

TAT 2020

An ESMO Meeting

International congress on
targeted anticancer therapies

PARIS FRANCE
2-4 MARCH 2020

Save the date!

INDUSTRY & EXHIBITOR GUIDELINES

TARGETED ANTICANCER THERAPIES
2020 CONGRESS

2-4 MARCH 2020
PARIS, FRANCE

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INTRODUCTION

The ESMO Targeted Anticancer Therapies Congress, focusing on early phase drug development and translational research, is the place to be to learn about novel insights in cancer science from world leaders in the field.

A unique and international mix of experts, researchers and decision makers both from academia and industry across the globe, will convene in Paris for a three-day Congress aiming at exchanging knowledge, experience and research innovations in cancer.

TAT 2020 will focus, among others, on novel strategies in immuno-oncology, personalised medicine and molecular tumour boards, preclinical studies to identify effective combination therapies, use of microbiome, tumour agnostic trials, ADC technology, oncolytics, multispecific biological constructs and targeting cytokines.

Participating in TAT 2020 will offer you the possibility to take part in interdisciplinary discussions inspiring new ideas and new collaborations.

We are looking forward to welcoming you to TAT 2020!

TAT 2020 Steering Committee member and ESMO President 2018 - 2019



Josep Tabernero
Vall d'Hebron University Hospital
Barcelona, Spain

TAT 2020 Scientific Co-Chairs



Alex A. Adjei
Mayo Clinic
Rochester, MN, USA



Johann de Bono
Royal Marsden
Sutton, UK



