



EXHIBITORS' MANUAL

IMPORTANT DEADLINES

13 September 2019	Company logo and description
15 November 2019	Submissions of the booth layout
15 November 2019	Orders of additional services
15 November 2019	Exhibitor registration

**ESMO IMMUNO-ONCOLOGY CONGRESS
11-14 DECEMBER 2019
GENEVA, SWITZERLAND**

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1. Congress Venue

1.1 Venue address

PALEXPO SA

Route François-Peyrot 30
CH-1218 Grand-Saconnex,
Geneva, Switzerland

Contacts

Regula Lauener

regula.lauener@palexpo.ch

+41 22 761 11 11

(Please refer to access and situation plans on page 3 to 4)

1.2 Delivery address

Access for exhibitors and stand builders

- *Pedestrian access:* access to Foyer ABC from the front of the venue via the Entrance hall, Doors E3/E4 (no vehicles).
- *Good entry:* E3/ E4

Forwarding Agent / Storage and customs affairs

ExpoLog Geneva

Palexpo SA
Route François-Peyrot 30
1218 Grand-Saconnex,
Geneva, Switzerland

Contacts

David Strippoli

daivd.strippoli@expolog-geneva.ch

+41 22 798 13 28

Please label your material as follow:

Attn: Mr. David STRIPPOLI – **ESMO Immuno-Oncology Congress 2019**

Notify: Exhibitor's Name / Booth Nr.

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

All goods must arrive by **December 5th, 2019**

1.3 Parking

Parking rates at Palexpo SA:

- Cars and vans below 2m height: CHF 18.- per day
- Vans with height of 2m and more, with max 3.5 t weight: CHF 35.- per day
- Bigger Vans and trucks: CHF 60.- per day

If you book for the whole period, only event days are charged whilst the build-up day is offered.

Due to a parallel show taking place at Palexpo it is highly recommended that you book your parking space for vans and trucks in advanced with the Palexpo Exhibitors' Team.

