

TAT  **2019**

An ESMO Meeting

International congress on
targeted anticancer therapies

PARIS FRANCE
25-27 FEBRUARY 2019

Save the date!

INDUSTRY & EXHIBITOR GUIDELINES

TARGETED ANTICANCER THERAPIES
2019 CONGRESS

25-27 FEBRUARY 2019
PARIS, FRANCE

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INTRODUCTION

The TAT congress is the premier forum for discussion of early phase drug development and translational research.

The TAT Congress, known as “the Home of Phase I in oncology”, is the premier meeting aiming to bridge the gap between leaders from academia and industry, clinicians, researchers and regulators offering a platform where they can work together to speed up the development of new anti-cancer treatments for better patient outcomes.

The TAT Congress series has been at the forefront of revolutionary transformation in early drug development and has succeeded in broadening the conversation on phase I trials to include a wide circle of stakeholders.

Oncology professionals attending the TAT Congress will be exposed to the latest knowledge in early phase drug development and translational research of new cancer drug targets and agents, in order to improve outcomes for cancer patients.

Take part in the TAT Congress 2019 to strengthen your expertise and network with leading global experts in the field!

TAT Steering Committee member and ESMO President



Josep Tabernero
Barcelona, Spain

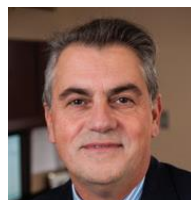
Co-Chairs and Steering Committee



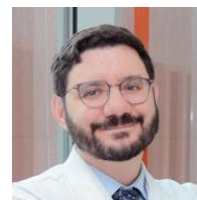
Alex A. Adjei
Rochester, MN, USA



Johann de Bono
Sutton, UK



Giuseppe Giaccone
Washington, DC, USA



Christophe Massard
Villejuif, France

CONGRESS OFFICERS

ESMO President and TAT Steering Committee

- Josep Tabernero, Barcelona, Spain

Co-Chairs and Steering Committee

- Alex A. Adjei, Rochester, MN, USA
- Johann de Bono, Sutton, United Kingdom
- Giuseppe Giaccone, Washington DC, USA
- Christophe Massard, Villejuif, France

Scientific Committee

- Michael Atkins, Washington, DC, USA
- Udai Banerji, London, UK
- Susan Elaine Bates, New York, NY, USA
- Emiliano Calvo, Madrid, Spain
- Giuseppe Curigliano, Milan, Italy
- Lee Ellis, Houston, TX, USA
- Martin Gutierrez, Hackensack, NJ, USA
- David Hyman, New York, NY, USA
- Ulrik Lassen, Copenhagen, Denmark
- Patricia LoRusso, New Haven, CT, USA
- Aurelien Marabelle, Villejuif, France
- Ignacio Melero, Pamplona, Spain
- Ruth Plummer, Newcastle Upon Tyne, UK
- Sophie Postel-Vinay, Villejuif, France
- Vincent Ribrag, Villejuif, France
- Jordi Rodón, Barcelona, Spain
- Gary Schwartz, New York, NY, USA
- Lesley Seymour, Kingston, ON, Canada
- Geoffrey Shapiro, Boston, MA, USA
- Lillian Siu, Toronto, ON, Canada
- David Tan, Singapore
- Anthony Tolcher, San Antonio, TX, USA
- Giorgio Trinchieri, Bethesda, MA, USA
- Noboru Yamamoto, Tokyo, Japan
- Tim Yap, Houston, TX, USA



KEY DATES

Programme deadlines

17 September 2018	Abstract submission system opening
3 January 2019	Abstract submission deadline
25-27 February 2019	Targeted Anticancer Therapies Congress

Registration deadlines

19 December 2018	Early registration
9 January 2019	Group registration (names to be given)
6 February 2019	Late registration
6 February 2019	Assign the free full scientific registration included in the grant / package
6 February 2019	Assign the seats at the speaker dinner included in the sponsorship package