Lesley Seymour
Queen's University
Kingston, ON, Canada

CONGRESS OFFICERS

ESMO President and TAT Steering Committee

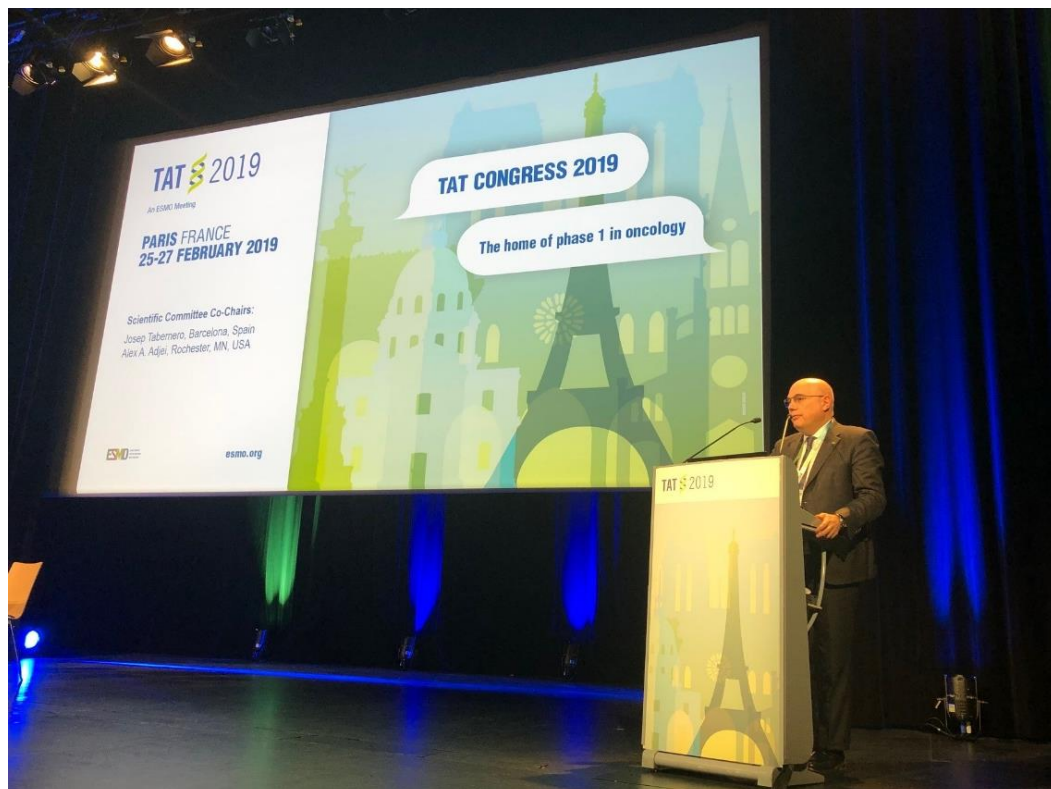
- Josep Tabernero, Barcelona, Spain

Co-Chairs and Steering Committee

- Alex A. Adjei, Rochester, MN, USA
- Johann de Bono, Sutton, United Kingdom
- Lesely Seymour, Kingston, ON, Canada

Scientific Committee

- Udai Banerji, London, UK
- Susan Elaine Bates, New York, NY, USA
- Philippe Bedard, Toronto, ON, Canada
- Olivier Bernard, Villejuif, France
- Emiliano Calvo, Madrid, Spain
- Giuseppe Curigliano, Milan, Italy
- Elisabeth de Vries, Groningen, Netherlands
- Lee Ellis, Houston, TX, USA
- Elena Garralda, Barcelona, Spain
- Giuseppe Giaccone, Washington DC, USA
- Martin Gutierrez, Hackensack, NJ, USA
- Matthew Krebs, Manchester, UK
- Ulrik Lassen, Copenhagen, Denmark
- Martin Lolkema, Rotterdam, Netherlands
- Juanita Lopez, Sutton, UK
- Patricia LoRusso, New Haven, CT, USA
- Aurélien Marabelle, Villejuif, France
- Christophe Massard, Villejuif, France
- Ignacio Melero, Pamplona, Spain
- Ruth Plummer, Newcastle Upon Tyne, UK
- Jordi Rodón, Barcelona, Spain
- Geoffrey Shapiro, Boston, MA, USA
- Lillian Siu, Toronto, ON, Canada
- David SP Tan, Singapore
- Anthony Tolcher, San Antonio, TX, USA
- Noboru Yamamoto, Tokyo, Japan
- Christina Yap, London, UK
- Tim Yap, Houston, TX, USA



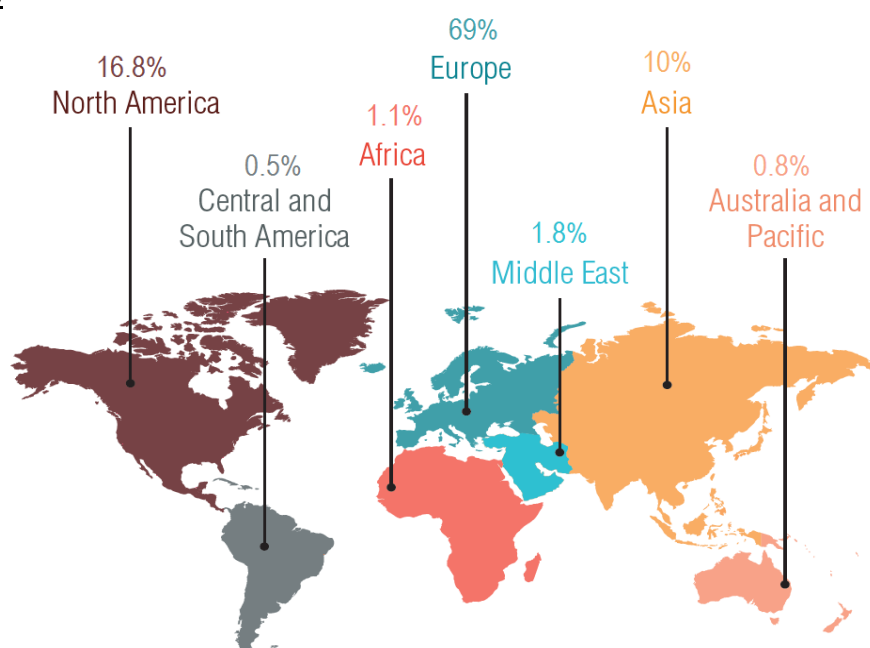
CONGRESS STATISTICS

Over 450 delegates are expected to attend the Targeted Anticancer Therapies Congress 2020. 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.