Contacts

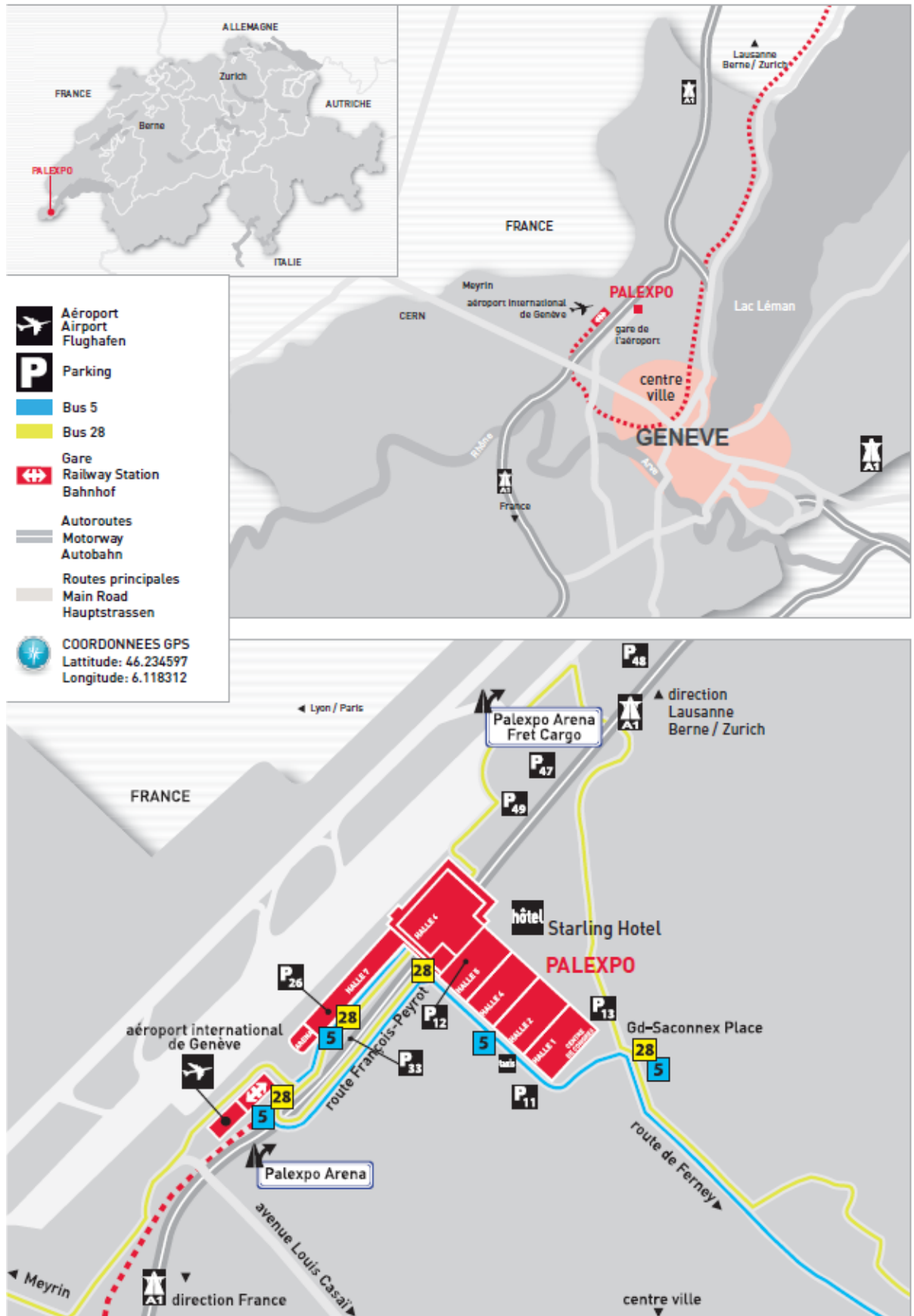
Palexpo Exhibitors' Team

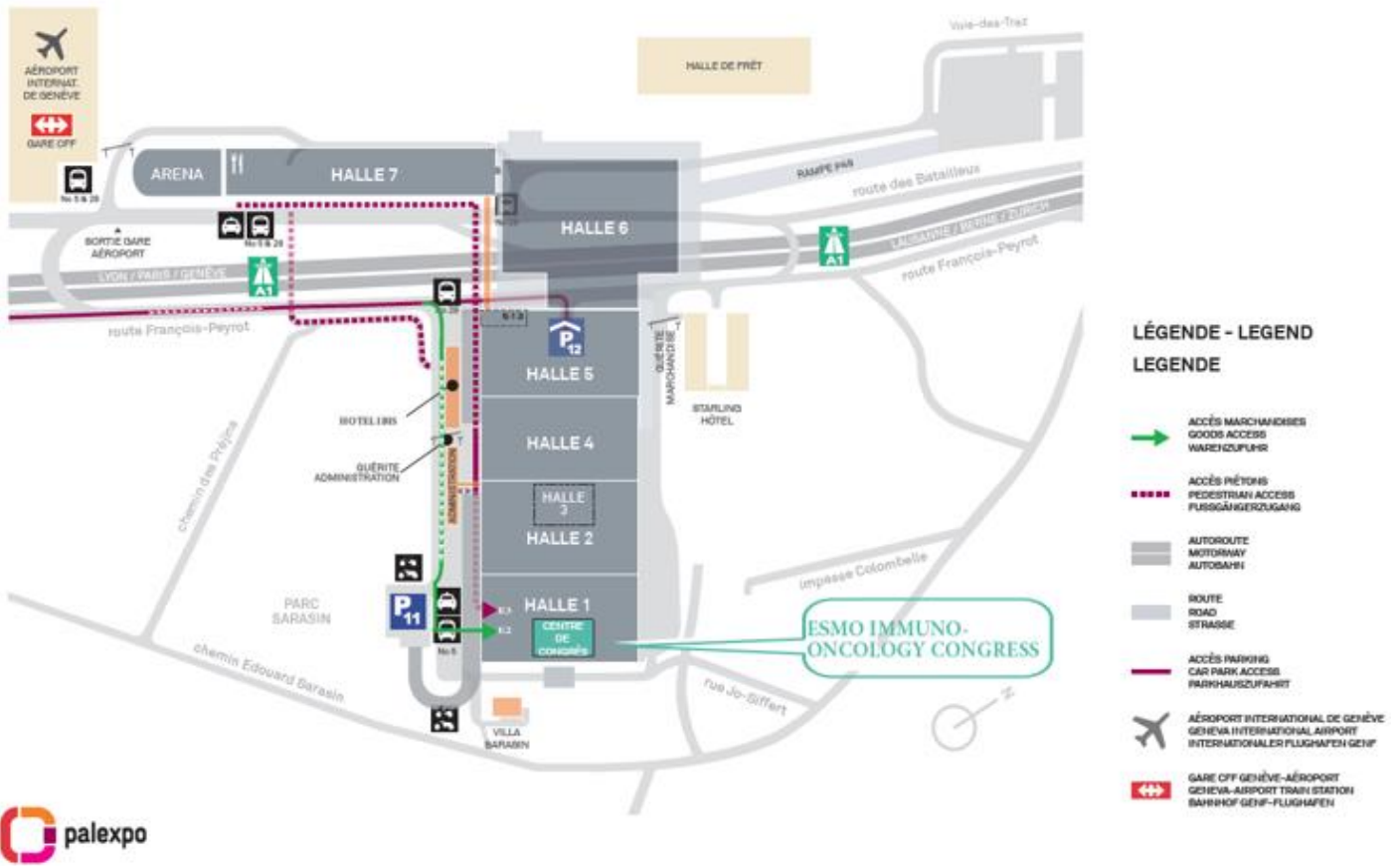
exhibitorscontact@palexpo.ch

+41 22 761 13 00

Tickets are also available on site at the Palexpo Exhibitors' Contact, 1st Floor Administration Building (across from Door E13, open 08:00 – 12:00 / 13:30 – 17:30 weekdays).

1.4 Palexpo access





1.5 Venue overview



Lower level

Registration:

- To access the congress centre

Session halls:

- Hall A → 800 seats
- Hall C → 650 seats

Meet the investigator Studio:

- Room E → 60 seats (1st floor)

Exhibition area:

- Foyer A/B/C

Poster area and working area:

- Room B

Meeting rooms:

- Available upon request (on the Mezzanine level)



Mezzanine level

Office 5 → 12 pax Board style

Office 6 → 12 pax Board style

Room E → 40 pax Board style
80 pax Theatre style

Room F → 40 pax Board style
80 pax Theatre style

Room G → 40 pax Board style
80 pax Theatre style

Room L → 40 pax Board style
80 pax Theatre style

2. Important contacts

2.1 Congress management

c/o ESMO Head Office

Via Ginevra 4
6900 Lugano
Switzerland

immuno@esmo.org

Sponsorship and Industry relations

Nikolaj Tomma

nikolaj.tomma@esmo.org

Yvonne Giovanelli

yvonne.giovanelli@esmo.org

+41 (0)91 973 19 69

Exhibition Management

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

kate.kronig@esmo.org

+41 (0)91 973 19 19

Federica Frigerio

federica.frigerio@esmo.org

