates.

Preliminary Exhibition Schedule
(to be confirmed and finalised in the Exhibitors’ Technical Manual sent to confirmed exhibitors in Spring 2015)

Set-up
Monday, August 31, 2015
Tuesday, September 1, 2015

Exhibition dates
Wednesday, September 2, 2015
Thursday, September 3, 2015
Friday, September 4, 2015

Dismantling
Friday, September 4, 2015 (after the scientific programme)
Saturday, September 5, 2015 (until noon)

Start of dismantling after official congress programme
**EXHIBITION**

**General Information and Next Steps**
Enquiries for sponsorship opportunities will be collected until **Friday, November 14, 2014**.
Allocation of industry-supported sessions or/ and sponsorship items will be based on total sponsorship contribution: Gold sponsors will have first choice; Silver sponsors will have second choice, followed by Contributor sponsors.
After November 14, 2014 all sponsors will be treated on a “first come, first served” basis.
It is understood that sponsors must not schedule events which collide with the official congress programme.
Any signed agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.
All prices quoted are in EUR and are excl. VAT (statutory regulations apply for VAT calculation).

**Payment and Cancellation Conditions**

**Payment Conditions**
All payments must be made in EURO (EUR). To guarantee the reservation, a deposit of 50% of the total cost will be invoiced upon receipt of the completed sponsorship order form and is due for payment upon receipt of the invoice.
The final balance is due by **Friday, May 9, 2015**.
For bookings made after Friday, May 9, 2015, the full amount is due at the time of reservation.

**Invoice Terms**
The Organising Secretariat will send an invoice for the 50% down payment and will send the full payment invoice one month prior to the deadline mentioned above.

**Cancellation Policy**
Cancellations and changes to your original booking must be made in writing to Conventus Congressmanagement & Marketing GmbH.

**Cancellation Fees**
If booking is cancelled until Friday, May 9, 2015, 50% of total cost will be retained; 100% of total cost thereafter.

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**GENERAL INFORMATION FOR EXHIBITORS**

**Payment & Cancellation Conditions**

**Payment Conditions**
Construction of the stand at EUROSPINE 2015 will only be permitted if complete payment is received by Conventus Congressmanagement & Marketing GmbH within due time.
All payments must be made in EURO (EUR).
To guarantee the reservation, a deposit of 50% of the total cost will be invoiced upon receipt of the completed exhibition order form and is due for payment upon receipt of the invoice.
The final balance is due by **Friday, May 9, 2015**.
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**Cancellation Fees**
If booking is cancelled until Friday, May 9, 2015, 50% of total cost will be retained; 100% of total cost thereafter.
Exhibition/Sponsoring participation terms & conditions

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 a company stamp, and delivered to us on time. However, mailing or delivering of the Application Form for Exhibition/Sponsoring to the Organising Secretariat does not constitute a formal agreement that the Exhibitor/Sponsor will be admitted to participate. Contractual conditions are constituted only after the Organising 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 prospectus and in the Application Forms for Exhibition and Sponsorship. The Organising 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 prospectus. Any company which disobeys the directives of the Organising Secretariat may be excluded from the exhibition/sponsoring with immediate effect by the Organising 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 agreements shall remain in full force and effect in case of merger or acquisition of the contracting company. 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, surveys among participants 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 Organising 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 Organising 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 Organising Secretariat:
The Organising 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. Cancellation by Congress Organising Secretariat – Force Majeure:
In case of force majeure, the Congress Organising Secretariat has the right to alter or cancel the Congress without prior notice, however a notice of the occurrence shall be given by the Organising Secretariat as soon as reasonably possible. Force majeure shall mean any circumstance beyond the reasonable control of the Organising Secretariat which prevents or impedes the holding of the Congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism or due to events which are not attributable to wrongful intent or gross negligence of the Organising Secretariat. The Organising Secretariat shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Congress. The Organising Secretariat shall, in its sole discretion, determine the amount of the exhibition fees or Sponsorship fees to be refunded, if any.

5. Liability Insurance:
The Organiser 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 Organiser, 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 Organiser for any and all damage claims arising from theft and those perils usually covered by a fire and extended coverage policy.

6. Set-up of booths:
To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Organising 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 Organising Secretariat and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Side and back walls of booths are to be 0,2,5 (2 and a half) metres high. For any variation from this norm, specific permission must be obtained in advance from the Organising 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 Organising Secretariat. The Organising 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 Organising 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 neighbouring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighbouring booths. Should an exhibitor not follow the directives of the Organising Secretariat or not carry out such directives punctually, the Organising Secretariat reserves the right to take the necessary measures.
steps at the cost of the Exhibitor. The Organising 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. Organising 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.

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

8. Electrical Installations – Power consumption:
Any costs related to a main power supply for a booth and the wattage of the booth’s electric equipment will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are also at the Exhibitor’s expense; however, such installations may only be carried out by an electrician appointed by the Organising Secretariat. The Organising Secretariat however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

9. 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 Organising Secretariat, and no reimbursement will be made for such items. The Organising 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 Organising Secretariat at the Exhibitor’s cost. The Exhibitor is liable for the actual cost incurred by the Organising 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 Organising 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.

10. Payments – Breach of contract:
Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Exhibition/Sponsoring prospectus and the application forms for Exhibition/Sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The Organising 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, Organising 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 Organising 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 Organising Secretariat will return the part payments received less the sum equivalent to the costs which have arisen for the Organising Secretariat up to the time of cancellation; the registration fee will not be returned.

11. Bankruptcy or liquidation:
In the event of an exhibitor/sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

12. Place of Legislation:
In all cases of litigation it is agreed to by the Exhibitor that the competency of the duly authorised court in Jena, Germany is recognised. Electively, the Organising Secretariat may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. German law is to be applied.