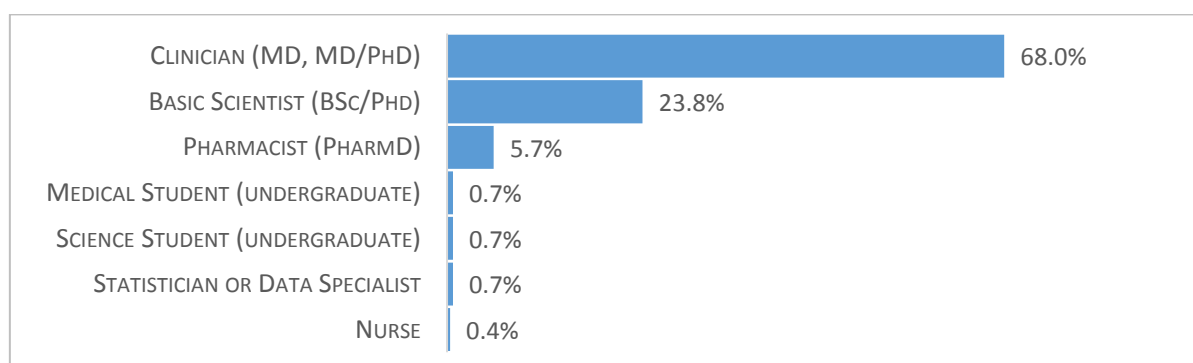
Detailed attendance based on registration fees paid

| | TAT 2018 | | TAT 2019 | |
|---------------------------|----------|------------|----------|------------|
| Invited Speakers | 50 | | 45 | |
| Delegates | 361 | | 335 | |
| Total Participants | | 411 | | 380 |
| Exhibitors | 13 | | 22 | |
| Press | 5 | | 3 | |
| Total Participants | | 429 | | 405 |

Regions in 2018



Profession in 2018



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..."

KEY DATES

Programme deadlines

| | |
|------------------------|--|
| September 2019 | Abstract submission system opening |
| 07 January 2020 | Abstract submission deadline |
| 2-4 March 2020 | Targeted Anticancer Therapies Congress |

Registration deadlines

| | |
|-------------------------|--|
| 20 January 2020 | Early registration |
| 12 February 2020 | Group registration (names to be given) |
| 12 February 2020 | Late registration |
| 12 February 2020 | Assign the free scientific registration included in the grant / package |
| 12 February 2020 | Assign the seats at the speaker dinner included in the sponsorship package |

Promotion deadlines

| | |
|-------------------------|--|
| 13 January 2020 | Company logo and product description |
| 20 January 2020 | Bag insert for approval, if sponsored |
| 14 February 2020 | Promotional message to be integrated into the Congress App, if sponsored |

Exhibitors deadlines

| | |
|-------------------------|--|
| 20 January 2020 | Submissions of the stand layout (if different than a shell scheme stand) |
| 14 February 2020 | Exhibitors registration |
| 14 February 2020 | Orders of furniture |
| 14 February 2020 | Orders of additional services |

Industry Satellite Symposia deadlines

| | |
|-------------------------|---|
| 1 November 2019 | Submissions of the proposed programme (draft version) - including symposium and all presentation titles, names and full contact details of proposed speakers and chairperson(s) |
| 13 November 2019 | Notification of acceptance / rejection / request for modifications to the programme as decided by the TAT 2020 Scientific Committee |

VENUE INFORMATION

Congress venue

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



CONTACTS

TAT Congress Secretariat

| c/o ESMO Head Office | | |
|---|--|---------------------|
| Via Ginevra 4 6900 Lugano Switzerland | meetings@esmo.org | |
| 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 | | |
| Debora Carbonetti | programme@esmo.org | +41 (0)91 973 19 95 |
| 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 |
| Sponsorship opportunities for Industry | | |
| Jon Roberts | jon.roberts@esmo.org | +44 0 7932 677911 |
| Media Relations | | |
| Press Office | 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 |

Webcast and badge scanner

| CTI Meetings Technology GmbH | | |
|------------------------------|--|-----------------|
| Ms. Tamara Dworschak | t.dworschak@ctimeetingtech.com leadssystem@ctimeetingtech.com | +43 1 319 69 99 |

INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

1. Satellite symposia schedule

Satellite symposia will take place from Monday, 2 March to Tuesday, 3 March 2020. Details of available time-slots may be obtained by email from the ESMO Strategic Partnerships Department (jon.roberts@esmo.org).