+41 (0)91 973 19 38

Registration Management

Nicole Bullo

registration@esmo.org

+41 (0)91 973 15 81

Anthony Foti

Merit Award Management

Valentina Meier

travelgrants@esmo.org

+41 (0)91 973 19 63

Media relations

Press Office

media@esmo.org

+41 (0)91 973 55 71

2.2 Exhibition official stand builder

SYMA System AG

Christophe Straessle

christophe.straessle@syma.ch

+41 22 791 70 30

The following services will be provided by SYMA:

- Additional services for the booth (electricity, furniture, please refer to the order forms at page 17)

2.3 Accommodation, optional tours

Kuoni Global Travel Services AG

Geneva Business Center
Av. des Morgines 12
1213 Petit Lancy, Switzerland

immuno@ch.kuoni.com

Tel: +41 (0)58 458 65 65

2.4 International freight forwarding agent / on site handling agent and all customs affairs

ExpoLog Geneva

David Strippoli

Route François-Peyrot 30
1218 Grand-Saconnex
Geneva, Switzerland

info@expolog-geneva.ch
David.stripoli@expolog-geneva.ch

+41 (0)22 798 13 28

Please refer to the instruction form for additional information

2.5 Catering (exclusive) for exhibition stands and hospitality suites

All catering must be organised through Palexpo Restaurants, the exclusive F&B provider to Palexpo. This also includes Barista, coffee machines & related services. Bringing your own small Nespresso machine however is not considered part of the catering exclusivity.