Promotion deadlines

14 January 2019	Company and product description
14 January 2019	Logo
14 January 2019	Bag insert for approval, if sponsored
8 February 2019	Promotional message to be integrated into the Congress App, if sponsored

Exhibitors deadlines

14 January 2019	Submissions of the stand layout (if different than a shell scheme stand)
6 February 2019	Exhibitors registration
6 February 2019	Orders of furniture
6 February 2019	Orders of additional services

Industry Satellite Symposia deadlines

3 December 2018	Submissions of the proposed programme - including symposium and all presentation titles, names and full contact details of proposed speakers and chairperson(s)
17 December 2018	Notification of acceptance / rejection / request for modifications to the programme as decided by the TAT 2019 Scientific Committee

CONTACTS

TAT Congress Secretariat

c/o ESMO Head Office	
Via Ginevra 4 6900 Lugano Switzerland	meetings@esmo.org

Sponsorship opportunities for Industry		
Jon Roberts	jon.roberts@esmo.org	+44 0 7932 677911

Organisation		
Alessia Mora	alessia.mora@esmo.org	+41 (0)91 973 19 17
Chiara Sommaruga	chiara.sommaruga@esmo.org	+41 (0)91 973 19 62

Scientific Programme and Abstracts		
Kate Kronig Carolina Dalmo	programme@esmo.org	+41 (0)91 973 19 61

Registration management		
Nicole Bullo	registration@esmo.org	+41 (0)91 973 19 39

Merit Awards		
Valentina Meier	travelgrants@esmo.org	+41 (0)91 973 19 63

Media Relations		
Thomas Balasso	media@esmo.org	+41 (0)91 973 19 04

Venue

Palais des Congrès de Paris, 2 Place de la Porte Maillot, 75853 Paris - France		
Geneviève Wacquier	Genevieve.wacquier@viparis.com	+33 (0)1 40 68 28 93

Exhibition official stand Builder

International Moduling, 3, rue de Messy, 77410 Charny – France		
Roseline Kaysavuk	rk@international-moduling.com	+33 (0)1 60 61 00 44

Forwarding agent / Storage

Group ESI		
Emmanuel Pitchelu	Emmanuel.pitchelu@group-esi.com	+33 (0)6 88 35 54 44

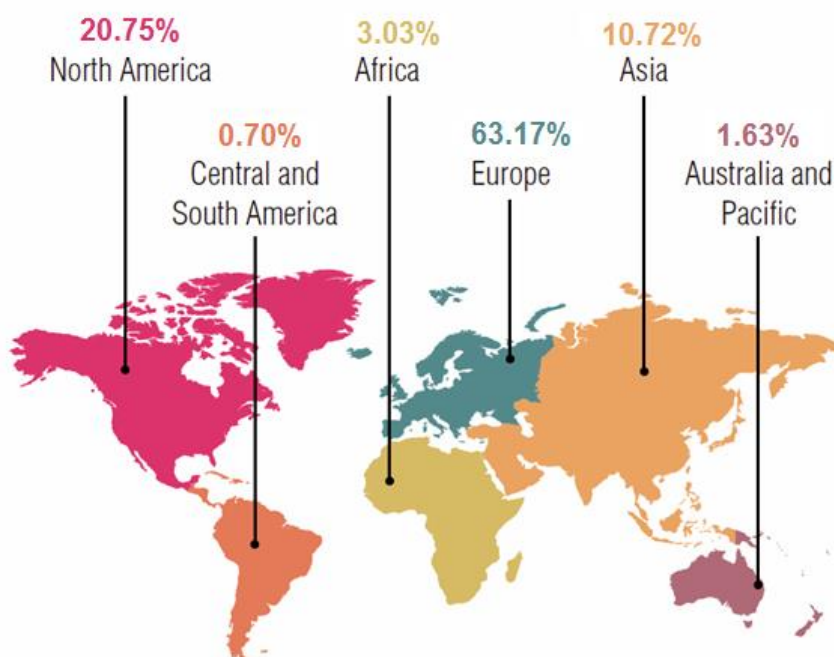
CONGRESS STATISTICS

Over 450 delegates are expected to attend the Targeted Anticancer Therapies Congress 2019. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this Congress.