1.1 Satellite symposia programmes

All satellite symposia programmes must be approved by the 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 2020 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the TAT 2020 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the 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 Scientific Committee (programme@esmo.org).

Notes: In accordance with the ESMO Organisational Regulations, the ESMO Educational Committee Chair, ESMO Guidelines Committee Chair, ESMO Cancer Medicines Committee Chair, ESMO Compliance Committee Chair, ESMO Editors-in-Chief and ESMO Deputy Editors-in-Chief of ESMO journals are not permitted to Chair or present at any industry sponsored satellite symposium.

Other members of the ESMO Executive Board and ESMO Council may participate in industry sponsored satellite symposia (see limits above), subject to the ESMO Executive Board being informed well in advance, with a possible veto if deemed appropriate.

Please see www.esmo.org/About-Us/Who-We-Are/ESMO-Council

The TAT 2020 Scientific Committee Co-Chairs are also not allowed to participate in any industry sponsored satellite symposium.

Submitting an abstract to the TAT 2020 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.

1.2 Faculty expenses

Travel and accommodation:

ESMO will subsidise travel expenses and cover hotel accommodation for a maximum of 3 (three) nights for any expert already speaking in the official TAT 2020 programme at the ESMO Faculty hotel and in accordance with the TAT 2020 invited speaker reimbursement policy. Speakers who are NOT participating in the official TAT 2020 programme must have their travel and accommodation expenses covered in full by the sponsor.

Registration:

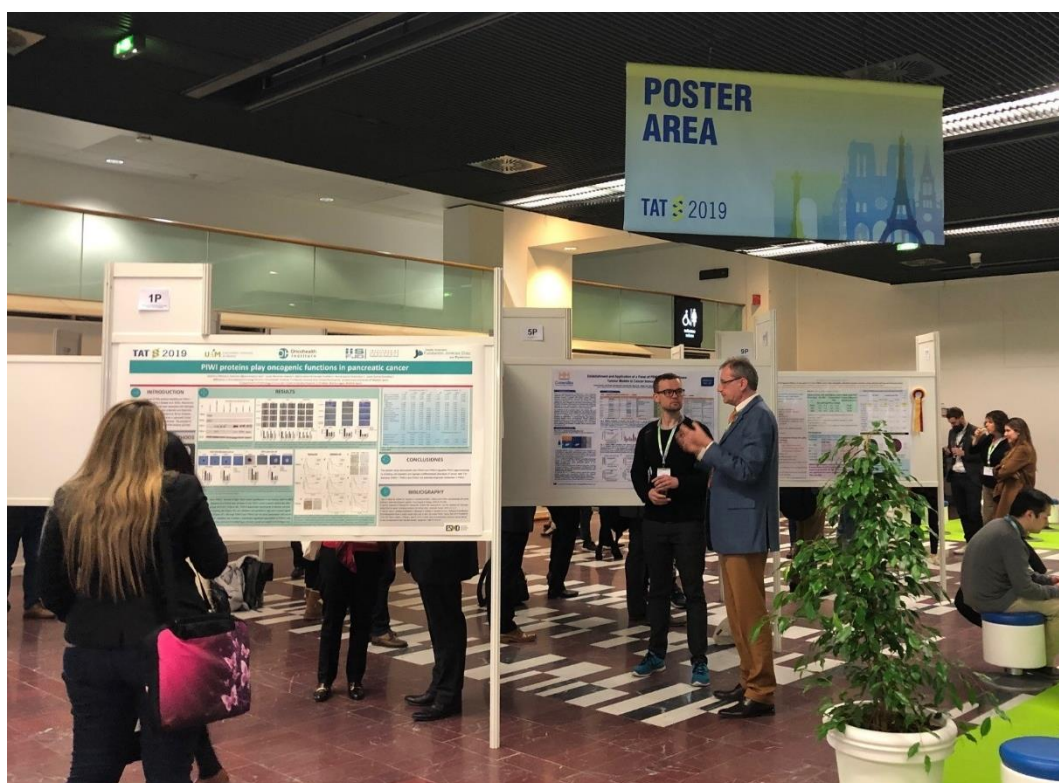
Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official TAT 2020 programme. Registrations are not arranged by the TAT organisers. Queries may be sent to the ESMO Registration Services Unit (registration@esmo.org).