Specific requests for external Barista suppliers will need to be addressed on a case by case basis and corkage fees will apply. Please contact Palexpo Restaurants well in advance to discuss your requirements.

Palexpo Restaurant		
Route François-Peyrot 30 1218 Grand-Saconnex Geneva, Switzerland	shop.restauration@palexpo.ch	+41 (0)22 761 15 00
Contact for on-stand deliveries		
Patricia Putois	shop.restauration@palexpo.ch	+41 (0)22 761 15 14
Contact for Catering services (coffee breaks, cocktails, etc. served on-stands)		
Angela Gautschi	shop.restauration@palexpo.ch	+41 (0)22 761 15 04

2.6 Lead system / badge scanner

CTI Meeting Technology GmbH		
Nussdorferstrasse 20/22 1090 Vienna, Austria	leadsystem@ctimeetingtech.com	
Contact		
Tamara Dworschak	t.dworschak@ctimeetingtech.com	+43 1 319 69 99 18

2.7 Hostess services

KTNM Concepts, Sàrl		
Katrin D. Niehaus 2, Chemin de Taverney 1218 Grand-Saconnex, Geneva, Switzerland	info@ktnm.com	+41 22 787 05 77

3. GENERAL CONGRESS AND EXHIBITION SCHEDULE

EXHIBITION AREA SETUP HOURS

Tuesday, 10 December	07:00 – 12:00 (reserved to the official stand builder or upon request)
Tuesday, 10 December	12:00 – 19:00 (stand decoration and internal set-up)

EXHIBITION AREA HOURS

Wednesday, 11 December	10:00 – 17:00
Thursday, 12 December	08:30 – 16:30
Friday, 13 December	08:30 – 16:30
Saturday, 14 December	08:30 – 13:00

Note: The Exhibition Area is in a public area of the venue. Therefore, do not leave any valuables unattended.

DISMANTLING HOURS

Saturday, 14 December	14:00 – 19:00
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REGISTRATION HOURS

Wednesday, 11 December	09:00 – 18:00
Thursday, 12 December	08:00 – 17:45
Friday, 13 December	07:30 – 17:30
Saturday, 14 December	08:30 – 12:30

COFFEE BREAKS AND POSTER LUNCHEDED

Wednesday, 11 December	13:15-13:45 and 16:10-16:40
Thursday, 12 December	10:15-10:45, 12:15-13:15 and 16:00-16:30
Friday, 13 December	10:40-11:00, 12:30-13:15 and 16:00-16:30
Saturday, 14 December	10:30-11:00 and 12:40-13:15

The coffee breaks and lunches will take place in the Exhibition area

Times subject to changes. For final times please refer to the onsite Programme Book.

WELCOME RECEPTION

The Welcome Reception will take place in the Exhibition area on Wednesday, 11 December from 13:15 to 13:45. Delegates, invited speakers and exhibitors are invited to join this event.

Times subject to changes. For final times please refer to the onsite Programme Book.

4. TRADE 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 ESMO Immuno-Oncology 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 Wednesday, 11 December to the end of the ESMO Immuno-Oncology Congress on Saturday, 14 December 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:

- 11 December 2019 13:45 – 19:15
- 12 December 2019 08:45 – 18:00
- 13 December 2019 08:00 – 18:00
- 14 December 2019 09:00 – 12:40

4. Use of the Congress logo

The ESMO Immuno-Oncology Congress names and/or logos may not be part of any exhibitor-distributed materials. The use of the ESMO Immuno-Oncology 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 ESMO Immuno-Oncology 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 programme book 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 ESMO Immuno-Oncology Congress 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 as mentioned on p. 13 of these Exhibitors' manual. 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 order form is available on p. 31.

The drawings of the stand must be sent to the Congress Secretariat by email to immuno@esmo.org before the 8 November 2019.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated.

Please supply a SCALED top view drawing (you can use the sample on p. 23)

All stands will be equipped with the necessary carpet as well as a set of boundary wall(s) depending on the stand design type - corner, peninsula or in-line.

13. Stand Transparency

For Island and Peninsula stand types, the Congress requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side.

As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and, in this case, will not receive approval. A high tower to attract attention (not blocking neighbours) is likely to be approved. For aesthetic reasons, the Congress Secretariat does not advise constructions rising floor to ceiling.