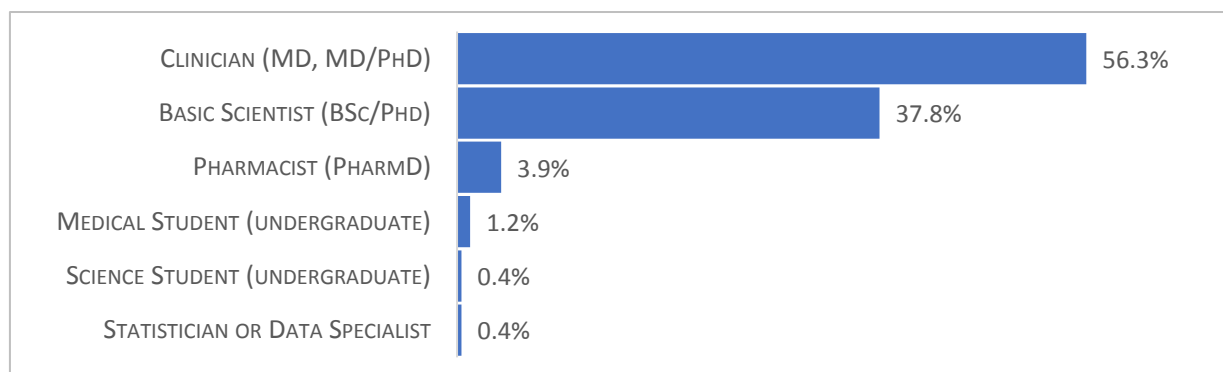
Detailed attendance based on registration fees paid

	TAT 2018	
Invited Speakers	50	
Delegates	361	
Total Participants		411
Exhibitors	13	
Press	5	
Total Participants		429

Regions



Profession



ESMO PRIORITY LIST

The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognizes the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. ESMO will also recognize the contribution to advancements in medicine and science at the ESMO annual congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by..."