1.3 Applications

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at TAT 2020. At the Congress, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

1.4 Programme timeline and deadlines

| | |
|------------------|---|
| 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. |
| 1 November 2019 | The proposed programme (1 st draft version) - 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. |
| 13 November 2019 | Notification of acceptance / rejection / request for modifications to the programme as decided by the TAT 2020 Scientific Committee. |



2. Satellite symposia logistical details

2.1 Schedule, room set-up and features

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

Monday, 2 March 2020

| Symposium N° | Time | Auditorium | Capacity | Stage/Podium |
|--------------|-------------|-----------------------|-------------|--------------|
| 1 | 18:15-19:15 | Amphithéâtre Bordeaux | 650 theatre | Yes |

Tuesday, 3 March 2020

| Symposium N° | Time | Auditorium | Capacity | Stage/Podium |
|--------------|-------------|------------|---------------|--------------|
| 2 | 12:30-13:30 | Room 342A | 100 classroom | Yes |

2.1.1 Technical equipment

| Room | LCD proj. | Laptop | Screen | Camera | Microphones | |
|-----------------------|---------------|--------|--------|--------|-------------|-------|
| | | | | | Lectern | Panel |
| Amphithéâtre Bordeaux | 14K lumens HD | 1 | 16/9 | 0 | 2 | 2 |
| Room 342A | 6K lumens | 1 | 16/9 | 0 | 1 | 2 |

Note: Voting system

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

2.1.2 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/>).

2.1.3 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 **19 February 2020**.

2.1.4 Session rooms lectern and panel table

Kindly be informed that both lectern and panel table of the Amphithéâtre Bordeaux and Room 342A can be branded. It is very important that the TAT graphic will not be ruined, therefore, considering also the limited set-up and dismantling times, the TAT congress Secretariat suggests you create a graphic which can easily be removed (e.g. forex panel to be leant on the panel table).

The company is responsible for printing and hanging the graphic.

The file must follow the instructions here below:

| | Amphitheatre Bordeaux |
|-------------|--------------------------|
| Lectern | 0.60m long 1.10m high |
| Panel table | 3.00m long 0.60m high |

2.1.5 Lectern laptop usage

Kindly be informed that the following regulations apply to the lectern laptop in the assigned room:

- The laptop **cannot** be removed or un-cabled from the lectern
- It is strictly forbidden to upload any presentation on the laptop using an USB key
- No laptop set-ups can be changed

Companies organizing a Satellite Symposium and NOT using the invited speakers preview centre will need to bring their own laptop and connect it directly with the projector which will be in the session room

2.1.6 Lead System / Badge Scanner

The TAT 2020 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 Lead System brochure and order form on the ESMO website.

Badge scanners shall be ordered through the official supplier CTI Meeting Technology.

2.2 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.

2.3 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.

2.4 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 slots are free of charge (max. 30-minutes slot per Satellite Symposium) and can be requested through the TAT Congress Secretariat (meetings@esmo.org).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to the TAT Congress Secretariat (meetings@esmo.org).

2.5 Invited speakers preview centre

The companies organising a satellite symposium should use the invited speakers preview centre and follow the instructions that the ESMO Immuno-Oncology Secretariat prepares for its own speakers, unless they have decided to bring their own AV material/company.

By using the invited speakers preview centre companies will benefit from:

- Direct PPT upload from the invited speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations
- Stage assistant

IMPORTANT: please inform the TAT Congress Secretariat at meetings@esmo.org whether you wish to use the official speaker preview centre or not.