14. Stand elements

Stand elements placed on the open sides of a stand must be 30cm inset from the edge of the stand. The maximum build height is 2.50m and any additional element(s) within the designated stand space needs to respect this height limitation.

Should the Congress Secretariat consider that an item of the stand will obstruct visibility of neighbouring stands, the Congress Secretariat reserves the right to ask for any modification.

15. 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.

16. 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.

17. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving 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: shop.restauration@palexpo.ch

18. 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.

19. Giveaways

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

20. 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.

21. 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.

22. The ESMO Immuno-Oncology Congress 2019 is a non-smoking event.

23. Final Clause

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

5. EXHIBITOR REGISTRATION

To order your exhibitor badges and register your staff, please write to the Immuno-Oncology Congress Secretariat at registration@esmo.org by the **15 November 2019**.

Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies. The number of exhibitor badges depends on the sponsor packages:

Sponsor Level	N° of Exhibitor badges
Platinum Package	5
Gold Package	5
Silver Package	5
Bronze Package	5
Supporter	5

The printed exhibitor badges will show the first name and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the registration desk. They will be handed over all together to ONE company representative who will be then responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, distribute them immediately, as otherwise your staff cannot enter the exhibition area. NO ENTRANCE without the badge will be allowed! No reprints of badges or exceptions for entry will be made!

Exhibitor badge does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates and do not include the receipt of the Congress bag.

6. COMPANY ACKNOWLEDGEMENT

ESMO will include short exhibitor’s company/society profiles in the programme book, on the Congress website and Events App in the “Industry Participation” section.

All Exhibitors are kindly invited to send to immuno@esmo.com the company details by **13 September 2019**, as follow:

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

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

7. EXHIBITION SPECIFICATIONS

All exhibits must be confined to the spatial limits of their exhibition area, as indicated in the final floor plan. 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
- 9 sqm shell scheme walls
- Carpet
- 1 table
- 2 chairs
- Internet WIFI
- Company name

It is important you indicate in the Shell Scheme Business Order Form the material you intend to use from the package provided by ESMO. The form must be submitted to immuno@esmo.org by 8 November 2019.

For additional furniture please contact SYMA (Christophe.Straessle@syma.ch). On page 17 of this Exhibitors' Manual you can download the extra furniture order form.

Exhibitors are welcome to decorate their stand walls and this together with any additional service e.g. electrical connection, internet connection, etc. will be at the exhibitor's expense. For additional orders please send the dedicated forms here attached to the contacts suggested.

Lobby ABC

Lobby height: 2.95 m
Maximum floor load: 400 Kg/m²

Height of flooring:

The height of the flooring may reach a maximum of 4 cm. The flooring must have a clean finish and a 40% ramp at both ends (included in the booth limits).

Important:

Water connection is not available in all the area

8. STANDBUILDING RULES

8.1 Congress management

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor PALEXPO take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

8.2 General requirements

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- 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.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give away' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of ESMO.
- ESMO reserves 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.

9. LIABILITY / INSURANCE

9.1 Congress management

Neither ESMO nor PALEXPO, 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 PALEXPO, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor PALEXPO 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 PALEXPO 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 PALEXPO 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 ESMO Immuno-Oncology 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.

9.2 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.

10. GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Immuno-Oncology 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 ESMO Immuno-Oncology Congress 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 Events Sponsorship 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 2019 but not later than the **27 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 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 ESMO Immuno-Oncology Congress 2019 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these General Terms and Conditions, ESMO interpretation shall be final.

11. ORDER FORMS

Shell Scheme Stand Order Forms included in the Sponsor package

- [Shell Scheme Business Order Form](#)
- [Carpet selection](#)

Shell Scheme Stand Order Forms excluded in the Sponsor package

- [Electricity / Internet / Cleaning / Parking / Sketch / Power supplies Order Form](#)
- [Graphic Options](#)

Additional Furniture / Plants / Hostesses

- [Additional Fittings Order Form](#)
- [Furniture Counters / Displays / Miscellaneous Order Form](#)
- [Furniture Tables / Chairs Order Form](#)
- [Flower and plants Order Form](#)
- [Hostess Order Form](#)

Lead System / Badge Scanner

- [Lead System Brochure](#)
- [Lead System Order form](#)

12. SHIPMENT

- [Shipping Instructions](#)