GENERAL INFORMATION

Venue

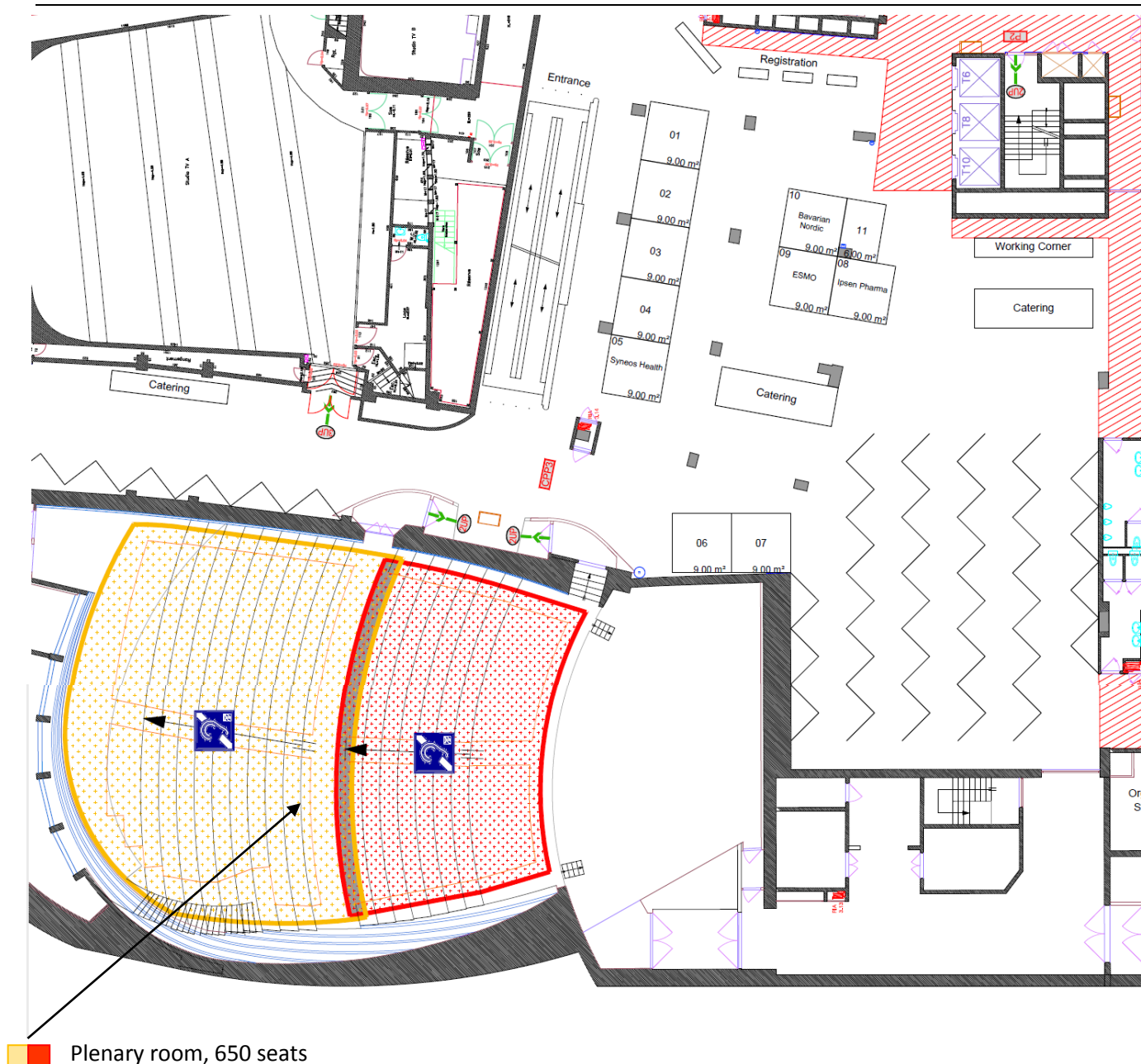
The TAT 2019 Congress will be held at the **Palais des Congrès de Paris**, 2 Place de la Porte Maillot, 75853 Paris - France. The Palais des Congrès de Paris is located in the heart of Paris, easily accessible from the airport and railway station by underground, bus and RER.

Parking

To reach "Porte Maillot", you need to drive on the inner/outer ring road and you should exit on "Boulevard Périphérique Ouest" (west beltway). Direct access to the underground parking of the Palais des Congrès via Porte Maillot. Open 24 hours a day.

[Click here to reserve a parking space at the best rate](#)

Venue overview



GENERAL CONGRESS AND EXHIBITION TIME SCHEDULE

Registration hours

Monday, 25 February	07:00 – 17:30
Tuesday, 26 February	07:30 – 17:45
Wednesday, 27 February	08:30 – 15:00

Exhibition setup hours

Sunday, 24 February	12:00 – 19:00
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Attention! Please note that all booth must be completed by **19:00**.

Exhibition area hours

Monday, 25 February	08:00 – 16:15
Tuesday, 26 February	10:30 – 19:00 (cocktail 18.15-19.00)
Wednesday, 27 February	10:00 – 15:30

Exhibition dismantling hours

Wednesday, 27 February	15:30 – 19:00
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Coffee breaks and lunches

Monday, 25 February	11:00-11:30, 13:00-14:00, 15:30-16:00
Tuesday, 26 February	10:30-11:00, 12:30-14:00, 15:30-16:00
Wednesday, 27 February	10:30-11:00, 12:30-13:30

Times subject to changes

Cocktail and Poster display

The Cocktail and Poster display will take place in the Exhibition area, on Tuesday, 26 February 2019 from 18:15 to 19:00. Delegates, invited speakers and exhibitors are invited to join this event.