If your intention is to benefit of this service, please write by **31 January 2020** the latest and communicate the name of the designated representative that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

2.5.1 Presentation material

In order to use the invited speaker preview centre, your presentation must be prepared in **PowerPoint 2010, 2013 or 2016 (MS Windows)** and provided on an **USB-removable drive**. Set the slide size to **“Widescreen 16:9”** and **landscape orientation**.

2.6 Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at TAT Congress 2020 will be added to the respective ESMO Meeting Library. Once the congress is over, all the attendees will be able to catch up on all the sessions of the event.

This platform will provide a unique opportunity for all satellite organisers to host their satellite webcast(s) directly in our library and make the content easily accessible to all our attendees and members.

If you are already an OncologyPRO (our official educational portal dedicated to oncologists) Sponsor, the hosting rights are free both inside OncologyPRO as well as in the ESMO Meeting Library provided the filming/recording of your webcast was done by our official supplier: CTI Meeting Technology.

However, if you are not an OncologyPRO sponsor, a yearly hosting fee applies. To receive more details on this hosting opportunity, contact sponsorevents@esmo.org.

IMPORTANT:

- ESMO recommends that the filming/recording of your webcast is done through the official supplier: CTI Meeting Technology.
- Cost for the recording/filming is not included. A quote must be requested to: CTI Meeting Technology.

- CTI Meeting Technology will release the link within 48 hours for upload on the respective Webcast Library and OncologyPRO, no editing is possible. This in turn will speed up the online publishing process ensuring the content is accessible as quickly as possible.
- However, if for a specific reason you need to produce your webcast through a different supplier, it can only be linked from OncologyPRO (not hosted) and therefore cannot be hosted on the ESMO Meeting Library.

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts (jon.roberts@esmo.org) or Anna McDougall (anna.mcdougall@esmo.org)

2.7 Satellite symposia contacts/ representatives

Each company will provide the name of one person who will be responsible for the organisation of its Satellite symposium and notify the TAT Congress Secretariat (meetings@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the TAT Congress Secretariat accordingly. The TAT Congress Secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the Satellite symposium, the company must inform the TAT Congress Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the TAT Congress Secretariat.

2.8 TAT website and Events App

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the Congress programme and in the Events App if they are received no later than the 31 January 2020. The submission of the programme must follow the format of the Congress template, which may be requested from programme@esmo.org.

The following details are necessary for inclusion in online programme: session title, lecture titles plus allocated time for each presentation, full speaker names, affiliation and contact details.

2.9 Abstract presentation during the Congress

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the congress at any industry-related Satellite symposia prior to its presentation during the official congress programme.

2.10 TAT Abstract Book

Abstracts related to satellite symposia are not published in the Congress Abstract Book.

3.0 Promotion of satellite symposia and other activities

3.1 Publications and printed material

Invitations to the satellite symposium, not larger than A4 format and not heavier than 30 grams, can be included in the Congress delegate bags (according to the sponsorship package ordered or when ordered separately), provided that they are delivered in accordance to the shipment deadline and other instructions provided by the TAT Congress Secretariat.

The TAT Congress Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, the TAT Congress Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the TAT Congress Secretariat supporting those products or services for their sole promotion at the TAT Congress 2020. However, the TAT 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 TAT Congress Secretariat bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the TAT Congress is legally and ethically acceptable in Switzerland.

Each company will ensure that all company publications referring to satellite symposia mention: "ESMO Targeted Anticancer Therapies Congress 2020 Industry Satellite Symposium" in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the TAT Congress Secretariat (meetings@esmo.org) by the **20 January 2020**.

Shipment instructions for "bag inserts" will be given upon approval.

ESMO bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected.

Handling fee regarding the shipment to the venue will be charged to the Industry by the forwarding agent directly.

3.2 Reproduction of logos

Each company is entitled to use the official TAT Congress logo on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

3.3 Inviting participants – Satellite invitation Weblink

Inviting participants to your satellites has never been this easy and effective! Within each satellite package we allow our Industry partners to showcase their satellites via a digital satellite invitation/Weblink whereby we invite our delegates to find out more about your session(s).

In the TAT Congress E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the 31 January 2020 your satellite Weblink will go live (this will be subject to prior submission before the 13 November 2019 deadline and subsequent approval by the TAT Congress Secretariat).

The TAT Congress E-Newsletter will be sent out end of February 2020.

Rules and Regulations:

ESMO reserves the right to refuse requested Weblink(s) should any web page be deemed to conflict with ESMO's ethics or interests.

- A Web Link is a page or pdf, created by the sponsoring company, highlighting their satellite symposium.
- The content of the Weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a Satellite Symposia: the content of the Web Link must solely state the:

- Title of the session

- The names of the chairpersons and speakers
- Venue and timing of MAP approved scientific programme

Remember that no product names or brand names are allowed in the title or in the scientific programme of the session.

- The deadline to submit your WebLink to meetings@esmo.org is the 13 November 2019. Your WebLink will undergo an internal approval procedure and the sponsoring company will be informed within 5 working days as to the status of approval.
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule.
- The WebLink may consist of more than 1 virtual page, due to its online nature, however no more than 2 pages can be included per Web Link.
- Under no circumstances may "Flash files" be allowed.
- Any requests for content or structure change/amendments after the weblink has been linked to the appropriate listing will not be actioned.
- To ensure that the TAT logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the Congress logo under specific conditions.
- Cancellation of the weblink should be sent in writing to the TAT Congress Secretariat.

The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received.

3.4 Advertisements

Advertisements are possible in Congress-related publications. Please contact meetings@esmo.org for further details.

3.5 Signage, display and distribution onsite

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical), for the exact size please contact meetings@esmo.org.

All companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the TAT Congress Secretariat (meetings@esmo.org) by the 20 January 2020.

Companies are entitled to bring one roll-up poster for each entrance of the assigned room and place it only 30 minutes before the start of the satellite symposium. Roll-ups must be removed at the end of the session.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the congress period. Invitations and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the bus station and the main entrance of the congress venue.

Flyers may, however, be distributed at the company booth from when the exhibition is open and in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the Satellite symposium or at the company's exhibition stand.

3.6 Promotion at Congress hotels

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the TAT Congress Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the TAT Congress Secretariat for the distribution of material or for the list of official Congress hotels.

3.7 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.

3.8 Networking events

Companies may organise evening events, provided that these starts after the conclusion of the official programme of the day. And are subject to the TAT 2020 Congress Secretariat approval. Please send your request to meetings@esmo.org.

The Cocktail and poster display will take place in the Exhibition foyer on Monday, 2 March from 17:30 to 18:15.

3.9 Unofficial satellite symposia or similar events

During the period beginning on Monday, 2 March through to Wednesday, 4 March 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.

3.10 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 2020 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:

2 March 2020 08:45 – 17:30

3 March 2020 08:00 – 18:15

4 March 2020 08:00 – 17:15

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.

3.11 Promotion related to products and services

Companies holding Satellite symposia are responsible for obtaining relevant information and for complying with all Swiss and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by ESMO, and the sponsoring company is solely responsible for bringing its advertising into line with local and European laws, as applicable.

3.12 Participation in Industry Satellite symposia

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor's badge and agencies wearing the Industry Satellite badge have the right to attend the Industry Satellite symposia.

4.0 Media activities

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the TAT Congress 2020 should send a request to the ESMO Press Office using the appropriate form made available through the ESMO website or contacting the ESMO Press Office (media@esmo.org).

4.1 Press badges

According to the ESMO Media Policy, representatives of communications agencies are not entitled to receive a press badge, which is assigned only to journalists working for recognised media. 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 Congress Third-party Media Activities Policy" to be requested through media@esmo.org.

4.2 Filming, recording and photography

Conference content is the copyright of the Organising Partners. 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.

GENERAL CONGRESS AND EXHIBITION TIME SCHEDULE

Exhibition area setup hours

| | |
|------------------------|---------------|
| Sunday, 1 March | 12:00 – 19:00 |
|------------------------|---------------|

Attention! Please note that all booth must be completed by **19:00**.