SHIPPING INSTRUCTIONS

ESI has been appointed as the official Forwarding Agent for the TAT Congress 2019. They will handle all goods being delivered to the Palais des Congr s de Paris on behalf of exhibitors.

We kindly ask you to fill in the ESI form and confirm which services you require including courier assistance and shipments to and from ESI warehouse. All arrangement must be made in advance with ESI receiving a full pre-alert from you advising dimensions, weight, volume, commodity and origin of goods.

All consignments must be addressed to:

E.S.I.

2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France - France

Phone: +33 (0)1 39 92 87 88

Attn. Mr. Emmanuel Pitchelu– **TAT 2019**

All goods must be labelled as follows:

- Booth Material: **TAT 2019 Congress – Company name – Booth Nr. – 25-27 February 2019**
- Bag inserts (500 copies): **TAT 2019 Congress – Company name – BAG INSERTS – 25-27 March 2019**

Shipping deadlines for delivery:

			Place of arrival	Receiving deadlines
Documents			ESI office (e-mail, courrier, fax)	Sea: 5 working days prior arrival Road, air: 3 working days prior arrival
Sea freight		LCL	Marseille sea port	From 15 to 12 working days prior delivery
			Le Havre sea port	From 13 to 10 working days prior delivery
		FCL	Marseille sea port	From 10 to 7 working days prior delivery
			Le Havre sea port	From 8 to 5 working days prior delivery
Road freight			ESI warehouse	2 working days prior delivery
			Exhibition site	Day of delivery (Detailed pre-alert absolutely needed!)
Air freight			ORY airport	4 working days prior delivery
			CDG airport (recommended)	3 working days prior delivery

INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

Structure

Satellite symposia will take place from Monday, 25 February to Tuesday, 26 February 2019. Details of available time-slots may be obtained by email from the ESMO Strategic Partnerships Department (jon.roberts@esmo.org).

Satellite symposia programmes

All satellite symposia programmes must be approved by the TAT 2019 Scientific Committee with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the Congress scientific programme. Current TAT 2019 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the TAT 2019 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO reserve the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the TAT 2019 Scientific Committee strongly recommends that a speaker presents at no more than one (1) Satellite symposium; however, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not. Any changes in the provisional or in the final programme must be forwarded immediately to the TAT 2019 Scientific Committee (programme@esmo.org).

Submitting an abstract to the TAT 2019 Scientific Committee and the official Congress programme implies that the study reported therein will not be presented as such during the Congress at any Industry Satellite symposium and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite symposia.

Faculty expenses

Travel:

It is the sponsor's responsibility to cover the travel expenses (flight/train/car) for all speakers and chairs participating in their satellite symposium, regardless of whether or not they are also invited to participate in the official TAT 2019 programme.

Speakers will be instructed to claim flight/train/car reimbursement directly from the sponsor and will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from the TAT 2019 organisers.

Accommodation:

Speakers in the official TAT 2019 programme will be accommodated in the Faculty headquarters hotel. Depending on their speaker role(s) in the official TAT 2019 programme, the remainder of their stay will be covered on a private basis. Speakers who are not participating in the official TAT 2019 programme must be accommodated by the sponsor.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official TAT 2019 programme. Registrations are not arranged by the TAT organisers. Queries may be sent to the ESMO Registration Services Unit (registration@esmo.org).

Applications

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at TAT 2019. At the Congress, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

On application	Each company should inform the TAT Secretariat about the type of product(s) and the treatment area on which the satellite symposium programme will be based.
3 December 2018	The proposed programme - including symposium and all presentation titles, names and full contact details of proposed speakers and chairperson(s) – must be submitted to the TAT Secretariat (programme@esmo.org) using the official template.
17 December 2018	Notification of acceptance / rejection / request for modifications to the programme as decided by the TAT 2019 Scientific Committee.