Exhibition area hours

| | |
|---------------------------|---|
| Monday, 2 March | 08:00 – 18:15 (cocktail at 17:30-18:15) |
| Tuesday, 3 March | 10:15 – 16:00 |
| Wednesday, 4 March | 10:15 – 15:30 |

Exhibition dismantling hours

| | |
|---------------------------|---------------|
| Wednesday, 4 March | 15:30 – 19:00 |
|---------------------------|---------------|

Registration hours

| | |
|---------------------------|---------------|
| Monday, 2 March | 07:00 – 17:30 |
| Tuesday, 3 March | 07:30 – 18:00 |
| Wednesday, 4 March | 07:30 – 17:00 |

Coffee breaks and lunches

| | |
|---------------------------|---------------------------------------|
| Monday, 2 March | 11:00-11:30, 13:00-14:00, 15:30-16:00 |
| Tuesday, 3 March | 10:30-11:00, 12:30-13:30, 15:30-16:00 |
| Wednesday, 4 March | 10:30-11:00, 12:30-13:30, 15:00-15:30 |

Times subject to changes

Cocktail and Poster display

The Cocktail and Poster display will take place in the Exhibition area, on Monday, 2 March 2020 from 17:30 to 18:15. Delegates, invited speakers and exhibitors are invited to join this event.

EXHIBITION RULES AND INSTRUCTIONS

Exhibition area 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 **14 February 2020**.

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

Shipping instructions

ESI has been appointed as the official Forwarding Agent for the TAT Congress 2020. They will handle all goods being delivered to the Palais des Congrès 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 2020**

All goods must be labelled as follows:

- Booth Material: **TAT 2020 Congress – Company name – Booth Nr. – 2-4 March 2020**
- Bag inserts (450 copies): **TAT 2020 Congress – Company name – BAG INSERTS – 2-4 March 2020**

Shipping deadlines for delivery:

| | | | Place of arrival | Receiving deadlines |
|--------------|---|-----|--------------------------------------|--|
| Documents |  | | ESI office (e-mail, courier, 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 |

Exhibitors registration

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 **12 February 2020**.

Exhibitor badges are available only for staff members, owners, representatives and employees of exhibiting firms. The number of exhibitor badges depends on the sponsor package:

| Sponsor Level | N° of Exhibitor badges |
|-------------------|------------------------|
| Platinum Package | 5 |
| Gold Package | 5 |
| Silver Package | 5 |
| Bronze Package | 5 |
| Supporter Package | 5 |
| Exhibitor Package | 2 |

An “Exhibitor” badge authorises access to the Exhibition area only.

Exhibitor badges included in the sponsor package are free of charge. Additional badges can be purchased at the fee of EUR 78.00 (VAT included). Exhibitor badges 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.

Company acknowledgement

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 **13 January 2020**, 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.

TAT CONGRESS 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, 2 March 2020 to Wednesday, 4 March 2020.

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:

2 March 2020 08:00 - 17:30

3 March 2020 08:00 - 18:15

4 March 2020 08:00 - 17:15

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 Congress bag inserts:

The Congress Bag Insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official TAT Congress Bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the Congress Bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly followed. ESMO bears no responsibility for the non-inclusion of leaflets in the Congress Bags if the shipping instructions and deadline were not respected. Consult the TAT 2020 Industry Prospectus for more information on this sponsorship opportunity.

5.2 General note:

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

5.3 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.

5.4 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.

5.5 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.

5.6 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 2020 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. ESMO reserves the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.

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 20 January 2020**.

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: juliette.demauro@hyatt.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. 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. TAT 2020 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 English and European law, where applicable.

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. 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.

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. The Targeted Anticancer Therapies Congress 2020 is a non-smoking event.

22. Final Clause

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

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 2020 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 2020 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 2020 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 2020 but not later than the **31 December 2020**. 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 2020 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 2020 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 2020 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 2020. 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 2020.

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 2020 is a non-smoking event.

Final Clause

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