Satellite symposia logistical details

Schedule, room set-up and features

Set-up in theatre style with a panel table for 4 people and 1 lectern.

Monday, 25 February 2019

Symposium N°	Time	Auditorium	Capacity	Stage/Podium
1	17:45-18:45	Amphithéâtre Bordeaux	650 theatre	Yes

Tuesday, 26 February 2019

Symposium N°	Time	Auditorium	Capacity	Stage/Podium
2	12:45-13:45	Amphithéâtre Bordeaux	650 theatre	Yes

Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Microphones	
					Lectern	Panel
Amphithéâtre Bordeaux	14K lumens HD	1	16/9	0	2	2

Note: Voting system

Companies interested in using a voting system can contact the TAT Secretariat (meetings@esmo.org) in order to share costs, if feasible.

Technical and monitoring staff

One technical staff member and one hostess (stage assistant) are assigned to each room. Additional hostesses can be booked through City One (<http://www.cityone.fr/>).

Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between Satellite symposia and official programme, additional audio-visual equipment can only be ordered through the official supplier.

However, should a company wish to use its own technical supplier, the company must check in advance with Palais des Congrès that the proposed "Technical Requirements" of the Symposium are feasible and compatible with existing equipment. These requests must be communicated to Mrs. Geneviève Wacquier no later than the **14 February 2019**.

Food and Beverages areas

Requests for F&B functions should be addressed to the TAT Congress Secretariat (meetings@esmo.org), indicating the type of function (coffee break, cocktail, standing lunch, other) and number of guests.

The assignment of F&B time-slots and areas will be processed on a first come, first served basis. Only when the time-slot and location are assigned will the company be given the contact details of the catering person responsible for their requirements and through whom they can place their orders.

No food or beverages are allowed inside any of the auditoria. However, an exception is made for water. Each company may offer water in plastic bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the extra costs will be charged to the company.

Please also note that any food items served in the congress centre must be purchased through the official catering service.

Duration of the Satellite symposium

All companies are obliged to respect the start and closure times of the Satellite symposia. Extensions beyond assigned time-slots are not allowed under any circumstances. Infringement of this regulation will affect the Sponsors priority list for future ESMO Congresses.

Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the TAT Congress Secretariat (meetings@esmo.org).

Rehearsal time may be available but is not guaranteed. Please contact the TAT Congress Secretariat (meetings@esmo.org).

Invited speakers preview centre

For logistical reasons, companies organising a Satellite Symposium are strongly recommended to use the invited speakers preview centre and follow the instructions that ESMO prepares for its own speakers.

Benefit in using the invited speakers preview centre:

- Stage assistant included

Lead System / Badge Scanner

The Targeted Anticancer Therapies Congress 2019 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform. Further details are available in the attached document.

CTI Meeting Technology GmbH

Nussdorferstrasse 20/22
1090 Vienna
Austria

t.dworschak@ctimeetingtech.com
leadsystem@ctimeetingtech.com

Telephone +43 1 319 69 99
Fax +43 1 319 69 99 33

THIRD PARTY ACTIVITIES POLICY

Other promotional activities

Any other activity organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval. Should activities which are not approved but undertaken nevertheless at the congress, penalties will be calculated based on the most comparable promotional activity and relating infraction/penalty covered by this policy.

Networking events

Companies may organise evening events, provided that these starts after the conclusion of the official programme of the day. The Welcome reception will take place in the Exhibition foyer on Tuesday, 26 February from 18:15 to 19:00 hours. Poster display session will take place in the Poster Area on Tuesday from 18:15.

Unofficial events

During the period beginning on Monday, 25 February through to Wednesday, 27 February ESMO will not allow any corporate-organised Satellite symposia or similar events during other days and in other places except the one planned in the official venue.

Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in or outside the conference centre but concomitant with or during breaks of the scientific programme of the TAT Targeted Anticancer Therapies Congress 2019 are subject to the congress Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the Congress Secretariat (meetings@esmo.org) at least 4 weeks prior to the event.

Blackout times:

25 February 2019	08:45 - 17:30
26 February 2019	08:00 – 18:15
27 February 2019	09:00 – 15:15

All media activities initiated by third parties are subject to a specific Media Policy. For additional information about Media issues, please contact the Press Office at media@esmo.org

A limited number of meeting rooms are available at the Palais des Congrès to organise smaller closed industry meetings such as staff or client meetings (upon invitation only). Small meetings may take place in parallel with official congress sessions only upon approval of the TAT Congress Secretariat.

Press badges

According to the TAT Targeted Anticancer Therapies Congress 2019 Media Policy, press badges may only be assigned to journalists working for recognized media organisations. In case representatives of communications agencies need a badge to assist in the preparation and development of third-party's media events, please contact the ESMO Press Office (media@esmo.org) to obtain a temporary badge. Full details are available in the "TAT Targeted Anticancer Therapies Congress 2019 Third-party Media Activities Policy" to be requested through media@esmo.org.

Filming, recording and photography

Congress content is the copyright of ESMO. It is strictly forbidden to record or capture in any way the official programme, Satellite's sessions, Exhibition area and/or posters presented during the meeting.

EXHIBITION RULES AND INSTRUCTIONS

Booth specifications

All exhibits must be confined to the spatial limits of their booth area, as indicated in the final floorplan.
No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

Please note that ESMO will include in each booth:

- Booth space
- Shell scheme walls
- Company name
- Carpet
- 1 rail of 3 spots
- Power (3kW)
- Internet WIFI

For furniture please contact Mrs. Roseline Kaysavuk (rk@international-moduling.com), by **6 February 2019**.

Exhibitors are welcome to decorate their stand walls or order furniture at the exhibitor's expense.

Catering for exhibition stands

All catering must be organised through Palais des Congrès. However, bringing your own small Nespresso machine is not considered part of the catering exclusivity.

Please contact Palais des Congrès well in advance to discuss your requirements.

Contacts: Mrs. Geneviève Wacquer
Email: genevieve.wacquier@viparis.com

Exhibitors registration

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of "exhibitor" badges free of charge.

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: registration@esmo.org by **6 February 2019**.

An "Exhibitor" badge authorises access to the Exhibition area only.

Exhibitor badges are free of charge. They do not include receipt of the Congress bag.

Exhibitor badges are distributed onsite only at the Pre-registration desk. They will be given all together to ONE company representative who will be then responsible for their distribution to company staff members.

The printed Exhibitor badges will show the company name and country (obligatory requirement) and, if indicated, the staff members' first and last names.

For last-minute changes the ordering of a certain number of badges displaying the company name only is strongly recommended.

Short company description

ESMO will include short exhibitor's company/society profiles on the Congress website and Events App in the "Industry Participation" section.

All Exhibitors are kindly invited to send to meetings@esmo.org the company details by **14 January 2019**, as follow:

- company name to be listed online and in the Events App
- company description (max 60 words)
- company logo
- company website
- stand number

Please refer to the attached template.

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the Events App.

Standing rules

The safety of the booth is the sole responsibility of the exhibitor. Neither ESMO nor Palais des Congrès take any responsibility for any damages or accidents caused by exhibition stands.

General requirements

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floorplan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO and have the approval of appropriate authorities.
- ESMO reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

Liability / Insurance

Liability

Neither ESMO nor Palais des Congrès, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor Palais des Congrès, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor Palais des Congrès and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor Palais des Congrès shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor Palais des Congrès maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The Targeted Anticancer Therapies 2019 Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss and European law, where applicable.

Insurance

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

EXHIBITION GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the Targeted Anticancer Therapies Congress 2019 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the TAT 2019 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Strategic Partnership Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers

are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.

For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the TAT 2019 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the TAT 2019 but not later than the **31 December 2019**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Postponement or Abandonment

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the TAT 2019 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the TAT 2019 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will

reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence or default of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the TAT 2019 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the TAT 2019. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the TAT 2019.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

The TAT 2019 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.

EXHIBITION AREA RULES

1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the TAT Congress. However, the congress Secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and the congress Secretariat bear no responsibility in case of a complaint based on such laws. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the congress Secretariat.

2. Duration of the Exhibition

The Exhibition will run from Monday, 25 February 2019 to Wednesday, 27 February 2019.

3. Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the congress venue or outside but concomitantly to or during breaks of the scientific programme of the congress are subject to the congress Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme has to be submitted to the congress Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy.

Blackout times:

25 February 2019 08:45 - 17:10

26 February 2019 08:00 - 17:15

27 February 2019 09:00 - 16:55

4. Use of the congress logo

The TAT Congress names and/or logos may not be part of any exhibitor-distributed materials. The use of the TAT Congress title and logo on distributed material is subject to approval by the ESMO Events Sponsorship Department.

5. Promotion of the exhibit

5.1 General note:

The congress Secretariat advises to avoid cultural or historical references on promotional material and bear no responsibilities in case this cause offence.

5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined in the company's assigned Exhibition space and are not allowed in any other area in, or leading to, the TAT Congress venue.

5.3 Advertisements:

Advertisement of the exhibit is possible in the programme book and depends on the chosen sponsorship package. All advertisements for the bag insert are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with Swiss and European laws, where applicable.

5.4 Promotion at congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the congress is discouraged by the congress Secretariat. However, if produced, the content must follow the same rules defined by the congress Secretariat in this policy.

5.5 Other promotional activities

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to the congress Secretariat approval.

6. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorised persons' access to the exhibit floor will be just cause for expelling the violator from the Exhibition or barring him from further entrance to the exhibit floor or removing his exhibit from the Exhibition floor without obligation on the part of the congress Secretariat for refund of any fees.

7. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

8. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; The congress Secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the event, or who refuses to comply with the local safety rules. Participants fully registered to the congress and exhibitors wearing the exhibitors' badge may enter the Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner.

Discrimination against participants/visitors according to their nationality, academic position, or any other factor is against these Industry Guidelines and will affect the future congress attendance of the company in question.

9. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the TAT Congress 2019 for the next 4 years.

11. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the congress Secretariat and by the Venue's Technical Service Department. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

12. Stand design

Every exhibitor will be provided with a stand package structure. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space. The rental furniture may be requested to k@international-moduling.com.

The drawings of the stand must be sent to the congress Secretariat by email to meetings@esmo.org before **the 14 January 2019**.

13. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours.

14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand/Exhibition space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand. If the congress Secretariat judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the congress Secretariat reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Industry Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

15. Catering

Exhibitors may not serve alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely: joelle.chavagne@marriott.com.

16. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities conducted by the congress Secretariat. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer assisted learning which the delegate can choose to start and end at his/her own wish are allowed.

17. Giveaways

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed.

18. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any event that the congress Secretariat could not, even with due care and attention, foresee or avoid. These events include, but are not limited to acts of God, war, terrorist attacks that may hinder the organisation of the congress and affect the security of participants, government regulation, disaster, strikes, civil disorder, or any other similar emergency making it illegal or impossible to hold the congress.

19. Insurance

The congress Secretariat disclaims any and all responsibilities for damages to persons or properties in relation with the activities organised by third parties who are directly liable for such damages.

It is therefore the responsibility of the third party to take out sufficient insurance coverage.

20. The Targeted Anticancer Therapies Congress 2019 is a non-smoking event.

21. Final Clause

In cases not covered by the regulations in these Exhibitors' manual, the congress Secretariat's interpretation shall be final.